

WASHINGTON UNIVERSITY SCHOOL OF LAW
STUDENT HANDBOOK
2005-2006

WASHINGTON UNIVERSITY SCHOOL OF LAW
200-200 STUDENT HANDBOOK

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NOTICE & RESERVATION OF RIGHTS: Many of the matters covered in this Student Handbook and, thus, the provisions of Handbook itself, are subject to change at any time. The School of Law expressly reserves the right, without notice, to change the rules, requirements, policies, and any and all other matters contained in this Handbook. Changes will be duly published on the School of Law Website, <http://ls.wustl.edu/Students/Handbook/> and, once a year, in an updated hard copy version of the Handbook.

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Introduction

Welcome to Washington University School of Law. This handbook contains information about a number of important aspects of life in the law school community, including many of the rules and regulations that you are required to observe. All students are responsible for being familiar with its contents.

The handbook is one of several sources of information of vital importance to all students. Other sources include: (1) your law school (GroupWise) e-mail account; (2) your student mail folder; (3) the chalkboard outside of Room 301; (4) notices posted on bulletin boards, easels, and/or outside classrooms throughout the law school; and (5) for class assignments, the law school website <http://law.wustl.edu/Students/Courses/>. Students are also expected to check these other sources on a regular basis.

Although every effort has been made to make this handbook both accurate and complete, the information provided is subject to change or correction at any time. For the most up-to-date version of the handbook, go to <http://law.wustl.edu/Students/Handbook/index.html>

Dean's Welcome

Welcome, and let me wish you well as you either begin, or continue with, three of the most exciting and challenging years you will ever know. This will be a time of intellectual as well as personal growth for each and every one of you. You will probably learn almost as much about yourself as you will about the law. Enjoy your time here; you will work hard, but you will also form relationships with faculty, administrators, and fellow students that will serve you for the rest of your life.

Washington University School of Law is a community comprised of people from a multitude of backgrounds. Because all of us (faculty, administrators, and students) are a community, it is important that we strive to maintain an atmosphere of civility. Using common sense and treating others in a respectful manner will go a long way towards making everyone feel welcome and comfortable here at the law school. Our activities, programs, classes, workshops, lectures and everyday interactions are enriched by our acceptance of one another in an atmosphere of mutual respect.

Think of your professional lives as beginning now rather than when you graduate. Strive to treat your fellow students, the staff and the faculty as you would if you were already a licensed attorney. Law school is a great place to begin practicing the art of how to disagree respectfully. If you just remember that your classmates of today will be your professional colleagues of tomorrow, you will have a fulfilling and exciting three years here and the law school will be a better place for you having been here.

Dan Keating

ACADEMIC CALENDAR

ACADEMICS

IMPORTANT NOTES: Law school policies and procedures pertaining to academics are largely governed by Faculty Rules. Please always check the Faculty Rules if you have any questions concerning academic matters. The rules can be found in Appendix A in this handbook, or on the web at <http://ls.wustl.edu/Students/Rules/>. To seek an exception from or waiver of a rule, a student must petition the faculty. For information on petition procedures, see “**Petitions**” in this section of the handbook.

Academic Planning

Students are responsible for planning their own legal education beyond those courses deemed so fundamental that they are required by the law faculty for graduation. This planning process should be initiated early and reviewed from time to time in light of each student's changing interests and demonstrated capacities. Students should consider familiarizing themselves with the subjects covered in any bar examination they may contemplate taking and any specific courses that may be required by the jurisdiction, as such knowledge may help with program planning in the area of electives. (For how to obtain this information, see the section on **BAR ADMISSION AND RELATED INFORMATION** elsewhere in this handbook.) Students are also encouraged to seek guidance on an informal basis from Dean Bolin, other faculty members, administrators Assistant Director of Student Services Marcia Goldsmith, Assistant Director of Student Services Elizabeth Patton and/or other students.

The law school offers academic planning assistance on several fronts. The busiest time for this is the spring, beginning several weeks before preregistration. A course directory comes out in March/of each year in anticipation of registration for the following academic year. The directory is distributed to all returning students and is also accessible on-line at <http://ls.wustl.edu/Registrar/courseinfo.html>. The school also puts out an academic planning guide which provides additional information about curricular possibilities for the coming year. (For the 2004-05 version, go to <http://law.wustl.edu/Registrar/courseinfo.html> and click on “**Course Selection, Information and Advice (including concentration information)** -- *Download Word Document.*”) Then one or more sessions are held in which members of the faculty who teach upper level courses discuss with students and answer questions about the area(s) of the curriculum in which they teach and offer advice about course selection. Each 1L student is also encouraged to schedule a one-on-one session with his or her LRW professor to discuss the student’s interests and objectives and develop an overall academic plan.

Academic Progress

See “**Evaluation of Graduation Requirements Audit Form**” in this section of the handbook

Academic Records

The Law School's Assistant Dean for Student Records, Colleen Erker, (935-6466, erker@wulaw.wustl.edu), oversees the maintenance of student academic records. Dean Erker and her staff, Associate Registrar Sue Halvorson (935-4750, halvorson@wulaw.wustl.edu), Associate Registrar Jean Heil-Chapdelaine (935-7458, jheil@wulaw.wustl.edu) and Assistant

Registrar Barb Laudel (935-4610, bjlaudel@wulaw.wustl.edu) also coordinate registration, administer examinations, and handle Bar application forms. Their offices are located in Room 303 (the Student Services Suite).

Academic Rules

The academic rules of the Law School are established by the faculty. The rules, known as the Faculty Rules, are listed in Appendix B of this handbook and also are available on-line at <http://ls.wustl.edu/Students/Rules/>. Deans Erker (935-6466, erker@wulaw.wustl.edu) and Bolin (935-4526, bolin@wulaw.wustl.edu) are able to answer most questions about the rules. For more on academic rules, see “**Course-Related Policies and Rules**” in this section of the handbook.

Academic Standing

Good Standing - To be eligible for graduation, a student must be in academic good standing. To be in academic good standing, a student must achieve a yearly average grade of at least 79 for all courses taken during each academic year (except in the third year) and have a cumulative grade point average of at least 79 at the end of each academic year.

Academic Disqualification - Academic disqualification and related matters are governed by Faculty Rule (F). Under the rule, subject to certain exceptions (including one involving academic probation), if a student fails to achieve at the end of each academic year a 1) cumulative grade point average of 79 for all law school courses taken, or 2) a yearly grade point average of 79 for all courses taken during the second academic year, the student is excluded from school for poor scholarship. The academic year begins with the summer school term and ends with the spring semester. The rule does not apply until a student has examined in at least 15 hours and has been enrolled in the School of Law for at least two semesters. Students who are academically dismissed or put on academic probation receive notification from the Associate Dean of Student Services. For further information about academic disqualification and probation, see Faculty Rule (F).

Probation - Any student 1) whose cumulative grade point average at the end of each academic year is between 78.50 and 78.99, inclusively, or 2) whose yearly grade point average for the second year is between 78.50 and 78.99, inclusively, is allowed to continue his or her studies for one additional year on scholastic probation. If at the end of that probationary year the student's cumulative GPA is at least 79, and, in the case of the student with the yearly GPA deficiency, the combined average for that year and the preceding one is 79 or higher, the student is removed from probation and returns to academic good standing; if, on the other hand, the student does not adequately increase his/her cumulative and combined first and second-year or second and third-year GPAs to at least 79, he or she is excluded for poor scholarship.

Academic Support

Academic support, both in the form of scheduled programs and workshops and in the form of individual counseling, is available “formally” through the office of Assistant Director of Student Services Marcia Goldsmith (Room 469, goldsmith@wulaw.wustl.edu, 935-8257, Web address <http://ls.wustl.edu/Advising/>) and, for 1Ls, through the Legal Research & Writing Professors and

the student Mentor program. Students are also encouraged to seek such support on an informal basis from Dean Bolin, other faculty members, and/or other students.

The Assistant Director of Student Services Marcia Goldsmith works closely with students to assist them with the study skills necessary to succeed in law school. In addition to individual support sessions, there are group presentations on a variety of topics such as Class Preparation, Note Taking, and First Year Exam Preparation.. In the spring the Assistant Director of Student Services Marcia Goldsmith offers an Academic Skills program, a 8-week program designed to improve academic skills such as case synthesis, outlining, and exam-taking. There are also several outside Web sites that offer study support to law students. For examples (neither vouched for by the law school nor an exhaustive list), see <http://www.4lawschool.com/>, <http://stu.findlaw.com/outlines/>, <http://www.lawschool.com/finalprep.htm>. Additional links may be found by visiting the Student Advising Web page at <http://ls.wustl.edu/Advising/>.

Changes in Student Status

Leave of Absence - Students generally may obtain a leave of absence for up to one year upon request. Leaves for longer than one year are disfavored, but may be granted in unusual circumstances. Any student who is interested in (or even thinking about) taking a leave of absence should consult Dean Bolin (Room 303A, bolin@wulaw.wustl.edu).

Visiting at Another Law School - As a general rule, students are required to complete 6 semesters of residence at the School of Law in order to earn a J.D. degree. Under exceptional circumstances, however, a student may be allowed to satisfy up to 2 semesters of this requirement by attending another AALS-accredited law school as a visiting student. To receive permission, the student must: (1) submit to the Faculty Petitions Committee a written Petition to Visit Another Law School; and (2) persuade the Committee and the faculty that absent permission to visit, "severe hardship would ... result." Students should also be aware that, if permission is granted, special tuition payment rules apply. For details, see Faculty Rule (G)(2)(c).

NOTE FOR STUDENTS CONSIDERING PETITIONING TO VISIT AWAY IN 2006-2007: Washington University School of Law standards for approving requests to visit away are **under review**. Any changes that may be adopted (probably in Spring 2006) might be applied in deciding whether to grant the requests of students looking to visit away in 2006-2007.

Once permission to visit is obtained, students should be aware that credits earned for a law school course taken elsewhere will transfer and count toward a Wash U degree only if: (1) the student arranges to have an official transcript sent directly from the other institution to the law school; (2) the course is not duplicative of a course for which credit has already been earned; and (3) the student receives a "C" or better for the course. (Although a "C" or better is required, please note that grades received elsewhere do not count in calculating a student's Wash U GPA.) Any student wishing to explore the possibility of visiting elsewhere should consult with Assistant Director of Student Services Elizabeth Patton (Room 466, 935-6457, epatton@wulaw.wustl.edu) who submits student petitions to the Petitions Committee, and/or with Dean Bolin. Students approved to visit away must complete and submit to the Registrar's Office the "Visiting Elsewhere" form. Found at <http://law.Registrar/Forms> or in a folder by the student mailboxes.

Withdrawal from School - Students considering withdrawing from school are encouraged to consult with Dean Bolin, Assistant Director of Student Services Marcia Goldsmith, Assistant Director of Student Services Elizabeth Patton, Student Services Consultant Fay Faye, M.A., L.P.C. and/or another member of the faculty or administration with whom the student feels comfortable. To withdraw, a student should provide written notification to the Registrar's and Financial Aid Offices and obtain written approval from Dean Bolin. Students who withdraw after a school term is underway will ordinarily receive a tuition refund based on the last date of class attendance, as follows:

within 1st week of classes	100%
within 2d week of classes..	80%
within 3rd or 4th week	60%
after 4th week & before end of 8th week.	40%

There is no refund after the eighth week of the semester except for withdrawals for reasons of health. Such reasons must be certified or verified by the University Health Service, in which case the law school will make a pro rata refund of tuition if notice of withdrawal is received before the end of the twelfth week of the semester.

Courses and Course Selection Information

See "**Academic Planning**" in this section of the handbook.

Course-Related Policies and Rules

Adding and Dropping Classes

- **First years** - First-year students are required to take the prescribed first-year courses and are assigned to sections of those courses. First-year students may not change sections or drop courses except with the permission of Dean Bolin.

- **Upper-level Students** - Courses may be added prior to the first day of classes and throughout the first week of classes subject to availability of space unless otherwise stated in the course directory or syllabus or in class. Students should add/drop courses online through WebSTAC <https://acadinfo.wustl.edu/>, except for seminars and clinics for which students should contact Colleen Erker at erker@wulaw.wustl.edu No course may be *added* after the first week of classes unless the professor's permission is obtained on a "Permission to Add or Drop (After Deadlines)" form. This form may be found in the Student Forms & Information area near the student mail folders, or on the web at <http://ls.wustl.edu/Registrar/Forms> by clicking on "Add/Drop after Deadlines Permission Request Form." Courses may be *dropped* during the first eight weeks of the semester unless otherwise stated in the course directory, course syllabus, or in class (such as in the case of clinics, Pretrial, Trial, Advanced Trial, and Alternative Dispute Resolution). After the first four weeks of the semester, students may drop most courses with a "PW" (permitted withdrawal) appearing on their transcripts. After the first eight weeks, drops may be made only with the professor's approval (on the "Permission to Add or Drop (After Deadlines)" form). For further information about adding and dropping courses, see Faculty Rule (D)(10).

