

# DEPAUL UNIVERSITY

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## College of Law



*DePaul, a Catholic university, takes its name from St. Vincent de Paul. The religious community founded by St. Vincent, commonly known as the “Vincentians,” opened the University and endowed it with a distinctive spirit which fosters in higher education a deep respect for the God-given dignity of all persons, especially the spiritually, culturally, and deprived and instills in educated persons a dedication to the service of others. In each succeeding generation, the graduates of DePaul have pursued learning in the spirit of St. Vincent de Paul.*

*While every effort has been made to provide students with complete information, this Handbook does not constitute a contract between the student and the University. Regulations, courses, and procedures printed herein are subject to change without notice. Notices of changes in administrative regulations and other matters are usually posted on the monitors throughout the Law School, on the College of Law web site, [www.law.depaul.edu](http://www.law.depaul.edu), on the University website, [www.depaul.edu](http://www.depaul.edu) and in the University Code of Student Responsibility, [www.depaul.edu/~handbook](http://www.depaul.edu/~handbook). Students are responsible for knowledge of and compliance with all University published regulations which appear on the University web site, [www.depaul.edu](http://www.depaul.edu).*

*DePaul University does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, age, or handicap in admissions, employment, or the provision of services.*

## I. DEGREE PROGRAMS

### REQUIREMENTS FOR THE JURIS DOCTOR DEGREE

#### 1.1 **Credit Hours and Grade Point Average Requirements**

The normal time period for a full-time student to complete the requirements for the Juris Doctor (JD) degree is three years. The normal completion time for a part-time student to complete the requirements for the JD degree is four years. Depending on the program, joint degree students may complete their degrees in three-to-four years. The maximum time to complete the JD, if a student takes a leave of absence, is five years. All students must maintain a minimum cumulative and annual grade point average (GPA) of at least 2.00 to earn the JD degree. All JD students must complete 86 credit hours to graduate from the College of Law.

#### 1.2 **Required Courses**

The following courses must be completed to earn the degree: Contracts I and II, Torts, Property, Criminal Procedure, Criminal Law, Civil Procedure, Legal Writing I and II, Constitutional Law I and II, Legal Profession, and one senior research seminar. The student must pass Legal Profession.

First-year, full-time students are assigned to specific sections and professors. First-year, full-time students must remain in their assigned section for the entire academic year and complete the required courses. Part-time students also are assigned to classes and sections for the first four semesters and must remain in those assigned sections and complete the required courses. Students may not drop any of these required courses, change to another section, another section of the course, or another professor.

#### 1.3 **Divisions and Classifications of JD Students**

The College of Law classifies JD students for administrative purposes by the number of credit hours they have completed:

##### **Full-Time**

First-year = fewer than 31 semester hours

Second-year = 31 or more but fewer than 55 semester hours

Third-year = 55 or more semester hours

##### **Part-Time**

First-year = fewer than 18 semester hours

Second-year = 18 or more but fewer than 36 semester hours

Third-year = 36 or more but fewer than 55 semester hours

Fourth-year = 55 or more semester hours

#### 1.4 **Semesters in Residence**

**Full-Time Students.** A full-time student must spend at least six semesters "in residence" at DePaul University College of Law or another ABA-approved law school. A full-time semester "in residence" is a semester with at least 12 credit hours. If a full-time student attends two summer sessions, the number of semesters required "in residence" may be reduced by one, provided the student takes at least six hours during each of the two summer sessions or a total of 12 hours over two summers. Full-time students who need 86 hours to

graduate should note that, if they attend only one summer session, or they attend two summer sessions but do not take at least 12 hours over the two summer sessions, they must spend six semesters in residence as defined above. If a student does not plan carefully, he or she may have to take more hours than required for graduation in the last semester to meet the residency requirement.

**Part-Time Students.** A part-time student must spend at least eight semesters "in residence" at DePaul University College of Law or another ABA-approved law school. A part-time semester "in residence" is a semester with at least nine credit hours. If a part-time student attends two or three summer sessions the number of semesters required "in residence" may be reduced by one, provided the student takes at least six hours during each summer session or a total of 12 summer hours.

**Semesters in Residence and Division Changes.** Students who wish to change divisions must consult with the Assistant Dean for Student Affairs regarding their residency requirements. The number of hours required to meet the residency requirement is not related to full-time or part-time status for financial aid or scholarship purposes. Students must complete at least 28 credits before they can change divisions.

**Full-Time Division to Part-Time Division.** A full-time student who transfers to part-time status receives 1.25 residency units for each unit completed as a full-time student (12-16 credits). After the transfer, the student earns one unit per semester as long as the student takes at least nine hours in a semester. See also ' 5.18.

**Part-Time Division to Full-Time Division.** A part-time student who transfers to full-time status receives .75 residency units for each unit completed as a part-time student (9-12 credits). After the transfer, the student earns one unit per semester as long as the student takes at least 12 hours in a semester. See also ' 5.18.

**Summer Session Residency Units.** A full-time student who takes a three credit course during the summer earns 3/12 or .25 residency units. That number is doubled if a student takes two three credit courses. A part-time student who takes a three credit summer course earns 3/9 or .33 residency units.

' 1.5 **Maximum Credit Hours**

Full-time students may register for a maximum of 16 credit hours per semester; part-time students may register for a maximum of 12 credit hours per semester. All students may register for a maximum of seven credit hours during a summer session. The maximum hour limitation applies to all courses the student is taking that are to be applied to the JD degree.

' 1.6 **Minimum Credit Hours**

Full-time students normally take 15 credits per semester and can take a minimum of 12 credit hours per semester. Graduating seniors in their last semester who need fewer than twelve credit hours to complete their required credits may take fewer credits. Evening students must register for a minimum of nine credit hours per semester, except graduating seniors in their last semester who need fewer than nine credit hours to graduate. However, graduating students should refer to the residency requirements set forth in ' 1.4.

## **REQUIREMENTS FOR THE JOINT DEGREE AND CERTIFICATE PROGRAMS**

' 1.7 DePaul University College of Law offers the following joint degree, certificate and graduate programs:

- Joint Programs: JD/MBA, JD/MA in International Studies, JD/MS in Public Service

Management, JD/MS in Information Systems, JD/MS in Computer Science, JD/MS in Distributed Systems, JD/MS in E-Commerce Tech, JD/MS in Tele/Data Communications, JD/MA in Legal Technology, JD/LLM in Health Law, JD/LLM in Intellectual Property Law, and JD/LLM in Taxation.

- Certificate Programs: Criminal Law, Family Law, Health Law, Intellectual Property: Art and Museum Law, Intellectual Property: General, Intellectual Property: Patents, Intellectual Property: Information Technology, International & Comparative Law, Public Interest Law, and Tax Law
- Graduate Degree Programs: Health Law, Intellectual Property, Taxation

For specific information regarding program requirements and application procedures, students are advised to visit the College of Law web site, [www.law.depaul.edu](http://www.law.depaul.edu). Information on the graduate LLM (Master of Laws) programs can be found in ' 1.9. LLM students may also speak with the assistant to the Associate Dean, Gini Knittle, room 956, 312/362-8552.

### **DEPAUL UNIVERSITY COLLEGE OF LAW - UNIVERSITY COLLEGE DUBLIN COOPERATIVE PROGRAM**

- ' 1.8 DePaul University College of Law has a cooperative program with the University College Dublin in Ireland. Part-time students are eligible after they complete four semesters; full-time students are eligible after they complete two semesters. The program is offered only in the spring semester. Students who attend the program register through DePaul and pay tuition and fees. Transportation, housing and other expenses are extra. Information about this program is available from the advisor, Professor Ottley (Room 635 O'Malley), or in the Associate Dean's office (Room 957 O'Malley) or on the Law School web site, [www.law.depaul.edu](http://www.law.depaul.edu). Students who attend the program take the courses on a pass/fail basis. This pass/fail election will not be counted within the twelve hours of pass/fail courses available under ' 5.10 of this Handbook.

### **REQUIREMENTS FOR THE MASTER OF LAWS (LLM) IN HEALTH LAW**

- ' 1.9 ***LLM in Health Law Credit Hours and Grade Point Average Requirements***  
An LLM in Health Law requires a total of 24 semester hours of credit. To graduate, a student must maintain a grade point average of at least 2.50. A student is automatically dismissed if he or she has a cumulative average of below 2.00 for any three consecutive semesters. A summer term is counted as a semester for GPA purposes. Students have four years to complete the LLM in Health Law. If a student does not meet the 2.50 GPA requirements, the student may earn a Certificate in Health Law but not the degree, as long as 18 credit hours have been completed with a cumulative GPA of 2.00.
- ' 1.10 ***Program Requirements for the LLM in Health Law***  
All required and elective courses must be selected from the LLM in health law courses listed in the College of Law registration materials. Candidates must enroll in a minimum of seven health law courses in the College of Law and complete the Seminar or Masters Essay requirement. LLM students also may enroll in a maximum of three designated courses in the Public Service Management Graduate Program. The LLM program may be completed on either a full- or part-time basis.
- ' 1.11 ***No Credit for Course Work Prior to Admission to the LLM Program***  
The American Bar Association mandates that no credit given for health law credits earned before the student is accepted into the LLM program. If a student took health law credits as part of a JD program or earned a Health Law Certificate as a JD student, the student cannot count any of the courses taken as a JD towards the LLM.

## REQUIREMENTS FOR THE LL.M. IN TAXATION

### § 1.12 ***LL.M. in Taxation Credit Hours and Grade Point Average Requirements***

An LL.M. in Taxation requires a total of 24 semester hours of credit from the taxation curriculum listed in the College of Law registration materials. To graduate, a candidate must maintain a cumulative grade point average of 2.50. A student is automatically dismissed if he or she has a cumulative grade point average of below 2.00 for any three consecutive semesters. A summer term is counted as a semester for GPA purposes. Students have five years to complete the LL.M. in Taxation. The LL.M. program may be completed on either a full- or part-time basis.

### § 1.13 ***No Credit for Course Work Prior to Admission to the LL.M. in Taxation Program***

The American Bar Association mandates that no credit be given for taxation credits earned before the student is accepted into the LL.M. program. If a student took taxation courses as part of a JD program or earned a Tax Certificate as a JD student, the student cannot count any of the courses taken as part of a JD program towards the LL.M.

## REQUIREMENTS FOR THE LL.M. IN INTELLECTUAL PROPERTY

### § 1.14 ***LL.M. in Intellectual Property Credit Hours and Grade Point Averages***

An LL.M. in Intellectual Property requires a total of 24 semester hours of credit from the intellectual property curriculum listed in the College of Law registration materials. The student must complete a Seminar in Intellectual Property. To graduate, a candidate must maintain a cumulative grade point average of 2.50. A student is automatically dismissed if he or she has a cumulative grade point average of below 2.00 for any three consecutive semesters. A summer term is counted as a semester for GPA purposes. Students have four years to complete the LL.M. in Intellectual Property. The LL.M. program may be completed on either a full- or part-time basis.

### § 1.15 ***No Credit for Course Work Prior to Admission to the LL.M. in Intellectual Property Program***

The American Bar Association mandates that no credit be given for intellectual property credits earned before the student is accepted into the LL.M. program. If a student took intellectual property courses as part of a JD program or earned any certificate in intellectual property as a JD student, the student cannot count the JD credits toward the LL.M. in Intellectual Property.

## II. KNOWLEDGE OF PROCEDURES AND GRADUATION REQUIREMENTS

### § 2.1 ***Student Responsibility for Fulfilling Requirements***

Each student is responsible for ensuring that all degree requirements are fulfilled. Graduating students should make an independent review of their records before they register for the final semester. The Assistant Dean for Student Affairs and the University Academic Resource Center (ARC) will review the academic record of persons who have submitted a Graduation or Certificate Application and will attempt to notify a student of any apparent deficiencies. However, it is the student's responsibility, not the Law School's, to make sure that all degree requirements are fulfilled by the end of the final semester. After all graduates' grades have been received by the Assistant Dean's Office in the final semester, the Assistant Dean's office will review each graduating senior's record to make sure that all degree requirements are fulfilled. If a student has not fulfilled all degree requirements, he or she will not receive a degree and will not be certified for admission to the bar.

At the end of each term in which degrees are conferred, degrees are locked. Degrees are never backdated unless an administrative error was made by the University or the College. Final certification of degrees is completed by the University Academic Resource Center approximately eight weeks after the conferral date. Academic records will be locked upon degree conferral. Under no circumstances will a student be able to make changes in his or her academic record after degree conferral with the exception of the removal of an "M" (missing) grade, a successful grade challenge, or a successful appeal of an academic integrity violation.

' 2.2 ***Application for Graduation and Certificates***

JD, LLM, and JD joint degree seniors must submit an Application for Graduation to the Office of the Assistant Dean for Student Affairs by June 1 for a July graduation, by October 1 for a December graduation, or by February 1 for a May graduation. Applications for JD certificates must be filed at the same time as the Application for Graduation. The application is available on the law school web site, [www.law.depaul.edu](http://www.law.depaul.edu).

' 2.3 ***Commencements***

A mid-year reception is held in mid-March for July and December graduates. The formal commencement is held for all July, December and May graduates in mid-May. Once a student completes all requirements for the degree and files an Application for Graduation, the student is eligible to participate in the May commencement. If a student fails a class and is short credits for the degree, the student may attend the commencement but should understand that the degree must be completed in the following summer or fall semester.

**III. JD GRADUATION WITH HONOR AND ORDER OF THE COIF**

' 3.1 ***Juris Doctor with Honors***

The Juris Doctor degree is conferred by the University upon students who are recommended by the Dean and faculty of the College of Law after they successfully complete all requirements. All JD students who earn the degree in an academic year (July, December, and May) are placed in a "pool" by cumulative grade point average. *Summa Cum Laude* is awarded to the top 5% of the pool; *Magna Cum Laude* is awarded to the next 5%; *Cum Laude* is awarded to the next 10%. The awards are announced in the summer after the end of the academic year. Once the awards are announced and posted by the College of Law and the University Academic Resource Center, the awards are not affected by any subsequent grade changes.

' 3.2 ***Order of the Coif***

JD graduates who rank in the top 10% of the pool all of students who graduate in July, December and May of an academic year may be elected by the faculty to the Order of the Coif. The awards are announced in the summer after the end of the academic year. Once announced and posted by the University Academic Resource Center, the awards are not affected by any subsequent grade changes.

**IV. ELIGIBILITY FOR LAW REVIEW, LAW JOURNALS AND MOOT COURT**

' 4.1 ***Law Review Eligibility***

The *DePaul Law Review* is the College of Law's traditional law review publication and is published quarterly. Legal scholars, judges and practicing attorneys submit articles that are approved for submission and edited by the student Board of Editors. Members of *Law Review* also contribute articles that discuss recent cases and developments in the law. Election to *Law Review* by other students on the Board of Editors is one of the highest

honors a student can achieve in his or her law school career. The *Law Review* Editorial Board, comprised of day and evening division students in the final year of law school, represent the most outstanding members of the class. Students are invited to join the *Law Review* editorial staff after their first year of law school, based on their academic performance (top 10% of the class after two semesters) and a write-on competition.

**By Academic Achievement.** Students are invited to join *Law Review* at the end of their first academic year if they rank in the top 10% of the full-time division (not divided into sections) or in the top 10% of the part-time division.

**By Summer Write-On Program Participation.** The Write-On Program typically consists of writing a case comment on a legal topic chosen by the *Law Review* Editorial Board. The paper is usually a closed research problem and is due in July. Exact Program dates and requirements are announced by *Law Review* each spring. The *Law Review* Editorial Board selects which students, if any, will be invited to join the staff based on evaluation of the case comments submitted.

Students who will not be in Chicago during the summer of their eligibility may still participate in the Program, but should contact *Law Review* as soon as possible after the program dates are announced to make the necessary arrangements.

For purposes of *Law Review* academic or summer candidacy eligibility, "completing" an academic year means that a student earned sufficient credit to be ranked with the corresponding full-time or part-time divisions for the student's particular graduation year. Class rank and graduation year information is determined by the Academic Resource Center and released by the Assistant Dean for Student Affairs.

**Credit for Law Review.** Only editors of *Law Review* may receive course credit. Those credits are graded pass/fail. A student may receive a maximum of six credits (three credits per semester) for *Law Review* editorial work. Editors are advised to register for *Law Review* so a permanent record will appear on their official transcripts. Editors receive tuition stipends according to the positions they hold on the *Law Review* Editorial Board.

