Widener University Law Center
Legal Education Institute

Handbook
2012-2013

Introduction

This handbook is formal notice of the rights and responsibilities offered to you as a member of Widener University Law Center Legal Education Institute. Compliance with the enclosed guidelines is mandatory for all faculty and students and is intended to be used in conjunction with the Widener University Undergraduate Student Handbook., School of Continuing Studies Handbook and any Widener University Law Center Handbooks. Consent will be implied based upon course enrollment. Please note that from time to time, the materials in this handbook will be supplemented to keep the handbook current. It is each faculty and student's responsibility to review this handbook and remain compliant with any and all changes.

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Telephone Listings Information

Main Office Number		302-477-2205
Admissions & Advising		302-477-2205
Bookstore		302-478-0606
Bursar		302-477-2207
Career Development	LeaNora Ruffin	302-477-2163
Financial Aid	Eleanor Kelly	302-477-2272
Legal Information Center (Library)	Circulation Desk	302-477-2244
Registrar		302-477-2170
Security/Campus Safety		302-477-2200
School of Continuing Studies		302-477-2216
Fax Number		302-477-2059
Web Address		http:// law.widener.edu/

LEI Full Time Faculty and Staff

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Member, Association for Continuing Higher Education.
Accredited by the Middle States Association of Colleges and Schools.

It is the policy of Widener University not to discriminate on the basis of sex, age, race, national origin or ethnicity, religion, disability, sexual orientation, or marital status in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs. This policy is enforced under various federal and state laws, including Title VII of the Civil Rights Act of 1964 as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans With Disabilities Act. Further, in compliance with state and federal laws, Widener University will provide the following information upon request to the Vice President for University Advancement, Widener University, One University Place, Chester, PA 19013, 610/499-4123: a) copies of documents pertinent to the University's accreditations, approvals or licensing by external associations, agencies or governmental bodies; b) reports on crime statistics and information on safety policies and procedures and c) information regarding gender equity relative to intercollegiate athletic programs. Comments or requests for information regarding services and resources for disabled students should be directed to: Director of ENABLE, Widener University, One University Place, Chester, PA 19013, 610/499-1270, or Dean of Students, Delaware Campus of Widener University, P.O. Box 7474, Wilmington, DE 19803, 302/477-2177.

This publication contains information, policies, procedures, regulations and requirements that were correct at the time of publication. In keeping with the educational mission of the University, the information, policies, procedures, regulations and requirements contained herein are continually being reviewed, changed and updated. Consequently, this document cannot be considered binding and must be used solely as an informational guide. Students are responsible for keeping informed of official policies and meeting all relevant requirements.

The University reserves the right and authority to alter any or all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admission, and to dismiss from the University any student at any time, if it is deemed by the University to be in the best interests of the University, the University community or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or a prospective student and Widener University.

SUGGESTIONS FOR ADULT STUDENT SUCCESS

Adult students are known for being highly motivated and disciplined learners. To get the most from your education, consider the following:

- **Read everything.** You will receive a lot of mail from Widener University. The information might include anything from your transfer credit analysis to a notice about changes in your program. Read all your college mail and keep informed.

- **See an advisor.** Your advisor is the person who can keep you on track to complete your degree. Advisors have a wealth of knowledge about campus resources, planning long-term schedules, taking courses in the proper sequence and opportunities in your major.

- **Ask questions.** GPA, quality points, general education requirements are all terms you might not know. When in doubt, ask. There are no dumb questions, except for the ones that don't get asked.

- **Don't procrastinate.** Start researching your papers early in the term while the library is less crowded. See your advisor early in the semester instead of trying to get an appointment just before classes start.

- **Make a friend.** Talk with other students on the first night of class and get at least two phone numbers. Not only can you develop a study group, if you have to miss a class because of an unexpected business trip or illness, you'll have resources for notes and any missed assignments. You'll also have someone who understands just what you're going through.

- **Plan your time.** The hardest thing for an adult who is working full time and going to college is time management. Make a weekly twenty-four hour day calendar. Fill in everything you need to do and want to do, eating and sleeping included. Be realistic, going to college requires some sacrifice. You should expect to spend two to three hours of study and homework for each hour you spend in class. Give up the television but don't give up quality time with your family.

- **Take classes in sequence.** Some courses are designed to build on knowledge gained in other courses. 100 and 200 level courses prepare you for the more challenging 300 and 400 level courses. Don't take classes out of order. A course like statistics is a lot easier when you've had the required math. If you run into trouble in a class, ask for help. Remember that Introduction to Law and Legal Research I are required to be taken and passed with a "C" or better before any independent study is authorized.

- **Use the campus resources.** We offer classes and programs to help you brush up on academic skills and have tutoring centers, computer centers and a career planning office.

- **Earn credit for what you already know.** The Legal Education Institute accepts credit for prior learning. CLEP exams, the College Level Examination Program, offer a way to earn credit for lower level courses by taking an examination.

- **Reward yourself.** Balancing work, family, and your education is hard. Each time you clear a tough assignment or earn a great grade, give yourself a pat on the back or, better yet, a round of golf, an ice cream sundae, whatever makes your day.

  Take one step at a time. Going to college while working is not easy. It may be unrealistic to work full time, take four classes, and still have time for yourself...much less your family. After a semester or two, you'll find your best balance of coursework, professional, and personal life, as well as be on your way to becoming a Widener graduate.

HOW TO CALCULATE YOUR GRADE POINT AVERAGE [GPA]

1. List each course taken with the credits and the semester grade.

Course	credits	grade
ENGL 101	3	A
HIST 121	3	B+
BIOL 101	4	B-
SOC 215	3	W

2. Multiply the credits in each course by the quality points that correspond with your letter grade.

Grade	**Quality Points**	**Grade**	**Quality Points**
A	4.00	C+	2.30
A-	3.70	C	2.00
B+	3.30	C-	1.70
B	3.00	D+	1.30
B-	2.70	D	1.00
		F	0.00

Note: P, NP, AU, I, W are not used to calculate the GPA

Course	credits	grade	points	total points
BIOL 101	4	B-	2.7	4 x 2.7 =10.8
ENGL 101	3	A	4.0	3 x 4 =12.0
HIST 121	3	B+	3.3	3 x 3.3 = 9.9
SOC 215	3	W	0	none - withdrawn

3. Add the credits and the quality points for every course in which you received a letter grade.

Course	credits	total points
BIOL 101	4	10.8
ENGL 101	3	12.0
HIST 121	3	9.9
Totals	10	32.7

4. Divide the total quality points by the total credits taken for the semester.

Credits = 10
Points = 32.7
GPA = Points / Credits
Semester GPA = 32.7 / 10 = 3.27

$$\textbf{GPA} = \frac{\textbf{Total Quality points}}{\textbf{Total credits attempted}}$$

ACADEMIC SUPPORT SERVICES

The following services are available to Legal Education Institute students:

MATH CENTER The Math Center offers individualized and group tutoring at all levels of mathematics. The center's staff includes members of the mathematics faculty and experienced tutors. Faculty may refer a student or a student may seek assistance on their own at the first sign of a problem. The Math Center is located in Room 273 of Academic Center North on the Main Campus.

READING AND ACADEMIC SKILLS CENTER The Reading and Academic Skills (RAS) Center offers assistance with textbook reading and any other assignment that requires analytical reading. Students can also receive help with note taking, time control and test taking skills. Learning style, reading and study skills assessments are also available. All services of the RAS Center are free. The center is located at 1405 Melrose Avenue across from the Armory.

WRITING CENTER If a student needs help with any writing assignment, regardless of the course, the Writing Center is the place to go for assistance. Staffed by Widener professors, instruction is designed to deal with the student's individual needs. The Center is beneficial to both the good writer who wants additional polishing and the student who is having difficulty. Appointments are suggested. The Writing Center is located in the Old Main Annex on the main campus and in Polishook Hall on the Delaware campus.

TUTORING Tutoring is available for a broad range of topics and courses. In some instances, students serve as peer tutors. In other instances, faculty and graduate students provide assistance. Tutoring is free. Each semester, a comprehensive list of all tutoring services is published and distributed on campus by the Reading and Academic Skills Center. Check the School of Continuing Studies bulletin board or call your School of Continuing Studies office for more information. For tutoring in all legal classes, please see the Legal Education Institute for further details.

TRANSCRIPT REQUESTS Students needing a transcript of their academic record at Widener should call the Registrar's Office. A fee will be charged for each transcript.

FACULTY ADVISORS

It is imperative that a student have an assessment of academic performance and be aware of degree requirements. Students are strongly encouraged to make an appointment with his or her faculty advisor within one month of the beginning of each semester. Appointments with advisors should be scheduled through the Office of the Director.

It is the sole responsibility of the student to make an appointment with their advisor within one semester prior to graduation to ensure all requirements are met. Faculty advisors will not contact the student to initiate such an academic audit.

Part I

University Policies

Part I University Policies

Chapter 1 Sexual Harassment Policy of Widener University

Section 1 - Human Rights Policy

It is the policy of Widener University not to discriminate on the basis of sex, physical handicap, race, age, color, religion, national or ethnic origin, marital status or sexual or affectional preference in its educational programs, admissions programs, employment practices, financial aid, or other school administered programs. This policy includes, but is not limited to:

1. recruitment and employment of applicants who possess the necessary qualifications and/or experience for appointment to the faculty;

2. renewal of faculty appointment, promotion, tenure, and separation from the University;

3. sabbatical leave or other leave with or without pay; faculty development programs, grants, and awards;

4. establishment of salary, benefits, workload, and other rights belonging to a faculty member.

Moreover, it is the policy of the University that no employee shall discriminate against another employee on any of these grounds.

Section 2 - Discrimination and Harassment

Widener University seeks to create and maintain an academic environment in which all members of the community are free from unlawful discrimination and harassment.

A. **Definition of Sexual Harassment.**
Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic rating or education;

2. submission to, or rejection of, such conduct by an individual is used as the basis for employment and/or academic decisions affecting such individual; or

3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or academic performance, or creating an intimidating, hostile or offensive work or classroom environment.

B. Sexual harassment in academia includes the use of authority to emphasize the sexuality or sexual identity of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, environment, or opportunities.

Academic administrators are required to acquaint their faculty with the seriousness of these issues and with the Widener institutional policy.