Attendance/Preparation - Regular class attendance and preparation are expected of all students. This is both a law school rule and an ABA law school accreditation requirement. In addition, faculty members may and often do establish their own specific attendance and

preparation requirements, the violation of which may result in the lowering of a grade or exclusion from class. For further information about attendance and preparation policies, see Faculty Rule (D)(1)-(3).

Audits - Students may audit courses subject to availability of space and permission of the professor upon such terms as the professor may impose. An “Audit a Course Request Form” (available from the Student Forms & Information area near the student mail folders or printed off the web at <http://ls.wustl.edu/Registrar/Forms>), must be completed, signed by the professor, and submitted to the box on the counter in the Student Services Suite, Room 303. Graduates of the School of Law may audit a course without charge with the consent of the professor and subject to availability of space. Other auditors will be charged the regular tuition rate for an audited course. Auditors do not examine in or earn any credit hours for the audited course and the course is not included in computation of academic average or degree requirements, although the audit is recorded on the student’s transcript. A student who audits a course may not later take the same course for credit(except for LLM students who audit a course).

Cancellation of Classes - When professors cancel a class, they typically ask their assistant to notify students of the cancellation on the chalkboard outside Room 301. Professors also increasingly use e-mail to notify students of cancellations and make-ups. When severe weather occurs, some professors may cancel class. Students may wish to call the "Weather Hotline" from home before coming to school when the weather is particularly severe. For instructions, see “**Weather Hotline**” in the in the **STUDENT INFORMATION** section of the handbook.

Classroom Assignments - A few days before the first day of classes each semester, classroom assignments are finalized and entered into the computer. They then appear on class schedules which each student can print out of WebSTAC., by clicking on “class schedule”. Also, course schedule grids showing all the classroom assignments will be posted on the administrative bulletin board (outside Room 301). There are three course schedule grids: 1) first year courses; 2) upper-level courses; and 3) graduate tax courses. Last minute classroom changes will be written on the chalkboard outside Room 301.

Course Conflicts and Overlaps - Students may not take courses whose class meeting times conflict or overlap. Any student who registers for classes that conflict or overlap will be required to withdraw from as many courses as may be necessary to eliminate all such conflicts and overlaps from his/her schedule and risks not receiving credit for either course.

Lotteried Courses - Slots in clinics and seminars are lotteried in March/April for the following fall and spring semesters. Priority is given to rising third year students who have not yet had a clinic/seminar. Priority also may be related to a student's pre-requisites and experience (read course descriptions for specifics). Students are notified of clinic and seminar placements prior to online registration for fall courses in April. Students who do not get into their clinic or seminar of choice are automatically placed on the waitlist. The drop deadline for a clinic is typically three month before classes begin (read the course description carefully for details/exceptions). Students wishing to drop a seminar after the seminar has had its first meeting must obtain permission from the instructor to withdraw from the seminar using a "Add/Drop a Seminar Request Form.” Forms are located in the Student Forms & Information area near the student

mail folders, or they may be printed off the web at <http://ls.wustl.edu/Registrar/Forms>. Note that it may be difficult to obtain instructor permission to withdraw from an oversubscribed seminar after the time has passed during which the instructor will permit another student to enroll.

Nonlaw Courses for J.D. Credit - A second or third year student may apply to receive up to three hours of credit toward a J.D. degree for a course offered by another school of the University. The nonlaw course: 1) must be listed as a graduate-level course, 2) must not duplicate a law school course, and 3) must be logically related to the particular educational program or career plans of the student. In order to obtain the necessary approval, the student must complete a "Request to Take Nonlaw Course for Credit" form (available in the Student Forms & Information area near the student mail folders and online at <http://ls.wustl.edu/Registrar/Forms>) and submit it to Dean Keating. A course description, syllabus, reading list and list of course requirements should be attached if they are available. Dean Keating will act on the request and forward it to Dean Bolin. The student will receive a copy of the approved form or will be notified if there are any questions or concerns. If the request is denied, the student may appeal to the Faculty Petitions Committee (for information on how to proceed, see "***Petitions***" in this section of the handbook). Nonlaw courses may not be taken on a pass/fail or credit/no credit basis; rather, the student must earn a 'C' or better in order to receive credit for the course; however, the grade is not calculated into the student's law school GPA.

Please note that students are responsible for registering online for non-law courses and for obtaining any special approval needed from the other school. Note, too, that each University department (including Law) reserves the right to drop students who are deemed as inappropriately enrolled in any of their courses. For example, a particular course may be a low enrollment course for which all the spots will be used for students from the home department.

Overloads - Any course load consisting of more than sixteen hours of work for credit (*taking into account both law and non-law courses*) is an overload for which special permission must be obtained. Students wishing to take 17 or 18 hours of course work for credit must obtain written approval in advance from Dean Bolin by filling out and submitting a "Request for Overload" form. Forms are available in the Student Forms & Information area near the student mail folders and on the web at <http://ls.wustl.edu/Registrar/Forms>. Dean Bolin will return a copy of the form to the student's mailbox with either "Granted," "Denied," or "Other" checked off. Course loads of more than 18 hours are strongly disfavored. Any student wishing to take more than 18 hours must write a petition to the Faculty Petitions Committee and obtain approval from the Committee and the full faculty (see "***Petitions***" in this section of the handbook).

Pass/Fail Courses - Few courses offered at the law school are strictly "Pass/Fail" or "Credit/No Credit," and students are not permitted to choose whether to take a course pass/fail. More commonly used (although still a small minority) is the "Modified Pass/Fail" grading scale, which offers the grades of "High Pass" for which a 94 "Pass" for which no numeric grade is recorded, "Low Pass" for which a 78 is recorded, and "Fail" for which 70 is recorded. (For more on the workings of the Modified Pass/Fail grading scale, see "***Grades & Grading***," "***Computation of Academic Average***" in this section of the handbook.) If a course is not graded by the usual numeric grading scale, the grading method will typically be mentioned in the course description in the course directory. According to Faculty Rule (C) (2) (j) No student may count toward

his/her J.D. degree more than 23 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). There is also a pass/fail limitation relates to eligibility for the Order of the Coif, an honor available to students graduating in the top 10% of their class. One requirement for Coif is that a student must have taken at least 75% of his or her law courses "graded." The Coif definition of "graded" includes modified pass/fail courses. Given the small number of strictly pass/fail courses offered at WUSL, disqualification from Coif eligibility on these grounds is unlikely, but students still should keep this issue in mind. Please note that it is each student's responsibility to track their ratio of graded to non-graded credits.

Degree Requirements

JD (Juris Doctoris) Degree - To receive a JD degree, a student must have provided the law school with all documents necessary to complete the student file (including a final official undergraduate transcript) and must satisfy the following requirements:

- **Courses** - Complete all first year courses prescribed for the year in which the student originally enrolled plus any other courses the faculty requires for graduation (e.g., as of the fall of 2002, entering students are required to satisfactorily complete various first year substantive courses, a five hour first year Legal Research and Writing course, a seminar that satisfies the upperclass seminar writing requirement (see Faculty Rule (G)(3)), and a course from the Ethics Curriculum);

- **Credit Hours** - Earn a total of at least 85 credit hours;

- **Cumulative Average** - 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 the courses taken in the second academic year whether or not credit is earned; and

- **Residence Credit** - Complete six semesters of residence at the School of Law, which means 6 semesters (or the equivalent) in which the student completes a minimum of 12 hours of work and obtains final credit for a minimum of 10 hours. Students who fail to earn a complete semester residence in any semester may make up the deficiency by attending summer school, for which partial residency can be earned. Students may earn 1/14 of a semester's residency per credit hour in summer school at WUSL; however, the maximum that can be earned in summer school at WUSL (in which students attend classes for 5 weeks) is 5/14 of a semester. Therefore, two summers of summer school cannot add up to one whole semester's worth of residency credit.

A student may also be allowed to satisfy up to two semesters of the residence requirement at another AALS member law school by successfully petitioning the faculty for permission to do so. For more on how this works, see "**Changes in Student Status,**" "**Visiting at Another Law School**" in this section of the handbook.

Other Degrees - The law school offers several graduate law degrees (the JSD, professional LLM degrees in Taxation and in Intellectual Property & Technology Law, and the LLM degree

in U.S. Law) and the MJS degree. For the most part, these either are 1-year programs (the LLM in U.S. Law) or are subject to a specific limitation as to how long a student may take to complete the degree (the JSD and LLMs in Intellectual Property & Technology Law and Taxation). For information on the specific requirements for each degree, see Faculty Rules (G)(1)-(3), (H) and (I).

Evaluation of Graduation Requirements Audit Form

At the beginning of each academic year, every returning student receives an Evaluation of Graduation Requirements audit form that shows which degree requirements the student has and has not fulfilled as of the end of the previous academic year (i.e., the end of Spring semester grading period) according to the Registrar's records. Students are responsible for seeing to it that they take all courses and meet all other applicable requirements (such as GPA and residency). For a discussion of the degree requirements themselves, see "**Degree Requirements**" in this section of the handbook.

Exams

Computer Use - Students who properly register their laptops and download special software (at no charge) in accordance with instructions issued and by the deadline set by the Registrar's Office are permitted to take exams on their laptops unless the exam instructions for a particular course provide otherwise.

Scheduling - The dates of the exam period for each term appear on the academic calendar. The exam schedule is distributed approximately 6-8 weeks into the fall and spring semesters. All 1L exams are scheduled for a specific day and time, with at least two days in between each exam. For upper-level exams, the professors with the 4 or 5 highest enrollment upper-level classes are given the opportunity to have their exams scheduled for (or at least taken by) a particular day and time, to ensure that they have enough time to complete their grading. There is always at least one full day between upper-level scheduled exams. All other upper-level exams are unscheduled. Unscheduled exams may be taken any morning of the exam period, at a time and place specified by the Registrar's Office.

Special Situations/Accommodations - Any request for special exam accommodations must be directed to Dean Bolin. Arrangements for exam accommodations for students with disabilities must be made early in the semester through the Washington University Disability Resource Center <http://disability.wustl.edu/>. Any student experiencing a crisis during exam period, such as a death in the family or a serious illness, should contact Dean Bolin or Dean Erker. Consistent with the school's anonymous grading policy, in no event should a student contact a professor directly about a special situation or need related to the taking of an exam. For further information about exams, see Faculty Rule (E).

Faculty Plagiarism Rules

Students should familiarize themselves with the new Faculty Rules on Plagiarism. Students should make themselves aware of what constitutes plagiarism and when it can rise to the level of an Honor Code violation. Every student will receive a copy of these rules in booklet form. They can also be viewed on the web at: <http://law.wustl.edu/studentserv/index.asp?ID=1000>

Faculty Rules

As stated at the beginning of this section of the handbook, law school policies and procedures concerning academics are governed heavily by Faculty Rules. Please always check the Faculty Rules if you have any questions concerning academic matters. The Rules can be found in Appendix A in this handbook or on the web at <http://ls.wustl.edu/Students/rules/>.

Forms

Students often are required to fill out and submit forms in connection with requests pertaining to academic matters. Forms are available in the Student Forms & Information area near the student mail folders and on the web at <http://ls.wustl.edu/Registrar/Forms>. Most of the forms give instructions as to when and where they should be turned in, but if that's not clear, students should inquire in the Registrar's Office (Room 303), or email Registrar@wulaw.wustl.edu.

Grades & Grading

Anonymous Grading - Final exams are graded anonymously. To help enforce this policy, disclosure of a student's identity or status on an exam is an Honor Code violation (see Article VIII(A)(4) of the Code). Papers usually are not graded anonymously. In addition, certain classes, due to the nature of the work involved cannot be graded anonymously (e.g. Clinics, Pretrial, Trial, Alternative Dispute Resolution and some Applied Skills classes).

Computation of Academic Average - Yearly and cumulative grade point averages for J.D. students are computed at the end of the fall and spring semesters. The academic year, for purposes of the yearly GPA, begins with summer and ends with spring. Averages are computed as a weighted average by multiplying the numeric grade for each course attempted by the number of credit hours given for the course and dividing the total by the number of numerically graded hours attempted (credit/no credit, transferred hours, and non-law courses are not included in these computations). A "Fail" in a Pass/ Fail course (whether Modified or "pure") is recorded as a 70 and is used to compute the student's average. A "Low Pass" in a Modified Pass/Fail course is recorded as a 78 and also is used to compute the GPA. A "High Pass" in such a course is recorded as a 94 and also is used to compute the student's average, unless the effect would be to lower the student's cumulative GPA. A "Pass" in a modified Pass/Fail course is recorded as a P and does not affect the GPA.

Grading Deadlines - As a general rule, grades are due 6 weeks after the end of the exam period for the fall semester, 5 weeks after for the spring semester, and 4 weeks after for the summer session. For students who are graduating, the Registrar's Office sets a date by which faculty members must give notification of a failing grade prior to commencement day. In accordance with a rule proposed by students and approved by the faculty in Spring, 2000, except in the event of serious extenuating circumstances, any faculty member who fails to meet a grading deadline is fined. (See Faculty Rule (E)9)(b).)

