Widener University

Reservation of Rights Statement

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 or activities. 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 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 Office of the Dean of Students, Harrisburg Campus of Widener University, 3800 Vartan Way, P.O. Box 69381, Harrisburg, PA 17106-9381, 717-541-3952.

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 at any time 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 interest 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.

July 2010

WIDENER UNIVERSITY

SCHOOL OF LAW

STUDENT HANDBOOK

TABLE OF CONTENTS

Reservation of Rights Statement....a

ACADEMIC CODE.... 1
- DEFINITIONS AND EFFECTIVE DATE 1
- GRADUATION REQUIREMENTS 2
  - Graduation Requirements 2
  - Completion of Degree Requirements.... 3
  - Early Graduation.... 4
- ACADEMIC CREDITS & COURSE LOAD.... 5
  - Definitions. 5
  - Academic Credits. 5
  - Non-Classroom Credit 6
  - Clinical Credit.... 7
  - Directed Research 7
  - Course Load.... 8
  - Withdrawal from Courses 9
  - Auditing Courses 9
  - Other Academic Programs.... 10
  - Outside Employment 11
  - Summer School.... 11
  - Variation from Rules for Hardship 11
- CREDIT HOUR.... 12
  - Definition 12
- ADDITIONAL REQUIREMENTS.... 12
  - Writing Requirement 12
  - Advanced Skills Requirement 13
  - Introduction to Law 13
  - Professionalism Day 13
- EXAMINATION AND GRADING 13
  - Grading System.... 13
  - Grade Point Average.... 14
  - Grade for Classroom Performance.... 14
  - Grade Changes 14
  - Honors Graduates 15
  - Repetition of Courses.... 15
  - Examination Process.... 15
  - Departure from Examination Schedule.... 16

Rules Concerning Examinations 17
ATTENDANCE 18
Attendance Standards 18
Class Cancellation 19
VISITING STUDENTS 19
Summer Visitation 19
Visitation During Academic Year 19
Other Rules 20
INTER-CAMPUS REGULATIONS 20
Inter-Campus Transfer 20
Registration for Courses at Other Campus 20
DISMISSAL AND REINSTATEMENT 21
Academic Support and Academic Dismissal 21
Academic Support Students 21
Notice of Dismissal 22
Effect of Academic Dismissal 22
Petition for Reinstatement 22
Consideration of Petition for Reinstatement 23
Readmission after Dismissal. 24
Modification of Rules Governing Academic Code 24
Appendix A: ABA Standard 505 25

DEAN'S OFFICE REGULATIONS 26
GENERAL 26
Purpose. 26
Definitions and Rules 26
Notice. 27
EXAMINATION AND GRADING 27
Honors Grades 27
Deferred Completion of Seminar Papers, Course Papers and Directed Research Papers 28
Deferred Examinations 28
Conflict in Examination Schedules 30
Code of Conduct Procedures During Examinations 30
REGISTRATION PRACTICE & PROCEDURE 31
Course Load 31
Change in Division 31
Registration for Required Courses. 31
Limited Enrollment Courses. 32
Priority for Registration for Courses. 32
Add/Drop Policy and Procedure. 33
Courses Conducted Between Semesters 34
Registration for Non-classroom Credit 34
Eligibility for Summer International Programs 34
Certification for Student Practice 35
Moot Court and Mock Trial Competitions 35

ATTENDANCE POLICY & PROCEDURE 36
Absence Interpretations 36
Cancellation of Classes. 36
Emergency School Closing 37
Leave of Absence 37
Medical Leave of Absence 38
Withdrawal from Law School 38
GRADUATION REQUIREMENTS 39
Analysis of Graduation Requirements 39
Petition to Graduate 40
Bar Certification Registration. 40
MODIFICATION OF RULES 40
Modification of Rules Governing Dean's Office Regulations 40
Appendix A 41

STUDENT CODE OF CONDUCT 49
GENERAL MATTERS 49
Definitions. 49
Jurisdiction. 50
Relationship of the Code with Other Authorities 50
Time Limits 51
Notice 51
Adherence to the Code and Preservation of Rights 51
Confidentiality.. 51
VIOLATIONS AND SANCTIONS 52
Academic Misconduct Violations 52
Code Enforcement Violations 54
General Provisions Concerning Violations 54
Sanctions 54
PROCEDURES 56
Honor Council 56
Formation of Honor Council. 56
Complaint 57
Emergency Suspensions 57
Informal Conciliation 58
Honor Code Hearing 59
MISCELLANEOUS 61
Amendments 61
Ratification 61
Effective Date 62
Appendix 63

HARRISBURG FACULTY POLICY STATEMENT ON THE CURRICULUM 65
Required Upper Division Courses 65
Menu of Elective Courses 65
Thinking About Your Career 68
Extended Division Required Course Sequences 70
Elective Course Prerequisites in General 71
List of Prerequisites. 72
Amendments 75

L & G INSTITUTE CERTIFICATE REQUIREMENTS 76

ENVIRONMENTAL LAW CERTIFICATE PROGRAM 78

ADVOCACY CERTIFICATE 81

FACULTY POLICY STATEMENT ON GRADING AND EXAMINATIONS 84
Grade Normalization Policy 84
Faculty Recommendation 84
Effective date 85

POLICY FOR ADDRESSING ISSUES OF STUDENTS AND EMPLOYEES WITH DISABILITIES 86
Statement of Policy 86
Definitions 86
Procedures for Requesting Accommodations 87
Procedures for Determination of Reasonable Accommodations 89
Records and Privacy 91
Grievance Procedures 91
Miscellaneous 92

LEGAL INFORMATION CENTER 93
Hours 93

POLICY PERTAINING TO THE CONFIDENTIALITY OF, ACCESS TO AND DISCLOSURE OF STUDENT RECORDS 94

ANNUAL NOTICE TO STUDENTS REGARDING EDUCATION RECORDS 104

DRUG AND ALCOHOL POLICY 106

TOBACCO-FREE ENFORCEMENT POLICY FOR FACULTY, STAFF, STUDENTS, VISITORS, CONTRACTORS AND GUESTS 112

DISCRIMINATION AND HARASSMENT CODES 115

CAREER DEVELOPMENT OFFICE 117
Discrimination in Recruitment Practices Policy and Procedures 117

Discrimination Complaint Procedures 118

INFORMATION TECHNOLOGY SERVICES 119

FINANCIAL INFORMATION 121
University Complete Withdrawal Policy 121

FINANCIAL AID INFORMATION 123
Tuition and Fees 123
Types of Aid 123
Veterans Education Benefits 125
The Financial Aid Application Process 126
Financial Aid Packaging Policy 127
Appeal Process 127
University Complete Withdrawal Policy 128

INDEX 130

ACADEMIC CODE
OF
WIDENER UNIVERSITY SCHOOL OF LAW

PART ONE: DEFINITIONS AND EFFECTIVE DATE

Section 101. Definitions.

The following definitions apply to this Academic Code:

(a) **Academic Year**. The academic year begins July 1 and runs through June 30. Each academic year begins with the summer term which is followed by the fall and spring semesters.

(b) **Dean**. The Dean of the Law School.

(c) **Vice Dean.** The Vice Dean for the Delaware Campus and the Vice Dean for the Harrisburg Campus.

(d) **Office of the Dean of Students**. The Office of Student Affairs for the Delaware Campus and the Office of the Dean of Students for the Harrisburg Campus.

(e) **Extended Division Student**. Any student who is enrolled in fewer than twelve credit hours or more than seven credit hours of semester long course work. (Global Health Law and Legal Technology are not semester long courses.)

(f) **Law School**. Widener University School of Law, Delaware Campus and Widener University School of Law, Harrisburg Campus.

(g) **Regular Division Student**. Any student who is enrolled in twelve or more credit hours of semester long course work. (Global Health Law and Legal Technology are not semester long courses.)

(h) **Registrar**. The office of the Assistant Dean and Registrar at the Delaware Campus and the office of the Assistant Registrar at the Harrisburg Campus.

(i) **Code**. The Academic Code of Widener University School of Law.

Section 102. Effective Date.

The provisions of the Academic Code as amended are effective for all students matriculating on or after July 1, 2002, unless otherwise provided.

PART TWO: GRADUATION REQUIREMENTS

Section 201. Graduation Requirements.

In order to graduate from the Law School, a student must satisfy the following requirements:

(a) **Academic Credits**. A student must earn 88 academic credits, at least 54 of which must be earned while enrolled as a student at the Law School. See Part III, §301 et seq. of the Code for rules relating to academic credits and course load.

(b) **Cumulative Grade Point Average**. A student must complete law school studies with a cumulative grade point average of at least a 2.000 (as computed using the rules set forth in §602 of the Code).

(c) **Grade Point Average in Required Courses**. A student must complete law school studies with a cumulative grade point average for all required courses of at least a 2.000 (as computed using the rules set forth in §602 of the Code).

(d) **Completion of All Required Courses**. A student must earn a passing grade in each required course. See §606(b) of the Code for rules relating to this requirement. (See also §§101 through 303 of the Faculty Policy Statement on the Curriculum for a description of required course sequences and prerequisites.)

(e) **Introduction to Law**. Each student must successfully complete the requirements for Introduction to Law.

(f) **Writing Requirement**. Each student must submit to the Registrar a Writing Requirement Certificate to establish the student's satisfactory completion of the Law School's Writing Requirement in accordance with §501 of the Code.

(g) **Skills Requirement.** Each student must satisfy the skills requirement by completing a class designated as fulfilling the skills requirement. (See also §502 of the Code and §301 of the Faculty Policy Statement on the Curriculum.)

(h) **Professionalism Day.** Each student must satisfy the requirements of the annual Professionalism Day program.

(i) **Character and Fitness.** Students have a continuing duty to update the information they provided in response to the character and fitness section of the Law School application to reflect any changes since law school matriculation.

(j) **Petition to Graduate.** Every student must apply for graduation by filing a petition to graduate not later than June 1 for December graduates or October 1 for May graduates. When a petition to graduate is received, the Registrar will audit the student's academic records for compliance with the graduation requirements set forth in §201 of the Academic Code. If the student has satisfied these requirements, the student's name will be submitted to the Law School faculty for approval. The petition to graduate must substantially conform to Official Form Five

(reproduced in Appendix A).

Section 202. Completion of Degree Requirements.

(a) **General Rule**.

All students must complete all degree requirements within 84 months of matriculation.

(b) **Matriculation**. For purposes of this section, matriculation shall mean the date on which a student first begins legal studies at any law school accredited by the American Bar Association, not including a Trial Admissions Program.

Section 203. Early Graduation.

In order to graduate one semester ahead of schedule, a student should configure the following credit schedule.

RD STUDENT	ACADEMIC CREDITS
First Year	30
Summer	6
Second Year	At least 30
Summer	6
Third Year Fall	16 credits
TOTAL	**88**

ED STUDENT	ACADEMIC CREDITS
First Year	22
Summer*	4-6
Second Year	At least 22
Summer*	4-6
Third Year	At least 21
Summer*	4-6
Fourth Year Fall	11
TOTAL	**88**

Students wishing to pursue early graduation must consult with Office of the Dean of Students.

See §401 of the Academic Code and §501 et seq. of the Dean's Office Regulations for further graduation requirements.

PART THREE: ACADEMIC CREDITS & COURSE LOAD

Section 301. Definitions.

The following definitions apply to this Part:

(a) **Classroom Credit**. Credit earned for receipt of a passing grade in any course which meets on a regular basis in a classroom setting during the academic year.

(b) **Non-Classroom Credit**. Credit earned for satisfactory participation in an activity described in §303 of the Code.

(c) **Clinical Credit**. Credit earned for satisfactory participation in an in-house clinical program or externship program described in §304 of the Code.

(d) **Directed Research Credit**. Credit earned for satisfactory completion of a research project which satisfies the requirements set forth in §305 of the Code.

Section 302. Academic Credits.

(a) **General Rule**. A student may satisfy the academic credit graduation requirement described in §201(a) of the Code by earning classroom credits, non-classroom credits, clinical credits and directed research credits.

(b) **Limitations**. Academic credit earned under §302(a) is subject to the following limitations:

(1) **Course Load Limitation**. Registration for courses for which academic credit is available is subject to course load limitations imposed by §306 of the Code.

(2) **Non-Classroom Credit**. No student may earn more than eight non-classroom credits. (See also §303 of the Code.)