C. Any faculty member, staff member or student who believes himself or herself to have been injured because of a violation of these policies should make a prompt, written report to the Director's office. Any reports of sexual harassment or discrimination will be promptly investigated and referred to the appropriate body for disposition.

Chapter 2 Expectations, Rights and Responsibilities

Widener University is a corporation, chartered by the Commonwealth of Pennsylvania and the State of Delaware, with authority vested in its Board of Trustees. Appropriate authority, then, is specifically delegated by the board of the president to Widener University and through the president to other members of the administration and faculty and to individuals and groups throughout the institution. The following policies and procedures articulate specific rights or privileges the university grants students and the expectation it has for them.

The Right and Freedom to Learn

Widener University is a comprehensive teaching institution. As members of our academic community, our students are encouraged to develop the capacity for critical judgment and to engage in sustained and independent study. Free inquiry, free expression, and the responsible use thereof are essential to any community of scholars. The following guidelines have been developed to preserve and protect that community.

A. In the Classroom

1. Students are responsible for thoroughly learning the content of any course of study, but they should be free to take reasonable exception to the data or items offered, and to reserve judgment about matters of opinion, and therefore should be evaluated by their professors solely on the basis of their academic performance.

2. Widener University is prepared to protect a student through orderly procedures against prejudiced or capricious academic evaluation by a faculty member.

3. Protection against improper disclosure of information concerning a student is a serious professional obligation of faculty members and administrative staff which must be balanced with their other obligations to the individual student, the university and society.

B. Out of the Classroom

1. Campus organizations, including those affiliated with external organizations, must be open to all students without respect to sex, handicap, disability, race, age, color, religion, national or ethnic origin, marital status or sexual or affectional preference.

2. Students and student organizations of Widener are free to examine and discuss any issue and to express opinions publicly or privately, and are free to support causes by any orderly means that do not disrupt the regular and essential operation of the university. The participation by any student in any disruption or interference with the orderly programs, functions or conduct of university activities of any kind is a serious offense that may involve suspension or expulsion.

3. The student press is free of censorship and its editors and managers are free to develop their own editorial policies and news coverage; however, Widener expects accurate reporting, correct writing, and good judgments in matter of taste.

4. As constituents of the academic community, students are free to express their views on issues of institutional policy and on matters of general interest to the student body. For this purpose School of Continuing Studies students may participate in the Council of Students [Delaware Campus] or Student Government Association [Main Campus]. University-wide, there is a Student Services Committee, chaired by a member of the faculty, on which student members sit.

Additional Student Rights And Responsibilities

The policies and procedures contained in the Handbook are premised on several basic rights for all members of the Widener community. In addition to the rights articulated in "The Right and Freedom to Learn," students have the following additional basic rights and responsibilities.

A. The Right to Safety and Security All students have the right to a physically and emotionally safe and secure environment. This right requires that individuals must assume responsibility for their own safety and security and for that of others. Students have the right to expect that others will exercise care to ensure a secure environment. Students share this responsibility by carefully following all university and community rules and regulations. (See also "Safety and Security Regulations.")

B. The Right to a Clean Environment All members of the Widener community share the responsibility for maintaining a clean environment.

C. The Right to Communal Property For the general welfare of the university, all students have a responsibility to exercise reasonable care in the use of personal or university property.

D. The Right to Safe and Secure Student Records The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the university receives a request for access. The student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believe are inaccurate or misleading. The student should write to the university official responsible for the record, clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student upon notification of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). Other exceptions include a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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. A school official has a legitimate educational interest if the official needs to review the educational record to fulfill his/her professional responsibility. Upon request, the university discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Widener University to comply with the requirements of FERPA. The name and address of the Office that administer FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, DC 20202-4605

   Students reserve the right to withhold public disclosure of any or all items of "directory

information” by written notification to the Office of University Life within two (2) weeks after the beginning of the fall and spring semesters of each academic year. Under current university policy, the term “directory information” includes a student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Chapter 3 Annual Notice to Students Regarding Education Records

The Family Educational Rights and Privacy Act of 1974 ("Act") provides the following rights for students attending Widener University:

A. The right of a student, with minor limitations, to inspect and review his/her education records.

B. The right, with certain exceptions, to prevent disclosure to third parties of information from his/her education records.

C. The right to withhold public disclosure of any or all items of so-called "directory information" by written notification to the Registrar's Office within two (2) weeks after the beginning of the fall and spring semesters of each academic year. All such notifications by students shall remain in effect only for the remainder of the academic year during which notification is made. Under current University policy, the term "directory information" includes a student's name, campus address, home address, campus telephone number, home telephone number, date and place of birth, a major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of secondary school and previous educational agency or institution attended by the student.

D. The right to file a complaint with the Department of Health, Education, and Welfare (HEW) concerning the alleged failure of Widener University to comply with the requirements of the Act and the regulations promulgated hereunder.

The procedures for exercise of the above rights are explained in the Widener University policy regarding the confidentiality of student records, copies of which are available in the Office of the Registrar. Included within the policy is a list of the types and locations of educational records maintained by Widener, with the title and address of the officials responsible for those records.

Chapter 4 Widener University Law Center Drug & Tobacco-free Policy

The following standards and regulations are published to help students understand Widener's expectations for their behavior. No claim is made that this document covers all the rules and regulations now in effect at Widener University. Students are referred to such publications as the *School of Continuing Studies Bulletin, Undergraduate Bulletin* of Widener University, *Parking Regulations Policy,* and departmental policy documents for further and more specific information on policies and regulations. Approved changes in writing may occur from time to time. Questions or formulations of new policies or regulations should be directed to the office of the Dean of the Legal Education Institute.

All students are responsible for familiarizing themselves thoroughly with all expectations, standards, and regulations.

Alcohol/Narcotics Pennsylvania and Delaware laws permit drinking of alcoholic beverages for persons over age 21. For those of legal age, alcoholic beverages are permitted in special areas where prior permission has been granted. University policy is in accordance with the laws of Pennsylvania and Delaware. Violators are subject to disciplinary action.

Widener University is dedicated to providing and promoting a healthy and productive environment for its faculty, staff, students, visitors, contractors and guests. The Tobacco-Free Policy adopted by the university in May of 2009 is consistent with that goal. By endorsing this policy, Widener University demonstrates its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting best healthcare practices and choices for individuals, and establishing a university culture of wellness.

This policy applies to all university faculty, staff, students, visitors, contractors and guests at all times. Tobacco use includes any lighted tobacco product and/or any oral tobacco product. The use of all tobacco products is prohibited within the boundaries of each of the university's four campuses [see Appendix A]. The prohibited areas within each of the campuses boundaries include all buildings, facilities, indoor and outdoor spaces and grounds owned, rented and licensed by the university. This policy also applies to parking lots, walkways, sidewalks, sports venues, university vehicles and private vehicles parked or operated on university property.

Enforcement

All members of the Widener community are asked to respectfully remind faculty, staff, students, visitors, contractors and guests who are smoking or chewing tobacco on university property about the university's Tobacco-Free Policy. Small information cards will be available for distribution to tobacco users by any member of the Widener community. The cards will indicate that Widener University is a Tobacco-Free university; they will be available to faculty, staff, students, visitors, contractors and guests. There will be guidance for assistance including the Widener tobacco-free website address.

Campus Safety staff will also be responsible for reminding any faculty, staff, student, visitor, contractor or guest who is using tobacco on university property about the university's tobacco-free policy and for providing them with a copy of the Tobacco-Free information card. Campus Safety staff may ask to see identification for faculty, staff, students, visitors, contractors and guests and complete an incident report for

anyone who is found violating the university's policy. The original incident reports will be directed to the Campus Safety Office. Incident reports will be reviewed and copies of reports for students will be sent to the appropriate Student Affairs Office for processing through the student disciplinary process. Copies of reports for all employees for all campuses will be sent to the Human Resources Office in Chester for processing through the employee disciplinary process. The Human Resources Office will send a copy of the incident report to the employee's supervisor.

There will be four levels of offenses, with a requirement for each offense that a cited student or employee attend an educational program or seek assistance for cessation, in addition to the noted penalties as follows:

- 1st Offense - Warning
- 2nd Offense - $25.00 Fine
- 3rd Offense - $50.00 Fine
- 4th Offense – Up to dismissal or termination of employment/enrollment, based on the respective disciplinary code.

Campus Safety staff will give a copy of the Tobacco-Free information card to visitors using tobacco on university property and ask them to extinguish cigarettes, cigars or pipes or dispose of smokeless tobacco products. If a visitor refuses to comply with this request, Campus Safety staff may ask the visitor to leave campus (as is currently done when visitors violate the university's alcohol and drug policy).

Assistance

Educational and cessation assistance programs will be offered to students, faculty and staff throughout the 2010/11 academic year to help them quit using tobacco products. Any money collected from the noted fines will support the wellness education program.

Federal and state laws prohibit the possession, sale or use of narcotics or other dangerous drugs. Those convicted of violations of these laws are subject to heavy mandatory fines and imprisonment. Any student of Widener who within limits of the institution has in his/her possession or uses narcotics or drugs (not specifically prescribed by a physician) or brings such narcotics or drugs or causes then to be brought within the limits of the institution may be dismissed.

For more detailed information, please refer to The Widener University Drug and Alcohol Policy.

Chapter 5 Campus Safety

Widener University is committed to the safety and security of all members of the Widener University community. The Widener University website contains information on campus security and personal safety, including crime prevention, university law enforcement authority, crime reporting policies, disciplinary procedures, and other campus security matters. It also contains statistics for the three previous calendar years on reported crimes that occurred on campus, in certain off-campus buildings or property owned and controlled by the university, and on public property within or immediately adjacent to and accessible from campus.

The Annual Campus Safety Report for the main campus is available on the website at www.widener.edu. The Annual Security Report for the Delaware and Harrisburg campus is available at http://law.widener.edu/ by selecting "Campus Life," then "Campus Alerts." If you would like a printed copy of these reports, contact the Campus Safety Office at 610-499-4203 to have a copy mailed to you. The information in these reports is required by law and is provided by the Campus Safety Office.

Part II

Academic Code

Part II Academic Code

Chapter 1 Course Load Requirements

A. Paralegal Studies
Bachelor's Degree
Applicants who have received a high school diploma or General Education Development Certificate (G.E.D.) may enroll in the Bachelor's Degree Program for Paralegal Studies. The Bachelor's Degree requires 120 credits of course instruction, including 57 credits of legal specialty coursework, 45 credits of general instruction, and 18 credits of free electives.

