



Student Handbook 2006-2007

S.J. Quinney College of Law University of Utah

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STUDENT HANDBOOK 2006 – 2007

The S.J. Quinney College of Law Student Handbook contains pertinent law school information which you will need for your next three years. The Student Handbook also may be found on the S.J. Quinney College of Law web site at www.law.utah.edu.

The S.J. Quinney College of Law at the University of Utah is fully committed to policies of equal opportunity and affirmative action, and prohibits discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age, or status as Vietnam veteran, disabled veteran, or person with a disability. Evidence of practices not consistent with these policies should be reported to the Office of Equal Opportunity and Employee Relations, 581-8365 (Voice or TDD).

The College of Law seeks to provide equal access to its programs, services, and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Although identifying yourself as a person with a disability is voluntary, the S.J. Quinney College of Law can accommodate only known disabilities. Students with documented disabilities will be accommodated as necessary if they have first been certified by the Center for Disabled Student Services, 160 Union Building, 581-5020. For more information, or to discuss accommodations, contact the Associate Dean for Student Affairs, 102 Law, 581-4032.

The College of Law strongly endorses the Student Right-to-Know and Campus Security Act. State laws on the University of Utah campus will be enforced at all times and adjudicated in a court of law. Infractions of the University Code of Student Rights and Responsibilities will be referred to the Student Behavior Committee for sanctions and probation.

Information regarding University resources and services available to graduate students can be found in *The University of Utah General Catalog* and on the web site (www.als.utah.edu/gencatalog).

The information in this publication is current as of press time but is subject to change without notice. This publication is not a contract between the College of Law and any person or entity.

If you have questions regarding anything in the Handbook or where to go for additional information, please contact Barbara Dickey, Associate Dean for Student Affairs, 102 Law, 581-4032.

MISSION STATEMENT

The mission of the S.J. Quinney College of Law at the University of Utah is to achieve academic excellence in the professional education of lawyers, to advance knowledge through the dissemination of high quality legal scholarship, and to perform valuable public service to the University, the state of Utah, our nation, and the global community. It is the law school's further mission to maintain and enhance our national presence as a preeminent institution of legal education, while recognizing our special obligation as the state law school to the Utah community and the Utah State Bar.

ACADEMIC CALENDAR 2006 – 2007

Fall Semester

Orientation and registration for first-year students	Mon	Aug	14
Introduction to Law	Mon-Fri	Aug	14-18
Faculty Retreat - no classes	Mon	Aug	21
Fall semester classes begin	Tues	Aug	22
Labor Day holiday	Mon	Sept	4
Fall Break	Mon-Fri	Oct	9-13
Thanksgiving holiday	Wed-Fri	Nov	22-24
Monday classes meet	Tues	Nov	28
Last day of classes	Fri	Dec	1
Reading period	Sat-Tues	Dec	2-5
Examination period	Wed-Tues	Dec	6-19

Spring Semester

Spring semester classes begin	Mon	Jan	8
Martin Luther King Jr. holiday	Mon	Jan	15
Presidents holiday	Mon	Feb	19
Monday classes meet	Tues	Feb	20
Spring Break	Mon-Fri	Mar	19-23
Last day of classes	Tues	April	17
Reading period	Wed-Sun	April	18-22
Examination period	Mon-Fri	April	23-May 4
Graduation ceremonies	Fri	May	11

I. COURSES AND CO-CURRICULAR OFFERINGS

A. FIRST-YEAR CURRICULUM

1. Introduction to Law

First year law students begin fall classes one week prior to the beginning of the regular fall semester with an Orientation and Introduction to Law Week. Orientation provides incoming students with basic information of how the law school functions. Seminars on setting up computer accounts, exam policies, academic discipline policies, and financial aid are mandatory. Introduction to Law, taught by the law school faculty, is a pass/fail course which is required for graduation. Introduction to Law acquaints first year students with methods of legal study and provides them with a preview of the coming year. The week is rounded out with social events sponsored by the law school and student organizations.

2. First-Year Courses

Each law student is required to take the following courses during the first year of law school:

Contracts	Criminal Law
Torts	Property
Legal Methods	Constitutional Law I
Civil Procedure	First-Year Perspective

3. Work Outside of Law School

The College of Law strongly encourages its students not to work during their first year of law school. If a student does elect to work while attending law school, under ABA Standard 304, the student may not work more than 20 hours per week (see § II-B-8).

4. Faculty Mentor Program

The College of Law assigns each incoming first-year student to a faculty mentor selected from among the law school's regular faculty members and deans. Faculty mentors are encouraged to initiate meetings with their student mentees, either individually or as a group, during fall semester. Students are encouraged to initiate other meetings with their

mentor for purposes of discussing academic questions or problems or other questions or concerns related to law school, course selection, career counseling, etc.

5. Academic Support Program

First year students may apply to take part in the law school's Academic Support Program ("ASP"). ASP is a program designed to give additional support to selected students as they make the transition from undergraduate studies, work and/or family responsibilities to the demanding life of a first year law student. ASP does this primarily through a structured series of small group tutorials. Because resources are limited, the program can only be offered to approximately 15% of the incoming class. Students who have been away from school for a significant period, for whom English is a second language, who could be considered non-traditional students, who face physical challenges, have learning disabilities, or have struggled academically are those most likely to be accepted into the program. **Professor David Hill** is the faculty director of ASP.

B. ADVANCED CURRICULUM

Each student is required to take the following courses during the second or third year of law school:

- Constitutional Law II (required second year)
- One seminar
- Legal Profession
- A skills course (Lawyering Skills, Trial Ad., Appellate Practice, Criminal Clinic)

1. Seminar Requirement

Each student must successfully complete a seminar meeting the following criteria:

- a. A major research and writing project is required.
- b. That project is heavily edited and critiqued by faculty, either alone or in conjunction with student involvement in the editing process.
- c. Work is rewritten under faculty supervision until it is of high quality.
- d. Each project is reviewed or critiqued by all students.
- e. Enrollment is limited to 12 students, unless faculty approve otherwise.

There is no exception for Law Review or Journal members, and a single paper cannot be used for both purposes (see § IV-B).

College Council — April 23, 1986

2. Other Required Courses

Each student must complete Constitutional Law II (required second year), Legal Professions, and a skills course prior to graduation. Each course is taught at least once each year.

3. Remaining Coursework

Students may complete the remaining credits by choosing from a variety of elective classes. Not all classes are offered every year and new classes are added periodically. In addition to traditional in-class courses, the law school offers numerous opportunities to obtain credit through clinics, directed research, publications, and teaching assistantships.

4. Clinical Placements and Course Requirements

The following courses, which shall be graded, are required of students receiving credit for clinical placements:

- a. The Criminal Process course and some instruction in oral advocacy (such as provided in Trial Advocacy) to precede or accompany the Criminal Clinic.
- b. The Lawyering Skills Course or approved similar instruction in interactive lawyering skills to precede or accompany the Civil Clinic.
- c. The Judicial Process course to accompany or follow any work in the Judicial Clinic.

All field supervising attorneys should be approved by the Clinical Subcommittee of the Curriculum Committee and the Dean as adjunct clinical instructors. **Professor Linda Smith** is the Clinical Director.

College Council – April 24, 1985

Clinical placements are normally 2 to 3 credit hours, but the Clinical Program Director may approve up to 6 credits (subject to the 14 credit maximum for all credit toward graduation requirements). Enrollment for more than 6 credit hours in a semester-long clinic placement (except the judicial externship—see below) must be approved by the College Council and will be considered on a case-by-case basis.

College Council – December 6, 2001

A student may earn a maximum of 14 clinical credit hours away from the law school, excluding the accompanying course requirements.

5. Judicial Externships

The approved Judicial Extern Program involves regular placement with local judges who are respected jurists and teachers, and who are willing to provide the degree of supervision demanded in the Guidelines for Judicial Clinics. In order to allow manageable oversight, the number of student-judge participants during any semester should be limited to ten (10). Judicial externs must comply with all instructional and oversight provisions for the Judicial Clinic, and the Clinical Director should continue to communicate regularly (monthly) with both student and judge. Not all judges who currently supervise judicial interns should become supervisors of judicial externs, and not every judge who is initially approved to supervise an extern will become a permanent participant in the program.

In extraordinary circumstances and after careful scrutiny, the Clinical Director may approve an extern placement with a judge outside the immediate locality provided that the judge is willing to comply with the Judicial Clinic Guidelines and to provide the individualized supervision to the student that is most important. The extern program is limited to third-year students. Second-year students with outstanding qualifications should be encouraged to apply for post-law school clerkships. Third-year students who have not been accepted as post-law school clerks should be the primary population for participation in the judicial extern program.

The paradigmatic one-semester judicial externship is 12 credit hours. However, the Clinical Director is authorized to approve student judicial externships for lesser or greater credit (but not to exceed a maximum of 14 credit hours in a semester). Additionally, students performing a judicial externship are authorized to take the Judicial Process course, if offered, that semester. The taking of any other law school course, or participation in any other law school activity or program, for credit while performing a judicial externship requires approval, in advance, from the Clinical Director. The Subcommittee approval may be on such terms and conditions as it deems appropriate. The Subcommittee's discretion is to be exercised with a view to furthering the student's educational needs in light of all the circumstances.

The absolute prohibition against credit for both judicial internships and externships is repealed. The Subcommittee is authorized, in appropriate cases, and subject to such terms and conditions as the Subcommittee may require, to allow a student to take a judicial externship even though a judicial internship has previously been taken.

In all cases, the Clinical Program's existing work/credit ratio will remain constant (50 hours of work for each hour of credit). It is contemplated that variations from the 12 credit hour full-time norm will only be made for good cause. It is anticipated that, over time, the Clinical Subcommittee will develop guidelines both with respect to situations in which credit variations (to increase or decrease from the norm) will be permitted and the extent to which other law school courses, activities or programs for credit will be permitted during the externship semester.

College Council – April 15, 1987; April 13, 1988

6. Directed Research

a. Objectives of directed research

Directed research enables the student to pursue a depth of knowledge in a discrete subject tailored to the professional and intellectual interests of the student. Students who desire to explore a particular aspect of a subject regularly offered as a course in a greater depth than course coverage would ordinarily permit or pursue a subject that is not available in a regularly offered course may do so through a directed research program. Supervision by a full-time member of the College of Law faculty is required.

b. Requirements and criteria

- (1) No directed research project may be undertaken for less than 1 credit hour nor for more than 3 credit hours. No student may count more than 5 credit hours of directed research toward satisfaction of the J.D. degree requirements.
- (2) Directed research should not be used as a substitute for a regularly offered course that the student has not taken, nor should it be used as a mechanism for teaching assistance.
- (3) No student may undertake more than one directed research project in a single semester.
- (4) Prior to registration for a directed research project, the following requirements must be met:
 - (i) The student shall submit a written statement of thesis to the supervising faculty member that describes the scope and content of the project and the criteria to justify the credit to be granted.

- (ii) The supervising faculty member shall sign the statement of thesis to indicate approval of the project described and the credit to be awarded on completion.
 - (iii) The statement of thesis with signed approval of the supervising faculty member shall be submitted to the registrar and placed in the permanent file of the student at the College of Law.
- (5) While no absolute criteria for directed research projects are possible or desirable, faculty and students shall comply with the following guidelines in formulating and approving directed research projects:
 - (i) A substantial and scholarly paper reflecting approximately 50 hours of research or study, writing and consultation with faculty for each credit hour of directed research is expected.
 - (ii) Several written analyses of specific problems may be an appropriate substitute for a single paper. Legal research need not be confined to library research, but may include empirical research or study. Where appropriate, the supervising faculty member may use substantial tutorial discussion in lieu of research, but may not dispense entirely with the requirement of a scholarly written project.
- (6) Directed research may be either graded or on a credit/no credit basis, as determined at the outset by the supervising faculty member.
- (7) Before credit for a directed research project may be awarded, the following requirements must be met: the supervising faculty member must prepare and place in the student's permanent file a memorandum that describes and evaluates the student's performance. This evaluation shall include the grade, the amount of credit granted for the project or an indication that no credit was awarded.

c. Waiver of requirements

- (1) In exceptional circumstances, the Curriculum Committee of the College of Law may waive the aforesaid requirements to permit the following:

- (i) Supervision of a project by a faculty member of the University of Utah other than of the College of Law, or a faculty member of another university.
 - (ii) Undertaking more than one directed research project in a single semester.
 - (iii) Directed research projects in excess of the maximum total number of credit hours that may be counted in satisfaction of the J.D. degree requirements. (A student wishing to pursue directed research in excess of the maximum limits is free to do so without obtaining approval of the Curriculum Committee; however, only the first 5 credit hours will be counted toward graduation. The grade and credit in the excess hours will be indicated on the student's transcript and will be used for the purpose of computing grade-point average.)
- (2) Application for waiver should be submitted in writing to the Chair of the Curriculum Committee. A majority of the Curriculum Committee must approve any waiver. It is expected that waivers will be granted only in exceptional circumstances.
 - (3) Any waivers granted by the Curriculum Committee shall be in writing and shall be placed in the student's permanent file.

College Council — April 10, 1991, September 29, 1993

7. Teaching Assistants

- a. Students may apply to be Legal Methods Teaching Assistants or Academic Support Teaching Assistants. Applications are taken during spring semester.
- b. Objectives of service as a teaching assistant

Service as a teaching assistant enables the student to enhance his or her knowledge in a particularly effective manner; that is, the mastery of a subject or skill that comes only with the responsibility for teaching it to others. Academic credit for teaching assistantships should be given only where the student's efforts

further his or her legal education. To the extent there are other purposes for an assistantship (e.g., relieving faculty burdens or delegating administrative responsibilities), these shall be compensated in some form other than academic credit.

c. Requirements

- (1) Teaching assistantships are allowed subject to the following requirements:
 - (i) Beginning in 1990-91, any teaching assistantship other than for the legal writing and academic support programs shall receive monetary compensation rather than academic credit.
 - (ii) Academic credit (rather than monetary compensation) may be granted to teaching assistants in the legal methods and academic support programs. For each credit hour granted, students are expected to expend approximately 50 hours of work in preparing materials and methodology for teaching, consulting and reviewing with supervising faculty and teaching students.
 - (iii) Supervising faculty shall have sole discretion in selecting students to serve as their teaching assistants.
 - (iv) Credit shall be awarded by the supervising faculty member on a graded basis for the legal methods and academic support programs. Teaching assistants in the academic support program wishing to assist for a second, different course will receive upgraded credit for the second course.
 - (v) Before credit or no credit is given, the supervising faculty member must prepare and place in the student's permanent file a memorandum that describes the student's work and the nature and extent of the faculty supervision, and gives a general evaluation of the student's performance as a teaching assistant.

College Council – May 13, 1986; April 4, 1990; April 29, 1990

C. STUDENT PUBLICATIONS

The following scholarly journals are published by students. Members of the journals are chosen from summer writing competitions following spring semester exams. Non-graded credit may be received for participating on a journal. A student may not participate on more than one journal at a time.

1. Journal of Law & Family Studies

The Journal of Law & Family Studies (JLFS) addresses topics relating to family and juvenile law as well as a broad variety of issues relevant to family law in a broader sense. JLFS publishes articles involving doctrinal, practical, and theoretical issues in family law as well as articles from various related disciplines including sociology, psychology, economics, family and consumer studies, and history. **Professors Linda Smith and Laura Kessler** are the JLFS faculty advisors.

2. Journal of Land, Resources & Environmental Law

The Journal of Land, Resources & Environmental Law (JLREL) is a multi-disciplinary journal focusing on natural resources and environmental law and policy. It publishes manuscripts from legal, literary, scientific and other disciplines concerned with environmental issues. JLREL is committed to promoting public education and dialogue on natural resource and environmental policy. **Professor Amy Wildermuth** is the faculty advisor for JLREL.

3. Utah Law Review

The Utah Law Review is a journal of critical analysis and commentary on current legal problems. The summer writing competition and a student's cumulative law school GPA determine selection of Law Review staff at the end of the first year of law school. Second year students also have the opportunity to write-on to Law Review at the end of their second year. **Professor Amy Wildermuth** is the Law Review faculty advisor.

D. MOOT COURT, APPELLATE ADVOCACY, AND OTHER COMPETITIONS

1. Moot Court Competitions
a. Traynor Moot Court

Traynor Moot Court is a one semester class open to all second and third year students during spring semester. Teams of two research and write an appellate brief and participate in multiple rounds of oral argument. Eight teams advance to the semi-final rounds. The two top scoring teams advance to the final round.

Preliminary rounds are judged by members of the local bar and judiciary. The final round is judged by the College of Law's David T. Lewis Distinguished Jurist in Residence and two other prominent judges. Final rounds are generally held in April. **Professor Jim Holbrook** is the Traynor Moot Court faculty advisor.

b. National Moot Court Competition

The top six students from the Traynor Moot Court Competition are invited to represent the College of Law in the National Moot Court Competition as third year students. Finalists in regional competitions advance to the national finals. Team members also receive credit for serving as brief judges of the Traynor Moot Court competition, which uses the same problem.

2. Appellate Advocacy Competitions

Participation in other appellate advocacy competitions is available to advanced students.

- a. Participation in appellate advocacy competitions is dependent upon appropriate faculty supervision, completion of pre- or co-requisite courses, and available funding. (Preference for participation in appellate advocacy competitions will be given to third year students.)
- b. The Traynor Moot Court course is a pre-requisite for participation in the National Moot Court Competition.
- c. Students who desire to participate in an appellate advocacy competition in a specific subject, such as environmental law or patent law, are required to take at least one course in the substantive area of law related to the competition.
- d. Students are strongly encouraged, but not required, to take Appellate Practice.
- e. Students participating in appellate advocacy competitions must complete the appropriate paperwork available from the Registrar's office. The Associate Dean for Academic Affairs must approve and sign off on a student's request to compete.

College Council – March 25, 1999; April 25, 2002

3. Other Competitions

One credit competition courses are available to support students' entry in a range of skills competitions available regionally and nationally, following the students' outstanding performance in the related pre-requisite skills course.

Competition courses may be offered, upon invitation by the supervising faculty member, to a limited number of students in the following areas:

Trial Advocacy Competition —following completion of the Trial Advocacy course
Negotiation Competition — following completion of the Lawyering Skills course
Counseling Competiton — following completion of the Lawyering Skills course
Mediation Competition — following completion of the Alternative Dispute Resolution course

Whether any particular competition course is offered will depend upon available funding for expenses related to the competition.

College Council — March 25, 1999

E. PRO BONO INITIATIVE

The Pro Bono Initiative is a voluntary program offered by the College of Law to emphasize the importance of public service in the legal profession. The goal of the program is to create a greater awareness among law students of a lawyer's ethical obligation to provide legal services at no fee or a reduced fee to public service, charitable, not for profit organizations, or individuals of limited means, and to introduce students to unexplored areas of law and methods of practice.

The Pro Bono Initiative encourages all students to perform fifty hours of law-related volunteer work under the guidance of a supervising attorney before graduation. The Initiative office will facilitate this work by developing pro bono placements with attorney supervision and matching students with appropriate assignments. First year students, following their first semester, and second and third year students are encouraged to participate. See **Kristin Erickson**, Associate Dean for Legal Career Services for further information.

F. THE WALLACE STEGNER CENTER

The Wallace Stegner Center for Land, Resources and the Environment is committed to the study of the entire range of environmental and natural resources issues. The Stegner Center reflects this commitment through its focus on interdisciplinary classroom and clinical education, scholarly and applied research, and public service in the areas of

natural resources and environmental law and policy. Each spring, the Stegner Center sponsors an annual interdisciplinary symposium on current natural resources and environmental topics. The symposium provides a forum for presentation by lawyers, scientists, philosophers, academics, public officials, and involved citizens, as well as field trips, group discussions, and literary readings. The Center offers an LL.M. degree and graduate certificates for juris doctor candidates in the areas of environmental and natural resources law. **Professor Robert Keiter** is the director of the Stegner Center and **Jan Nystrom** is the associate director.

G. STUDY ABROAD

1. London Consortium

The College of Law participates in the London Law Consortium which offers students the opportunity to study in London during spring semester of either their second or third year. The academic program consists of a selection of courses taught by visiting Consortium faculty and University of London law lecturers. Students must sign up for the London Program during the first few weeks of fall semester for the following spring semester. Space is available for six participants from the College of Law. One faculty member from the law school attends as part of the teaching faculty every other year. Students attending the program are not charged University of Utah tuition but will be responsible for program fees and expenses. See **Associate Dean Barbara Dickey** for a brochure and additional information.

2. ABA-Approved Programs

a. Educational Objectives

The College of Law encourages students who have academic or career objectives that will be served by participation in a program of legal study outside of the United States to pursue such a program. The study of foreign law and practice outside the United States can provide a practical as well as theoretical basis for comparing the American and foreign legal systems, including observing differences in professional responsibilities, practices and procedures. Three basic opportunities are available to College of Law students, all of which are limited to students who are second or third-year candidates for the J.D. degree:

- (1) Study at a foreign, ABA-approved Semester Abroad Program with credit to be granted towards the J.D. degree. The London Law

Consortium, in which the College of Law participates, is one of these opportunities.

- (2) Study in a summer program conducted by an accredited American law school(s) at an overseas site.
- (3) An individual program of legal study at a foreign university.

b. ABA-Approved Programs

Qualified programs are approved annually by the American Bar Association Section on Legal Education. Any student in good academic standing may enroll in such a program and receive academic credit toward the J.D. degree. Prior to enrollment in such a program, a student is encouraged to consult with the Dean or Dean of Student Affairs to assure that the contemplated program has received the necessary approval from the American Bar Association Section on Legal Education and that all requirements for College of Law credit recognition are also met.

*College Council — December 7, 1983
ABA Criteria for Approval of Semester
Abroad Programs and Foreign Summer Programs*

A student participating in a study abroad program may receive credit only for courses in which the student receives a minimum grade of "C". Courses successfully completed will be credited on the students' transcript, but will not be computed into the students' GPA.

3. Individual Programs at Foreign Law Schools

Credit for an individual program of foreign study will be awarded in accordance with the ABA criteria and the following requirements:

- a. A student in good academic standing who has completed all first-year requirements may submit a specific program of study to the College of Law Curriculum Committee. No program of study may be undertaken without prior approval of the Curriculum Committee.
- b. In addition to obtaining Curriculum Committee approval, the student must be admitted to study at the chosen foreign law school and must meet its requirements for eligibility and registration. The chosen foreign institution shall be one that provides an academic program leading to a first degree in law. The institution shall be one that is (a) government sanctioned or

accredited, if educational institutions are state regulated within the country, (b) recognized or accredited by an evaluation body, if such a body exists within the country, or (c) chartered to award degrees in law by the appropriate authority within the country.

- c. Individual programs will vary according to the individual student's goals in undertaking the program. The student's selection of courses must be approved in advance by the Curriculum Committee. The academic content of the course work and the methods employed to evaluate student performance shall meet the same standards employed at the College of Law. Credit for individual research shall not exceed the limits for directed research at the College of Law.
- d. An individual member of the College of Law faculty shall be selected by the student, in consultation with the Curriculum Committee, to supervise the work of the student. The faculty supervisor shall be responsible for determining the College of Law credit to be granted and shall provide such supervision to any individual research project as appropriate.
- e. Before the study abroad commences, a representative of the foreign institution must give written assurance to the College of Law that the student's proposed objectives can be achieved at the institution. The student must have full-time faculty supervisor at foreign institution. If a foreign law school advisor or faculty member is available pursuant to the foreign study program, it is contemplated that the College of Law faculty supervisor shall consult with the foreign law school advisor and/or faculty concerning these responsibilities.
- f. Before commencing study at a foreign institution, the student shall provide the College of Law faculty supervisor with a written plan defining the educational objectives sought by the student. The faculty supervisor shall review the student's written plan, and shall establish a method of evaluating the student's performance. Any grade accorded by the foreign law school shall be translated by the individual faculty supervisor in consultation with the foreign law school for the purposes of establishing pass/fail grade according to College of Law academic standards (if applicable).
- g. A student who participates in an individual study abroad program may not receive more than 12 semester hours of credit toward a J.D. degree for such study.
 - (i) Although a student may be permitted to take courses in foreign programs in both one semester and one summer, the total credits

approved in such summer and semester shall not exceed 22 credits [twenty-five (25) percent of the 88 semester hours credits required for graduation].