(3) **Clinical Credit**. No student may earn more than eight clinical credits. (See also §304 of the Code.)

(4) **Directed Research Credit**. In general, no student may earn more than two directed research credits. A student may earn up to an additional two directed research credits with approval of the Dean of Students. The Dean of Students may grant a request for this additional directed research credit upon approval of a supervising faculty member and a showing of good cause. The decision of the Dean of Students is not appealable. (See also §305 of the Code.)

Section 303. Non-Classroom Credit.

(a) **General Rule**. Eligible students may earn non-classroom credit for satisfactory participation in the following activities:

(1) **Law Review**. A member of the *Widener Law Journal or the Widener Journal of Law, Economics and Race* may earn up to seven academic credits for satisfactory participation in the work of a journal. A staff member may earn one credit for each semester of service. A staff member may earn one credit for the satisfactory completion of a student note or article. An editorial board member may earn two credits for each semester of service. In order to qualify for credit, a student must register for the credits for the semester in which credit will be earned or in the semester immediately following the semester in which the credit is earned.

(2) **Moot Court Honor Society**. A member of the Moot Court Honor Society may earn up to seven academic credits for satisfactory participation in the work of the Moot Court Honor Society. A staff member may earn one credit for each semester of service in which the member is not earning credit for competing in a Moot Court interscholastic competition. An executive board member may earn two credits for each semester of service in which the member is not earning credit for competing in a Moot Court interscholastic competition. A member may earn up to two credits for each semester in which the member satisfactorily competes in a Moot Court interscholastic competition, subject to the credit limitations in §302 of the Code. In order to qualify for credit, a student must register for the credits for the semester in which credit will be earned or in the semester immediately following the semester in which credit is earned.

(3) **Interscholastic Competitions**. A student may earn up to four academic credits for satisfactory participation in interscholastic competitions. A student may earn up to two academic credits for satisfactory participation in an approved competition. A student may earn no more than two credits for each semester of service. In order to qualify for credit, a student must register for credit in the semester in which credit will be earned or in the semester immediately following the semester in which credit is earned.

(b) **Grading of Non-Classroom Credit**. Non-classroom credit is graded on a pass-fail basis only.

(c) **Eligible Students**. Any student whose cumulative grade point average is less than 2.500 may not register for non-classroom credit. Nothing in this section shall prevent student organizations from requiring a grade point average equal or higher than 2.500 for membership or participation in its programs.

Section 304. Clinical Credit.

(a) **General Rule**. A student may receive clinical credit for satisfactory participation in any clinical program or programs sponsored by the Law School.

(b) **Limitation.** The eight-credit limitation on clinical credits imposed by §302(b)(3) of the Code is further limited as follows:

(1) **In-House Clinical Program**. No student may receive more than six academic credits per semester for participating in an in-house clinical program. Credit may be earned in one or more semesters.

(2) **Clinical Extern Program**. No student may receive more than four credits per semester for participating in a clinical extern program. A student must devote at least five hours per week per semester to justify one clinical credit.

(c) **Eligibility**. A student may enroll in a clinical program only after successful completion of the course in Professional Responsibility and the other prerequisite courses listed in the Faculty Policy Statement on the Curriculum for the clinical program in question. Successful completion means the student has earned a grade of at least 2.0 in that course. No student whose cumulative grade point average is less than 2.300 may register for a clinical program.

Section 305. Directed Research.

(a) **General Rule**. Directed research credits may be earned only by the submission of suitable written work (paper, memorandum or brief) by the student to the supervising faculty member.

(b) **Standards Applicable to Directed Research Projects**. Directed research credits shall be awarded by the supervising faculty member in relation to the amount of work performed by the student. One directed research credit shall be granted for approximately five hours of work performed by the student each week during the semester. The student and supervising faculty member must agree in advance on the number of credits to be earned for any semester.

(c) **Limitation on Credits Earned Each Semester**. A student may earn no more than two directed research credits. See §302(b)(4) of the Academic Code.

(d) **Eligibility**. A student whose cumulative grade point average is less than 2.300 may not register for directed research.

(e) **Supervising Faculty Member**. Only a full-time faculty member located at either campus of the Law School may serve as a supervising faculty member under this section.

(f) **Prerequisite.** No student may enroll for directed research credit unless that student has satisfactorily completed a seminar. This requirement may only be waived by approval of the Office of the Dean of Students for good cause shown.

(g) **Restriction on "Recycling."** No student may earn directed research credit for a paper which substantially relies on research or writing previously or concurrently performed by the student for any other purpose, including but not limited to work submitted in satisfaction of the requirements of the *Widener Law Journal, Widener Journal of Law Economics and Race*, Moot Court Honor Society or an interscholastic competition.

Section 306. Course Load.

(a) **Regular Division Student**. The normal academic course load for a Regular Division Student (as defined in §101(g)) is 12 to 16 credit hours per semester (24 to 32 credit hours per year). Student status is fixed as of the first day of the third week of classes.

(b) **Extended Division Student**. The normal academic course load for an Extended Division Student (as defined in §101(e)) is 8 to 11 credit hours per semester (16 to 22 credit hours per year). Student status is fixed as of the first day of the third week of classes.

(c) **Part Time (Flexible) Schedule Students**. Students may register for less than 8 credits only after completion of the first year, and only with the permission of the Dean of Students. Permission to register for part time status will be granted only in extraordinary circumstances. Students taking fewer than 8 credits are billed on a per credit basis. Permission must be obtained each semester a student wishes to be on a part time schedule. Student status is fixed as of the first day of the third week of classes. No overloads will be permitted.

(d) **Variations from Normal Course Load**.

(1) **Regular Division Student**. A Regular Division Student must obtain permission from the Dean of Students before registering for more than 16 credit hours of semester long course work or fewer than 12 credit hours in any semester. A one credit overload may be sought via a Dean's Action Request. The student will be charged for the overload. See §301(b) of the Dean's Office Regulations for additional requirements.

(2) **Extended Division Student**. An Extended Division Student must obtain permission from the Dean of Students to register for fewer than 8 credit hours in any semester. An Extended Division Student is not permitted to enroll in more than 11 credit hours of semester long course work. A one credit overload may be sought via a Dean's Action Request. Such a request will be approved only in the final year of law school. The student will be charged for the overload.

(3) **Part Time Student**. An Extended Division Student may, only with the permission of the Dean of Students, petition to register for fewer than eight (8) credits, after the first year, on the Part Time Plan. A Part Time Student in the extended division is defined as a student taking from 4 to 7 credits per semester. Permission will be granted only in extraordinary circumstances. Permission must be obtained each semester a student wishes to be a Part Time student. Student status is fixed as of the first day of the third week of classes. Students registered for fewer than 8 credits will be charged a per credit tuition. See §401.

Section 307. Withdrawal from Courses.

(a) **Required Course**. The Dean of Students may grant a written request filed by a student to withdraw from a required course. Permission to withdraw from a required 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 Dean of Students is not appealable.

(b) **Elective Course**. A student may withdraw from an elective course at any time during the first six weeks of the semester (or the first two weeks of the summer term) by filing a notice of withdrawal with the Registrar. A student may withdraw from an elective course after this period and before the day prior to the first day of final examinations for the semester only with the approval of the Dean of Students. The decision of the Dean of Students is not appealable.

(c) **ITAP.** A student may withdraw from ITAP, Legal Technology or Global Health Law only up until the date specified by the Registrar's Office. Withdrawal after that date will result in a forfeiture of tuition paid for the class.

(d) **Report of W for Dropped Course**. The Registrar shall record a "W" for any course dropped by a student after the end of the Add/Drop period, or after the date specified for dropping Legal Technology, ITAP or Global Health Law.

(e) **Forfeiture of Tuition for Withdrawal From Class After Add/Drop By Per Credit Charge Students**. Tuition paid or payable with respect to any class from which a student withdraws after Add/Drop shall be forfeited in full. A student who adds a course as a replacement for the course from which the student withdraws shall be responsible for payment of additional tuition for the course added.

Section 308. Auditing Courses.

(a) **Registration**. Prior to the end of Add/Drop, a student may register to audit an elective course with permission from the instructor if the Registrar certifies that space is available. If auditing the course would result in an overload, permission must be obtained from the Dean of Students. If approved, all overload credits will be charged on a per credit basis. The Dean of Students may grant a written request for a change from credit to audit enrollment at any time after Add/Drop and within six weeks of the beginning of the semester (or within two weeks of the beginning of the summer term).

(b) **Other Rules**. A grade of "AU" (Audit) will be awarded to each student who audits a course. An auditing student who fails to comply with the attendance requirements set forth in §601 of the Code will be treated as having withdrawn from the course after Add/Drop under §307(b) of the Code. A student shall not receive academic credit for auditing a course.

Section 309. Other Academic Programs.

(a) **General Rule**. A student shall not enroll in another academic program or a joint degree program without the consent of the Dean of Students.

(b) **Joint Degree Programs**.

(1) **Juris Doctor/Master of Business Administration Program**. Any student desiring to enroll in the Widener University Joint Juris Doctor/Masters of Business Administration program after matriculating must have completed the first year of law school with a GPA of at least 2.700. Students must submit a separate application to the joint degree program. Joint degree applications are available from the Faculty Advisor. Students in the joint degree program must maintain all minimum GPA requirements applicable to law students generally. In the event of withdrawal from the Program, students may retain no more than six (6) upper level Business Administration credits towards the J.D. degree.

(2) **Juris Doctor/Doctor of Psychology Program**. Any student desiring to enroll in the Widener University Joint Juris Doctor/Doctor of Psychology program must submit admission applications to the Law School and the Institute for Graduate Clinical Psychology concurrently.

(3) **Juris Doctor/Masters in Public Health.** Any student desiring to participate in the Joint Program for Law and Public Health leading to a Juris Doctor degree awarded by Widener University and Master of Public Health degree awarded by Thomas Jefferson University's Jefferson College of Graduate Studies must submit admission applications separately to the Law School and the Jefferson College of Graduate Studies.

(4) **Juris Doctor/Master of Marine Policy Program**. Any student desiring to enroll in the Widener University Joint Juris Doctor-Master of Marine Policy program must qualify for admissions to both the School of Law at Widener University and the Graduate College of Marine Studies at the University of Delaware. Normally, students first apply to the School of Law and meet its standards for admission. Thereafter, a student in the third or fourth semester of the Juris Doctor curriculum can apply for admission to the Graduate College of Marine Studies. Students admitted to the Graduate College of Marine Studies can also enter the program by qualifying for admission to the School of Law within the second or third semester of their Master of Marine Policy curriculum. Students in the joint degree program must maintain all minimum GPA requirements applicable to law students generally.

(5) **Other Joint Degree Programs**. Any student desiring to enroll in any other joint degree program authorized by the faculty of the Law School must follow rules similar to those set forth in §309(b)(1) above.

(c) **Other Programs**. No student may visit another law school or enroll in any other academic program without first obtaining written approval from the Dean of Students. For rules dealing with visitation at other law schools, see Part VIII, §801 et seq. of the Code.

Section 310. Outside Employment.

(a) **General Rule**. Regular Division students are urged not to engage in outside employment during their first year of law school. Regular Division Students may not exceed twenty hours of outside employment per week during the academic year, and are advised not to exceed fifteen hours of outside employment per week.

(b) **Violation of Restriction on Outside Employment**. Any Regular Division student whose outside employment exceeds twenty hours per week during a semester shall transfer to the extended division for that semester. The course load of such student shall be reduced in order to comply with the requirements of §306(b) of the Code. This reduction in course load shall be treated as a withdrawal from courses under §307 of the Code.

(c) **Compliance**. Each Regular Division student shall complete and deliver to the Registrar a written statement in support of the student's compliance with the requirements of subsection (a) of this section, each semester.

Section 311. Summer School.

The Law School conducts a seven week summer term. The normal academic course load for any student enrolled during the summer term is 3 to 6 credit hours. A student is not permitted to register for more than 6 credit hours, except when registering for ITAP, without obtaining written permission from the Dean of Students. A one (1) credit overload may be approved by the Dean of Students. The decision of the Dean of Students is not appealable.

Section 312. Variation from Rules for Hardship.

(a) **Petition for Variance**. A student may petition the Dean of Students in writing for a variance from the rules set forth in sections 306, 307, 308, 309 or 311 on grounds of substantial hardship or exceptional merit. The petition shall conform substantially to Official Form One (reproduced in Appendix B).