B. Paralegal Studies
Associate's Degree
Applicants who have received a high school diploma or General Education Development Certificate (G.E.D.) may enroll in the Associate's Degree Program for Paralegal Studies. The Associate's Degree requires 60 credits of course instruction, including 39 credits of legal specialty coursework, and 21 credits of general education.

C. Paralegal Studies and Legal Nurse Consultant - Certificate of Completion
Applicants who have earned a Bachelor's Degree, an Associate of Arts or Science Degree, or have completed 60 qualifying credits may enroll in the Paralegal Studies or Legal Nurse Consultant Certificate Program. Students must complete 24 required credits, but may enroll in additional legal specialty electives.

D. Residency Requirements
A Legal Education Institute student seeking a Bachelor's Degree must be enrolled for the last 30 semester hours (15 semester hours for the Associate's Degree or certificate program) in courses offered by Widener University.

1. Not included in the last 30 semester hours is academic credit earned through prior learning (such as successful scores attained in the College Level Examination Program or the awarding of credit for life/learning experiences) or credit awarded for courses taken at other institutions.

2. A minimum of fifty (50%) percent of credits in the student's major course of study must be taken at Widener University.

3. Requests for "transfer back of credit" occur in cases in which a student who is close to completion of a degree must withdraw from the Legal Education Institute because of a move to another geographical part of the country, or a student needs a course to graduate that is not being offered. This policy provides for exceptions to be made to the residency rule, which states that the last 30 credits (15 credits for Associate's Degree or certificate program) must be taken at Widener University.

Chapter 2 Academic Progress and Academic Integrity

A. Standards for Academic Progress based on cumulative GPA

To be in good standing, students must meet the following academic progress standards:

Semester Hours Completed	Minimum Cumulative GPA
15.5 or fewer	1.70
16 to 30.5	1.80
31 to 60.5	1.90
61 or more	2.00

Students who do not meet these standards will have their records reviewed by the Director to determine if they should be dismissed or if they should be allowed to continue their studies. If students are allowed to continue, they may be required to meet specific conditions established by the Legal Education Institute and under the supervision/direction of the Director of the Legal Education Institute.

B. Standards for Semesterly Progress

Grounds for dismissal for academic failure to progress include:

1. Failing to achieve the minimum GPA necessary for good standing consistent with "Standards for Cumulative GPA."

2. Failing nine or more credits in one semester.*

3. Failing to meet the specific requirements and conditions stipulated by the Legal Education Institute.

4. Students who are dismissed have the option to petition for reinstatement under specific requirements and conditions.

**Note that the two summer sessions comprise one semester.*

C. Undergraduate Satisfactory Academic Progress Guidelines

To receive and remain eligible for Federal Title IV and Widener University institutional financial aid, students must progress toward the completion of their program of study at a rate that will ensure graduation in a reasonable length of time. Widener University has established a policy that measures academic progress both quantitatively (credit hours) and qualitatively (grades) at the end of each academic year.

1. Quantitative Measurement

Undergraduate students must successfully complete a minimum of 67 percent of the total credits attempted while enrolled at Widener University. Successful completion is based on the percentage of the total (cumulative) credit hours attempted compared to

the total credit hours completed. Earned credits for a course cannot be counted more than once. Grades of "I" (incomplete), "W" (withdrawal), "F" (failure), "NP" (no pass), and "Z" (no grade submitted) count as credits attempted but do not count as credits completed.

2. Qualitative Measurement

Undergraduate students must achieve the following minimum cumulative grade point average (GPA):

Credit Hours Completed	Minimum GPA
15.5 or fewer completed credits	1.70 GPA
16 – 30.5 completed credits	1.80 GPA
31 – 60.5 completed credits	1.90 GPA
61 or more completed credits	2.00 GPA

A school or college within Widener University may have a higher GPA standard for graduation. Please check the Undergraduate Student Handbook for individual school and college program academic standards information.

3. Maximum Time Frame Requirements

The maximum time frame to complete the credits required for graduation is measured in credit hours attempted. The maximum time frame may not exceed 150 percent of the published length of the academic program. The maximum time frame for a transfer student may not exceed 150 percent of the published length of the program minus the number of transfer credits accepted for transfer at the point of matriculation.

4. Dismissal/Suspension

Academically dismissed or suspended students are ineligible for financial aid while suspended and must request reinstatement (or formal appeal) of aid upon readmission to regain financial aid eligibility for subsequent semesters. Academic readmission does not automatically grant reinstatement of financial aid eligibility.

5. Reinstatement

Reinstatement of financial aid eligibility is possible once the student has earned 67 percent of total credits attempted and has achieved the required grade point average, either at the student's own expense or by completing unfinished class assignments, except when aggregate hours (total hours attempted) are the cause of ineligibility

D. Specific Course Requirements

A grade of "C" or better must be obtained in the following courses in order to advance to subsequent courses:

ENGL 101 Composition & Critical Thought
LEI 101 Introduction to Law
LEI 102 Legal Research I

LEI 104 Legal Research II
LEI 212 Ethics and Paralegalism
All Legal Nurse Consultant Courses

E. **Academic Integrity:** Students are expected to uphold the principles of truth and honesty in the performance of all academic work.

- Plagiarizing or other forms of cheating.
- Knowingly supplying false information or causing false information to be supplied to university faculty or staff who are in pursuit of official duties, or to a hearing officer or board in the course of a disciplinary proceeding.
- Tampering with or unauthorized use or accession of official university records.
- Failing to comply or fully cooperate with university employees, including, without limitation, resident assistants, graduate assistants, campus safety officers, maintenance workers, and dining center personnel. This includes failure to evacuate a building when instructed to or to present an I.D. card upon demand.
- Refusing to identify oneself to representatives of the university who are in pursuit of their official duties.
- Interfering with faculty or staff of the university in the performance of their official duties.
- Disturbing the community resulting in the disruption of authorized university activities, including conduct in classrooms or laboratories.
- Failing to respond to official university business or correspondence in a timely manner.
- Misrepresenting information about, or intentional defamation of, an individual or group.
- Violating any agreement a student has entered into with the university, including, without limitation, dining service contracts and housing agreements.
- Failing to comply with any condition of a disciplinary sanction.

Chapter 3 Transfer Credits

A. Advanced Standing (Academic Credit) from Other Educational Institutions

1. Coursework must come from a regionally accredited institution of higher learning recognized by the appropriate professional body. An original transcript with institution seal and Registrar's signature is required.

2. Coursework is accepted and placed against requirements of a chosen curriculum either as equivalent to a required course or as an elective. Other eligible courses (not fitting the particular curriculum) are accepted on the transfer credit statement with an appropriate notation. Transferred electives are designated in a particular discipline area such as humanities, science, or social science, if appropriate.

3. Credit will NOT be awarded for developmental, basic, secretarial, or community service programs.

4. Generally, courses accepted for transfer must have grades of "C" or better.
   a. grades of C- or lower may not be transferred if the cumulative GPA from all prior institutions is lower than 2.00.
   b. no course with a grade of C- or lower may be transferred if it is a required course for the student's major.
   c. credit for English 101 may not be given for a course with a C- or lower grade.
   d. no course credit may be given for a C- or lower grade to satisfy any general education requirement.

5. The maximum number of transfer credits that Widener University Legal Education Institute may accept for major requirements is fifty percent (50%). The maximum number of transferable credits accepted toward the Associate's Degree is thirty (30), of which only eighteen (18) may apply toward the major requirements. The maximum number of transferable credits accepted toward the Bachelor's Degree is ninety (90) of which only twenty-seven (27) may apply toward the major requirements.

6. After matriculation, students at Widener will not be authorized to take more than nine (9) credits from other institutions. Transfer of credit for courses taken at other institutions after matriculation at Widener must have the prior approval of the Director.

7. The final determination of transfer credit awarded is made by the Director.

B. Academic Credit for Prior Learning

Widener University recognizes that college level learning may occur in settings other than the traditional classroom. Opportunities for the acquisition of credit from learning acquired as the result of work experience and/or other self-directed learning activities are provided for the student. Not more than one-half of the total credits required in the major subject area of an academic program can be earned through any non-traditional method or combination thereof, as described in the following paragraphs.

Credit may be earned in the following ways (since no grades are given for credit earned from these sources, such credit has no effect on a student's academic average):

1. **College-Level Examination Program (CLEP)**
   Any student may take CLEP tests to demonstrate college-level competency. There are two test categories. The subject examination measures achievement in college courses which School of Continuing Studies and the Legal Education Institute equates to its offerings. The general examinations measure achievements in subject matter, which can be credited as electives.

2. **The National Guide to Educational Credit for Training Programs**
   Published by the American Council on Education, this guide lists credit recommendations for educational programs and courses sponsored by non-collegiate organizations that offer courses to their employees or members. These organizations include business and industry, unions, professional and voluntary organizations, and government agencies. In most instances, School of Continuing Studies and the Legal Education Institute will accept such recommendations and award appropriate credit.

3. **The Guide to the Evaluation of Educational Experiences in the Armed Forces**
   The American Council on Education publishes a list of courses offered in the armed services that may be applicable to certain School of Continuing Studies and the Legal Education Institute required or elective courses, and for which credit may be granted. Students must present evidence through certificates or other documentation that they have successfully completed such courses.

4. **Dantes Subject Standardized Tests (DSSTs)**
   The Dantes program is a testing service conducted by Educational Testing Service.
   These tests have been used by the United States military personnel to obtain credit towards a degree. In 1983, the tests were made available for the first time for use by civilians. School of Continuing Studies and the Legal Education Institute recognizes the recommendation for credit made by the American Council on Education, and awards credit for subjects that can be equated to School of Continuing Studies and Legal Education Institute courses.

5. **Assessment of Prior Learning**
   Credit may be earned through the development of a portfolio that provides evidence and documentation that the student has learned in a non-traditional setting the learning outcomes of specific courses. A portfolio is a file or folder of information compiled by a student about specific past experiences and accomplishments and is submitted with a request for course credits to a faculty expert in the field of the student's area of learning.

Chapter 4 The Undergraduate Writing Program

A. To develop good student writing, Widener University has instituted a university-wide writing program that consists of four parts.