#### 4.2 **Journal of Art & Entertainment Law Eligibility**

The *Journal of Art & Entertainment Law* is published three times per year under the direction of a student Board of Editors and in cooperation with the non-profit organization Lawyers for the Creative Arts. The *Journal* includes articles by students and professionals that address current legal issues in the visual and performing arts. Students who have completed their first year of law school in good academic standing are invited to join the *Journal's* staff through a write-on competition.

**Write-On Program.** *Journal* writers are chosen from applications submitted during a spring and fall semester Write-On Program open to upper-level students. *Journal* staff writers are expected to complete one article each semester suitable for publication in the *Journal*. Writers choose their own topics and may write a Case Note or Comment, Legislative Update, or Case Summary. Writers do not receive credit or stipends. Writers are eligible for Editorial Board positions during their final year of law school.

**Credit for the Journal and Tuition Stipends.** Only editors of the *Journal* may receive course credit. Those credits are graded pass/fail. A student may receive a maximum of four credits (two credits per semester) for *Journal* editorial work. Editors are advised to register for the *Journal* so a permanent record will appear on their official transcripts. Editors receive tuition stipends that vary according to the positions they hold on the Editorial Board.

#### § 4.3 **Business & Commercial Law Journal Eligibility**

The *Business & Commercial Law Journal* is published three times per year under the direction of a student Board of Editors. The *Journal* includes information on cases and other current issues in business law. Students who have completed their first year of law school are selected based on a write-on competition.

**Write-On Program.** The *Business & Commercial Law Journal* conducts a Write-On Program in the fall semester each year to select research staff. Full- and part-time students who have completed at least 31 credits are eligible to participate in the Program. Students are selected for the research staff based on their submission, a résumé, and a bluebook assignment. The research staff consists of 15-to-35 individuals. Research staff members must perform cite-checking assignments and write a Case Note or Comment. Research staff members do not receive credit or tuition stipends.

**Editorial Board.** In the spring of each academic year, research staff members may apply for an editorial position on the following year's Editorial Board. The current Editorial Board selects the following year's Board based on the applicant's *Journal* performance during the past year, an interview, and a résumé.

**Credit and Tuition Stipends.** Only editors of the *Journal* receive course credit. Those credits are graded pass/fail. Editors may earn a maximum of 6 credits (three per semester) for *Journal* work. Editors are advised to register for the *Journal* so a permanent record will appear on their official transcripts. Editors receive tuition stipends that vary according to the positions they hold on the Editorial Board.

#### § 4.4 **Journal of Health Care Law Eligibility**

The *Journal of Health Care Law* provides scholarly comments on cases and other developments in the health law field. JD students who have completed their first year of law school and LLM students are eligible.

**Write-On Program.** The *Journal* conducts a Write-On Program during the spring and fall semesters. The writing staff is chosen from applications submitted by upper-level JD students. LLM students interested in the *Journal* should contact the managing editor of the *Journal*.

**Credit for the Journal.** Students chosen for the writing staff of the *Journal* do not earn credit. Only editors earn credit at the rate of two credits per semester. Writers are expected to agree to a four semester commitment to the *Journal*. The credits are graded pass/fail.

**Journal Editors.** After one semester, a student may apply to become an editor of the *Journal*. Editors may receive tuition stipends depending on the position they hold on the Editorial Board.

#### § 4.5 **Journal of Sports Law & Contemporary Problems**

The *Sports Law Journal* is an on-line publication. The *Sports Law Journal* publishes on-line quarterly and produces a CD-ROM publication semi-annually.

**Write-On Program.** The *Journal* conducts a write-on program during the spring and fall semesters. The writing staff is chosen from applications submitted by upper level JD students.



**Credit for the Journal.** Students chosen for the writing staff of the *Journal* do not earn credit. Only editors earn credit. Editors can opt to take the *Journal* for either 1 or 2 credits per semester. The credits are graded pass/fail.

4.6 **Moot Court Society Eligibility**

The Moot Court Society sponsors competitions to promote written and oral advocacy. Membership is based on student performance in intramural trial, appellate, negotiation, and client counseling competitions.

**Selection of Moot Court Society Members.** Moot Court Society members are selected by a panel of coaches and the program directors. In the spring, all first-year students are invited to try out for the Moot Court Society. The director and assistant director of Moot Court make the selections based on the first-year appellate brief grade and performance and participation in the Intramural Moot Court Competition.

All upper-level students are invited to compete in the Intramural Competition held at the beginning of the fall semester. Winners of the Competition are then invited to make a presentation before the selection panel. The Intramural Competition is judged on the basis of a 15-page brief submitted for the competition, the oral argument, and the grade received by the participant on the appellate brief assignment in the first-year legal writing course. Students also may be invited to make a presentation before the selection panel based on the recommendation of a legal writing instructor.

**Credit for Moot Court Competition.** Upper-level students earn three credit hours (graded pass/fail) for a national or international moot court competition they enter as a team member. Credit is awarded in the semester of the competition. Students may earn a maximum of six credits for two Moot Court competitions. Students are only guaranteed participation in one competition and will be selected for a second competition based on their performance in the first competition at the discretion of the program directors and coaches.

*Students must meet the following requirements to earn credit for participation in the Moot Court Society:*

(1) Participate as a team member (competitor) in a sanctioned external moot court competition (local, national, or international). The program directors and coaches select the external competitions. Team members are selected by the program directors based on recommendations by the Moot Court Executive Board and student preference.

(2) Meet all program requirements for the competition as outlined by the program directors and coaches, including meeting briefing deadlines, having a sufficient number of practice moot sessions, attending training seminars, preparing case briefs, and working within the coaches' guidelines.

**Moot Court Society Executive Board.** The Moot Court Society Executive Board consists of the following positions: president, vice-president, treasurer, appellate coordinator, intramural coordinator, and public relations coordinator as set forth in the Moot Court Constitution and By-Laws. The Executive Board is elected by the full membership of the Moot Court Society and is charged with administration of the Society.

**Tuition Stipends.** Some tuition stipends are given to Moot Court Society members based on their positions and job responsibilities. Members of the Executive Board generally receive their stipends in the spring. Other members receive stipends in the semester after which they complete the work assigned by the Board. Recommendations are made to the

director by the Executive Board. Final approval of stipends is made by and is in the sole discretion of the Dean of the College of Law. No member of the Society is guaranteed to receive a stipend.

## V. **ACADEMIC AND ADMINISTRATIVE REGULATIONS FOR JD AND LLM STUDENTS**

### ' 5.1 ***Employment Limitation for JD Full Time Students***

College of Law rules provide that first-year, full-time JD students may not be employed in any capacity during their first fall semester, not even as a volunteer. During their second spring semester, they may perform volunteer work for a maximum of 20 hours per week but may not have a salaried job. After the first year, American Bar Association and faculty rules allow upper-level full-time JD students to work a maximum of 20 hours per week while school is in session. If a full-time student must work more than 20 hours per week, the student must transfer to the part-time division.

### ' 5.2 ***Class Attendance Rules for All Students***

***Attendance Is Mandatory.*** Attendance is mandatory for all law school classes. Each student is expected to attend all classes regularly and punctually, to be prepared, participate in the discussion, and remain throughout the session. An instructor may notify the class of reasonable attendance requirements. If a professor, at his or her discretion, determines that the student has been absent an excessive number of times or has not met the requirements of the course, the professor may give the student a grade of AFX, – may lower the final grade, or may require the student to withdraw from the class. No tuition refunds are available.

***Limited Enrollment Course Attendance.*** If a student registers for a limited enrollment course such as a senior research seminar, a litigation skills course, or a practice skills course and does not attend the first week of the class, the professor may prohibit the student from taking the class. The student will have to withdraw and will owe tuition for the course if the official refund deadline has passed.

### ' 5.3 ***Failure of an Instructor to Appear in Class***

If an instructor does not appear in class within 15 minutes after the class is scheduled to begin and has not given notice that he/she will be late, the students may presume the class has been canceled.

### ' 5.4 ***Tape Recording Class Sessions***

Classes may be tape recorded or video taped only with the permission of the instructor. Students with disabilities who must tape classes should make arrangements with the Assistant Dean for Student Affairs.

### ' 5.5 ***Official Registration Required***

A student may not receive credit for a course unless the student is properly registered for the section of the course for which the grade was submitted.

### ' 5.6 ***Registration***

***Priority.*** Registration priority is based on seniority by the date a student began law studies. LLM students have the highest priority, followed by JD students with the earliest start date and the most earned credits.

**Priority After Withdrawal and Reentry.** The start date of a student who withdraws from the Law School for any reason will be adjusted upon reentry to the Law School to maintain fairness in the system.

**Priority After Change of Divisions.** Students who change divisions will have priority based on total earned credits. Part-time students who transfer to full-time after they complete three semesters will have fewer credits than their full-time classmates and will be assigned a later registration date based on the total credits earned at the end of the previous semester.

' 5.7 **Sequence of Required Courses**

Students must take all required courses at the time prescribed and in the sequence designated in the registration instructions. First-year, full- and part-time students in the first and second years are not permitted to change programs, drop required courses, or take a reduced class load. Required courses must be taken at DePaul and cannot be taken at another law school.

' 5.8 **Courses With Prerequisites**

Many courses have mandatory prerequisites. Such prerequisites must be completed before a student can enroll in advanced courses. Students are **not** allowed to take prerequisite courses and advanced courses concurrently.

' 5.9 **Course Changes and Deadlines**

**Official Add/Drop and Withdrawals.** A course only is officially added or dropped through the Campus Connection web registration site before the add/drop tuition refund deadline. Campus Connection is on [www.depaul.edu](http://www.depaul.edu) and is described in detail at the end of this Handbook. After the add/drop tuition refund deadline, students may not add a class. However, students may drop a class on Campus Connection up until the sixth week of the semester in the fall and spring and until the third week of the semester in the summer. No tuition refunds are available for late drops, regardless of the reason. After those date, the Campus Connection web registration system is closed. Any course changes then must be done in person, and the student must meet with Lorraine Schulz in Room 950 O'Malley. Add/drop tuition refund dates are published on the College of Law academic calendar on the law school web site: [www.law.depaul.edu](http://www.law.depaul.edu) > News and Events.

**Add/Drop Deadlines.** The deadline to drop a course and receive a tuition refund is the end of the second week of class in the fall and spring semesters. The tuition refund drop deadline for the summer semester is the end of the first week of class. A student may still withdraw from a class after the deadline through the last day of class (prior to the reading and final examination periods) of a semester, but no tuition refund is available under any circumstances. To drop after the Campus Connection web registration site closes, a student must meet with the Assistant Dean for Student Affairs Diana White or her assistant, Lorraine Schulz, in Room 950 O'Malley.

**Tuition Refunds.** If the student drops before the official add/drop tuition refund deadline, the student will receive a 100% tuition refund. After the add/drop tuition refund deadline, no tuition refund is available. The final day to drop a course with no refund is the last class day of the semester. Once the reading and final examination periods begin, students may not drop courses.

**Extra Charges If Courses Added After Refund Date.** If a student wants to add a class after the official add/drop tuition refund date, the student must see Diana White, the Assistant Dean for Student Affairs. Generally, late adds are not approved. Students should

be aware that they will be charged additional tuition above and beyond the package rate and will be billed by the credit hour for those classes.

**Withdrawals on Transcript.** If a course is dropped after the tuition refund add/drop deadline, a “W” or withdrawal will appear on the student’s official University transcript. A withdrawal is neutral and does not affect the student’s GPA.

‘5.10 **Pass/Fail, Non-Classroom Credit Hours: 12 Credit Limit**

Students may not elect to pass/fail courses. The faculty has approved only certain courses for pass/fail status.

A JD student may earn a maximum of 12 credit hours toward graduation for non-classroom credit courses, most of which are graded pass/fail. Courses that count toward the 12 credit non-classroom limit include: the *Journal of Art & Entertainment Law* Editorial Board; the *Business & Commercial Law Journal* Editorial Board; Externships in the Field Placement Program; the *Health Care Law Journal* Editorial Board; the *Law Review* Editorial Board; National and International Moot Court Competitions; Guided Research; the Legal Clinic Criminal Appeals and Intellectual Property components (not Community Development, Death Penalty, Disability Rights or Asylum/Immigration Clinic); Independent Study; and the Human Rights Practicum. With the exception of Independent Study, all of the above courses are graded pass/fail.

‘5.11 **Seminar Limitation**

A student may receive a maximum of six credit hours for seminar work. A student may take only one seminar (three credits) per semester.

‘5.12 **Registration for the Field Placement Program**

The Field Placement Program is designed to give upper-level students practical experience by participating in an externship with a government agency, a not-for-profit legal organization, or a member of the judiciary. Students with 43 or more credit hours and a GPA of at least 2.00 may register for a field placement. A student may participate in a maximum of two field placements while in law school. The student earns three credits per semester or a maximum of six credits graded pass/fail.

Professor John Decker (Room 822 Lewis) is the director of the Field Placement Program and Professor Barbara Bressler (Room 1055 O’Malley) is the deputy director. To register, a student first must obtain a permission slip from Professors Decker or Bressler. Second, JD students must personally see Lorraine Schulz in Room 950 O’Malley and give her the permission slip. LLM students should submit their applications to Gini Knittle, the Assistant to the Associate Dean (Room 956 O’Malley). The registration must be completed before the end of the first week of classes in any semester.

Additional information about the Field Placement Program is available in room 814 Lewis and on the College of Law web site, [www.law.depaul.edu](http://www.law.depaul.edu).

‘5.13 **Rule 711 Licenses**

A student who successfully completes two-thirds (52 credits) of the credit hours required for graduation may obtain an Illinois Supreme Court Rule 711 License to practice law under the terms and conditions set forth in the Rule. Licenses are available only for students who perform legal services in government agencies or not-for-profit legal organizations. Private law firms do not qualify.

The student may apply for the license at the end of the semester in which he or she completes the requisite number of hours; however, the license cannot be processed until grades for those hours have been submitted, which occurs in mid-to-late June if the student completes the hours in the spring semester. If a student fails a course and does not attain the requisite hours, the license will be revoked. The application form is on the law school web site: [www.depaul.edu](http://www.depaul.edu). It should be filled out completely and returned with the supervising attorney's signature and the required photograph to the Office of Student Affairs (Room 950 O'Malley). Natasha Hatchett is the staff member who processes the forms. Her phone number is 312/362-6838 or [nhatchett@depaul.edu](mailto:nhatchett@depaul.edu). After receipt of the forms, the Dean certifies the status of the student and the application is sent to the Administrative Office of the Illinois Courts, which issues the licenses and mails them to the student.

' 5.14 **Registration for Clinical Programs**

Starting two weeks prior to registration, Legal Clinic professors will accept applications for positions in the Clinic. Students should obtain a registration permission slip from a clinical professor and then see Lorraine Schulz in Room 950 O'Malley to register: 312/362-6829 or [lschulz@depaul.edu](mailto:lschulz@depaul.edu).

' 5.15 **Journal and Moot Court Credit Hour Limitation**

A student may earn a maximum of six hours of credit toward graduation for being an editor of the *Law Review*, the *Journal of Health Law*, the *Business & Commercial Law Journal*, or a member of a national or international Moot Court team. Editors of the *Entertainment Law and Sports Law Journal* may earn a maximum of four credits toward graduation. Only editors of the journals receive credit. Students must obtain a permission slip completed by the Journal's faculty adviser and then must see Lorraine Schulz in Room 950 O'Malley to process the registration before the add/drop deadline: 312/362-6829 or [lschulz@depaul.edu](mailto:lschulz@depaul.edu).

' 5.16 **Registration for Independent Study**

To register for Independent Study, a JD student must make arrangements with a full-time faculty member and submit an Independent Study form completed by the faculty member to the Assistant Dean for Student Affairs. Forms are available on the College of Law web site, [www.law.depaul.edu](http://www.law.depaul.edu). A JD student may enroll in three hours of independent research credit per semester for a maximum of six credits while in law school. The forms should be given to Lorraine Schulz in room 950 O'Malley, 312/362-6829 or [lschulz@depaul.edu](mailto:lschulz@depaul.edu).

LLM students should speak with Gini Knittle, Assistant to the Associate Dean (Room 952 O'Malley) regarding Independent Study limitations and guidelines.

An Independent Study is graded and fulfills the JD senior seminar requirement but not the Master's Essay requirement for the Health Law Program. An Independent Study must be supervised by a member of the full-time faculty, but the student may choose the topic of the paper, unlike Guided Research. The student must have at least a 3.00 GPA to register for an Independent Study, unless waived by the Associate Dean in writing. To fulfill the senior seminar requirement, an extensive research paper must be written, similar to a seminar paper. A JD student must obtain written approval from the instructor and the Assistant Dean for Student Affairs prior to beginning the research and prior to registration. Independent Research is graded on a letter grade basis. Three credit hours are awarded for this course. Forms are available on the College of Law web site, [www.law.depaul.edu](http://www.law.depaul.edu). Independent Study is included in the maximum 12 credit hour limit on non-classroom Juris Doctor credits.