Grading System - For years, the law school used a grading system in its J.D. program with a scale of 65 to 100 and a mandatory median (middle) grade for each class of between 82 and 84. Effective with the graduating class of 2004, the school instituted a new J.D. grading system with a scale of 70 - 100 and a mandatory mean (not median) of 87 for first year classes and the mean GPA of all J.D. students in a given class for each upper-level class. With this new scale, a grade

of 74 or better is necessary to earn credit in a course and a cumulative 79 average is necessary to remain in good standing, and at the end of the 2nd year a GPA of 79 is required based solely on the 2nd year grades.

The faculty has agreed upon the following conversion scale for students to compare the law school's numeric grades with letter grades: A+ = 100 - 97; A = 96 - 94; A- = 93 - 91; B+ = 90 - 88; B = 87 - 85; B- = 84 - 82; C = 81 - 79; D = 78 - 74; F = 73 - 70. (Under the previous grading system, the conversion scale was: A+ = 100 - 98; A = 97 - 90; B+ = 89 - 88; B = 87 - 83; C+ = 82 - 81; C = 80 - 75; D = 74 - 70; F = 69 - 65.) Students should note that because of high academic standards and intense competition, considerable bunching occurs in the middle range of the grading scale.

For LLM students the following different grading rules apply. Students in the LLM in Taxation and LLM in Intellectual Property & Technology Law programs must receive a minimum grade of 79 to pass a class. Courses strictly defined as LLM Tax courses are not restricted by a median/mean score. Students enrolled in the LLM in U.S. Law program are graded High Pass (HP), Pass (P) or No Credit (NCR#). However, the Registrar's Office does inform the LLM in U.S. Law student of his or her numeric grade unofficially and a numeric grade record for each such student is kept in his or her file.

Notification of Class Standing - At the end of the fall and spring semesters, a GPA percentile table is created for each J.D. class. The GPA percentile table lists the 1%, 5%, 10%, 15%, 20%, 25%, and 33 1/3% cut-offs for each J.D. class. This information is sent by email to all students and a percentile cut off handout on Law School letterhead is generated for each JD class and posted on the Registrar's Office website. Following a system proposed by students and approved by faculty in Fall 1995, the law school does not report exact ranks of J.D. students, except for the top 5%.

Students in other degree programs (other than the J.D. program) are not ranked. The only exception is in the case of the Graduate Tax Program and the Graduate I.P. and Tech. Law Program, where the student with the top GPA for his/her graduating class are notified and given his/her programs' respective award for the highest GPA.

Viewing Grades - Students can view their grades in WebSTAC by going to <http://ls.wustl.edu/Registrar/gradeinfo.html>, clicking on WebSTAC," entering their Student ID Number (SSN) and password and then clicking on "View Grades".(although note that the GPA shown in WebSTAC doesn't take grades into account until the day after they are entered). No grade report is mailed. Grade distributions (which show the breakdown of grades in each particular course) are posted on the web at <http://ls.wustl.edu/Registrar/gradinginfo.html> as soon as possible after the grades are entered.

Holds

The University can place a "Hold" on a student's record for various reasons, the most common of which is financial (a past due account). If you have a Hold on your record you will not be allowed to register for classes in the upcoming semester (barring special permission from Financial Aid Director JoAnn Eckrich or Dean Bolin) or order a transcript. Holds should be cleared up with the department that placed the Hold (such as by paying your bill at Student Financial Services, North Brookings Hall, 935-5900). Questions about Financial Holds should be directed to Financial Aid Director JoAnn Eckrich (Room 303, 935-4605,

eckrich@wulaw.wustl.edu).

Honor Code

Matters relating to academic and professional integrity are governed in large part by the law school Honor Code. The Honor Code is new this year and every student will receive a hard copy of the new Code. It can also be viewed on the web at:

<http://law.wustl.edu/students/rules/honorcode05.pdf> . Students should be thoroughly familiar with the entire Honor Code as they will be held accountable for all its provisions.

Honors and Awards

Numerous honors, awards and prizes are given each year and at graduation in recognition of outstanding academic achievement. For a list of available honors, awards and prizes, both academically-based and otherwise, see <http://law.wustl.edu/Registrar/honorsawardsprizes.html>

Petitions

Students sometimes want to do something that requires special permission from the faculty – e.g., visit at another law school, be readmitted following exclusion for poor scholarship, etc. To obtain the necessary permission, a written petition to the faculty is required. The petition process is governed by Faculty Rule (A)2)(a). Any student contemplating some action for which a petition to the faculty may be required should consult with Assistant Director of Student Services Elizabeth Patton (Room 466, 935-6457. epatton@wulaw.wustl.edu), who submits student petitions to the Faculty Petitions Committee, and/or with Dean Bolin.

Registration

First year law students are automatically registered for the pre-set first year curriculum. For upper-level students, registration packets are distributed to student mail folders in March. Included in the packet are the course directory (which includes courses for both fall and spring of the upcoming year), a pre-registration packet for Clinics & Seminars, an academic planning guide, and any other pertinent information. First, students pre-register for seminars and clinics for the whole next year (both the Fall and the Spring). This is done on-line (but not via WebSTAC) and must be submitted by a specific dead-line. Registration for all other courses occurs on-line via WebSTAC, in April for Fall courses and November for Spring courses, with 3Ls and LLM's going first and 2Ls following a couple of days later. Students are notified of their Clinic and Seminar placements prior to WebSTAC online registration in April (and, because the notification covers the entire next year, already know their placements prior to online registration in November).

For all matters pertaining to registration, timing is critical. Students should pay close attention to the pre-registration deadline for Clinics & Seminars, and to the online registration dates noted on the Academic Calendar, which is posted on the web and on the administrative bulletin board outside Room 301. For details, see <http://ls.wustl.edu/Registrar/reginfo.html>.

Study Abroad

Students interested in studying abroad can apply to study at one of several English-language foreign law schools that have agreed to allow a limited number of Washington University law students to study there for a semester. In the summer, Washington University offers the “Summer Institute for Global Justice” at Utrecht University in the Netherlands. In the fall and

spring, students have several choices. At present, the foreign law schools with which we have such agreements are Bucerius Law School in Hamburg, Germany (<http://www.law-school.de/international/>), the Inns of Court School of Law in London, England (<http://www.city.ac.uk/icsl/>) ; the National University of Singapore (<http://law.nus.edu.sg/>) ; Utrecht University, the Netherlands (<http://www.law.uu.nl/english/>) ; and the University of Natal's Howard College School of Law in Durban, South Africa (<http://www.nu.ac.za/law/intlinks.html>) . Under this arrangement, a student continues to pay tuition to Washington University and receives law school credit for approved courses taken at the foreign law school. Students are responsible for costs of travel and living expenses while abroad. Any student wishing to receive law school credit to study must submit an individual application, which will be reviewed by the Committee on Foreign Study and then submitted to the faculty for approval. For further information about studying abroad, go to <http://law.wustl.edu/Academics/exchange/> and/or see Graduate Tax and International Program Coordinator Kelly Moore (kamoore@wulaw.wustl.edu, 935-8768, Room 320E).

Summer School

Other Law Schools - J.D. students may request permission of the Associate Dean of Student Services to attend summer school at another law school for credit toward the J.D. degree at this law school by completing a "Summer School Elsewhere" request form. The forms must be completed prior to attendance in the summer program. Forms can be found in the "Student Forms & Information" area near the student mail folders and online at <http://ls.wustl.edu/Registrar/Forms/>. Students will not receive credit for more than seven hours of summer school. To receive credit, a grade of C or better must be earned and an official transcript sent to the Registrar, upon completion of the course. If the student is taking a pass/fail course, the Registrar's Office will accept a letter from the professor or registrar from the other law school confirming that the student did C or better work in the class.

Washington University - (1) In St. Louis-Washington University School of Law has a 5-week summer session. Summer school courses are typically announced around the beginning of the spring semester and registration begins shortly thereafter. Students may enroll in up to seven credit hours during the summer session. There are no scholarships, but financial aid is available. No student who is known to be excluded from law school for poor scholarship is permitted to enroll in summer school. First year students may enroll in summer school; however, summer school grades are never considered in determining whether a first year student will be promoted to second year status. (2) In the Netherlands- Washington University offers the "Summer Institute for Global Justice" at Utrecht University. Contact Kelly Moore at Kamorre@wulaw.wustl.edu or at 935-8768 for more information.

STUDENT INFORMATION

Academic Calendar

The law school Academic Calendar can be found at the front of this Handbook, posted on the bulletin board outside Room 301, in the Student Forms and Information area near the student mailboxes or on the web at <http://law.wustl.edu/Registrar/AcademicCalendar/>.

Advising

Law students have access to a range of advising and support services in the areas of both academics and health and wellness. Through the office of Student Services, the school offers a series of events and programs aimed at both upper-level students and 1Ls. The school's Assistant Director of Student Services, Marcia Goldsmith (Room 469, mgoldsmith@wulaw.wustl.edu, 935-8257), is available to answer questions about what's available and/or to help students locate a particular type of program or service. Students can also visit the Student Advising Web page at <http://law.wustl.edu/Advising/>. For more information about services and programs that focus primarily on life outside the classroom, see "**Counseling**" and "**Mentoring**" in this section of the handbook. For more information about services and programs that focus primarily on academics, see "**Academic Planning**" and "**Academic Support**" in the section on **ACADEMICS**.

Announcements

Announcements about goings-on at the law school and other matters of importance to students can be found in the following places: e-mail addressed to your GroupWise address; handouts distributed to and/or posters posted near student mail folders and elsewhere in the building; the chalkboard outside Room 301, the WULAW Bulletin (a weekly publication which is sent out electronically to all members of the law school community); and the law school Web site <http://law.wustl.edu>). Students wishing to post announcements about goings-on at the law school may do so via e-mail addressed individually or to the GroupWise "announcements" distribution list; handouts and/or posters; the chalk board outside Room 301; and the WULAW Bulletin. Submissions for the WULAW Bulletin must reach Room 470 by noon on the day before publication.

Audio Visual and Multimedia Services

The AV/Multimedia Department is located on the 3rd floor of Anheuser-Busch Hall, in the corridor just north of the Bryan Cave Moot Courtroom. The department is staffed by Director of Multimedia Technology, Darryl Barker; Multimedia Specialists Robyn Achelpohl and Bill Mathews and Multimedia Assistant Henri Pennington. The department's homepage is located at <http://www.wulaw.wustl.edu/av/>. AV/multimedia support is available to students for school assignments and activities. Equipment is not loaned for personal use or non-law school related activity. For information on how to request support, see, <http://law.wustl.edu/AV/> and click on "Policies," then "Students."

Banking Services

Full banking services from Bank of America are available in the Mallinckrodt Center, 3rd floor. There also are three Bank of America ATM locations on the Hilltop Campus: 1) Northeast entrance to Mallinckrodt Center; 2) Southeast corner of Gregg House, near Clock Tower (South 40); and 3) Campus Police Dept. (South 40 - behind Umrath Residence Hall). Personal checks

(your own and checks payable to you) may be cashed in amounts not exceeding \$100 per day per student at no charge. If you have an account at Bank of America, there is no limit. Two forms of ID are required, including a Wash. U. ID. Personal checks for \$10.00 cash or \$25.00 over the value of the purchase may be cashed at the Campus Store in Mallinckrodt Center.

Bar Exams & Admission

See the section on **BAR ADMISSION AND RELATED INFORMATION** elsewhere in this handbook.

Books and Course Materials

Textbooks are generally available at the Campus Bookstore. See, "**Campus Store**" elsewhere in this handbook and at www.follett.com. Some course material is available in Room 301. See, "**Support Services**" elsewhere in this handbook. The booklist can be found at <http://law.wustl.edu/Students/Courses/Booklist/indexfl05.html> .

Calendar of Events

The WULAW Bulletin, published electronically once a week and posted at various locations throughout the law school, contains a calendar of events for the coming week. The same information is available by clicking on "This Week's Events" on the law school's Homepage at <http://ls.wustl.edu/>.

Campus Shuttle

Washington University runs several shuttles to the areas surrounding the campus. The service is free of charge to anyone who wishes to ride. The shuttle travels to the Hilltop, Medical School and West Campuses, shopping centers, and certain of the surrounding residential areas. For schedule and route information, go to www.transportation.wustl.edu/ or call 935-4140.

Campus Store

The Washington University Campus Store sells books (both textbooks and other types), office and school supplies, CD's, computers and computer equipment, and a wide variety of gift and other items. The store is located on the main level of the Mallinckrodt Center. The general phone number is 935-5500; the course textbook department is 935-5584. Current information about hours, online purchase of textbooks, etc. can be found on the web at www.wustl.bkstr.com.