- (ii) The foreign study shall be considered as in residence study for the purposes of the J.D. degree requirements. (See Academic Policies and Procedures, § B-9).
- h. At least forty-five (45) days prior to scheduled enrollment in the foreign institution, a pre-visit notification form, available from the Registrar, must be completed and submitted to the ABA for approval. In addition, a Petition for Study Abroad Credit, available from the Registrar, must be submitted and approved by the College of Law Curriculum Committee.
- (i) Absent a determination by both the ABA and the College of Law Curriculum Committee that the proposed course of study complies with the ABA and College of Law criteria, credit will not be given for work undertaken at a foreign institution.

*College Council — December 7, 1983;
ABA Criteria for Approval of Individual
Student Study Abroad for Academic Credit*

II. ACADEMIC POLICIES AND PROCEDURES

A. GENERAL POLICIES

1. Registration

a. Procedures

Current registration procedures, policies and deadlines will be included in the registration materials provided by the Registration Office for each semester. It is the student's responsibility to consult the most current materials and comply with all registration, add-drop and tuition payment procedures and deadlines. If a student is registered for any given class and does not officially drop the class during the regular add-drop period, he or she is responsible for full tuition payment and assessed fees associated with the class regardless of failure to attend the class or pay tuition. If a student drops or withdraws from a class or from school after the seventh calendar day of the semester, he or she is responsible for paying applicable tuition and fees for the course(s).

Students may drop law courses without penalty or permission for a period extending six calendar days from the first day of the semester. After this point, a student may withdraw from a course(s) without permission, but a "W" will be recorded on the permanent academic record, and applicable tuition and fees will be assessed. The deadline for withdrawing from law courses coincides with the deadline to withdraw from term-length classes as determined by the University Registrar (see Academic Calendar).

Extra class sessions that exceed the per unit allocation system (except for make-up sessions) require notice to the Registrar and students before registration so that schedules can be arranged and, at least with respect to upper level courses, students can choose not to take courses with extra class hours.

College Council – April 16, 1986; March 19, 1997

Before an admitted student registers, or within a reasonable time thereafter, the law school shall have on file the student's official transcript showing receipt of a bachelors degree and all academic work undertaken. "Official transcript" means a transcript certified by the issuing school to the admitting school or delivered to the admitting school in a sealed envelope with seal intact. A copy supplied the Law School Data Assembly Service is not an official transcript, even though it is adequate for preliminary determination of admission.

Standard 502-1 - ABA Standards for Approval of Law Schools

b. Hold Policy

The University of Utah or the S.J. Quinney College of Law may impose a hold on a student's record for a variety of reasons. These reasons are often the result of the student's failure to comply with a mandatory law school or University requirement and may include, but are not limited to:

- Failure to have official transcripts from previous education on file with either the University or law school.
- Failure to pay tuition.
- Outstanding income accounting bills.
- Failure to attend mandatory orientation meetings.
- Lack of immunization records.
- Library or parking fines.

Consequences of a hold may include, but are not limited to:

- Inability to add/register for classes.
- Inability to have scholarship or financial aid monies disbursed.
- Loss of priority for classes.
- Inability to receive bar certification letters and letters of good standing.
- Issuance of grades, transcript, diploma, loan deferments.

Deadlines in addition to the above consequences:

- Failure to resolve a hold by any registration deadline will result in a student's inability to register for classes.
- Failure to resolve a hold by the **end of the 5th class day** of any semester will result in the student being dropped to the bottom of a wait list for closed classes.
- Failure to resolve a hold by the **end of the 10th class day** of any semester will result in the student being unable to retroactively add any classes for that semester.

How to find out if you have a registration hold:

- If a hold has been imposed by the law school, you will be informed by the law school.
- If a hold has been imposed by the University, you should be notified by the department placing the hold. In addition to notification from the University, the law school registrar will notify you if you request to add a class or request an official transcript.

c. **Failure to Register**

Failure to register for and complete courses during any regular semester without prior approval from the Dean of Student Affairs will be deemed to be a voluntary withdrawal of the student from the law school, and any future enrollment in law courses will require approval from the Readmission Committee.

2. Regular Add-Drop Period

A student may add or drop classes without permission only during the first seven calendar days of the semester. Even if within the seven calendar-day period, a student may not add a class without permission of the class professor and the Dean's Office if the class has a limited enrollment or if the Dean's Office has designated the class as one that may not be added without permission. After the seven calendar-day period has run, a student may add classes only with the permission of the class professor and the Dean's Office. If a student adds classes after this period, he or she is subject to late add fees. In deciding whether to permit a late add or drop, the class professor and the Dean's Office may consider the need to encourage early planning, factors relating to the class, and their own convenience as well as factors relating to the individual student.

College Council – April 17, 1979

3. Retroactive Petition for Exception to Policy

Retroactive petitions are used for withdrawals and for adds and drops that happen after registration deadlines or after the classes for the semester are over. Retroactive petition forms can be obtained from the Registrar's office.

The petition must be completed by the student stating the reasons for his or her request. If the College of Law approves the petition, the Registrar or Dean of Student Affairs will attach a memorandum verifying and supporting the petition on behalf of the student and submit it to the University. A copy of the petition will be maintained by the Registrar in the student's file.

After the petition is either approved or denied by the University, the student must submit a copy of the letter of approval or denial to the College of Law Registrar.

4. Credit for Non-Law School Work

There is a 6 semester credit hour maximum for non-law school courses taken for law school transfer credit. Students must take all non-law school courses for a grade and receive a “B” or better in the course to receive law school transfer credit hours for such course(s).

Students officially admitted and enrolled in the University joint J.D./M.B.A. or J.D./M.P.A. programs are deemed to have prior approval to take M.B.A. or M.P.A. courses previously established as part of the joint program. In all other situations, individualized approval in accordance with this policy is required prior to enrollment in the course.

Written petitions for approval should be submitted to the Dean’s office and should indicate the institution and department offering the course, evidence that the course is a graduate level course, the instructor’s credentials if the course includes a substantive legal component, course description and syllabus, course requirements and the reasons why the course is relevant to the student’s legal education and career plans.

Such petitions will be approved by the Dean’s office after it is determined that the course is a graduate level course, that the course is sufficiently rigorous, that the course is in accordance with ABA standards governing law school credit, and that the course is relevant to the student’s legal education and career planning goals. Approval will not be given for courses in which the content substantially duplicates the content of a law school course(s) that is available to the student or that the student has taken or is taking. Students may appeal an administrative decision denying approval to the Curriculum Committee. Such appeal must be in writing and filed with the chair of the Curriculum Committee.

Students who take non-law school courses approved under this policy must have an official transcript with the final grade entered sent to the College of Law Registrar before College of Law transfer credit hours will be accepted. The grade a student receives in a non-law school course will not be computed in the student’s law school GPA. The course and grade, however, will be included on the student’s law school transcript under “Transfer Hours.”

College Council – February 21, 1990; November 18, 2004

5. Transfer Students

The law school may admit students from state-accredited law schools and allow the transfer of credit if the studies were “in residence”, as defined by ABA Standard 304, and the content of the studies was such that credit would have been granted towards satisfaction of degree requirements at the College of Law. The granting of credit for courses taken may not exceed one-third of the total required for graduation.

Standard 506 – ABA Standards for Approval of Law Schools

6. Visiting Students

A student may elect to spend up to two semesters as a visiting student at another ABA approved law school. The student must:

- a. be accepted as a visiting student at the approved law school;
- b. complete the Petition to Visit ABA Approved Law School (available in the Registrar's Office); and
- c. obtain a letter from the Dean of Student Affairs granting permission to visit the law school.

A visiting student may receive credit only for courses in which the student receives a minimum grade of "C" or a grade that is at least equal to the minimum grade required for graduation at the other law school, whichever is higher. Curriculum Committee approval may be required for the transfer of credit for courses which are required for graduation. Courses successfully completed will be credited on the student's transcript, but will not be computed into the student's GPA.

College Council – April 27, 2000

7. Leaves of Absence

In appropriate circumstances, a student may petition the Dean of Student Affairs for a leave of absence from the law school for up to one year. Certain medical problems, family emergencies and responsibilities, economic hardships, and psychological considerations may constitute such appropriate circumstances. A student seeking a leave of absence shall complete a Petition for Leave of Absence (available in the Registrar's Office) and must meet with the Dean of Student Affairs to discuss the grounds for seeking the leave. The student may also be required to provide documentation substantiating his or her particular circumstances. A student taking a leave of absence during fall semester who plans to return for spring semester must inform the Dean of Student Affairs of his or her intent to return by November 15. A student taking a leave of absence for spring semester or for an entire year must inform the Dean of Student Affairs of his or her intent to return by April 1.

College Council – April 27, 2000

8. Withdrawal

A student wishing to withdraw from law school must complete a Petition to Withdraw from School (available in the Registrar's Office) within thirty (30) days of the beginning of the semester. A student wishing to withdraw from law school after the thirty day deadline must complete a Petition for Consideration of Exception to the Withdrawal Policy (available in the Registrar's Office.) Students wishing to reapply to the law school following withdrawal must submit an application to the Readmission Committee in accordance with § G-2, Readmissions.

College Council – April 27, 2000

9. Proof of Immunization

The University requires proof of immunizations for all new or transfer students born after 1956 and enrolling after fall 1993 due to the resurgence of measles, mumps, and rubella infections on college campuses. Questions regarding compliance requirements may be directed to the Student Immunization Office, Student Health Service, University Wasatch Clinics, Level 1, 555 Foothill Blvd., Salt Lake City, Utah 84112, 585-6009.

10. Class Attendance

Regular class attendance is required. An instructor may exclude a student from a course for lack of satisfactory attendance or nonperformance of assigned course work. If excluded, the student shall receive no grade or credit for the course. Attendance may be deemed unsatisfactory by the course instructor if a student is absent from 20% or more of the class or seminar sessions scheduled for the semester, including absences necessitated by illness or unavoidable conflicting curricular activities. The instructor may, provided notice is given to the students, require a higher attendance standard for any class or seminar.

If announced by the instructor at the outset that participation would be required as an integral part of the work involved, an instructor might also take attendance into account in the grade given in the particular course or seminar.

Each instructor will choose whether to implement a formal system for monitoring attendance, whether class requirements entail a certain level of attendance, and whether academic sanctions, including grade reduction or involuntary withdrawal from the class, are appropriate to his or her attendance expectations for that class. Faculty should make reasonable accommodation for absences necessitated by illness or unavoidable conflicting curricular activities such as travel for moot court competition or clinical program work when rescheduling would compromise obligations to a client. When an instructor determines that academic sanctions are an appropriate means of enforcing attendance expectations for a class, the instructor shall inform students in writing during

the first week of the semester of those expectations and of the procedure he or she has adopted for monitoring attendance.

If an instructor determines that a student has failed to attend 20% of the total class hours required for the semester of some higher stated attendance obligation, the instructor shall send written notice to the non-attending student to seek an explanation for his or her noncompliance with the attendance requirements. After such notice and absent a satisfactory explanation for non-attendance, the instructor shall take any of the following steps: (1) advise the student regarding compliance with the attendance requirements; (2) impose a grade sanction for non-attendance if contemplated in the announcement regarding attendance distributed to students; or (3) notify the student that he or she is being involuntarily withdrawn from the course or seminar, if contemplated in the announcements regarding attendance distributed to students.

An instructor invoking an academic sanction for non-attendance shall provide the Registrar and the Dean of Student Affairs with copies of the course attendance requirements and copies of all written notices regarding attendance given to students. The instructor shall notify the Registrar and the Dean of Student Affairs in writing of the exclusion of a student from a course for lack of satisfactory attendance or nonperformance of assigned course work. The Registrar shall provide the affected student(s) with written notice of involuntary withdrawal from a course.

*College Council — September 21, 1977; April 23, 1998
Standard 305(c)— ABA Standards for Approval of Law Schools*

Nothing in this section shall preclude the office of the Dean from enforcing class attendance requirements or imposing appropriate sanctions if (1) an instructor chooses to delegate responsibility for attendance policy enforcement to the office of the Dean or (2) an instructor fails to enforce class attendance requirements.

College Council — November 16, 2000

11. Religious Observances and Excused Absences

Students absent from class to participate in officially sanctioned University activities (e.g., band, debate, student government, intercollegiate athletics) or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations. The University expects its departments and programs that take students away from class meetings to schedule such events in a way that will minimize hindrance of the student's orderly completion of course requirements. Such units must provide a written statement to that student describing the activity and stating as precisely as possible the dates of the required absence. The involved students must deliver this documentation to their instructors, preferably before the absence but in no event later than one week after the absence.

12. E-Mail Communication

E-mail is the official means of communication at the College of Law. Every student should have an e-mail account and should check it at least once a day. Students are deemed to have received notice if the information has been e-mailed. See § IV-C for additional information regarding the University's E-mail and Computer Use Policy.

B. JURIS DOCTOR DEGREE

1. Credit Hours and GPA

A total of 88 semester hours of credit with a cumulative GPA of 2.00 is required for graduation. No more than 18 semester hours of ungraded credit in residence may be counted toward the required 88 semester hours for graduation. For this purpose, "semester hours of ungraded credit in residence" means all work recorded in the student records on a pass/fail or credit/no-credit basis, but does not include transferred credit allowed for graded non-law school courses or graded courses taken at another law school.

College Council – September 29, 1993

2. Required Courses

The following courses and credits are currently required for graduation:

Introduction to Law	Contracts (4)
Property (4)	Torts (4)
Civil Procedure (4)	Criminal Law (4)
Constitutional Law I (3)	Legal Methods (5)
Constitutional Law II (3)	First Year Perspective (3)
Seminar (2 or 3)	Legal Profession (2)
Skills course (Lawyering Skills, Trial Advocacy, Appellate Practice Criminal Clinic)	

3. Minimum period of study for J.D. degree

Completion of the J.D. degree program requires enrollment in law school as a full-time student for not fewer than five (5) semesters (fall and spring) of the regular academic year.

A student must be enrolled for no less than nine (9) credit hours during each academic semester to be considered a full-time student. (Full-time status for financial aid purposes may require additional credit hours.) Enrollment for less than nine (9) credit hours requires the approval of the Associate Dean for Student Affairs. A student may not be enrolled for more than 18 credit hours during any semester.

Students wishing to graduate in five (5) semesters must fill out a Petition to Graduate Early no later than during pre-registration in spring of the student's second year. Earlier consultation with the Associate Dean for Student Affairs is strongly encouraged.

ABA Standards 304(c) & (e); College Council – March 3, 2005

4. Maximum Period for Completion of J.D. Requirements

The College of Law offers only a full-time legal education program, and students are generally expected to complete the requirements for a J.D. degree within three (3) years.

Failure to complete the requirements for the J.D. degree within four (4) years shall require submitting a Petition for Readmission to the College of Law Readmission Committee in accordance with § G-2.

In no event shall the J.D. degree be completed later than 84 months (seven (7) years) after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit.

ABA Standards 304(c) & (e); College Council – March 3, 2005

5. Clinical Credit

A student may earn a maximum of 14 clinical credit hours for work done away from the law school, including the credit given for the placement portion of any clinic but excluding any credit given for the classroom component of any clinic.

*College Council – April 19, 1995
AALS Executive Committee Regulation 7.6 (March 1995)*

6. Directed Research Credit

A student may earn a maximum of five (5) semester credit hours for directed research and no more than three (3) credit hours in any semester.

7. Credit for Teaching Ungraded Assistantships, Moot Court and Student Publications

No more than twelve (12) semester hours of credit may be counted towards satisfaction of the J.D. degree requirements from any combination of ungraded teaching assistantships, moot court activities and student publications.

College Council – May 7, 1997

8. Non-Law School Credit

No more than six (6) semester hours of credit for non-law school work may be counted towards satisfaction of the J.D. degree requirements.

9. Limit on Student Work Hours

As a full-time law student, a student may not work more than twenty (20) hours per week during the academic year, including during any summer session in which a student is enrolled on a full-time basis.

Standard 304(f) – ABA Standards for Approval of Law Schools

10. Early Graduation

Students wishing to graduate in five (5) semesters must fill out a Petition to Graduate Early form no later than during pre-registration in spring of the student's second year. Earlier consultation with the Dean of Student Affairs is strongly encouraged.

C. CERTIFICATE IN ENVIRONMENTAL AND NATURAL RESOURCES LAW

The College of Law offers a Certificate in Environmental and Natural Resources Law to Juris Doctor candidates. The certificate signifies that qualifying students have demonstrated a specialized proficiency in environmental and natural resources law. To qualify for the certificate, students must:

- (1) meet all general requirements for graduation from the college with a J.D. degree and complete a total of 20 semester credit hours which include:
 - (a) nine (9) semester hours consisting of Constitutional Law I, Administrative Law and either Environmental Law or Natural Resources Law, and
 - (b) eleven (11) credit hours of environmental and/or natural resources law courses from an approved list of classes;
- (2) complete all curriculum requirements with at least a B- overall average and no grade lower than a C in any course taken to satisfy the certificate;
- (3) write a substantial research paper dealing with environmental law or natural resources law.

A full listing of courses and certificate requirements may be obtained from the Registrar's Office.

D. Joint Degree Programs

The College of Law offers two joint degree programs: a J.D./M.P.A. and a J.D./M.B.A. A student enrolled in a joint degree program must complete all requirements for both degrees before either degree will be awarded.

1. J.D./M.B.A. Joint Degree Program

The S.J. Quinney College of Law and the David Eccles School of Business have adopted the following program to enable students to pursue both a J.D. degree and an M.B.A. degree simultaneously.

1. Reduction in Overall Credit Requirement

The J.D./M.B.A. program is based on the assumption that, because there is complementary intellectual benefit from studying law and business administration in a coordinated program, a student enrolled in the joint degree program should be allowed to earn both degrees in less time and with a lower overall credit requirement than were that student enrolled in each school or program independently. Accordingly, students enrolled in the joint degree program may count up to 12 credit hours of College of Law class work towards fulfilling the 55.5 credit-hour requirement of the M.B.A. degree, and may count up to 12 credit

hours of M.B.A. class work towards fulfilling the 88 credit-hour requirement of the J.D. degree. Upon completion of both programs, the student earns two separate degrees, a J.D. degree awarded by the College of Law and an M.B.A. degree awarded by the School of Business.

Because the overall credit requirements for both degrees are reduced by 24 credit hours, a student enrolled in the joint degree program can expect to complete the two degrees in approximately eight semesters of full-time study. However, as noted in § 2.7 below, a student enrolled in the J.D./M.B.A. Joint Degree Program must complete all J.D. and all M.B.A. requirements before either degree will be awarded.

2. Regulations Governing the J.D./M.B.A. Joint Degree Program

2.1 Application to the J.D./M.B.A. Joint Degree Program

Applicants interested in this program must submit separate admission applications to the College of Law and to the Business School. Each program has its own independent admissions standards, and admission to one program does not ensure admission to the other.

Applicants interested in pursuing the J.D./M.B.A. joint degree are encouraged to apply to both programs at the same time. Nonetheless, a law student may apply to the M.B.A. program (and thus be eligible to earn a joint degree) prior to completion of the first year of law school. As noted in § 2.2 below, an M.B.A. student who enrolls in the law program after matriculating in the M.B.A. program will have limitations imposed on those M.B.A. credit hours that can count towards the law degree.

2.2 Completion of First Year at the College of Law as Prerequisite for Law Credit for M.B.A. Courses

The College of Law will not give law credit for an M.B.A. course unless the applicant has first successfully completed the first year at the College of Law. This prerequisite means that applicants who start the joint degree program by doing work in the M.B.A. program before completing the first year of law school must delay taking the specific M.B.A. courses they intend to count towards their 12 hours of law credit until after they complete the first year of law school.

The College of Law strongly recommends that an applicant not take any M.B.A. courses during the first year of law school. The first year of law school is demanding.

2.3 Enrollment in the J.D./M.B.A. Joint Degree Program and Appointment of Faculty Advisors in Both Programs

A student who has been admitted to both the J.D. and M.B.A. programs and who wishes to pursue the joint degree program opportunity must file a Joint Degree Enrollment Form with the Registrar of each program. Upon filing this form and its being approved by the Associate Dean for Academic Affairs in the College of Law and the M.B.A. Program Director in the School of Business, a Faculty Advisor will be appointed in each program to assist the student in planning an overall program of study that takes advantage of the goals of the joint degree program.

2.4 Requirements for Cross-Over Course Credit

To earn academic credit towards a law degree for coursework completed in the M.B.A. program: (1) an M.B.A. course must be pre-approved by the College of Law Faculty Advisor, and that approval must be indicated on the "Request to Count M.B.A. Course Credit Toward J.D. Degree" Form; (2) the course must be a graduate level course and not part of the first-year M.B.A. curriculum; and (3) the student must receive a grade of 3.0 ("B") or higher in the course.

To earn academic credit towards the M.B.A. degree for coursework completed in the College of Law: (1) the course may not be part of the law school's first-year curriculum; (2) the student must receive a grade of 3.0 ("B") or higher in the course; and (3) the course must be pre-approved by the M.B.A. Faculty Advisor.

2.5(a) Notification to Associate Dean for Academic Affairs of Enrollment Only in M.B.A. Courses

A student in the J.D./M.B.A. Joint Degree Program who during any semester is enrolled only in M.B.A. courses shall notify the law school's Associate Dean for Academic Affairs of that fact.

2.5(b) Notification to M.B.A. Program Advisor of Enrollment Only in College of Law Courses

A student in the J.D./M.B.A. Program who during any semester is enrolled only in College of Law courses shall notify the M.B.A. Program Advisor of that fact.

2.6 College of Law Seminar Paper Requirement

The College of Law requires that every student complete a seminar. This requirement will not be waived for students in the J.D./M.B.A. Joint Degree Program, and no M.B.A. research paper will satisfy this law school requirement.

Though students enrolled in the joint program are encouraged to select a seminar at the College of Law that involves subject matter of relevance to business, this is not required.

2.7 Completion of Both Programs Required for Award of Each Degree

A student enrolled in the J.D./M.B.A. Joint Degree Program who wishes to count credits taken in one program toward fulfilling the degree in the other program, must complete all requirements of both programs before either degree will be awarded.

College Council — March 3, 2005

2. J.D./M.P.A. Joint Degree Program

The S.J. Quinney College of Law and the Department of Political Science have adopted the following program to enable students to pursue both a J.D. degree and an M.P.A. degree simultaneously.

1. Reduction in Overall Credit Requirement

The J.D./M.P.A. program is based on the assumption that, because there is complementary intellectual benefit from studying law and public administration in a coordinated program, a student enrolled in the joint degree program should be allowed to earn both degrees in less time and with a lower overall credit requirement than were that student enrolled in each school or program independently. Accordingly, students enrolled in the joint degree program may count up to 12 credit-hours of College of Law class work towards fulfilling the 42 credit-hour requirement of the M.P.A. degree, and may count up to 12 credit-hours of M.P.A. class work towards fulfilling the 88 credit-hour requirement of the J.D. degree. Upon completion of both programs, the student earns two

separate degrees, a J.D. degree awarded by the College of Law and an M.P.A. degree awarded by the Department of Political Science.

Because the overall credit requirements for both degrees are reduced by 24 credit-hours, a student enrolled in the joint degree program can expect to complete the two degrees in approximately eight semesters of full-time study. However, as noted in § 2.10 below, a student enrolled in the J.D./M.P.A. Joint Degree Program must complete all J.D. and all M.P.A. requirements before either degree will be awarded.

2. Regulations Governing the J.D./M.P.A. Joint Degree Program

2.1 Application to the J.D./M.P.A. Joint Degree Program

Applicants interested in this program must submit separate admission applications to the College of Law and to the M.P.A. Program. Each program has its own independent admissions standards, and admission to one program does not ensure admission to the other.

Applicants interested in pursuing the J.D./M.P.A. joint degree are encouraged to apply to both programs at the same time. Nonetheless, a law student may apply to the M.P.A. program (and thus be eligible to earn a joint degree) prior to completion of the first year of law school. As noted in § 2.2 below, an M.P.A. student who enrolls in the law program after matriculating in the M.P.A. program will have limitations imposed on those M.P.A. credit-hours that can count towards the law degree.

