WASHINGTHON UNIVERSITY SCHOOL OF LAW
@WashULaw
STUDENT HANDBOOK
Updated: October 1, 2018
# Table of Contents

**NOTICE & RESERVATION OF RIGHTS:** Many of the matters covered in this Student Handbook and, thus, the provisions of the handbook itself, are subject to change at any time. The Law School expressly reserves the right, without notice, to change the rules, requirements, policies, and any and all other matters contained in this handbook.

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INTRODUCTION

Welcome to Washington University School of Law and the @WashULaw online program. This handbook contains information about a number of important aspects of life in the @WashULaw 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) The @WashULaw Welcome Packet; (2) your 2Law LMS account (3) official email from the University; (4) and your Student Support Advisor.

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/pages.aspx?id=1003.
DEAN'S WELCOME

Welcome to all new and returning students to Washington University School of Law!

This is a great place to become a professional as you grow intellectually and make lifelong friends. Much in this handbook will help you along the way. I want to help you as well.

My colleagues on the faculty and staff often speak of this special place as a student-centered-school. By that, we do not mean that we are trying to train you to behave like the world revolves around you. We do mean that we know it is hard and, at times, stressful work learning to master the law and to become a successful professional in service to private clients and the public. Because it is hard and stressful, we want to support you in every way we can, with a minimum of bureaucracy and red tape. That means that we want to go the extra mile to make sure you learn. I hope you will find a spirit of professionalism and service in all within the school and I hope you will tell me when we fall short. My experience is that it is a humane institution that can be a demanding one, and that a demanding education is the kind that bears the greatest fruits for the students.

I look forward to working with you, teaching you, and learning from you.

Michael Koby
Associate Dean for International and Graduate Programs
Professor of Practice
ACADEMICS

Academic Progress
See Evaluation of Graduation Requirements Audit Form in this section of the handbook.

Academic Records
The Law School’s Academic Services Specialist, Linda Coffin (+1-314-935-4750, coffinl@wustl.edu) oversees the maintenance of student academic records and services. Linda also coordinates registration, administers examinations, and handles various letter requests and forms (including Bar Exam forms), processes degree audits, and performs most other tasks associated with the Office of the Registrar.

Academic Rules
The academic rules of the Law School are established by the faculty. For more on academic rules, see Course-Related Policies and Rules in this section of the handbook.

Academic Standing
Good Standing and Satisfactory Academic Progress (SAP) - A grade of 2.74 (D) or better is necessary to earn credit in a course. Students must carry a 2.74 GPA or better in all classes in order to maintain Satisfactory Academic Progress (SAP). Failure to do so can affect Federal Loan disbursement for those receiving Federal Financial Aid.

Online Academic Review (OAR) - Students who fail two (or more, for those taken concurrently) classes is automatically sent to Online Academic Review (OAR), a committee chaired by the Associate Dean. If sent to OAR, the outcomes include but are not limited to academic dismissal. A student’s academic history and any extenuating circumstances will be considered when making a decision about the student’s continued eligibility in the program.

Students who are sent to OAR will be required to write a 250 word statement informing the committee of the reasons for their unsatisfactory academic performance. Failure to submit a statement will automatically result in academic dismissal. A student will be informed they are being sent to OAR within one week of grades being published and their statement will be due one week after that notification. The OAR committee will make a decision within 72 hours. Students going through the OAR process will not be eligible to register for future classes until a resolution is administered.

Academic Support
Students seeking academic support should first contact the professor teaching the course for which they’d like support. The professor will direct them to the appropriate resources.

Escalation of Academic or Other Student Issues. - Students who have academic or student services issues should first be in touch with their Student Support Advisor and/or Student Support Manager. In almost all cases, the Student Support Team will be capable of and happy to help with your request. In some cases, Student Support will facilitate or suggest that students contact Associate Dean Koby (for academic topics) or Associate Dean Walsh (for student services topics including exam extensions). Issues that need further escalation will be handled appropriately by Student Support and/or the Associate Deans.