' 5.17 **Registration for Guided Research**

To register for Guided Research, a JD student must make arrangements with a full-time faculty member and submit a Guided Research form approved by the faculty member and

the Assistant Dean for Student Affairs. Forms are available on the College of Law web site, [www.law.depaul.edu](http://www.law.depaul.edu). A JD student must have completed at least 31 credit hours and have at least a 2.00 GPA. A student may enroll in one or two credit hours of Guided Research per semester. Unlike Independent Study, the professor chooses the topic for the student to research. The form should be given to Lorraine Schulz in room 950 O'Malley: 312/362-6829 or [lschulz@depaul.edu](mailto:lschulz@depaul.edu).

LLM students who wish to register for Guided Research should see Gini Knittle, room 956 O'Malley, [gknittle@depaul.edu](mailto:gknittle@depaul.edu).

' 5.18 ***Changing Divisions***

A JD student who wishes to change from the part-time to the full-time division or vice versa must submit a written request to change divisions to the Assistant Dean for Student Affairs, in March for the following fall semester or in October for the following spring semester. Students must complete at least 28 credits before they can change divisions.

' 5.19 ***Class Attendance in Proper Section***

Students are required to attend the section of a course for which they are registered. A student may not attend another section of the same course, even if taught by the same instructor.

' 5.20 ***Auditing Classes***

A JD or LLM student may audit a course only if the student registers to audit the course by the following deadlines:

Fall Semester: October 1  
Spring Semester: March 1  
Summer Semester: June 1

Audit forms are on the law school web site, [www.law.depaul.edu](http://www.law.depaul.edu) under on-line forms. Tuition must be paid for the course. The following courses may not be audited: seminars, litigation skills, practice skills, clinics, externships, guided research, independent study and non-classroom pass/fail courses.

An auditor receives neither a grade nor credit for the course, but the audit will appear on the student's transcript as AU. After the announced deadline, the student may not convert from auditing to graded status or from graded to auditing status. A student who has audited a course may not thereafter take that course for credit. A person not enrolled as a student at the Law School may audit a course only with the permission of the Associate Dean (Room 957 O' Malley).

To register to audit a course, JD students must file a request form with Lorraine Schulz (Room 950 O'Malley, [lschulz@depaul.edu](mailto:lschulz@depaul.edu)). LLM and non-degree seeking students must meet with the Associate Dean's secretary (Room 956 O' Malley).

## VI. **GRADING SYSTEM AND AWARDS**

' 6.1 ***Grading Scale***

A letter grade, A through F, is assigned in each course except courses listed in ' IV, which are graded pass/fail. No grade will be awarded unless the student is properly registered in the section of the class for which the grade was received. The College of Law does not use minus grades. Grades are awarded on the following scale:

A	4.0 grade points per hour (highest distinction)
B+	3.5 grade points per hour (high distinction)
B	3.0 grade points per hour (distinction)
C+	2.5 grade points per hour (high competence)
C	2.0 grade points per hour (competence)
D	1.0 grade points per hour (marginal competence)
F	(Failure) 0 grade points per hour (no credit earned but will count in the student's grade point average)
FX	No credit based on excessive absences, failure to perform the minimal requirements for a class, or failure to drop a class after registering for the class (no credit earned and counts toward the student's grade point average)
AU	(Audit) no value assigned
M	(Missing) (Professor did not turn in a grade)
PA	(Pass) no value assigned (credit earned)
IN	Incomplete (temporary for incomplete work, automatically changed to "F" if work is not completed by the end of the following semester)
W	(Withdraw)

### '6.2 **First-Year Grade Curve**

The College of Law faculty adopted the following mandatory grade curve that applies to all first-year courses:

A	10%-15%
B+	20%-25%
B	25%-30%
C+	20%-25%
C or below	15%-20%

The Legal Writing curve is applied across all sections taught by the Professor.

#### **Upper-Level Grade Curve: Classes With 50 or more Students**

The College of Law faculty adopted a mandatory grade curve for all upper-level classes with enrollments of 50 or more students:

A	12%-20%
B+	21%-27%
B	25%-31%
C+	16%-22%
C or below	10%-16%

#### **Upper-Level Grade Curve: Classes with 26 - 49 Students**

The College of Law faculty adopted a mandatory mean grade curve of between 2.95 and 3.15 for classes with enrollments of between 26 and 49 students.

#### **Upper-Level Classes with 25 or Fewer Students**

No curve applies to courses with enrollments of 25 or fewer students.

### '6.3 **Computation of Grade Point Average**

A grade point system is used to determine academic standing. The GPA is computed by dividing the total number of grade points earned by the total number of graded credit hours.

Graded credit hours do not include courses graded "W," "AP," "IN," "M" or "AU," but do include an "F" or "FX."

'6.4 **Grade of W (Withdraw)**

If a student withdraws from a course before the deadlines announced in the registration materials published twice a year, no record of the withdrawal will appear on the transcript. However, if the student drops a class after the announced deadlines, the grade of Withdrawn or "W" and the course name will appear on the transcript. A "W" has no effect on the GPA and is neutral.

'6.5 **Grade of FX**

The College of Law requires regular and punctual class attendance and class performance. Irregular class attendance or performance may lower a student's final course grade. Additionally, irregular attendance or inadequate performance may result in an involuntary withdrawal from the class (at the professor's request) and a grade of "FX." Students who register for a class and do not drop it by the announced registration deadlines receive a grade of "FX." Students are required to pay their full tuition, even if they receive a grade of "FX."

'6.6 **Grade of IN (Incomplete)**

The grade of Incomplete ("IN") will be assigned to a student who has been excused from taking the final examination on good cause shown, or who, with permission, has failed to complete the required assignments in a course in which written assignments form the basis for the grade. To receive an "IN" the student must receive permission from the professor and Diana White, the Assistant Dean for Student Affairs. The professor must submit a written request to the Office of the Dean of Student Affairs. The requirements must be completed within one semester from the end of the examination period for the semester in which the Incomplete was received. If the work is not completed by the end of the semester that follows the semester in which the student received an "IN," the student will receive a permanent failing grade ("F"). If the terms of the incomplete grade agreement are satisfied by the student, the instructor will submit a grade change to the Assistant Dean for Student Affairs, who will replace the Incomplete.

'6.7 **Pass/Fail.** Pass/Fail rules are described in ' 5.10. Students may not elect to take courses pass/fail.

'6.8 **Repeat Policy for Courses**

A student who receives the grade of "F" in a course may **NOT** retake the course, with the exception of Legal Profession. A student must pass Legal Profession to graduate. A student may not repeat a course in which a grade of "D" or higher was received.

'6.9 **Anonymous Grading**

The Law School uses an anonymous grading system for many larger classes. A student receives a new anonymous number each semester. Generally, upper-level seminars and skills courses are not anonymously graded. Instructors do not have access to the identity of students when they grade examinations. Anonymous examination numbers are emailed to every student before the examination period begins. **STUDENTS MUST INSURE THAT THEIR E-MAIL ADDRESSES ARE CORRECT ON CAMPUS CONNECTION, OR THEY WILL NOT RECEIVE AN ANONYMOUS EXAM NUMBER.** The instructor assigns letter grades to the examinations and submits these letter grades by examination number to the Office of the Assistant Dean for Student Affairs. The Office of the Assistant Dean calculates any extra credit for class participation, attendance, or other factors submitted by the professor.



'6.10 **Deadline for Submission of Grades**

The faculty must submit grades five weeks from the date of the final examination. For non-exam classes, grades are due five weeks after the last day of the classes.

**Graduating Senior Grades.** Grades for graduating seniors may be due earlier than other student grades so the Law School may certify graduates to take the bar examination. Graduating seniors should sign out on the Graduating Seniors List when they finish an exam.

Regardless of the above deadlines, grades are released to the students only through the University Academic Resource Center via Campus Connection. Once a professor turns in grades, ARC will require an additional week to process those grades.

'6.11 **Disclosure of Grades**

Students may obtain their final grades on the web once the University processes the grades (see '19.13). ARC is not permitted to disclose grades over the telephone to any person. Students must give written consent for disclosure of grades to an individual other than themselves.

Course histories (unofficial transcripts) with grades and grade point averages are available on the University Campus Connection web site: [www.depaul.edu](http://www.depaul.edu) > for students > learner services > academics > academic record. Once a student submits a request for a course history, it will be emailed to the student's preferred email address that is on Campus Connection. The report may be printed.

Official transcripts are available from the University Academic Resource Center (ARC), which is on the ninth floor of the DePaul Center. For further information, go to [www.arc.depaul.edu](http://www.arc.depaul.edu).

'6.12 **Determination of Grades**

Grades are determined solely on the basis of the academic performance of each student according to criteria determined by the course instructor that are consistent with University, Law School, American Association of Law Schools, and American Bar Association policies. It is permissible, but not mandatory, for an instructor to consider class participation and attendance in determining a student's final grade. During the first week of class, the instructor will advise the students of the factors that will be considered in determining the final grade (e.g., examinations, papers, class participation, attendance, and other appropriate factors). Thereafter, the instructor may inform the students of additions to or changes in the factors with respect to attendance and participation that will be considered in determining the final grade. Such changes will have prospective application only. The evaluation and grading of academic performance are subject to the professional judgment of each instructor. Considerable personal discretion is required in these judgments. A justifiable margin of difference can exist between the evaluation of the same academic performance made by two or more professional persons.

Once final grades are received by ARC and the Office of the Assistant Dean, the grades cannot be changed, with the exception of a successful grade challenge pursuant to the Grade Challenge rules in '6.14 below, an incomplete, or a missing grade.

A professor may request a grade change only if a clerical error has been made. Grades cannot be changed because of a reassessment of course work or the submission of extra work. The Office of the Assistant Dean is not permitted to disclose any information regarding

the adjustments instructors make to the grades. The student must contact the instructor for information regarding the grade and adjustment.

'6.13 **Review of Examinations and Other Assignments**

A faculty member must review an examination or other written assignments with a student, regardless of the grade received, provided the student has complied with reasonable preconditions, such as attending an examination review session or making an appointment within a specified time. A faculty member is not, however, expected to debate the grade.

'6.14 **Grade Challenges**

**Deadlines to file a grade challenge**

**Fall semester grade:**

**March 1 in the spring semester**

**Summer/spring semester grade:**

**October 1 in the fall semester**

The *DePaul University Code of Student Responsibility*, which is on-line at [www.depaul.edu](http://www.depaul.edu) > for students, describes the grade challenge procedure. A student may appeal a grade only in unusual circumstances and only if a student proves the following:

- A. The methods of criteria for evaluating academic performance (provided in writing in a syllabus by the instructor at the beginning of the course) were not actually applied in determining the grade.
- B. The grade was determined or influenced by criteria other than those explained by the instructor or by criteria not relevant to academic performance.
- C. The instructor applied predetermined criteria unfairly, which may include but not be limited to:
  - The instructor's evaluation of academic performance so exceeded the reasonable limits of the instructor's discretion as not to be acceptable to the instructor's peers.
  - Predetermined criteria were not explained at the beginning of the semester.
  - The instructor unreasonably ignored the General Policies on Grading as described in the *DePaul University Student Handbook*, or the guidelines for dealing with plagiarism as stated in the current *Faculty Handbook*.

The policy of the University and the College of Law is to disallow instructors to engage in substantive reevaluation of the quality of a final examination or paper.

To file a grade challenge, students must first meet with the professor to discuss the grade. Next, they must submit their challenge before the deadlines listed above. For example, a challenge for a grade received in the spring semester must be filed by October 1 of the fall semester. Students can obtain complete information on grade challenges from the Assistant Dean for Student Affairs. However, students must meet with the professor before they file a challenge with the Assistant Dean for Student Affairs. Five copies of the cover letter, petition, and supporting documents must be filed with the Assistant Dean for Student Affairs by the deadline.

'6.15 **Class Ranks**

JD students who have completed at least one semester at the College of Law are ranked each semester according to their cumulative GPA, excluding the summer session. Classes are ranked by their expected date of graduation. LLM students are not ranked.

Ranks are listed as percentages of each class and are sectioned in increments of 5% down to the 50<sup>th</sup> percentile. The lower half of the class is listed as third and fourth quarter. Individual numerical ranks are not available as mandated by a College of Law faculty rule.

Ranks are not published at the end of the summer session. The class rank is not affected if students transfer to another law school or withdraw from the Law School after the semester is completed. Transfer students will be included in the next computation of class rank. Once class ranks are released to students, ranks will not be affected by grade changes submitted by instructors subsequent to that date, such as grades for incompletes or grade challenges. Class ranks are posted outside room 931 in February and in July. Class ranks also are posted on the Law School web site, [www.law.depaul.edu](http://www.law.depaul.edu).

A student must use class ranks as listed on the Law School web site. Students **may not** round off their grade point averages to achieve a higher rank percentile. For example, a 2.999 GPA cannot be rounded up to a 3.000 GPA.

To verify a class rank, the student should order a Course History from Campus Connection or an official transcript from the Registrar's Office (9<sup>th</sup> floor DePaul Center) and give it to the employer. The student can print out a copy of the ranks from the Law School web site, [www.law.depaul.edu](http://www.law.depaul.edu) or refer the employer to the same site to verify the rank.

#### '6.16 ***Dean's List***

Students who rank in the upper 25% based on one semester's GPA are placed on the Dean's List. The Dean's List is e-mailed to all students and posted outside Room 931 Lewis at the end of the fall and spring semesters. The list is not posted after a summer session. To protect students' privacy, the list is not posted on the web site. The Dean's List is not affected by students who transfer to other law schools or who withdraw from the College of Law after the semester is completed. The list is not affected by grade changes submitted by instructors after the release date, such as incomplete or missing grades.

To qualify for the Dean's List, a full-time student must be registered for no less than 12 credits in a semester. A part-time student must be registered for no less than 9 credits in a semester. If a student has fewer credits, the student is not eligible for the Dean's List.

#### '6.17 ***CALI Excellence for the Future Award***

An outside company, Computer Assisted Legal Instruction (CALI), provides an award to the student who receives the highest grade in a course if the professor nominates the student. In the event of a tie, the professor can nominate a maximum of two students. The award winners receive a certificate from CALI.

#### '6.18 ***Official Transcripts***

Students may request that an official transcript of their Law School record be sent to another institution by submitting a Transcript Request Form to the University Registrar (9<sup>th</sup> floor DePaul Center). Requests may be submitted by fax as well. For more information, go to [www.arc.depaul.edu](http://www.arc.depaul.edu). A transcript will not be issued if the student's financial account with the University is delinquent. The Law School cannot issue official transcripts.

## VII. **EXAMINATIONS**

### '7.1 ***General Information about Examinations***

In most courses, the grade is based primarily on one written examination at the conclusion of the course. An instructor may require a written paper in lieu of, or in addition to, an

examination. Some instructors give a midterm examination that may or may not be counted toward the final grade. Courses designated as practice courses and seminars typically do not have an examination but require either simulated exercises or written assignments involving extensive legal research.

### '7.2 **Exam Schedule and Conflicts**

The final examination schedule is published with the class schedule before registration each semester. Students should select their courses to avoid exam conflicts. All students must take their examinations at the scheduled time. If two sections of a course are offered, students must take the exam at the time scheduled for the class for which they are registered, not the other section of the class. A final exam will be rescheduled only if a student faces extraordinary extenuating circumstances or an emergency situation. Exams will not be rescheduled because of job commitments or vacation plans. The Assistant Dean for Student Affairs must approve the extension. If a student has an exam conflict, as discussed below, the student may opt to take a wild card exam.

### '7.3 **Wild Card Examinations**

Students may request one wild card exam per semester in the fall or spring semesters. Students must register for a wild card **before** the sixth week of classes as announced in the registration packet. Forms are available in room 931 or on the Law School web site, [www.law.depaul.edu](http://www.law.depaul.edu). Wild card exams are not available in the summer and are not available for classes with take-home examinations, except as described below. First-year, full-time students and first- and second-year part-time students cannot select wild card exams.

**Eligibility:** If a student has two in-class exams scheduled on the same day or on two consecutive days, the student can designate **one** exam as a wild card exam. The student must take the rescheduled exam **within two days** of the original exam date. Options for wild card dates are in the wild card registration materials. Wild card exams are held between 10:00 a.m. - 1:00 p.m. on days that have no first-year exams.