(b) **Decision by Dean of Students**. The Dean of Students shall review all petitions filed pursuant to §312(a) of the Code and, after considering relevant evidence offered by the student in support of the petition, shall either grant or deny the request for relief. The Dean of Students shall have absolute discretion to grant or deny the petition. Any variance granted shall be consistent with the terms of American Bar Association Standards. The decision of the Dean of Students is not appealable.

PART FOUR: CREDIT HOUR

Section 401. Definition.

(a) **Completion of Credit Hour**. A credit hour attributable to any course which was passed with a grade of "D" or better (or a "Pass" in a course graded on a pass/fail basis) shall be treated as completed for purposes of §401 of the Code.

PART FIVE: ADDITIONAL REQUIREMENTS

Section 501. Writing Requirement.

In order to graduate, a student must demonstrate substantial achievement in legal writing by completing one original, individually authored writing project. The project must meet the requirements of subsections (a), (b) or (c). Subsection (d) applies to all methods used for completion of the requirement.

(a) **Written Work Performed for Academic Credit.** A student may meet the writing requirement by satisfactorily completing a seminar, course or clinical program, taught by a full-time member of the faculty, in which the student is required to submit a paper of at least 20 typewritten, double-spaced pages (approximately 5,000 words) in length, including notes. Work submitted under this subsection shall be in the form specified by the instructor, and must be certified by the instructor as demonstrating substantial achievement in legal writing. The term "course" includes Directed Research performed under the supervision of a full-time tenured or tenure track faculty member. (In order to enroll in a Directed Research a student must first comply with the requirements of §305 of the Academic Code.)

(b) **Written Work Performed for Membership in a Law Journal.** A student may meet the writing requirement by submitting written work prepared for the purpose of maintaining membership in one of the Law School law journals. Work submitted under this subsection shall be in the form specified by the editorial board of the journal, and must be certified by the board and by the faculty advisor as demonstrating substantial achievement in legal writing.

(c) **Written Work Performed for Other Publications or in a Writing Contest**. A student may meet the writing requirement by submitting written work published in a scholarly periodical, journal or treatise, or singled out for honor in a nationally recognized writing competition. Work submitted under this subsection must be certified through the Dean of Students as demonstrating substantial achievement in legal writing.

(d) **Restriction on "Recycling."** A student may not submit work in satisfaction of the writing requirement which substantially relies on research or writing previously or concurrently performed by the student for any other purpose, unless the student first fully discloses the prior use of the work (or its intended future use, as the case may be) and obtains the consent of the person responsible for certifying that it demonstrates substantial achievement in legal writing.

Section 502. Advanced Skills Requirement.

In order to graduate, a student must receive substantial instruction in professional skills by successfully completing at least one advanced skills course worth two or more credits. The advanced skills course is in addition to the three semesters of legal methods and must be from a list approved by the faculty. Courses that satisfy this requirement will be posted by the Registrar's Office in connection with registration.

Section 503. Introduction to Law.

All students must complete the Introduction to Law class offered during Orientation in order to graduate.

Section 504. Professionalism Day.

Students must satisfy the requirements of the annual Professionalism Day.

PART SIX: EXAMINATION AND GRADING

See also §§201 through 205 of the Dean's Office Regulations.

Section 601. Grading System.

(a) **Grades Issued After August 20, 1989**. The Law School grade structure for all registered course work after the summer term, 1989, is as follows:

A+	=	4.000	C+	=	2.300	F	=	0.000
A	=	4.000	C	=	2.000	W	=	Withdrawal
A-	=	3.700	C-	=	1.700	AU	=	Audit Only
B+	=	3.300	D+	=	1.300	I	=	Incomplete
B	=	3.000	D	=	1.000	P	=	Pass
B-	=	2.700				IW = Involuntary Withdrawal		
						Z = No grade received from faculty member		

An instructor may award only one A+ in each course or seminar. The student awarded the highest grade in a course may receive a Certificate of Achievement for that course.

(b) **Pass/Fail Courses**. In certain courses, a grade of "P" (Pass) is assigned if the student satisfactorily completes the course. A "P" does not have a grade point or other equivalent. A grade of "F" (Fail) in a pass/fail course is treated as the letter grade of "F." Students may not elect to enroll in a course on a pass/fail basis.

(c) A "Z" is an administrative grade that indicates that the Registrar's Office is not in receipt of a grade from that professor.

Section 602. Grade Point Average.

(a) **Computation of Grade Point Average**. The grade point average of a student is determined by multiplying the numeric equivalent of each letter grade received in each course by the number of credit hours assigned to each course. The product is divided by the number of "to calculate credits" to arrive at the student's grade point average for the semester.

(b) **Attempted Credits**. For purposes of this section, "attempted credits" means the total number of credit hours for which a student is enrolled for a semester.

Section 603. Grade for Classroom Performance.

An instructor may give a grade of plus or minus for each student's classroom performance during any courses other than first year courses. Such grade is issued in addition to an examination grade or grade derived from papers, projects or other graded course work. A plus or minus grade issued under this section shall change the student's grade for the course by one third of a grade or one step (e.g., from C+ to B- or from B to B+). An instructor wishing to grade classroom performance under this section must announce the criteria applicable to the classroom performance grade within the first two weeks of class. At the conclusion of the course, the instructor will receive a grade adjustment sheet for all students in the course. If the instructor has complied with the requirements of this section, a "plus" or "minus" may be issued for any student. No student may be minused to an "F". No student may be plussed to a "D" from an "F" or to an "A+" from an "A".

Section 604. Grade Changes.

(a) **General Rule**. Any grade for a course, seminar or special course submitted by an instructor is final when received by the Registrar and may not be changed by the instructor.

(b) **Exception**. A grade given by an instructor in a course, seminar or special course may be changed by the instructor if the original grade was recorded as an "Incomplete." The instructor may submit the correct letter grade to the Registrar for inclusion in the affected student's transcript.

(c) **Student Application for Change of Grade**. A student may apply for a change of grade on the grounds that the grade was awarded contrary to the provisions of the Academic Code, or was the proximate result of discrimination on account of sex, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity or marital status initiated by the faculty member responsible for issuing the grade. The burden of proof is on the student to prove the allegations. Any petition for change of grade under this subsection shall be considered by the Dean of Students pursuant to rules set forth in §312(b) of the Code.

(d) **Faculty Application for Change of Grade**. An instructor may apply to the Dean or Vice

Dean for a change of grade upon a showing of good cause. For purposes of this subsection, "good cause" is limited to a clerical error in recording a grade or other similar situation.

Section 605. Honors Graduates.

(a) **Summa Cum Laude**. Any student with a final cumulative grade point average of 3.750 or higher shall graduate summa cum laude.

(b) **Magna Cum Laude**. Any student with a final cumulative grade point average of 3.500 to 3.749 shall graduate magna cum laude.

(c) **Cum Laude**. Any student not covered by subsections (a) or (b) of this section whose final cumulative grade point average is between 3.150 and 3.499 shall graduate cum laude.

Section 606. Repetition of Courses.

(a) **General Rule**. A student who earns academic credit for successful completion of a course may not register for that course again, unless required to do so pursuant to Section 606(d) of the Academic Code.

(b) **Repetition of Required Course**. If a student does not earn a passing grade in a required course, the student must repeat the course until it is successfully completed. If a student fails a course which is a prerequisite for an advanced course, the student must successfully complete the prerequisite course before taking the advanced course.

(c) **Effect on Student Transcript**. A failing grade received by a student shall remain on the student's transcript notwithstanding the subsequent successful completion of the course by the student.

(d) **Legal Methods.** A student who receives a final grade below 2.000 in Legal Methods II and has a cumulative average of below 2.000 in Legal Methods I and II must take ILA in the second year.

Section 607. Examination Process.

(a) **Necessity of Evaluation**. The scholastic achievement of students shall be evaluated from the inception of their studies. As part of this evaluation, a written examination of suitable length and complexity shall be required in every course for which credit is given.

(b) **Final Examination Exception**. No final examination shall be required for the Legal Methods course, for all seminars, for Advanced Skills courses and for courses in which students earn Non-Classroom Credit, Clinical Credit or Directed Research Credit, ITAP or Legal Technology, unless required by the professor teaching the course.

(c) **Materials Permitted at an Examination**. During the first two weeks of the semester or summer term, each instructor should identify the materials students will be permitted to use during the examination. Upon entering the exam, room, all materials not explicitly allowable in the exam must be left on the side of the room. Cell phones may not be brought into the exam room. An instructor may conduct an "open book" examination.

(d) **Take Home Examinations**. An instructor may give a take home examination. Such examinations must be given during the regularly scheduled time for examinations. Each student in the course in which a take home examination is given must pick up the examination from the Office of the Registrar or the faculty member at the designated time during working hours on the day scheduled for the start of the examination, and must return the examination to the Office of the Registrar at the designated time during working hours on the day scheduled for completion of the exam. Students may not fax or email their exams.

(e) **Mid-Term Examinations**. An instructor may give a mid-term examination. An instructor who intends to give a mid-term examination must notify students during the first week of class that a mid-term exam is planned for the course.

(f) **Anonymous Grading.**

(1) **General Rule**. All examinations are graded anonymously. Any statement made or action taken by a student which has the effect of compromising the anonymous grading system by allowing an instructor to identify a student for whom a grade must be issued shall be treated as a violation of §202(a) of the Student Code of Conduct.

(2) **Exception.** Papers submitted for credit in a course, seminar or directed research project, and work involving evaluation of student performance during the course of the semester, need not be graded anonymously.

(g) **Submission of Papers in Lieu of Final Examination**. At the election of the instructor, all or any portion of the final grade awarded in any course or seminar may be determined by grades awarded to students on one or more papers completed in connection with the course.

Section 608. Departure from Examination Schedule.

(a) **General Rule**. No student has the right to defer an examination. A student who fails to sit for an examination when scheduled will receive a failing grade in the course unless the examination is properly deferred pursuant to this section.

(b) **When Deferral is Permitted**. A student is permitted to defer an examination only for good cause. Examples of good cause include serious personal injury or illness; serious illness, injury or death of a member of the student's immediate family; and any other similar event beyond the student's control which prevents the student from sitting for the examination when scheduled. Because 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.

(c) **Procedure for Deferral of Examination**. Students seeking to defer an examination must submit a Dean's Action Request Form and provide documentation supporting the request to the Dean of Students by the date set by the Registrar's Office. 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. Except in emergencies, the affected student shall notify the Dean of Students of such cause for deferral by the date posted by the Registrar's Office. If the Dean of Students grants permission to defer an examination, the Registrar shall notify the instructor whose examination will be deferred. The affected faculty member may prepare a new examination to be given at the make-up time for the student whose examination has been deferred.

(d) **Timing of Deferred Examinations**. Deferred examinations must be taken 1) on the scheduled examination make-up date for that semester 2) at a time approved by the Dean of Students or 3) at the next time a regularly scheduled examination is given for that course. Students who fail to sit for a make-up examination within the time period prescribed shall receive a failing grade in the course in question.

Section 609. Rules Concerning Examinations.

(a) **Faculty Present During Examinations**. Faculty members are required to be in the law school building during the time of any regularly scheduled mid-term or final examination for their course or seminar.

(b) **Exam Soft**. Students wishing to use Exam Soft must sign up at the Registrar's Office and pay the fee **by the deadline imposed by the Registrar's Office.** In the event of computer failure during the exam, a student may take up to five (5) minutes to correct the problem. After that time, the student must hand write the exam. No additional time will be given in the event of computer failure. Students are to report to their exam location thirty (30) minutes prior to the scheduled time of the start of the exam if using Exam Soft.

(c) **Reporting Grades**. Instructors shall report all course grades to the Registrar within the time period prescribed by the Dean's Office.

PART SEVEN: ATTENDANCE

Section 701. Attendance Standards.

(a) **General Rule**. 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.