Changes in Student Status
Leaves of Absence - Students may obtain a leave of absence for up to one year, four terms total, upon request. Regardless of the length of your desired LOA or the length of any previous LOA you may have
taken, you may only request a Leave of Absence twice during the program.

Leaves for longer than one year are disfavored, but may be granted in unusual circumstances. Students must complete the degree in 3 years. Any student who is considering a leave of absence should consult their Student Support Advisor.

**Withdrawal from School** - Students considering withdrawing from school are encouraged to consult with Dean Walsh or Associate Dean Koby, and/or another member of the faculty or administration with whom the student feels comfortable. To withdraw, a student should submit the form at https://law.wustl.edu/registrar/forms/LOA-WithdrawalForm-Online-WashULawOnly.pdf to Dean Walsh.

**Course-Related Policies and Rules**

**Tuition Payment Policy** – As of July 2015, tuition must be paid on or before the first day of classes. Any student with an outstanding balance on the Sunday of the second week of classes may be subject to late fees and will be locked out of the 2Law system. A student with an extenuating circumstance that may prevent compliance with this policy may reach out to the Student Support Team at studentsupport@onlinelaw.wustl.edu or +1-855-927-4859.

**Adding/Dropping Classes & Tuition Refunds** – Online Law class terms are eight weeks long. The add/drop date is defined as the second Sunday after the beginning of each unique term, which always begin on a Monday. This is equivalent to nine calendar days after the Monday that begins the term. Students may not change sections or drop courses except with the permission of the Professor and after speaking with Student Support.

Failure to communicate with Student Support about any drop request or failure to complete appropriate paperwork related to that drop request may jeopardize your student status and result in a financial penalty. You will also continue to be financially responsible for some percentage of the tuition charges as outlined in the refund policy below, and it is imperative that students communicate any need to drop a course to Student Support as soon as possible.

Students who drop a class after a school term is underway will ordinarily receive a tuition refund based on the date the drop is communicated to Student Support, as follows.

- within 1st (first) and 2nd (second) week of classes........ 100%
- within 3rd (third) week of classes ............................. 60%
- within 4th (fourth) week ......................................... 40%
- after 4th (fourth) week........................................... 0%

This will remain in effect for students who withdraw completely from the program. If a student who has withdrawn and received a refund per above wants to return to the program, they must reapply and if admitted will pay full price to retake any previously dropped courses.

All class withdrawals after week two of the term are considered "Permitted Withdrawals" and will be reflected as a "PW" on your transcript.

There is no refund after the fourth week of the semester except for withdrawals for reasons of health.
Such reasons must be certified or verified by Washington University Student Health Services, 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 eighth week of the semester. Any student wishing to take a medical leave of absence should first consult with Dean Walsh.

**Attendance/Preparation** - Regular class attendance and preparation are required of all students. This is both a Law School rule and an ABA Law School accreditation requirement. Live session classes are mandatory. Preparation for those classes via the asynchronous material is also mandatory.

With limited exceptions, students are expected to be on camera for the duration of each live session in a place conducive to learning and free from distractions. Please see [Webcam Use](#) section below for more information. Participation is expected from every student in the class to demonstrate mastery of the subject matter.

Professors have the option to excuse absences. Excused absences must be handled with the Professor and approved prior to the live session in question. Students are allowed up to 2 excused absences. Likewise, final grades typically have an attendance and participation component, and missing class will negatively affect your grade.

Failure to adhere to the attendance and participation policy may prevent you from sitting for the final and as such, may result in a failing grade. It may also leave you financially responsible for some or all of the cost of the course and require a retake. Students may also be forced to withdraw from the program if attendance becomes problematic in any single course or there is evidence of a systemic problem across all courses.

**Cancellation of Classes** - Cancellation of classes is very rare and happens only in extreme instances. When a Professor cancels a class or a class is affected by technological related outages or issues, an email will be sent to all students in that section.