**Limitations:** Only **one** exam can be designated as a wild card. The option does not apply to first-year, full-time exams or first- and second-year part-time exams. The option does not apply to take-home exams unless the take-home exam is distributed and is due on the same scheduled exam date and the student has one in-class exam on that date. For example, if a professor distributes a take-home exam on December 12, which is due on December 12, the student could qualify for a wild card exam only if the student has an in-class exam on December 12.

**Deadline to file:**

Fall Semester: October 1

Spring Semester: March 1

Summer Semester and First-Year Exams: Wild cards are not available.

Wild card exam forms are on the law school web site: [www.law.depaul.edu](http://www.law.depaul.edu). Forms must be submitted to the receptionist in the Office of Student Affairs (Room 950 O'Malley) or contact Lorraine Schulz (312/362-6829).

### '7.3 **Missing an Examination**

Students are expected to take examinations when scheduled, even though ill or inconvenienced. However, for serious illness or other extraordinary or compelling reason beyond the control of the student, the Assistant Dean for Student Affairs or the dean on duty

at the time of the exam may excuse a student from taking the exam at its scheduled time. Students will not be excused from an examination for job-related reasons, for travel plans, for vacations, or for other personal reasons. Students are expected to adjust their professional outside commitments to the law school examination schedule.

To protect the anonymity of grading, **students should never contact their professor if they need to reschedule an examination.** If the reason for missing the exam is known to the student in advance, the student must notify the Assistant Dean for Student Affairs at the earliest possible time in advance of the exam. When prior notice is not possible, the student must contact the Assistant Dean as soon as possible during or after the examination to explain the failure to take the examination. If the student does not notify the Assistant Dean prior to or immediately after the examination, the student will receive a failing grade.

#### ' 7.4 ***Make-up Examinations***

When a student is excused from an exam, the student will take the exam during the scheduled make-up exam period. Fall make-up exams are held either on the last day of exams in December or in January because the University closes for ten days over the holidays. Spring make-ups exams are held in late May. Make-up examinations are never held before or during the normal two-week exam session.

When a paper or other required assignment is to be made up, an incomplete will allow the work to be completed within one semester from the date the paper or assignment was originally due. The professor and the Assistant Dean for Student Affairs must approve an incomplete. If it is not completed by the end of the next semester, the student will receive a failing grade.

#### ' 7.5 ***Student Conduct During Examinations***

Student conduct during examinations is subject to the DePaul University College of Law Honor Code which is set forth in ' XVI of this Handbook. Cell phones, palm pilots, and pagers are not permitted in the exam room.

#### ' 7.6 ***Examination Procedures***

##### ***SofTest Laptop Exams***

The College of Law offers students the opportunity to take examinations on their own laptop using ExamSoft's SofTest program. SofTest is not available for Macintosh computers. Typists and writers are in separate rooms. Professor must opt-in for students to use SofTest. A list of courses available for SofTest is published on the law school web site each semester.

- **Wireless LAN (802.11b) Internet Connections**

To use SofTest, students must have a Wireless LAN Internet card installed on their laptops. For more information, see the Technology Section of the law school website: [www.law.depaul.edu](http://www.law.depaul.edu).

- **Insure that your laptop is free of viruses.**

Ali Belkarious, Tony Cartolano, and the lab assistants in the law school computer lab can test your laptop to make sure that your wireless LAN card works property and that your computer is clean. Contact them on the 11<sup>th</sup> floor of O'Malley Place or in the computer lab.

- **Minimum System Requirements**

SofTest may only be used on a PC. It is not compatible with any Macintosh operating system nor can it be used with PC emulation software.

**Laptop** = 200 MHz (minimum)

**RAM** = 32 MB (minimum)

**Drives** = 30 MB of free space and a functioning LAN wireless connector card.

**Operating System** = IBM compatible computer running Windows 95, 98, NT, 2000, ME, or XP (Home, Pro or Tablet PC)

**Software** = Internet Explorer 5.0 or greater (download software and use the program)

**Internet Connection** = An Internet LAN connection is required to register SofTest (AOL users must have AOL 6.0 or higher)

- **Download and Register SofTest:** The Assistant Dean of Student Affairs will notify students by e-mail of the deadline to download the software for each semester.

### ***SofTest, Bluebook and Scantron Exams***

During closed book examinations, books, notes, palm pilots, outlines, backpacks, briefcases, and other materials should be placed in the back of the room. For SofTest exams, the proctor will announce the start time and write the exam password on the board. SofTest will automatically shut down after the allotted time. For bluebook and scantron exams, the test proctor will advise the students of the time at which the exam will end and will write the ending time on the blackboard. When time has expired, the proctor will announce that the exam is over. Students must stop writing immediately and turn in their examinations. Failure to stop writing constitutes a violation of the Honor Code. Students are not permitted to leave their seats for any reason during the last 10 minutes of an exam. When the proctor announces that 10 minutes are left, students must remain seated until the proctor announces the exam is over.

A student must identify herself or himself only by the assigned anonymous examination number. Students receive a different number each semester. The Assistant Dean for Student Affairs will e-mail anonymous exam numbers to students about two weeks before exams begin. If a student forgets or loses that number, the student should see the receptionist in room 931 Lewis, Dean's Office, or in 950 O'Malley.

A student must not identify himself or herself by name, student identification number, or any other designation or symbol anywhere on the examination questions or answer book or sheet. A student should not disclose the examination number to the instructor, either directly or indirectly, until the instructor has submitted the final grades for the course. Failure to comply with these provisions may be a violation of the Honor Code, which appears in ' XVI of this Handbook.

### **' 7.7 *Policies for Students for Examination Accommodations***

Students who request accommodations on the basis of disabilities should consult the policy set out in ' VIII of this Handbook.

A student whose primary language is not English generally does not receive special accommodations. The policy is that proficiency in English is demonstrated by an undergraduate or graduate degree from an English speaking college or university. Such a degree is considered prima facie evidence that the student is not qualified for accommodations on the argument that English is his or her second language.

## **VIII. POLICY FOR STUDENTS WITH DISABILITIES**

### **' 8.1 *General Information***



A student with a disability who intends to request accommodations has an obligation to contact and meet with the Assistant Dean for Student Affairs as soon as the student enrolls in the College of Law. The student must provide the documentation described in this section to receive adjustments and accommodations. The student must submit a written request to the Assistant Dean for Student Affairs no less than one month before any final examination period to receive an accommodation for any examinations. The Assistant Dean will work as a liaison between the student and professors who teach non-exam classes to provide accommodations.

#### ' 8.2 ***University Disability Services***

Project PluS, administered by the College of Education, provides diagnostic testing for learning disabilities and support services for such students through small group and one-on-one sessions. Participation in Project PluS is voluntary, and all information is kept confidential. The cost of diagnostic testing is borne by the student. Students may contact Stamatis Miras, the director of the program on the Lincoln Park Campus at 773/325-4239 or [www.depaul.edu/~plus/services/htm](http://www.depaul.edu/~plus/services/htm). The Program offices are in SAC 220 on the Lincoln Park Campus. Diagnostic testing is available, and each testing session is \$250.

The Office of Students with Disabilities provides accommodations and support to students with physical disabilities, visual or hearing impairments, and psychiatric disabilities. They provide sign language interpreters, tutoring, real time captioning, equipment, copy cards, readers, library assistants, classroom accommodations, request forms, events accommodations, and others services. To benefit from the services, students must register with the Office at the beginning of every semester. The director is Karen Meyer, and she is located in Stuart Center 316 on the Lincoln Park Campus. She may be contacted at (773) 325-7290 (voice) or (773) 325-7296 (TTY). More information is on the University web site, [www.depaul.edu](http://www.depaul.edu).

#### ' 8.3 ***Verification of Physical Disability***

A student with a physical disability must provide professional verification certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning of the major life activity affected by the disability. The student shall provide verification documentation to the Assistant Dean for Student Affairs. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the College of Law shall have the discretion to require supplemental assessment of a physical disability. The cost of the supplemental assessment shall be borne by the student. If the College requires an additional assessment for purposes of obtaining a second professional opinion, then the College shall bear any cost not covered by any third party payor.

#### ' 8.4 ***Verification of Learning Disability***

A student with a learning disability must provide professional testing and evaluation results which reflect the individual's present level of processing information and present achievement level. The cost of obtaining the professional verification shall be borne by the student.

The four criteria necessary to establish a student's eligibility for learning disability adjustments or accommodations are:

1. Average or above average intelligence as measured by a standardized intelligence test which includes assessment of verbal and non-verbal abilities;
2. The presence of a cognitive-achievement discrepancy or an intra-cognitive discrepancy indicated by a score on a standardized test of achievement, which is 1.5 standard deviations or more below the level corresponding to a student's sub-scale or full-scale IQ;
3. The presence of disorders in cognitive or sensory processing such as those related to memory, language or attention; and
4. An absence of other primary causal factors leading to achievement below expectations such as visual or auditory disabilities, emotional or behavioral disorders, a lack of opportunity to learn due to cultural or socio-economic circumstances, or deficiencies in intellectual ability.

Documentation to verify the learning disability must:

1. Be prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning disability specialist, or psychologist;
2. Include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional;
3. Reflect the individual's present level of functioning in the achievement areas of reading comprehension, reading rate, written expression, writing mechanisms and vocabulary, writing, grammar, and spelling; and
4. Reflect the individual's present level of functioning in the areas of intelligence and processing skills.

The assessment must provide data that support the requests for any academic adjustment. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at the student's expense. If the College requires an additional assessment for purposes of obtaining a second professional opinion, then the College shall bear any cost not covered by any third party payor.

#### **8.5 *Verification of a Temporary Disability***

Students who seek accommodations on the basis of a temporary disability must provide documentation to the Assistant Dean for Student Affairs to verify the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment or verification of disability must reflect the student's current level of disability and shall be no older than 60 days. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the College shall have the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be borne by the student. If the College requires an additional assessment for purposes of obtaining a second professional opinion, then the College shall bear the cost not covered by any third party payor.

## **IX. TRANSFER CREDITS FROM OTHER LAW SCHOOLS**

### **9.1 *Required Courses and Requirements to Visit Another Law School***



Except for students who transfer to DePaul from another law school, all required courses must be taken at DePaul, including Legal Profession, Criminal Procedure, and the senior research seminar. A student who attends another law school must be enrolled full-time at the other law school and not be enrolled in any DePaul courses during the semester when the student visits the other law school. Only in extraordinary circumstances may a student take less than a full-time course load at another law school and in order to do so, the student must receive the written consent of the Associate Dean.

'9.2 ***Procedure for Taking Courses at Another Law School***

Senior students in their last year of law school are strongly discouraged from visiting at another law school. Due to the delay in obtaining grades and transcripts from another school, they may not graduate on time and will not be certified for bar admission.

A student who wants to visit and take courses at another law school must have documented extenuating circumstances and must submit a written request to the Assistant Dean for Student Affairs. Permission will be granted to visit another law school only for reasons of serious and unforeseen hardship, including but not limited to medical emergency, unexpected relocation of an immediate family member or life partner, or financial catastrophe. Students must remain in good standing at the other law school to remain in good standing at DePaul.

A student who wishes to take elective courses at another law school must submit an academic release form to request that a letter of good standing be sent to the other law school, submit a cover letter that requests permission to be a visitor elsewhere, as well as photocopies of the courses the student proposes to take, and a copy of the grading system used by the other law school. Academic release forms are available on the Law School web site, [www.law.depaul.edu](http://www.law.depaul.edu). Those materials must be submitted to the Assistant Dean for Student Affairs. Credit will be awarded only if the school is American Bar Association accredited and permission is granted prior to the start of the course.

If students wish to receive DePaul loans to cover the tuition costs at the other law school, the student must see an adviser in the Financial Aid Office (9<sup>th</sup> floor DePaul Center). Scholarships will be canceled if the student is not enrolled at DePaul. Through a consortium agreement with the other school, loans may be arranged to cover tuition.

Once the student completes the course work at the other law school, the student must arrange to have an official transcript with final grades earned sent directly from the other law school to the Assistant Dean for Student Affairs. If the grade earned in a course is C or higher, the credit hours will be counted toward graduation. However, the grade will not be computed in the student's DePaul GPA. If the grade earned is below C, including C-, no credit will be granted for the course. A student may not take a course at another law school on a pass/fail basis.

Courses taken at another university or college that are not part of a regular accredited law school curriculum will not apply toward the law degree.

'9.3 ***Credit Hour Limitations for Courses Taken At Other Law Schools***

When a student takes courses at another law school, the maximum number of credit hours permitted for a fall or spring semester is 16 hours. The maximum for a summer term is seven hours. The total number of credits accepted for a student who visits another law school is 30.

' 9.4 ***Credit Hours Required for a DePaul University College of Law Degree***

A student must earn at least 56 credit hours at DePaul University College of Law in order to receive a DePaul University College of Law degree. The rule will apply only if the student transfers to DePaul or visits at another law school. The JD requires a total of 86 credits.

' 9.5 ***Summer Abroad Programs***

The College of Law offers a summer abroad program in China and a spring semester abroad program in Dublin, Ireland. Many American law schools offer summer study abroad programs. A student should contact the other school and obtain a copy of the other school's materials. The study abroad program must be approved by the American Bar Association. A list of accredited summer abroad programs is on the ABA web site, [www.abanet.org/legaled/](http://www.abanet.org/legaled/). A student may take a maximum of seven credits in one summer.

Once the student receives the materials, the student should obtain an academic release form and a copy of the study abroad procedures from the law school web site at [www.law.depaul.edu](http://www.law.depaul.edu). The student should submit a cover letter to the Assistant Dean for Student Affairs to request permission to take courses abroad. Attached to the letter should be the academic release form, copies of the course descriptions of the courses the student proposes to take, and the number of credits each course is worth.

The Financial Aid Office will arrange a consortium agreement between the DePaul student and the law school that sponsors the summer abroad program. Loan funds granted by DePaul to the student may be used to pay tuition charges for summer abroad programs if the consortium agreement is established.

Once the student completes the summer abroad program, the student must order an official transcript from the other American law school (not the foreign school) and have it sent directly to the Assistant Dean for Student Affairs. The Assistant Dean will forward the transcript to the University Academic Resource Center, and the credits will be entered on the student's transcript. Summer abroad grades do not count toward the student's DePaul GPA or the Certificate in International Law, but the credits count toward graduation.

**X. WITHDRAWAL AND REENTRY TO THE LAW SCHOOL**

' 10.1 ***Withdrawal or Transfer From the Law School While in Good Standing***

To withdraw from the Law School in "Good Standing" (either during or between semesters), the student must submit a letter and meet with the Assistant Dean for Student Affairs. "Good Standing" is defined in ' 11.1. The withdrawal request is required whether the student is permanently withdrawing or transferring to another law school. If the withdrawal is during a semester, the student must see Lorraine Schulz in room 950 O'Malley to drop all courses for which he or she is registered. A student who withdraws from the Law School before the completion of one semester will be considered a new applicant and may reenter only with the approval of the Admissions Committee and must comply with all the steps and procedures required of all new applicants to the Law School.

' 10.2 ***Withdrawal From the Law School While Not in Good Standing***

A student may withdraw while not in good standing if the student submits a written request to the Assistant Dean for Student Affairs. However, if the student withdraws from classes while not in good standing as defined in ' 11.1, the student will be dismissed for academic deficiencies at the end of the academic year in May. Thereafter, the student would have to follow the procedures, described in ' XI, to return to the Law School.

' 10.3 ***Leaves of Absence and Reentry***

A student must complete at least one semester in good standing to be eligible for a leave of absence. A leave of absence may last a maximum of two academic semesters. A summer session is not considered an academic semester. These two semesters may be consecutive or non-consecutive. To be placed on a leave of absence, the student must notify the Assistant Dean for Student Affairs in writing. The student also must notify the Assistant Dean in writing of his or her intention to reenter.

If a student has been absent for more than two semesters, the student may reenter only with the approval of the Admissions Committee and must comply with all the steps and procedures required of all new applicants to the Law School.

**XI. GRADE POINT AVERAGE REQUIREMENTS AND READMISSION AFTER AN ACADEMIC DISMISSAL**

The College of Law faculty is examining the policies for determining good standing, academic dismissal, and readmission for Juris Doctor students. The standards will be released to the student body during the 2004-2005 academic year.

' 11.1 ***Definition of In "Good Standing"***

To be considered in "Good Standing," an LLM student must have a cumulative grade point average of 2.50. The rule applies only to LLM students, not JD students.