REGULAR SEMESTERS				
CREDIT HOURS	**MEETINGS PER WEEK**			
	1	2	3	4
2	3 absences	6 absences	--	--
3	3 absences	6 absences	8 absences	--
4	--	6 absences	8 absences	11 absences

SUMMER SEMESTER				
CREDIT HOURS	**MEETINGS PER WEEK**			
	1	2	3	4
2	--	3 absences	--	--
3	--	3 absences	4 absences	--
4	--	--	--	6 absences

(b) **Penalty for Violation of Attendance Rule**. Any student who misses more than twenty percent of the classes scheduled for any course or seminar will not be permitted to take the final examination or submit additional work. The instructor shall notify the Registrar in writing, and the Registrar shall involuntarily withdraw the student. The student will receive an IW on their transcript. If the student retakes the course and again misses more than twenty percent of the scheduled classes, the instructor shall notify the Registrar in writing and the Registrar shall enter a failure (F) on the student's transcript. A student may petition the Office of the Dean of Students in writing for a variance from this rule on grounds of substantial hardship only, pursuant to Section 312 of the Academic Code.

(c) **Standards for Administration**. Attendance will be taken at the beginning of each class. A student who is present but unprepared for class may be treated as absent if the instructor announces at the beginning of the semester that unprepared students will be treated as absent. The student found to be unprepared shall be promptly so advised by the instructor.

(d) **Class Cancellation.** If a class is cancelled, either through an individual class cancellation or when the University is closed due to weather or other emergencies, a student's failure to attend the scheduled make-up class should not be considered an absence under the attendance requirement.

PART EIGHT: VISITING STUDENTS

Section 801. Summer Visitation.

(a) **General Rule**. A student may visit another American Bar Association approved law school for a summer term with the approval of the Dean of Students. Ordinarily, approval will be granted to any student who has a cumulative grade point average of at least **2.300**.

(b) **Courses and Course Load During Visitation**. No student visiting during the summer term shall receive academic credit for successful completion of a course offered at another law school if such course is designated by the Dean's Office Regulations as a required course. A student visiting during the summer term may not take a course load at another law school which exceeds the maximum course load authorized by §311 of the Code.

Section 802. Visitation During Academic Year.

(a) **General Rule.** A student will be permitted to visit another American Bar Association approved law school during the academic year only with the approval of the Dean of Students. The Dean's decision to approve or deny a petition to visit during the academic year shall be based on the following factors:

(1) whether the student is in good academic standing;

(2) the extent to which the student has completed the required courses at the Law School; and

(3) the extent to which the requested visitation is necessitated by substantial personal hardship caused by conditions beyond the student's control.

(b) **Courses and Course Load During Visitation**. No student visiting during the academic year shall receive academic credit for successful completion of a course offered at another law school if such course is designated by the Dean's Office Regulations as a required course. A student visiting during the academic year may not take a course load at another law school which exceeds the maximum course load authorized by §306 of the Code.

Section 803. Other Rules.

(a) **Petition to Visit**. A student who wishes to visit during the summer term or the academic year must file a written petition to visit with the Registrar. Except for emergency situations, the petition must be filed at least 60 days prior to the date of the first date of classes of an academic year or 14 days prior to the summer term in which the student wishes to visit. The decision of the Dean of Students to grant or to deny visitation is nonappealable.

(b) **Unapproved Visitation**. Credits earned by a student while visiting at another law school will not be included in the computation of academic credits required for graduation unless the visitation was approved in advance by the Dean of Students pursuant to §803(a) of the Code.

(c) **Reporting of Grades for Visiting Students**. The Law School will accept transfer credits only if the grade earned by the student has a grade point average equivalent of 2.000 or higher. For purposes of this subsection, passing grades awarded on a pass/fail scale will be treated as satisfying the 2.000 grade point average equivalent requirement. All grades received from other law schools will be reported on a student's Law School transcript as a "Pass".

PART NINE: INTER-CAMPUS REGULATIONS

Section 901. Inter-Campus Transfer.

(a) **General Rule**. A student may transfer from one campus of the Law School to the other campus only with the approval of the Dean of Students. A student will be granted transfer under this subsection only upon a showing of substantial personal hardship resulting from circumstances beyond the student's control.

(b) **No Appeal**. A student may not appeal from any decision of the Dean of Students made under this section.

Section 902. Registration for Courses at Other Campus.

(a) **Courses Offered During Summer Term**. A student may register for any course offered at the other campus of the Law School during the summer term only with the permission of the Dean of Students. Students who wish to register for a course pursuant to this subsection will be registered after all students at the other campus who wish to take that course have been accommodated.

(b) **Elective Courses Offered During Academic Year**. A student may take an elective course at the other campus of the Law School during the academic year only with the permission of the Dean of Students. The Dean of Students will grant a request made pursuant to this subsection only upon a showing of substantial personal hardship resulting from circumstances beyond the student's control. Students who receive permission to register for an elective course pursuant to this subsection will be registered only after all students at the other campus who wish

to take that course have been accommodated.

(c) **Required Courses Offered During Academic Year**. A student may not take a required course at the other campus of the Law School during the academic year without approval of the Dean of Students.

PART TEN: DISMISSAL AND REINSTATEMENT

Section 1001. Academic Support and Academic Dismissal.

(a) **Average Required for Good Standing.** A cumulative grade point average of at least 2.000 is required for a student to be considered in good academic standing.

(b) **Academic Support.** A student whose cumulative grade point average is below 2.300 at the end of their first, second or third semester will be placed in the Academic Support Program. In addition, any student whose grade point average is below 2.500 at the end of the first semester must take Intensive Legal Analysis in the second semester. See §1002(e) below.

(c) **Dismissal.** A student who fails to attain a grade point average as required by any provision below shall be academically dismissed from the law school. A first year student's record will be evaluated once each year after the spring semester. After the first year of study a student's record will be evaluated at the end of each semester. If, at any of these reviews, the student's law school cumulative grade point average is below 2.000 for all law school work attempted, that student is dismissed from law school.

Section 1002. Academic Support Students.

(a) **General Rule**. All students placed in the Academic Support Program pursuant to §1001 of the Code shall comply with the requirements of this section.

(b) **Academic Counseling**. Each student in the Academic Support Program must participate in academic counseling or support programs established by the Dean of Students for the benefit of Academic Support students.

(c) **Approval of Courses and Course Load**. Each Academic Support Program student must obtain the approval of the Dean of Students before registering for or dropping any course during preregistration or Add/Drop. The Dean of Students on each campus shall maintain a system for pre-approval of any course registration for academic support students.

(d) **Restriction on Courses and Activities**. Academic Support Program students may not participate in activities for which non-classroom credit, clinical credit or directed research credit is available. Students in the Academic Support Program may not serve as an officer, board member or committee chair in any student organization, and may not participate in any interscholastic competition.

(e) **Academic Support Program** students and any students who ended the first semester with a grade point average below 2.500 shall be required to complete the Intensive Legal Analysis course in the spring semester of the first year. Students placed in Academic Support in later semesters must take Legal Methods III - Advanced Legal Analysis. Intensive Legal Analysis shall be a required course for purposes of §201(d) of this Code.

Section 1003. Notice of Dismissal.

(a) **Dismissal by Dean of Students**. Each student dismissed for poor scholarship pursuant to §1001 of the Code shall be notified of the dismissal in writing by the Dean of Students. The notice of dismissal shall include an outline of the procedure for filing a petition for reinstatement.

(b) **Definition of Notice**. Dismissal notices shall be sent by both regular and certified mail to the student's last known address. Each student is required to provide and keep current a mailing address with the Registrar's office. Notice shall be deemed effective five days after date of mailing.

Section 1004. Effect of Academic Dismissal.

(a) **Dismissal Following Spring Semester**. If a student is dismissed following the release of grades for the spring semester, the student shall be dropped from all courses for the following academic year and shall receive a refund of any tuition paid with respect to the next academic year (see Section 101(a)). A student who enrolls in courses at the Law School (or at another accredited law school pursuant to §801 of the Code) during the summer term shall not receive academic credit for successful completion of such courses if the student is dismissed following the spring semester. Students who are enrolled in summer term courses at the Law School shall receive a refund of any tuition paid for the summer term classes and shall not be permitted to complete the summer term.

Section 1005. Petition for Reinstatement.

(a) **General Rule**. Any student dismissed for poor scholarship pursuant to §1001 of the Code, who meets one of the requirements in subsection (c) below, may petition the Dean's Office for reinstatement.

(b) **Filing Petition for Reinstatement**. A petition for reinstatement must be filed during the fifteen day period beginning with the day on which notice of dismissal is deemed effective under §1003(b) of the Code. The petition shall be delivered to the Office of the Dean.

(c) **Requirements of Petition**. The student must allege and prove that the student possesses the requisite ability to perform satisfactorily in law school and that the student's current grade

point average does not indicate a lack of capacity to satisfactorily complete legal studies at the Law School. The student must rebut the strong presumption raised by the student's record that the student's poor scholarship was due to lack of ability or failure to diligently study the law by proving one of the following:

(1) **Extraordinary circumstances beyond the student's control**. For every semester in which the student's term grade point average was below 2.000, the student must allege and prove that academic failure in that semester was the result of extraordinary circumstances beyond the student's control. Students must submit documentary evidence supporting their allegations of extraordinary circumstances beyond their control or as may be requested by the Law School. The Dean's decision is discretionary, and a petition for reinstatement under this subsection may be denied regardless of the circumstances alleged and established by the student.

(2) **Significant increase in grade point average**. If a student's grade point average significantly improves from fall to spring semester of the student's first year, the Dean may conclude that the student's second semester grades are a more accurate representation of the student's capacity to study law than the student's cumulative grade point average. A petition may be granted under this subsection only if the student's second semester grade point average is at least 2.300. The Dean's decision is discretionary and a petition for reinstatement may be denied regardless of the student's second semester grade point average.

(d) **Dismissal Following Reinstatement.** A student who has been dismissed and later reinstated is ineligible to petition if dismissed again.

Section 1006. Consideration of Petition for Reinstatement.

(a) **Review of Petition by Dean**. In connection with the review of a petition for reinstatement, the Dean, at his or her sole discretion, may choose to meet with the petitioning student to consider evidence offered by the student in support of the petition. The Dean will grant a petition for reinstatement only upon a satisfactory showing of the circumstances described in Section 1005(c)(1) or (c)(2).

(b) **Reinstatement on Condition That Student Repeat First Year.** In extraordinary circumstances, the Dean may reinstate a first year student on the condition that the student repeats the first year of studies. If the Dean elects to reinstate a student pursuant to this subsection, the following rules apply to the student:

(1) **Cumulative Grade Point Average Calculation**. Grades received during the initial first year of law studies by any student reinstated under this section shall not be used in computing the student's class rank or grade point average.

(2) **Transcript Endorsement**. The following endorsement shall appear on the transcript of each student reinstated under this section:

This student was readmitted to the first year for good cause after being dismissed for academic deficiencies. For purposes of computing the student's academic average and class rank on this transcript, only the grades for the repeated year are

included.

(c) The Dean may delegate part or all of his or her responsibility under this Section to the Vice Dean for the campus attended by the student.

Section 1007. Readmission after Dismissal.

(a) **General Rule**. Any student dismissed for poor scholarship who was not reinstated immediately following dismissal pursuant to §1006 of the Code shall not be readmitted to Widener University School of Law unless the Dean and the Admissions Committee determine that the requirements of ABA Standard 505 have been satisfied. This section shall also apply to those students who have been dismissed from another law school and are seeking admission to Widener University School of Law.

(b) **Application for Readmission**. A former student may apply for readmission to the Law School at any time after the end of the two year period beginning on the date notice of dismissal is deemed effective under §1003(b). An application for readmission must be submitted to the Admissions Office of the Law School by the deadline established for admissions applications established by the Admissions Office for the year in question. The form of the readmission application shall be the same as that prescribed for all students applying to the Law School.

(c) **Cause for Readmission**. An applicant for readmission must establish in the application for readmission that the nature of the applicant's work, activities or studies during the period following dismissal indicates a stronger potential for law study than that which existed upon dismissal.

Section 1008. Modification of Rules Governing Academic Code.

(a) All rules governing academic performance and student conduct may be modified or amended under the authority of the Dean or where appropriate, under the authority of the faculty. Modifications or amendments to rules governing academic performance and student conduct shall be applicable to students currently enrolled when the Dean, or, where appropriate, the faculty determine that such modifications are necessary and appropriate and do not cause undue hardship to students currently enrolled.

(b) The Dean or the Dean of Students acting under the authority of sections 1002 and 1004 of the Academic Code, may set additional or different conditions for Academic Support Program students or students who have been reinstated after an academic dismissal.