2.2 Completion of First Year at the College of Law as Prerequisite for Law Credit for M.P.A. Courses

The College of Law will not give law credit for an M.P.A. course unless the applicant has first successfully completed the first year at the College of Law. This prerequisite means that applicants who start the joint degree program by doing work in the M.P.A. program before completing the first year of law school must delay taking the specific M.P.A. courses they intend to count towards their 12 hours of law credit until after they complete the first year of law school.

The College of Law strongly recommends that an applicant not take any M.P.A. courses during the first year of law school. The first year of law school is demanding.

2.3 Enrollment in the J.D./M.P.A. Joint Degree Program and Appointment of Faculty Advisors in Both Programs

A student who has been admitted to both the J.D. and to the M.P.A. programs and who wishes to pursue the joint degree program opportunity must file a Joint Degree Enrollment Form (a copy of which is attached) with the Registrar of each program. Upon filing this form and its being approved by the Associate Dean for Academic Affairs in the College of Law and the M.P.A. Program Director in the Department of Political Science, a Faculty Advisor will be appointed in each program to assist the student in planning an overall program of study that takes advantage of the goals of the joint degree program.

2.4 Requirements for Cross-Over Course Credit

To earn academic credit towards a law degree for coursework completed in the M.P.A. program: 1) an M.P.A. course must be pre-approved by the College of Law Faculty Advisory, and that approval must be indicated on the "Request to Count M.P.A. Course Credit Toward J.D. Degree" Form (a copy of which is attached); 2) the course must be a graduate level course; and 3) the student must receive a grade of 3.0 ("B") or higher in the course.

To earn academic credit towards the M.P.A. degree for coursework completed in the College of Law: 1) the course may not be part of the law school's first year curriculum with exception of Constitutional Law I; 2) the student must receive a grade of 2.7 ("B-") or higher in the course; and 3) the course must address topics directly related to public law, public administration, or public policy. The student should consult with the M.P.A. Director or M.P.A. Program Manager for approval.

2.5(a) Notification to Associate Dean for Academic Affairs of Enrollment Only in M.P.A. Courses

A student in the J.D./M.P.A. Joint Degree Program who during any semester is enrolled only in M.P.A. courses shall notify the law school's Associate Dean for Academic Affairs of that fact.

2.5(b) Notification to M.P.A. Program Manager of Enrollment Only in College of Law Courses

A student in the J.D./M.P.A. Program who during any semester is enrolled only in College of Law courses shall notify the M.P.A. Program Manager of that fact.

2.6 M.P.A. Major Research Paper or Thesis

The M.P.A. program requires that a student complete a major research paper. A research paper completed in a College of Law course may satisfy the M.P.A. major research paper requirement if the student's M.P.A. Faculty Advisor determines that the paper meets the following requirements:

- A) The paper written in the law course meets all criteria for a major research paper set by the M.P.A. program in terms of length and significance;
- B) The law school paper receives a grade of "B" or better; and
- C) The subject matter of the paper has significance in the fields of both law and public administration.

In the event that a student in the M.P.A. program chooses to write the optional master's thesis instead of a major research paper, the M.P.A. program will appoint the student's College of Law Faculty Advisor as a member of the thesis committee.

2.7 College of Law Seminar Paper Requirement

The College of Law requires that every student write a seminar paper. This requirement will not be waived for students in the J.D./M.P.A. Joint Degree Program, and the M.P.A. major research paper will not satisfy this law school requirement. (However, as noted in § 2.6 above, in certain instances the College of Law seminar paper may satisfy the M.P.A. major research requirement.)

Though students enrolled in the joint program are encouraged to select a seminar at the College of Law that involves subject matter of relevance to public administration, this is not required.

2.8 M.P.A. Comprehensive Oral Examination

The M.P.A. program requires that all joint degree students successfully complete a comprehensive oral examination during the last semester of their M.P.A.-course work. The College of Law Faculty Advisor, or some other member of the College of Law faculty appointed by the College of Law's Associate Dean for Academic Affairs, will participate as an examiner in this examination.

2.9 Work at the College of Law Meeting Other M.P.A. Requirements

In choosing the 12 credit-hours taken in the law school that count toward completion of the required credit for the M.P.A. degree:

A) The M.P.A. program will accept Law 7300 (Administrative Law) as satisfying the M.P.A. core course requirement Political Science 6230 (Administrative Law).

B) The M.P.A. program will accept Law 6060 (Constitutional Law I) and Law 7410 (Constitutional Law II) as satisfying the M.P.A. core course requirement Political Science 6220 (Constitutional Law M.P.A.). Because both courses are required for all students at the College of Law, in most cases these two courses will constitute six of the 12 credit-hours taken in the law school that count toward fulfilling the M.P.A. degree requirements.

C) M.P.A. students who have not had adequate practical experience in public administration are required to complete an internship. Students in the joint degree program who are required to complete such an internship may fulfill the requirement in any of the following ways (whether for pay or for credit, but not for both) with the prior approval of the M.P.A. Program Director:

(1) Completion of a full-time summer internship (three months) with a governmental agency or non-profit organization.

(2) Completion of a full-time summer or semester legal clerkship with a public agency as part of a College of Law Clinical Program.

(3) Completion of some other internship or clinical course at the College of law which the M.P.A. Program Director determines to meet the requirement.

2.10 Completion of Both Programs Required for Award of Each Degree

A student enrolled in the J.D./M.P.A. Joint Degree Program, who wishes to count credits taken in one program toward fulfilling the degree in the other program, must complete all requirements of both programs before either degree will be awarded.

College Council — April 24, 2003

E. LL.M. PROGRAM

1. LL.M. Degree

The College of Law offers the Master of Laws (LL.M.) degree in environmental and resource law for students wishing to pursue postgraduate study in the legal aspects of natural resources, the environment, international environmental policy, public lands, and energy. A prior law degree (J.D. or equivalent) is a requirement for admission to the program. The program is a full-time one year program (unless an extension is granted by the Director). An overall grade point average of B- or better is required for graduation.

2. Degree Requirements

The LL.M. degree requires completion of a total of 24 semester credit hours.

- (a) U.S. Law Degree. LL.M. candidates holding a U.S. law degree must complete the following:
 - (1) a minimum of 17 credits in courses from the approved list of natural resources, environmental, international and related law courses, seminars and clinical work; and
 - (2) at least one seminar requiring a major research and writing project (which may count towards the 17 credit minimum described above).
- (b) Foreign Law Degree. LL.M. candidates holding a foreign law degree must complete the following:
 - (1) Introduction to U.S. Law course (2 credits pass/fail) satisfied through selective portions of Civil Procedure and Legal Methods;
 - (2) one basic U.S. law course as approved by the College (3 to 5 credits);
 - (3) a minimum of 15 credits in courses from the approved list of natural resources, environmental, international and related law courses, seminars and clinical work; and
 - (4) at least one seminar requiring a major research and writing project (which may count towards the 15 credit minimum described above).
- (c) Thesis Option. Upon approval by the College of Law, an applicant may complete an LL.M. thesis for 6 to 12 credits toward the 24 credits required for the degree. The thesis satisfies the seminar requirement, but the candidate must complete the LL.M. seminar.

Academic Senate — December 5, 1994; Board of Regents — March 8, 1995; College Council — April 8, 2004

3. Pass/Fail Option

LL.M candidates have the option of taking one class per semester on a pass/fail basis. (This is in addition to the required Introduction to U.S. Law course, which is a pass/fail class, for candidates holding a foreign law degree.) The pass/fail option must be exercised by Friday of the third week of the semester. A student must earn a grade of “C” or better to be entitled to a “pass”.

College Council – April 27, 2000

4. Extended Examination Time for Foreign Candidates

LL.M. candidates whose native language is not English and who have not completed a post-secondary degree at a school in which the primary medium of instruction was English may apply to the Dean’s Office for additional time to complete in-class final examinations. The term “post-secondary degree” means a program of study which leads to the Bachelor’s degree or its equivalent or any post-bachelor’s degree. Other foreign LL.M. students presenting special circumstances may also apply for extra time to complete in-class examinations. Additional time up to twenty minutes for each hour of in-class examination may, in the discretion of the Dean, be granted. Applications for additional time must be submitted prior to the last day of class each semester.

College Council – March 8, 1995

F. GRADING SYSTEM

1. Anonymous Grading

The S.J. Quinney College of Law has adopted grading and grade reporting procedures to ensure that grading for in-class examinations is done anonymously. A copy of those procedures is maintained in the Registrar’s Office. Seminars, clinical courses and other courses for which law school credit is offered but which do not require in-class exams will be exempt from anonymous grading procedures.

College Council – November 30, 1977

2. Timing For Grades

Faculty members shall submit grades to the Registrar within twenty (20) days following the last examination of the semester. In the event faculty members fail to submit grades within the twenty (20) day period, a public e-mail shall be sent listing those faculty

members who are late with their grades, with discretion given to the Dean to exclude the names of those with a legitimate excuse.

College Council – November 18, 2004; March 3, 2005

3. Grade Parity

Except in the courses listed below, grades in all classes with enrollment of more than 15 students shall achieve a mean within the range of 3.10 to 3.30. This requirement does not apply to:

Legal Method TA's
Academic Support TA's

Before posting grades each semester, all faculty members teaching sections of the same first-year course shall confer in an effort to achieve a comparable distribution of grades across all sections. A consistent distribution across sections is a goal, not a requirement, of this consultation.

College Council – April 8, 2004

A faculty member may give D's and F's the same value as a C- solely for purposes of the mean calculation.

College Council – September 22, 2005

4. Pass/Fail and Credit/No Credit Option

Those courses directly supervised by faculty are pass/fail or graded. Courses or activities in which students have primary responsibility for supervising other students are credit/no credit. Currently, only Law Review, Journal and Moot Court Board are credit/no credit. All other ungraded courses are pass/fail.

College Council – February 25, 1987

Beginning Summer Semester 2004 law students may elect to take one (1) advanced non-required Course credit/no-credit (CR/NC). A student may NOT exercise the CR/NC option in any College of Law required course (Constitutional Law II, Legal Profession, seminar or skills course) and may take only one course on a CR/NC basis during their law degree program. In order to receive credit (CR) students must receive a grade C- or better. Students must elect the credit/no-credit course by 5:00 pm on the last day of the add/drop period for that particular semester.

College Council – February 26, 2004

5. Re-taking Classes

A student who has not completed the second year may retake any first year class in which his or her grade was "C-" or less if he or she has a cumulative GPA of (1) less than 2.2 but not less than 1.85, or (2) less than 1.85, if readmitted and the re-taking is consistent with any conditions of readmission.

The second grade will replace the first for purposes of GPA and class standing, but both grades will be reported on the student's record. The course will be counted only once for purposes of hours of credit towards graduation, in the amount of the hours for the second taking. No course may be retaken more than once.

College Council – February 21, 1990

6. Grading System and GPA Definitions

GPA's are calculated based upon a 0.0 to 4.0 range. Below is a list of the standard letter grades that may be given for College of Law courses, along with their associated point values for those grades:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	E	0.0

To determine a GPA in the 0.0 to 4.0 range, the associated point value of the letter grade given for a course is multiplied by the number of credit hours for that course. This new value is referred to as the number of "grade points" that the student received for the course. All of the grade points that a student has, either by semester or cumulatively, are added up, then divided by the total number of credit hours used to determine the grade points.

In lieu of a standard letter grade, an instructor may assign the following for a particular course. Whether a course is CR/NC or P/F is established by the Curriculum Committee; a student does not have the option to elect CR/NC or P/F in a graded course.

- CR – Student receives non-graded credit for the course.
- NC – Student receives no grade or credit for the course.
- P – Student receives non-graded credit for the course.
- F – Student failed the course. An F affects the student's GPA the same as an E.
- EU – The grade EU is given to a student whose name appears on the Registrar's final grade report but for whom there is no record of

attendance or other evidence of participation in the course. When the instructor enters no grade for such students, the Registrar records a grade of EU in the student's record. The EU grade, thereafter, is treated as an E in calculating the student's GPA.

- I – The grade I (incomplete) may be given for work not completed because of circumstances beyond the student's control, provided the student is passing the course and needs to complete 20 percent or less of the work required for the course. Arrangements must be made between the student and the instructor concerning completion of the work. An I grade must not be used in a way that permits students to retake a course without paying tuition. Students who attend classes in a particular course during a subsequent semester in an effort to complete an incomplete must register (either as a regular student or for audit) for the course that semester.
- T – The grade T (thesis/independent work) is given for thesis or other independent work in progress, but not for regular courses. The T grade remains in the student record until the work is completed and a letter grade is reported to the Registrar. There is no time limit governing removal of the T grade.
- W – The grade W (official withdrawal) is given when a student officially withdraws from a class or from school after the 7th calendar day of the semester. Official withdrawals from a course or school before the 8th calendar day of the semester results in the deletion of affected courses from the student's records. The grade W is not used in calculating a student's GPA. For official withdrawal policies and procedures consult current registration materials distributed from the Registration Office.
- V – The AU (audit) grade is given for enrollment in courses for instruction without credit. Regular class attendance without other participation is customary. Students indicate their desire to audit a class at registration and obtain instructors approval. Tuition and fees are assessed at the same rate as classes taken for credit.

Advanced students must maintain a cumulative GPA of 2.00 to remain in good standing. (see § G-1 below).

7. Class Standing, Percentile Reports, Awards, and Honors at Graduation

- a. Class standings (numerical rank order of students) will not be maintained by the College of Law.
- b. At the end of each academic year, students will be provided with GPA cut-offs for the top 10%, 20%, 30% and 50% of students in their class.

- c. At the end of each academic year, the students in each class with the top three GPA's will be provided with the following awards:

Dean's Award (awarded to student with highest GPA in class)

Faculty Award (awarded to student with second highest GPA in class)

College Award (awarded to student with third highest GPA in class)

In the case of ties, the students with the same GPA will receive the same award.

- d. Students will graduate with highest honors, high honors and honors based on cumulative GPA at graduation. GPA cut-offs for each designation will be decided by the faculty.

College Council – April 13, 2006

- d. Transcripts will be available to students and, if the student signs a release, to employers.
- e. Law Review selection will be accomplished without disclosure to the Law Review members of individually identifiable rank or GPA of the candidates.

College Council – May 13, 1986, October 18, 1989

8. Course Grade Distributions

A book containing course grade distribution with median grade and mean average shall be made available to students in the front office.

College Council – May 13, 1986

9. Grade Appeals

A student may appeal a grade received in any course in accordance with the grade appeal procedures found in the Student Code, PPM 8-10, Section IV-B (see appendix).

G. ACADEMIC DISMISSALS AND REDADMISSION

1. Academic Dismissal

A student with a cumulative GPA less than 1.85 at the end of the first year or less than 2.00 at the end of the second year or any semester thereafter is automatically excluded from law school, but he or she may petition for readmission.

College Council – November 18, 1987

2. Readmission

A student wishing to petition for readmission must submit the request in writing to the Dean of Student Affairs. The decision to readmit will be made by the College of Law Readmission Committee, which may require the petitioning student to interview with the Readmission Committee.

A student will be readmitted upon establishing:

- a. past failure was due to circumstances beyond the student's control or, in instances where a student has withdrawn or failed to complete J.D. requirements within four years, legitimate reasons for the student's withdrawal or failure to timely complete the requirements, and
- b. there is a substantial likelihood of success if the student is readmitted.

Earlier committee decisions are *res judicata*, but a student who petitions for readmission after being denied readmission by an earlier committee need show only a change in circumstances that indicates a substantial likelihood of success.

In order to achieve continuity in the decision process, the Dean of Student Affairs should be made a permanent member of the committee, a file of committee decisions with a brief statement of reasons for each decision should be maintained, and the Dean of Student Affairs should oversee the implementation of conditions that the committee imposed as a requirement for readmission.

If a student registers and begins summer school classes before the committee has considered any disqualification resulting from pre-summer school grades, the committee will consider summer school grades for the purpose of determining the probability of successful completion of Law School requirements. If summer school grades bring the students GPA to 2.0 or above, the committee will not inquire whether the student's earlier average was caused by circumstances beyond his or her control. In considering summer school grades, however, the committee may give reduced weight to those grades if it determines that the grading standards applied in the relevant summer school

courses were clearly inconsistent with the usual standards applied in other courses at the College of Law.

The decision of the committee is final. No appeal to faculty, Dean, or College Council is provided.

College Council — March 6, 1985; April 27, 2000

3. Summer Enrollment Limitation

Students who complete the first-year curriculum with a GPA of less than 1.85 and who are admitted to the second year by the Readmission Committee shall be denied the right to register for courses during the summer session after the second year unless the student's cumulative GPA at the end of the fall semester of the second year has been raised to a 1.9 or higher.

College Council — October 25, 1979

H. GRADUATION

1. Time of Awarding Diplomas

S.J. Quinney College of Law diplomas and degrees may be earned and awarded at the conclusion of the spring, summer, and fall semesters of any graduation year. However, the annual commencement will be held only at the end of the spring semester and diplomas are printed only once a year in the spring. The semester during which a diploma or degree may be earned or awarded shall be determined as follows:

Juris Doctor and LL.M. candidates shall earn their degree and be eligible to receive their diploma at the conclusion of the semester (spring, summer or fall) during which all graduation requirements have been fully satisfied. The actual date of graduation will be commencement day for spring semester and the last day of exams for summer and fall semester.

Juris Doctor candidates who complete all degree requirements before the beginning of the spring semester of their third academic year shall have their degree posted and may be certified to sit for a February bar exam, but shall receive their diploma at the conclusion of spring semester or annual commencement.

III. EXAMINATION POLICIES AND PROCEDURES

A. GENERAL EXAM POLICIES

1. Student Anonymity

The policy of anonymity on examinations is intended to protect the student taking the examination, the professor grading the examination, and all others who may be affected by grades given on the examination (including other students). Students share responsibility to maintain anonymity on examinations. Violation of the anonymity policy standing alone, however, will not be the basis for disciplinary action.

2. Exams on File

The Registrar should provide faculty with extra copies of each examination, along with a form asking whether all, part or none of the examination is to be made public. Those portions to be disclosed should be forwarded to the S.J. Quinney Law Library for permanent retention and availability.

3. Papers and Special Assignments.

A two-week answering period should be provided whenever possible for papers, take-home midterms and other projects of sufficient length or difficulty to divert student effort from other classes. If less than two weeks is allowed, then the due date should fall at the end of a holiday, a long weekend, or at least on a Monday morning.

College Council — April 16, 1986; March 19, 1997

B. FINAL EXAMS

1. Schedule

A tentative examination schedule for in-class semester finals generally will be made available to students at the time of registration for that semester. The final examination schedule will be distributed to student mail boxes no later than the first day of reading week, although the Dean's Office reserves the right to amend the exam schedule at any time as circumstances may require. The student is responsible for consulting the final schedule and any amendments.

College Council — April 12, 1989

2. Reading period

No classes (regular or make-up), exams, or other work can be scheduled or assigned for completion during the reading period, with the exception of voluntary review sessions. If take-home exams are given during the reading period, the allotted answering period should extend, or be available, throughout the entire exam period.

3. Take-home exams

Faculty who give take-home exams must provide written notice to the Registrar prior to the annual pre-registration period. Take-home exams of eight hours or less may be scheduled on a specific day. Any take-home exam of specified length (e.g., 24 hours) may be scheduled to extend throughout the entire exam period, or for a discrete period during the exam period commencing at a time of each student's choice.

4. In-school exams longer than 4 hours

Faculty may give an in-school exam longer than four (4) hours only by providing written notice to the Registrar prior to the annual pre-registration period, so that timing can be planned for the afternoon slot or Saturday or a slot with no following exams.

C. MIDTERM EXAMS

1. Notice

Faculty members who intend to give midterm examinations or schedule class activities on weekends shall give students notice of such activities and midterms on the first day of class, including applicable dates and times. All midterm examinations shall be scheduled in accordance with these provisions.

College Council — April 27, 2000

2. Scheduling

Except for short weekly quizzes, all midterms and interim exams shall be administered by the Registrar's Office. Two Saturdays in mid-semester shall be set aside, at the time of pre-registration, for the administering of midterm exams. A faculty member must inform students on the first day of class if there will be a midterm, including the date and time. Accordingly, the faculty member shall inform the Registrar's Office either before

pre-registration or prior to the first day of classes if a particular class will have a midterm exam. The Registrar will assign one of the two Saturdays set aside for the taking of midterm exams and the faculty member shall inform students of the scheduled date and time on the first day of classes. If a midterm is given as a 24-hour take-home exam, the exam will be distributed on the Friday before the Saturday selected for the midterm.

College Council – April 27, 2000

D. EXAM PROCEDURES

1. Exam Numbers

Students will be issued an exam number each semester to be used for identification purposes on exams in lieu of names and/or social security numbers. New exam numbers are available in the front office at the beginning of each semester. Students must obtain an exam number for each semester.

2. Open Book / Closed Book

Some exams will be open book, others limited open book and some closed book. The class professor should instruct students as to proper exam procedures and allowable materials by the last day of regular classes. If it is unclear as to what materials are allowed, students must seek clarification from the professor before taking an exam. Students must adhere to any written instructions that accompany the exam, unless instructed otherwise by the exam administrator. Materials not allowed for use during the exam must be stored outside the exam room.

3. Day of Exam

Students should assemble in the designated exam room 15 minutes before the exam is scheduled to begin and sign and date the exam roster. Students will pick up several blue books and sheets of scratch paper, unless instructed otherwise by the exam administrator.

When the exam packet is distributed, students must place it face down, print their exam numbers on the back of the last page, and count the number of pages in the exam packet. Students may not turn the exam over until instructed to do so. Students must notify the exam administrator if he or she does not have an exam or has an exam with the incorrect number of pages. When the exam administrator announces the start of the exam, students may turn the exam over and begin.

Students may leave the room at any time during the exam, but must not take any materials from the room and may not consult any materials outside the exam room.

The exam administrator will attempt to give reasonable time warnings; however, it is the student's responsibility to monitor the time. All students must stop writing immediately when time is called. Each student must print his or her exam number, the title of the course and the instructor's name on the front of every bluebook used. Each bluebook must be numbered (1 of 3, 2 of 3, 3 of 3 etc.) and placed one inside the other, along with the exam questions. Students must submit the exam questions with the answers. Students must place all exam materials and answers in the appropriately marked box before leaving the exam room. If a student completes the exam before time is called, he or she may submit the materials early and leave.

STUDENTS MAY NOT TAKE ANY BLUE BOOKS OR EXAM PAPER FROM THE ROOM, WHETHER BLANK OR USED FOR OUTLINES OR SCRATCH PAPER.

Exams are logged in by exam number following the exam. Each student is responsible to make sure he or she has signed and dated the exam roster and properly identified and submitted exam materials.

4. Typists

A typing room will be provided for students who wish to type exams. Students typing exams must bring their own typewriters (with extension cord), set up in the designated typing room and then report to the regular exam room for sign-in and receipt of exam materials. A student must type his or her exam number, course title and instructor's name on the first page of the answer, number each page, put the exam number on each page, and indicate "last page" on the last page.

College Council – April 12, 1989

5. In-Class Computer Exam Policy

An instructor may authorize use of computers for examinations provided that the option for use of a computer is available for every student in the course and the Registrar determines that it is logistically possible to make arrangements for the given course.

It is up to the individual instructor to determine what materials may be brought into each examination, but all such materials are to be brought into the exam in printed form and may not be accessed by any electronic means. The computer is to be a typing and editing tool only, and no electronic materials may be accessed during the exam.

The law school will provide disks to students taking exams on computers. Students shall save their exams on these disks and shall hand in the disks to the proctor at the end of the exam time.

Students assume the risk of all technical difficulties that may arise during an exam. In case of technical difficulty during an exam, students should start writing immediately in blue books. The law school will provide no technical support during exams.

6. ADA Accommodations

Students who have medical, physical or cognitive disabilities may request that examinations be administered under special circumstances to accommodate their disability. Because of the variable nature and extent of individual disabling conditions, the Dean of Student Affairs will consider each request on a case by case basis. The Dean of Student Affairs has the responsibility for assessing the student's situation, defining the special circumstances, if any, under which examinations are to be administered and evaluating the effectiveness of the special circumstances. The Dean of Student Affairs will seek professional or faculty advice where appropriate. Records of examinations administered under special circumstances will be maintained in the Registration Office but will not be entered in the student's academic record.