1. **Freshman Composition Course** - All degree students must complete ENGL 101 "Composition and Critical Thought." All degree students are required to complete a 30-minute writing sample prior to placement in ENGL 101. Students who score below level 3 on the National Teachers Exam (NTE) Scoring Guide, which ranges from 0 to 6, must complete ENGL 100 "Fundamentals of English" before they can take ENGL 101.

2. **Writing Enriched Courses** - In addition to ENGL 101, all students must complete at least four courses that are designated as "writing enriched." Writing enriched courses have three or more writing assignments that include student editing and revision so that students learn to correct their writing errors. The multiple writing assignments, including revisions, total at least 25 pages. An emphasis on "writing to learn" assignments can be found in many of these courses. Writing enriched courses are specifically designated on the schedule of course offerings. Certain programs may require specific courses to satisfy this requirement, and may total more than four.

3. **Periodic Writing Sample** - Each school/college periodically uses a writing sample administered by the Writing Center to follow and document the writing progress of their students. Students who need to raise their level of writing have the opportunity to complete a personal writing instruction plan coordinated by the Writing Center. Alternatively, students with a serious deficiency also have the option to take an appropriate course that addresses the deficiencies.

   Students must complete the writing sample in advance of their graduation date in accordance with the following:

Graduation Date	Deadline
May	March 1
December	November 1
August	August 1

   The following table gives the minimum score students are expected to obtain without having to complete additional work.

Credits Toward Degree	Minimum Score
1 – 27	3
28 – 73	4
74 and above	5

4. **Demonstration of Writing Competency for Graduating Students –** each school/college has the responsibility for assessing the writing level of graduating students. Legal Education Institute Bachelor's Degree students who have 74 or more credits toward their degree will take the writing sample administered by the Writing Center and must attain a level 5

competency. This requirement must be completed prior to graduation. Associate Degree candidates must complete a minimum of three writing enriched courses and attain a level 4 competency on the writing sample.

B. Implementation of the Writing Program

(Students with less than 74 credits before September 1, 2000, are required to complete the writing program. Students who have not yet taken the initial writing sample should do so as soon as possible. Contact the Director at 302-477-2205.)

1. Transfer Students

Initial Writing Sample - Transfer students will need to complete the writing sample during their first semester on campus. Mid-year transfer students will complete the writing sample during designated times as posted by the School of Continuing Studies. The writing sample is administered by the Writing Center.

2. All Students

Writing Enriched Courses - Current students (as of September 1, 2000) and transfer students may be required to take as many as four writing enriched courses according to the following schedule:

Current students and transfer students with:	**Must complete:**
1 - 27 credits	4 writing enriched courses
28 - 73 credits	3 writing enriched courses
74 or more credits	2 writing enriched courses

Transfer students, depending on major, may be required to take specific writing enriched courses to complete their degree. Consequently, they may need to complete more than the minimum two or three writing enriched courses listed below:

ALLH 220	Healthcare and the Law
ALLH 421	Issues in Allied Health Care
APSU 350	Effective Planning and Organizing
ASC 400	Values Seminar
ASC 409	Senior Project
COMM 215	Effective Communication
ED 101	Introduction to Teaching
ENGL 102	Advanced Exposition and Literature
ENGL 3xx	(various literature courses) ENGL 325,357, 365,366 ...
ENGL 409	Senior Seminar
HOSP 104	Module VIII, Module IX
HOSP 105	Hospitality Administration: Final Project (Module *X)*
HUM 225	Women in American Society
HUM 320	Religions of the World
IS 440	Information Systems Planning and Management

LEI 102	Legal Research and Writing I*
LEI 104	Legal Research and Writing II*
LEI 201	Wills and Trusts
LEI 205	Civil Practice
LEI 207	Family Law
LEI 212	Ethics and Paralegalism
LEI 222	Healthcare law and Ethics
LEI 254	Bioethics and the Law
MGT 452	Management Policy and Strategy
NURS 125	Introduction to Nursing
PHIL 110	Critical Thinking
PHIL 350	Ethics
PHIL 352	Business Ethics
SOC 215	The Family
USC 400	Capstone Seminar

*Required for all LEI Students

ENGL 101 is writing enriched but is required as part of the Writing Program, in addition to the specified number of writing enriched courses needed for graduation.

Chapter 5 Changes in Course Schedule

A. Dropping and Adding of Courses

To add or drop a course, you must contact the Director or your advisor immediately. Notice to the instructor is not sufficient. A student who does not drop a course officially will continue to be marked absent and risk receiving a failing grade for the course. Failing to properly drop a course may result in additional charges on your billing account.

An add/drop period is held during the first week of each semester. All changes in your pre-registration must be completed before the conclusion of the add/drop period.

This includes any changes in section of the same course. What this means to you is that if you decide, after the add/drop period, to change from the evening section of a course to the day section, you will be billed for both sections. This is a substantial financial burden. For this reason, it is imperative that you make your decisions about your courses before that deadline passes.

1. A grade of "W" (withdrawal) is issued for a course that is dropped anytime after the drop/add period.

2. A grade of "F" (failure) is issued for a course that is dropped during the time period beginning one month prior to the end of a semester.

3. A grade of "I" (incomplete) is given to a student who has failed to complete course requirements because of excusable reasons. Refer to Page 36 of this handbook.

4. A course may be added no later than the end of the second week of a semester.

5. Students who are veterans and who have changed the number of credits (semester hours) for which they are enrolled as a result of dropping and/or adding, must immediately notify the coordinator of veteran affairs.

6. Please refer to Section B Withdrawal and Adjustment of Charges for financial information regarding withdrawal from a course.

B. Withdrawal and Adjustment of Charges

1. Fall and Spring Semesters

In the case of withdrawal from a course after the drop/add period set forth by the University, tuition will not be adjusted on a pro rata basis. A student who drops a course after such time forfeits the entire semester's tuition for that course.

2. Summer Sessions

The refund schedule for each summer term is available from the Bursar's Office or online prior to the start of classes.

3. Financial Obligation

No diplomas, certificates of completion, or transcripts will be granted unless all financial obligations have been met. In addition, a student may sit for final exams, however, no final grades will be released, unless all financial obligations are met.

4. Course Enrollment

The right to cancel a course is reserved in case of insufficient enrollment.

5. Change in Concentration

No student may change their concentration more than one time without seeking the express written permission from the Director of the program to justify good cause as to why the concentration choice should be changed. Any student receiving financial aid must also discuss their need for a change in concentration with a financial aid representative to establish that the change in concentration will not adversely affect their funding.

Chapter 6 Minimum Satisfactory Standards of Academic Progress

Students must be progressing toward the completion of their program of study at a rate that will ensure graduation in a reasonable length of time. Widener University has established a minimum standard that measures academic progress both quantitatively (credit hours) and qualitatively (grades) at the end of each semester. Students must meet the following minimum academic progress standards.

A. Measurement of Progress

Academic progress is measured at the end of each semester. The summer sessions comprise one semester. Measurement will take place in August, December, and May, in that order. The first time a student fails either the quantitative or qualitative standard, he or she will be issued a warning for the subsequent semester. A student who fails to make progress for two consecutive semesters will lose eligibility for financial aid. A student who has exceeded the maximum time frame will lose eligibility for financial aid.

B. Quantitative Measurement

The student must successfully complete a minimum of 67% of the total credits attempted while enrolled at Widener. Successful completion is based on the percentage of total (i.e., cumulative) credit hours attempted compared to the total credit hours completed. Earned credits for a course cannot be counted more than once. Grades of "I" (Incomplete), "W" (Withdrawal), "F" (Failure), and 'WP" (No Pass) count as credits attempted, but do not count as credits completed. For a full definition of attempted and completed credits, please contact the Financial Aid Office.

C. Qualitative Measurement

An undergraduate student must achieve the cumulative grade point average (GPA) below:

Credit Hours Completed	Minimum Cumulative GPA
15.5 or fewer	1.70
16 to 30.5	1.80
31 to 60.5	1.90
61 or more	2.00

An undergraduate student who fails nine credits in one semester, or who does not maintain a 2.0 GPA (except for a first semester freshman) will be issued a written notice of failure to academically progress by the Director of the Legal Education Institute and be allowed one semester to achieve the minimum qualitative measurement.

D. Maximum Time Frame Requirements

The maximum time frame to complete the credits required for graduation is measured in credit hours attempted. The maximum time frame may not exceed 150% of the published length of the academic program. The maximum time frame for a transfer student may not exceed 150% of the published length of the program minus the number of credits accepted for transfer at the point matriculation. A student who has exceeded the maximum time frame should contact financial aid for eligibility.

E. Dismissal

Should a student not maintain the minimum academic progress requirements set forth in the qualitative measurement, they will receive a letter from the Director of the Legal Education Institute dismissing them from the program.

Academically dismissed are ineligible for financial aid while suspended and must appeal or request reinstatement upon readmission to regain financial aid eligibility for subsequent semesters. Academic readmission does not automatically grant reinstatement of financial aid eligibility.

F. Reinstatement of financial aid

Students who gain reinstatement to the Legal Education Institute program should contact the Office of Financial Aid immediately to inquire about the requirements for regaining federal aid.

G. Appeals

A student may appeal for a waiver from the progress rules and regulations based on such mitigating circumstances as the death of a relative, a serious personal illness/ injury, change of educational objective, or other extenuating circumstances. The student must be able to demonstrate that the illness/injury or extenuating circumstance had a direct impact on the student's academic performance. "Waiver Request" forms are available from the student's academic dean or from the assistant provost. Students should also submit a written request to the Financial Aid Office.

Appeals for excessive aggregate hours must address, at a minimum, any degree program changes, and include a degree completion plan from the student's advisor.

H. Re-Entry Student

Prior academic performance will be considered when determining satisfactory academic progress for financial aid eligibility. However, if there are special circumstances, a re-entry student may submit a written appeal to the Financial Aid Academic Appeals.

The Financial Aid Appeals Committee may request additional documentation and/or a personal interview. After review, the Committee will notify the student in writing of the action taken. Appeals, when granted, are for one semester only and the student must comply with any and all conditions attached to the waiver of the academic policy.

Chapter 7 Examination and Grading

A. Scale of Grades

The Legal Education Institute uses the following scale of grades and their equivalent in quality points: (Please note, University policy states **NO A+ grades are permissible**).