**Classes - Starting and End Times** - Unless otherwise noted, all classes begin at the published time. It is suggested that you log in to your live sessions about 10 to 15 minutes before the scheduled class start in order to be prepared or to troubleshoot any technology issues. Students are expected to attend the entire class period.

**Course Conflicts and Overlaps** - Due to the required attendance policy, 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 or will be withdrawn 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.

**Webcam Use** - A central component of the @WashULaw programs lies in the debate and discussion with Professors and fellow classmates in your weekly live sessions. Students are required to be on-camera for the duration of their live sessions each week in order to be a fully active participant and allow Professors to confirm attendance. Any extenuating circumstances that dictate an inability to be part of the class via webcam must be communicated to and approved by your Professor prior to class. Audio-only attendance may result in an absence which is governed by the Attendance policy detailed above this section.

**Degree Requirements**
@WashULaw LL.M. - To receive a 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:

- Students must successfully complete 24 credits. Introduction to US Law and Legal Writing are required courses. The additional 20 credits can be chosen from a list of electives.
  - **Required Course:**
    - Introduction to US Law (3 credits)
  - **Elective Courses:**
    - Legal Writing (2 credits)
    - Contracts (3 credits)
    - Professional Responsibility (3 credits)
    - International Business Transactions (2 credits)
    - Negotiation (3 credits)
    - Civil Procedure (3 credits)
    - Business Associations (3 credits)
    - Property (3 credits)
    - Intellectual Property (3 credits)
    - Constitutional Law (3 Credits)
    - Trial Advocacy (1 credit)
    - Employment Law (3 credits)
    - Torts (1 credit)
    - Corporate Compliance (3 credits)
    - Health Law (3 credits)
    - Spring or Fall Immersion Course Electives (1 credit each)
    - On-Campus Weekend Intensive Course Electives (1 credit each)

- Passing grade (2.74) in all classes.
- Completion of degree in three (3) years (including Leaves of Absence)
  - Full time students typically take two (2) classes per term and can complete the program in one (1) year over four (4) eight-week semesters.
  - Part time students typically take one (1) class per term and can complete the program in two (2) years over eight (8) eight-week semesters.

@WashULaw MLS - To receive a 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:

- Students must successfully complete 24 credits. Introduction to US Law and Legal Writing are required courses. The additional 20 credits can be chosen from a list of electives.
  - **Required Course:**
    - Introduction to US Law (3 credits)
  - **Elective Courses:**
    - Legal Writing (2 credits)
    - Contracts (3 credits)
    - Professional Responsibility (3 credits)
    - International Business Transactions (2 credits)
    - Negotiation (3 credits)
    - Civil Procedure (3 credits)
    - Business Associations (3 credits)
- Property (3 credits)
- Intellectual Property (3 credits)
- Constitutional Law (3 Credits)
- Trial Advocacy (1 credit)
- Employment Law (3 credits)
- Torts (1 credit)
- Corporate Compliance (3 credits)
- Health Law (3 credits)
- Spring or Fall Immersion Course Electives (1 credit each)
- On-Campus Weekend Intensive Course Electives (1 credit each)

- Passing grade (2.74) in all classes.
- Completion of degree in three (3) years (including Leaves of Absence)
  - Full time students typically take two (2) classes per term and can complete the program in one (1) year over four (4) eight week semesters.
  - Part time students typically take one (1) class per term and can complete the program in two (2) years over eight (8) eight week semesters.