To the extent reasonably possible, anonymity of the student will be maintained when examinations are given under special circumstances. If it becomes apparent to a faculty member in the course of grading exams that the examination was given under special circumstances and, in the opinion of the faculty member, the student may have been unfairly advantaged or disadvantaged in light of other factors known to the faculty member, the matter should be brought to the attention of the Dean of Student Affairs for consideration of a remedy, if any is appropriate.

Students requiring special accommodations for examinations must:

- a. contact the Center for Disability Services on the University of Utah campus at least thirty (30) days before the scheduled examination to allow sufficient time to be evaluated, and
- b. submit a Petition for Special Accommodations for Exam(s) (available in the Registrar's Office) either
 - (1) prior to the last day of classes for the semester if the exam is a final exam or,
 - (2) at least one week before the scheduled exam if the exam is a midterm exam.

Students requiring special accommodations are encouraged to notify the Dean of Student Affairs at the beginning of each semester.

College Council — April 12, 1989; April 27, 2000

7. Requests to Change Exam Schedule

The following guidelines indicate circumstances that may justify modification of an individual's examination schedule:

- a. The student is or has been ill or otherwise incapacitated or is disabled. Documentation of illness, incapacity, or disability must be provided with the Petition to Reschedule Exam(s):
- b. There are extraordinary personal circumstances that directly affect the student, such as the severe illness of a child or other immediate member of the family (documentation required);
- c. The student is scheduled to take two exams that are not separated by at least eighteen (18) hours from the scheduled end time of the first exam to the scheduled start time of the second exam;
- d. The student is scheduled to take examinations on four (4) or more consecutive days at any time during the exam period;
- e. The student presents other documented compelling factors similar to the above.

The above guidelines do not create an absolute right to reschedule, and administrative as well as faculty approval is necessary for a proposed change. In addition to the above guidelines, students have the right to not take exams on a religious holiday as provided in the University regulations. (see § II-A-11).

Students who believe that they have individual circumstances that justify changing their final exam schedule shall complete and submit a Petition to Reschedule Exam(s) to the Registrar's Office prior to the last day of classes for the semester. Students who believe that they have individual circumstances that justify changing a midterm exam shall complete and submit a Petition to Reschedule Exam(s) to the Registrar's Office at least one week before the midterm exam. Students should obtain the faculty member's approval and signature on the Petition prior to submitting the Petition to the Registrar's Office. Rescheduling will be at the earliest time consistent with these rules, including if possible, time slots prior to the scheduled time. In an emergency, when prior

notice is not possible, the Dean for Student Affairs may make appropriate accommodations.

Accommodation of routine travel arrangements is not considered to be a compelling factor unless the semester exam schedule was amended after the beginning of the semester and the amendment directly affects the student.

College Council — April 12, 1989; November 6, 1996; April 9, 1997; April 27, 2000

8. Emergencies

Students who, because of illness or exigent circumstances arising after the beginning of the exam period, believe they cannot take one or more scheduled exams shall notify (or have their representative notify) the Dean of Student Affairs prior to the start of any of their exams in order to explain the circumstance and obtain approval to be excused. Excused students will be allowed to reschedule the missed exam(s).

College Council — April 12, 1989

9. Late Arrival

A student who, without prior notification and excuse, arrives late at a required examination will not be allowed extra time to compensate for the late arrival unless the student demonstrates that there was good cause for the late arrival and that prior notification and excuse could not reasonably be given under the circumstances. A student who arrives late for an examination must notify the Dean of Student Affairs to receive exam materials and a determination regarding allowance of extra time to complete the examination.

College Council — April 12, 1989

10. Failure to Appear for or take a Required Examination

A student who, without prior notification and excuse, fails to appear for or take a required examination at the regularly scheduled time will not be allowed to reschedule the missed examination unless both the Dean of Student Affairs and course professor agree that the failure to appear was due to good cause, and that prior notification was not practicable under the circumstances. Students who are not allowed to reschedule a missed examination will receive an “E” as the grade for the missed examination.

College Council — April 12, 1989

11. Rescheduling of Make-Up Exams

Students are responsible to reschedule any examination from which they have been excused. The time and date for make-up exams will be set in consultation with the faculty and the Dean of Student Affairs. Students who wish to reschedule a make-up exam must submit a completed Petition to Reschedule Exam(s) to the Dean of Student Affairs.

College Council – April 12, 1989

12. Lost, Improperly Identified or Improperly Submitted Examination Answers

For each examination, students are responsible for ensuring that they have signed and dated the exam roster and properly identified and submitted their exam and entire exam answer immediately following completion of the exam or when time is called. If a student has signed and dated the exam roster but no exam was logged in for that student, the student bears the burden of showing that he or she took the exam, properly identified it and timely and properly submitted it. The College of Law Academic Appeals Committee will adjudicate any dispute arising under these circumstances. If a student meets his or her burden, the student may elect to take a Credit (CR) for the exam or take a make-up exam for a grade. If the student fails to meet his or her burden, the student will receive an “E” for the exam grade.

A student who has not signed and dated the exam roster and for whom no exam can be located is presumed to have failed to appear unless prior notification and excuse was obtained.

The course professor reserves the right not to grade an exam that is improperly identified or improperly submitted.

College Council – April 12, 1989

13. Student Appeal of Examination Policy Decision

Students may appeal an administrative or faculty decision made under any College of Law Examination Policy that they believe is inaccurate or in violation of any of their rights by submitting a written petition to the S.J. Quinney College of Law Academic Appeals Committee.

College Council – April 12, 1989

IV. DISCIPLINARY POLICIES AND PROCEDURES

A. UNAUTHORIZED PRACTICE OF LAW

The Unauthorized Practice Committee of the Utah State Bar has issued an opinion stating that provision of legal research services for the lay public by law students is a violation of the unauthorized practice statute, Utah Code Annotated section 78-51-25. Accordingly, S.J. Quinney College of Law policy prohibits students from performing legal research for the general public. Students can only provide research services only under the supervision of an attorney. The Legal Career Services Office does provide assistance to attorneys looking for law students to do research for them.

B. DOUBLE-DIPPING (Credit for Prior or Concurrent Work Product)

1. General Policy

No student shall receive law credit for a work product that is not his or her own or that is substantially the same as the work product for which law credit has already been received or is expected to be received for a law school course or activity previously or concurrently taken. In any situation where the use of a work product (whether academic or nonacademic) may conflict with the foregoing policy, the student shall not use such work product in a law course or activity for credit except where the student (1) has made full disclosure in advance to the faculty member responsible for awarding credit in the subsequent or concurrent course or activity (the “responsible faculty member”), (2) has provided a copy of such work product to the responsible faculty member¹ and (3) has obtained the permission of the responsible faculty member to pursue an Authorized Topic.² The student has the affirmative duty to bring any potential conflict with this policy to the attention of the responsible faculty member. Use of an academic or nonacademic work product contrary to this general policy can constitute academic dishonesty.

¹ Where the work product involves an attorney-client privilege or is otherwise of a confidential nature, it is the responsibility of the student to obtain any necessary permission for providing a copy to the responsible faculty member. Where it will facilitate the obtaining of such permission, the names, identifying data or confidential information can be deleted from the work product before it is given to the responsible faculty member. In exceptional circumstances, where such permission has been refused notwithstanding the student’s best efforts, the responsible faculty member may waive the requirement that the student provide a copy of the work product.

² Defined *infra*, (b)(1).

2. Explanation of policy and definition of terms-

- a. The use of a publication work product or a course work product to obtain subsequent law credit is prohibited. A student is not permitted to use a publication work product or a course work product to obtain law credit in a subsequent seminar, course or directed research project (i.e., for subsequent law credit) except as permitted incident to an Authorized Topic. A “publication work product” is a work product developed incident to student participation in Law Review, JFL, JLREL or other student activity for law school credit. A “course work product” is a work product created incident to a course, seminar or directed research project for law school credit. It is the responsibility of each student to avoid using a publication or course work product to obtain subsequent law credit. When there is a potential overlap between a publication or course work product and work to be done for subsequent law credit, it is the duty of the student to bring this potential overlap to the attention of the responsible faculty member at the outset and to provide copies of such publication or course work to the responsible faculty member. Where this is done, the responsible faculty member may, but is not required to, authorize the student to pursue a topic for subsequent law credit that is similar to a publication or course work product but only if such topic will require additional research (in addition to the publication or course work product) sufficient to satisfy the credit requirement for such subsequent law credit and the topic focus or perspective is appreciably different from that of the publication or course work product. As used herein, “Authorized Topic” means a topic or other project of academic research for credit so adapted and approved by the responsible faculty member as provided in the preceding sentence. The publication or course work product can be related to the Authorized Topic in that such work product enables the student to pursue an Authorized Topic of greater sophistication and complexity. If the above-described procedure is followed, Authorized Topics are not in conflict with this general policy.

Each student publication shall periodically prepare and distribute to the faculty a listing, by student name, of the student writing topics. For example, a Law Review listing would show the comment and note topics of each third-year and second-year member. Similarly, each semester the Registrar shall prepare and distribute to the faculty a comparable listing of students engaged in directed research, their topics and the responsible faculty member. Faculty members who teach a seminar or a course in which papers are authorized, or who supervise directed research, are expected to keep copies of these lists for a year or two to enable them to check whether there is a potential conflict with this policy.

- b. Concurrent double-dipping is prohibited. Concurrent double-dipping involves a situation where a student is producing a publication or course work product (the “first credit activity”), and at the same time the student is taking a seminar, a course where a paper is required or permitted, a directed research project, or completing the writing requirement of a seminar or course, for credit (the “second credit activity”) and the research or work product of the first credit activity overlaps with or is directly applicable to the research or work product of the second credit activity.³ The use of the first credit activity’s research or work product to satisfy, in whole or in material part, the requirements of the second credit activity constitutes the obtaining of credit from more than one source for overlapping research or work products and is prohibited by this general policy except as permitted below as Authorized Topics.

The responsibility is on the student to bring the potential double-dipping to the attention of the responsible faculty member.

If the student makes full advance disclosure to the responsible faculty members (of both activities if work on both activities is proceeding concurrently) and provides a copy of the overlapping research or work product to each, the responsible faculty members are authorized to approve, in consultation with the student and with each other, Authorized Topics. The authority to permit related topics is given to enable responsible faculty members to prevent the student from obtaining any unfair advantage from the overlap of the concurrent projects while permitting, with approval, the exploitation of synergistic benefits from the overlap. Where one of the concurrent activities involves a publication work product, the appropriate student editor(s) shall be considered a responsible faculty member in implementing the general policy with respect to concurrent double-dipping.

- c. Publication of course work product is authorized and encouraged. The law school encourages the subsequent publication of superior work product from a seminar, class or directed research. To the extent it improves the work product ultimately published, such double-dipping is desirable. The publication of a seminar, course or directed research paper requires substantial additional work. Depending on the circumstances, the student publication may require additional assignments (to obtain publication credit) from those students whose course work product is published. Where a course work product is used as the basis of a

³ There is not concurrent double-dipping where the first and second credit activities relate to the same course or seminar.

publication work product that is not ultimately published (in the student publication), the student publication must require appropriate additional work of the student before credit for the publication activity is given.

A student who proposes to use a course work product as the basis of a subsequent publication work product must give advance notice of such proposed use and a copy of the course work product to the responsible editor(s) of the student publication involved. Such notice is to be given before topic approval is obtained.

- d. Student use of nonacademic work product to obtain law school credit. It is inappropriate for a student to receive academic credit (e.g., via a seminar, course paper or directed research project) for a work product developed as a law clerk for nonacademic purposes (e.g., a law firm). Although no academic double-dipping is involved (credit only being obtained once), this type of double-dipping is inconsistent with the assumptions on which law credit is awarded. The student has the affirmative duty to refrain totally from using any such nonacademic research or work product except where the student, in advance, has fully disclosed his or her work (and provided a copy of the nonacademic work product) on the topic to the responsible faculty member. If the nonacademic research or work product is fully disclosed as provided in the foregoing sentence, the responsible faculty member can specify an Authorized Topic that will treat such research or work product as a source of relevant preliminary research — a base upon which the work for academic credit builds.

This policy is designed to encourage students who have special expertise, experience and interests to build on them in undertaking academic research. Where this background serves as a fully disclosed foundation or springboard it is to be encouraged; where it is used as a substitute for required scholarly investigation (as part of the course, seminar or directed research project for law credit) it is prohibited.

The prohibition against the use of nonacademic work product to obtain law school credit applies to credit for work on student publications. Such use is prohibited except where disclosed (and a copy of the nonacademic work product is provided) by the student to the responsible editor(s) of the publication. The editor(s) of the student publication is authorized to permit use of the nonacademic work product subject to such conditions and additional assignments as deemed appropriate in the circumstances.

College Council — April 13, 1988

C. COMPUTER USE POLICY (Information Resources Policy, PPM 1-15)

1. Purpose

To outline the University's policies for students, faculty and staff concerning the use of the University's computing and communication facilities, including those dealing with voice, data, and video. This policy governs all activities involving the University's computing facilities and information resources, including electronically or magnetically stored information. Every user of these systems is required to know and follow this policy.

2. Scope

- a. This policy applies to all members of the University of Utah community, and governs all storage and communications systems owned by the University, whether individually controlled or shared, stand alone or networked.
- b. Individual departments and colleges serve diverse purposes and diverse constituencies; therefore, they have broad discretion in establishing reasonable and appropriate policies and "conditions of use" for facilities under their individual control. Departmental policies shall be consistent with this policy although they may provide additional detail, guidelines and/or restrictions.

3. Definitions

- a. Information Resources include any information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of information. This definition includes but is not limited to electronic mail, phone mail, local databases, externally accessed databases, CD-ROM, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any wire, radio, electromagnetic, photo optical, photo electronic or other facility used in transmitting electronic communications, and any computer facilities or related electronic equipment that electronically stores such communications.
- b. User includes anyone who accesses and uses the University of Utah Information Resources.

4. Policy

a. General

- (1) The University of Utah makes available Information Resources which may be used by University students, faculty, staff and others. These resources are intended to be used for educational purposes and the legitimate business of the University and in a manner consistent with the public trust. Appropriate use of the resources includes instruction, independent study, authorized research, independent research and the official work of the offices, departments, recognized student and campus organizations of the University.
- (2) Access to computer systems and/or networks owned or operated by the University of Utah imposes responsibilities and obligations on its Users. Access is granted subject to University and Board of Regents policies, and local, state, and federal laws. Appropriate use is ethical, reflects academic honesty, and shows restraint in the utilization of shared resources. Appropriate use is consistent with intellectual property rights, ownership of data, system security mechanisms, and rights to privacy and to freedom from intimidation, harassment, and annoyance.
- (3) It is the University's policy to maintain access to local, national and international sources of information, and to provide an atmosphere that encourages access to knowledge and sharing of information. The University also strives to create an intellectual environment in which students, staff, and faculty feel free to create individual intellectual works as well as to collaborate with other students, staff and faculty without fear that the products of their intellectual efforts will be violated, misrepresented, tampered with, destroyed, stolen or prematurely exposed. Nothing in this policy guarantees that violations of this policy will not occur or imposes liability on the University for any damages resulting from such a violation.
- (4) The personal use of University resources is covered in the University's Conflicts of Interest policy, PPM 2-30 and in PPM 8-12.4; and PPM 2-29.
- (5) The University retains the right to allocate its information resources and to control access to its electronic communications systems.

b. Privacy

- (1) Electronic communications systems have inherent limitations. No computer security system can absolutely prevent a determined person from accessing stored information that he/she is not authorized to access. Moreover, electronic documents may be disclosed pursuant to public records law or in the discovery process.
- (2) Users shall respect the legitimate expectations of privacy of others. However, appropriate administrators and network managers may require access to records and data typically taken to be private. In particular, individuals having official computer or network responsibilities, such as system administrators, network supervisors, system operators, postmasters or others who cannot perform their work without access to documents, records, electronic mail, files or data in the possession of others, may access such information as needed for their job responsibilities. Whenever practical, prior notice should be given for other than trivial intrusions on privacy.
- (3) The University reserves the right to concurrently monitor an employee's electronic communications when such monitoring is necessary to the evaluation of his/her job performance quality. The University will notify employees when such monitoring or surveillance may occur. This monitoring will comply with the following restrictions:
 - (a) all monitoring will be relevant to work performance;
 - (b) employees will be given access to information about their work gained through monitoring;
 - (c) disclosure and use of resulting data will be restricted to University-related purposes.

c. Individual Responsibilities

- (1) Users shall respect the privacy and access privileges of other users both on the University campus and at all sites accessible through the University's external network connections.
 - (a) Users shall treat institutional data, files maintained by other Users, departments, or colleges as confidential unless otherwise classified pursuant to state or federal statutes,

regulation, law or University policy. Users shall not access files or documents belonging to others, without proper authorization or unless pursuant to routine system administration.

- (b) Users shall not knowingly falsely identify themselves and will take steps to correct misrepresentations if they have falsely or mistakenly identified themselves.
- (2) In making appropriate use of Information Resources users must:
- (a) use Information Resources only for authorized purposes;
 - (b) protect their user ID from unauthorized use;
 - (c) be considerate in their use of shared resources and refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals or other resources.
- (3) Users must respect the integrity of computing systems and networks, both on the University campus and at all sites accessed by the University's external network connections. As such, in making appropriate use of Information Resources Users must NOT:
- (a) gain, attempt to gain or help others gain access without authorization;
 - (b) use or knowingly allow other persons to use University Information Resources for personal gain, for example, by selling access to their User-ID's, or by performing work for profit or contrary to University policy.
 - (c) destroy, damage or alter any University Information Resource or property without proper authorization;
 - (d) waste computing resources, for example by implementing or propagating a computer virus, using destructive software, or inappropriate game playing; or monopolizing information resources for entertainment or personal use;
 - (e) harass or intimidate others in violation of law or university policy;

- (f) violate laws or University policy prohibiting sexual harassment or discrimination on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation, or veteran status;
- (g) attempt to monitor or tamper with another user's electronic communications or copy, change, or delete another user's files or software without the explicit agreement of the owner(s); or
- (h) violate state and federal laws pertaining to electronic mailing of chain letters and other unauthorized use of computing resources or networks;
- (i) make or use illegal copies of copyrighted or patented software, store such copies on University systems, or transmit such software over University networks;
- (j) attempt without authorization to circumvent or subvert normal security measures or engage in any activity that might be harmful to systems or information stored thereon or interfere with the operation thereof by disrupting services or damaging files. Examples include but are not limited to: running "password cracking" programs, attempting to read or change administrative or security files or attempting to or running administrative programs for which permission has not been granted, using a telnet program to connect to system ports other than those intended for telnet, using false identification on a computer or system or using an account assigned to another, forging mail or news messages; and
- (k) transfer software, files, text or pictures in violation of copyright and/or pornography laws, or transfer software or algorithms in violation of United States export laws.

d. Enforcement and Sanctions

- (1) A violation of the provisions of this policy or departmental policy is a serious offense that may result in the withdrawal of access and in addition may subject the User to disciplinary action or academic sanctions consistent with University policies and procedures.
- (2) Incidences of actual or suspected non-compliance with this policy should be reported to the appropriate authorities. Disciplinary

actions or academic sanctions will be assessed in accordance with the following:

- (a) Violations of this policy by a faculty member shall be the basis for disciplinary action in accordance with Policy and Procedures No. 8-12.4 to 8-12.6, Code of Faculty Responsibility.
 - (b) Violations of this policy by a staff member shall be the basis for disciplinary action in accordance with Policy and Procedures No. 2-9, Disciplinary Actions and Dismissal of Staff Employees, and Policy and Procedures No. 2-25, Staff Employee Grievances and Appeals.
 - (c) Violations of this policy by a student shall be the basis for disciplinary action in accordance with Policy and Procedures No. 8-10 Student Code.
- (3) A systems administrator may immediately suspend the access of a User when the administrator reasonably believes:
- (a) the User has violated University policies or law; and
 - (b) the User's continuing use of Information Resources will result in: (1) damage to the Information Resources systems, (2) further violations of law or policy or (3) the destruction of evidence of such a violation.
 - (c) the User shall be informed of his/her right to immediately appeal such a suspension to the cognizant head of the department or unit. Permanent revocation of privileges shall be imposed solely through the disciplinary processes set forth in paragraph 2 above. (Section V D.2).

Users who are not faculty, staff or students may have their access to Information Resources unilaterally revoked if they violate this policy.

Approved: Board of Trustees 7/13/98

4. REFERENCES

Policy and Procedures 2-6: Equal Opportunity and Nondiscrimination
Policy and Procedures 2-6A, 2-32: Policy on Sexual Harassment and Consensual Relationships

Policy and Procedures 2-9: Termination of Nonacademic Staff Employees
Policy and Procedures 2-25: Employment Grievances
Policy and Procedures 2-30: Conflicts of Interest
Policy and Procedures 8-10,II: Student Code
Policy and Procedures 8-12.5: Code of Faculty Responsibility
Policy and Procedures 1-12: Institutional Data Management
18 U.S.C. § 2510: Electronic Communications Privacy Act
Utah Code Ann. & sect; 76-6-703: Utah Computer Crimes Act
Utah Code Ann. & sect; 76-10-1801: Communications Fraud
Utah Code Ann § 63-2-101 et seq.: Government Records Access and Management Act (GRAMA)

D. SEXUAL HARASSMENT CONSENSUAL RELATIONSHIPS (PPM 2-6a)

1. Purpose

To outline the university's policy against sexual harassment and to set forth the university's policy regarding romantic or sexual relationships between a supervisor and an employee or between a faculty member or staff member and a student or between peers in order to foster an academic and work environment free of sexual harassment for students, faculty, staff and participants.

2. Definitions

a. Sexual harassment

As used in this policy and in Policies and Procedures 2-32, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment or participation in a university activity;
- (2) submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's employment, education, living environment, or participation in a university activity; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive environment for that

individual's employment, education, living environment, or participation in a university activity.

The free and open discussion of issues or theories relating to sexuality or gender in an academic or professional setting, when appropriate to subject matter, will be presumed not to constitute sexual harassment even if it offends or embarrasses an individual unless other factors are involved. Such factors include targeting the discussion to an individual or carrying out the discussion in terms that are both patently unnecessary and gratuitously offensive.

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated occurrences generally create a stronger claim, a single occurrence may constitute sexual harassment.

Sexually-related conduct may form the basis of a sexual harassment claim if a reasonable person would consider it sufficiently severe or pervasive to interfere unreasonably with academic, other educational or employment performance or participation in a university activity or living environment.

Sexual harassment most often occurs when one person has actual or apparent power or authority over another, but that is not always the case. Sexual harassment may occur between males and females and between persons of the same gender.

b. Faculty or faculty member

As used in this policy, the terms "faculty" or "faculty member" mean all those who teach or conduct research, of any rank, at or under the auspices of the university and include graduate students with teaching or research responsibilities and other instructional personnel.

c. Participant

As used in this policy, participant means a person, other than a student, faculty or staff member, who is participating or attempting to participate in, or is receiving or attempting to receive the benefits of, any program, service or activity conducted under the sponsorship or auspices of the university, including but not limited to applicants for admission, applicants for employment, patients, clients, spectators, visitors, and volunteers.

d. Staff or staff member

As used in this policy, the terms “staff” or “staff member” means a person other than a faculty member who receives compensation for work or services from funds controlled by the university, regardless of the source of the funds, the duties of the position, or the amount of compensation paid.

e. Student

As used in this policy, a student means a person duly registered in any class or program of instruction or training offered by the university at any level, whether or not for credit.

f. Employee

As used in this policy, the term “employee” refers to faculty and staff.

3. Policy

a. Sexual harassment

It is the policy of the University of Utah to maintain an academic and work environment free of sexual harassment for students, faculty, staff and participants. Sexual harassment subverts the educational, research, service and scholarly missions of the university and threatens the careers, educational experience and well-being of students, faculty, and staff. Sexual harassment will not be tolerated at the University of Utah.

Sexual harassment violates the university's policy against discrimination on the basis of sex. Sexual harassment is also illegal. It violates Title VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 and Utah's Anti-Discrimination statute.

A claim under this policy may be brought by an administrator acting on behalf of the university or by a faculty, staff member, student or participant in university services based on the conduct of any university employee or student that is related to or in the course of university business. The Office of Equal Opportunity and Affirmative Action (OEO/AA) will handle all alleged sexual harassment matters pursuant to the procedures set forth in Policy and Procedures 2-32.