Letter	Number	Quality Points
A	93-100	4.00

A-	91-92	3.70
B+	89-90	3.30
B	83-88	3.00
B-	81-82	2.70
C+	79-80	2.30
C	73-78	2.00
C-	71-72	1.70
D+	69-70	1.30
D	60-68	1.00
F	Below 60	0

B. Incomplete Grades

A grade of "I" is given to a student who has failed to complete course requirements because of excusable reasons. To receive a final grade for the course**, <u>the student must complete all requirements by the midterm of the next semester</u>** following the semester in which the grade of "I" was given. This date will be printed in the academic schedule. On the next working day after this date, the Registrar's office will change all remaining incompletes, "I," to failures, "F." The instructor may stipulate that the work be made up prior to the midterm date. Prolonging the date requires special permission from the Director.

C. Grade Changes

1. General

   Any grade for a course submitted by an instructor is final when received by the Registrar and may not be changed by the instructor except as prescribed below.

2. Exceptions

   A grade given by an instructor in a course, seminar, or special course may be changed by the instructor if

   a. the original grade was "Incomplete,"
   b. the grade was miscalculated, or
   c. the grade was incorrectly entered on the grade sheet.

   The instructor may submit the correct letter grade to the Registrar for inclusion in the affected student's transcript.

3. Application for Change of Grade

   An instructor may also apply to the Director for change of grade for good cause.

4. Student's Application for Change of Grade

   An aggrieved student may apply for change of grade on the grounds that a grade was awarded contrary to the provisions of the Academic Code, or was the proximate result of discrimination on account of race, religion, national origin or sex initiated by the faculty member responsible for giving the grade. The burden of proof is on the student to prove the allegations. Any petition for change of grade under this section will be heard and determined according to the provisions of the Academic Code.

D. Legal Specialty Courses

Students must obtain a grade point average of 2.0 in all legal specialty and legal elective courses. A student who does not earn an overall 2.0 or better grade point average will not graduate. Further, in order to be eligible to register for any online courses with LEI, the student must have achieved a GPA of 2.3 or higher. Any student wishing to enroll in an online course with a GPA of less than 2.3, must request special permission from the Director of the program and may be required to enter into an academic contract with LEI.

E. Academic Honors

1. Candidates for Bachelor's

   The Bachelor's Degree program's honors for graduation are as follows:

   a. Summa Cum Laude (with highest distinction) 3.85
   b. Magna Cum Laude (with high distinction) 3.70
   c. Cum Laude (with distinction) 3.50

2. Dean's List – Candidates for Bachelor and Associate Degree

   A grade point average of 3.50 or higher is required for placement on the Dean's List.

3. The Dean's Award for Human Services and Professional Studies is awarded to the student receiving the baccalaureate degree who has demonstrated outstanding academic achievement in a human service or a professional studies major. Majors reviewed for this award are: allied health, education, paralegal studies, and professional studies. This award is presented at the Widener University Commencement Awards Ceremony.

4. Alpha Sigma Lambda

   This is a national honor society recognizing students for outstanding academic achievement. Membership is open to all matriculated students in the Legal Education Institute who have completed a minimum of 24 credits at School of Continuing Studies (including 15 outside their major field) and who have a cumulative grade point average of 3.25 at the end of the fall semester and are in the top 10 percent of their class. The School of Continuing Studies chapter is Alpha Theta. (Certificate students are ineligible.)

5. Phi Kappa Phi

   The honor society of Phi Kappa Phi exists to recognize and encourage scholarship in all academic disciplines. By honoring superior scholars, it hopes to encourage others to espouse academic excellence. The Widener chapter of Phi Kappa Phi was installed May 14, 1979. Membership in the society is by invitation from the local chapter, in accordance with its regulations and the by-laws of the national organization. A Widener University undergraduate will be eligible for election to Phi Kappa Phi if:

   a. he/she is a junior and ranks in the upper 7.5% of the class, after completing at least seventy-two (72) semester hours; or he/she is a senior and ranks in the upper 10% of the class and
   b. he/she has taken at least 60 semester hours at Widener University.
   c. August and December graduates who are eligible for Phi Kappa Phi membership will

be invited to become members with the next class of initiates.

d. Legal Education Institute degree candidates will be eligible for membership during the academic year of his/her graduation in accordance with the other criteria here listed.

6. Who's Who Among Students in American Universities and Colleges
Students eligible for nomination must have been awarded the baccalaureate degree in the previous August or December, or expect to receive it in May. Final selection is based on cumulative academic average, participation in School of Continuing Studies and community activities, and recognition for accomplishment in job-related activities.

F. Quality Point System

The quality point/credit hour average is calculated by dividing the total credits attempted (excluding grades of "P", "AU", "I", and "W") into the sum of the products of quality points and credits for all completed courses. Only courses taken at Widener are included in the quality point system.

G. Auditing

A student may elect to audit a course, that is, to enroll but receive no academic credit. Such a student must formally register, paying the same tuition and fees as if the course was taken for credit. The student is not subject to any of the usual academic requirements (class attendance, examinations). A decision to audit a course must be made when registering.

H. Pass-Fail Courses

In certain courses, a grade of "P" (Pass) is assigned if the student satisfactorily completes the course. "P" does not have a grade point or other equivalent. A grade of "F" (Fail) in a pass-fail course is treated as if it were a letter grade of "F."

I. Mandatory Repetition of a Course

Any student falling below the appropriate minimum GPA standard who fails a required course in his/her major must repeat the course in the next regular semester (i.e. Fall or Spring) that it is offered. A student may not take a class more than two (2) times. If a student wishes to take a class for a third time, the student must seek written permission from the Director. This mandatory repetition of course policy applies to students who were accepted or re-entered in Fall 2003 or later.

J. Withdrawal From Courses

The L.E.I. Office may grant a written request filed by a student to withdraw from a course. Permission to withdraw from a course will be granted only in cases of exceptional hardship to a student caused by circumstances beyond the student's control. The decision of the L.E.I. Office is not appealable. A withdrawal will only be permitted if you have a well documented nonacademic extenuating circumstance. Just because you are failing a course, does not justify a late withdrawal. Each student is responsible for consulting with the financial aid office if a withdrawal is considered, as withdrawal from a course may affect student academic progress.

Part III

Director's
Office Regulations

Part III Director's Office Regulations

Chapter 1 Purpose and Notice

A. Purpose

The Director's Office Regulations are the official interpretations of the Academic Code, the Code of Conduct, and the Curriculum. These regulations are to guide students and faculty in the application of these documents to common problems that arise in the administration of the Institute.

B. **Notice**

1. Binding Effect

   All students and faculty are bound by the Director's Office Regulations. The Director's Office reserves the right to change these regulations to further the best interest of the Legal Education Institute.

2. Change in Regulations

   A change in the Director's Office Regulations is effective on the day when the change is posted.

Chapter 2 Examinations

A. Examinations

1. Students with Special Needs

   Any student with a special need may inquire with the Director of Disabilities Services regarding the examination process. The Director of Disabilities Services will then discuss the appropriate provisions with the Director of the Legal Education Institute, who will contact the student's professors with the recommendations set forth by the Director of Disabilities Services. At the direction of the Director of Disabilities Services, the Legal Education Institute is not to make accommodations to students, faculty of staff without the recommendation of the office of Disabilities Services. Please refer to Page 54 of this Handbook for information regarding Disabilities Services.

2. Deferred Examinations

   a. Scope

      This section applies to all examinations, including any take-home examinations, whether administered during the final examination period or not.

   b. No Right to Defer

      No student has a right to defer an examination. A student who fails to take an examination when scheduled to do so will receive an "F" for the examination, unless the examination has been deferred according to the procedure outlined in this section.

c. Policy on Deferral of Examinations

Since examination schedules are published for students at the time students register for courses, students are bound by the published examination schedule. Final examinations will be deferred only for good cause. Examples of good cause include:

1. serious personal illness or injury;

2. serious injury, illness or death in the immediate family;

3. and other like events beyond the student's control that prevent the student from taking the final examination when scheduled.

3. Departure From Examination Schedule

No student may have an examination deferred without first completing a Dean’s Action request for permission to defer an examination. Permission to defer an examination must be obtained prior to the scheduled examination day, unless the cause for deferral occurs on the examination day, and is due to circumstances beyond the student's control. The Director shall notify the professor of such cause for deferral as soon as possible. The affected professor may prepare a new examination to be given at the make-up time for the student whose examination has been deferred. Deferred examinations must be taken on the scheduled examination make-up date for that semester Since students are given registration materials showing the time and date of final examinations, an examination will not be deferred because a student is enrolled in two courses having examinations on the same day, or on two consecutive days.

4. Emergency Deferred Examination

If a student is unable to take an examination for good cause, as defined in Section 2(c) above, that arises within 24 hours immediately prior to the final examination time, the student may telephone the Director for permission to defer the examination. If the student cannot telephone the Director, the student may miss the examination and apply for a deferral after the examination date. The burden is on the student to show;

a. good cause and,

b. sufficient reason for not requesting a deferral in writing or by telephone prior to the examination.

The Director's Office will be available each day or night during final examinations to deal with deferred examinations. The Director may defer an examination under this section for up to 48 hours on a telephone explanation showing reasonable cause to believe the student, acting in good faith, cannot take an examination because of some event which is not the student's own fault.

5. Illness During Exam

If a student becomes ill during an examination or is otherwise unable to continue and complete the examination, the student should notify the professor and leave the examination

"blue book" and any other examination materials with the professor. The professor should take the name, year and course examination of the student who leaves the examination in writing, and notify the Director as soon as possible.

Chapter 3 Attendance Policy and Procedure

A. General

No student may miss more than twenty percent of the regularly scheduled classes in any course or seminar, nor more than twenty percent of the regularly scheduled clinical work periods in any course, seminar, or special course. Any student who misses more than twenty percent of his/her classes will not be permitted to take the final examination or submit any other work.

B. Absence Interpretations

1. Students Who Enter Courses During Add-Drop Week
   A student who adds a course during the add-drop week should not be counted as "absent" for the day or days missed prior to his or her adding the course.

2. Standards for Administration
   Roll will be taken at the beginning of a class. A student who is unprepared in class but present, may be counted as absent, if the instructor announces at the beginning of the semester that unprepared students will be counted as absent. The student found to be unprepared shall be promptly so advised by the instructor.

3. Clinical Work Sessions
   A student enrolled in an in-house clinic must comply with the regulations of that clinical program for attendance at work sessions and clinical meetings. Consult the clinical instructor for further details regarding absences.