**@WashULaw and Tecnológico de Monterrey Dual Degree** - To receive a dual 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:

- Thirteen (13) Courses for a total 35 credit hours.
  - **@WashULaw Classes (choose 20 credits):**
    - **Required Course:**
      - Introduction to US Law (3 credits)
    - **Elective Courses:**
      - Legal Writing (2 credits)
      - Contracts (3 credits)
      - Professional Responsibility (3 credits)
      - International Business Transactions (2 credits)
      - Negotiation (3 credits)
      - Civil Procedure (3 credits)
      - Business Associations (3 credits)
      - Property (3 credits)
      - Intellectual Property (3 credits)
      - Constitutional Law (3 Credits)
      - Trial Advocacy (1 credit)
      - Employment Law (3 credits)
      - Torts (1 credit)
      - Corporate Compliance (3 credits)
      - Health Law (3 credits)
      - Spring or Fall Immersion Course Electives (1 credit each)
  - **Tecnológico de Monterrey Classes (15 credits):**
    - Regulation of International Trade and Investment (3 credits)
    - Transnational Litigation and Arbitration (3 credits)
    - International Law of Human Rights (3 credits)
    - International Business Transactions (3 credits)
    - Leadership and Ethics in the Public Service (3 credits)
- Passing grade (2.74) in all classes.
• Completion of dual degree in three and a half (3.5) years (including Leaves of Absence)
  o Full time students typically take an average of two (2) classes per term and can complete the program in one and a half (1.5) years over six (6) eight-week semesters.
  o Part time students typically take one (1) class per term and can complete the program in three and a half (3.5) years over thirteen (13) eight-week semesters.

**Evaluation of Graduation Requirements Audit Form** - At the beginning of each academic year, the Office of the Registrar provides each returning student with an Evaluation of Graduation Requirements form indicating the degree requirements the student has completed and those that are still needed. Students are responsible for seeing to it that they meet their degree requirements (such as certain number of units, certain courses, GPA, and residency). For a discussion of the degree requirements themselves, see **Degree Requirements** in this section of the handbook.

**Maximum Credit Load** - Given the time commitment required for graduate level study, seven (7) credit hours per term is the maximum credit load for graduate students in the LLM and MLS programs. If a student has maintained a 3.4 GPA or higher after their first term, they can submit a request to increase their credit load to nine (9) credits per term.

**Exams**

**Accommodations/Special Situations** - Arrangements for accommodations at Washington University for students with disabilities must be made prior to the beginning of each semester through Cornerstone: The Center for Advanced Learning Disability Resources (DR). Most questions can be answered by reviewing their website at [http://cornerstone.wustl.edu/disability-resources/](http://cornerstone.wustl.edu/disability-resources/) and by consulting with Carrie Burns. Any other requests for special circumstances must be made directly to Dean Walsh. Any student experiencing a crisis during exam period, such as a death in the family or a serious illness, and are in need of an extension should contact Dean Elizabeth Walsh (+1.314.935.5861, ewalsh@wustl.edu). 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.

**Scheduling** - Final exams for your @WashULaw classes begin on the Sunday of the week of your final live session live session during the eighth week of the term. Information about the Final Exam can be found in the Final Exam folder located in the coursework section of the course. A student then has 18 calendar days to complete the exam, and can begin at any time. Once the exam is opened, it must be completed within a specific amount of time determined by the professor (3 hours, 5 hours, 24 hours, etc.). This schedule allows students 3 weekends and 2 business weeks to complete the exam.

**Exam Feedback** - Students can schedule a time to meet individually with their professors to receive feedback on an exam. Beyond discussing the grade and exam for the course with the professor, there is not an appeals process for grades. The professor makes the final decision about grades.

**Faculty Plagiarism Rules**

Students should familiarize themselves with the Faculty Plagiarism Guidelines and 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 PDF copy of these rules via email. They can also be viewed on the web at: [http://law.wustl.edu/students/index.asp?ID=1000](http://law.wustl.edu/students/index.asp?ID=1000).

**Forms**

Students often are required to fill out and submit forms in connection with requests pertaining to
academic matters. Forms are available on the web at http://law.wustl.edu/Registrar/index.asp?id=2131. Most of the forms give instructions as to when and how they should be turned in, but if there are any questions, students should inquire by emailing registrar@wustl.edu.

Grades & Grading

**Grading Deadlines** - As a general rule, grades are due 3 weeks after the end of the final week of classes. You will be able to view your grade in WebSTAC four weeks after the end of the final week of classes. 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 when the degree list must be submitted to the University Office of Student Records.