Any student, staff, faculty member, or participant in university services or activities who believes that there is or has been sexual harassment should contact any of the following:

- (1) the cognizant academic chair of the department or the dean of the college within which the conduct occurred;
- (2) the immediate supervisor or director of the operational unit within which the conduct occurred;
- (3) the Human Resources Department;
- (4) directors or deans of Student Affairs and Services; or
- (5) the Office of Equal Opportunity and Affirmative Action.

Once informed, the supervisor, chair or dean shall consult with OEO/AA as appropriate. Similarly, OEO/AA shall advise as appropriate the cognizant dean, staff director or administrator of any complaints of sexual harassment OEO/AA receives concerning a member of his/her faculty, staff or student body.

Sexual harassment can be a very serious matter having far-reaching effects on the lives and careers of individuals. Thus the charge of sexual harassment is not to be taken lightly by a charging party, an accused party, or any member of the university community. A person who knowingly and intentionally files a false complaint under this policy will be referred to the appropriate agency within the university for possible disciplinary action as described in Policy and Procedures 2-9 (staff), 8-10 (students) and 8-12 (faculty).

b. Confidentiality

The confidentiality of all parties involved in a sexual harassment complaint or concern shall be respected insofar as it does not interfere with the university's legal obligation to investigate allegations of misconduct and to take corrective action or as otherwise provided by law.

c. Consensual Relationships

Romantic or sexual relationships between a staff supervisor and a staff member or between a faculty member (or a supervisor or staff member) and a student are generally unwise because of the power imbalance in the relationship. Even when both parties have consented to the development of such relationships, they can raise serious questions about the validity of the consent, conflicts of interest, and unfair treatment of others.

Because the relationship between a faculty member and a student lies at the heart of the academic enterprise, and because this relationship necessarily involves an imbalance of power, the university believes it important to speak explicitly and directly to some of the potential hazards facing faculty. When the faculty member has any direct professional responsibility for evaluating the student's academic performance or professional future, such as assigning grades, evaluating clinical performance, serving on the student's graduate committee or awarding scholarships, a romantic or sexual relationship between faculty member and student, even a mutually consenting one, will be considered to constitute a violation of this policy and to be a cause for discipline under Policy and Procedures 2-32 unless the situation is remedied by reassigning performance evaluations, reporting responsibilities, or grade assignments to other qualified individuals. Faculty who engage in such consensual relationships and do not take steps to resolve the conflict of interest may be subject to the filing of a complaint under Policy and Procedures 2-32 or under the Code of Faculty Responsibility, 8-12. The respect and trust accorded a faculty member by a student, as well as the power exercised by the faculty member in giving praise or blame, grades, recommendations for further study and future employment, greatly diminish the student's actual freedom of choice should sexual favors be included among the faculty member's other legitimate demands or expectations.

Many of the issues identified here apply equally to other university employees. When a supervisor has any direct supervisory authority over an employee and is at the same time involved in a sexual or romantic relationship with that employee, unless corrective measures are taken, the supervisor is in violation of this policy and may be disciplined under Policy and Procedures 2-32.

Anyone who enters into a romantic or sexual relationship where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to sustain a defense on grounds of mutual consent. In addition, Utah law may preclude the university from defending and indemnifying an employee in such circumstances.

The University's nepotism policy (PPM 2-5) precludes individuals from evaluating the work performance of others with whom they have intimate familial relations or from making hiring, salary, promotion or tenure decisions. The same principles apply to consensual relationships in the context of work or academic evaluation.

Approved: Academic Senate 6/7/9

4. References

Policy and Procedures 2-5, Employment or Supervision of Immediate Family
Policy and Procedures 2-6, Equal Opportunity and Nondiscrimination
Employment
Policy and Procedures 2-9, Termination of Nonacademic Staff and Disciplinary
Sanctions
Policy and Procedures 2-25, Employment Grievances
Policy and Procedures 2-32, Discrimination and Sexual Harassment Complaint
Procedures
Policy and Procedures 8-10.10, Student Code
Policy and Procedures 8-12.4, Code of Faculty Responsibility
Policy and Procedures 8-12.5, Code of Faculty Responsibility

E. CODE OF STUDENT RIGHTS AND RESPONSIBILITIES (PPM 8-10)

Please see the appendix.

**V. STUDENT ACTIVITIES
AND**

SPECIAL EVENTS AT THE LAW SCHOOL

A. STUDENT ORGANIZATIONS

The students at the College of Law have formed various student organizations which provide many opportunities for involvement outside the classroom. The following descriptions of some of these organizations, purposes and activities are provided by each organization. Funding for student organizations is available through ASUU (Association of Students of the University of Utah). For information regarding current student organization leaders, please see the Dean of Student Affairs.

1. American Constitution Society

The mission of the American Constitution Society is to harness the values of compassion and respect for each individual, and to re-incorporate them into American law and politics, in order to build a stronger and more decent national community. The Society's role is to influence the debate on the law, both in its interpretation and its creation, and to promote traditional American values of compassion and respect for each individual in legal and political debate.

2. The Federalist Society

The Federalist Society was founded in 1991 for the purpose of ensuring political balance in the debate over legal issues at the College of Law. Its goal is to bring noted conservative legal scholars to campus and arrange for them to debate speakers sponsored by other law student groups. Federalist Society events engender lively discussion for the benefit of everyone in the law school community.

The Federalist Society is open to anyone interested in legal issues. It is a non-partisan group affiliated with a national organization of over 100 law school chapters. All members receive a subscription to the *Harvard Journal of Law and Public Policy* and are eligible for partial scholarships to fund travel to Federalist Society conventions around the country.

3. Gay and Lesbian Law Alliance

The primary mission of the Gay and Lesbian Law Alliance (GaLLA), organized in 1991, is to fight discrimination based on sexual orientation. This goal is pursued through drafting and lobbying before the Utah State Legislature and Utah State Bar, working to inform and educate the Utah legal community about lesbian and gay issues, and supporting and cooperating with other organizations sharing similar goals of fighting discrimination against lesbians and gays. Because discrimination based on sexual orientation can seriously impact an individual's career goals, GaLLA is firmly committed to respecting the privacy, confidentiality and the personal choices of each member concerning his or her decision to come out to family, friends and the legal community.

The Health Law Coalition has a journal club that meets monthly to study and discuss current medical-legal issues. An annual guest lecture is also sponsored by the coalition. Additionally, the members identify career paths and employment possibilities and make this information available to students interested in pursuing opportunities in health law. Membership is open to anyone who has an interest in any area or issue in health law.

4. International Legal Issues Society

The International Legal Issues Society (ILIS) was organized for the purpose of promoting an understanding and recognition of the principles of international law and providing students with information about career opportunities in international law. ILS hopes to participate in the Philip C. Jessup International Moot Court Competition, to sponsor a series of lectures relevant to issues in international law, and to develop library resources for students interested in this field.

5. Latter-day Saint Law Student Association

The Latter Day Saint Law Student Association (LDSLSA) was established to provide an opportunity for LDS law students, their partners and others interested in religion and the law to meet together once or twice a year for Sunday evening lectures. In addition, interested law students can also attend weekly religious classes held at the LDS Institute of Religion. Membership is open to everyone.

6. Minority Law Caucus

The Minority Law Caucus (MLC), formed in 1986, welcomes all law students with an interest in issues affecting racial and ethnic minorities. The MLC is involved in student recruitment and counseling, development of training and employment opportunities, community service projects and social activities. The MLC sponsors a variety of speakers and programs each year, awards scholarships, and sponsors a scholarship dinner and auction at the end of the school year.

7. Native American Law Student Association

The Native American Law Student Association (NALSA) was established to provide information and increase awareness of legal issues in Utah and nationwide affecting Native Americans. The association helps sponsor and encourages participation in the NALSA moot court competition, which was held at the College of Law in 1994. NALSA membership is open to all students.

8. Natural Resources Law Forum

The Natural Resources Law Forum (NRLF) is an organization for law students interested in natural resource and environmental law. NRLF offers law students the opportunity to enhance their education by participating in symposiums, conferences and discussions on natural resource and environmental law topics. The organization also works to provide information to law students regarding employment opportunities in natural resource and environmental law. NRLF sponsors used book sales, recycling projects and social events. The organization welcomes all students interested in water, mining, forestry, wildlife, oil and gas, and environmental law.

9. Phi Delta Phi Legal Fraternity

Johnson Inn is the College of Law's chapter of Phi Delta Phi and enjoys support from a worldwide organization of over 110,000 members. Phi Delta Phi is the nation's oldest legal fraternity existing since 1869 and has had many prominent members including current Supreme Court Justices, Franklin D. Roosevelt, Benjamin N. Cardozo and Earl Warren.

Phi Delta Phi is an association which encourages law students to be involved in the legal community. The association encourages members to participate in educational, social, professional and philanthropic activities. Members also enjoy many benefits such as student loan program, scholarships, a low interest VISA card, life insurance, and bar review discounts.

Phi Delta Phi has a significant presence at the College of Law. Members are encouraged to participate in all fraternity sponsored activities, and upper class students are more than willing to assist first and second year students. First and second year students have participated in the test-taking and outlining seminars. Third year students have participated in the professional and ethical seminars sponsored by the fraternity. All members have valued the social experiences provided by Phi Delta Phi where members interact with fellow students and alumni of the College of Law.

10. Phi Alpha Delta

Phi Alpha Delta is an international professional association of law students, legal educators and members of the Bench and Bar. Founded in 1902, Phi Alpha Delta promotes professional competency and achievement within the legal profession. P.A.D. was first among law fraternities to remove all restrictions on membership by reason of race, gender, color, creed, national origin, and grade point average. P.A.D. is the only law fraternity to receive federal funding from the U.S. Department of Justice for its Law Related Education program, the only law fraternity to receive the George Washington Honor Medal from the Freedom Foundation for that same Law Related Education program, and the only law fraternity to have a day designated each June for P.A.D. attorneys to gather in Washington, D.C. for admission to practice before the U.S. Supreme Court.

With over 130,000 current members, Phi Alpha Delta offers the law student more than a mere “social” experience. Phi Alpha Delta alumni are located in 50 different countries throughout the world. Nearly one of six attorneys is a member of Phi Alpha Delta. Chapters of the fraternity are at accredited law schools throughout the United States, Mexico, Canada, and Puerto Rico. P.A.D. provides the opportunity to expand the student’s legal horizons and professional contacts through the practical and professional programs presented by the local chapter, through the fraternity’s international office, and through the fraternity’s vast network of committed professionals. Phi Alpha Delta offers commercial discounts, insurance packages, MasterCard access, and student loans to its members.

Sutherland Chapter, at the University of Utah, is a very active chapter which annually sponsors programs designed to promote scholastic excellence, professional competence and community service. Membership in Phi Alpha Delta, Sutherland Chapter, provides opportunities for meaningful leadership, achievement and social interaction. Phi Alpha Delta exemplifies its credo: service to the student, the law school, the profession, and the community.

11. Public Interest Law Organization

The Public Interest Law Organization (PILO) was formed to increase awareness of public interest law issues and to disseminate information about career opportunities in public interest law. PILO raises funds for and administers the Lionel Frankel Public Interest Summer Fellowship which provides financial assistance for law students who accept summer public interest work for little or no pay.

PILO frequently provides a forum for public interest lawyers, professors and students to speak at the College of Law. These speakers supplement the law school curriculum by introducing students to a wide variety of non-traditional legal opportunities in law firms, non-profit organizations, criminal law and many private and governmental agencies.

12. Student Bar Association

The Student Bar Association (SBA) is the official student organization of the College of Law. As voting members of the College Council, SBA representatives serve as liaisons from the student body to the school faculty and administration. As the S.J. Quinney College of Law SAC (Student Advisory Committee), the SBA is responsible for conducting faculty retention, promotion and tenure evaluations. The SBA sponsors law school events, guest speakers, occasionally publishes a law school newsletter (the *Utah Law Forum*), and produces an annual student directory. The SBA is actively involved with community service projects, graduation, first-year follies, and social activities. The SBA President is a member of the school's Board of Trustees.

The purpose of the SBA is to provide an effective student government and worthwhile service and social activities for all College of Law students. Since the SBA is an established University SAC, membership is mandatory. All first year students are required to pay a one-time membership fee of \$60 prior to the first day of classes.

13. Women's Law Caucus

Women's Law Caucus (WLC) was originally a support group for the few women who began entering the male-dominated law school and legal profession. While it has never abandoned that purpose, WLC has grown over the years to fill a much larger role in the law school. WLC now consists of both men and women, and the WLC programs and activities are valuable not only to law students, but often the entire legal community. The purposes of the Women's Law Caucus are:

- to provide a mentor to each 1L student for continued support and information;
- to provide a support group for women law students;
- to promote interest in issues of particular concern to women;
- to provide a forum for students on issues affecting the legal community; and
- to provide activities that promote involvement in legal and women's issues.

The WLC also administers the Reva Beck Bosone Scholarship.

The Caucus is open to all students who are interested and want to participate, regardless of sex.

B. AWARDS, FELLOWSHIPS AND WRITING COMPETITIONS

The S.J. Quinney College of Law, the University of Utah, and numerous outside organizations sponsor a variety of awards, fellowships and scholarships which are available to University of Utah College of Law Students. Applications are due throughout the year, depending on the specific scholarship or fellowship, but most are due during the spring semester.

Scholarship and fellowship information is located on the bulletin boards in the Gibson Reading Room. Additional information is available from the Dean of Student Affairs and the Dean of Admissions and Financial Aid.

Fellowships, scholarships and Awards specifically for S.J. Quinney College of Law students.

1. American Bankruptcy Institute (ABI) Award

The ABI awards a certificate and a medal to the student who achieves a high level of academic performance in a bankruptcy-related course or clinic and is recommended by his or her instructor or supervisor. Eligibility for the award requires participation in any course, seminar, or internship program in which bankruptcy is a major focus including, rehabilitating bankruptcy, creditor-debtor relations, advanced commercial law, or a United States bankruptcy court judicial internship. The faculty chooses the recipient.

2. Reva Beck Bosone Scholarship

The Women's Law Caucus sponsors this scholarship. A cash award is given to a first- or second-year student who is a member of the Women's Law Caucus and who is in good academic standing. A WLC selection committee considers the candidate's contributions and potential to make a significant contribution in a field of importance to women. The WLC will announce when applications will be accepted, usually fall semester.

3. College of Law Outstanding Achievement Award

The Outstanding Achievement Award certificate is given in each graded course (other than seminars) with an enrollment of at least 12 students. The course professor selects the student whose work is deemed the most outstanding. In the event of a tie, the professor will attempt to select a single winner. If the selection process does not produce one winner, co-winners will be accepted (but no more than two).

4. College of Law Summer Intern Diversity Program

The Summer Intern Diversity Program is open to first year-students from groups that traditionally have had little or no exposure to professional legal settings, such as minorities, the economically disadvantaged and recent immigrants to this country. The program offers these students the opportunity to work in a medium-to-large Salt Lake law firm during the summer following their first year of law school. The internships last for 10 weeks and carry a \$3,000 stipend.

5. Dewsnap Fellowship

This fellowship is awarded to a first-year student who has demonstrated an interest in natural resources law and excellence in academics. It provides approximately \$4,250 for the second year of law school, a tuition benefit, and a summer clerkship with the Utah Attorney General's Office working in the area of natural resources. Two finalists receive approximately \$2,125 and a tuition benefit for one semester of law school.

6. Fordham Loan Forgiveness Program

The Fordham Loan Forgiveness Program is designed to assist and encourage students to pursue careers in public interest law. This financial assistance program helps graduates who are employed in the public sector repay educational loans. All alumni, from 1993 to the present are eligible to apply. Applications are accepted twice each year — September 30th and March 31st.

7. Lionel Frankel Public Interest Summer Fellowship

The College of Law and the Public Interest Law Organization award summer stipends ranging from \$1,000 to \$2,000 to students doing public interest legal work during the summer.

8. Reza Ali Khazeni Memorial Fellowship in Environmental Law

This fellowship provides \$3,000 to supplement a student's commitment to work in a low- or non-paying not-for-profit environmental agency or organization. Applicants must have completed the first year of law school. Criteria include unquestioned integrity, an exemplary character, and excellent judgment. The recipient must have the dedication and ability to be a professional and community leader; believes that a lawyer's primary responsibility is to serve the broader public interest; and demonstrates a commitment to preservation of the environment.

9. William H. Leary Scholars

The Leary Scholar designation is awarded to students whose grades place them in the top 20% of their class. For first-year students, the Leary designation is awarded after completion of the first year and is based on all final first-year grades. To be eligible for consideration, the first-year students must have completed at least 25 credit hours, of which at least 21 hours must have been graded

For second and third year students, Leary Scholar designations are made following each semester (fall and spring) based solely on that semester's completed and graded hours. To be eligible for a given semester, the student must complete not less than 12 credit hours in that semester, of which at least 10 hours must be graded. A year-long course in which a mid-year T grade is issued will be included in determining completed hours for fall semester; a semester-long course in which a T grade is issued will not be included in determining completed hours. The determination is made when grades are issued; subsequent completion of T's is not considered.

10. David T. Lewis Clinical Award

The David T. Lewis award is given each year to graduating seniors who have demonstrated outstanding achievement in the Clinical Program. The clinical director, with the advice of a committee chosen by her, makes the awards. Nominations may come from faculty, clinical supervisors, students, or a student may self-nominate. A cash award of approximately \$100 is presented to each recipient. The deadline for nominations is generally the end of spring semester.

11. Minority Law Caucus (MLC) Scholarships

The Minority Law Caucus scholarships are awarded to MLC members in good academic standing. The MLC selection committee considers a variety of factors, which may include contributions to the community and financial need. Scholarships are generally awarded in the late spring.

12. National Association of Women Lawyers (NAWL) Award

The NAWL awards a one year honorary membership and a year's subscription to the NAWL *Law Journal* to an outstanding law graduate who has demonstrated academic achievement, motivation, tenacity, and drive; who exhibits promise for future contributions to the advancement of women in society; and presents a personable and professional image. The Dean's Office chooses the recipient.

13. The O'Hara Honors Program in Natural Resources Law

The O'Hara Honors Program contains three parts: an optional summer clerkship with the Utah Attorney General's office, a law school merit scholarship for the recipient's third year of law school, and a two year attorney position with the Attorney General's office practicing natural resources law. Students apply during their second year.

14. Order of the Coif

The Order of the Coif, the highest academic honor granted to graduates of the S.J. Quinney College of Law, is a national society founded to encourage legal scholarship and advance the ethical standard of the profession. Each year, the faculty confers membership on students who place in the highest 10 percent of the graduating class. To be eligible, a student must receive graded credit for at least three-quarters of the total number of hours required for graduation. (Under the current requirement of 88 hours, a minimum of 66 graded hours satisfies requirements, regardless of how many hours a student accumulated prior to graduation.)

Transfer students with less than two-thirds of their work at this law school are not eligible. The National Executive Committee has determined that even though such students are ineligible for election to Coif, they must be included in determining the top 10 percent of the graduating class.

15. Robert Schmid Natural Resources Writing Award

The student who writes the best paper on a natural resources-related topic is awarded \$250. The faculty nominates papers, and the Faculty Awards Committee chooses the recipient.

16. Senior Lawyer Volunteer Project Summer Internship

Utah Legal Services sponsors the Senior Lawyer Volunteer project which provides free legal services to low-income clients, especially elderly clients. A fellowship of \$3,500 is awarded to a law student who has demonstrated a proven commitment to the elderly and believes a lawyers' primary responsibility is to serve the broader public interest. The intern serves as a law clerk to the coordinator of the Senior Lawyer Volunteer Project.

17. Edward D. and Carol J. Spurgeon Public Interest Fellowship

This fellowship provides \$4,000 to support a summer employment project in a low or non-paying position with a public service office or agency. Recipients are selected by a committee that considers the student's choice of employment and long-term commitment to public service as demonstrated by academic, vocational, and public service activities.

18. Natural Resources Law Forum

The Natural Resources Law Forum, a student organization, awards an annual fellowship of approximately \$2,125 to a first- or second-year student in good standing who is a member of the organization. The recipient must demonstrate a commitment to environmental or natural resources law and a strong desire to work in the field.

19. Roger and Madeleine Traynor Scholarship for Excellence in Legal Writing and Scholarship

This scholarship of approximately \$4,250 is awarded annually to an advanced law student who has demonstrated distinction in legal writing and scholarship. The Faculty Awards Committee selects the recipient.

20. Stephen Pierre Traynor Legal Writing Award

The Traynor Legal Writing Award annually recognizes outstanding writing by an advanced student. The annual recipient receives \$750 and has his or her name inscribed on the Stephen Pierre Traynor plaque. The law school faculty nominates student, law review, or journal papers, which, after editing, remain substantially the work of the student. The Faculty Awards Committee chooses the recipient.

21. Utah Civil Rights and Liberties Award

The \$100 Utah Civil Rights and Liberties Award is given to the student who writes the best research paper in a class or seminar on the First Amendment, or in a comparable class that requires a research paper. The faculty nominates student papers and the Faculty Awards Committee chooses the recipient.

22. James A. Valeo Utah State Bar Corporate Counsel Section Scholarship

The corporate counsel section of the Utah State Bar awards a \$1,000 scholarship to an outstanding second year student who has distinguished him or herself in a business organizations course.

OTHER SCHOLARSHIPS AND AWARDS FOR WHICH COLLEGE OF LAW STUDENTS MAY APPLY

Applications for most of the following fellowships, if not specifically limited to Internet submissions, are available in 310 Park Building. Information on other awards specific to various disciplines may be obtained in the Graduate Fellowships office or by contacting Marjorie Jensen, director of Graduate Fellowships, 310 Park Building, 581-6020; email: mjensen@park.admin.utah.edu. Also available for review in the Graduate Fellowships office is the Annual Registry of Grant Support, a comprehensive directory of graduate funding sources.

1. Garr Cutler Energy Award

One or more Garr Cutler Energy Awards of \$1,500 each are made annually by the Graduate School of the University of Utah for work on a paper which, in the opinion of the awards committee, will make a significant contribution in the area of energy. "Energy" is broadly interpreted to include ecological, sociological, and legal matters related to energy, as well as problems in the research and development of energy resources or facilities. Law students often receive this award. Additional information is available from the Office of Graduate Fellowships, 310 Park Building. Contact Marjorie Jensen, 581-6020, for additional information. The application deadline is generally February 28 each year.

2. Rocky Mountain Mineral Law Foundation

Scholarships in the amount of \$2,000 and up are available for law students who demonstrate the potential to make a significant contribution to the field of natural resources law. For application forms and further information contact Professor Robert Keiter. Applications are generally due in October and April.

3. Mariner S. Eccles Graduate Fellowship

Matriculated law students who are U.S. citizens and who have a strong interest in public policy issues are eligible to apply. A research proposal must accompany each proposal. Eccles Fellows are chosen by a committee of academic deans. The amount of the fellowship is \$12,000 plus full tuition. The application deadline is February 1 for fellowships to be awarded the next academic year. A sample application is attached and additional information is available from the Graduate Fellowship Office.

4. Hinckley Graduate Scholarships

The Hinckley Institute of Politics offers several scholarships of which law students historically have been recipients. Scholarship deadlines generally are in early April. The College of Law posts notices of the application requirements and deadlines on the Financial Aid and Scholarship bulletin boards outside of the Gibson Reading Room. Inquiries should be addressed to Pat Ryan, 253 OSH, 581-8501. Applications for two scholarships are attached.

5. Graduate Research Fellowship

Graduate Research Fellowships in the amount of \$10,000 plus tuition, are available for full-time graduate students who are conducting research or creative projects and pursuing the terminal graduate degree in their departments. All qualifying examinations must be successfully passed prior to the beginning of the academic year of the award. The fellowships are non-renewable. Applications are due January 25. For further information, contact the Graduate Fellowship Office. A sample application is attached.

6. University Graduate Research Fellowships

Full-time second and third year law students are eligible to apply for University Graduate Research Fellowships. Along with other application materials, candidates must submit a proposed research topic. The fellowship is \$4,500, payable monthly over a 9-month or 12-month period, according to the recipient's preference. The fellows are chosen by a graduate research committee. The application deadline usually is March 1. For further information, contact the Graduate Fellowship Office.