' 11.2 ***GPA Requirements***

The faculty is studying the GPA requirements for J.D. students, and the results will be released in the 2004-2005 academic year.

LLM students must have a cumulative grade point average of 2.50 to be awarded the degree. An LLM student will be dismissed automatically if he or she has a cumulative grade point average of 2.00 or below for any three consecutive semesters. A summer term is counted as a semester for LLM grade point average purposes.

' 11.3 ***Effect of Summer Session Grades on First Academic Year***

Grades received in the summer session are not included in GPA for the first academic year. Rather, the summer grades are factored into the GPA at the end of the next fall semester.

' 11.4 ***Dismissal From the Law School***

College of Law students are dismissed for poor academic performance. Dismissals occur at the end of each academic year, after the spring semester is completed in May.

The faculty is studying the GPA requirements for JD students, and the results will be released in the 2004-2005 academic year. LLM readmissions procedures are handled by the assistant to the Associate Dean, Gini Knittle.

' 11.5 ***General Readmissions Procedures***

The faculty is studying the GPA requirements for JD students, and the results will be released in the 2004-2005 academic year.

' 11.11 ***American Bar Association Standard 505 and Readmissions***

The American Bar Association Standard 505 applies to all ABA-accredited law schools,

including DePaul University College of Law. The standard states,

“Admission or re-admission may be granted to a law student who has been previously disqualified for academic reasons, upon an affirmative showing that the student possesses the requisite ability and that the prior disqualification does not indicate a lack of capacity to complete the course of study at the admitting school. In the case of an admission to another law school, this showing shall normally be made by letters from the dean or faculty of the school previously attended. A previously disqualified student may also be admitted when two or more years have elapsed since that disqualification and the nature of interim work, activity, or studies indicate a stronger potential for law study. In each case, the admitting officer shall sign and place in the admittee’s file a statement of the considerations that led to the decision to admit or readmit the applicant.”

## **XII. STUDENT ORGANIZATIONS**

### ***Registration Requirements for All Student Organizations, Journals and Moot Court.***

The University requires every organization to register each August in order to function as a recognized organization and in order to receive funding for all activities. Organizations are prohibited from having outside bank accounts. Each organization must route its funding through the University Controller’s Office and consult with the Law School Business Manager, Leigh Georgell (Room 931 Lewis), to monitor its budget.

Each August, the organization must file a Student Organization Registration Form with the Assistant Dean for Student Affairs. A copy of the organization’s constitution, by-laws, and officers should be attached to that form. An organization must have a minimum of eight members at all times and must be comprised of 100% currently enrolled DePaul law students. Organizations that are not registered will not receive funding, bulletin boards, or office space.

Student organization offices are located on the seventh floor of the Lewis Center adjacent to the student lounge.

**Student Bar Association:** The mission of the Student Bar Association (SBA) is to advocate student concerns and interests. The College of Law’s administration and faculty rely upon the SBA for student input in decisions that affect all areas of law school operations. The SBA is the Law School’s largest student organization. All JD students who are enrolled in the College of Law are automatically members of the SBA. JD students pay a membership fee each semester when they register for courses.

The SBA Governing Board is comprised of 28 elected students who represent all classes in both the full- and part-time divisions. The Board meets every other week during the school year. Board meetings are open to all law students, who are encouraged to attend. Among the Board’s responsibilities is the approval of funding requests by other student organizations.

In addition to its advocacy mission, the SBA also sponsors educational events, assists with first-year orientation, and holds social functions. The SBA performs a vital role in establishing a sense of community and cooperation among the Law School’s diverse group of students.

The SBA Office is in Room 704 Lewis; 312/362-8025.

**American Civil Liberties Union, DePaul student chapter,** is dedicated to the preservation of individual liberties for people of all political and social views.

**Asian Pacific American Law Student Association** provides academic and social support to Asian law students.

**Black Law Student Association** promotes the goals of African American law students, providing an orientation for entering students and mentoring and study programs to its members.

**Computer Law Society** brings together students with an interest in computer law.

**Criminal Law Society** is aimed at promoting an interest and awareness in the ever-changing issues in the study and practice of criminal law today.

**Decalogue Society of Lawyers**, a professional bar association for Jewish lawyers, provides academic and social support for its members.

**Delta Theta Phi** is an organization of law students and attorneys who promote fellowship and career opportunities.

**Environmental Law Society** advocates environmental concerns generally and sponsors programs related to environmental law issues and careers.

**Evening Law Student Society** represents the concerns and needs of students in the Law School's evening division.

**Federalist Society** fosters ideas of individual liberty, traditional values, and the role of law to emphasize the principle that the state exists to preserve freedom and separation of powers. The Society believes that the courts should decide what the law is, not what it should be.

**Intellectual Property Society** explores current issues in patent law, trademark and copyright law, the Internet, and telecommunications law.

**International Law Society** explores international law issues through its speaker programs, conventions and symposiums.

**Justinian Society of Lawyers**, a professional bar organization for Italian lawyers, provides academic and social support for its members.

**Latino Law Student Association** promotes the goals of Latino law students, offering mentoring and study programs to its members and awarding an annual scholarship to a first-year Latino student.

**National Lawyers Guild, DePaul Student Chapter**, is an alternative professional bar organization, seeks to generate awareness among students about progressive responses to local and national economic and civil rights issues.

**Outlaws**, is an organization generate awareness about and sensitivity to gay and lesbian issues among law school students, faculty and administrators.

**Phi Alpha Delta** is an organization of lawyers and law students who promote professionalism, philanthropy, and friendship among members of the legal community.

**Public Interest Law Association** advocates careers and *pro bono* work in public interest law.

**Women's Law Caucus** provides a forum for the exchange of ideas and information on the role of women in the legal profession and the impact of law on women's rights.

### **XIII. FACULTY MEETINGS AND COMMITTEES**

#### **' 13.1 *Schedule of Faculty Meetings***

At the beginning of each semester, the Dean announces the schedule of faculty meetings for the semester. Meetings are held each month classes are in session during the academic year.

#### **' 13.2 *Student Representation***

An elected SBA representative is invited to attend faculty meetings. The representative may vote on all matters in which he/she may participate. Faculty meetings are closed to the general student body.

#### **' 13.3 *Publication of Minutes of Faculty Meetings***

Minutes of faculty meetings will be made available to the SBA, which may make them available to the student body in an appropriate manner.

#### **' 13.4 *Student Representation on Faculty Committees***

The Dean will designate which faculty committees shall have student representation and how the student representatives shall be selected. Representatives are selected each spring.

#### **' 13.5 *Dean's Advisory Council (DAC)***

Students from each section and class elect representatives to be on the Council. The Dean's Advisory Council meets monthly with the Dean to discuss issues concerning the Law School.

### **XIV. LAW CAREER SERVICES**

#### **' 14.1 *General Information***

The Law Career Services Office (Room 901 Lewis) provides career programming, career counseling and a variety of resources for students and alums. The office is the primary resource for students who seek part-time, full-time and permanent job opportunities in law, business, government, public service and other areas.

#### **' 14.2 *Employment Results***

The most important measure for any career services office is the success of its graduates. In the last three years, DePaul graduates have achieved between 87% and 91% employment within nine months of graduation, an excellent record in a competitive legal market.

#### **' 14.3 *Career Services Web Page***

Students are encouraged to visit the Law School's Career Services web page, [www.law.depaul.edu/career](http://www.law.depaul.edu/career). The web page provides links to various resources, including information on drafting resumes and cover letters; information about on-campus, off-campus, and direct interviewing programs; descriptions of the wide variety of employers and resource information available to students through the Law Career Services Office; and a wealth of additional other information. A variety of other materials are also available in the Law Career Services Office.

' 14.4 **Career Services Resource Center**

DePaul provides Internet and Intranet-accessible computers, a printer, a photocopier, and a fax machine for students and alumni in the Career Services Resource Center. Current law firm, business, government and public interest agency information is maintained on file in the Resource Center in addition to paper copies of job opportunities for easy access by students, alumni, visitors, and guests.

' 14.5 **Internet Job Postings**

More than 1,700 clerk and attorney job opportunities are received by Law Career Services Office each year. DePaul offers students and alumni access to these employment opportunities in both an on-line Internet format and in print versions. The Internet job site is password-protected and can be accessed by linking into "Law Career Job Postings" from the Career Services web page. Students and alumni can obtain passwords by contacting or visiting the Office. On average, more than 200 job opportunities are available at any given time for both attorneys and law students.

' 14.6 **Job Fairs**

Each year, DePaul participates in a large number of job fairs throughout the country. In addition to job fairs and on-campus interviewing, the Law Career Services Office offers a variety of programs that benefit both students and alumni alike. These programs include monthly alumni panel discussions and *Lunch With A Lawyer*, which focus on a wide range of practice areas, and mock interviews. Current information on these programs can be found on the Law Career Services white boards located on the 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> floors, as well as on the Law Career Services web page. Students are strongly encouraged to regularly check the information available in the Office or on the web page for current details and deadlines.

' 14.7 **Career Counseling**

Three career counselors provide career advice and guidance for students and alumni. During the first semester of law school, students are offered a comprehensive orientation regarding the job search processes, programming and resource identification to aid their job searches. Additionally, each student is assigned to an individual counselor in order to ensure that students have a constant source of information available to them.

' 14.8 **Database Networking and Tracking**

Law Career Services uses a comprehensive database, LawCareer. This database allows students to access extensive employer information on more than 2,000 corporate, government and private practice employers, including contact information, practice specialties, hiring criteria and more. Additionally, this database provides a two-way communication service between students and administration, ensuring complete and accurate statistical tracking and reporting for the American Bar Association, the National Association for Law Placement, *U.S. News & World Report*, and other reporting entities.

' 14.9 **On-Campus Interviewing (OCI)**

Each semester, the Law Career Services Office invites employers to come to campus to interview students for summer associate and permanent positions. The fall interviews provide employment opportunities for students during the following summer or upon graduation; spring interviews help fill summer openings or openings following graduation.

The employers that visit campus comprise only a small number of the entire employer pool. While employers of all sizes are invited to participate, typically only the largest of employers in private practice, government, and business are prepared to make hiring decisions that far

in advance. Generally, 60-to-65 of the area's top employers visit DePaul in the fall and another 6-to-12 visit in the spring.

Public interest and government employers typically interview at later times in the school year and generally participate in job fairs. In Chicago, an annual Public Interest and Government Employer Reception is held in the fall. All area law schools participate in hosting and coordinating this event.

## **XV. ANTI-DISCRIMINATION AND HARASSMENT POLICIES**

### **' 15.1 *Law School Policy on Equality of Opportunity***

As a member of the Association of American Law Schools (AALS) and in conformity with its by-laws, DePaul University College of Law provides equal opportunity in legal education for all persons, including faculty and employees, with respect to hiring; continuation; promotion and tenure; applicants for admission; enrolled students; and alumni without discrimination on the ground of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation. The procedure for filing a grievance involving charges of discrimination are set forth in the University Student Handbook, copies of which are available in the Student Services Office, or on the University web site, [www.depaul.edu/~handbook](http://www.depaul.edu/~handbook).

### **' 15.2 *University Policy on Equality of Opportunity***

It is the intention of DePaul University College of Law to act in accordance with all regulations of the federal, state, and local governments with respect to providing equal opportunity in employment and in education, insofar as those regulations may pertain to DePaul. DePaul prohibits and will act to eliminate discrimination on the basis of race, color, sex, religion, national origin, age, sexual orientation, or disability. Any student, applicant, or employee of DePaul University College of Law who believes that he or she has received inequitable treatment because of discrimination violating the stated policy of equal opportunity in employment and education should communicate, either in writing or in person, with the Associate Vice President of Student Affairs/University Dean of Students. The procedures for filing a grievance involving charges of discrimination are set forth in the DePaul University Student Handbook, copies of which are mailed to students each fall and are available on the University web site, [www.depaul.edu/~handbook](http://www.depaul.edu/~handbook).

### **' 15.3 *University Policy on Sexual Harassment***

DePaul University is committed to providing and maintaining a healthy learning and working environment for all students, staff, faculty, and other members of the University community that is free of discrimination and all forms of sexual and gender harassment that diminish the dignity or impede the academic freedom of any member of the University community. In accordance with DePaul's Vincentian values, its role as an educational institution, and both federal and state law, the University condemns any form of sexual or gender harassment or assault and is committed to taking action to prevent and eliminate all forms of it, including coercive sexual behavior. These types of harassment also may constitute unethical conduct. The entire sexual harassment policy as well as the procedures for reporting violations are set forth in the DePaul University Student Handbook, which is mailed to all students in the fall and is available on the University web site, [www.depaul.edu/~handbook](http://www.depaul.edu/~handbook).

### **' 15.4 *College of Law Religious Liberty Policy***

#### ***College of Law Religious Liberty Policy***

DePaul University College of Law is deeply committed to religious liberty and adopts this



policy to safeguard the religious liberty of each student. For purposes of this policy, "religious holidays" include those days recognized by religiously observant students as the Sabbath.

### ***Scheduling of Classes and Other College of Law Events***

If a class is scheduled on the religious holiday, an alternative section of that class should be offered. College of Law events, such as Law Days, will be scheduled on both Saturdays and Sundays, so as to permit faculty members as well as all prospective and current students to participate. Conferences and symposia should be scheduled with this policy in mind. Conferences and symposia that are scheduled on the religious holiday should be videotaped, and the videotapes made available to faculty members, staff, and students.

### ***Class Attendance and Participation***

A student who misses class as a consequence of religious observance should not be penalized in any way. For example, if a professor permits students to miss two classes in a semester and a student must miss three classes for reasons of religious observance, that student should be permitted to miss five classes. This policy applies to the practice of raising grades for students' attendance and preparation.

Students who miss class for reasons of religious observance must be permitted to tape those classes. No student shall be required to take an examination or engage in any other evaluative endeavor on a religious holiday.

It is the obligation of the student to apprise faculty members of the necessity to miss class or arrange to tape a class for reasons of religious observance. It is the obligation of the student to apprise the Assistant Dean for Student Affairs about the need to reschedule an examination or other evaluative exercise for reasons of religious observance.

### ***Student Organizations***

Student organizations that sponsor competitive events must accommodate the needs of students who cannot compete on a religious holiday. It is the obligation of the student to advise student organizations of the necessity for accommodation, so that another opportunity to participate in the competition can be provided.

Student organizations may not preclude from membership those students whose religious observances prevent attendance at some student organization events. Student organizations are encouraged to schedule events at a time other than Friday noon, Friday evening, Saturday and Sunday, so as to permit participation by all students.

## **XVI. HONOR CODE**

### **' 16.1 *Presumption of Knowledge of the Code***

All students will be conclusively presumed to know the provisions of this Code. Lack of familiarity with the Code shall not constitute a defense to a charge of a violation.

### **' 16.2 *Standard of Responsibility***

A student is responsible for an act or omission deemed to be a violation of this Code if the student knew or should have known that there was a high probability that the act or omission would be found to be a violation of this Code.

### **' 16.3 *Unprofessional Conduct***

A student violates this Code if the student engages in any conduct related to the student's academic career that is inconsistent with the standards of honesty expected of a member of

the legal profession, as defined by the American Bar Association's Model Rules of Professional Conduct. Such conduct shall include, but shall not be limited to the following:

**Examinations.** With respect to examinations, students shall be presumed to know all applicable exam rules and it shall be a violation of the Code to do or attempt to do any of the following:

- a. To obtain or to receive unauthorized information concerning the content of an examination prior to such examination;
- b. To seek or voluntarily receive unauthorized aid in any manner from any source with respect to any examination;
- c. To bring into an examination room any unauthorized materials;
- d. To give to another student solicited or unsolicited unauthorized aid concerning materials covered on an examination;
- e. To fail to comply strictly with designated time limits of an examination;
- f. To use a false excuse to avoid taking an examination at its scheduled time; or
- g. To engage any person to take an examination in the place of oneself or to take an examination for another.

#### 16.4 **Required Course Work, Assignments, and Other Academic Exercises**

With respect to any work done in conjunction with and/or required by any course for academic credit, including Independent Study, Guided Research, Legal Writing, seminars, or any other academic exercise, the student shall be presumed to know all applicable rules governing an assignment and it shall be a violation of this Code to do any of the following:

- a. To engage in any act prohibited by the instructions governing an assignment;
- b. To submit as one's own, and without appropriate citation, writings or ideas of another, including those prepared by another student;
- c. To submit for credit work not originally prepared for the course for which it is submitted without explicit permission of the instructor of the course after the instructor has been advised of the origins of the work.