APPENDIX A

AMERICAN BAR ASSOCIATION

STANDARD 505

Standard 505. Previously Disqualified Applicant

A law school may admit or readmit a student who has been disqualified previously for academic reasons upon an affirmative showing that the student possesses the requisite ability and that the prior disqualification does not indicate a lack of capacity to complete the course of study at the admitting school. In the case of admission to a law school other than the disqualifying school, this showing shall be made either by a letter from the disqualifying school or, if two or more years have elapsed since that disqualification, by the nature of interim work, activity, or studies indicating a stronger potential for law study. For every admission or readmission of a previously disqualified individual, a statement of the considerations that led to the decision shall be placed in the admittee's file.

Interpretation 505-1

The two year period begins on the date of the original determination to disqualify the student for academic reasons. (August 1996; July 2000)

Interpretation 505-2

A student who enrolled in a pre-admission program but was not granted admission is not a student who was disqualified for academic reasons under this Standard. (February 1978; June 1979; August 1996)

WIDENER UNIVERSITY

SCHOOL OF LAW

DEAN'S OFFICE REGULATIONS

PART ONE: GENERAL

Section 101. Purpose.

The Dean's Office Regulations are the official interpretations of the Academic Code, the Student Code of Conduct and the Faculty Policy Statement on the Curriculum prepared by the Registrar, the Dean and the Dean of Students, to guide students and faculty in the application of these documents to common problems that arise in the administration of the Law School.

Section 102. Definitions and Rules.

(a) **Definitions.** As used in these Regulations**:**

(1) **Dean**. The Dean of the Law School.

(2) **Vice Dean**. The Vice Dean for the Delaware Campus and the Vice Dean for the Harrisburg Campus.

(3) **Dean of Students**. The Office of Student Affairs for the Delaware Campus and the Dean of Students for the Harrisburg Campus.

(4) **Registrar**. The Assistant Dean and Registrar for the Delaware Campus or the Assistant Registrar for the Harrisburg Campus.

(b) **Official Forms.** The following official forms must be used whenever a student applies for relief under these regulations:

(1) **Official Form One**: Dean's Action Request

(2) **Official Form Two**: Writing Requirement Certificate

(3) **Official Form Three**: Request to Defer Course Paper

(4) **Official Form Four**: Standard Face Sheet for Final Exams

(5) **Official Form Five**: Graduation Petition Form

(6) **Official Form Six**: Bar Certification Registration

(7) **Official Form Seven:** Plagiarism Form

Copies of these official forms are attached to these rules as an Appendix.

Section 103. Notice.

(a) **Binding Effect**. All students and faculty are bound by the Dean's Office Regulations. The catalog of Widener University School of Law states that the School of Law reserves the right to modify the requirements for admission and graduation, to change the program of study, and to amend any regulation affecting the student body if it is deemed in the best interest of the School of Law or the students to do so. Consequently, the Dean's Office reserves the right to change these regulations to further the best interest of the School of Law.

(b) **Change in Regulations**. A change in the Dean's Office Regulations is effective on the day when the change is posted and deposited in the locations stated in subsection (c).

(c) **Location of Changes and Official Copies**. Two current copies of the Dean's Office Regulations will be deposited with the Library Reserve Room for each campus. The Registrar, the Vice Deans, the Dean of Students and the Dean will have current copies of the regulations. The Dean of Students will be responsible for including all Dean's Office Regulations in effect on July 1 of each year in the Student Handbook for the next academic year.

PART TWO: EXAMINATION AND GRADING.

(See also §§601 through 609 of the Academic Code.)

Section 201. Honors Grades.

(a) **Dean's Honors List**. Each semester, the students in each division (other than those on disciplinary probation) who achieve a semester grade point average placing them in the top 20% of all students in their year and division will be placed on the Dean's Honors List for that semester. An Honors List notation will appear on the transcript of each student placed on the Dean's Honors List.

(b) **Class Rank**. Each semester, the students in each division of the Law School whose grades place them in the top 25% of their class shall be ranked numerically by class. Each semester, the Law School will also publish the grade point average cutoffs for the top 50% for each class by division in five percent increments. Rankings are also issued for the top third and middle third of each class by division.

(c) **Honors Grades**. Students may report honors grades ("A+", "A" or "A-" in any required course) earned through the fall semester of the 1993-94 academic year on their resumes. Honors grades will not be identified as such on a student's academic transcript. Similar grades earned following the fall semester of the 1993-94 academic year may not be reported on resumes as honors grades. Students may continue to report actual grades earned in any course without

reference to honors.

Section 202. Deferred Completion of Seminar Papers, Course Papers and Directed Research Papers.

(a) **No Right to Defer**. The normal and expected sequence is that papers in seminars, courses and directed research projects will be completed and submitted in the semester in which the student has registered for the seminar, course or directed research project. No student has a right to defer the completion of a seminar paper, course paper or directed research paper beyond the last day of final examinations for the semester in which the student has registered for that seminar, course or directed research project.

(b) **Exception**. A student may receive a one-semester extension of time to complete a paper for a seminar, course or directed research project, provided the student receives written approval of the deferral from the instructor and the Dean of Students prior to the last day of classes for that semester. The Dean of Students will grant a request made pursuant to this subsection only upon a showing of undue hardship resulting from circumstances beyond the student's control. If a request made under this subsection is granted, the Registrar shall record the grade for that semester as an incomplete.

(c) **No Additional Extensions**. No additional extensions of time will be granted for any reason. Additional extensions will not be granted for students on leave of absence.

(d) **Failure to Submit Paper.** If a student who has received an incomplete for a course, seminar or directed research project paper pursuant to subsection (b) of this section does not submit the paper by the end of the final examination period for the semester for which an extension is in effect, the Registrar shall enter a failing grade for the course, seminar or directed research project on the student's transcript.

Section 203. Deferred Examinations.

(a) **Scope**. This section applies to all examinations, including mid-term and take home examinations, whether or not administered during the final examination period.

(b) **No Right to Defer**. No student has a right to defer an examination. A student who fails to take an examination when scheduled will receive a failing grade on the examination unless the examination has been deferred according to the procedure outlined in this section.

(c) **Policy on Deferral of Examinations**. Because examination schedules are published for students at the time students register for courses, students are bound by the published examination schedule. Examinations will be deferred only for good cause. The decision of the Dean of Students is final. Examples of good cause include:

- Serious personal illness or injury;

- Serious injury, illness or death in the immediate family; or

- Other events beyond the student's control which prevent the student from taking the final examination when scheduled.

(d) **Procedure for Requesting Deferred Examination**. If a student desires to request deferral of an examination, the student should file a Dean's Action Request Form with the Registrar's Office requesting deferral of an examination in a timely fashion, but in no event later than the deadline posted each semester by the Registrar's Office for which the student seeks deferral. Every student requesting deferral of an examination must provide evidence of the event or situation which the student believes is justification for the request for deferral. Such evidence must be presented in a form which the Dean of Students deems appropriate under the circumstances. **Students shall not communicate their interest in or intention to defer an examination to any faculty member.**

(e) **Emergency Deferral of Examination.**

(1) **Request Made by in Person or by Phone**. If a student is unable to take an examination for good cause as defined in (a) which arises within 24 hours immediately prior to the examination time, the student may appear in person or telephone the Registrar to obtain permission to defer the examination. The Dean of Students or the Registrar will be on duty each day or night during examinations to deal with deferred examinations. The Registrar or the Dean of Students may defer an examination provisionally under '608 of the Academic Code for up to 48 hours based on an explanation showing reasonable cause to believe the student, acting in good faith, cannot take an examination because of some event which is beyond the student's control. During normal working hours, the Dean of Students for the campus must approve any request for a deferred examination.

(2) **Student Unable to Make Request in Person or by Phone**. If the student cannot appear in person or telephone the Registrar, the student may miss the examination and apply for a deferral after the examination date. **Such application for deferral must be made within 48 hours of the administration of the exam for which the student seeks deferral, and in no event later than the last day of regularly scheduled examinations for that semester. The burden is on the student to show (i) good cause and (ii) sufficient reason for not requesting a deferral in writing, in person or by telephone prior to the examination.**

(3) **Confirming Emergency Deferral.** A provisional emergency examination deferral requested under this subsection must be confirmed by a written request, supported by persuasive evidence of some event beyond the student's control which led the student to miss the examination, or it will expire within 48 hours from the date of grant of deferral, unless extended by the Dean of Students.

(f) **Timing of Makeup Examination**. Deferred examinations must be taken 1) on the scheduled examination make up date for that semester 2) at a time approved by the Dean of Students or 3) at the next time a regularly scheduled examination is given for that course.

Students who fail to sit for a makeup examination within the prescribed time period shall receive a failing grade on the examination in question.

(g) **Illness During Exam**. If a student becomes ill during an examination and as a result is unable to continue the examination, the student shall notify the proctor and leave all examination materials with the proctor. The proctor shall take the student's name, year and division, and shall forward this information and the examination materials to the Registrar as soon as possible. The student shall seek medical attention immediately and shall obtain from the attending physician a letter in support of the illness which prevented the student from completing the examination. A student who fails to complete an examination due to illness shall sit for the make-up exam the next time a regularly scheduled examination is administered for that course.

Section 204. Conflict in Examination Schedules.

(a) **Binding Effect of Final Examination Schedule**. All students are bound by the final examination schedule published by the Registrar for preregistration for the semester. No student will be permitted to defer an examination due to a conflict in the examination schedule, because the student:

- Registered for two courses with overlapping examination times; or
- Registered for two courses having final examinations scheduled within twenty four (24) hours of each other.

Section 205. Code of Conduct Procedures During Examinations.

(a) **Proctors**. Students are required to follow all instructions given by proctors during examinations.

(b) **Student Identification**. Each student must produce his or her Widener student identification card in order to sit for an examination or pick up a take-home examination.

(c) Unless specifically permitted otherwise, students are not permitted to use any type of communication or data storage devices such as – but not limited to – cell phones or PDAs during an examination. All such devices shall be turned off and placed at the side of the room before the exam begins. In emergency situations, a cell phone can be left with the Registrar's Office.

(d) **Required Disclosure**. Official Form Four (reproduced in Appendix A) is the standard face sheet used for all examinations. This face sheet must be signed by each student at the end of an examination. Official Form Four requires any student having information relating to any incident of academic dishonesty to report that information before leaving the examination room. Failure to report a known incident of academic dishonesty occurring during an examination is a violation of the Code of Conduct that may lead to the dismissal of the offending student from the Law School.

PART THREE: REGISTRATION PRACTICE & PROCEDURE.

Section 301. Course Load.

(a) **General Rule**. Regular Division Students may enroll in up to 16 credits without the approval of the Office of Students Affairs. Extended Division Students may enroll in up to 11 credits without receiving special permission. Ordinarily a Regular Division Student must enroll in a minimum of 12 credits and an Extended Division Student must enroll in at least 8 credits. Course load limitations for the summer term are established by §311 of the Academic Code.

(b) **Underload in Last Semester**. A regular division student may file a request to underload pursuant to §306(d)(1) of the Academic Code only for the semester in which the student plans to graduate. The request to underload will be granted only if satisfactory completion of the proposed course schedule will yield the academic credits needed to ensure graduation in that semester.

Section 302. Change in Division.

(a) **Change to Regular Division**. An extended division student who wishes to transfer to the regular division of the Law School must file a request for transfer with the Dean of Students.

(b) **Change to Extended Division**. A regular division student who wishes to transfer to the extended division of the Law School must file a request for transfer with the Dean of Students.

(c) **Second Request for Transfer**. A student who has transferred from one division of the Law School to the other may transfer between divisions again only with the consent of the Dean of Students. The Dean of Students will permit transfers under this subsection only upon a showing of undue hardship resulting from circumstances beyond the student's control.

(d) **Timing of Requests to Change Divisions**. Except for cases of hardship, all requests to change divisions must be made prior to the beginning of the fall semester.

Section 303. Registration for Required Courses.

(a) **First Year Courses.** Each first year Regular Division and Extended Division student is registered automatically for all courses.

(b) **Upper Level Required Courses.** All upper class students must register for and complete the required courses as assigned by the Registrar. See the Faculty Policy Statement on Curriculum for the course sequence.

Section 304. Limited Enrollment Courses.

(a) **Limited Enrollment for Course**. An instructor may limit enrollment in an elective course, a seminar or a special course by receiving permission from the Vice Dean before preregistration for the semester in which the course is offered. If preregistration for a course has begun, the instructor may not limit the class size. An instructor may not waive a limitation on enrollment after it has been established pursuant to this section.