Career Services

The Career Services Office is located in Room 325 on the third floor by the Student Commons, behind the Law School Café. The CSO is staffed by four full-time JD professionals, an office coordinator, and an administrative assistant. The office is equipped with a library, interview rooms, and a manual typewriter, computer terminal with word processing features, copier, and fax machine all for job search-related student use. (There is a charge for long distance faxes.) The CSO Library contains many reference materials as well as a number of legal and related newspapers. Additional materials as well as duplicates of some of the most widely used resources are kept on reserve in the Law Library. The CSO provides a full range of services to students including, but not limited to, guidance and suggestions as to job choices and career paths, assistance with respect to interviewing and networking, coordination of the first, second and third year on-campus interview programs, and implementation of various educational

programs and employer tours. In addition to advertising job listings to students and graduates, the office also promotes and educates prospective employers about the school and our students. The CSO also collects and compiles placement data for law students.

Center for Interdisciplinary Studies

The Center for Interdisciplinary Studies shares space with the Whitney R. Harris Institute for Global Legal Studies and the Joint Degree Programs office in Suite 320. Established in 1999, the Center supports interdisciplinary legal research and scholarship. Rather than concentrating on the interaction between law and one other academic discipline, the Center sponsors annual programs and activities that focus on cutting-edge legal issues and draw on expertise, exploration, and discussion from other disciplines. Washington University has long advocated interdisciplinary learning, and several of the law school's faculty members hold joint appointments. The Center builds upon this premise, offering a number of joint-degree programs and several courses taught, or co-taught, by faculty from other university departments.

In March 2001, the Center held its inaugural conference, "Norms and the Law." Last year, in the spring (2003), the Center co-sponsored, with the Whitney R. Harris Institute, "Biodiversity, Biotechnology & the Protection of Traditional Knowledge." This year they will sponsor a conference on the future of social sciences. For the latest information about the Center's 2005-2006 schedule, go to <http://ls.wustl.edu/centeris/upcomingevents/index.html>.

Communications

The law school relies *heavily* on e-mail communication. Students are expected to check their e-mail daily, along with their student mailboxes; in fact, both the faculty and the administration assume that they do so. Students who don't check – or even, don't check regularly – run the risk of missing crucial information. For more about law school e-mailing, see "**E-Mail**" in this section of the handbook.

Communicating with Faculty - Some faculty members observe an "open (office) door" policy where students are concerned; others have posted office hours. Likewise, some make their own appointments, while others rely on a faculty assistant. All faculty can be reached by leaving a note in their mailbox. Full time faculty mailboxes are located in Support Services, Room 301; adjunct faculty have mail folders located to the right of the student mail folders, just outside Room 301. Faculty can also be reached by phone or e-mail. For listings, see Appendix B to this handbook or go to <http://www.wustl.edu/directory.html>.

Communicating with Other Students

(1) **Student Directories** - To find phone numbers and e-mail addresses of fellow students (as well as faculty and staff) via the web, go to the University's online directory at <http://www.wustl.edu/directory.html>. The directory currently does not list student mailing addresses, but does list the title, department name, Campus Box and fax numbers of faculty and staff. Additionally, there is a link to the St. Louis White Pages from this site. The law school produces and distributes to student mail folders a hard copy of the law school's own Directory by the end of September, and the University produces a directory called The Ternion in October. The Ternion is available for a nominal cost at the Campus Store. Student addresses and phone information (local, home & e-mail) are gleaned from the information in WebSTAC as of approximately September 1st of each school year, so students should check before the beginning

of September each year to make sure these addresses and phone numbers are correct. If a student wishes to suppress any of this information from being printed in the directories, the student may so specify in the "Information Restriction" menu option in WebSTAC . (The September 1st deadline applies here too.) However, students are required to have a local and home address/phone number and email address in WebSTAC for administrative use.

(2) Student Mailboxes - Student pendaflex mailboxes are located in the area outside Room 301. Students should check their mailboxes daily as individual communications are often made via the student mailboxes. These mailboxes are for purposes of school communications only; students are requested not to have their personal mail delivered to the School of Law. Heavy items such as books, large outlines and packages should be delivered to Support Services, Room 301. Support Services will place a note in the student's mailbox telling the student that an item is being held for him or her in Room 301.

(3) Student Organization Mailboxes - Each student organization has an assigned mailbox near the student mailboxes. Students who wish to leave something for an organization should place it directly in the organization's box.

Computer Services and Support

The law school provides a variety of computer services, described below. No matter how extensive the services, however, please be mindful of the fact that computers and computer software can fail without warning. Floppy discs in particular are extremely unreliable. Make sure that you always keep at least one backup copy of all information with which you are working and that you save your work often. Also, users of any computer facility affiliated with or managed by Washington University School of Law and/or who use the hardware, software, and services offered to them do so at their own risk.

Connecting to the Internet via Modem - The School of Law provides all students with free dial-up Internet access within the 314 area code. For detailed instructions, see the PC Support Web page at <http://law.wustl.edu/computersupport/>.

Getting Help - If you are having problems with your PC, the support staff may be able to help. PC Support is available between the hours of 8:30 a.m. and 5 p.m. Monday through Friday at 935-6476 or in Room 253C.

Service on Your Personal Computer - Computer Services does not provide repair services for student computers. Other than setting up networking protocols, staff members are NOT permitted to service student-owned laptops/PC's during work hours but may elect to be hired for after hours work.

Student Computer Labs - There are two student computer labs available to Washington University School of Law students. Students must use ID cards to gain access to both of these labs. There are a few basic rules that students are expected to follow while using the labs – e.g., (1) food and drink are not permitted in the labs; (2) students may not delete or download any software loaded on the lab equipment.; (3) students may store up to ten megabytes of files in the home directory provided. Any computer malfunction should be reported to the lab attendant.

University-Wide Computer Use Policy - Students should note that in addition to law school rules, procedures and policies regarding computers, there is a University-wide computer use policy. The University policy is posted at <http://www.wustl.edu/policies/computing.html>.

Counseling

Counseling is available through Student Health and Counseling Services in Umrath Hall. For information about the particulars, see “**Counseling Services**” under “**Health, Wellness, and Counseling Services**” in this section of the handbook and/or go to <http://www.rescomp.wustl.edu/shcs/COUNSELING/index.html>. In addition, Faye Fay M.A., L.P.C, ffay@wulaw.wustl.edu a former member of the Counseling Services staff, now exclusively working for the law school holds office hours at the law school three days a week (Room 470, Tuesday, 9:00 a.m.- 5:00 p.m., Wednesday, 9:00-5:00 and Thursdays, 9:00 a.m.- 5:00 p.m.).

Disability Resources (DR)

The Center for Advanced Learning Disability Resources (DR) serves students with disabilities. The Center is located in the Cornerstone Center for Advanced Learning in Greg Hall, on the South 40. The University makes every effort to ensure that all students can take full advantage of the programs, activities and opportunities that the University offers. The DR assists with this effort by arranging for specific accommodations for students. To receive DR support, including appropriate accommodations, a student with a disability needs to provide documentation of the disability in accordance with criteria established by DR. Students with disabilities are urged to check in with DR at the beginning of *each school year* for details as to precisely what is required. Further information about DR and its services can be found at <http://disability.wustl.edu/>. Questions can also be directed to Zachary McBee, Disability Resource Coordinator at Zachary_McBee@aismail.wustl.edu or 935-4062 (Voice/TTY).

Eating on Campus

There are a number of campus area dining options, including cafeterias at the law school, Mallinckrodt Center, and Umrath Hall. For information on the various options, go to www.diningservices.wustl.edu and click on “Dining Services” or “Restaurants,” both listed under “**Campus Life**.” There is also a vending machine area located by the Student Commons with hot and cold foods, beverages, snacks and change machines. Refunds for money lost in these vending machines may be obtained from Support Services in Room 301.

E-Mail

E-mail is the most commonly used form of communication in the law school. To repeat a caveat given elsewhere in this handbook, *students who don't check their e-mail – or even, don't check daily – run the risk of missing crucial information.*

E-Mail Distribution Lists

There are several e-mail distribution lists, each having a different purpose. Some are “opt-in” lists; in other words, anyone who wants to participate – students, faculty, or staff – must subscribe (opt in) in order to do so. At present there are two such lists (additional lists may be established from time to time as the need arises). One, called SOL, is for discussion of and/or commentary about social issues, politics, current events, etc. The other, called 4sale, is just what

it sounds like it is – a “marketplace” for those who have something they want to sell, give away, or buy. To subscribe to either of these (or any other) “opt-in” lists, click on the “E-Mail Lists” link on the *Student Commons* page of the law school Web site (<http://www.law.wustl.edu/Studentwebpage/>) and follow the instructions found there. Another distribution list, called ANNOUNCEMENTS, is for announcements only, not selling or buying and not “chat.” All students are automatically subscribed to the ANNOUNCEMENTS list and it appears in the GroupWise address book, so any student can post to it as well. All students posting to any law school e-mail list are responsible for knowing and following the applicable use restrictions.

Emergency Loans

Short-term emergency loans may be available in some situations, provided that the student can show that he/she will soon have the means to repay. Any student in need of such a loan should contact Director of Financial Aid JoAnn Eckrich (Room 303B, eckrich@wulaw.wustl.edu, 935-4605).

Financial Aid

Student financial aid is handled through the Financial Aid Office, which is located in Room 303B. The Director of Financial Aid is JoAnn Eckrich (eckrich@wulaw.wustl.edu, 935-4605), and any questions about or requests for help with financial aid should be directed to her. The Financial Aid Office administers all forms of financial assistance available through Washington University School of Law, including scholarship funds, various endowed loan funds, federal student loans and alternative loan programs.

Forms

Various approval and letter request forms can be found in the Student Forms and Information area near the student mailboxes, or on the web at <http://ls.wustl.edu/Registrar/Forms/>. Most of the forms give instructions as to where they should be submitted. Letter requests, loan deferment forms, insurance forms, and bar forms are processed by Assistant Registrar’s Barb Laudel (laudel@wulaw.wustl.edu 935-4610), and should be turned in to the box on the counter straight ahead and slightly to the left as you enter in Room 303. Please allow at least 5 working days turnaround time on such requests, and even longer than that during “peak” Registrar’s Office activity times, such as exam periods and when grades are being processed.

Furniture

Furniture should not be rearranged or moved from one area of the building to another except by prior arrangement with Associate Dean for Operations Pete Milne (milne@wulaw.wustl.edu, 935-4438, Room 210A) or, in the case of library furniture, Associate Dean for Information Resources Phil Berwick (berwick@wulaw.wustl.edu, 935-4042, Room 455A). Furniture should be returned to its prior location after it is used. To check if the law school has a particular type of furniture needed for a law school event, contact Assistant Director for Business Services Rita Stanley (stanley@wulaw.wustl.edu, 935-6483, Room 210).

Health Insurance

In the fall of 2001, Washington University began imposing a student health fee to provide for

universal health insurance coverage for all full-time students. The plan, called the Student Health Insurance Plan, is offered through The Chickering Group (www.chickering.com, 800-841-7362). An optional Premier Medical Plan may also be purchased through The Chickering Group in addition to the basic plan.

The Student Health Insurance Plan provides benefits while you are at the University as well as when you are off campus, such as when on breaks or traveling abroad. All full-time students are automatically enrolled in and billed for the plan upon completion of registration. All spouses/domestic partners or dependents who wish to enroll in the plan must do so by contacting The Chickering Group directly. The deadline for enrollment is in September. There are no exceptions. For additional information about student health insurance coverage and options, go to <http://www.rescomp.wustl.edu/shcs/INSURE/insure.htm> and click on "Health Insurance."

Health, Wellness, and Counseling Services

Washington University's Student Health, Wellness, and Counseling Services (<http://www.rescomp.wustl.edu/shcs/index.html>) has three components: general health services, counseling services, and health promotion and wellness. The headquarters for the first two, Student Health & Counseling Services, is in Umrath Hall. Key departments and phone numbers there include General Clinic-Information - 935-6666; Counseling & Psychiatry - 935-6695; Infirmary - 935-6667; Medical Appointments - 935-4996; and Director/Admin. Assistant - 935-6656. The headquarters for the third of the components, the Office of Health Promotion and Wellness, is in the Women's Building, Room 2; the phone number there is 935-7139.

Counseling Services - The Counseling Services staff is made up of psychologists and psychological counselors who have particular experience in working with university students. In addition to the services available at Umrath Hall, the law school provides limited service within the school itself. A former member of the Counseling Services staff, now exclusively working for the Law School, Faye Faye, M.A., L.P.C. holds office hours at the Law School three days a week on Tuesdays, Wednesdays and Thursdays from 9:00 a.m.-5:00 p.m. (Room 470). There is also a series of programs and workshops dealing with matters of particular interest to law students (e.g., stress reduction, time management, maintaining relationships outside law school) held throughout the year.

All counseling and consultative services of the Student Health and Counseling Service and its records are held confidential within the office. Without permission of the student, these records are not available to people outside or within the university except in a life-threatening situation or under appropriate court order. For more information about counseling services, including information about hours, services available, and costs, go to <http://www.rescomp.wustl.edu/shcs/COUNSELING/index.html>.