**Grading System** - Students need to pass all courses to receive a degree. Students at Washington University School of Law are graded on a scale of A+ to F, with numeric values indicated on the chart below. A “relative” grading system is adhered to, with a mandatory mean/median of 3.34 in most classes. The numeric values are used in the Grade Point Average (GPA) calculation (with 4.0 being the highest allowable GPA). Although there are 10 different possible letter grades appearing on the transcript, professors have a selection of 31 different numeric grades - from 2.50 to 4.30 - which allows the professors to distinguish between students’ scores to a greater degree than the systems at most other Law Schools. The conversion scale is:

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Values:</th>
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<tbody>
<tr>
<td>A+</td>
<td>4.00 – 4.30</td>
</tr>
<tr>
<td>A</td>
<td>3.76 – 3.94</td>
</tr>
<tr>
<td>A-</td>
<td>3.58 – 3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.34 – 3.52</td>
</tr>
<tr>
<td>B</td>
<td>3.16 – 3.28</td>
</tr>
<tr>
<td>B-</td>
<td>3.04 – 3.10</td>
</tr>
<tr>
<td>C+</td>
<td>2.92 – 2.98</td>
</tr>
<tr>
<td>C</td>
<td>2.80 – 2.86</td>
</tr>
<tr>
<td>D</td>
<td>2.74</td>
</tr>
<tr>
<td>F</td>
<td>2.50 – 2.68</td>
</tr>
</tbody>
</table>

Students in @WashULaw programs are not ranked.

**Transcripts** - See transcript information in the Student Information section of this handbook, under Transcripts.

**Viewing Grades** - Students can view their grades in WebSTAC by clicking on View Grades (note that although grades will be displayed as soon as they have been recorded, the GPA calculation is performed overnight; the GPA shown on WebSTAC will not reflect any grades recorded that day.) No grade report is mailed. Grade distributions showing the breakdown of grades in each particular course are posted on the web at http://law.wustl.edu/registrar/pages.aspx?id=2243 as soon as possible after the grades are entered. (Grade distributions are not posted for classes in which the enrollment is fewer than six students, to protect student anonymity.)

**Holds**
The University can place a "Hold" on a student's record for various reasons, the most common of which is financial (for 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 Director of Financial Aid, JoAnn Eckrich
Holds should be cleared up with the department that placed the Hold (such as by paying your bill at Student Financial Services, +1-314-935-5900). Questions about Financial Holds should be directed to JoAnn Eckrich (+1-314-935-4605, eckrich@wustl.edu). The Registrar’s Office places holds on records of students who do not enter current address (Home and Local) and telephone information.

**Honor Code**
Matters relating to academic and professional integrity are governed in large part by the Law School Honor Code. Every student will receive a PDF copy of the Honor Code via email. It can also be viewed on the web at: [http://law.wustl.edu/students/index.asp?ID=1002](http://law.wustl.edu/students/index.asp?ID=1002). Students should be thoroughly familiar with the entire Honor Code as they will be held accountable for all its provisions.

**Registration**
For all matters pertaining to registration, timing is critical. Students should pay close attention to the online registration dates noted on the Academic Calendar, which is posted on the web and included in the course directory. WebSTAC is the system used to register for classes. WebSTAC can be accessed here: [https://acadinfo.wustl.edu/WebSTAC.asp](https://acadinfo.wustl.edu/WebSTAC.asp). You cannot access WebSTAC until you have activated your WUSTL Key. For more information on WUSTL Keys please see the Identification Numbers/Passwords section of this handbook. Your Student Support Advisor will explain WUSTL Key activation as part of your Welcome Call as well as provide you with tutorials, screenshots, and additional information on the registration process as it approaches.
STUDENT INFORMATION

Academic Calendar
The Law School Academic Calendar can be found on the Registrar’s Office homepage (http://law.wustl.edu/Registrar).