(b) **Vice Dean's Permission Required**. No instructor may limit enrollment without the prior written permission of the Vice Dean. Students should consult with the Registrar's Office for the current list of courses that have limited enrollment.

Section 305. Priority for Registration for Courses.

(a) **General Rule**. Regular division students ordinarily must register for regular division courses. Extended division students ordinarily must register for extended division courses. A regular division student may register for any open section of a required or elective course offered in the regular division. An extended division student may register for any open section of a required or elective course offered in the extended division. If a course is offered in only one division of the Law School, students from either the regular or extended division may register for the course. All students are subject to rules on sequencing of courses found in the Faculty Policy Statement on the Curriculum.

(b) **Definitions.** For purposes of this section**:**

(1) A regular division student who will have earned at least 55 academic credits by the beginning of the next semester shall be treated as a student entering the final year of study.

(2) An extended division student who will have earned at least 65 academic credits by the beginning of the next semester shall be treated as a student entering the final year of study.

(c) **Courses offered in both Divisions.**

(1) **Regular Division Students.** If there are one or more sections of an upper-level course scheduled in the regular division, and one or more sections of the same course scheduled in the extended division, regular division students may be registered for any open extended division section of that course during the Add/Drop period.

(2) **Extended Division Students.** If there are one or more sections of an upper-level course scheduled in the extended division, and one or more sections of the same course scheduled in the regular division, extended division students may be registered for any open regular division section of that course during the Add/Drop period.

(3) **Upper-Level Course Defined**. For purposes of this subsection, an upper-level course is any course as designated in the Faculty Policy Statement on the Curriculum other than a course taken in the first or second semester.

(d) **Prerequisite Courses**. No student may enroll in any course or clinical program without first successfully completing the prerequisite courses (if any) identified by the Academic Code or Faculty Policy Statement on the Curriculum (included in the Student Handbook) as prerequisite courses for the course in question.

Section 306. Add/Drop Policy and Procedure.

(a) **Add/Drop Period**. A student may add or drop one or more elective courses during the designated Add/Drop period without obtaining permission from the Dean of Students.

(b) **Adding or Dropping Required Course After Add/Drop**.

(1) **General Rule.** A student may not add or drop a required course after the designated Add/Drop period. See §307 of the Academic Code. A $100.00 fee is assessed for any required course added or dropped under §307(a) of the Academic Code.

(2) **Hardship Exception**. The Dean of Students for the campus will ordinarily deny permission to add or to drop a required course after the end of Add/Drop. Permission to drop a required course will be granted only in cases of exceptional hardship to a student caused by circumstances beyond the student's control, such as illness requiring a reduced course load. Permission to add a course will be granted only in a "work out" situation in which a student is unable to graduate in that semester without the required course credit.

(3) **Grade of W**. A grade of W will be entered on the transcript for any required course dropped after the Add/Drop period.

(c) **Adding or Dropping Elective Course After Add/Drop Period**.

(1) **Five-Week Period Following Add/Drop**. A student may drop one or more elective courses during the first six weeks of each semester, and the first two weeks of the summer term, without prior permission from the Dean of Students for the campus. During the five week period following Add/Drop (and the second week of summer term), a student may add one or more elective courses only by obtaining prior permission from the Dean of Students for the campus. A $100.00 fee is assessed for any elective course added or dropped after Add/Drop under section 307(b) of the Academic Code.

(2) **Changes Made Late in Semester**. A student may add or drop one or more elective courses after the first six weeks of each semester, and the first two weeks of the summer term, only by obtaining prior permission from the Dean of Students for the campus.

(3) **Special Rule for Clinical and Externship Programs**. A student may drop a clinical or externship program during or after Add/Drop only with the permission of the Dean of Students for the campus. Permission to drop a clinical or externship program will be granted only in cases of exceptional hardship to a student caused by circumstances beyond the student's control, such as illness requiring a reduced course load.

(4) **Grade of W**. A grade of W will be entered on the transcript for any required course dropped after the Add/Drop period.

(d) **Forfeiture of Tuition for Withdrawal From Class After Add/Drop**. Tuition paid or payable with respect to any class from which a student withdraws after Add/Drop shall be forfeited in full, including classes from which the student has been involuntarily withdrawn. A student who adds a course as a replacement for the course from which the student withdraws shall be responsible for payment of additional tuition for the course added.

Section 307. Courses Conducted Between Semesters.

(a) **General Rule**. Credit earned for participation in the May session of ITAP will be treated as earned by the student the summer term.

(b) **Maximum Course Load Exception**. For purposes of sections 306(c)(1) and (2) of the Academic Code, credits earned for ITAP and credits earned for courses between summer term and fall semester or between fall and spring semesters will not be considered for purposes of determining the number of credits in which a student is enrolled.

Section 308. Registration for Non-classroom Credit.

Students registering for non-classroom credit, Directed Research or for credit for work in clinical or externship programs must deliver a properly completed Non-classroom Credit Form to the Registrar's Office by the end of Add/Drop for the semester in which the credits will be earned. The Registrar shall delete all such credits not supported by a properly completed Non-classroom Credit Form from a student's current course load on the last day of Add/Drop.

Section 309. Eligibility for Summer International Programs.

Approval to participate in one of the law school's international programs ordinarily will be granted to any student who has a cumulative grade point average of at 2.300.

Section 310. Certification for Student Practice.

The law school will certify a student eligible under state student practice rules only if the student has a cumulative grade point average of 2.300 and the student has successfully completed (C or better) the required courses in Evidence and Professional Responsibility.

Section 311. Moot Court and Mock Trial Competitions.

(a) **Coaches.** All moot court and mock trial teams representing the Widener University School of Law must be coached by a faculty member approved by the Vice Dean.

(b) **Competitions.** No team may represent Widener University School of Law in any moot court or mock trail competition without the approval of the appropriate faculty advisor or the appropriate Board of Directors.

PART FOUR: ATTENDANCE POLICY & PROCEDURE.

Section 401. Absence Interpretations.

(a) **Number of Permitted Absences**. Section 701(a) of the Academic Code provides that no student may miss more than twenty percent of the regularly scheduled classes in any course or seminar.

(b) **Courses Meeting at Different Intervals During the Week**. In the case of a course that meets at least twice a week at different intervals (*e.g.* one 55-minute class and one 110-minute class each week), the maximum number of absences permitted shall be computed by treating each 55-minute block of classroom time as a class meeting.

(c) **Courses Added During Add/Drop Week**. A student who adds a course during Add/Drop shall not be treated as "absent" for the day or days missed prior to adding the course.

(d) **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.

(e) **Hardship Relief**. Section 701 of the Academic Code requires that a student receive an "IW" for excessive absences in a required course and a "W" for excessive absences in an elective course. See Section 701(d) of the Academic Code. 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.

(f) **Class Cancellation**. If a class is canceled, either through an individual class cancellation or when the University is closed due to weather or other emergencies, a student's failure to attend the scheduled make-up class should not be considered an absence under the attendance requirement.

Section 402. Cancellation of Classes.

(a) **No Class Cancellation Without Prior Approval**. The Vice Dean for the Delaware Campus or the Harrisburg Campus must approve a class cancellation by any professor or instructor. Class cancellations should be kept to a minimum.

(b) **Cancellation of Classes Before or After Holiday**. The Vice Dean will not approve cancellation of classes on the days immediately before or after a scheduled holiday, e.g., Labor Day, Yom Kippur or Thanksgiving.

Section 403. Emergency School Closing.

(a) **Harrisburg Campus Procedure**. The campus usually will be closed only in the event of adverse weather conditions. The decision to close or not will be made by the President of the University by 6:30 a.m. for the regular division and by 2:00 p.m. for the extended division. Harrisburg residents should listen to Stations BOB (94.9 FM), KISS (99.3 FM), WRVV 97.3 FM), WLAN (96.9FM), WHP (580 AM), WGAL (TV Ch. 8), WHP (TV Ch.21), CW-TV (Ch. 15), WITF (TV Ch. 33 & 89.5 FM) and WHTM (TV Ch. 27) for announcements of the University by name (Widener University - Harrisburg) for day, evening, and weekend closing. You may call the Harrisburg Campus information line, 717-541-1939, to inquire about closing, if you have not heard the radio or TV announcement. Closing information will also be posted on Campus Cruiser and/or the University website and the E2 Alert System.

(b) **Closing During School Hours**. There may be times when an early closing is necessary due to weather conditions or mechanical breakdown. The decision to close will be made by the President of the University. He will notify the Director of Personnel, who will relay the decision to the Deans and Department heads. This is not to be a decision of individual Deans or Department Heads.

Section 404. Leave of Absence.

(a) **Withdrawal Presumed**. A student who fails to apply for leave of absence under this section or §405 of the Dean's Office Regulations, and who fails to attend regularly scheduled classes for a period of more than the number of absences permitted by §401 of the Regulations, is presumed to have withdrawn from the Law School. A student who has withdrawn from the Law School is ineligible to return to the Law School.

(b) **Leave of Absence**. 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. A leave of absence will be granted freely, subject to the limitations for medical leave of absence set out in §405 of the regulations.

(c) **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 and complete any incomplete seminar papers, course papers or directed research papers outstanding on the date the leave of absence was granted.

(d) **Term**. Leave of absence will normally be granted for a period of one academic semester. **However, a first year student who takes a leave of absence after completion of the first semester, must take a leave of absence for one year.** If a student on 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 evidence to support the need for the extension.

Section 405. Medical Leave of Absence.

(a) **General Rule**. Any student may apply for medical leave of absence from the Law School for good cause. "Good cause" includes treatment by a residential treatment center, a physician, a psychologist or a drug counselor for substance abuse. An application should be submitted on a Dean's Action Request form, 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.

(b) **Term**. Medical leave of absence will normally 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.

(c) **Effect on Period Within Which Degree Must Be Obtained**. Medical leave of absence does not toll the seven year requirement for completion of legal studies set out in §202 of the Academic Code.

(d) **Not Available to Students Charged With Crimes**. A student who has been charged with a crime involving the possession of a controlled or uncontrolled substance 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.

Section 406. Withdrawal from Law School.

(a) **Withdrawal**. To withdraw from the Law School, a student must submit a Dean's Action Request form indicating the last date of class attendance. A student who has withdrawn from the Law School is ineligible to return to the Law School.

(b) **Withdrawal Presumed**. A student who fails to apply for leave of absence under this section or §405 of the Dean's Office Regulations, and who fails to attend regularly scheduled classes for a period of more than the number of absences permitted by §401 of the Regulations is presumed to have withdrawn from the Law School.

PART FIVE: GRADUATION REQUIREMENTS

Section 501. Analysis of Graduation Requirements.

(a) **General Rule**. The academic requirements for graduation can be divided into categories: Grade Point Average, Required Courses, Number of Hours, Writing Requirement, Introduction to Law, Professionalism Requirement, Advanced Skills Requirement and Character and Fitness.

(b) **Grade Point Average**. A 2.000 cumulative grade point average is required for graduation. A 2.000 cumulative grade point average is required for all required courses.

(c) **Required Courses**. A student must receive a passing grade in the following required courses in order to graduate. (See the Faculty Policy Statement on the Curriculum.)

- Administrative Law
- Business Organizations
- Civil Procedure I & II
- Constitutional Law
- Contracts I & II
- Criminal Law
- Criminal Procedure
- Evidence
- Legal Methods I & II & III
- Professional Responsibility
- Property I & II
- Sales and Leases
- Skills Requirement
- Torts I & II
- Writing Requirement

(d) **Credit Hours**. Eighty-eight (88) credit hours are required for graduation. No credit is granted for failed courses.

(e) **Writing Requirement**. In order to graduate, every student must satisfy the Law School writing requirement as provided in §501 of the Academic Code. The faculty member providing the direction for the writing project, or the Dean of Students providing approval under §501(c) of the Academic Code, must certify the student's compliance with the writing requirement on forms supplied by the Registrar. Every graduating student must satisfy the writing requirement by the last day of classes for the semester in which the student intends to graduate. For a detailed discussion of this requirement, see §501 of the Academic Code.

(f) **Advanced Skills Requirement.** In order to graduate, every student must satisfy the Law School advanced skills requirement provided in §502 of the Academic Code. Every graduating student must satisfy that requirement by the end of the semester in which the student intends to graduate. For more details on this requirement, see §502 of the Academic Code and §301 of the Harrisburg Faculty Policy Statement on the Curriculum.