General Health Services - Student Health and Counseling provides a broad range of general health services, ranging from allergy injections and every type of lab work to overnight infirmary care. For details about hours, services available, and costs, see <http://www.rescomp.wustl.edu/shcs/> or call 935-6666.

Honors and Awards

Numerous honors, awards and prizes are given each year in recognition of noteworthy accomplishments. For a list of available honors, awards and prizes, both academically-based and otherwise, see <http://law.wustl.edu/Registrar/honorsawardsprizes.html> .

Identification Cards

All students are issued an official Washington University student identification card. The card displays a color photo, your student identification number, division code, and date of issue. The magnetic stripes on the back of your card provide access to various academic buildings and labs, campus housing, the athletic complex, the library, and on-campus student activities, as well as meal plans and check cashing services. The ID card is yours to use, but it remains the property of Washington University. Report a lost or stolen card in person to the Office of Student Records immediately (Women's Building, lower level). The cost of a replacement card is \$20. You must present some form of positive identification with a picture ID to obtain a replacement student ID card.

Identification Numbers/Passwords

Every student is issued a student ID number and WebSTAC password. To gain entry to the private record functions on the University's WEBSTAC system, you must enter both your student identification number (your Social Security Number or your Student I.D. number) and your password. If you forget your password go to WebSTAC and click on "click here if you have forgotten your password" found on the WebSTAC Login Screen. If you have forgotten your computer lab username/password, contact Computer Support. See, "**Computer Services and Support**" elsewhere in this handbook.

Institute for Global Legal Studies

See "**Whitney R. Harris Institute for Global Legal Studies**" in this section of the handbook.

Joint Degree Programs

The School of Law participates in joint (combined) degree programs for J.D. students with the George Warren Brown School of Social Work, the John M. Olin School of Business, the Departments East Asian Studies of the Graduate School of Arts and Sciences, and the Health Administration Program of the School of Medicine. Additionally, the law school is willing to participate in a combined degree program with any other graduate school within the University as long as an agreement can be reached with the other participating graduate school

For all combined degree programs, the law school applies nine (9) hours of credit earned in other schools toward the J.D. degree. Each of the other schools participating in formal combined degree programs applies varying amounts of credit earned in the law school toward its degree. This arrangement permits the student to earn a J.D. degree and another graduate degree in considerably less time than if he or she were to pursue the two degrees independently. The student is given maximum flexibility in the development of a curricular program. For further information about these programs, contact Joint Degree Program Coordinator Erin Burress, 935-5534, burress@wulaw.wustl.edu, Room 320.

Law Library

The following is a basic introduction to the Law Library. For further information see <http://law.wustl.edu/infores/library/>

Circulation System/Policies - Because a large portion of the library's book collection is of a research and reference nature, much of the collection does not circulate. Circulating books, reserve materials and unbound periodicals may be checked out at the Circulation Desk, located on the fourth floor near the main entrance to the library. A barcode must be attached to each student ID. Students who do not have a library barcode should bring their ID to the Circulation Desk for barcoding. It takes only a few minutes. Reserve materials and unbound journals are available for library use only and may be renewed up to two times. They must be renewed at the Circulation Desk. Some reserve materials may be checked out overnight: they go out one hour before closing and are due the next day within one hour of the library's opening. Circulating materials have a borrowing period of four weeks unless another patron places a "hold" on the item, in which case the borrowing period converts to two weeks. A hold may be placed on books checked out to other patrons by using the "Request" feature in the Online Catalog. Circulating books that do not have a hold placed on them may be renewed by bringing them to the Circulation Desk, by phoning 935-6450, or by using the "View Your Library Record" function on the Online Catalog.

Overdue Fine Policy - The Law Library does not charge fines for overdue books. Students will, however, be billed for lost, damaged or long overdue materials. Library materials are considered long overdue if you fail to return them after two overdue email notices. If a book becomes long overdue, an invoice is automatically generated by the Office of Student Financial Services and added to your tuition. Bills are for the cost of the book (or \$75 when unknown) plus a \$25 per book processing fee. If the book is returned after the notice is generated, a credit (less a \$15 administrative fee) will be issued. Students may avoid being billed by returning books they are no longer using and renewing books as necessary.

Collection - The law library is a major academic research facility with over 650,000 volumes. It acquires both primary and secondary source materials basic to the needs of students, scholars and practicing attorneys. The collection includes all state and federal statutes and court reports. The collection also includes state and federal court digests, all periodical indexes, major legal encyclopedias and looseleaf services. Supporting these materials is an extensive collection of legal treatises, U.S. government documents, and subscriptions to legal journals. The library also maintains substantial collections in British, Chinese, Japanese and international law materials. The library holds material in paper formats (books, journals, loose-leaf services), microfilm and microfiche, computer disk, CD-ROM, audio tape and videotape. The library also makes available to its patrons a number of online resources (see "Electronic Research Databases" below).

Electronic Research Databases - The library subscribes to a variety of electronic research databases, containin <http://law.wustl.edu/Infores/Library/EResources/> g both primary and secondary source materials. For a complete listing, go to . Lexis-Nexis and Westlaw are the two main online legal research services. Each service provides access to thousands of databases that cover primary and secondary legal resources as well as a variety of non-legal topics including

news, technology and business information. First year students receive Lexis-Nexis and Westlaw passwords during Orientation and training in their Legal Research and Writing class. Transfer, LLM, and JSD students should see the Electronic Services Coordinator Aris Woodham for passwords.

Library Access, Hours, and Usage Policies

(1) **Hours** - Hours when the library is staffed during the academic year are:

Monday - Thursday: 7:00a.m. - 1:00 a.m.

Friday: 7:00 a.m. - Midnight

Saturday: 9:00 a.m. - Midnight

Sunday: 9:00 a.m. - 1:00a.m.

During hours when the library is not staffed, there are no Circulation or Reserve Services. See "Access" below for information regarding after-hours access to the Law Library. For holiday and vacation hours, see http://law.wustl.edu/Infores/Library/Library_About/hours.html

(2) **Access** - School of Law students have access to the library and Computer Labs 24 hours a day. During hours when the library is open and staffed, entry is on the fourth floor, at the top of the Gallop Staircase. After the library closes, students are required to enter AND EXIT through the doors adjacent to the second floor computer labs which allow 24 hour access. At this time, the main library doors on the fourth floor serve as an emergency exit only. The second floor library and Computer Lab entrances require the use of your University ID card.

(3) **Seating** - Seating is available on all four floors of the library. Easy chairs are located on the fifth floor overlooking the Reading Room. Group study rooms are located on the second, fourth and fifth floors. The tables and carrels, except for those in the Reading Room, are all wired for power and data.

Seating in the library is on a first-come, first-served basis with two exceptions. First, carrels are occasionally reserved for visiting scholars. Second, group study rooms may be reserved at the Circulation Desk for up to two hours per group per day. Tables and carrels may not be reserved, except as provided above. Neither can a student acquire by occupation or prescription any kind of a "right" to a carrel. Students are not permitted to store personal items, including checked-out library books, personal papers, etc., on tables and carrels in the library. Personal items left unattended will receive a warning slip and will be removed to the Circulation Desk Lost and Found if they are not removed by the next day. Unclaimed personal items are transferred to the University Lost and Found, which is located in the Event Services offices at Mallinckrodt Center.

(4) **Usage Policies** - Information about rules and policies governing library use can be obtained from Associate Dean for Information Resources Phil Berwick or Director of Public Services Dorie Bertram. To summarize just a few of the basics, consideration and cooperation are important factors in all libraries. Respectful treatment is required of all students toward fellow students, faculty and library staff at all times.

Courtesy toward fellow readers demands a quiet atmosphere in the library. Cell phones must be turned off, or have the ringer set to "vibrate" while in the Law Library. Cell phone use is restricted to the fourth floor library lobby, photocopier areas on the second, fourth and fifth floors, and to the phone booths on the second floor. In order to preserve an area for quiet study, laptop computers and similar equipment are not allowed in the Reading Room.

Food and drink have the potential to damage books and computing equipment. Food attracts insects and rodents that also eat books. Spilled drinks damage books, computers, and

network/power connections. Please take care when bringing drinks and snacks into the Law Library: keep food contained, use spill resistant drink containers, clean up any crumbs and spills, and place trash in the appropriate garbage or recycling receptacle. In order to preserve the quiet atmosphere in the Reading Room and to prevent damage to equipment in the Computer Labs, neither food nor drink are allowed in these areas.

Students should never leave personal books, papers or other belongings on library tables or in carrels. The building is open to the public during the day and unfortunately, each year thefts occur.

Basic fairness dictates that students should not remove from the shelves more books than they are actually using at one time. Books may be saved overnight by obtaining a "Save Slip" from the circulation desk. The Save Slip permits students to hold up to five books for a single 24-hour period. It is a violation of the Honor Code to intentionally hide or misplace library materials. Likewise, the mutilation or defacement of library materials is grounds for serious disciplinary action including, but not limited to, dismissal from the Washington University School of Law. Criminal charges may also result.

(5) **Shelving** - Students should not reshelve books, but should instead leave them on the tables/carrels or place them on the shelves by the photocopiers or in the reshelving areas on the second, fourth and fifth floors.

Loan Repayment Assistance Program (law school loans)

See the "Mel Brown Family Loan Repayment Assistance Program" in this section.

Loan Repayment Deferment (undergraduate loans)

Students wishing to defer repayment of undergraduate loans while attending law school should contact their undergraduate school or lender and request the necessary loan deferment forms and information. Once you receive the forms, you will need to submit them to Assistant Registrar Barb Laudel in Room 303 by placing them in the upper wooden bin toward the left of the long counter in the Student Services Suite (Room 303). Please bring with you all materials you receive regarding your deferment – cover letters, envelopes, deferment forms, etc. The forms alone are often inadequate for the school to properly fill them out and route them to the proper loan servicing agency; submitting all the materials you receive will greatly assist the office in properly completing your forms. Copies of all completed forms will be kept in your student file. Please note that most lenders now require that you file a loan deferment form on *each of your loans* at the start of *each semester* that you are in school; however, please also note that the law school cannot complete deferment forms for a given semester until you are registered for that semester and classes have begun.

Lockers

Locker assignments are made by Financial Aid and Student Services Counselor Nicole Kinworthy (nkkinworthy@wulawlwustl.edu, 935-4525, Room 303).,). Entering students (whether 1L, transfer, or advanced degree) receive locker assignments during Orientation. If you have a problem with your locker (including forgetting your combination), Ms. Kinworthy will be able to help. If you do not plan to use the locker that is assigned to you please let Ms. Kinworthy know so that someone else can use it.

Lost and Found

Students should check for lost and found items in the library at the Circulation Desk, 935-6450, and in Support Services, Room 301, 935-6435. The University's Lost and Found is located in the Event Services offices at Mallinckrodt Center.

Mail

Receiving Mail - Each student has an assigned pendaflex mailbox located in the area across from Room 301. The mailboxes are grouped by class. Students should check their mailboxes daily as individual communications are often made via the student mailboxes.

Sending Mail - There are some limited mailing opportunities through Support Services in Room 301 (see "**Support Services**" in this section of the handbook). In addition, there is a Campus Post Office located in the Butler Building at the East end of Throop Garage, phone number 935-5635.

Maintenance

Maintenance problems should be reported to Support Services in Room 301, 935-6435.

Mel Brown Family Loan Repayment Assistance Program (law school loans)

To help law students who want to secure employment in low paying public service and government jobs, Washington University School of Law adopted the Mel Brown Family Loan Repayment Assistance Program ("LRAP") beginning with the graduating class of 2002. Under the program, a loan is made to qualifying graduates to assist them with their law school loan repayment. The loan is fully forgiven at the end of the period in which the loan is made assuming the applicant meets the requirements of the program. For further information, contact Assistant Director of Student Services, Elizabeth Patton at 935-6457 or epatton@wulaw.wustl.edu

Mentoring

The law school has a Student Mentoring Program that pairs first-year students with 2L and 3L student mentors. The program is designed to help 1Ls make an easier transition to law school by providing mentors who have been through the same experience. Through a combination of informal social interaction and planned activities, the upper class students will be available to answer general questions and offer advice and information about law school life. Students interested in being mentors can sign up in the spring, mentees (incoming 1Ls) receive notification about the program and are given a chance to sign up in the summer.

A number of student organizations also run mentoring programs for their members. Students should check with each organization to find out what is available.

Name Changes

To change your name on your official School of Law record, you must furnish to the University Office of Student Records (located in the lower level of the Women's Building) a copy of the official legal document (marriage certificate, divorce paper, etc.). The request and document may be presented in person or by mail. The mailing address is Washington University, Office of Student Records, Campus Box 1143, One Brookings Drive, St. Louis, MO, 63130; the phone number there is 935-5959. To make the change complete, please also inform Assistant Registrar Barb Laudel in Room 303 who can update your name on your student mailbox and other

pertinent places within the law school.