"Academic exercise" refers to any work constituting a basis upon which a student will be evaluated to earn credit or other Law School honors, including, but not limited to, examinations, research papers (including topic proposals, outlines, and drafts), other writing assignments, oral presentations, work done for credit in clinical programs and on law journals, and work performed in any moot court or competition sponsored or conducted by the Law School.

**Plagiarism:** The University Code of Student Responsibility defines plagiarism as a major form of academic dishonesty involving the presentation of the work of another as one's own. Plagiarism includes, but is not limited to the following:

- a. The direct copying of any course, such as written and verbal material, computer files, audit disks, video programs or musical scores, whether published or unpublished, in whole or part, without proper acknowledgement that it is someone else's.
  - b. Copying of any source in whole or part with only minor changes in wording or syntax, even with acknowledgement.
  - c. Submitting as one's own work a report, examination paper, computer file, lab report or other assignment that has been prepared by someone else. This includes research papers purchased from any other person or agency.
  - d. The paraphrasing of another's work or ideas without proper acknowledgement.
- Plagiarism, like other forms of academic dishonesty, is always a serious matter. If an instructor finds that a student has plagiarized, the appropriate penalty is at the

professor's discretion. Actions taken by the professor do not preclude the College from taking further punitive action under the Honor Code.

' 16.5 ***Theft and Unauthorized Use of Property***

It shall be a violation of the Code to do any of the following:

- a. To damage, hide or otherwise exert unauthorized control over any Library property or class related materials, including but not limited to all DePaul University library materials;
- b. To damage, hide or otherwise exert unauthorized control over property belonging to another student, a faculty member, or a student organization; or
- c. To use for unauthorized purposes University equipment or services, including but not limited to photocopying machines, mailroom facilities, and computer research or word processing equipment.

' 16.6 ***Conduct Relating to Career Services***

With respect to students seeking placement whether permanent, part-time, or as an extern, it shall be a violation of this Code to do any of the following:

- a. To furnish to any person information known to be false which is related to the student's academic record or which concerns activities related to the Law School; or
- b. To misrepresent another student's academic record or otherwise make comments known to be false about another interviewee to any prospective employer.

' 16.7 ***Obstruction of Honor Code Proceedings***

With respect to any proceeding before the presenter of the Academic Integrity Hearing Board, it shall be a violation of this Code to do any of the following:

- a. To testify falsely;
- b. To fail without just cause to appear at any hearing pursuant to a request issued by the Board;
- c. To give false information to the presenter; or
- d. To harass any person who provides information or testimony pertaining to a violation of this Code or who participates in the enforcement of this Code.

' 16.8 ***Failure to Report Violations***

It shall be a violation of this Code for a student to fail to report any suspected violation of this Code where such student has reasonable grounds to believe that such a violation has occurred.

' 16.9 ***Procedures for Dealing with Allegations of Honor Code Violations***

The procedures of the Honor Code shall be the sole means for dealing with allegations of violations as described in the Honor Code of DePaul University College of Law.

If a student is the subject of a pending Honor Code proceeding that student shall not be granted a degree. Every reasonable attempt shall be made to expedite proceedings in the case of a student who has applied to graduate.

' 16.10 ***Procedures for Obtaining Information.***

***Non-Examination Violations.*** Persons, other than examination proctors, who have information about a possible Honor Code violation of any kind by a law student shall, as soon as possible, notify the Office of the Dean and the Assistant Dean for Student Affairs in writing of the facts and circumstances. If the person possesses any materials that may become exhibits, the person should give those materials to the Dean and the Office of the Assistant Dean when the written notice is given.

## ***Examination Violations.***

### ***1. Procedures During Examinations***

When an examination proctor witnesses conduct which the proctor believes to be a violation of the exam rules, the proctor shall immediately verbally notify either a dean, exam coordinator, the professor of that class, or the professor's delegate. Once the proctor provides verbal notice of an alleged violation, the dean, professor, or professor's delegate may confiscate any improper materials and advise the student to discontinue talking or otherwise continue violating exam rules. Confiscated materials shall be transferred to the Office of the Assistant Dean for Student Affairs. Students who allegedly violate exam rules shall be permitted to finish the exam during the allocated time.

### ***2. Procedures After the Examination***

As soon as possible after the proctor gives verbal notice to a dean, exam coordinator, professor, or professor's delegate, the proctor shall, in a signed report, describe the alleged violation. The report should include a physical description of the student or students alleged to be involved in the violation and of the acts that constitute the violation. If possible, the student's anonymous number shall be given as soon as possible after the exam to one of the deans of the Law School. When a professor, the professor's delegate, or a dean is informed of the alleged violation, that person shall notify the Office of the Assistant Dean for Student Affairs forthwith in writing.

## ***16.11 Panel of Presenters***

### ***Term of Office***

For each academic year, which shall begin and end in May, the Dean of the Law School shall appoint, with the ratification by the faculty, a panel of three Presenters chosen from the full-time faculty.

### ***Appointments***

When the Dean receives notice of an alleged violation, the Dean shall appoint one member of the Panel of Presenters to investigate the alleged violation and, if necessary, present the matter to the Academic Integrity Hearing Board at the close of the presenter's investigation. If the Dean of the Law School determines that no one on the Panel is available to complete the investigation within a reasonable period of time, the Dean may appoint a substitute Presenter from the full-time faculty.

### ***Frivolous Matters***

If the presenter believes that the alleged violation is frivolous on its face after the Presenter reviews the matter, the Presenter, with the agreement of one of the other Presenters, shall dismiss the matter. After the matter is dismissed as frivolous on its face, all documents relating to the alleged violation shall be destroyed and no reference to the alleged violation shall be maintained in the student's file.

### ***Notice to Student Before Investigation***

If the Presenter determines that the alleged violation is not frivolous on its face, the Presenter shall send notice to the student or students by certified mail. The notice shall be sent to the address last indicated in the student's file. Notification shall consist of a brief statement of the events and acts alleged to constitute a violation, but shall not include the identity of the student's accuser.

### ***Investigation***

After notice is given to the student, the Presenter may proceed with the investigation and may contact any person who may have information about the alleged violation. The Presenter may individually interview persons who the Presenter believes has information relevant to the matter. The Presenter shall preserve the confidentiality of all information given by persons who provide such information. The Presenter ordinarily shall complete the investigation within 30 days.

### ***Student Representatives***

At any point after the student receives notice, the student shall have the right to be represented at the student's own expense by any person. Students are encouraged to choose counsel who are not members of the College of Law faculty, but may select the representative of their choice.

### ***Student's Written Statement***

During the investigation and after notice to the student, the student has the option of providing a written notarized statement of his or her version of the alleged incident. The Presenter has the option to interview the student if an interview would contribute to the proceeding, as determined by the Presenter.

### ***Dismissal***

If, after investigation and with the approval of one of the other Presenters, the Presenter decides not to proceed because the charges are unwarranted or insufficient evidence exists to substantiate the alleged violation the Presenter may dismiss the charge.

### ***Negotiated Findings and Penalties***

No penalty shall be negotiated on the basis of University expediency or cost, but shall be based on the appropriateness of the penalty in light of the seriousness of the violation. If the student admits the violation, the Presenter may recommend a negotiated penalty in writing and by oral presentation to the Academic Integrity Hearing Board. The student and the student's representative may appear before the Board at that time. The Board shall ratify or reject the finding and penalty in writing. The Presenter shall notify the student of the Board's decision in writing by certified mail. The Presenter shall submit a written report to the Dean that summarizes the charge, the negotiated finding of a violation, the negotiated penalty, and the Hearing Board's written decision. The record shall become a permanent part of the student's file.

### ***Request for a Hearing***

If the case is not dismissed and no finding and penalty are negotiated and ratified by the Board, upon the Presenter's request, in writing, the Academic Integrity Hearing Board, within a reasonable time, shall hold a hearing to consider the alleged violation. In the absence of extenuating circumstances, this period shall not exceed 60 days from the date of the Presenter's request.

## **16.12 Academic Integrity Hearing Board**

### ***Internal Procedures***

***Appointments.*** The Academic Integrity Hearing Board shall consist of two faculty members chosen by the Dean from the full-time faculty and subsequently ratified by the faculty. The Board also shall consist of three students appointed by the governing board of the Student

Bar Association. Members of the Panel of Presenters for a given year shall not be eligible to serve on the Hearing Board.

**Term of Office.** If possible, faculty members shall serve for at least a two-year period so that one faculty member of the Board will have served in the previous school year.

**Quorums.** The Hearing Board shall not proceed unless all five members are present. If it appears that the Board will not be able to meet within a reasonable time, the Dean shall appoint substitute members who will be able to meet within that period. If it is necessary to appoint a substitute student member, the Dean shall do so after consultation with one or more officers of the Student Bar Association, unless such consultation would unreasonably delay the proceedings.

**Hearing Procedures.** The hearing procedures shall be the following:

1. **Chairperson.** The Hearing Board shall elect a chairperson who shall preside over the hearing and who shall rule on the relevance of information presented.
2. **Notice of Witnesses and Exhibits.** Within a reasonable time prior to the hearing, but not later than five (5) days prior to the hearing, the Presenter shall submit to the student alleged to have committed a violation, or the student's representative, a list of the names of witnesses who will testify at the hearing and copies of any exhibits to be introduced at the hearing. If, however, the Presenter receives any information after such notice is provided, the information may be used at the hearing after notice to the student or the student's representative.
3. **Relevancy Requirement.** Except for the relevancy requirement, the Rules of Evidence that apply to a court of law, including but not limited to the hearsay rule, need not be applied. Information relevant to prove or disprove the alleged violation and to mitigate a sanction shall be admissible.
4. **Standard of Proof.** The standard of proof shall be clear and convincing evidence.
5. **Oath.** An oath shall be administered to all persons who testify at the hearing.
6. **Closed Hearings.** The hearing shall be closed, and no information regarding the hearing shall be released until final resolution.
7. **Student Testimony.** The Presenter may call the student to testify and, if the student refuses, the Hearing Board may infer from the student's failure to testify that the student committed the alleged violation.
8. **Opening and Closing Statements.** The student alleged to have committed a violation, or the student's representative, and the presenter shall be permitted to make brief opening and closing statements.
9. **Witnesses.** The student alleged to have committed a violation, or the student's representative, and the Presenter shall be permitted to call witnesses and to cross-examine adverse witnesses.
10. **Taped Proceedings.** A tape recording of the proceedings before the Board shall be made. The student shall be entitled to a copy at the student's expense. The student, at his or her request and expense, may employ a stenographer to make a

transcript of the proceedings. The College of Law shall be entitled to a copy of any such transcript upon timely request and tender an amount equal to the cost of copying.

11. **Finding of a Violation.** A finding that the student violated this Code shall require the assent of at least four members of the Hearing Board.
12. **Public Disclosure.** If the Presenter negotiates a finding of a violation and a penalty that are ratified by the Hearing Board, or if the Hearing Board finds a violation occurred and imposes a penalty, it shall release information to the student body regarding the violation and the sanction imposed. However, the Board shall not disclose the names of the students involved. If the Hearing Board exonerates the student, no information shall be released to the student body.
13. **Vote on Sanction.** No separate hearing regarding sanction shall be held by the Hearing Board. Three members of the Hearing Board must assent regarding the appropriate sanction. The Board shall have broad discretion in determining sanctions. Sanctions may include but are not limited to expulsion, probation, suspension, reduction in grade, and reprimand.
14. **Notice to Student and Dean's Office of Decision.** The student alleged to have committed a violation shall be notified in writing within 10 days of the Hearing Board's decision. The Dean's Office also shall be notified, in writing, of the results of the Board's decision.
15. **Student Records.** When a final resolution is reached by the Hearing Board, the records of the proceedings shall become a permanent part of the student's file.

## XVII. ADMISSION TO THE BAR

### 17.1 **Bar Examination Requirements**

Most College of Law graduates apply for admission to the bar in Illinois, although they may later seek admission in other jurisdictions. Forms for the Illinois bar are available on the Illinois Board of Admissions web site, [www.ibaby.org](http://www.ibaby.org). Forms for other jurisdictions are available through the National Conference of Bar Examiners web site, [www.ncbex.org](http://www.ncbex.org).

The Illinois Board of Admissions to the Bar permits law students to register with the bar examiners by March 1 of the first year of law school if they intend to take the Illinois Bar Exam. Registration is not mandatory, but strongly recommended. Students who register after those dates will have to pay very high late fees.

Graduating seniors should file Character and Fitness forms and the application to sit for the bar examination by September 1 if they will graduate in December or by February 1 if they will graduate in May.

The Illinois Bar Exam is administered in February and July of each year. All DePaul graduates are automatically certified for admission to the Illinois Bar. Potential graduates do not have to file Dean's Certificates with the Dean's Office.

Students must also pass the Multistate Professional Responsibility Exam (MPRE), which is given three times per year in March, August, and November and may be taken during the last year of law school. Many other states also require the MPRE. If a student takes the

MPRE prior to the year of graduation, the Illinois Board will disregard the score, and the student will have to take the MPRE again. The on-line application for the MPRE is on the National Conference of Bar Examiner's website: [www.ncbex.org](http://www.ncbex.org).

Other states that offer law student registration are Alabama, California, Florida, Iowa, Kentucky, Missouri, Montana, North Dakota, Ohio, Oklahoma, and West Virginia. If students are interested in practicing one of in those states, she or he should contact the Board of Admissions to the Bar in the jurisdiction where they plan to practice.

Illinois does not require any specified courses to take the Illinois Bar Exam. However, some states require specific law courses to be eligible to take the bar exam. Indiana and South Carolina, for example, have several specific course requirements. Students should obtain information as soon as possible after they begin law school about the character and fitness, curricular, pre-registration and other requirements for admission to the bar in state(s) where they may seek admission.

In the final year of law school, students are advised to explore their options with various bar review companies. Those companies frequently set up tables on the eleventh floor of the DePaul Center outside the cafeteria.

At least four to six weeks before a scheduled graduation date, a graduating senior who plans to take a bar examination in another state must submit a letter with his or her name, address, social security number, e-mail address, and telephone number and the Dean's Certificate form to the Assistant Dean for Student Affairs. In the letter, the student must indicate the due date for the Dean's Certificate form.

#### ' 17.2 ***Character and Fitness Disclosures***

At the end of each semester, the Dean sends a Dean's Certificate to the Illinois Board of Admissions to the Bar for each graduate to certify that the student has earned the JD degree. The Certificate requires the Dean to answer the following questions for the Character and Fitness Committee:

1. Do your records or other information show anything adverse as to his/her honesty, integrity, or general conduct?
2. Was he/she ever involved in a disciplinary inquiry or proceeding while in attendance? If so, explain.
3. Are you aware of any matter or matters reflecting adversely upon his/her reputation and character?
4. Remarks: Here please state any facts, not covered by the foregoing questions, unfavorable to the applicant, which you think the committee should know in connection with its duty to determine whether he/she is worthy of the highest trust and confidence.

Other states require similar certificates to be completed by the Dean's Office before students may take bar exam in the selected state(s).

Students are advised that they have a duty to supplement their law school files if any adverse criminal, civil, administrative, or financial events occurred before or while they are enrolled in law school. The information is very important to the bar admission attorneys. If any discrepancy exists between information disclosed on the original law school application and the bar application, the student may be asked to meet with bar admission staff or the Board of Law Admissions. Adverse information not disclosed can delay or even result in the denial of a license to practice law.



Students who do not fully disclose adverse information when they apply to DePaul University College of Law must do so at the earliest opportunity. Such students should see the Assistant Dean for Student Affairs and provide full documentation of the adverse information. Such students may be subject to various penalties, including letters of reprimand, community service work, suspension, or expulsion if they do not fully disclose the information.

## **XVIII. VINCENT G. RINN LAW LIBRARY**

- ' 18.1 ***History and Mission.*** The DePaul University College of Law Library was founded in 1912. The primary mission is to support the research, teaching, and service programs of the College of Law and to serve faculty, students, and alumni of DePaul University.

The Law Library contains over 350,000 volumes including microforms. It covers three floors and its total renovation was completed in 1997. In October of 1998, the Law Library was dedicated to the memory of Vincent G. Rinn (Law >31). The staff of the Library includes nineteen full-time employees, eight of whom are professional librarians.

' 18.2 ***Law Library Hours***

The Law Library is open to the public Monday through Friday from 8:00a.m. - 5:00p.m. and on Saturday from 9:00a.m. - 6:00 p.m. Patrons without DePaul Identification Cards must sign in at the Circulation Desk and will be asked to show picture identification cards. To inquire about Law Library hours, call 312/362-8121.