7. Graduate Research Supplemental Travel Award

For graduate students whose research or creative projects have been accepted for presentation at a professional meeting, supplemental travel awards of up to \$500 are available in matching funds. Awards are competitive and are selected by the Graduate Research Supplemental Travel Selection Committee of the Graduate Council. At least 50 travel awards are awarded annually. An application is attached.

8. Rotary Foundation Ambassadorial Scholarship Application

This scholarship program in the amount of \$23,000 is awarded to undergraduate or graduate students who have completed a minimum of two years university

course work and plan to study abroad for one academic year in field of their choice. Candidates must have certified language proficiency in the proposed country of study. Applications are due around April 15 in Salt Lake Rotary Club office.

9. Department of State, U.S. Government, Student Intern Program (for domestic or foreign assignments)

The unpaid intern program is for U.S. citizens who are junior, seniors or graduate students for one semester or 10 weeks in the summer. Applications must be postmarked November 1 for summer, March 1 for fall, and July 1 for spring programs.

10. Presidential Management Intern Program

The Presidential Management Intern Program awards \$33,000 – \$40,000 to U.S. citizens (except for rare instances where federal agency allows non-U.S. citizen) who receive a graduate degree from an accredited institution during the 1999-2000 academic year. Must be nominated by head of graduate program. Applications must be postmarked by October 31. Internet: www.usajobs.opm.gov

ADDITIONAL FELLOWSHIP AND AWARD INFORMATION

1. National Fellowships and Writing Competitions

Throughout the year, the College of Law receives information regarding local and national fellowships and writing competitions for students. These competitions are posted on bulletin boards in the Gibson Reading Room. Please see the Dean of Career Services or the Dean of Student Affairs for additional information.

2. Grants Internet

www.grantsnet.org is a searchable database of biomedical funding resources created by the Howard Hughes Medical Institute (HHMI) and the American Association for the Advancement of Sciences (AAAS). For Rhodes Scholar Information and application, please contact Dr. John Francis, 132 Sill Center, 581-3188 (note: applicants cannot be older than 24).

3. PSLawNet

www.PSLawNet.org is the Public Service Law Network Worldwide, a web-based global network of some 120 member law schools and nearly 10,000 law-related public service organizations and offices around the world. PSLawNet fosters law

student community service and encourages all future lawyers to incorporate public service into their careers. To that end, PSLawNet offers comprehensive, current information on a broad range of pro bono and public service opportunities, as well as resources and expertise to assist law schools in empowering future lawyers as public servants. The College of Law is a subscriber to PSLawNet, and therefore all students and alumni may use the data base. See Associate Dean Kristin Erickson in Legal Career Services for additional information.

C. College of Law Events

1. Scholarships, Fellowships and Awards Reception

Each fall semester, the law school hosts a Scholarships, Fellowships and Awards Reception honoring College of Law donors, first year scholarship recipients, and second and third year fellowship and award recipients.

2. Race Judicata

Each year on the morning of the University of Utah/BYU football game, the College of Law and the J. Reuben Clark Law School sponsor an 5K run/walk for law students, friends and family. The race is alternated each year between the University and BYU campuses and is generally held in October or November.

3. William H. Leary Memorial Lecture

For the past thirty-seven years, the S.J. Quinney College of Law has hosted the William H. Leary Memorial Lecture and reception. The scholarly lecture has become noted as a forum for the dissemination of original legal opinions and theories and for attracting outstanding legal scholars from throughout the country. The lecture is held during fall semester each year.

4. Jefferson B. Fordham Debate

The Journal Alumni Association and the College of Law sponsor the annual Fordham Debate. The debate provides an opportunity for spirited discussion about law, society, and public policy with an emphasis on individual rights. The debate is generally held during spring semester each year.

5. Supreme Court Visit

Each spring semester, the justices of the Utah Supreme Court convene at the College of Law to hear oral argument on cases pending before the court. The College of Law hosts a reception or lunch for the justices, students, and faculty, and the justices hear argument in the Sutherland Moot Court Room during a morning session.

6. David T. Lewis Distinguished Jurist in Residence/Traynor Moot Court Competition

Each spring semester, the law school brings a noted judicial expert to the law school for a lecture and for open discussions with faculty and students. The Jurist in Residence also hears final arguments in the Traynor Moot Court Competition.

7. Wallace Stegner Center Symposium

The Wallace Stegner Center's annual symposium programs address broad environmental themes from multiple perspectives. Previous symposia have examined such diverse subject matter as community, ecology and the west, emerging ecological restoration topics, and the work and ideas of Aldo Leopold.

8. Distinguished Alumnus/a in Residence

The purpose of the program is to host alumni who have achieved significant accomplishments in their careers and to arrange for the honored alumnus/a to meet with students, faculty, and other alumni at the law school to share experiences and reflections.

9. Commencement

Commencement ceremonies are held one week following spring semester finals each year for graduating third year students and LL.M. candidates. The ceremony is held in Kingsbury Hall followed by a reception on the President's Circle commons. Students are not limited in the number of guest they may invite.

VI. LAW SCHOOL SERVICES

A. REGISTRAR'S OFFICE

1. The Registrar

The Registrar is responsible for all matters pertaining to class registration, the administration of exams, distribution of grades, summer school, and student records and transcripts. **Christine Pezely** is the law school Registrar. Her office is located in the law school front office.

2. Teaching Evaluations

The Registrar maintains a notebook of the compilations of numerical ratings from course evaluations.

All courses, including seminars, must be evaluated by students. Students shall have 10 minutes during class to complete the form, but those wishing more time may take it with them and return it later to the front office.

The College of Law will make available a compilation of the numerical ratings (scores and average score for each question) from course evaluations for each course completed the previous semester. Comments and answers to open-ended questions on course evaluation forms shall not be summarized or published.

Except for the publication of numerical ratings described above, teaching evaluations will only be made available to the professor, the Dean, and the Associate Dean for Academic Affairs, except as may be necessary for the Retention, Promotion and Tenure process, the Tenured Faculty Review process, or in other limited processes, such as preparation of a required report by a principal investigator under a grant.

*College Council – February 25, 1987, February 9, 1994
Deans' Meeting – January 5, 1988*

B. ADMISSION AND FINANCIAL AID

1. University Financial Aid Office (FAO)

The University of Utah Office of Financial Aid & Scholarships (FAO), located on the first floor (105) of the Student Services Building on the main campus, is the administrative office responsible for assisting students in obtaining most types of financial aid for which law students are eligible. When you visit or call the FAO, you should always identify yourself as a law student and ask to speak or meet with the law school financial aid counselor **Darren Larsen**, 585-5828. Mr. Larsen meets with law students at the law

school at least once per week; appointments can be scheduled with Karin Jacobson, College of Law Assistant Director of Admission and Financial Aid office, Room 113, 581-7479.

2. Law School Financial Aid Office

If you experience problems with your financial aid processing that do not seem to be progressing toward satisfactory resolution, talk with **Reyes Aguilar, Associate Dean of Admissions and Financial Aid**, or **Assistant Director, Karin Jacobson**, at the College of Law. Although no one outside of the FAO can take official action regarding most aspects of your financial aid that must be processed through the FAO, Associate Dean Aguilar or Ms. Jacobson will attempt to assist you or intervene on your behalf to remedy the problems as quickly as possible. They can also answer questions you have regarding loans or scholarships offered by the College of Law.

3. Free Application for Federal Student Aid (FAFSA) Filing

If you want to be considered for any Federal student aid programs (College Work Study, Perkins, Stafford or Graduate PLUS Loans) or need-based College of Law scholarships, you should file a FAFSA after January 1 but before March 15 for disbursement of aid for the next academic year. Although you may apply for need-based aid after March 15, funds are limited and may not be available if you apply late. Late filing also may prevent disbursement of funds for timely payment of tuition, books and living expenses. It is important that students assume the responsibility for completing and submitting the required forms accurately and on time. Major problems occur when information is incorrectly submitted or omitted from the FAFSA. The FAFSA forms for the current academic year are available at the Office of Financial Aid and Scholarships and in the main office of the College.

4. Financial Aid Definitions

- (a) Financial Aid is any combination of grants, scholarships, cash awards, tuition waiver/reimbursement, work study funds, and government insured or private loans received by a student to help cover the costs of education. The total amount of financial aid a student may be eligible to receive each year cannot exceed the cost of education for that year. It is meant to supplement the student's or the student's family's contribution to his or her education.
- (b) Cost of Education, also referred to as the student's "budget", includes tuition and fees, room and board, books and supplies, transportation, miscellaneous expenses and special situation expenses. The specific amounts that go into the formula to determine the cost of education are based on federal regulatory criteria, are specific to the institution and program and are established by the University Financial Aid Office (FAO).

- (c) Student/Family Contribution is determined in accordance with federal regulations and is the amount the independent student (or the dependent student and his/her family) is expected to contribute toward the student's education. It is based on income, savings, assets, family size, number of children in school, medical expenses, etc. All law students are considered to be independent students unless their parents recently have claimed them as a tax deduction.
- (d) Financial Need is defined as the difference between the cost of education and the amount of money the student can be expected to contribute. Eligibility for most financial aid is based on need. Although need is determined by established federal formulae, a financial aid officer may adjust your student/family contribution or your cost of education if you provide documentation that your financial circumstances warrant an adjustment.
- (e) Financial Aid Package. Once a student's need has been determined the financial aid administrator will assemble a financial aid package which may consist of Perkins Loans, Stafford Loans, College Work-Study, institutional scholarships, and/or other grants and scholarships. If this is not enough to cover the cost of education, other private loans may be recommended.

5. Federal Perkins Loans

These are campus-based federal loans. The University of Utah selects the recipients and specifies the loan amount. The maximum loan amount per year is \$4,000. The current interest rate is 0% while the student is in school and 5% during repayment. Repayment begins nine months after graduation, and the student has ten years to repay the loan.

6. Federal Subsidized and Unsubsidized Stafford

All Stafford Loans are either **subsidized** (the government pays the interest while you're in school) or **unsubsidized** (you pay all the interest, although you can have the payments deferred until after graduation). To receive a subsidized Stafford Loan, you must be able to demonstrate financial need.

With the unsubsidized Stafford loan, you can defer the payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students, regardless of need, are eligible for the unsubsidized Stafford Loan.

Starting on July 1, 2007, law students can borrow \$20,500 per year (up from \$18,500), although only \$8,500 of that is subsidized. Stafford Loans have a fixed interest rate of 6.8% for loans with a first disbursement after July 1, 2006. (Previously, Stafford Loans had variable interest rates (based on 91-day T-bill rate + 1.7% during school with an additional 0.6% increase upon graduation) capped at 8.25% or less,

depending on yearly adjustments.) All lenders offer the same rate for the Stafford Loan, although some give discounts for on-time and electronic payment.

7. Federal PLUS Loans for Graduate and Professional Students

Federal PLUS Loans are available to law students and the student is the borrower. Like the Stafford loan program, these loans are insured by a guarantee agency, need analysis and the FAFSA are required. Additionally, the borrower must pass a credit review. The borrower cannot have adverse credit in order to borrow a Federal PLUS Loan. If the borrower does have adverse credit, he or she can provide an endorser who does not have adverse credit in an effort to obtain the loan. Students may borrow up to the cost of attendance, minus other financial aid as certified by the Office of Financial Aid. The interest rate is fixed at 8.5% and borrowers pay interest for the full life of the loan. Repayment begins at graduation; the borrower has 10 years to repay the loan.

8. College Work-Study

This federally funded program offers employment opportunities based on financial need. Requests for work-study employees are made by campus departments and contracted by off-campus agencies. The College of Law or Law Library may have work-study positions available specifically for law students. Law faculty also may hire work-study law students as teaching or research assistants. Off campus agency contracts for law student work-study are established on the basis of federal eligibility guidelines, law student request and agency demand. Examples of agency contracts may include work opportunities at the U.S. Attorney's Office, Utah Legal Services, Legal Aid Society of Salt Lake and other government entities that employ law students. For information about current job opportunities, see Kristin Erickson, Room 190 in the Legal Career Services Office (LCS) of the College of Law.

9. Long-Term Private Loan Programs

Private law student loan programs (Law among others) will allow qualified students to borrow up to the amount of the cost of education minus aid received from any other programs. There are many private lenders through which law students may obtain federally guaranteed (Stafford/Unsubsidized Stafford) and private loans. When federal loan eligibility has been exhausted, qualified students may obtain private loans from one of these organizations up to the student's cost of education. Eligibility for the loan may be based on the student's credit report. For additional information, view the following web sites:

LawAccess (Access Group) **

WWW.ACCESSGRP.ORG or call 1-800-282-1550

LawLoans (Sallie Mae) **

WWW.SALLIEMAE.COM or call 1-800-366-5626

LawAcheiver (Key Education Resources) **

WWW.KEY.COM/EDUCATE or call 1-800-KEY-LEND

LawExcel (Nellie Mae)

WWW.NELLIEMAE.COM or call 1-800-367-8848

**This organization also offers private loans to cover the costs associated with bar examination studies.

Private loan programs require submitting the FAFSA first.

10. Short Term Loans Offered by the University of Utah

- (a) Tuition Assistance Loans: To be eligible, a student must have a good Credit Bureau rating, not be in default on a loan or on a bad check list, be matriculated and registered for at least 10 semester hours, and have at least a 2.0 G.P.A. A \$15.00 non-refundable processing fee must be paid at the tuition window in the Student Services Building before the application can be accepted and processed. Loan approval usually is obtained within 24 hours after application. A short-term Tuition Assistance Loan is a computer transaction that will only pay for the number of registered hours, excluding fees. There will be no cash disbursed. The repayment date is set by the financial aid officer, and the interest rate is 1% per month of unpaid balance. Applications are available in the Financial Aid Office.
- (b) Book Loans: Eligibility requirements, processing fee, interest and repayment terms are the same as the Tuition Assistance Loan requirements. (Only one processing fee is required if you are applying both for a Book Loan and a Tuition Assistance Loan.) The maximum cash disbursement is \$300.00 per semester for graduate students. There is an additional \$8.00 charge if you want the loan check disbursed the next day. Applications are available in the Financial Aid Office.

11. Loans Offered by the College of Law

- (a) College of Law Short Term Emergency Loans. The College of Law has limited funds available to loan to students while enrolled on a short-term basis. The loans are available in amounts up to \$500. The funds are administered by Associate Dean Reyes Aguilar on a "last resort" basis. In other words, if a student has run out of funds and has no other loan source available (such as additional long-term student loans, the Financial Aid Office's sixty-day loan for tuition and books, family, etc.), this fund is available. The term for repayment is usually no longer than when the student's next long-term loan disbursement is received or the end of the following summer (after the student has had an opportunity to work).
- (b) Salt Lake Legal Secretaries Association Loan: The Salt Lake Legal Secretaries Association has made funds available to the College of Law for an interest free loan in an amount up to \$2,500 per academic year. A

FAFSA and need analysis is required. In addition to demonstrated financial need, preference is given to former legal secretaries and paralegals. See Karin Jacobson in room 113 for additional information.

Scholarship and fellowship information is posted on the Financial Aid and Scholarship bulletin board outside the Gibson Reading Room.

12. College of Law Merit and Need-Based Scholarships

The College of Law administers a merit-based and a need-based scholarship program. To be eligible for either type of scholarship student must be enrolled during Fall or Spring semester for at least 11 semester hours each, and have at least a 2.0 G.P.A. Merit scholarship recipients receiving graduate student tuition benefits must be enrolled for at least 12 credit hours. University of Utah College of Law students who are visiting another law school are not eligible for merit or need-based scholarships administered by the College of Law.

All students receiving the tuition benefit from the University of Utah must be full-time matriculated graduate students. Full-time status for this purpose is defined as registration for at least twelve (12) credit hours per semester during the regular academic year. Benefits are valid for a minimum of 12 and a maximum of 18 College of Law credit hours per semester. Summer school credits are not covered by this plan. This provision does not affect definitions of full-time status currently employed by the Registrar for the purposes of loan repayment, student insurance, or other reporting requirements. Students who drop and/or add courses after the published University deadline will be responsible for paying any fees incurred, including the tuition charge for the dropped class. If current registration falls below 12 hours during the semester, the registration requirement of the plan is no longer satisfied and the student will be billed for the full tuition for that semester at either the resident or nonresident rate as applicable.

Students receiving the tuition benefit will have 87% of the non-resident portion of tuition waived by the President according to Utah law and Regents' policy. The Graduate School benefit will then cover a percentage of the remaining in-state tuition. Out-of-state (not international) graduate students who receive the tuition benefit must apply for residency at the end of their first year of study, but their ability to establish residency will not affect their receipt of the tuition benefit.

The tuition benefit is administered by the Graduate School. Verification of students' eligibility is the responsibility of the Graduate School. If at the end of a semester in which a student has been given a tuition benefit, a student has withdrawn from courses (fallen below the required 12 hours), received less than the reported compensation, or in any way failed to meet the requirements and restrictions associated with any of the supported graduate student roles or Graduate School policy, the tuition benefit will be revoked and the student will be billed for tuition at the full relevant rate. Exceptions will be granted for personal emergencies such as illness upon petition to the Dean of the Graduate School with a letter of support from the student's department chair.

College of Law students receiving merit or need based scholarships who withdraw from the University of Utah College of Law before the end of the eighth Friday of the semester are required to reimburse the College of Law for scholarship funds disbursed to them according to the following schedule:

<u>Withdrawal from School</u>	<u>Reimbursement</u>
Through eighth Friday of semester	100%
After eighth Friday and through fifteenth Friday of semester	50%
After fifteenth Friday of semester	0%

Special provisions apply to students required to withdraw during the semester for active military duty. For information, contact the Associate Dean for Admission & Financial Aid. Exceptions to this reimbursement policy may be made by the Associate Dean for Admission & Financial Aid in cases of unusual hardship.

13. Merit on Entrance Scholarships

The S.J. Quinney College of Law offers a number of privately funded Merit on Entrance Scholarships to selected incoming first-year students. All accepted candidates are considered on the basis of the information contained in their admission applications, and recipients are notified directly by the College of Law. The scholarship amounts are between \$2,500 and \$7,500, and generally are only for one year.

14. Need-Based Scholarships

The College of Law has over 30 privately funded, named scholarships from which awards are made to more than 30% of the student body each year. The first criteria which must be satisfied for all need-based scholarships is demonstration of financial need. In addition to financial need, a few donors have requested preference be given based on other criteria, such as being a single parent, married, from a certain geographic area, from a disadvantaged background, a member of a minority group, or having an interest in a specific area of law. A few also are based on a combination of merit and need. Candidates for need-based scholarships should submit a FAFSA by the March 15 deadline and obtain a need analysis. Also required is a supplemental application form which is distributed by the College of Law in the early spring to all interested students. Need-based scholarships generally are awarded in amounts ranging from \$500 to \$3,500. FAFSA forms are available in January and may be

submitted to Federal Student Aid Programs anytime after January 1 but no later than March 15 to receive priority consideration for the following academic year.

C. OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs is located in Room 102 in the law school front office. **Barbara Dickey, Associate Dean for Student Affairs**, is available to provide information and guidance on a variety of student issues including academic advising, counseling, disciplinary matters, student organizations, the Academic Support Program, the London Program, transfer and visiting students, and problems with faculty or other students. The Dean of Students acts as a liaison among students, faculty, and other administrators and can direct students to other resources available throughout the law school and the University of Utah.

D. THE S. J. QUINNEY LAW LIBRARY

The library facilities are open to the public. Our goal is to provide all of our users with their legal information needs in a professional and courteous manner. Law students, however, are our #1 priority. We welcome your suggestions and comments.

1. Hours of Service

Fall and Spring Semesters:

Monday-Thursday	7:00 AM - 11:00 PM
Friday	7:00 AM - 8:00 PM
Saturday	9:00 AM - 8:00 PM
Sunday	11:00 AM - 11:00 PM

Summer Terms:

Monday-Thursday	8:00 AM - 10:00 PM
Friday	8:00 AM - 6:00 PM
Saturday	9:00 AM - 5:00 PM
Sunday	12:00 PM - 8:00 PM

Holidays: Closed on Thanksgiving, Christmas, New Year's Day, Memorial Day, the Fourth of July, Twenty-fourth of July.

Open 8:00 a.m. to 8:00 p.m. on Labor Day, Martin Luther King, Jr. Day and Presidents' Day.

Closings and hours on other days will be posted in advance.

Fall and Spring Semesters Reference Desk Hours:

Monday-Friday	9:00 AM - 7:00 PM
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Saturday

9:00 AM - 5:00 PM

Reference service is available any holiday the Law Library is open and between law school sessions as posted. Saturday reference is generally not available between sessions. Reference librarians may be available to help at other times outside scheduled reference desk hours. Inquire at the circulation desk.

2. Library Rules

1. Reshelve your books.
2. No food or drink (except water in closed containers) is allowed on the premises. (An exception is made for some food and drink consumed by students at their assigned study carrels.)
3. Smoking and the use of chewing tobacco are prohibited.
4. Quiet please. Speak softly if you must.
5. Please take cellular calls outside the library or to areas where no one will be disturbed. Please do not leave cellular phones unattended where their ringing may disturb others.
6. Respect library property. Report any damage.
7. Do not store personal belongings on library shelves.
8. Carrels assigned to students are the places for personal items. Posters and such will be removed from library walls.
9. Exercise courtesy toward other library users and staff.
10. Exit promptly at closing time.
11. Adhere to Web Acceptable Use Policy.

Violation of rules may result in confiscation of offending property, hearing before the S.J. Quinney College of Law disciplinary committee, and/or loss of library privileges.

3. Library Services

CIRCULATION

Circulation privileges are extended to University of Utah faculty, staff, and students, faculty and students of Utah Academic Library Consortium (UALC) member institutions, members of the judiciary and bar and their authorized employees, and Friends of the Library members. Users must have a current University of Utah ID, or a UALC member college ID, or a Utah Bar membership card, or library permit to check out materials. All library users must register at the circulation desk before borrowing materials. Changes of address or other borrower information should be reported to the circulation desk. Lost or stolen ID cards or library permits should be reported immediately.

Reshelving:

All books not checked out at circulation must be returned to the shelves immediately after use, except call-numbered books, which should be placed on red-taped shelves upstairs.

Loan Periods:

Books and documents:

University faculty, students, staff, law firms, and friends of the library for two months (with extended loans for law faculty).

UALC member borrowers for two weeks.

May be renewed up to five times.

Bound periodicals:

All borrowers for three days with no renewals and no recalls.

Reserve materials:

Materials on general reserve or course reserve may be checked out for two hours. Occasionally, items will have longer check-out times at the request of faculty. Material can be renewed unless someone else is waiting for it.

Other materials:

Any materials stamped "non-circulating," loose-leaf materials, reference and index materials, volumes of sets, and non-print items such as microfiche do not circulate and must be used inside the library.

Overdues:

Library material is due on the most recent date stamped on the "DATE DUE" ticket on the front flyleaf of the book or other material, the date resulting from telephone renewal, or a recall date due.

Courtesy overdue notices will be mailed one week after an item is due and again a week later. If the item is not returned within twenty-eight days, the item will be billed for replacement. The bill for replacement will include the price of the item plus a \$25.00 non-refundable processing fee. In the event a price cannot be established, a \$35.00 replacement amount is charged per item. Failure to receive courtesy overdue notices in no way relieves the borrower's obligation to return the item by the date it is due. Responsibility is assigned to the borrower whose name appears on the ID card used for checkout.

Registration hold may result if a borrower's fines are not resolved.

Holds and Recalls:

All materials are subject to recall. Borrowers are assured a minimum ten day check out privilege (bound periodicals excepted). Recalled items must be returned within eight days from the date of recall. Fines of \$1.00 per day per item will begin the first day the item is overdue and will accrue until the item is returned.

Renewals:

Items may be renewed in person at the circulation desk, or by phoning 581-6438. They may also be renewed by promptly returning courtesy overdue reminder notices in person or by mail, specifically requesting renewal.

It is the responsibility of the borrower to be aware of due dates for telephone or mail renewals.

Renewal requests must be received before the item is billed for replacement.

Fines:

Books and documents

Lost item charges 28 days past due

Reserve material, keys

1 hour overdue - no fine

2nd hour overdue - \$1.20

Each hour thereafter - \$0.60.

Maximum late fine - \$18.