Notary

Notary service is available for law students in the IP and Business Formation Legal Clinic (Room 320, 935-9490), Dean's Suite (Room 402, 935-6420), and Civil Justice Clinic (Room 101, 935-7238). There is no charge for the service. Please note that there may be notary service blackout periods in certain of the offices.

Ombudsperson

Each year a faculty member is named to serve as Faculty Ombudsperson. The Ombudsperson is available to help students work out difficulties with members of the faculty. This year's Ombudsperson is Professor Ann Shields (shields@wulaw.wustl.edu , 935-7373, Room 595)

Parking

Parking permits may be purchased from the University's Transportation Department, located at 700 Rosedale in North Campus (North on Skinker, right on Enright, left on Rosedale, and an immediate right into the parking area). . The office is open M-F from 8:30 - 4:45; the phone number is 935-5601. Annual parking permits are available on-line at <http://parking.wustl.edu> Daily parking permits may also be purchased from Support Services in the law school, Room 301. For further information about parking on campus, go to <http://parking.wustl.edu/>

Petitions

Students sometimes want to do something that requires special permission from the faculty – e.g., visit at another law school, be readmitted following exclusion for poor scholarship, etc. To obtain the necessary permission, a written petition to the faculty is required. The petition process is governed by Faculty Rule (A)2(a). Any student contemplating some action for which a petition to the faculty may be required should consult with Assistant Director or Student Services, Elizabeth Patton (epatton@wulaw.wustl.edu 935-6457, Room 466), who submits student petitions to the Faculty Petitions Committee, and/or with Dean Bolin (Bolin@wulaw.wustl.edu 935-8557, Room 303A).

Pets

For health and sanitation reasons, dogs and other animals are not permitted in the School of Law unless it is a "working" animal accompanying a handicapped individual. All pets on campus are subject to the St. Louis County leash law. The campus is patrolled regularly and unrestrained animals will be taken to the Animal Shelter.

Privacy Protection

The Family Education Records and Privacy Act, or FERPA, affords students certain rights with respect to their education records. The University's full FERPA policy may be found at <http://aisweb.wustl.edu/studentrecords/home.nsf/pages/ferpa>

Public Interest Law Speaker Series

The law school annually hosts a year-long Public Interest Law Speakers Series (PILSS) entitled "Access to Justice: The Social Responsibility of Lawyers." Nine or ten eminent scholars, practitioners, and jurists from diverse backgrounds and careers give talks on subjects ranging in

focus from international criminal justice, to systematic race and poverty biases in our legal system, to "the good that lawyers do." Past PILSS speakers have included United States Supreme Court Justice Ruth Bader Ginsburg, consumer activist Ralph Nader, and anti-death penalty activist Bryan Stevenson, Executive Director of the Equal Justice Initiative of Alabama. For information about this year's slate of speakers, go to http://law.wustl.edu/Pubserv/Oldpages/speakers_series.html and click on the link to "Public Interest Law Speakers Series."

Public Interest Law Summer Stipends

See "**Summer Public Interest Stipends**" in this section of the handbook.

Public Service

Commitment to public service is an integral part of the tradition and ethic of the legal profession, and the law school seeks to prepare students to contribute to a more just society through service to the profession and the community. To this end, the school has developed a comprehensive public interest program including clinics, scholarships, summer public interest stipends, the Mel Brown Family Loan Repayment Assistance Program and other public service-related initiatives. Further information about the school's public service-related programs and initiatives may be found at <http://ls.wustl.edu/Pubserv/PublicService/index.html>.

Public Service Project

The law school's strategic plan for 2000-2005 emphasized the importance of the school's commitment to public service and declared an "ambition to significantly augment ongoing [public service] initiatives." Among the new initiatives was the school's Public Service Project. The Project was established to provide desperately needed services to the St. Louis community; to help students learn about representing the underserved and inquire into the fairness and effectiveness of the law and legal institutions; and to provide students with valuable practical experience and the opportunity to interact with representatives from public interest agencies, organizations, and law firms. For further information about the project, including a listing of currently available service opportunities, contact Assistant Director of Student Services Elizabeth Patton (epatton@wulaw.wustl.edu 935-6457, Room 466) and/or visit the Project's Web page at <http://ls.wustl.edu/Pubserv/Project/index.html>.

Reserving Rooms

The use of any room in Anheuser-Busch Hall, including the Student Commons or Courtyard, requires a reservation. Reservations for library group study rooms must be scheduled at the library Circulation Desk. Reservations for all other rooms in the law school are made with Assistant Director for Business Services Rita Stanley (stanley@wulaw.wustl.edu, 935-6483) in the Business Office (Room 210). Reservations for classes and class-related activities take precedence over reservations for non-curricular activities (e.g. student organization meetings). Outside organizations are permitted to reserve rooms provided that there is no interference with law school classes, activities, or events. Room rental fees are charged to outside organizations for the use of our facilities.

Security/Safety

Campus Police - The Campus Police can be reached at 935-5555 or by picking up the receiver at one of the blue light emergency telephones located around campus.

Evening Escort Services - During the school year, in the evening after 6:00 p.m., the Transportation Division operates an Escort Shuttle that will pick up and drop off students, faculty and staff at any location on campus accessible by vehicle. To request this service, call the Escort Shuttle direct phone number at 935-7777. If you need an escort when the Escort Shuttle is not available, the University Police (935-5555) will escort you to any building on campus. More information about campus safety and transportation, including the University Shuttle schedules, can be found online at www.transportation.wustl.edu

Security Within the School of Law - Members of the public often visit Washington University School of Law. The accessibility of the building to the public creates the potential for security problems. Students, faculty, and staff members should keep these risks in mind, and there must be an effective way for them to summon protection when the situation requires it. At the same time, please keep in mind that our library has many legitimate patrons from the St. Louis metropolitan area. Unnecessarily summoning the police to investigate someone can lead to hard feelings, not to mention embarrassment for the law school. This is especially true if the circumstances give rise to suspicion that someone has been singled out for scrutiny because of race or appearance. With these considerations in mind, please adhere to the following procedures for reporting security problems:

1. If you see someone committing a crime or a clear violation of security, you should call Campus Police at 935-5555.
2. If you see someone whom you think is or could be a potential security problem, you should bring the situation to the attention of Associate Dean for Operations Pete Milne (935-4438, Room 210) or, if the problem occurs in the library, Associate Dean for Information Resources Phil Berwick (935-4042, Room 455A). In the absence of either of these administrators, you may report the situation to any of the Deans or, if they are not available, to the Campus Police, 935-5555.
3. In order to reduce the chance of overreaction, you should, when the situation permits, refrain from making snap judgments about people. If possible, please try to observe the suspicious individual long enough so that you will have a concrete basis for concluding that he or she has no legitimate reason to be in the law school.

Student Directory

See "**Communicating With Other Students**," listed under "**Communications**" in this section of the handbook.

Student Status Certification

Students sometimes need a letter certifying their student status and/or good standing at the School of Law. To obtain such a letter, please pick up a form from the Student Forms &

Information area near the student mail boxes or from the lower wooden bin toward the left of the long counter in the Student Services Suite (Room 303), or print one off the web at <http://ls.wustl.edu/Registrar/Forms>, fill in all requested information, and place your completed form in the upper bin on the counter in Room 303. Barb Laudel will take care of these completed requests. Such requests will usually take 3-5 business days to complete and during peak busy times, such as exam period, even longer.

Summer Public Interest Stipends

The School of Law has a summer stipend program to enable students to work in unpaid or low-paying summer positions in public interest law. Public Interest Summer Stipends and funds raised by the Women's Law Caucus and the National Association of Public Interest Law have allowed awards of between \$1000 to \$5000 to be made to students doing summer public interest work. In recent years, students have worked in a wide variety of public interest placements, such as: the American Civil Liberties Union of Eastern MO; Coastal Bend Legal Services; Corpus Christi, TX; Dakota Plains Legal Services; Rosebud Reservation, Mission, SD; Habitat for Humanity International; Atlanta, GA; International Institute for Human Rights, Environment, and Development (INHURED); Kathmandu, Nepal; Missouri State Public Defender; Natural Resources Defense Council; New York, NY; U.S. Attorney's Offices for the Eastern District of Missouri and Northern and Southern Districts of Illinois; U.S. Department of Justice, Civil Rights Division; Washington, DC; U.S. Environmental Protection Agency; Washington, DC; and Volunteer Lawyers/Accountants for Arts. For further information about summer stipends, contact CSO Associate Director Mary Zabriskie, 935-5842, mazabris@wulaw.wustl.edu, Room 325D.

Support Services

The Support Services Office is located in Room 301. The office is open from 8:30 a.m. -5:00 p.m. Monday through Friday. All sales must be done before 4:30 p.m., when the cash is removed from the office. The following are available through, located in, or otherwise apply to Support Services:

Course Mailboxes - Most (though not all) classes have a course mailbox in Room 301. Course mailboxes are located to the right as you enter the office. **Course Materials/Handouts** - Duplicated materials for class (e.g. syllabus, readings, and other handouts) are usually made available through Support Services. There is a charge for some materials, while others are free. Free materials are usually placed in the appropriate course mailbox to the right as you enter the office. Materials for which there is a charge are paid for in the Business Office, located in Room 210, and then picked up by showing your receipt in Room 301. Retain your receipt even after you pick up the materials; you will need it if you want a refund or if supplements are issued.

Faculty & Staff Mailboxes - Every full-time faculty member, including visiting faculty, has a mailbox in Room 301. Mailboxes for adjunct faculty members are located near the student mailboxes, just to the right of the 3Ls. Most administrative staff members also have their own mailboxes in Room 301. The individual faculty and staff mailboxes are located to the left as you enter the office. Students who wish to leave something for a faculty or administrative staff member should place it directly in the individual's mailbox.

Mailing Services - Support Services serves as the law school's mail center. Students may purchase postage stamps and drop their stamped mail in the outgoing mail basket on the counter. There is also an outgoing campus mail basket for your use. Registered mail, express mail and other services are available at the Washington University Post Office, which is located at the East end of Throop Garage in the Small Group Housing main building (Please also note that there are Airborne, FedEx and U.S. Mail boxes behind the law school by the Mallinckrodt Parking Garage.)

Other General Services - Some other services provided by Support Services are access to phone books (both campus and off-campus books), change for copy machines, and daily parking permits. Additional print pages can be purchased here for student library accounts..

Payment Policies - Support Services accepts checks, Mastercard, Visa, Discover, or Amex. There is a \$10 fee assessed on any returned check. Refunds on class materials that were purchased by check will be made *only after five working days have passed* since the check was written.

Telephones

There are emergency telephones that connect directly to the Campus Police Office located in the law library at the Circulation Desk and by the elevators on the second and fourth floors. There are public telephones in the library on the second floor by the bathrooms, and on the second floor of the building near Room 203 and 201.

Transcripts

Official transcripts must be ordered through the University Office of Student Records (935-5959, <http://aisweb.wustl.edu/studentrecords/home.nsf>). Transcripts can be ordered: 1) online through WebSTAC (click on "Transcript Request"); 2) by walking to the University Office of Student Records, located in the lower level of the Ann Olin Women's Building; or 3) by mailing or faxing a letter or the form that is available on the Student Records home page to the University Office of Student Records (One Brookings Drive, Campus Box 1143, St. Louis, MO, 63130 phone: 314.935.5959, fax: 314.935.4268) with an original signature in which you request an official transcript (include your full name, SSN, school, where you want the transcript sent, date, original signature). Transcripts are withheld if there are any holds placed due to unsettled obligations with the University. There is no charge to order an official transcript.. Copies of transcripts given to the student will carry the notation "Issued Directly to Student." Such transcripts usually are not accepted as official by admissions committees, bar examining committees, etc.; rather, transcripts generally are accepted as official only when sent directly by the University.

If you do not need an official transcript but would like a print-out of your grades on University letterhead, you can obtain an unofficial print-out from the University Office of Student Records by requesting it either in person or in a letter with an original signature. They'll give you one free, which you can then copy. The easiest way to get a print-out of your grades is simply to screen print out of WebSTAC (in the "View Grades" option, you can select a particular semester or all your semesters, and you can screen print your GPA information from the "GPA" option).

Due to the expense of official transcript paper, please order official transcripts only when

necessary. After you graduate, be sure to order a transcript for yourself that you can review and make copies when an official transcript is not necessary.

Weather Hotline

The law school virtually never closes due to severe weather. In the unlikely event of a complete shut-down, cancellation information would be posted on the University's home page (<http://wustl.edu/>) and broadcast on local TV and radio stations (including KMOX, AM1120). Occasionally, a single class or a scheduled event may be cancelled because of bad weather. In case of severe weather, students should call the Severe Weather Hotline at 935-6400, press "8" and listen to the greeting for notice of any canceled classes or events. If you do not hear anything about any canceled classes, you should assume that your class(es) have not been cancelled.

Whitney R. Harris Institute for Global Legal Studies

The Institute for Global Legal Studies shares space with the Center for Interdisciplinary Studies and the Joint Degree Programs office in Room 320. Through a combination of educational and research programs, the Institute draws on international and comparative law to expand knowledge and understanding of real-world issues and promote interaction between the students and faculty of Washington University and their colleagues from other nations. In the process, the Institute fosters a vibrant international environment within the four walls of the law school and throughout the Washington University campus.