Announcements
Announcements about goings-on at the Law School and other matters of importance to students can be found in the following places: emails addressed to your WUSTL account; the Law School web site, http://law.wustl.edu; and on your 2Law homescreen or individual class walls.

Books and Course Materials
Students can find information on required book and course materials during their Welcome Call with a Student Support Advisor, though the 2Law Learning Management System (LMS), and through the Washington University Campus Bookstore (www.wubookstore.com). Please contact your Student Support Advisor with questions related to ordering physical books as well as electronic book options that eliminate potential international customs or shipping issues.

Campus Store
The Washington University Campus Store sells books (both textbooks and other types), office and school supplies, computers and computer equipment, and a wide variety of gift and other items. The general phone number is +1-314-935-5500; the course textbook department is +1-314-935-5584. Current information about hours, online purchase of branded merchandise or other Washington University textbooks, etc. can be found on the web at www.wubookstore.com.

Communications
The Law School relies heavily on email communication. Students are expected to check their email daily; in fact, both the faculty and the administration assume that they do so. Students who do not check email regularly run the risk of missing crucial information. For more about Law School emailing, see Email 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 members can be reached in the 2Law system, by email, or by phone. For listings, go to http://www.wustl.edu/directory.html.

Disability Resources (DR) -
Cornerstone: The Center for Advanced Learning includes Disability Resources (DR) for students with disabilities. The University makes every effort to ensure that all students can take full advantage of the programs, activities and opportunities that the University offers. DR assists with this effort by arranging for specific accommodations for students. Under the Americans with Disabilities Act and University policy, students with disabilities must submit documentation of their disability to Cornerstone Disability Resources before formal accommodations can be made. 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. Eligibility for accommodations is determined on an individual basis, must be supported by professional documentation, and must be renewed each semester. Further information about DR and its services can
be found at http://disability.wustl.edu. Questions can also be directed to Libby Lessentine, Disability Resources Coordinator at lessentine@wustl.edu or +1-314-935-4062. Any student with questions about receiving accommodations at the Law School should contact Carrie Burns, Financial Aid & Student Services Coordinator, at cjburns@wustl.edu or +1-314-935-4605.

**Email**
Email is the most commonly used form of communication in the Law School. To repeat a caveat given elsewhere in this handbook, **students who do not check their email daily — or even, do not check regularly — run the risk of missing crucial information.**

**Employee Benefits for WashU Employees**
For WashU eligible full-time employees enrolled in the @WashULaw online program, 50% of part-time evening tuition cost coverage is offered through the University for up to seven (7) credit hours per semester as deemed by the University. Because the January and April @WashULaw terms fall within the Washington University Spring semester, a combined benefit maximum for both the January and April terms is seven (7) credit hours. Please see the Washington University Human Resources Employee Tuition Assistance webpage at https://hr.wustl.edu/benefits/tuition-assistance/employee-tuition-assistance/ for more information, to request forms, etc.; or contact Student Support.

**Identification Cards**
All students are issued an official Washington University student identification card. The card displays a color photo (please provide a professional or other appropriate picture to your Student Support Advisor), your student identification number, division code, and date of issue. The ID card is yours to use, but it remains the property of Washington University. Report a lost or stolen card to the Campus Card Services office immediately by emailing campuscard@wustl.edu.

**Identification Numbers/Passwords**
**WUSTL Key** - Your WUSTL KEy is the combination of your WUSTL CONNECT Login ID and password. Every student, faculty, and staff member has a WUSTL KEY credential and can use it to access WUSTL CONNECT-enabled applications, including WebSTAC.

**Law Library** - The following is a basic introduction to the Law Library. For further information see http://law.wustl.edu/library/index.aspx and the New Student Introduction to Information Resources book handed out during orientation.

**Collection** - The law library is a major academic research facility with over 700,000 volumes. It acquires both primary and secondary source materials to support 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 loose leaf 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 other international law materials.