**Fall and Spring Semesters:**

Monday through Friday	8:00 a.m. - 11:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	12:00 p.m.- 10:00 p.m.

**Reference Service Hours**

Monday through Thursday	9:00 a.m. - 9:00 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	12:00 p.m. - 7:00 p.m.

**Summer Semester:**

Monday through Friday	8:00 a.m. - 10:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	Closed

The Law Library is closed on the following days: New Years Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day through the end of December, and Sundays during summer semester and inter-sessions.

' 18.3 ***General Rules And Information***

1. Smoking is not allowed in the Law Library.
2. Food is not allowed in the Law Library. Any food found in the Law Library will be confiscated. Beverages must be in covered spill-proof containers.
3. Never leave personal belongings and valuables unattended! Please report any persons behaving suspiciously to the Circulation Desk staff.

4. Stealing, hiding, or damaging books or any other Library material is a violation of the Honor Code and of Illinois Statutes.
5. Books should be reshelved in their proper location or placed on a book cart after use. Many ranges of stacks have one pull out shelf to allow for quick consultation of materials. These shelves should be returned to the storage position when use is completed.
6. Cell phones may not be used in the Law Library. Pay phones are available outside the Law Library on the 1st, 5th, and 7th floors of the building. Law Library phones are not available for patron use.
7. Restrooms are located on the 4th, 5th, and 6th floors of the Law Library.

18.4 **Noise**

While the Law Library is an area serving many functions and many people, it is primarily a place for study and research. The Library staff realize that circulation business, reference services, and computers unavoidably generate a certain level of noise. However, please cooperate and respect the needs of those who wish to study quietly. Keep conversations and any other unnecessary noise to a minimum.

§18.5 **Computer Lab**

The entrance to the Law Computer Lab is located adjacent to the Law Library entrance on the fifth floor. This lab is exclusively for the use of College of Law students, faculty and staff. The Lab has networked personal computers that provide access to Lexis and WestLaw (the major computer-assisted legal research services), Computer-Assisted Legal Instruction (CALI) exercises, word processing software, the Internet, and telnet for e-mail. Unauthorized use of Lexis and WestLaw is a violation of the Honor Code and of the College of Law's contracts with these vendors. CALI, Lexis, and WestLaw use have priority, in that order, over other computer uses.

DePaul law students are assisted by the College of Law assistants and staff, representatives from Lexis and WestLaw, and computer science students in their use of the Lab. DePaul Law Students also have access to several other University microcomputer centers, including the lab in Lewis Center 1420.

The Computer Lab is not an area for conversation. Though the computers and other equipment generate some noise, Lab users have the right to a quiet work and study environment.

18.6 **Conference/Group Study Rooms**

The eight conference rooms in the Law Library are primarily for discussion and exchange of ideas. Groups of law students have priority in the use of these rooms. A policy statement is available at the Reference Desk.

18.7 **Photocopiers**

DePaul Photocopy Services provides the Law Library with six public photocopiers. The copiers do not accept cash. A DePaul ID card reader is attached to each of them. A DePaul Vend Transfer Station, which may be used to purchase copy cards or transfer money onto copy cards or DePaul ID cards, is located in the photocopy room on the 4th floor. The Vend Transfer Station accepts bills from \$1 to \$20 but does not accept coins.

18.8 **Video Facilities**

DePaul University College of Law students may use the five media rooms for video taping, interactive video sessions, and for the viewing of curriculum-related videotapes.

### ' 18.9 ***Circulation Security***

For security reasons, the Law Library has installed a system at the exit that causes an alarm to ring if a person attempts to leave the library with material that has not been properly checked out. Occasionally, certain briefcases, notebooks, and other items containing some metal may activate the alarm. If the alarm rings, patrons should return to the Circulation Desk so that a staff member may check the material. The staff apologizes for any inconvenience.

### ' 18.10 ***Circulation Services and Policy.***

In addition to providing basic desk service such as checking out materials and answering general informational questions, the Circulation staff maintains the Law Library collection. They also handle reservations for Law Library media facilities, conference rooms, and study carrels. Additionally, they process interlibrary loans and faculty photocopy requests and implement the Law Library's fines and overdue policies.

DePaul University students, alumni, faculty, staff members, or affiliates of institutions that have reciprocal borrowing agreements with the Law Library may borrow circulating books from the Law Library. To borrow a book, please present it and a current barcoded identification card at the Circulation Desk.

Reserve materials may be used within the Law Library by non-borrowers who leave a driver's license at the Circulation Desk. Reserve materials may not be available to non-borrowers during examination periods.

### ' 18.11 ***Circulation Periods***

1. Non-circulating materials (all books stamped "Not for Circulation"): Loose leaf services, reference materials, some copies of certain codes and reporters, and other selected materials.
2. One and three hour materials: Photocopied material on reserve, old examinations, selected reserve material, and all hornbooks during the examination period.
3. Twenty-four hour materials: All other reserve materials (including IICLE handbooks), periodicals, and reporters.
4. Seven-day materials: Treatises and all other material with "T" on book pocket.

#### ***Renewals***

1. Seven-day materials may be renewed three times and are renewable by phone, (312/362-6892) if no other borrower has requested the item.
2. If sufficient copies are available to other library patrons, twenty-four hour materials may be renewed twice.
3. One and three hour materials are not renewable.

#### ***Holds and Recalls***

1. If material is not on the shelf, please check at the Circulation Desk. A Circulation staff member can determine if it was borrowed by another patron or if a search card should be filled out for the material.
2. Material borrowed by another patron can be recalled at the Circulation Desk.
3. If material borrowed by another patron is needed urgently, a Reference Librarian may be able to locate another source.

#### ***Fines***

Overdue charges are calculated based on the Law Library's fine policy. Borrowers will be charged the replacement cost of non-returned materials, a processing fee, and an overdue fine. Delinquent borrowers may have their borrowing privileges revoked and their registration will be blocked.

#### ' 18.12 **Research Carrels**

The Law Library maintains research carrels with lockable shelves for the use of faculty, LLM students, research assistants, and members of the Moot Court Society, *DePaul Law Review*, and other DePaul journals. Carrels are available for one semester periods. To obtain a carrel, a patron must bring the Circulation Manager a letter from a law faculty member or a Journal editor, requesting a carrel assignment for that patron. Some materials may be checked out to a carrel for sixteen weeks, with the understanding that these materials may not be removed from the Library by the carrel holder, and that the Circulation staff may remove materials for 24 hours if needed by another patron.

#### ' 18.13 **Save Policy**

The Law Library will honor all dated and signed "save" notes on books at study tables (not Index Tables) with the exception of reference books, Shepard's citations, reserve material, tax and medical index books and advance sheets. These latter materials will be shelved daily.

On Mondays, Wednesdays and Fridays after 5:00 p.m., all books, including those with "save" notes, will be shelved. On the remaining days, books with "save" notes will not be disturbed. Therefore, patrons will have the opportunity to retain books at their study area for a maximum of three days.

#### ' 18.14 **The Law Library Collection**

The DePaul University College of Law Library contains over 350,000 volumes, including microforms, with over 4,600 serial subscriptions. Its special subject strengths include tax, health law, human rights law, church/state relations, and constitutional law.

The Law Library's collection is housed on three floors:

- B The fourth floor includes subject treatises, microforms, state materials, health law, and foreign law.
- B The fifth floor (main entrance) includes reference, reserve, and federal materials, including hearings of 30 selected Congressional Committees.
- B The sixth floor houses law reviews, international, and comparative law sources.

#### **General Collection**

The general collection consists principally of Anglo-American law including the law of the United States, its states and territories, Canada, and Great Britain. Publications of international governmental organizations as well as the law of European, Asian, African, Latin American, and other countries are acquired selectively.

The Law Library has an outstanding collection of legal journals and periodicals from all accredited United States law schools as well as selected British, Canadian, and Australian journals and English language journals from other countries. This collection includes both general law reviews and subject-oriented journals.

Annotated state statutes from all 50 states are housed in the Law Library, as well as the state or regional digests, state reports, including both currently published and those pre-dating the National Reporter System, and all regional reporters. There are multiple copies of

all United States Supreme Court cases and the United States Code, both official and unofficial versions. DePaul's tax collection covers both primary and secondary sources and has very strong holdings in tax legislative histories and tax law journals.

### ***Government Documents Depository Collection***

Since 1979, the Law Library has been a selective federal depository library selecting 19% of the available item numbers for publications in paper, microform, and electronic formats. The general DePaul libraries house a significant portion of these selections under a "selective housing agreement." These depository publications may be used by anyone during all hours that the libraries are open.

The Law Library houses mostly law related titles covering materials from all three branches of government. The general libraries house the Census Bureau publications and other titles providing demographic and business related information. With a few exceptions, most depository materials are cataloged and integrated into the collections of the DePaul libraries.

The Law Library provides computer workstations dedicated to retrieving government information via the Internet. GPO ACCESS and its Pathfinder services provide direct access to specific databases as well as locator functions to help identify other government information sources. These government information service terminals are on the computer next to the Reference Desk.

### ***Permanent Reserve Collection***

The most heavily used portion of the Law Library collection is the permanent reserve collection. It is housed at the Circulation Desk and contains items such as hornbooks, nutshells, IICLE publications, unbound periodicals, restatements, and old examinations. A detailed list of the materials available in this collection can be found at the Circulation Desk.

### ***Microforms Collection***

The Law library has an extensive microforms collection equivalent to over 150,000 hard-copy volumes. Major sets available in microform include:

- American State Reports (state court reports preceding the National Reporter System)
- Bar Journals
- Code of Federal Regulations
- Congressional Information Service
- Federal Register
- Illinois House and Senate Debates
- State Attorney Generals' Opinions
- State Session Laws
- U.S. Supreme Court Records and Briefs
- U.S. Congressional Bills
- U.S. Code

Four microform reader-printers are available, so patrons can make hard copy prints of material on microform. The microform collection and machines are located on the fourth floor. For assistance with the microform collection, please ask at the Reference Desk.

### ***CD-ROMS***

A number of CD-ROMS are available for use in the Law Library at the terminals next to the Reference Desk.

## ***' 18.15 Classification and Location of Materials in the Law Library***

The Law Library uses the Library of Congress classification system, a subject arrangement which consists of one or more letters of the alphabet, followed by a series of numbers. The following letters are most common in the Law Library:

H	Economics, Sociology.....	6th Floor
J	Political Science.....	6th Floor
J2	International Relations.....	6th Floor
K1-30	Legal Periodicals.....	6th Floor
KD	Law of the United Kingdom.....	6th Floor
KE	Law of Canada.....	6th Floor
KF1-127	Law of the United States - Federal.....	5th Floor
KF131-9999	Law of the United States - By Subject.....	4th Floor
KFA-KFX	Law of Individual States and Cities.....	4th Floor
KG-KZ	Foreign and International Law.....	4th Floor
PN-PZ	Law and Literature.....	6th Floor
R	Medicine.....	4th Floor

**Locating Material Using ILLINET Online**

ILLINET Online (IO) is an on-line catalog and circulation system that can be used to determine whether DePaul owns a book and where it is located. The Law Library has public IO terminals located next to the Reference Desk.

When you are looking for a particular item and you know the author and/or title, IO will show whether this item is owned by any of the DePaul libraries and whether or not a copy is available for borrowing. IO may also be used for subject searching. After locating a record for the desired book, note its call number and check a library map to determine where the book is shelved.

Since the circulation component of IO is a computer network system that includes 45 libraries in Illinois, a DePaul patron may borrow materials from other ILCSO (Illinois Library Computer System Online) libraries. For further assistance, please ask at the Reference Desk.

**Indexes and Periodicals**

The Index to Legal Periodicals and Books, Current Law Index, Index to Foreign Legal Periodicals and Index to Periodical Articles Related to Law, are located on the 6th floor Index Table. Online periodical indexes are available through the University libraries' web page, [www.lib.depaul.edu](http://www.lib.depaul.edu).

Most legal periodicals are classified in K1-30, where they are shelved alphabetically by title. Subject periodicals, legal and otherwise, are classified and shelved with other material on the same subject. Bound periodicals are shelved in the open stacks, but unbound issues are kept behind the Circulation Desk. Use the online catalog or ask at the Reference Desk to determine if DePaul holds a specific title.

**18.16 Other Libraries**

**DePaul University Libraries**

The entire DePaul University Library System is open to students and faculty of the College of Law. The Loop Campus Library is on the tenth Floor of the DePaul Center. The Lincoln Park Campus Library is located at 2350 North Kenmore. The O'Hare Campus Library is located on the second floor of the O'Hare Campus building at 3166 River Road, Des

Plaines. The Naperville Campus Library is located at 150 West Warrenville Road, Naperville. The Oak Forest Campus Library is located at 16333 S. Kilbourn Avenue, Oak Forest. The Lake County Campus is located at 150 Field Drive, Lake Forest. The Barat Campus is located at 700 East Westleigh Road, Lake Forest. The Rolling Meadows Library is located at 2550 West Golf Road, Rolling Meadows.

To facilitate obtaining books, a shuttle between the Loop and Lincoln Park campus libraries has been established. Regular hours for these two libraries are:

	Loop (DePaul Center)	Lincoln Park
Monday-Thursday	8:00 a.m. - 9:00 p.m.	8:00 a.m. - 12:00 a.m.
Friday	8:00 a.m. - 6:00 p.m.	8:00 a.m. - 9:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.	10:00 a.m. - 6:00 p.m.
Sunday	12:00 p.m. - 6:00 p.m.	12:00 p.m. - 12:00 a.m.

For hours during vacations, final examination periods, quarter breaks, etc., please call Lincoln Park (773/325-6922), DePaul Center (312/362-8433), O'Hare (708/296-5348), Naperville (630/548-9378), Oak Forest (708/633-9091), Lake County Campus (312/362-6400), Barat (847/234-3000, and Rolling Meadows (847/437-9522).

**Other Chicago Area Libraries**

(For hours, call the specific library)

DePaul law students and faculty have access to and may borrow circulating nonreserve books from all other Chicago law school libraries and from most Law Career Services libraries. For more specific information, please ask at the Reference Desk.

Other libraries that may be of interest to law students are:

1. Chicago Public Library, Harold Washington Library  
400 South State St.  
(312) 747-4300  
Open Monday-Saturday. All Chicago residents may obtain library cards. Residents of Chicago suburbs should call the library for information on borrowing privileges. The Harold Washington Library has an extensive collection of Illinois and federal documents.
2. Cook County Law Library  
2900 Richard J. Daley Center  
(312) 443-5423  
  
Open to non-card holders 2:00p.m. - 9:00pm., Monday-Friday.  
The Library's primary purpose is to serve Cook County attorneys, but the public may use its materials in the afternoon. Cook County has an extensive foreign law collection.
3. University of Illinois at Chicago Medical Center  
Library of the Health Sciences  
1750 W. Polk Street  
(312) 996-8996

The medical library serves the Medical Center units of the University of Illinois and is open to the public.

4. John Crerar Library  
University of Chicago  
5730 S. Ellis  
(773) 702-7715

Crerar specializes in materials on science, technology, and medicine. While library patrons may not borrow books, Crerar is open to the public for in-library use of its materials.

5. University of Illinois at Chicago  
Main Library  
801 South Morgan  
(312) 996-2716

This library is a depository for federal and Illinois documents and has a large, well-organized collection.

## **XIX. GENERAL INFORMATION**

### **' 19.1 *Required Courses and Course Descriptions***

The courses required for the JD degree are listed in ' 1.2. The requirements for LLM degrees are described in ' 1.9 through ' 1.13. Descriptions of courses are published on University web site, [www.depaul.edu](http://www.depaul.edu), under "Campus Connection" and "Registration," and on the College of Law web site, [www.law.depaul.edu](http://www.law.depaul.edu). If the student clicks on the title of the course while on the registration site, a course description will appear.

### **' 19.2 *Course Prerequisites***

A student must have completed the prerequisite(s) indicated before taking courses. Other prerequisites may be published in the registration materials. A student who registers for a course without the necessary prerequisite will be removed from the course regardless of when the noncompliance is discovered. Courses listed as "recommended" are helpful but not required.

### **' 19.3 *Class Materials***

Materials reproduced by the Law School for class use are sold through the University bookstore located on the first floor of the DePaul Center. Students are encouraged to order their books on-line at [www.efollett.com](http://www.efollett.com).

### **' 19.4 *Syllabi***

First class assignments and syllabi are published on the Law School web site, [www.law.depaul.edu](http://www.law.depaul.edu), but only if the professor submits the materials to the Marketing Department. Please note that there is a 48-hour turn around time for posting faculty submissions to the Marketing Department. All other assignments are published on Blackboard.