The Institute's core activity is annual conferences on topics of contemporary global importance. The Institute also supports existing law school operations that are international in nature – e.g., by recruiting JD and graduate law students interested in international, foreign, or comparative law; helping to develop a strong international law library collection and curriculum; advising students about international curricular choices; advising foreign students; supporting student exchange programs with foreign law schools; providing job placement and career advice for students and graduates interested in overseas or other international opportunities; and serving as advisors/mentors for the International Law Students Association, the Jessup International Moot Court team, and the Global Studies Law Review.

NON-ACADEMIC POLICIES AND RULES

ABA 20 Hours/Week Student Work Limitation

ABA law school accreditation rules prohibit students enrolled in more than 12 class hours in a given semester from working for more than 20 hours per week during that time. The law school is required to have and enforce policies demonstrating that it has adopted and consistently enforces policies designed to ensure compliance with this limitation. (See ABA Standard 304(f) and Interpretation 304-7.)

Address and Phone Number Reporting Requirements

Students are required to enter current Home and Local addresses/phone numbers in WebSTAC by clicking on the "Change Address" menu option at the beginning of the school year and any time there is a change in either address. The law school must have accurate home and local contact information for each student. However, a student may opt not to have his/her contact information listed in the University's Ternion or Law School Directory or otherwise made available to others. To impose a restriction, students should so indicate either when they enter their addresses or by clicking on the "Information Restriction" menu option. Unless notified otherwise, the information restriction must be indicated at the beginning of the school year, typically by around September 1st. Students are also encouraged to enter "emergency contact" information in WebSTAC.

Faculty/Student Relations

Addressing Problems; Faculty Ombudsperson - The law school 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. If a student believes that (s)he has been sexually harassed by a faculty member, the student is encouraged to consult Washington University's Sexual Harassment Policy for possible options. (See "**Sexual Harassment Policy**" in this section of the handbook.) No matter what the issue, students are strongly encouraged to speak directly and constructively with any faculty member who, in the student's opinion, has acted improperly. The school 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: asking another student or another person to accompany him or her to the faculty member's office; sending the faculty member a note or e-mail; approaching Associate Dean of Student Services Janet Bolin, Faculty Ombudsperson Professor Ann Shields, Assistant Director of Student Services Marcia Goldsmith, Assistant Director of Student Services Elizabeth Patton or Student Services Consultant Faye Fay. Any of these individuals 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 consult any other member of the administration or faculty or member of the Student Bar Association with whom the student feels comfortable, and any of these persons may be willing to act as a liaison as well.

Sexual Relationships - The Faculty Rules state: "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

the 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.”

Nondiscrimination Policies and Rules

Washington University policies and programs are nondiscriminatory. The University administers all programs without regard to race, color, age, religion, sex, sexual orientation, national origin, veteran status or disability. The School of Law is also 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.) The law school is also committed to a policy of equal employment opportunity for all students and graduates. The policy, which specifically applies to Career Services, states that CSO facilities "shall not be available to those employers who discriminate on the grounds of race, color, religion, national origin, sex, handicap or disability, age, or sexual orientation." (See Faculty Rule (K) 3.) All employers must comply with this non-discrimination policy; however, the Department of Defense has been exempted. This 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.

Parking Rules

All faculty, staff, and students who park vehicles on University property, regularly or occasionally, must register their vehicles with the Transportation Department. Parking spaces on University property are outlined by white lines. Cars parked in any other area, including unmarked curbs on campus, may be ticketed, towed, or immobilized. For further information about parking, see <http://parking.wustl.edu/>

Reporting Requirements

Address and Phone Number Reporting Requirements - Students are required to enter current Home and Local addresses/phone numbers in WebSTAC by clicking on the "Change Address" menu option at the beginning of the school year and any time there is a change in either address. The law school must have accurate home and local contact information for each student. However, a student may opt not to have his/her contact information listed in the University's Ternion or Law School Directory or otherwise made available to others. To impose a restriction, students should so indicate either when they enter their addresses or by clicking on the "Information Restriction" menu option. Unless you are notified otherwise, the information restriction must be indicated at the beginning of the school year, typically by around September 1st.

Law School Application Information Update Reporting Requirements - Students are required to promptly update information furnished to the law school in their application for admission as circumstances change, without waiting to be asked, so that all such information continues to be true, complete, and otherwise accurate. This includes information about such matters as arrests,

convictions, and disciplinary action by a college, university, graduate or professional school, or trade or professional organization.

Sexual Harassment Policy

The School of Law is subject to Washington University's Sexual Harassment Policy. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other unwelcome verbal or physical conduct of a sexual nature, when submission to or rejection of the conduct is used or threatened to be used as a basis for employment or academic decisions or is otherwise tied to an individual's employment or academic advancement; or when the conduct unreasonably interferes with an individual's work or educational performance or creates an intimidating or hostile environment for work or learning. Applicable to all members of the University Community, the University's policy allocates responsibilities for helping to ensure that it is fairly applied, explains the process by which complaints of sexual harassment may be brought forward, and provides sanctions for sexual harassment. If you believe you have been sexually harassed, the policy describes options about what you can do and where you can get help. The policy is set forth in full at <http://www.wustl.edu/policies/sexharas.html>.

University Judicial Code

All students at Washington University, including law students, are subject to the University Judicial Code. The Code permits each Graduate or Graduate Professional School of the University to establish a panel to hear and decide cases of alleged academic or professional misconduct by its own students, and the law school does that under our Honor Code. For other types of misconduct, the University Judicial Code applies. Students are responsible for familiarizing themselves with the Judicial Code, which may be found at <http://www.wustl.edu/policies/judicial.html>.

BAR ADMISSION AND RELATED INFORMATION

Admission to the Bar

Each state sets its own requirements for admission to the bar. Although the requirements vary, in general, there are two distinct areas of inquiry. One has to do with an applicant's competence. In most states, the requisite competence is established if the applicant has a law degree and achieves a passing score on the state's bar exam. (See "**Bar Exams**" below.) In a few states, successful completion of specific law school courses is also required. The other area of inquiry involves the applicant's character and fitness to practice law. To make this determination, bar examiners seek background information about each applicant for admission, both from the applicant him/herself and from other sources, including the law school. (See "**Character and Fitness Inquiry**" below.)

Each student is responsible for seeing to it that he/she has satisfied all bar admission requirements of the jurisdiction(s) where the student intends to practice law. Please don't wait until graduation, or even until your third year, to familiarize yourself with the rules of the jurisdiction(s) where you intend or think you may want to practice. Failure to obtain this information far in advance of graduation may unnecessarily delay your admission to the bar. Students can get most if not all of the information they need about bar admission from the Law School website. Go to <http://law.wustl.edu/Studentserv/barexaminfo.html> and scroll down to the state that you intend to practice law in. Most states have a well-maintained Bar Exam website. .

Bar Forms - Applicants for bar admission are required to submit all kinds of forms, some of which must be filled out and/or signed by a law school official. To comply, you should fill in your part(s) of the form, specify precisely what's needed from the law school, and submit the form for processing by the Registrar's Office by placing it in the upper tray of the wooden bin on the long counter in Room 303. If you need to request any sort of letter from the school, please complete a "Letter Request Form," obtainable from the Student Forms & Information area by the student mailboxes, next to the Registrar's Office Inbox on the counter in Room 303, or on the web at <http://ls.wustl.edu/Registrar/Forms>). Bar forms are processed by Registrar's Assistant Registrar Barb Laudel and Dean Bolin. Students should make every effort to get this done "sooner" rather than "later," bearing in mind that *many* such requests (over 200) have to be processed each year.

Character and Fitness Inquiry - Committees on Character and Fitness in all jurisdictions conduct a background investigation on each applicant for admission to the bar. Again, the particulars vary, but in general, applicants are asked to provide detailed information about such matters as educational background; any disciplinary actions taken against them while enrolled in any school; employment history; charges of dishonesty during employment; employment discharges; involvement in any civil, quasi-criminal or criminal proceedings; credit history; and motor vehicle violations. For example, the Missouri application for admission asks, inter alia:

- Have you ever been issued a summons, cited, arrested, charged, or convicted for any violation of the law (include driving under the influence of alcohol or any other substance)? NOTE: You should disclose the information requested in this question even if the charges were dismissed, you were acquitted, you received a suspended imposition of sentence, the conviction was stayed or vacated, or the record was expunged.
- During the past five years, have you ever received any moving or non-moving traffic violations

(other than parking tickets)?

- Have your driving privileges ever been suspended or revoked?
- Have you ever had a credit card revoked?
- Have you ever defaulted on any debt, including, but not limited to, student loans?
- Do you have any debts (including student loans) that are more than 90 days past due?

NOTE: We obtain a credit report on every applicant.

Most states also ask law school Deans to certify the good moral character and fitness of each graduate who seeks admission to the Bar. For example, Missouri asks the Dean to provide “any ... information relevant to the applicant’s character and fitness to practice law;” similarly, Illinois asks a series of specific questions about the applicant’s honesty, integrity, general conduct, reputation, and character and then asks the Dean to “state any facts, not covered by the foregoing questions, unfavorable to the applicant which [the Dean] think[s] the [Character & Fitness] committee should know in conjunction with its duty to determine whether the applicant is worthy of the highest trust and confidence.” The Dean responds to such inquiries mindful of the following “Standard of Character and Fitness” in the Code of Recommended Standards for Bar Examiners jointly recommended the ABA and the National Conference of Bar Examiners:

A lawyer should be one whose record of conduct justifies the trust of clients, adversaries, courts and others with respect to the professional duties owed to them. A record manifesting a significant deficiency in the honesty, trustworthiness, diligence or reliability of an applicant may constitute a basis for denial of admission.

All law students should be aware of these requirements and the inquiries addressed to the Dean and conduct themselves during their law school years accordingly.

At the risk of stating the obvious, it is absolutely essential that you answer all questions in the Character and Fitness inquiry honestly and completely. If you have any doubt whatsoever as to whether disclosure of a given matter is called for, you would be well-advised to err on the side of disclosure. Although there are, in fact, some matters that may adversely affect licensing, often failure to disclose information will yield a more serious outcome than the underlying matter would have produced had the applicant disclosed it.

Character and Fitness Inquiry Discrepancies - Sometimes a question can arise as to whether information gleaned during a Character and Fitness inquiry is fully consistent with information reported by the student on his/her application for admission to law school, or as to whether the student has adequately informed the school of subsequent developments in the areas inquired about on the application. Any seeming inconsistency between information obtained during a Character and Fitness inquiry and that which the student has reported to the law school is likely to be taken *very* seriously by examining authorities, and can delay, or in some cases even prevent, admission to the bar. Although such problems can arise under a variety of circumstances, two scenarios have recurred with some regularity. One is when a student fails to promptly update information provided to the law school in his or her application for admission when circumstances change, so that all such information continues to be true, complete, and otherwise accurate (for example, failing to inform the school of an arrest that occurred sometime

after the student was admitted). The other scenario occurs when a student has failed to disclose past charges for minor offenses or juvenile matters in response to the question on the law school's application, "Have you ever been arrested, charged with, and/or convicted of a criminal offense?" If upon reflection you think this may have happened in your case, you should take steps to amend your law school application immediately by addressing a letter to Dean Bolin setting forth the details of the amendment and the circumstances surrounding the need to amend.

Law Student Registration - A growing number of jurisdictions (including both Illinois and Missouri) provide for registration for the bar during or just after the first year of legal studies. Law student registration allows for the early identification of problems that might otherwise delay or adversely affect licensing after law school graduation and helps expedite the processing of bar applications by permitting the completion of some of the preliminary work earlier in an applicant's law school career. Although law students who fail to register on the timetable set by the jurisdiction are permitted to take the bar examination in most cases, fees for late registration are commonly assessed.

Each jurisdiction that offers law student registration sets its own deadlines. For Missouri, the current deadline is the first October 1 after a student has commenced the study of law. For Illinois, the current deadline is March 1 of the first year of law school. As with other states that offer law student registration, both Missouri and Illinois index their law student registration fees, thereby creating an incentive for students to file early. Students should check with the bar examining committee(s) in the state(s) in which they intend to practice to see whether the state also requires registration of intention to study law during the student's first year and, if so, what the deadlines are. Again, contact information for every jurisdiction can be found at <http://law.wustl.edu/Studentserv/barexaminfo.html>.

Bar Exams

Each state administers an examination requiring knowledge of its own state law for admission to the state bar. Nearly all states also use one or more of the four standardized examinations developed and administered by the National Conference of Bar Examiners (NCBE). All four are required for admission to the bars of both Missouri and Illinois. For more detailed information about the NCBE exams, see <http://www.ncbex.org/tests.htm>. A brief description of each is given below.