**Electronic Research Databases** - The library subscribes to a variety of electronic research databases, containing both primary and secondary source materials. For a complete listing, go to http://libguides.law.wustl.edu/az.php. Lexis-Nexis, Westlaw, and Bloomberg are the three 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. Students should contact an Electronic Services Librarian or their Student Support Advisor for information about accessing the electronic databases.

**Name Changes**
To change your name on your official Law School record, you must furnish to the Office of Student Records (by fax to +1-314-935-4268, or by email registrar@wustl.edu) with a copy of the official legal document (marriage certificate, divorce paper, passport, court order, etc.).

**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 Jessica Kuchta-Miller, JD ([jkuchta-miller@wustl.edu](mailto:jkuchta-miller@wustl.edu), +1-314-379-8110).

**Mobile App Guide**
The @WashULaw Mobile app is now available for both iPhones and Androids, as well as Apple and Android tablets. The mobile app allows students to have quick access to 2Law and allows them to use many of the functions offered within 2Law without having to rely on your computer. A copy of the Mobile App Guide document can be found in the Files section of your Student Orientation course. Mobile App Guide - The @WashULaw Mobile app is now available for both iPhones and Androids, as well as Apple and Android tablets. The mobile app allows students to have quick access to 2Law and allows them to use many of the functions offered within 2Law without having to rely on your computer. A copy of the Mobile App Guide document can be found in the Files section of your Student Orientation course.

**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 viewed here: [https://registrar.wustl.edu/student-records/ferpa-privacy/](https://registrar.wustl.edu/student-records/ferpa-privacy/).

**Student Status Certification**
Students sometimes need a letter certifying their student status and/or good standing at the Law School. To obtain such a letter, please complete a “Letter Request Form” found at [https://law.wustl.edu/uploadedFiles/Registrar/Letter%20Request%20Form.pdf](https://law.wustl.edu/uploadedFiles/Registrar/Letter%20Request%20Form.pdf) and turn it in to the Registrar’s Office. Linda Coffin will take care of these completed requests. Due to the volume of requests typically submitted to the Registrar’s Office, please allow 3-5 business days for your request to be completed and during peak busy times, such as exam period, please allow even more time.

**Tech Support**
All students need to have a computer (either desktop or laptop), phone (land line or mobile), webcam (either internal or external), and a headset with a microphone.

**Computer Requirements**

**Windows**
- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows® XP, Windows 7 or Windows 8; 2GHz Pentium 4 or faster processor (or equivalent) for Windows Vista®
- Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows Vista, Windows XP
- 512MB of RAM (1GB recommended) for Windows XP, Windows 7 or Windows 8; 1GB of RAM
(2GB recommended) for Windows Vista
• Microsoft Internet Explorer 8, 9, 10; Mozilla Firefox; Google Chrome
• Adobe® Flash® Player 10.3+ (11.2+ recommended)

Mac OS
• 1.83GHz Intel Core™ Duo or faster processor
• 512MB of RAM (1GB recommended)
• Mac OS X 10.6, 10.7.4, 10.8
• No Adobe Connect Add-in support for Mac OS X 10.5 (Leopard). Users on Leopard can attend meetings in the browser.
• Mozilla Firefox; Apple Safari; Google Chrome
• Adobe Flash Player 10.3+ (11.2+ recommended)

Adobe Connect Live Sessions
Adobe Connect only requires that you have an internet connection, a web browser, and Adobe Flash Player version 10.1 or greater to attend a web conference. Adobe Connect supports nearly any operating system including Windows, Macintosh, Linux and Solaris, as well as most widely used browsers including Internet Explorer, Firefox, Safari, and Chrome.

While it is possible to run a live video session and a concurrent VOIP session, it may lead to sub-optimal audio quality for some users, due to bandwidth constraints in their local connection. It is therefore required that students have access to a landline or cellular phone line to ensure audio session quality during live sessions. Toll free dial in access to the audio conference function will be provided to all students.

When logging in for the first time, you will run a tech check to make sure your computer meets the requirements. If you need a newer version of software, it will allow you to install during this tech check.