4. Students Who Miss More Than Twenty Percent (20%) of Classes
   The Academic Code requires that a student receive an "F" for excessive absences in a major required course and a "W" for excessive absences in an elective course. The faculty's collective judgment is that a student who misses more than 20% of the scheduled meetings of a course has not taken the course, and though one's absence is for the best possible reasons such as sickness, death in the family, religious observance, job requirements, etc., the student should re-take the course rather than sit for the exam. No more than 2 classes may be missed during the Summer Session; no more than 3 classes may be missed during the Fall and Spring semesters.

5. Hardship Relief
   A student who misses more than 20% of the scheduled meetings of a major required course due to sickness, death in the family, religious observance, or economic hardship, etc., may petition the Director to have a grade of "W" entered for the course in place of a grade of "F."

C. Cancellation of Classes

1. No Class Cancellation Without Prior Approval

The Director must approve a class cancellation by any professor or instructor. Class cancellations should be kept to a minimum.

D. Emergency School Closing

1. Delaware Campus Procedure

The decision to close or not will be made by the President of the University by 6:30 a.m. for day classes and by 2:00 p.m. for evening classes. Updates on emergency school closing can be found on Campus Cruiser, by listening to radio stations WDEL and AM 1150 (Delaware residents) or KYW and AM 1060 (Philadelphia area residents), or by watching television stations WCAU TV and FOX TV for the Day Closing Number - 967 or the Evening Closing Number - 2967. Students may also call the Delaware Campus Switchboard (302) 477-2000.

E. Leave of Absence

1. Withdrawal Presumed

A student who does not attend any of his or her regularly scheduled classes for more than the permitted number of absences who has not been given permission for a leave of absence is presumed to have withdrawn from the Legal Education Institute. A student who has withdrawn is ineligible to return without special permission from the Director.

2. Leave for Good Cause

A student who must drop all classes for good cause, such as death or illness of a family member, job change, active duty assignment in the armed forces or other good cause, may apply for leave of absence for personal reasons for a period of up to one year. Leaves of absence will be granted by the Director.

3. Ineligible to Take Course While on Leave

A student may not register for any course work while on leave of absence, but may make up any deferred final examinations.

F. Medical Leave of Absence

1. Generally

Any student may apply for medical leave of absence from the Legal Education Institute for good cause. "Good cause" includes, but is not limited to, treatment by a residential treatment center, physician, psychologist or drug counselor. A request for medical leave of absence should be submitted in writing to the Director, together with a letter from a physician, psychologist, or drug counselor stating that medical leave of absence is in the best interest of the student's physical or psychological well-being.

2. Term

Medical leave of absence will be granted for a period of one academic semester. If a student on medical leave of absence wishes to extend the leave of absence for an additional semester, the student must submit a written request for extension, together with a physician's, psychologist's, or drug counselor's letter stating that an extension would be in the best interest of the student.

3. Not Available to Students Charged With Crimes

A student who has been charged with a crime with intent to distribute or sell, or a student charged with trafficking will not be allowed to take medical leave of absence due to substance abuse, unless charges are dismissed.

Chapter 4 Graduation

A. Requirements

The curriculum ladders in the Legal Education Institute viewbook and in the Curriculum section of this Student Handbook, set forth the courses required for graduation.

1. In order to graduate from the Legal Education Institute of Widener University, a student must:

   a. satisfactorily complete all required courses in the curriculum,

   b. have at least a 2.0 overall grade-point average, and a 2.0 cumulative average for the major,

   c. have cleared any "I" (Incomplete) grades from his/her record,

   d. satisfy residency requirements by taking the last thirty (30) credits of classroom instruction at Widener University,

   e. take at least fifty (50) percent of his/her major courses at Widener University,

   f. complete the requisite number of writing enriched courses,

   g. complete the School of Continuing Studies Writing Sample with a competency level of 4 for an Associate's Degree and level 5 for a Bachelor's Degree,

   h. submit a Petition to Graduate,

   i. be current on his/her tuition bill, and

   j. complete the graduation survey.

B. Petition to Graduate

Every student must apply for graduation by filing a petition to graduate. Failure to complete the petition may result in student's failure to graduate. When a petition to graduate is received, the Director will audit the student's academic records for compliance with graduation requirements.

Deadlines - Petitions are due:	**July 1**	**for December graduations**
	November 1	**for May graduations**
	March 1	**for August graduations**

1. A student who anticipates qualifying for graduation should arrange for an advising session when 90 credits have been earned if seeking the Baccalaureate Degree and when 50 credits have been earned if seeking the Associate's Degree.

2. When the student has determined the expected graduation date, a Graduation Petition is completed and submitted to the Legal Education Institute office. The degrees are conferred three times a year, but only one ceremony is held (in May). (See deadlines above).

3. When the Graduation Petition is received, the student's academic record is reviewed. He/she will be notified by letter regarding approval or denial of the petition. If denied, the student must re-petition indicating the new expected graduation date.

4. When approved for graduation, a student is notified by mail of all details regarding the commencement exercises.

C. Walk-through Policy

Students who have a cumulative grade-point average equal to or greater than 2.0, and who have not more than nine (9) credits (Bachelor's Degree) or four (4) credits (Associate's Degree) remaining to complete the requirements for the degree may petition for permission to "walk-through" the May graduation ceremony. To petition for permission to "walk through" the ceremony, the student must, before February 1st:

1. verify through consultation with the Director that the minimum academic requirements as stated above are met;

2. submit for approval a written summer course plan to the Director for completion on or before August 30th of these credits; and

3. receive written permission from the Director to "walk through" the commencement exercises.

4. at the time of the "walk through" petition, the student must also petition for August graduation.

5. if a grade of "F" or "I" is received for a course taken during the summer, a student must re-petition for a later graduation date.

D. Conferring of Degrees

Students who complete their graduation requirements by the end of the spring semester and petition to graduate that semester will have degrees conferred at the commencement exercises in May at the Chester Campus. Students who complete their requirements and have petitioned to graduate during either the summer or fall semester will be listed as having graduated in either August or December of that year, respectively. There will be no graduation exercises at that time, but students may elect to attend the commencement exercises the following May if they so desire. Degrees for these

students will be conferred after the actual graduation date of either August or December.

Chapter 5 Miscellaneous Provisions

A. **Student Organizations Policy**

1. Students wishing to institute a new, or reactivate an existing dormant organization, must make such requests to the Office of the Director. Each sanctioned organizations must have a written, formal statement of purpose, such as a constitution, bylaws, list of officers and their duties, and a faculty advisor.

2. The decision to have an activity, either on or off campus, shall require approval by the faculty advisor. It is understood that the organization shall follow all university, local, state, and federal regulations regarding safety, sponsorship, and age of students.

3. The faculty advisor shall orient an organization's officers with the practices consistent with sound business management, particularly where expenditures of funds are concerned. Proposed expenditures shall be subject to the advice and counsel of the faculty advisor and checks or payments shall be countersigned by that individual. No organization shall incur debts, assume financial responsibilities, or in any way contract any financial obligations without the permission of the faculty advisor and, then, only if the organization has sufficient funds to meet such obligations.

   a. Attendance at all activities shall be permitted for all students, unless the nature of the organization precludes such a policy.

   b. Admission charges, if any, to all activities shall be determined with the advice and counsel of the faculty advisor.

   c. No signs or advertisements shall be posted without the approval of the Director.

   d. No activity shall be designed for the sole purpose of profit.

   e. The approval of the appropriate individual in charge of an on-campus facility is required seven days in advance before such facility can be used for an event.

   f. On-campus publicity for an activity, such as class and posted announcements, shall be jointly determined by the appropriate representative of the organization and the Director.

   g. All students, faculty and staff give Widener University's legal representatives the irrevocable right to use their name, picture, portrait, or photograph in all forms and media and in all manners for advertising, trade or any other lawful purposes, and waive any right to inspect or approve the finished product, including written copy, that may be created in connection therewith.

Part IV

Code of Conduct

Part IV Code of Conduct

Chapter 1 Violations

A. Jurisdiction

Any alleged violation of this Code of Conduct committed by a student will be heard and determined by the Director and his or her appointees.

B. General Ethical Considerations

Students shall strive to become competent individuals by acquiring and following a standard of conduct while enrolled in the paralegal studies or legal nurse consultant program. Students are subject to the ethical requirements governing the paralegal profession, as well as the specific provisions of this Code. The well-being and integrity of the paralegal profession and of the student body of the paralegal studies program depends upon the maintenance of the highest ethical standards. If a student is found to be in violation of any conduct prohibited in this handbook, and either voluntarily withdraws entirely from the program or is dismissed from the program based on a code of conduct violation, he/she may not apply for re-admission into the LEI for at least one year following the withdrawal or dismissal. If a student who has been dismissed or voluntarily withdraws because of a code of conduct violation and wishes to reapply, they must accompany their application materials with a writing to show cause why they should be readmitted to the program.

C. Prohibited Conduct for Students

The following acts are prohibited and a student who engages in any such conduct is subject to the sanctions authorized by this code.

1. Cheating

   Cheating on any examination or other school assignment, including but not limited to:

   a. the unauthorized giving or receiving of material aid or assistance;

   b. the unauthorized use of information;

   c. the unauthorized submission of work which has already been submitted in satisfaction of other coursework; or

   d. the giving or obtaining of any unfair academic advantage.

2. Plagiarism **(Please also see the Academic Integrity Policy in next section)**

   Plagiarism is defined as the unauthorized appropriation or insufficient acknowledgment of the ideas or written work of another. Plagiarism on papers and other school assignments includes, but is not limited to, the following:

   a. the knowing or reckless copying or paraphrasing without attribution of any material written by another;

   b. the knowing or reckless submission of work written in whole or in substantial part by

someone other than the student submitting the work and submitting as the student's own work;

c. the knowing or reckless use of the language of another, but without identification by quotation marks or otherwise, even though the source is cited in the student's work.

3. Misuse of Library Materials
The mutilation, defacement, concealment or wrongful appropriation of any law school materials.

4. Misrepresentation to Gain Admission
The knowing or reckless misrepresentation or non-disclosure of any material fact concerning qualification for admission to the Legal Education Institute.

5. False Representation of Attendance in Class
The knowing or reckless misrepresentation of attendance in class.

6. Combination or Agreement to Violate Code
Any combination or agreement to violate any provision of this Code between two or more persons, one of whom is a student subject to this Code, is a violation of the Code. If any member of the combination or agreement commits a violation of the Code in furtherance of the combination or agreement, all other members of the combination or agreement shall be deemed to have participated in the commission of the act, and shall be subject to the same sanctions as if they have committed the act.