Lost charges 28 days past due

Periodicals

1 day overdue - no fine

2nd day overdue - \$2.00

Each day thereafter - \$1.00

Maximum fine per periodical - \$25.00

Recalls

\$1.00 per day

\$25.00 maximum

Lost charges 28 days past recall due date

*Lost book charges:

Materials more than one month overdue are declared LOST, and the cost of replacement is charged to the borrower. The cost of replacement includes a \$25.00 non-refundable processing fee. A search of the item is conducted before it is billed as lost.

Items which borrowers report having returned will again be searched promptly and thoroughly. If the books are not found the borrower will be charged the cost of replacement.

Unpaid library accounts may result in holds being placed on student records (registration, transcripts, readmission), faculty/staff payroll deductions, or civil

liability. Questions regarding overdue charges or bills should be directed to Circulation.

Non-university borrowers (library permit and UALC borrowers) who have outstanding fines or material will be unable to check out library material until all records are cleared and may be reported to the bar association or held civilly liable.

Book security:

Borrowers may be detained and items inspected if a library security system alarm sounds. Theft or mutilation of library materials may result in criminal liability under UCA §§ 76-6-801 et seq. and § 76-6-412, as well as civil damages.

Other Circulation services:

Searches may be placed for books that are not checked out but cannot be found on the shelf.

Library users may obtain a list of books currently checked out to them by asking at the Circulation desk.

Receipts for returned items may be requested at the time the items are returned at the Circulation desk.

Circulating items or copies may be requested to be held at the Circulation desk. Circulation attendants cannot pull books from stacks for patrons. Items on hold will be cleared weekly if not picked up.

Lost and found items will be held at the Circulation desk for one week before being turned over to the University lost and found.

4. Reference

Reference librarians are available to assist with questions about the collection, to help find specific legal materials, or to set up a research strategy. The reference librarians cannot give legal advice or interpretations of the law; please consult an attorney who is engaged in the practice of law for such help.

Much legal research can be done by using computer services. Reference librarians are available to give help and instruction in their use, and in some cases to perform computer searches. Help is also available for areas requiring extra research skill such as microfiche, government documents, legislative histories, administrative law, and international law.

5. Computer Aided Research

A substantial amount of legal information can be accessed via computer through the Law Library's web page. Subscription databases, CD-ROMs, and other databases can all be accessed via computer terminals located on the first floor of the library and through the student network.

CD-ROMs

A number of CD-ROMs are available at no charge to all patrons using computers in the library. CD-ROMs such as *Utah Law on Disc* and *Utah Reporter* which contains the full text of the Utah Code, Utah Administrative Code, and Utah appellate court decisions, can be accessed through the CD-ROM network. Legal materials for other states, legal treatises, and a large amount of government information distributed by federal agencies are also available on CD-ROM.

ONLINE DATABASES

LexisNexis

The LexisNexis database is accessible free of charge to law faculty and law students for educational purposes. Passwords are distributed to entering law students during their first week orientation and access can be through any computer with Internet access both on and off campus at <http://lawschool.lexis.com>. Law student group training sessions will be conducted throughout the year. Individual instruction is also available. Attorneys may access LexisNexis using the library's public computer terminals if they have their own passwords.

Westlaw

Westlaw service and training are available on the same basis as Lexis. Westlaw may be accessed through the Internet at <http://lawschool.westlaw.com>.

Periodical Indexes

The Index to Legal Periodicals and LegalTrac indexes which contain references to law reviews, journals, and legal newspapers dating back to 1980 may be accessed through the library's web page.

Other

Numerous other databases containing useful legal materials are available through the Library's web page. All library patrons may search full-text materials found in databases such as the Rocky Mountain Jury Verdicts, Versuslaw, Loislaw, KeyCite, Hein OnLine, Academic Universe, RIA and CCH Tax Treatises, and much more. In addition to databases that the library subscribes to, many legal materials are available through the Internet.

6. Interlibrary Loans

Law students, staff, and faculty may borrow materials from other libraries (when those materials are not available at the University of Utah libraries) through the Quinney Law Library Interlibrary Loan service. Attorneys and other users should contact other Utah libraries directly. If material is unavailable in Utah, attorneys may borrow via interlibrary loan for \$20-\$25 (depending on what library provides the items) plus costs imposed by the lender, if any. Books and photocopies of articles or cases may also be ordered from other libraries through the Iliad system. Instructions for requesting books and articles can be found on "Interlibrary Loans FAQ" page under "ILL/Document Delivery" in the Service section of the library's website. Fees, loan periods, and the amount of time necessary for receipt of materials vary with lending libraries. Payment is due upon receipt of the materials. Request assistance at the circulation desk.

7. Fax Services

Fax service is available to law students at the Law Library when the S.J. College of Law Copy Center is closed. Charges are \$1.00 per page sent (\$2.00 per page for international faxes) and to the Bench and Bar for \$2.00 per page, sent or received. The library will attempt to send faxes by 5:00 p.m. on the day they are received. If this is not possible, the requester will be notified. Request assistance at the circulation desk. The Law Library's fax number is 585-3033. If billed, payment is due in 30 days or a \$5.00 processing fee will be added.

8. Messages

The Library does not have a paging system. Brief messages may be left with circulation staff and will be posted on the library bulletin board. In emergency situations, please contact the Library administrative assistant at 581-6849 or the secretary at the Law School at 581-6833.

9. Reciprocal Services

The services, including borrowing privileges, of most college libraries in Utah are made available by agreement of the Utah Academic Library Consortium. This means UALC graduate and undergraduate students and faculty may use the Law Library, and law students and faculty may use the libraries at other UALC colleges. The Eccles Health Sciences Library, the University of Utah Law Library, and the Brigham Young University Law Library are all members of UALC. A current identification card from a UALC member college must be presented.

10. Services to Members of the Bench and Bar

A separate brochure is available outlining Library services to attorneys and judges.

11. The Library Collection

FINDING AIDS

Index tables located on the first floor contain digests and other research tools.

UNIS, a computerized catalog of all library materials, is available from all the terminals in the library to search the Quinney Law Library and Marriott Library collections. Use the instructional screens provided by the computer.

Book indexes to legal periodicals are available in the periodicals alcove in the southeast corner on the second floor. Computer indexes to periodicals are available from the S.J. Quinney Law Library web page.

A list of periodical publications and a vertical file of frequently requested books and loose-leaf services are located at the circulation desk.

Additional searching may be done by librarians who can refer to databases containing our library records and other libraries' catalogs including Horizon, WorldCat and CD-ROM databases. Librarians may also consult our serials and documents records, which contain information on every issue received by the Law Library.

BOOK COLLECTION

The library contains over 330,000 volumes and microform equivalents. All basic legal research tools are present. Practice materials are not, as a rule, actively acquired, although many are present in the collection. The collection is extensive or complete in codes, digests, reporters, encyclopedias, and journals. Many areas of legal research are well developed in the monograph collection. Subject specialties exist in the areas of tax, public land, environmental and energy law. Reliance on other libraries' collections may be necessary in less frequently studied subjects, and purchases in some areas are made in cooperation with or with reference to the collections of other nearby libraries. Purchase request forms are available at the circulation and reference desks.

GOVERNMENT DOCUMENTS

The law library is a partial depository of the Government Printing Office. Of special interest are sets of administrative rulings, federal regulations, and congressional reports, hearings, bills and debates. There are also

publications of general interest from most federal agencies. Federal documents, along with indexes and finding aids, are located in the compact shelving on the northwest side of the first floor. The documents collection is designed to serve the needs of the greater community, and public use and borrowing are encouraged. A more extensive depository collection is available on campus at the Marriott Library. For recent years, most documents have been made available online.

MICROFORMS

Microforms constitute a major part of the collection, comprising about 150,000 volume equivalents. Many less used but still important works are on microfilm or microfiche, such as collections of congressional bills and hearings, U. S. Supreme Court briefs, session laws of all the states, state attorney general opinions, and bar journals. Microforms are housed in the first two rows of compact shelving immediately south of the reference room. Readers and a reader-printer are available in the reference room. Copies are \$0.10 plus tax per page, payable at the circulation desk.

NON-PRINT MEDIA

Limited collections of commercially produced videotapes and audiotapes, as well as professor course reserve videotapes, are available at the circulation desk. Videotapes are loaned for 24 hours, except professor course reserve videos which circulate for two hours. Audiotapes may be checked out for two weeks.

STORAGE BOOKS

Many older books are placed in a closed storage area. If a reference to such a book is found in the library catalog, please contact reference or the circulation desk and ask for the book to be retrieved.

12. Library Building and Facilities

SAFETY

An alarm will sound in case of fire. Do not assume that the signal is a test if it goes off. Everyone must exit the building quickly and in an orderly manner. Emergency exits are located upstairs on the north and south ends of the building. Exiting through these doors will cause an alarm to sound. Please become familiar with the locations of exits and fire extinguisher.

Be careful when using the staircases. Avoid running on the stairs, and please, never slide down the banister: besides the danger of falling off, there is the danger of breaking one of the glass panels.

Use care near the railing around the second-floor atrium, and do not throw or drop any objects from the second floor into the atrium.

Please don't leave your property unattended—theft is a problem in the library.

STUDENT CARRELS

Carrels within the library are available to second- and third-year law students. First-year students are assigned carrels in the Gibson Reading Room in the law building. Second year law students are randomly assigned library carrels prior to the fall semester for use until graduation. The library maintains a carrel directory at the circulation desk and in the administrative office, Room 102. Carrels must be cleaned out before the first Monday in August and personal items remaining will be sent to central lost and found (University Surplus & Salvage 581-7917). All library carrels have lamps and electrical outlets. Clamp lights and extension cords may be borrowed from the circulation desk. Students may rent lock boxes for use in their carrels to secure their personal items for a one-time \$30 fee for the three (3) years they are in law school.

Tables are provided for other library users and for students who do not have carrels within the library. The tables at the north and south ends of the first floor past the staircases have been reserved for publications copy-work staff members and should be vacated upon their request.

COPYING

Copiers are located in the copy center in the middle of the main floor. A reader-printer for copying microforms is available in the reference room. Public and student computer printing is also available.

The Ucard can be used in library copy machines. Money can be added to Ucards at the circulation desk or by using the machine in the copy center.

Staff in the Law Library Copy Center will photocopy material for patrons. The charge for this service is \$0.20 per page. Patrons can mark pages in books to be photocopied, take them to the circulation desk in the Law Library, and pick up the copies later. Please keep in mind that the time required to fill a request will depend upon demand and other duties required of the circulation staff.

CONFERENCE ROOMS

Small study rooms or larger conference rooms can be reserved at the circulation desk for groups of two or more law students. A group must delegate one of its members to be responsible for reserving the room and may sign up for no more than two hours at a time. The delegate must check out the room key, as if it were a reserve book. Failure to return the key on time will result in a reserve book fine (\$.60 per hour overdue).

OTHER AMENITIES

Access for the Disabled

Ramps from the parking lot east of the building provide barrier-free access to all parts of the library when used in conjunction with the automatic doors and the elevator.

Automatic Doors

Automatic doors provide handicapped access at the front doors of the library. Please report any malfunction of these doors to the Library Administrative Assistant.

Elevator

An elevator is located in the southwest corner of the library.

Telephones

Coin pay phones are found on the south ends of both floors and at the north end of the second floor. A credit card phone is found at the north end of the first floor. Library business phones are for staff use only.

Fountains

Refrigerated drinking fountains are located near the circulation desk and at the north and south ends of both floors.

Rest Rooms

Women's rest rooms are located at the north end of both floors; men's rooms are located at the south end.

13. S.J. Quinney Library Faculty and Staff

ADMINISTRATION 581-6594

Rita Reusch, Director and Professor of Law
Lee Warthen, Asst. Director
Joan Christensen, Administrative Assistant
Virginia Beane, Accountant

INFORMATION ACCESS

Reference 581-6184

Linda Stephenson, Head
John Bevan
Suzanne Darais
Maura Fowler
Ron Fuller
Ellen Ouyang

Lee Warthen

Circulation 581-6438

Maura Fowler, Circulation Supervisor
John Piele

INFORMATION DELIVERY

Ellen Ouyang, Head

Laura Ngai (Interlibrary Loan: 581-3804)

INFORMATION TECHNOLOGY & TEACHING 585-3074

TECHNOLOGY

Suzanne Darais, Head
Dan Gorrell

TEACHING

Suzanne Darais, Head
Rita Reusch
Linda Stephenson
Lee Warthen
Ron Fuller

COLLECTION, BUILDING AND MAINTENANCE

Lee Warthen, Head
John Bevan
Virginia Beane
Adrienne Larson

TECHNICAL PROCESSING

Brad Wightman, Head
John Bevan
Daniel Burn
Karen Edge
Adrienne Larson

E. LEGAL CAREER SERVICES

The Legal Career Services (LCS) office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. LCS sponsors career information seminars and special programs, including the Diversity Job Fair each fall semester, maintains employment listings and an employment resource library, coordinates on-campus interviews, and provides career counseling to interested students.

The office is located in the hallway to the Gibson Reading Room. The bulletin boards outside the LCS office contain postings related to private firms, government, specialty, teaching, judicial, and public interest opportunities. **Associate Dean Kristin Erickson** is the head of Legal Career Services.

F. COMPUTING SERVICES

Carrels are wired for network access and wireless access is available throughout both law buildings. The computer lab and Technology Services help desk are located in the library. Twenty networked computers are available in the lab for law student use. Law students are provided their own accounts with passwords for access to Word, WordPerfect, electronic mail, on-line card catalogues, Westlaw and Lexis, and other resources. Law students are required to sign a College of Law Computer Account Agreement prior to being provided an account. Laser printing is available to law students. Printing accounts must be purchased at either the Quinney Law Library copy center or at the law school copy center. The first 450 pages per academic year are provided to students free of charge; subsequent copies may be purchased at \$0.08/page plus sales tax.

Additional computers and consultants are available in the computer center in the Marriott Library.

Students are to accept full responsibility for privately owned equipment including, but not limited to, printers, disk drives, laptop computers, disk files, and cables. Standard modifications can be made to accommodate personal security cables on a per request basis through the Quinney Law Library.

All classrooms have network access (wired/wireless) for student laptops. The default rule is that in the absence of restrictions imposed by the instructor, students may access the internet during class.

See Disciplinary Policies and Procedures § C for the University's Computer Use Policy.

G. COPYING, FAXING, ETC.

The Copy Center is located across from the Admissions area on the main floor of the law school. Office hours are posted.

Copies are \$0.10/page (1-200) and \$0.09/page (>200)

Copies from books are \$0.15/page.

Copies on bond or resume paper are \$0.13/page.

Local faxes can be sent for \$1.00/page; domestic—\$1.50/page; international—\$3.00/page.

All copy and fax services subject to sales tax.

All prices are subject to change.

Kinko's, located at 200 University Street, is open 24 hours 7 days a week.

Copiers are also available in the Quinney Law Library. Copy cards for the library can be purchased in the library.

H. GIBSON READING ROOM

The Gibson Reading Room, located in the southeast corner of the law school and equipped with carrels, tables and couches, has been set aside specifically as a student gathering and study area. While there is no specific policy regarding noise, Gibson serves as a study area and students are asked to be courteous and to keep noise levels to a minimum. Bulletin boards of available writing competitions, national fellowships, study abroad programs, and graduate programs are located in the Gibson Reading Room.

I. CARRELS / LOCKERS

All students may sign up for a student carrel located in either the Gibson Reading Room or the S.J. Quinney Law Library. First year students are generally assigned carrels in Gibson while the second and third year student carrels are located in the Library. Students may also rent lock boxes from the Library for their carrels for the storage of books and other personal items. A limited number of lockers are also available from the front office.

J. STUDENT MAILBOXES

Each student is assigned his or her own mailbox which is located alphabetically, by class, in the Student Activity Center. Students should regularly check their mailboxes.

K. STUDENT ACTIVITY CENTER

The Student Activity Center is located in the basement of the law school building and is open at all times. The Student Activity Center houses the student mailboxes, tables and lounge furniture, a ping pong table, bulletin boards of student activities, a courtesy telephone, vending machines, food service during weekday-daytime hours, and a kitchen, including a dishwasher, microwaves, and coffee maker, all for student use. Students are responsible for cleaning up after themselves.

L. SECURITY ACCESS

Access to the law school building during certain hours will be via your "**U Card.**" Your U Card will be programmed to allow you to swipe your card through a card reader at certain entrances to the law school building. The security system will keep a record of individuals gaining access to the building during these hours. This record is maintained for approximately 13 weeks. Access to the law school building will be as follows:

Open to public:	7 a.m. - 6 p.m.	Monday - Friday
Locked:	6 p.m. - 7 a.m.	Monday - Friday Saturday, Sundays, and Holidays

Student Access w/U Card:		
	6 p.m. - 11 p.m.	Monday - Friday
	7 a.m. - 11 p.m.	Saturday
	7 a.m. - 11 p.m.	Sundays and Holidays

Doors which will accept the programmed U Cards are the **south door** by the loading dock and the **center doors** located on the east side of the building between the law school building and the law library.

To program your U Card, please complete the top half of a **U of U LogiPLEX Security System Request Form** available in the **front office**. We do not need your U Card, only the form. Your U Card will be programmed within a day or two of turning in the form.

If you feel you require access to the law school building beyond the **Student Access** times listed above, you must complete a Petition for Building Access After Hours, which may be obtained from the front office, and your card will be programmed for access during additional hours.

If you are attempting to gain access during permitted hours and your U Card does not work, call 5-COPS (5-2677) for assistance.

U Card access for graduating 3Ls will be automatically terminated the first day of the following fall semester classes.

The security system will not affect the Quinney Law Library building.

DO NOT PROP OPEN DOOR AFTER HOURS

M. BUILDING SERVICES

1. Room Schedules

Kathleen Morgan, Director of Administrative Services, is responsible for scheduling available rooms for meetings and other activities. Please check with her for both room and date availability before scheduling any law school or student organization activity.

2. Posting of Signs and Notices

The University of Utah has adopted regulations regarding the posting of signs, notices and posters on campus. The procedures stated here carry out the University regulations.

Identification. The name of the author or sponsor must be clearly identified on all posted material. Organizations may not use A University of Utah@ as part of the organization's name. A University of Utah@ may not be used on posted materials, except to indicate the location of an event.

Posting by members of the Law School Community

Members of the Law School Community (current student, faculty and staff of the College of Law) may post signs, notices and posters in the Law School without obtaining prior approval, subject to the following restrictions:

Personal postings (e.g., items for sale, roommate notices, etc.) should be posted on the student bulletin board in the Student Activities Center. Postings should not be placed on glass doors, wood or painted surfaces, on student mailbox cases or in the law library except on the kiosk near the main entrance.

Postings placed on bulletin boards designated for a specific use should conform to that use.

Members of the Law School Community who post items in the law school should remove the postings on a timely basis.

Postings should contain a visible expiration date not to exceed 15 calendar days from the date of posting. Exceptions may be granted by the Director of Administrative Services.

Postings which have expired, which have no expiration date, or which are posted in an inappropriate locations will be removed.

Posting by Commercial Entities and Other Non-Members of the Law School Community

Commercial entities and other non-members of the Law School Community must obtain prior permission, including the appropriate stamp, from the University's Scheduling Office, pursuant to the University's speech regulations.

*University Regulations, Chapter IX, Title IV
University Speech Policies; Signs, Literature and Structures
College Council — October 23, 1992
Standard 305 — ABA Standard for Approval of Law Schools*

VII. UNIVERSITY SERVICES

Brochures for many University services may be found in the law school front office or obtained from the Dean of Student Affairs.

A. "U CARD"

All students must obtain University of Utah student ID (the "U Card"). The U Card will enable students to utilize many of the services offered on campus and is required for evening law school building access (see VI-L), library, recreational and certain other privileges. The U Card also serves as a bus and Trax pass, enabling students to ride buses and the Trax system free of charge, although a separate pass must be obtained from the bookstore. U Cards may be obtained in the main lobby of the Olpin Union Building on the main campus.

B. CENTER FOR DISABILITY SERVICES

The Center for Disability Services provides support services to disabled students in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Center, located in the Olpin Union Building on the main campus, seeks to provide equal access to programs, services, and activities for students with disabilities. The Center provides such services as exam accommodations, textbooks and printed course materials on cassette tapes and other formats, special equipment on a loan basis, and other forms of assistance to the disabled. Reasonable prior notice is needed to arrange accommodations. All law students seeking ADA accommodations should initially consult with the Dean of Student Affairs and must be evaluated by the Center for Disability Services before receiving accommodations. See the Dean of Student Affairs for more information.

C. UNIVERSITY COUNSELING CENTER

The University Counseling Center, located in the Student Services Building on the main campus, offers one-on-one counseling with psychologists and psychiatrists, group therapy sessions, couple counseling, workshops, stress management, testing, and career planning classes. All enrolled students are eligible and pay \$10.00 per session. Appointments can be made by calling 581-6826. See the Dean of Student Affairs for more information.

D. CHILD CARE COORDINATING OFFICE

The Child Care Coordinating Office provides information pertaining to children's on-campus programs, a child care referral list for the greater Salt Lake area, child care during exam weeks, workshops, seminars, and a lending library. The Office is located in the Olpin Union Building on the main campus. Its director is **Kris Hale** at 585-5897 or 587-7730.

E. HOUSING

Graduate housing for single students and students with families is available in the Heritage Commons and includes food services as well as special study facilities and programs. University housing for single students and students with families is also available on campus in single- or multiple bedroom apartment communities. The complexes feature community centers, preschool and early childhood educational programs. Contact the Office of Residential Living, S114D Van Cott Hall, 581-6611.

F. FOOD SERVICES

The Student Activity Center contains a kitchen, dishwasher, microwaves, coffee makers, and vending machines for student use.

On Campus food services may be found in the Olpin Union Building, in the David Eccles School of Business, and the Museum of Fine Arts. Off campus eating establishments, ranging from bagel shops and delicatessens to pizza and seafood, can be found three blocks northwest of the law school on 13th East. Many establishments are open for breakfast, lunch, and dinner.

G. HEALTH SERVICES

1. Health Insurance

The University of Utah sponsors a sickness and accident health insurance plan for students, their spouses, and their dependent children under age 26. Eligible students will receive insurance information and application forms by mail or they may pick them up at the Olpin Union Building, Park Building, Student Services Building, or the Student Insurance Office, located on level one in the University Wasatch Clinics.

Students desiring to purchase student health insurance must complete an insurance application form and return it with the proper premium payment by the second Friday of each University term. For additional information, contact the Student Insurance Office at (801) 585-6948.

2. Student Health Services

The Student Health Service provides preventive and routine medical care (including immunizations) for common health problems for student and dependent family members of students. It is not necessary to have University of Utah Student Health Insurance although it is recommended that students have some kind of health insurance. Fees are charged for the services. The Student Health Service does not offer major emergency care or motor vehicle accident care. Student Health Service is located on the far eastern portion of the main campus. Call 581-6431 for appointments. Brochures are available in the front office.

H. PARKING AND TRANSPORTATION SERVICES

Students may purchase a University “U” student parking pass for \$120. This pass will entitle law students to park in the stadium parking lot just south of the law school or in any other “U” lot on campus. “E” parking passes may be purchased for \$60 and entitle the holder to park in lots further away from the law school. Students may not park in the lot just to the east of the law school without an “A” pass. Parking Services is located in the Annex - Wing D, Room 101 east of the Huntsman Center.

A student’s U Card entitles the holder to ride UTA buses and TRAX for free. A TRAX station is located just south of the law school.

The University also provides a Campus Shuttle Service which stops outside the law school. Maps of the shuttle service are available in the front office.

I. CAMPUS SECURITY

The Public Safety Department (Campus Police and Security) is committed to providing as safe, crime-free and productive environment as possible for the University community .

Public Safety (SAFETY, Building 301) is open 24 hours daily, year round. Dial 585-COPS (24-hour dispatch) for all police, security, and emergencies.

Campus Police: Officers and detectives are state-certified through the police academy and trained to handle all types of investigations—from traffic accidents and burglaries to assaults and other felonies. Report all crimes against person or property. Campus Police provide other services as well:

- Retrieve keys from locked cars.
- Jump-start dead batteries.
- Foot-patrol Residence Halls area at night.
- Give directions to campus locations.
- Push vehicles stuck in snow or otherwise obstructing traffic.
- Bicycle patrol central campus.
- Provide information and speakers on crime prevention.
- Fingerprint adults/children (nominal fee).
- Assist individuals with engraving identification on personal property.