- **Multistate Bar Examination (MBE)** - a six-hour, two-hundred question, multiple-choice examination covering Contracts, Torts, Constitutional Law, Criminal Law, Evidence, and Real Property.
- **Multistate Essay Examination (MEE)** - a three-hour, six-question, essay examination covering Agency and Partnership, Commercial Paper, Conflict of Laws, Corporations, Decedents' Estates, Family Law, Federal Civil Procedure, Sales, Secured Transactions, and Trusts and Future Interests.
- **Multistate Performance Test (MPT)** - three 90-minute skills questions covering legal analysis, fact analysis, problem solving, resolution of ethical dilemmas, organization and management of a lawyering task, and communication.
- **Multistate Professional Responsibility Examination (MPRE)** - a fifty question, two-hour, multiple choice examination. The exam is given nationwide three times per year in March, August, and November, and may be (and nearly always *is*) taken prior to graduation. Registration forms may be obtained in the Career Services Office. Test dates usually are scheduled in March, August, and November.

Exam Requirements - Bar exams differ from state to state in nearly every aspect, including subjects tested, format, and length. Students should *never* assume that a particular state's approach is followed in any other state, or even that a single state will use the same approach year after year. Rather, obtaining current, state-specific information is an absolute must. The ABA and the National Conference of Bar Examiners (NCBE) jointly publish a Comprehensive Guide to Bar Admission Requirements each year and make information from the Guide available online at <http://www.abanet.org/legaled/baradmissions/bar.html>. However, the surest way to obtain up-to-date information for a particular state is to contact the state's bar examiner office directly. Contact information for every state can be found in the ABA's Directory of State Bar Admission Offices, available at <http://www.abanet.org/legaled/baradmissions/barcont.html>.

Set forth below are summary descriptions, *based on last year's versions*, of the two bar exams most commonly taken by Wash U law students in recent years, namely, Missouri and Illinois.

(1) Missouri - The Missouri Bar Exam is a 2 day exam. The Day 1 portion consists of one 90-minute Multistate Performance Test (MPT) question and a ten-question essay exam comprised of the Multistate Essay Exam (MEE) and questions drafted by the Missouri Board of Law Examiners. Day 2 is devoted to the Multistate Bar Exam (MBE). The MPT question is a "closed universe" practical problem using instructions, factual data, cases, statutes and other reference material supplied by examiners. The MEE/Missouri essay subjects are Administrative Law, Agency, Commercial Paper/Bulk Transfers, Conflict of Laws, Corporations, Equity, Family Law, Federal Civil Procedure, Missouri Civil Procedure, Partnerships, Sales, Secured Transactions, Trusts & Future Interests, and Wills. Subjects tested on the MBE are the standard ones: Constitutional Law, Contracts/Sales, Criminal Law/Procedure, Evidence, Real Property, and Torts. The Multistate Professional Responsibility Examination (MPRE) is also required for admission to the Missouri Bar, but is administered separately.

Bar exam applications must be filed by October 15th for the February exam and by March 15th for the July exam. Late filing with additional fee is allowed until November 30th and April 30th respectively. Bar exam application fees vary depending on whether the applicant has previously registered as a law student (see "**Law Student Registration**" under "**Admission to the Bar**" in this section of the handbook) and on the timeliness of the application. All bar exam information is subject to change without notice; please verify with bar examiner's office.
www.osca.state.mo.us/SUP/index.nsf/ Then click on "Bar Examiners".

(2) Illinois - The Illinois Bar Exam is a 2 day exam. The Day 1 portion consists of one 90-minute Multistate Performance Test (MPT) question, the six-question Multistate Essay Exam (MEE), and three questions drafted by Illinois examiners. Day 2 is devoted to the Multistate Bar Exam (MBE). The MPT question is a "closed universe" practical problem using instructions, factual data, cases, statutes and other reference material supplied by examiners. The MEE/Illinois essay subjects are Agency, Commercial Paper, Conflict of Laws, Corporations, Equity, Family Law, Federal Jurisdiction & Procedure, and Illinois Civil Procedure, Partnerships, Personal Property, Sales, Secured Transactions, Suretyship, Trusts & Future Interests, and Wills. Subjects tested on the MBE are the standard ones: Constitutional Law, Contracts/Sales, Criminal Law/Procedure, Evidence, Real Property, and Torts. The Multistate Professional Responsibility Examination (MPRE) is also required for admission to the Illinois Bar, but is administered separately.

Bar exam applications must be filed by September 1st for the February exam and by February 1st for the July exam. Late applications are accepted with late fee until December 31st and May 31st respectively. Application fees vary depending on whether applicant has previously registered as a law student (see "**Law Student Registration**" under "**Admission to the Bar**" in this section of the handbook) and on the timeliness of the application. All bar exam information is subject to change

without notice; please verify with bar examiner's office, www.ibaby.org.

Preparing for the Bar Exam - Almost all law graduates take a specialized bar review course a few months before the bar exam, and for many students that is sufficient to introduce them to the subjects to be tested. Still, there is a school of thought that encourages students to pick at least a few law school courses with a view toward the bar exam. Some people find that they have an easier time cramming information about a subject into their heads (a *sine qua non* of bar exam preparation) if they have had some exposure to the material during law school. For information on what subjects are tested on a particular state's bar exam, go to www.barexam.org or contact the office of that state's bar examiner directly. In addition, the Assistant Director of Student Services Marcia Goldsmith offers a Supplemental Bar Program to work in conjunction with the commercial bar reviews. This program has three components: A Bar Panel Lunch (where recently graduated, successful Bar applicants from Washington University speak of their Bar experience), an Essay Writing Workshop (which helps students improve their essay-writing skills) and a workshop given by a Washington University Professor familiar with the Missouri Bar. Students must sign up for these programs, but they are offered free to Washington University School of Law graduates.

Student Practice Certification (Rule 13)

Students enrolled in clinics in which court appearances are made can qualify to make such appearances themselves if they become certified to practice as a law student under Missouri Supreme Court Rule 13. (A student not enrolled in a clinic but who works/volunteers for a government or not-for-profit agency may also be able to become certified under Rule 13 or under another state's student practice rules and thus be permitted to appear in court under the supervision of a licensed attorney.) To become Rule 13 certified, a student must have completed legal studies amounting to one-half of the credits required for graduation. For Wash U students, at present, that's a minimum of 42 credit hours. Thus, the earliest a student can become Rule 13 certified is midway through his/her second year, as soon as enough of the student's fall semester grades are in to give the student at least 42 credit hours.

A student wishing to become Rule 13 certified must submit an application form, which can be found www.mble.org. Students who registered with the Missouri Bar in their first year should pick up and complete the two-page Rule 13 application called "Supreme Court of Missouri, Rule 13 Application to Participate in the Legal Assistance by Law Students." Students who have not registered with the Missouri Bar should pick up and complete the four page Rule 13.02 (c) application called "In the Supreme Court of Missouri, Application to Participate in the Legal Assistance by Law Students Program Without Law Student Registration." There is a \$50 fee for students who have not previously registered with the Missouri Bar. After completing the appropriate form (including obtaining the supervising attorney's signature and having the form notarized), the student should submit it to Registrar's Office Assistant Registrar Barb Laudel in Room 303, at which time the Dean's certification will be completed and the application (along with the \$50.00 cashier's check or money order from the student payable to "Clerk of the Supreme Court," if applicable) will be mailed to the Supreme Court of Missouri.

Many states have student practice rules similar to Rule 13, but the requirements and permissible activities vary from state to state. For example, the Illinois student practice rule, Rule 711, requires successful completion of at least 3/5 of the credit hours required for graduation, which means 51 hours at Wash U. As with all other bar-related matters, a student

wishing to become student practice certified in another state should contact the state bar examiner's office directly.

Appendix A

**WASHINGTON UNIVERSITY SCHOOL OF LAW
FACULTY RULES**

STATEMENT OF NONDISCRIMINATION

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.

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 of Student Services, 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))

FACULTY RULES

(Codification approved in December 1977,
as amended through Spring, 2004)

NOTE: The Faculty Rules are amended from time to time during the school year. For the most up-to-date version, go to <http://ls.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 of Student Services or as otherwise directed. The office of the Associate Dean of Student Services 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 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 Research and Writing course), the ethics requirement and the seminar requirement.

5) Admission of Students to the Graduate Law Programs.

(a) J.S.D. Program

- (1) A student who does not hold an LL.M. or a J.D. from a school approved by the Association of American Law Schools is required to complete with distinction the requirements for the LL.M. program set forth in Faculty Rule 5(c) and to submit for approval by his or her J.S.D. advisor a substantial dissertation proposal by the end of the first year in residence at Washington University School of Law.

Eligibility to pursue the J.S.D. degree following the first academic year in residence is conditioned upon satisfactory completion of the above requirements. A student whose continuation in the program is approved is required to spend a second academic year in residence at the School of Law.

- (2) A student who already holds an LL.M. or a J.D. from a school approved by the Association of American Law Schools is required to spend one academic year in residence at Washington University School of Law. The student need not take courses for credit during his or her year in residence, but may audit courses. The student is required to submit for approval by his or her J.S.D. committee a substantial dissertation proposal by the end of the academic year in residence.

- (3) The J.S.D. program emphasizes mature, original research and writing culminating in the preparation of a significant and extensive (book-length) original dissertation for publication. A dissertation committee, chaired by a member of the faculty of the School of Law, is appointed for each candidate. The dissertation must be completed and accepted by the student's J.S.D. committee within (i) five years of receipt of the LL.M. degree, for students who obtain their LL.M. from Washington University School of Law; or (ii) five years from completion of the year in residence, for students with no LL.M. degree or for students who obtained their LL.M. from another school.

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, would bring credit to Washington University.

(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. Program for International Students. 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 of 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 of Student Services, and the Associate Dean of Student Services shall not permit any student to register for more than 18 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, Dean Keating, and Dean Bolin.
- (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 of Student Services 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 of Student Services 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.
- (i) An upperclass student may apply to receive up to three 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 Associate Dean for Academic Affairs, who will act on it in concurrence with the Associate Dean of 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) An appeal from the decision of the Deans' Offices under Rule (C) 2)(i)(1) above may be directed to the Faculty Petitions Committee. Such a submission is disfavored and will be granted only upon a showing that the student will derive greater educational benefit from taking the requested course than by taking an additional course offered by the School of Law.
 - (3) 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.
- 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 preceding 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 placing such statements on the bulletin board, posting them 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. The School of Law shall charge a fee for those classroom materials

duplicated by the School which replace the casebook in the course, the amount of the charge to be the cost to the law school of duplicating the materials.

- 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 of Student Services before withdrawing from a course. Upon determining that the reason for dropping a course is sufficient, the Associate Dean of 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 Dean 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 of 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 courses 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 are due 6 weeks after the end of the exam period for the fall semester; 5 weeks for the spring semester; 4 weeks for the summer session.
- (b) Unless the Dean determines that health or other emergency circumstances justify an extension, any professor who turns in grades late shall be fined \$100 per day.

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.

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

1) Exclusion for Poor Scholarship. General Rule: A student who fails to achieve an average grade of 79) for all courses taken during any academic year except the first year will be excluded from school for poor scholarship subject to the exceptions in sub-paragraphs (a), (b), and (c) below. For purposes of this rule, 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, whose average for any one year is between 78.50 and 78.99 may continue his or her studies for one additional year on scholastic probation. If at the end of that probationary year his or her combined average for that year and the preceding

one is less than 79), he or she will be excluded for poor scholarship; if, on the other hand, his or her two-year average is 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 of 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 of 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. All re-examining students, whether or not they elect to attend classes, shall pay a \$15 fee and must notify the Registrar of their intention to re-examine by November 15 for fall course re-examinations and by April 15 for spring course re-examinations.

- 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., as of the fall of 2001, students entering in the fall of 2001 and thereafter are required to satisfactorily complete a five hour first year Legal Research and Writing 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. Candidates for the J.D. Degree must:
- (a) receive credit in at least the requisite number of hours of course work (which since August, 1993 generally has been 85 hours) and
 - (b) have a cumulative average of at least 79) based upon all courses taken, 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 a 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. No credit toward residence is given in courses in which a student receives a grade of 69 or less. Upon finding that severe hardship would otherwise result, the Petitions Committee of the Faculty 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" ordinarily has included, but is not limited to, reasons of health emergency of the student or the student's relative, spouse, partner, or significant other, or to relocate to be reunited with a spouse, partner, or significant other. A visit away because of the possibility of greater employment prospects will not ordinarily be considered a "severe hardship" under this rule. 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.
- 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:
 - (1) a central goal of the seminar must be to improve the students' skills as effective writers (see Rule (G) 3)(d) below for examples);
 - (2) 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
 - (3) 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) Restriction on Registration After Dropping of Fall Seminar. 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 Quarterly, Journal, 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 either *Quarterly* or *Journal* 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 divided by 3 = 2 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 Associate Dean for Academic Affairs 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 Associate Dean for Academic Affairs and the Director of Clinical Education 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, Intellectual Property and Technology Law, or Urban Studies. 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://www.wustl.edu/policies/ferpa.html>).

(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.