7. Harassment
Any oral or written statement to any person or other act done with the intent to cause any student who has reported a Code of Conduct violation to fear for the safety of him/herself, his/her family members or friends or to ridicule or embarrass any such person.

8. Unprofessional Conduct in Clinical Courses
Any act or omission that violates the state rules for professional conduct of the state in which a student is enrolled in a clinical program conducted by the law school.

9. Failure to Report Violation
The willful failure to report a violation of this Code, provided that a student so charged had personal knowledge of the alleged violation.

10. General
Any action that serves to undermine the integrity of the academic process involving violence, dishonesty or breach of school policy.

Chapter 2 Academic Integrity Policy

STATEMENT ON ACADEMIC INTEGRITY

Widener University strongly supports the concept of academic integrity and expects students and all other members of the Widener University community to be honest in all academic endeavors. Cheating, plagiarism, and all other forms of academic fraud are unacceptable; they are serious violations of university policy. In some circumstances, students' conduct may require review under the research integrity policy, the freedom to learn policy, the judicial review policy, and other university policies. Widener University expects all students to be familiar with university policies on academic integrity, as outlined in this catalog. The university will not accept a claim of ignorance—either of the policy itself or of what constitutes academic fraud—as a valid defense against such a charge.

VIOLATIONS OF ACADEMIC INTEGRITY

Violations of academic integrity constitute academic fraud. Academic fraud consists of any action that serves to undermine the integrity of the academic process or that gives the student an unfair advantage, including:

- inspecting, duplicating, or distributing test materials without authorization.
- cheating, attempting to cheat, or assisting others to cheat.
- altering work after it has been submitted for a grade.
- plagiarizing.
- using or attempting to use anything that constitutes unauthorized assistance.
- fabricating, falsifying, distorting, or inventing any information, documentation, or citation.

Each student's program may have on record additional specific acts particular to a discipline that constitutes academic fraud. These specific acts are specified in relevant handbooks or course syllabi.

STATEMENT ON PLAGIARISM

One of the most common violations of academic integrity is plagiarism. Plagiarism can be intentional or unintentional. However, since each student is responsible for knowing what constitutes plagiarism, unintentional plagiarism is as unacceptable as intentional plagiarism and commission of it will bring the same penalties. In many classes, faculty members will provide their definitions of plagiarism. In classes where a definition is not provided, students will be held to the definition of plagiarism that follows:

Definition of Plagiarism

Plagiarism—submitting the work of others as one's own—is a serious offense. In the academic world, plagiarism is theft. Information from sources—whether quoted, paraphrased, or summarized— must be given credit through specific citations. When a student paraphrases a work, it is still necessary to cite the original source. Merely rearranging a sentence or changing a few words is not sufficient. The citation style should be appropriate for the discipline and should clearly indicate the beginning and ending of the referenced material. All sources used in the preparation of an academic paper must also be listed with full bibliographic details at the end of the paper, as appropriate in the discipline.

FACULTY AND STUDENT RESPONSIBILITIES

- Every student, faculty member, and administrator is responsible for upholding the highest standards of academic integrity. Every member of the Widener community shall honor the spirit of this policy by refusing to tolerate academic fraud.
- When expectations for a course are not addressed in this policy, it is the responsibility of the instructor to provide students with additional guidelines for what constitutes "authorized" and "unauthorized" assistance.
- It is the responsibility of every student to seek clarification if in doubt about what constitutes "authorized" and "unauthorized" assistance. In cases of collaborative work, all students within the collaborative group may be responsible for "unauthorized" assistance to any individual student within the collaborative group.
- Students are required to obtain permission prior to submitting work, any part of which was previously or will be submitted in another course. The instructor has the option of accepting, rejecting, or requiring modification of the content of previously or simultaneously submitted work.

A student who suspects that a violation of academic integrity has occurred should report that violation to the Director of the Legal Education Institute (LEI). In this report, the student should describe any action taken, such as talking with the person involved or with a faculty or staff member. Every effort will be made to preserve the anonymity of the student reporting the incident; however, confidentiality cannot be guaranteed.

RESOLUTION AT THE FACULTY/STUDENT LEVEL

Process

- A faculty member who becomes aware of possible academic fraud should inform the suspected student(s) in writing and send a copy to the Director of LEI.
- The faculty member will also provide the student with the opportunity to respond to the charges within five business days. If the student fails to respond to this opportunity, the student forfeits any right to appeal the decision to the college level and the faculty member will determine the penalty.
- The faculty member and student will discuss the academic fraud and agree to pursue student/faculty resolution, or, if no such agreement is reached, the matter will be referred at the college level where the course is taught.
- If the faculty member is not satisfied with the sanctions available, he or she may refer the case at the college level by informing the Director of LEI.
- If the student does not accept responsibility for the academic fraud or disagrees with the sanction imposed by the faculty member, the student may appeal the outcome at the college level.

Penalties

The suggested penalty for academic fraud in any course is failure in the course. However, faculty members may take alternative steps. Penalties available to faculty members include:

- Formal warning.
- Reduction in grade for the assignment.
- Reduction in the grade for the course.
- Failing grade for the assignment.
- A failing grade (F) in the course.

- A failing grade (XF) in the course (a grade of XF will appear on the transcript and be defined on the transcript as failure as a result of academic fraud).

Reporting, and Offenses Subject to Expulsion
In all cases where a faculty member informs a student of possible academic fraud, the faculty member will inform the Director of LEI as the office of record.

In cases where a faculty member takes action for a case of academic fraud, the faculty member will send a report describing the academic fraud and the penalty being imposed to the student and the Director of LEI.

All reports of academic fraud will be reviewed to verify whether reports have been received indicating that the student has been found responsible for any other act of academic fraud. In cases where the Director finds that the case is a repeat offense where the student has received a failing grade (F or XF) in a course for each offense or a case where a student has stolen or attempted to steal an examination, the Director will refer the case to the Dean of the Law Center. This individual will expel the student from the university. The student may appeal cases resulting in expulsion to an Independent Academic Review Board.

RESOLUTION AT THE COLLEGE LEVEL
Process

- Cases of academic fraud outside the class will be referred to LEI.
- Upon receiving the case, the Director of LEI shall notify the student in writing of the charge of academic fraud, the penalty to be imposed, and all rights of appeal.
- If a student wishes to contest the charge of academic fraud, the student may do so according to the process stipulated in the Student Handbook. In such a case, the student will also be informed of the process.
- In cases where the penalty results in dismissal of the student, the student may appeal the decision at the university level in writing or by e-mail to the Dean of the Widener Law Center.

Penalties
The maximum penalty imposed in school or college resolution for individuals convicted of academic fraud shall be dismissal from the school or college. Lesser penalties may include:

- Formal warning.
- Reduction in grade for the assignment.
- Reduction in the grade for the course.
- Failing grade for the assignment.
- Failing grade (F) in the course.
- A failing grade (XF) in the course (a grade of XF will appear on the transcript and be defined on the transcript as failure as a result of academic fraud).
- Required attendance at an academic integrity workshop or tutorial.

Reporting, and Offenses Subject to Expulsion
The Director will send a report describing the academic fraud and the penalty being imposed to the student, the affected faculty member(s), and the Office of the Dean of Widener Law Center.

All reports of academic fraud will be reviewed by the Dean of the Law Center to verify whether reports have been received indicating that the student has been found responsible for any other act of academic fraud. In cases where the Dean finds that the case is a repeat offense where the

student has received a failing grade (F or XF) in a course for each offense or a case where a student has stolen or attempted to steal an examination, the Dean will expel the student from the university. The student may appeal cases resulting in expulsion to the Independent Academic Review Board.

RESOLUTION AT THE UNIVERSITY LEVEL

Process

The Dean of University Law Center will review all reports of academic fraud.

- If the Dean finds the case is a repeat offense where the student has received a failing grade (F or XF) in a course for each offense, the Dean will expel the student from the university. The student may appeal the case to the Independent Academic Review Board.
- If the Dean finds the case is a repeat offense where the student has not received a failing grade for both offenses, the case will be referred to the Independent Academic Review Board.
- If the student has stolen or attempted to steal an examination, the Dean will expel the student from the university. The student may appeal the case to the Independent Academic Review Board.

Penalties

The maximum penalty imposed by the Academic Review Board for individuals convicted of academic fraud shall be expulsion from the university. Penalties include:

- An XF grade in the course (a grade of XF will appear on the transcript and be defined on the transcript as failure as a result of academic fraud).
- Removal of the privilege of representing the university in extracurricular activities, including athletics, as well as the privilege of running for or holding office in any student organization that is allowed to use university facilities or receives university funds.
- Suspension from the university for up to one academic year. Students suspended for academic fraud cannot transfer into Widener any credits earned during the suspension.
- Dismissal from the university. Students dismissed for academic fraud must apply for readmission according to the Independent Academic Review Board guidelines. Readmission applications by students suspended for academic fraud must be approved by the Independent Academic Review Board.
- Expulsion from the university without the opportunity for readmission.

Reporting

The Dean of Widener Law Center will send a report describing the academic fraud and the penalty being imposed to the student and the affected faculty members, as well as maintain a copy as the office of record.

APPEALS/DECISIONS ON ACADEMIC INTEGRITY

When a student is expelled or dismissed by the Dean, the student may initiate his or her appeal to the Independent Academic Review Board by notifying the Dean of Widener Law Center in writing of the request for an appeal, together with a concise statement of the grounds for the appeal.

Written notice of the student's request for appeal, together with the concise statement of the student's grounds for the appeal, must be received by the Dean of Widener Law Center no more than ten business days following the decision of the faculty, college, or university.

When a case is referred to the Academic Review Board, the Dean of Widener Law Center shall notify the student in writing of the time and location for the Independent Academic Review Board hearing.

The membership of the Independent Academic Review Board consists of the Dean of Widener Law Center, the Director of the Legal Education Institute, all full-time faculty members for LEI, as well as a panel of five adjunct faculty LEI members; provided, however, that any majority of the foregoing members shall constitute a quorum for purposes of conducting any matters to come before the Academic Review Board pursuant to these standards. Any faculty member on the Academic Review Board involved in the original accusations will not participate in deliberations in that case.