(g) **Introduction to Law.** The requirements for Introduction to Law must be completed.

(h) **Professionalism Day.** Attendance at Professionalism Day is required for graduation.

(i) **Character and Fitness.** Each student is required to complete an updated Character and Fitness Form prior to graduation.

Section 502. Petition to Graduate.

Every student must apply for graduation by filing a petition to graduate not later than June 1 for December graduates, or October 1 for May graduates. When a petition to graduate is received, the Registrar will audit the student's academic records for compliance with the graduation requirements set forth in §201 of the Academic Code. If the student has satisfied these requirements, the student's name will be submitted to the Law School faculty for approval. The petition to graduate must substantially conform to Official Form Five (reproduced in Appendix A).

Section 503. Bar Certification Registration.

A student who is eligible to graduate at the end of any semester must submit to the Registrar a request for certification of eligibility in order to permit the release of information to the board of bar examiners of the jurisdictions in which the student plans to sit for the bar examination. A request for certification of eligibility shall be submitted using Official Form Six (reproduced in Appendix A).

PART SIX: MODIFICATION OF RULES

Section 601. Modification of Rules Governing Dean's Office Regulations.

(a) All rules governing academic performance and student conduct may be modified or amended under the authority of the Dean or where appropriate, under the authority of the faculty. Modifications or amendments to rules governing academic performance and student conduct shall be applicable to students currently enrolled when the Dean, or where appropriate, the faculty, determine that such modifications are necessary and appropriate and do not cause undue hardship to students currently enrolled.

(b) The Dean or the Dean of Students acting under the authority of sections 1002 and 1004 of the Academic Code, may set additional or different conditions for academic support students or for students who have been reinstated after an academic dismissal.

Appendix A

Dean's Action Request	Official Form One
Writing Requirement Certificate	Official Form Two
Request to Defer Course Paper, Seminar Paper or Directed Research Project	Official Form Three
Face Sheet for Final Examination	Official Form Four
Graduation Petition	Official Form Five
Bar Certification Petition Form	Official Form Six
Plagiarism Form	Official Form Seven

OFFICIAL FORM ONE

DEAN'S ACTION REQUEST

Name: _____ Student ID #: _____
Address: _____
_____

Year & Division: _____
Work #: _____ Home #:_____
Email Address: _____

PLEASE GIVE A COMPLETE DESCRIPTION OF THE ACTION DESIRED.
PRINT, TYPE OR WRITE LEGIBLY.

_____ _____
Student's Signature Date

☐ **Approved** ☐ **Denied** ☐ **Other**

Comments:

☐ Please Check with Financial aid concerning any financial aid implications.
☐ Please check with the Registrar's Office to reschedule your exam.
☐ Other

_____
Dean of Students' Signature Date

DISTRIBUTION:

Business Office ☐
Financial Aid ☐
Student ☐

Date Distributed_____

REGISTRAR:

_____
Registrar's Signature Date

OFFICIAL FORM TWO

WRITING REQUIREMENT CERTIFICATE

TO: Registrar's Office

In my capacity as a full-time faculty member, I hereby certify that _____ has individually researched and written a scholarly legal paper of approximately 20 typewritten pages, double spaced including notes, entitled:

_____

This student, in compliance with section 501 of the Academic Code, has fulfilled the writing requirement through the following method:

□ **Written Work Performed for Academic Credit**. A student may meet the writing requirement by satisfactorily completing a seminar, course or clinical program, taught by a full-time member of the faculty, in which the student is required to submit written work of at least 20 typewritten, double-spaced pages (approximately 5,000 words) in length, including notes. Work submitted under this subsection shall be in the form specified by the instructor, and must be certified by the instructor as demonstrating substantial achievement in legal writing. The term "course" includes Directed Research performed under the supervision of a full-time faculty member. (Section 501(a))

□ **Written Work Performed for Membership in a Law Journal.** A student may meet the writing requirement by submitting written work prepared for the purpose of maintaining membership in one of the Law School law journals. Work submitted under this subsection shall be in the form specified by the editorial board of the journal, and must be certified by the board and by the faculty advisor as demonstrating substantial achievement in legal writing. (Section 501(b))

□ **Written Work Performed for Other Publications or in a Writing Contest**. A student may meet the writing requirement by submitting written work published in a scholarly periodical, journal or treatise, or singled out for honor in a nationally recognized writing competition. Work submitted under this subsection must be certified by the Dean of Students as demonstrating substantial achievement in legal writing (Section 501©).

The author was registered for _____ during the _____ semester, 20_____.

The paper was submitted to me in final form on _____, 20_____.

_____ _____

Date Faculty Member

OFFICIAL FORM THREE

REQUEST TO DEFER COURSE PAPER, SEMINAR PAPER, CLINICAL, OR DIRECTED RESEARCH PAPER.

STUDENT NAME: _____

STUDENT ID#: _____CURRENT SEMESTER: _____

COURSE: _____

COURSE# _____ SECTION # _____

TO THE DEAN'S OFFICE:

PLEASE NOTE THAT THE ABOVE NAMED STUDENT REQUESTS PERMISSION TO DEFER COMPLETION OF (CIRCLE ONE)

COURSE PAPER SEMINAR PAPER

CLINICAL DIRECTED RESEARCH PAPER

FOR THE _____ SEMESTER UNTIL THE _____ SEMESTER

DATED: _____ 20_____

PROFESSOR

ENDORSEMENT BY DEAN OF STUDENTS

(APPROVED) (DISAPPROVED)

DATES: _____20_____

DEAN OF STUDENTS

OFFICIAL FORM FOUR

WIDENER UNIVERSITY SCHOOL OF LAW

COURSE _____ **INSTRUCTOR _____**

EXAMINATION _____ 20 ___ **TIME _____**

GENERAL INSTRUCTIONS:

Please read these general instruction before taking the examination.. AFTER YOU COMPLETE YOUR EXAMINATION, DETACH THIS SHEET FROM THE EXAM, COMPLETE ENDORSEMENT, LOG IN MATERIALS AND RETURN ALL MATERIALS TO THE PROCTOR AT THE END OF THE EXAM. PLEASE RETAIN BOTTOM YELLOW COPY OF THIS FORM FOR YOUR RECORDS.

1. If you need to leave the room for any purpose, please sign out at the Proctor's desk. A sign-out sheet is provided for that purpose. Only one student is allowed outside the examination room at a time.
2. Your law school identification card must be visible to the proctor during the examination.
3. You are under the Law School Honor Code of Conduct during this examination. Any attempt to gain an unfair academic advantage during the examination is a violation of the Code of Conduct and may result in prosecution by the Office of the Dean. You are further advised that you must report any incident occurring during the examination in which any other student attempts to gain an unfair academic advantage.
   Examples of unfair academic advantage include:
   a. Cheating on any examination;
   b. Use of any unauthorized materials during an examination;
   c. Any breach of the rules providing for anonymous grading;
   d. Failure to cease writing immediately when time is called; and
   e. False or misleading statements to get a deferred examination.
4. You are required to accurately log in all examination materials at the bottom of this form. Any misrepresentation of materials logged in will be considered a violation of the Code of Conduct.

ENDORSEMENT BY STUDENT:

I have read the foregoing and I certify that I have neither given nor received aid from any other student in the taking of this examination. I further certify that I have not witnessed any other student giving or receiving aid during the examination, unless noted below.

_____ _____

(Signature) **(Student ID Number)**

EXAM MATERIALS LOG:

# of Exam Books _____ Scrap Book _____ Scan Sheet _____

Examination_____ Supplement

OFFICIAL FORM FIVE

Widener University School of Law
Graduation Petition

I, _____

(Please PRINT your name exactly as you want it to appear on your diploma or certificate)

_____

(Please PRINT your name exactly as you want it announced at commencement)

declare my candidacy for the degree of

- ☐ Juris Doctor
- ☐ Juris Doctor/MBA
- ☐ Juris Doctor/PSYD
- ☐ Master of Law - Health
- ☐ Master of Law - Corporate
- ☐ Master of Jurisprudence

to be graduated in (check one & enter year)

__May 20__ __December 20__ __ July 20__

Undergraduate School Attended _____ _____

Degree Granted _____

Other Graduate School Attended _____

Degree Granted _____

Permanent mailing address _____

I do___ I do not___ authorize the release of my name, degree, date of graduation or former schools attended.

_____ _____

Date Signature

OFFICIAL FORM SIX

Widener University
School of Law
Bar Certification Form

Name: _____
(Please type or print)

Permanent Mailing Address:

(To appear on transcript):

_____

_____

Telephone Number: (home) _____

(business) _____

(cell) _____

Anticipated Degree: _____

Anticipated Degree Date: _____

List the first bar examination you plan to take and the month and year it will be given. If you plan to take more than one exam (i.e., PA and NJ), please list both.

State	Date Administered
_____	_____
_____	_____
_____	_____

I, hereby, authorize Widener University School of Law to release any and all information required for the Bar certification. This includes all information contained in my file, any official transcript and my current permanent address and telephone number.

_____ _____

Date	Signature

OFFICIAL FORM SEVEN

WIDENER UNIVERSITY SCHOOL OF LAW

PLAGIARISM FORM

COURSE_____ **INSTRUCTOR**_____

TITLE OF PAPER _____ **DATE SUBMITTED**_____

Plagiarism on papers submitted for course credit is a serious violation of the Law School's Student Code of Conduct. A student found guilty of plagiarism is subject to suspension or expulsion from school, and any such discipline will be reported to the Board of Bar Examiners in any state in which the student seeks to be admitted to practice. To avoid any misunderstandings about the nature of this offense, please review the following provision of the Code of Conduct, sign the form below, and attach this sheet to your paper when you turn it in to your professor**.**

Section 201. Academic Misconduct Violations.

….

(b) **Plagiarism.** To take the written work of another and pass it off as one's own for an academic purpose. The following are examples of plagiarism, but not an exhaustive list of situations in which plagiarism can occur:

(1) To use someone else's words without unambiguous acknowledgment.

(2) To paraphrase someone else's words without unambiguous acknowledgement.

(3) To use someone else's ideas without unambiguous acknowledgment.

ENDORSEMENT BY STUDENT:

I have read the foregoing and I certify that I have not committed plagiarism in writing the attached paper.

_____ _____

(Signature) (Student ID Number)

WIDENER UNIVERSITY SCHOOL OF LAW
STUDENT CODE OF CONDUCT

General Expectations and Community Standards

As future professionals, Widener University School of Law students are expected to maintain the highest ideals of academic and social conduct and are responsible for knowing the Law School's published policies and standards. Students are also expected to respect the views and personal dignity of other members of the Law School community.

In addition, students should learn about the expectations that will be required of them when they become lawyers. The Codes of Professional Responsibility published by each state's bar, including Pennsylvania's and Delaware's, describe these expectations. Students are encouraged to consult these codes for guidance.

PART ONE: GENERAL MATTERS

Section 101. Definitions. The following definitions apply to this Student Code of Conduct:

(a) **Code**. The Student Code of Conduct of Widener University School of Law.

(b) **Council.** The Honor Council consisting on each campus of six full-time faculty members, four students, and one administrator created in accordance with the Code and for the purpose of hearing alleged Code violations.

(c) **Law School.** Widener University School of Law.

(d) **Law Library.** The Law School Library.

(e) **Dean**. The Dean of the Law School or, in the absence of the Dean, the Vice Dean of Law School.

(f) **Faculty.** The Faculty of the Law School.

(g) **Office of Student Affairs**. The Dean of Students for the Harrisburg Campus and the Office of Student Affairs for the Delaware Campus.

(h) **Investigator.** The Honor Council Investigator.

(i) **Investigation Report**. The report prepared by the Honor Council Investigator.

(j) **Registrar.** The Registrar of the Law School or a person designated by the Dean to carry out the Registrar's duties under this Code.

(k) **Student.** Any person enrolled or matriculated as either a full or part-time student of the Law School at the time of an alleged violation of this Code. For purposes of Code of Conduct violations, an applicant who is subsequently admitted to the Law School is considered a "Student" as of the time of submission of an or his or her application materials.

(l) **Accused**. The student against whom a complaint alleging violation of the Student Code of Conduct has been lodged.

(m) **SBA.** The Student Bar Association.

Section 102. Jurisdiction.

Any alleged violation of this Code of Conduct committed by a student will be heard and determined as provided herein.

Section 103. Relationship of the Code with Other Authorities.