Security: Officers in brown and tan uniforms patrol interiors of campus buildings, protecting valuable contents. Other services include:

- Unlock buildings (including University Village/Medical Towers apartments) for verified staff or residents.
- Escort service to parking lots.
- Medical Center: motorist assistance; lock-out services; emergency room, psychiatric ward, and air transport assistance.

Weather/Other Emergencies: Tune to KUED-TV (Channel 7) or KUER-FM 90 for information relating to university closure (available by 6:30 a.m. for day classes; 3 p.m. for night classes).

Crime Statistics: All campus crimes are reported to the state and FBI. Call Public Safety for a written report of crime statistics.

Personal Security Checklist: Observing the following guidelines will help you avoid crime situations:

- Always lock you car and trunk.
- Store valuables out of sight in your trunk.
- Never leave keys in your car; don't "hide" a spare in a wheel well or bumper.
- Never leave your car/apartment keys, purse, backpack or other personal items unattended.
- Carry car keys separately for house/residence hall keys. Never put your name or address on your keys.
- Lock bicycles in racks outside campus buildings (not to trees or railings); use a U lock or casehardened lock and chain. Take easy-to-steal items (helmet, pump, bottles, quick release seat, etc.) with you.
- Engrave your bike frame and wheels with your driver's license number to make them harder to fence.
- Use direct, well-lighted walkways at night, walk in pairs or groups, or call Campus Security for an escort to your car.
- Report suspicious activities or persons, or any crime against you or your property, to University Police, 585-COPS.
- When working alone (nights or weekends), lock the office door.
- Residence Halls: Lock your door every time you leave your room, even momentarily; don't lend keys to anyone; never leave you keys unattended; don't prop open locked outside doors; report suspicious actions or individuals to University Police immediately.

2. **Emergency Telephone Numbers**

Fire/Ambulance/Police	9-911
University Police	585-COPS
University Hospital Emergency Room	581-2291
University Counseling Center	581-6826
Poison Control Center	581-2151

J. **UNIVERSITY BOOKSTORE**

The University Bookstore is located southwest of the Olpin Union and northwest of Marriott Library. In addition to law textbooks (located on the second floor), the bookstore carries an extensive inventory of general books and educational supplies,

computer equipment and software, and paraphernalia. A post office is also located in the bookstore building.

K. OFFICE OF STUDENT ADVOCACY

The Office of Student Advocacy, sponsored by ASUU (Associated Students of the University of Utah), is an information and referral center. It is staffed by students and offers an Attorney Voucher Program whereby students can meet with an attorney for 30 minutes for \$10. The OSA provides resources and support for a variety of situations and problems, not only those pertaining to University issues. The OSA is located in Room 234 in the Olpin Union Building and may be reached at 581-8613.

L. INTERNATIONAL CENTER

The International Center assists foreign student in meeting requirements of the U.S. Immigration and Naturalization Service and offers counseling with personal, financial, and academic problems. The Center assists foreign students in obtaining passports, visas, and other immigration and naturalization information and certification. The International Center is located in the Olpin Union Building on the main campus, 581-8876.

M. RECREATIONAL FACILITIES

Law students have access to the Einar Nielsen Field House located directly east of the law school and immediately north of Rice Eccles Stadium. The Field House has in indoor running track, cardio equipment, tennis courts, racquetball courts, weight rooms and mens and womens locker rooms and shower facilities. Swimming facilities are located in HPER next to the Huntsman Center. Off campus swimming is also located close to the law school at Steiner Aquatic Center (583-9713), 645 South, Guardsman Way.

N. UNIVERSITY RESOURCES AND TELEPHONE NUMBERS [CAMPUS OPERATOR 581-7200]

Admissions	250 SSB	581-7281
Alcohol and Drug Education Center	328 SSB	581-7776
Bookstore	Bookstore	581-6326
Campus Recreation	Field House	581-3760
Child Care Coordinating Office	270 Union	585-5897
Counseling Center	426 SSB	581-6826
Disabled Student Services, Ctr for	160 Union	581-5020
Ethnic Student Affairs, Ctr for	318 Union	581-8151
Financial Aid (Marie Daley)	105 SSB	585-5828
Housing (Office of Residential Living)	Van Cott Hall	581-6611
Income Accounting (Tuition)	175 SSB	581-7344
International Student Services	410 Union	581-8876
Ombudsman Services	450 SSB	581-8613
Parking (Commuter) Services	Rm 101, West Wing Annex Bldg.	581-6415

Registrar (University)	250 SSB	581-5808
Security (Parking Lot Escort)		581-8669
Student Employment	382 SSB	581-4473
Student Health Services	Wasatch Clinic	581-6431
Student Union	Olpin Union	581-7251
University Police		585-2677
Veterans Services	50 SSB	581-6945
Volunteer Services, Bennion Center	101 Olpin Union	581-4811
Women's Resource Center	Union 293	581-8030

Recreation and Activities

Babcock Theater	206 PAB	581-5337
Eccles Tennis Center	GETC	581-7075
Field House		581-8898
Golf Course		581-6511
HPER		581-3797
Huntsman Ticket Office	JHC 102	581-6641
Kingsbury Hall		581-7100
Museum of Fine Arts		581-7332
Museum of Natural History		581-4303
Pioneer Memorial Theater		581-6961
Red Butte Garden & Arboretum		581-5322

VIII. COLLEGE OF LAW GOVERNANCE AND REGULATIONS

COLLEGE COUNCIL

Establishment:

The College of Law Council created by general Faculty Regulations is organized to assume the responsibility and exercise the authority provided in those regulations.

Organization

- A. The College of Law Council consists of:
- (1) the dean, associate deans, and all members of the faculty of the College of Law; and
 - (2) the president of the Student Bar Association, or the vice president if the president so delegates, during the period they hold office; and
 - (3) three students representing, respectively, the first, second, and third year classes in the S.J. Quinney College of Law, who shall be elected at the time and in the manner provided by the Constitution and Bylaws of the Student Bar Association.
- B. All members have voting privileges.
- C. The dean is chairperson of the council, and is authorized to designate a chairperson pro tempore to serve in the dean's absence.
- D. The council may establish appropriate committees and procedures to aid in the effective performance of its functions. Appointment of faculty members to council committees is the responsibility of the chairperson. Student members of the council committees are appointed by the chairperson with the advice of the president of the Student Bar Association and the Board of Governors of the Association.

Responsibilities and Powers

- (1) The council has responsibility for and authority with respect to all matters properly within the scope of responsibility and authority of the faculty of the College of Law under applicable policies and regulations

of the university, with the exception of faculty personnel matters. Additional exceptions to the responsibility and authority of the council as above defined, with respect to other matters not presently anticipated, may be determined by the council as such issues arise.

- (2) Committees of the faculty established pursuant to University Regulations for purposes of considering proposals respecting tenure, promotion, and retention of faculty personnel constitute committees of the College of Law and do not serve as committees of the council. The results of the deliberations of those committees, in the discretion of those committees, may be reported to the College of Law Council before submission to the university administration and the appropriate university committees.

STUDENT RECORDS POLICIES AND PROCEDURES (FERPA)

1. Definitions

For the purposes of this policy, the S.J. Quinney College of Law ("College of Law" or "College") has used the following definitions of terms.

Student - any person who attends or has attended the College of Law.

Education records - any record (in handwriting, print, tapes, film or other medium), maintained by the College of Law or an agent of the College which is directly related to a student, except:

- a. A personal record kept by an employee, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
- b. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- c. Alumni records which contain information about a student after he or she is no longer in attendance at the College of Law and which do not relate to the person's performance or activities while attending the College of Law.

FERPA - Family Educational Rights And Privacy Act of 1974 (20 USCA § 1232g).

College Council - April 21, 1989

2. Annual Notification

Students will be notified of their FERPA rights annually by one of the following methods: publication in the student handbook; publication in the student bulletin; or by statement in the student registration packets.

3. Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate College staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within a reasonable period of time under the circumstances but within 30 days or less from the receipt of the request. Upon written request, the record custodian will attempt to provide currently enrolled students with copies of their law school transcripts within two days after receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

4. Right of College of Law to Refuse Access

The College of Law reserves the right to refuse to permit a student to inspect the following records:

- a. The financial statement of the student's parents.
- b. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
- c. Records connected with an application to attend the college if that application was denied.
- d. Those records which are excluded from the FERPA definition of education records.

5. Refusal to Provide Copies

The College of Law reserves the right to deny transcripts or copies of records not required to be made available by law in any of the following situations:

- a. The student has an unpaid financial obligation to the University or College of Law.
- b. There is an unresolved disciplinary action against the student and the records are not relevant to the disciplinary action.
- c. The student requests a partial or incomplete transcript of their completed course work.

6. Fees for Copies of Records

The fee for copies will be \$1.00 for ten pages or less and \$0.10 additional per page for each page more than ten pages, plus postage, if applicable.

7. Types, Locations and Custodians of Education Records

The following is a list of the types of records that the College of Law maintains, their locations and their custodians.

<u>TYPES</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Admissions Records	Admissions Office (113)	Assoc. Dean for Admissions & Financial Aid
Cumulative Academic Records (current students and students within 5 years after graduation or withdrawal)	Registration Office (101A)	Registrar
Cumulative Academic Records (former students more than 5 years after graduation or withdrawal)	Registration Storage Room	Registrar
Financial Aid and Scholarship Records	Admissions Office (113)	Assoc. Dean for Admissions & Financial Aid
Placement Records	Legal Career Services (121)	Director of LCS
Disciplinary Records	Dean's Office (103)	Dean
Occasional Records (student education records not included in the types or listed above such as minutes of College Council meetings, copies of correspondence in offices not listed, etc.)	The appropriate official will collect such records, direct the student to their location or otherwise make them available for inspection and review	The College staff person who maintains such occasional systems records

8. Disclosure of Education Records

The College of Law will disclose information from a student's education records only with the written consent of the student, except:

- a. To school officials who have a legitimate educational interest in the information in the records.

(1) A school official is:

A person employed by the University in an administrative, supervisory, academic or research, or support staff position, but not including any student currently enrolled in the College of Law; or

A person employed by or under contract to the University to perform a special task, such as the attorney or auditor, but not including any student currently enrolled in the College of Law.

(2) A school official has a legitimate educational interest if the official is:

Performing a task that is specified in his or her position description or by a contract agreement; or

Performing a task related to providing academic advice to the student, if (a) the school official has been appointed the student's advisor; (b) the student has sought academic advice from the school official; (c) the student has applied to that school official for a research or teaching assistantship; or (d) the student has asked that school official to serve as a reference; or

Performing a task related to the discipline of a student; or

Providing a service or benefit requested by the student relating to counseling, job placement or financial aid, or providing a service or benefit to the student or the student's family under emergency circumstances such as safety, health care or counseling.

- b. To officials of another school, upon request, in which a student seeks or intends to enroll.

- c. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- d. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- e. If required by a state law requiring disclosure that was adopted before November 19, 1974.
- f. To organizations conducting certain studies for or on behalf of the University.
- g. To accrediting organizations to carry out their functions.
- h. To parents of an eligible student who claim the student as a dependent for income tax purposes.
- i. To comply with a judicial order or a lawfully issued subpoena.
- k. To appropriate parties in a health or safety emergency.
- l. To an institution or a person to whom a student has requested that a school official write a letter of reference, unless the student expressly directs the school official not to disclose information.

8A. Redisclosure of Education Records

A person receiving information in accordance with the provisions of this policy may redisclose that information to another party without obtaining prior consent as long as the redisclosure also meets the requirements of 6-1-8, e.g. the redisclosure is made to another school official who has a legitimate educational interest in the information or the redisclosure is to an institution or a person to whom a student has requested that a school official write a letter of reference.

9. Record of Requests for Disclosure

The College of Law will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record requests may be reviewed by the eligible student or parent, if the parent claims the student as a dependent for income tax purposes.

10. Directory Information

The College of Law designates the following items as Directory Information:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees, academic and public service honors, and awards received
- Educational agencies or institutions attended and major fields of study
- Current semester class schedule
- Photograph

The College of Law may disclose any of those items without prior written consent, unless notified in writing to the contrary by August 15th of each academic year.

College Council – September 30, 1992

11. Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy or other rights. Following are the procedures for the correction of records:

- a. A student must ask the Associate Dean for Student Affairs to amend a record, identifying in writing the part of the record they want changed and specifying why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights.
- b. The College of Law may comply with the request or it may decide not to comply. In all cases where the College decides not to comply, it shall notify students of the decision and advise them of their right to hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights.
- c. Upon request, the College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place and time of the hearing.
- d. The hearing will be conducted by the College of Law Disciplinary Hearing and Academic Appeals Committee. The student shall be afforded a full and fair opportunity to present evidence relevant to the

issues raised in the original request to amend the student's education records.

- e. The College of Law will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- f. If the College of Law decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy or other rights, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- g. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the College of Law discloses the contested portion of the record, it must also disclose the statement.
- h. If the College of Law decides that the information is inaccurate, misleading or in violation of the student's right of privacy or other rights, it will amend the record and notify the student, in writing, that the record has been amended. The person supplying or entering the information that has been deleted or modified shall also be notified of that action and the reasons for it.

College Council — April 21, 1989

STUDENT BAR ASSOCIATION

1. The SBA

The Student Bar Association (SBA) is the official student organization of the College of Law. As voting members of the College Council, SBA representatives serve as liaisons from the student body to the school faculty and administration. The SBA is responsible for conducting faculty retention, promotion and tenure evaluations. The SBA sponsors Law School events, academic scholarships, guest speakers, publishes a weekly Law School newsletter, and produces an annual student directory. The SBA is actively involved with community service projects, graduation, first-year follies, and social activities. The SBA President is a member of the school's Board of Trustees.

The purpose of the SBA is to provide an effective student government and worthwhile service and social activities for all University of Utah law students. Since the SBA is an established University Student Advisory Committee (SAC), membership is mandatory. All first year students are required to pay a one-time membership fee of \$75 prior to the first day of classes.

2. SBA CONSTITUTION

PREAMBLE

We, the students of the University of Utah College of Law, in order to develop and further scholastic attainment; to promote understanding among the faculty, student, and alumni; to coordinate the activities of the Law School community; to further professional and social interests; to cooperate with national, state and local bar associations, and with other law schools through the American Law Student Association; and to participate in the activities of the American Law Student Association; and in recognition that the unification of the students of the Law School into an effective group is necessary to these ends, do establish this Constitution for the University of Utah Student Bar Association, member of the American Bar Association Law Student Division.

Article I - NAME

This organization shall be known as the Student Bar Association of the University of Utah College of Law, hereinafter referred to as the Association.

Article II - MEMBERSHIP

Section 1. All persons registered for any course in the Law School of this University shall be members of this Association and be required to pay dues in the amount of \$75, or \$25 per year for transfer and visiting students. The newly-elected and appointed Board of Governors may change the amount in the Spring Semester of each school year, for implementation the following Fall Semester.

Section 2. Any member of the Association may petition the Board of Governors to waive part or all of the required dues owed by the individual member. Such waiver petitions must be in writing, detailing the amount the member wishes waived, and detailing the reasons the member requests the waiver of dues. Deciding on waiver petitions shall be the duty of The Board of Governors.

Article III - OFFICERS

Section 1.

The officers of this Association shall be:

- (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer
 - (e) 3L Representative
 - (f) 2L Representative
 - (g) 1L Representative
 - (h) Community Services Representative
 - (l) Director of Publicity
- (j) 3L ABA Law Student Division Representative

- (k) 2L ABA Law Student Division Representative
- (l) 1L ABA Law Student Division Representative

Section 2. Only members in good standing of the Association having paid all applicable dues are entitled to vote for its officers; this includes 3L students who are graduating and will not return to school the following semester. Only Association members who are members of a particular class may vote for the candidate who is to be the Representative of that class. Only Association members who are members of a particular class may vote for the candidate who is to be the ABA Representative of that class.

Section 3. To be eligible for nomination and election, a nominee must be a member in good standing of the Association. Every candidate for office must have a grade point average minimum of 2.00 which must be maintained while holding office in the event said candidate is elected.

Section 4. To be eligible for nomination and election to the office of President, 3L Representative or 3L ABA Representative, a member must be a 3L law student in the year the member would serve as this officer. To be eligible for nomination and election to the office of Vice-President, a member must be a 2L or 3L law student in the year the member would serve as this officer. To be eligible for the nomination and election to the office of 2L Representative or 2L ABA Representative, a member must be a 2L in the year the member would serve as this officer. To be eligible for the nomination and election to the office of 1L Representative or 1L ABA Representative, a member must be a 1L in the year the member would serve as this officer. A member having only two semesters remaining to be eligible for graduation at the fall registration following the spring nominations would be considered as a 3L for the purpose of this Section. A member having only four semesters remaining to be eligible for graduation at the fall registration following the spring nominations would be considered as a 2L for the purpose of this Section.

Section 5. Nominations and Primary Elections shall take place during the Spring Semester of the school year at dates to be set by the Board of Governors, but must occur no later than March 31. Nominations shall be by petition. In order for a candidate's name to appear upon the primary ballot, the petition shall bear the signatures of not less than twenty-five (25) members of the Student Bar Association. The date of the primary election shall be not less than twenty-four (24) hours after the petitions are due. For the purpose of determining two candidates for each office in the final elections, there shall be voting by secret ballot. Such voting and counting of ballots shall be supervised by the Board of Governors.

Section 6. Prior to the voting in the primary elections, the Student Bar Association shall provide a forum by which all candidates can express to the membership of the Student Bar Association the platform upon which they base their candidacy.

Section 7. There shall be no write-in candidates on the primary ballot. Ballots for write-in candidates shall be disregarded entirely.

Section 8. The names of the two candidates for each office receiving the highest number of votes for that office in the primary election shall appear on the final ballot. The date of final elections shall be set by the Board of Governors. Final elections shall be by secret ballot, supervised by the Board of Governors. With the exception of the 1L Class Representative and the 1L ABA Representative, all officers shall be elected during the Spring Semester of the school year.

Section 9. In the event that a write-in candidate should appear on the final ballot and have at least the second largest number of the total votes cast, one run-off election shall be held between the write-in candidate and the other regular candidate who has either the largest or second largest number of total votes cast but only if the majority of the total votes cast is not obtained by any of the regular candidates in the final election. Write-in votes will not be counted in the run-off election.

Section 10. The 1L Class Representative and the 1L ABA Representative shall be elected at an election called by the President of the Student Bar Association in October of each year. Only 1L members of the Association may vote. Nomination shall be by petition bearing no less than fifteen (15) signatures of members of the 1L Class. If more than two petitions are filed, there shall be a primary election to determine two candidates to run in the final election. The primary and final elections shall be by secret ballot and the rules governing the final elections for officers in Sections 5 and 6 of this Article shall govern these elections.

Section 11. In the event of a tie in the voting, run-off elections shall be held until one candidate receives a majority.

Section 12. Upon election, officers shall take office at a time designated by the outgoing Board of Governors, but not later than the first day of May. Financial commitments made by the outgoing Board of Governors will be binding upon the incoming Board of Governors.

Section 13. In the event of a vacancy in any office except that of the President, the Board of Governors may appoint a successor or, in the alternative, call for a general election of the general membership of the Association to fill the vacancy. Should the office of President become vacant, the Vice-President shall become President and a new Vice-President appointed or elected.

Article IV - BOARD OF GOVERNORS

Section 1. Functions of the Board of Governors.

- (a) The Board of Governors shall be the governing body of the Association, and shall have the power to formulate policies prescribed by and necessary for the proper execution of this Constitution.
- (b) The Board of Governors shall have the power to promulgate by-laws consistent with this Constitution. A two-thirds vote of the entire Board of Governors shall be necessary to pass or amend a by-law.

Section 2. The Board of Governors shall be composed of the following elected, appointed, and ex-officio members:

- (a) Elected Members.
Officers of the Association
- (b) Members ex-officio.
 - (1) ASUU Senator from the College of Law.
 - (2) Other ex-officio members as the Board of Governors may deem appropriate.

Section 3. The Board of Governors shall hold meetings periodically at the discretion of the President, but not less frequently than one meeting every two weeks while the Law School is in session, unless extenuating circumstances exist which make such frequency impracticable, provided that the President must call a meeting upon request of five members of the Board of Governors.

Section 4. The President shall preside at all meetings of the Board of Governors, or in the President's absence, the Vice-President shall preside. The Secretary shall keep the minutes of all meetings of the Board of Governors, or in the Secretary's absence, another Board member shall be chosen by the Board of Governors to keep the minutes.

Section 5.

- (a) All members of the Board of Governors, elected, ex-officio and appointed, shall be entitled to vote on all matters coming before the Board for its decision.
- (b) Only members of the Board present at a meeting where a question arises may vote on that question, except as provided under Article IV Section 5 (e).

- (c) All decisions shall be by majority vote, except decisions concerning allocating large sums of members' money shall be by a two-thirds majority vote.
- (d) No measures can be voted upon at a meeting by the Board unless there is a quorum present, except under extenuating and exigent circumstances.
- (e) Under extenuating and exigent circumstances a measure may be voted upon by proxy or by alternative means, as determined by the Board, so long as a quorum votes on the measure and the vote is recorded by the secretary in the minutes of the next Board meeting.
- (f) A quorum shall consist of one-half of all members of the Board, including the President or the Vice-President.

Article V - DISCRETIONARY FUNCTIONS

Section 1. The SBA may at its discretion publish a newsletter while classes are in session; the name and form of which shall be determined by the Board.

Section 2. The SBA may at its discretion establish and maintain financial scholarships the name and form of which shall be determined by the Board.

Article VI - COLLEGE OF LAW COUNCIL

Section 1. The President of the Association, or the Vice-President if the President so delegates, shall be an official member of the College of Law Council during the time that officer holds office.

Section 2. The 3L, 2L and 1L Class Representatives shall be official members of the College of Law Council during the time they hold office.

Section 3. Any student member of the College Council may, for any given College Council meeting, delegate his or her voting rights to any other member of the Board of Governors. The Board of Governors shall insure that all student members of the College Council, or their delegated substitutes, shall attend each College Council meeting.

Section 4. The Board of Governors shall nominate at least one Association member to sit on each of the designated College of Law Council Committees. Each committee representative is appointed an official committee member by the chairperson of the committee. At least one committee representative from each committee shall make a

timely report to the Board of Governors of any committee activity which may significantly affect the members of the Association.

Section 5. The Board of Governors shall give notice to the members of the Association when applications for nomination to College of Law Council Committees will be accepted. Applicants must be members in good standing. Nominations will be made from among qualified applicants in accordance with the procedures of Article IV, Section 5.

Section 6. Each member of the Board of Governors shall sit on one College of Law Council Committee as an ex officio member, but no more than one Board member per committee shall sit. Assignments of Board members to committees shall be made by the Board, with the Association President being the last assigned and the first relieved—in the event fewer committees than Board members exist. The SBA President shall be a member of the school's Board of Trustees.

Article VII - MEETINGS OF THE GENERAL MEMBERSHIP

Section 1. Meetings of the general membership of this Association shall be held at the discretion of the President, provided that the President must call a meeting upon petition of ten members of the Association. This petition shall state the purpose for which the meeting is to be called.

Section 2. All business brought before meetings of the General Membership shall be decided by a majority vote of those present and voting.

Section 3. The President shall preside at all meetings of the General Membership, or in the President's absence, the Vice-President shall preside. The Secretary shall keep the minutes of all meetings of the General Membership, or in the Secretary's absence, another Board member shall be chosen by the Board of Governors to keep the minutes.

Article VIII - COMMITTEES

Section 1. Those committees enumerated in the by-laws of this Association shall carry on appropriate activities.

Section 2. Membership in any committee shall be open to any member of the Association interested in the activities being undertaken by that committee. Selection shall be made by the Board of Governors.

Section 3. The President shall appoint a chairman for each committee, subject to their approval of the Board of Governors.

Section 4. The President shall appoint each 3L and 2L member of the Board of Governors as coordinator for at least one SBA event per year. The President shall appoint each 1L member of the Board of Governors as assistant coordinator of at least one SBA event per year.

Article IX – INTERPRETATION

Interpretation of this constitution shall be the duty of the Board of Governors of the Association.

Article X - AMENDING THE CONSTITUTION

This constitution may be amended or altered upon a two-thirds vote of members in good standing present and voting at any general election or general meeting of the Student Bar Association.

*College Council – May 13, 1986
April 7, 1997
March 22, 2005*