At an appeal before the Independent Academic Review Board, the student shall have the opportunity to be heard and the right to produce witnesses or introduce evidence subject to the reasonable discretion of the Academic Review Board. The student may also be accompanied by a representative of his or her choosing who may not participate in the appeal. The Independent Academic Review Board shall not be subject to any evidentiary rules but shall accept or reject evidence in its sound discretion. All appeals shall be closed to the public and no stenographic record shall be required unless requested at the expense of the requesting party. In the absence of a stenographic record, the Independent Academic Review Board shall provide, in its sole discretion, either a recorded record or notes of the proceedings taken by a member of the Academic Review Board.

The results of all appeals to the Independent Academic Review Board, permitted in the Academic Integrity Policy, shall be final.

Any matter submitted to a faculty member, the school/college, or the university for decision or review under this policy shall be decided in a timely manner and the parties shall use their best efforts to conclude the proceedings within the semester in which the alleged offense has occurred or the appeal is received; provided, however, that any delay in the proceedings shall in no way operate as a waiver of the university's right to assess any or all of the sanctions permitted hereunder.

*Portions of the Academic Integrity policy supported by Widener University have been adopted by the Legal Education Institute and have been relied upon for the purposes of this Academic Handbook.

Chapter 3 Campus Cruiser Computing Policy

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Chapter 4 Disabilities Services

The office of Disabilities Services provides services to students with learning disabilities, physical disabilities, and psychological disabilities. Disabilities Services serves as a campus advocate for the needs of students with disabilities. Its goal is to ensure that all students have an equal opportunity to access academic programs and other aspects of university life. The office of Disabilities Services is located at 520 E 14th Street and can be contacted at 610-499-1266. Any student, faculty, or staff member who wishes to request accommodations should contact the Disabilities Services office in order to document their request and receive information on the policies of Widener University. Information and questions from students, faculty, and staff about the accessibility of Widener’s academic programs and facilities should be directed to this office and should not be directed to the Legal Education Institute. The Legal Education Institute will fully comply with any request made by Disabilities Services to the Legal Education Institute with regards to providing accommodations for students, faculty or staff. Only under the recommendation of the Director of Disabilities Services may the Legal Education Institute make accommodations to students, faculty and staff under the policy set forth by Widener University.

Chapter 5 Sanctions

A. Recommended Sanctions

The following sanctions may be imposed by the Director of the Legal Education Institute:

1. expulsion from the Legal Education Institute;
2. suspension from the Legal Education Institute for a specific term of one year or less;
3. assignment of a grade of "F" in any course, seminar or special course;
4. involuntary withdrawal with prejudice from any course, seminar or special course;
5. written reprimand;
6. an oral or written admonition; or
7. probation with conditions as determined by the Director.

Part V

Curriculum

Chapter 1 Bachelors Degree Required Core Courses

Course Name	Course Number	Credits
Required General Education		
Composition & Critical Thought *Must be taken within first 3 semesters*	ENGL 101	3
Advanced Exposition & Literature	ENGL 102	3
American Government & Politics	POLS 101	3
Critical Thinking	PHIL 110	3
Introduction to Psychology	PSY 105	3
Introduction to Sociology	SOC 105	3
Values Seminar	ASC 400	3
*Writing Sample	Score of 5 is required	
Elective Requirements		
History	—	3
Humanities	—	3
Humanities (level 300 or above)	—	3
Math (level 111 or above) or Science	—	3
Math (level 111 or above) or Science	—	3
Math (level 111 or above) or Science	—	3
Math 111	—	3
Social Science (level 200 or above)	—	3
Legal Elective/Free	—	3
Legal Elective/Free	—	3
Legal Elective/Free	—	3
Legal Elective/Free	—	3
Legal Elective/Free	—	3
Legal Elective/Free	—	3
Required Legal Courses		
Introduction to Law	LEI 101	3
Legal Research I	LEI 102	3
Civil Practice	LEI 205	3
Ethics	LEI 212	3
Wills & Trusts	LEI 201	3

Course Name	Course Number	Credits
Business Organizations	LEI 206	3
Legal Research II	LEI 104	3
Trial Process	LEI 204	3
Introduction to Criminal Justice	LEI 121	3
Contract Law	LEI 106	3
Computer Technology and the :Law	LEI 238	3
Evidence	LEI 226	3
Legal Electives		
Legal Elective	—	3
Legal Elective	—	3
Legal Elective	—	3
Legal Elective	—	3
Legal Elective	—	3
Legal Elective	—	3
Legal Elective	—	3

*Writing Sample must be taken within 18 months of graduation

Chapter 2 Associates Degree Required Core Courses

Course Name	Course Number	Credits
Required General Education Courses		
Composition & Critical Thought *Must be taken within first 3 semesters*	ENGL 101	3
Advanced Exposition & Literature	ENGL 102	3
American Government & Politics	POLS 101	3
Critical Thinking	PHIL 110	3
Introduction to Sociology	SOC 105	3
Math (level 111 or above) or Science Elective	—	3
Math (level 111 or above) or Science Elective	—	3
*Writing Sample	Score of 4 is required	
Required Legal Courses		
Introduction to Law	LEI 101	3
Legal Research I	LEI 102	3
Civil Practice	LEI 205	3
Ethics	LEI 212	3
Legal Research II	LEI 104	3
Introduction to Criminal Justice	LEI 121	3
Computer Technology and the Law	LEI 238	3
Legal Electives		
Legal Elective	—	3
Legal Elective	—	3
Legal Elective	—	3
Legal Elective	—	3
Legal Elective	—	3
Legal Elective	—	3

Chapter 3 Paralegal Certificate Required Core Courses

General Paralegal Certificate of Completion Required Core Courses

Course Name	Course Number	Credits
Introduction to Law	LEI 101	3
Legal Research I	LEI 102	3
Civil Practice	LEI 205	3
Wills & Trusts	LEI 201	3
Business Organizations	LEI 206	3
Legal Research II	LEI 104	3
Ethics	LEI 212	3
Computer Technology and the Law	LEI 238	3

Corporate Law Concentration Paralegal Certificate of Completion Required Core Courses

Course Name	Course Number	Credits
Introduction to Law	LEI 101	3
Legal Research I	LEI 102	3
Legal Research II	LEI 104	3
Civil Practice	LEI 205	3
Ethics and Paralegalism	LEI 212	3
Business Organizations	LEI 206	3
Contract Law	LEI 106	3
Intellectual Property OR Bankruptcy	LEI 240 or LEI 208	3 or 3

Criminal Law Concentration Paralegal Certificate of Completion Required Core Courses

Course Name	Course Number	Credits
Introduction to Law	LEI 101	3
Legal Research I	LEI 102	3
Legal Research II	LEI 104	3
Evidence	LEI 226	3
Ethics & Paralegalism	LEI 212	3
Intro to Criminal Justice	LEI 121	3

Criminal Law Concentration Paralegal Certificate of Completion Required Core Courses

Course Name	Course Number	Credits
Criminal Procedure	LEI 245	3
Trial Process	LEI 204	3

Estate Administration Concentration Paralegal Certificate of Completion Required Core Courses

Course Name	Course Number	Credits
Introduction to Law	LEI 101	3
Legal Research I	LEI 102	3
Legal Research II	LEI 104	3
Civil Practice	LEI 205	3
Ethics	LEI 212	3
Wills & Trusts	LEI 201	3
Estate Administration	LEI 120	3
Taxation for Paralegals	LEI 210	3

Health Law Concentration Paralegal Certificate of Completion Required Core Courses

Course Name	Course Number	Credits
Introduction to Law	LEI 101	3
Legal Research I	LEI 102	3
Legal Research II	LEI 104	3
Civil Practice	LEI 205	3
Healthcare Law & Ethics	LEI 222	3
Torts and Personal Injury	LEI 213	3
Contract Law	LEI 106	3
Medical Malpractice	LEI 220	3

Litigation Concentration Paralegal Certificate of Completion Required Core Courses

Course Name	Course Number	Credits
Introduction to Law	LEI 101	3
Legal Research I	LEI 102	3
Legal Research II	LEI 104	3
Civil Practice	LEI 205	3

Litigation Concentration Paralegal Certificate of Completion Required Core Courses

Course Name	Course Number	Credits
Ethics	LEI 212	3
Torts	LEI 213	3
Trial Process or Computer Technology and the Law	LEI 204 or LEI 238	3 or 3
Evidence	LEI 226	3

Concentration in Real Estate Paralegal Certificate of Completion

Course Name	Course Number	Credits
Introduction to Law	LEI 101	3
Legal Research I	LEI 102	3
Legal Research II	LEI 104	3
Contract Law	LEI 106	3
Ethics & Paralegalism	LEI 212	3
Intro to Real Estate	LEI 203	3
Advance Residential and Commercial Real Estate	LEI 135	3
Real Estate Title Search & Examination	LEI 253	3

Concentration in Intellectual Property Paralegal Certificate of Completion

Course Name	Course Number	Credits
Introduction to Law	LEI 101	3
Legal Research I	LEI 102	3
Legal Research II	LEI 104	3
Practicum or Contract Law	LEI 209 or 106	3
Ethics & Paralegalism	LEI 212	3
Trademarks & Copyrights	LEI 274	3
Patents & Trade Secrets	LEI 275	3
Intellectual Property Transactions	LEI 276	3

Chapter 4 Legal Nurse Consultant Required Core Courses

LNC Certificate Program Required Core Courses

Course Name	Course Number	Credits
Introduction to Legal Nurse Consultant	LEI 231	3
Legal Research I	LEI 102	3
Civil Practice	LEI 205	3
Torts & Personal Injury	LEI 213	3
Legal Research II	LEI 104	3
Principles and Practices of the Legal Nurse Consultant	LEI 232	3
Healthcare Law & Ethics	LEI 212	3
Legal Nurse Consultant Mentorship	LEI 233	3

LNC Certificate with Forensic Nursing Concentration Program Required Core Courses

Course Name	Course Number	Credits
Introduction to Legal Nurse Consultant	LEI 231	3
Introduction to Forensic Science	LEI 246	3
Legal Research I	LEI 102	3
Intro to Criminal Justice	LEI 121	3
Legal Research II	LEI 104	3
Principles and Practices of the Legal Nurse Consultant	LEI 232	3
Violence and the Law	LEI 217	3
Criminal Mitigation and Ethics	LEI 264	3