Microsoft Word
Students are required to have Microsoft Word installed on their personal computers to complete assignments and exams. If you need to install MS word, WashULaw students are eligible for discounted sales via the bookstore. Please contact Student Support for more information.

Transcripts
Official transcripts must be ordered through the University Office of Student Records (+1-314-935-5959, https://Registrar.Wustl.edu/student-records/). Transcripts can be ordered: 1) online through WebSTAC (click on "Transcript Request"); or 2) 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: +1-314-935-5959, fax: +1-314-935-4268) 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 a $5.00 fee 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. Law School transcripts are sent out with an attachment that explains the Law School’s grading system (see http://law.wustl.edu/Registrar/Index.asp?id=4620).

Grade print-outs can be obtained in WebSTAC. In the "Grades" option, select a particular semester or all
semesters, and you can screen print the GPA information from the GPA option. Due to the expense of official transcript paper, please order official transcripts only when necessary. After graduation, students are encouraged to order a transcript that can be copied when an official transcript is not necessary.

**Tuition Rates**
The 2018–2019 tuition for the @WashULaw MLS and LL.M. Programs is $56,810. This breaks down to $2,367 per credit unit for the 24 credit programs. Tuition and fees are subject to change once each academic year effective with the summer term. For the Dual Degree program, there are 20 units required from Washington University and 15 units required from Tecnológico de Monterrey. The 2018–2019 academic year tuition for Tecnológico de Monterrey’s Graduate School of Government and Public Transformation is $2,367 USD per unit. Total tuition cost for the 35-unit Dual Degree is $66,840 USD.
NON-ACADEMIC POLICIES AND RULES

Address and Phone Number Reporting Rules
Students are required to enter current Home and Local addresses/phone numbers in WebSTAC by clicking on the "Addresses" 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 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" (found under "Personal Preferences") 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 and cell phone 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 understands, 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 email; approaching Faculty Ombudsperson Jessica Kuchta-Miller, JD, or Associate Dean for Student Services Elizabeth Walsh. 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, as any of these persons may be willing to act as a liaison as well.

Nondiscrimination Policies and Rules
Washington University School of Law requires all prospective employers seeking to use the Career Services Office to sign a commitment to non-discriminate. “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 the grounds of race, color, age, religion, sex, sexual orientation, national origin, gender identity or expression, veteran status or disability. Before using any of the Career Services interviewing facilities of this school, an employer is required to submit a signed statement certifying that its practice conforms to this policy. For purposes of this rule, the posting of employment notices on any bulletin boards designated for official Law School business, or the posting or distribution of such notices by the Law School administration elsewhere in the Law School building, shall be considered making career services facilities available.” 7/07

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 "Addresses" 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" (found under "Personal Preferences") menu option. Unless notified otherwise, the information restriction must be indicated at the beginning of a student’s term. Students are also encouraged to enter emergency contact and cell phone information in WebSTAC.

**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 Law School 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. 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.

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

1. Submit the complaint in writing to the Associate Dean for Student Services. If the Associate Dean for Student Services is not available, then submit the complaint to the Associate Dean for Graduate Programs. The writing may consist of email, U.S. mail, or fax.

2. The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the law school’s program of legal education and its compliance with a specific, identified ABA Standard(s).

3. The writing must provide the name, official law school email address, and a street address of the complaining student, for further communication about the complaint.

4. The Associate Dean for Student Services or the Associate Dean for Graduate Programs, will
acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by email, U.S. mail, or by personal delivery, at the option of the Associate Dean.

5. Within two weeks of acknowledgment of the complaint, the administrator, or the administrator’s designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within two weeks after completion of the investigation.

6. Appeals regarding decisions on complaints may be taken to the Dean of the law school. Any decision made on appeal by the Dean shall be final.

7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Associate Dean for Student Services for a period of eight years from the date of final resolution of the complaint.

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 https://wustl.edu/wp-content/uploads/2014/10/university-student-judicial-code-1.pdf