#### ***Blackboard***

Note: Enrolling in a course on the Blackboard system **does not** register a student for the class. To officially enroll in a course, students must use the Campus Connection web site at [www.depaul.edu](http://www.depaul.edu). If a student does not enroll through Campus Connection, he or she will



not receive credit for the course.

To begin Blackboard:

1. Go to [www.depaul.edu](http://www.depaul.edu), click "current students" and then "Blackboard."
2. If you do not have an account, click on "create account" and follow the directions listed below. Note: you can create your own unique user name and password.
3. If you have already use Blackboard for a course, you already have an account. Click on the "Login" button; type your username and password. Click on "submit." If you forgot your password, see the instructions below.

Creating an Account: Do this step only once!

Skip this step if you have previously enrolled in a DePaul course using "On Line Learning Environment."

1. Use your web browser to go to [www.oll.depaul.edu](http://www.oll.depaul.edu) or [www.depaul.edu](http://www.depaul.edu) under "Current Students."
2. Click the Create Account link on the left part of the screen to open the form for creating your account.
3. Fill in the Account form. (Note: A red asterisk marks required information). Include the following information
  - User Name: please use your DePaul user name (first initial of first name and last name up to 7 letters). If someone has already created an account with the user name you select, you will be prompted to choose a different one.
  - Password: You may use any password you like.
  - E-Mail Address: Provide the e-mail address you wish to use for all class correspondence.
4. Click on submit to create your account.
5. See enroll instructions below to enroll in your course web site. You must enroll in each separate DePaul Online Learning (OLL) course site.

Step One: Find Course Listings

Click once on the "Courses" file tab in the upper left-hand side of your screen.

Step Two: Find your Course

1. Once in "Courses," click on "Browse Course Catalog."
2. Find your course first by semester, then by department, using the course title or the 5-digit Registration number.

Step Three: Enroll in Your Course

1. To the right of each course listing is a "Preview" button (which allows guests to visit the course site) and an "Enroll" button.
2. Click on the "Enroll" button. Your name automatically becomes part of the roster for that course site.

#### 19.5 **Lockers**

Lockers are available from the Student Life Office on the eleventh floor of the DePaul Center. Unless a student renews the locker rental, the University will empty the locker at the end of the year in June.

#### 19.6 **Transcripts**

Only the Academic Resource Center on the ninth floor of the DePaul Center may issue

official DePaul transcripts. The College of Law cannot issue transcripts. Students should see a staff person in the Registrar's Office or call (312) 362-8156. Also check the University web site, [www.arc.depaul.edu](http://www.arc.depaul.edu) for instructions on how to order transcripts.

' 19.7 ***Changes To Addresses, Phone Numbers, Names, and E-Mail Addresses***

Students who change their names must bring legal proof of a name change to the Registrar's Office (9<sup>th</sup> floor DePaul Center). Such proof may be a marriage license, a final divorce order, or other order from a court of law. Students may update all other demographic information on the University web site, [www.depaul.edu](http://www.depaul.edu), under "Campus Connection" and "Student Demographics." Students have the option of listing three different addresses and phone numbers, including business, home, and mailing addresses. Several e-mail addresses may be listed as well.

Since the College of Law, particularly the Assistant Dean for Student Affairs, frequently e-mails important information to students, student must insure that their e-mail addresses on Campus Connection are correct at all times. The Assistant Dean will send information about available outside scholarships, registration information, bar examination data, study abroad procedures, class ranks, the Dean's List, anonymous exam numbers for final exams, graduation information, wild card exams, and other important information. **IF YOUR E-MAIL ADDRESS IS NOT CORRECT ON CAMPUS CONNECTION, YOU WILL NOT RECEIVE ANY INFORMATION THAT YOU NEED TO PURSUE YOUR LAW SCHOOL STUDIES.**

' 19.8 ***Payment of Charges***

Tuition and fees are payable in full at the time specified in the registration materials, unless the student enrolls in either DePepper (employer reimbursement) or DePupp (monthly payment plan). Generally, past-due tuition and fees must be paid in full before a student may register. For information on those programs, contact the Student Financial Accounts Office on the ninth floor of the DePaul Center or look on the University web site at [www.depaul.edu](http://www.depaul.edu) under the Student Financial Accounts Office.

' 19.9 ***Financial Delinquency***

Any student who fails to meet the payments as required by the Student Financial Accounts Office will be charged a \$100.00 late penalty. Students with delinquent accounts are subject to suspension and exclusion from classes after being notified by the Financial Accounts Office. These students may not be permitted to take final examinations, receive course credits or transcripts, register for a subsequent semester, receive a degree, or be certified for admission to the bar.

' 19.10 ***Dishonored Checks***

A dishonored check not redeemed within three days after notice may result in exclusion from classes. A \$25 fee is charged for each dishonored check.

' 19.11 ***Tuition Refund Policy***

In the fall and spring semesters, 100% of tuition will be refunded only if the student withdraws before the end of the second week of classes. In the summer, students must withdraw before the end of the first week of classes to receive a 100% refund. Pro-rated refunds are not available after those deadlines. Students who add any course after those deadlines will be charged extra for the added credits.

' 19.12 ***Television Monitors, Bulletin Boards, and Posting of Notices***

Many announcements are posted on the television monitors located on the 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> floors of the College of Law. Class cancellation notices are posted on the monitors and on

the College of Law web site, [www.law.depaul.edu](http://www.law.depaul.edu), which has a direct link to the monitors. Announcements may be posted by student groups on the monitors for one week only. Text of 50 words or less must be e-mailed to [jtowle@depaul.edu](mailto:jtowle@depaul.edu) by 5:00 p.m. the Thursday prior to the week the event will be posted. The subject line must say "Monitor."

Students should check the web site, bulletin boards, and monitors frequently for such things as scholarships, writing competitions, class cancellations, and make-up classes. Law Career Services white boards are located on the 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> floors. Student organization and general student bulletin boards are located on the 7<sup>th</sup> and 8<sup>th</sup> floors.

Notices and literature are not permitted any place except on the general bulletin boards. Specifically, notices may not be posted on any walls, glass, doors, or in restrooms, elevators, or in the library. All unauthorized postings and materials will be removed and discarded.

### 19.13 **Internet Services**

The **University web site** is [www.depaul.edu](http://www.depaul.edu). Student information is password protected and is available under Campus Connection. Campus Connection will give students access to much vital information:

- Demographic Information: Update your e-mail address, mailing or business address, telephone numbers, and other information.
- Student Grades and Advising Report Course History: Access your grades. The page is updated every 24 hours. Course Histories are unofficial transcripts that include courses taken, completed, credits earned, and grade point averages.
- Schedule of Classes and Class Search: See what courses are open or closed when you register. Shows room assignments and professors and is updated every 24 hours. To review course descriptions, select "LAW" for the term.
- Student Course List: After you register, review your class schedule.
- Change PIN: Change your University assigned password to something you can remember.
- Web Registration: Allows you to register for classes on the web, which is also linked from the College of Law web site.
- Student Accounts: Obtain a complete financial record of your financial account. Lists all tuition charges and fees, loans and grants paid, and balances due.

The **College of Law web site** is [www.law.depaul.edu](http://www.law.depaul.edu) It contains Law Career Services information, Law Library information, course syllabi, course descriptions, class ranks, financial aid information, directory information, scholarship information, current events, and this Law Student Handbook.

**Passwords.** The University Identification Services Office (9<sup>th</sup> floor DePaul Center) assigns all DePaul students user identifications and passwords to access Campus Connection on the University web site: [www.depaul.edu](http://www.depaul.edu). Students are encouraged to change their passwords to a number or word they can easily remember. In most cases, a password is necessary to obtain information of a personal nature that is on the University web site.

**E-Mail Accounts.** All DePaul students are assigned free e-mail accounts by the Identification Services Office (9th floor DePaul Center). Using the first letter of the person's first name and the first seven letters of their last name, University e-mail extensions are as follows: students use [@students.depaul.edu](mailto:@students.depaul.edu); law faculty and administrative staff [@depaul.edu](mailto:@depaul.edu).

### 19.14 **Reservation of Rooms and Scheduling of Events**

The law school Events Coordinator (Room 931 Lewis) maintains a schedule of room use. Any group or individual, including instructors, who want to use a room for any purpose other

than a regularly scheduled class (e.g., a speaker, make-up class, committee or organization meeting) must submit an on-line room reservation request, available on the College of Law web site, [www.law.depaul.edu](http://www.law.depaul.edu). Each meeting or event must be reserved and entered on the calendar.

' **19.15 Use of Facilities**

An organization not associated with the Law School may not use school facilities. However, groups not associated with the Law School may reserve rooms or tables in the DePaul Center Student Center (11<sup>th</sup> floor DePaul Center) or through the University Conference Center (8<sup>th</sup> floor DePaul Center).

' **19.16 Lost and Found**

Students should not leave personal belongings unattended in classrooms, offices, lounges, washrooms, the library, or any other area of the Law School building. Found items should be taken to the public safety office (lower level Lewis), where a lost and found service is maintained.

' **19.17 Identification Cards**

Photo identification cards are issued by the University Identification Services Office (9<sup>th</sup> floor DePaul Center). An ID card is mandatory to enter the Law Library, computer labs, or to use other DePaul facilities. All students are assigned a student Identification number, not to be confused with a social security number.

' **19.18 Parking**

A special parking rate is available to students in nearby parking lots. Students must stamp their parking receipts in the machine by the security desk in the Lewis Center lobby or in the DePaul Center lobby.

' **19.19 DePaul Campus Facilities**

DePaul University College of Law students are welcome to use the gym, swimming pool, bowling alley, and other facilities on all of the DePaul campuses. Identification cards are required to use the facilities. Students are charged a membership fee to use athletic facilities.

' **19.20 Personal Mail**

Students may not use the Law School address for personal mail. Such mail will be returned to the Post Office as undeliverable. Only fax machines designated for student use may be used by students. All others are reserved for faculty and staff.

' **19.21 Emergency Cancellation of Classes/Closure of the University**

If the University decides between 8:00 a.m. and 5:00 p.m. to cancel classes for that evening or for the next day, the President will notify the deans and University officers, who in turn will notify faculty, staff, and students. Area radio and television stations will also be informed immediately. If the University decides to cancel or close after working hours or over a weekend, the University will rely on the media. The decision will be announced as early as possible. A recorded message will also be placed on the University's telephone system, (312) 362-8000. (Calls to this number are discouraged because the volume of calls can overburden the system.) The following radio and television stations announce all school cancellations and closing: WMAQ (670 AM), WGN (720 AM), WBBM (780 AM), WBBM (96.3 FM), WUSN (99.5 FM), WFLD-TV (32).

' **19.22 Alcoholic Beverages**

Alcoholic beverages may not be sold on school property. Alcoholic beverages may be served on school property provided prior permission is obtained. To obtain permission, a request must be submitted to the University Vice-President of Student Affairs, Cynthia Summers (Room 1450 Lewis) at (312) 362-7290, at least two weeks prior to the event at which alcoholic beverages are to be served.

† 19.23 **Smoking Policy**

Smoking is not permitted in any DePaul buildings.

† 19.24 **Escort Service**

The DePaul University Public Safety Department provides an escort service for students, staff, and faculty whose circumstances require them to travel alone on campus, in isolated areas after dark, during times of low activity on campus or whenever there is concern for one's own personal safety. Because of the various patrol functions required of the officer, there may sometimes be a short waiting period. At the Loop Campus people are encouraged to join the "Safety in the Street" program, i.e., walking to downtown train stations in groups which are formed at DePaul's public safety stations for that purpose.

† 19.25 **Building Hours**

Building and Library hours are posted in the front lobby display cases in Lewis.

† 19.26 **Health Insurance**

Health insurance is available to all students and their dependents at a cost ranging from approximately \$700 annually for a single student to \$4,000 for a student and his or her dependents. For more information, telephone the Student Affairs office at (773) 325-7290 or go to Room 1400 Lewis. The American Bar Association also offers student health insurance for members. Information is available on its web site, [www.abanet.org](http://www.abanet.org).

† 19.27 **Housing**

Most law students rent their own apartments. General housing information can be found on the College of Law web site, [www.law.depaul.edu/housing](http://www.law.depaul.edu/housing).

DePaul has a service for all current and prospective members of the University community both on- and off-campus. It's called the Housing Resource Center. The web site has information about Chicago neighborhoods and maps. The address of the web site is [www.uhr.com/hrc/depaul](http://www.uhr.com/hrc/depaul).

† 19.28 **University Counseling Services**

The University Counseling Services offers affordable, time-limited counseling to currently enrolled DePaul students. Services offered include individual, couple, and group counseling. In addition to counseling, the Center also provides consultation, assessment and referral, and conducts a variety of workshops for the DePaul community. To access services, call the Center at (773) 325-7779. The Loop office is located in the DePaul Center next to the entrance to the terrace on the 11<sup>th</sup> floor. For more information, go to the University web site, [www.depaul.edu](http://www.depaul.edu)

† 19.29 **University Ministry**

Roman Catholic in origin, Campus Ministry is open and available to persons of all faiths and is able to guide students to deepen particular faiths. Offices are located in Room 1465 Lewis on the Loop Campus and on the second floor of the Stuart Center on the Lincoln Park campus. For information, call (312) 362-6910.

19.30 ***U-Pass (CTA Passes)***

All DePaul University College of Law students who take 12 or more credits in a semester are eligible for a substantial discount pass for Chicago Transportation Authority (CTA) trains and buses. Students enrolled in 12 or more credits are charged a mandatory fee each semester for the U-Pass. Students may not opt out of the fee. A student should be aware that the CTA will revoke a U-Pass if the student initially registers for 12, drops a class, and has fewer than 12 credits.

Photo identification cards are required, and pictures are taken at the beginning of each academic semester both in the Law School student lounge and in the DePaul Center Student Union (11<sup>th</sup> floor). U-Pass cards are valid while classes are in session. They are not valid during the summer or during DePaul class holidays.

19.31 ***Privacy Rights and Access to Educational Records***

DePaul University College of Law respects the rights of privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable educational records. The Law School complies with the Family Educational and Privacy Act (FERPA) within 45 days after University receives a request for access. Students should submit a written request to identify the records they wish to inspect. The Assistant Dean for Student Affairs will make arrangements for access and notify the student when the records may be inspected. If the records are not maintained, the Assistant Dean will advise the student of the correct official to whom the request should be addressed. FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of a written request;
2. The right to request and to amend the student's education records that the student believes are inaccurate or misleading. Students may ask the Law School to amend a record that they believe is inaccurate or misleading. They should write the Assistant Dean for Student Affairs and identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Assistant Dean decides not to amend the record as requested by the student, she will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment;
3. The Law School will not disclose personally identifiable information, other than directory information, from the educational records of a student without his or her prior written consent except in the following instances permitted under FERPA:
  - A. To school officials, including teachers, within the educational institution who have a legitimate educational interest. A school official is defined as a person employed by the University or the Law School in an administrative, supervisory, academic, research, or support staff position, including law enforcement personnel and health personnel; a person or company with whom the University has contracted to provide services; or a student serving on an official committee, such as a disciplinary or grievance committee; or a person assisting another school official in performing his or her tasks;
  - B. To officials of another school in which the student seeks or intends to enroll, provided that a documented attempt will be made to notify the student of intended disclosure, prior to submission of such information;
  - C. To certain authorized representatives of the United States and state agencies who require such information to carry out lawful functions;
  - D. In connection with the student's application for, or receipt of, financial aid;

- E. To organizations conducting studies for, or on behalf of, educational agencies or institutions if these studies are conducted in a manner that will not permit the personal identification of students and if the information will be destroyed when no longer needed for the purpose for which it is conducted;
- F. To accrediting organizations in order to carry out their accrediting functions;
- G. To comply with a judicial order or lawfully issued subpoena; or
- H. To appropriate parties in health or safety emergencies.

19.32 **Directory Information**

If a student does not want his or her name, address, or phone number published, the student must block the release of that information through the University Campus Connection, [www.depaul.edu](http://www.depaul.edu), under FERPA. Student e-mail addresses are available on the University web site, [www.depaul.edu](http://www.depaul.edu).

DePaul University College of Law reserves the right to release at its own discretion the following student information: name; date and place of birth; local address; phone number and e-mail address; home address and phone number; enrollment status and dates of attendance; positions held; place of employment and phone number; number of students employed; memberships in officially recognized campus organizations and teams, including offices held in such organizations; degrees earned, special awards and recognition given; and all information requested by the Illinois Board of Admissions to the Bar and bar exam officials of other states for all students and former students.