(a) **Relationship with Criminal and Civil Law.** The Code operates concurrently with the processes of criminal and civil law. The Law School has the right, at its discretion, to postpone Code proceedings pending the outcome of criminal proceedings. However, when misconduct alleged under the Code might subject the accused to criminal prosecution, the accused may postpone the Code process by "suspending" himself or herself from the Law School until the criminal charges are resolved or until the authorities decide not to press charges. Suspension under this provision has no effect under academic rules; i.e., the suspension does not entitle the accused to a leave of absence or relieve the accused of any academic consequences arising from his or her absence from the Law School. Suspension does not abate the Code complaint, but may not result in any inference against the accused in a Code proceeding.

(b) **Relationship with Law School Policies and Processes.** The Code governs only matters within its substantive scope and leaves undisturbed Law School policies and processes outside that scope. The Administration may in its discretion respond to any misconduct, such as non-academic misconduct, that is not within the scope of the Code. Some forms of misconduct not involving academic dishonesty may be so serious in nature as to render a student potentially unfit for continuation as a student at the Law School, as well as to enter the profession of law. Those matters may be addressed by both the Administration and the Honor Council, and any decision to proceed initially by one procedure does not preclude use of the other.

(c) **Relationship with Administration Powers.** The Widener University Administration or Law School Administration may act to preserve the safety and security of any person or property, even when a matter falls within the substantive scope of the Code, regardless of

whether the processes of the Code are initiated concurrently. This includes, without limitation, applying the University Policy on Protective Action.

(d) **Relationship with Faculty Powers.** The Code in no way restricts the academic freedom of the Faculty, even when a matter falls within the substantive scope of the Code, regardless of whether the processes of the Code are initiated concurrently. For example, a Faculty member may impose a grade penalty based on academic misconduct regardless of the existence or outcome of concurrent Code proceedings.

Section 104. Time Limits.

An accused may agree to extend or waive any procedural time limit under the Code. Extension of time limits with or without the consent of the accused does not relieve the accused of responsibility for violations of the Code.

Section 105. Notice.

When the Code calls for notice to a student, it shall be sufficient to deliver notice in person, or to send a letter by certified U.S. mail to the address on file with the Law School Registrar. A student is responsible for ensuring that at all times his or her current address is on file with the Registrar. Notice shall be deemed received three days after a certified mailing.

Section 106. Adherence to the Code and Preservation of Rights.

The Code is designed to anticipate irregular and exceptional circumstances. Nevertheless, it is impossible to anticipate all eventualities. When strict adherence to Code procedures is impossible or impracticable, it shall be sufficient that persons charged with responsibilities under the Code act reasonably and consistently with the spirit and intent of the Code so as to achieve justice while also preserving the rights of all persons involved.

Section 107. Confidentiality.

Honor Council members, as well as conciliators appointed pursuant to section 305, shall indefinitely maintain the confidentiality of medical, admissions and academic records obtained during the course of Honor Council proceedings.

PART TWO: VIOLATIONS AND SANCTIONS

Section 201. Academic Misconduct Violations. It shall be a violation of the Code for a student to commit any of the following acts or omissions. Academic misconduct for purposes of this section includes both the curricular and extracurricular, regardless of whether academic credit is awarded.

(a) **Cheating.**

(1) To give or secure any information about an examination or other academic assignment except as authorized by the course professor.

(2) To use, if prohibited by the course professor, any book, papers, notes, other person's work, or other materials for an examination or other academic assignment.

(3) To continue writing an examination answer after the permitted time has expired.

(4) To take, conceal, withhold, destroy, damage, abuse, or deface property without authorization when the act deprives another student of access to or use of the property for an academic purpose, or to otherwise impede the academic work of another student.

(5) To copy, consult, or use, for an academic purpose, the work of another student without the authorization of both that student and the course professor.

(b) **Plagiarism.** To take the written work of another and pass it off as one's own for an academic purpose. The following are examples of plagiarism, but not an exhaustive list of situations in which plagiarism can occur:

(1) To use someone else's words without unambiguous acknowledgment.

(2) To paraphrase someone else's words without unambiguous acknowledgment.

(3) To use someone else's ideas without unambiguous acknowledgment.

(c) **Misrepresentation.**

(1) To misrepresent a material fact with respect to academic performance or requirements.

(2) For an academic purpose and without authorization and appropriate disclosure, to represent the work of another as one's own or one's own work as the work of another, or to represent oneself as another, or to procure representation of another as oneself.

(3) To misrepresent attendance in class, either of one's self or of another.

(4) To misrepresent, including a failure to disclose, any material fact concerning qualification for admission to the Law School or any of its programs.

(d) **Tampering.** To tamper with any document, file, or datum pertaining to academic activity, including student records, journals, examinations and papers, without authorization.

(e) **Unfair Academic Advantage Generally.**

(1) When not otherwise specified as a violation under the Code, to violate any Law School rule or professor's course policy with respect to academic performance or requirements, including through unauthorized collaboration, when the violation creates an unfair academic advantage or creates an unfair academic disadvantage for another.

(2) When not otherwise specified as a violation under the Code, to violate any rule of the Law School applicable to participation or membership in an activity or organization, when the violation creates an unfair academic advantage or creates an unfair academic disadvantage for another.

(f) **Other Violations.**

(1) To create any material and substantial disruption of the Law School academic environment.

(2) To violate any rule of professional conduct of the state in which a student is enrolled in a clinical program conducted by the Law School.

(3) Recklessly or intentionally, to furnish false or misleading information on any Law School or other government document, or on any document intended to secure employment, admission to an academic program, or similar competitive opportunity.

(4) To appear persistently in a Law School academic environment while noticeably under the influence of intoxicants or drugs not prescribed by a physician.

(5) To violate any policy, procedure, rule or regulation of the University or the Law School.

(g) **General Unfitness.** Any act which reflects adversely upon a student's fitness to practice law, or endangers the Law School community, including, but not limited to, acts involving violence, dishonesty, criminal conduct, breach of trust, or unprofessional conduct, or any act that interferes with the administration of justice or Law School policy.

Section 202. Code Enforcement Violations.

(a) To knowingly fail to report another student's violation of the Code.

(b) To knowingly make a false report of another student's violation of the Code, to knowingly make a false or materially incomplete report, or to give false or materially incomplete testimony in an investigation or proceeding under the Code.

(c) To falsify, destroy, or place beyond the reach of an officer acting under the Code any documents, testimony, or other evidence material to an investigation or other process under the Code.

(d) Without reasonable excuse, to fail to appear as a witness or to testify when called upon under the Code.

(e) To breach a duty of confidentiality under the Code.

Section 203. General Provisions Concerning Violations.

(a) Knowledge of Authorities. Students are presumed to know the provisions of the Code, the policies and rules of Widener University and of the Law School, and the policies and rules of courses in which the students are enrolled.

(b) State of Mind. To violate the Code, the accused must have acted with the state of mind specified in the violation. If no state of mind is specified, then intent, knowledge, or recklessness is required. Intent, knowledge, or recklessness may be inferred from the evidence.

(c) Recklessness defined. "Recklessness" means conscious disregard of a substantial risk that the conduct might produce a result or that certain circumstances exist, as appropriate to the case.

(d) Attempt; Aiding and Abetting; Conspiracy. It shall be a violation of the Code to attempt to commit any offense; to aid or abet in the commission of any offense; or to participate in a conspiracy to commit any offense.

Section 204. Sanctions.

(a) **Available Sanctions.** Upon a finding of responsibility under the Code, one or more of the following sanctions may be imposed, subject to the other provisions of Section 204.

(1) Restriction of library, activity, or other Law School privileges.

(2) Disciplinary probation or warning.

(3) Downward disciplinary grade adjustment for an assignment or course.

(4) Denial of credit for a course.

(5) Involuntary withdrawal from a course.

(6) Dismissal from a Law School office or activity.

(7) Oral or written reprimand.

(8) Written reprimand that becomes a temporary or permanent part of the student's academic file, to be included with any transcript.

(9) Compensatory damages or restitution to the Law School or other appropriate entity.

(10) Suspension from the Law School.

(11) Expulsion from the Law School.

(12) Revocation of Degree

(b) **Imposition of Sanctions.**

(1) A sanction may be imposed on a probationary or temporary basis.

(2) In selecting a sanction, any relevant information may be considered, and the following factors shall be considered:

a. The nature and seriousness of the violation, including the degree of potential harm that the violation posed to the academic integrity of the Law School community.

b. The circumstances of the violation, including any aggravating or mitigating factors.

c. The need to uphold and promote respect for the Code and to deter future violation by the responsible student and others.

d. Whether the sanction will reconcile the responsible student with the Law School community.

e. Any comments of the responsible student relevant to sanction selection.

f. The state of mind of the responsible student.

PART THREE: PROCEDURES

Section 301. Honor Council. The Honor Council shall consist of six full-time faculty members, four Law school students and one administrator who acts as Honor Council Investigator. The chairperson and vice-chairperson of the Council must be tenured faculty. Student members of the Council may be enrolled in the day- or evening-division, but they must be reasonably available to participate in a tribunal during both day and evening hours.

Section 302. Formation of Honor Council.

(a) **Faculty Appointments.** The Dean or the Dean's designee shall select the faculty members to serve on the Council, designating one as chairperson and one as vice chairperson. Initially, three faculty members are selected for a one-year term and three (including the chairperson and vice chairperson) for a two-year term. Thereafter each faculty member appointed to the Council will serve for a two-year term.

(b) **Student Appointments.** Each spring the SBA shall solicit applications from students desiring to serve on the Honor Council, and shall recommend six of those students to the Dean. The Dean or the Dean's designee shall select four students to serve a one-year term on the Council, beginning the following fall. If the SBA fails to recommend students, or recommends fewer than six students, the Dean or the Dean's designee shall select students from the eligible student body.

(c) **Appointment of Honor Council Investigator.** The Dean or the Dean's designee shall select an administrator to serve a one-year term on the Council as Honor Council Investigator. The administrator may be a Faculty member who works in the Dean of Students Office or in another administrative capacity.

Section 303. Complaint.

(a) Any person may complain to the Registrar or the Dean of Students that a student, the accused, has violated the Code. A complaint may not be lodged anonymously.

(b) The Registrar shall place the complaint and all other materials related to it in a special file marked with the name of the accused and a docket number.

(c) The Registrar shall maintain a docket stating the filing date and time of each complaint and all orders issued and actions taken by the Registrar and others regarding it. The docket, the case file and all reports and records maintained pursuant to this Code shall be maintained confidentially unless otherwise provided in this Code.

(d) The Dean of Students shall review all complaints. If the allegations in the complaint would constitute a violation of the Code, or at least present a colorable case of a violation that may be proved upon further investigation, the Dean of Students shall present a written explanation of the allegations and the identity of the reporting party or parties to the Honor Council Investigator.

(e) The Investigator shall investigate the merits of the complaint. If, after investigating the allegations of the complaint, the Investigator has reason to believe, in light of the complaint and any additional information collected, that the accused has violated the Code, the Investigator shall provide the Dean's Office with a report summarizing the charge and the evidence therefore.

Section 304. Emergency Suspensions.

(a) In extreme, dangerous or unusual circumstances the Dean or the Dean's designee may suspend the accused pending an investigation. An emergency suspension may be imposed when there is reason to believe that the accused has engaged and/or may engage in misconduct that may endanger the physical safety or mental welfare of students, faculty or employees of the Law School. Before such suspension takes place the Dean or the Dean's designee shall make reasonable efforts to interview the accused.

(b) An accused suspended under this section shall have the right to an expedited hearing before an Honor Council tribunal ideally to be held no later than ten class-days after the commencement of the suspension. During the period of suspension the accused shall not enter the Law School campus, except to meet with the Dean's designee for an informal conciliation pursuant to section 305.

(c) If an accused who has been suspended is subsequently held not responsible by an Honor Council tribunal, the Law School shall to the extent possible waive, and where that is not possible mitigate, any attendance or other collateral consequences of the suspension.

Section 305. Informal Conciliation.

(a) Upon receipt of the Investigator's report of reason to believe the accused has violated the Code, the Dean shall designate an administrator to conduct an informal conciliation with the accused. The Dean's designee ordinarily will be a Vice-Dean or Associate Dean not serving in the Dean of Students Office. In extraordinary circumstances the Dean's designee may be any tenured Faculty member.

(b) No more than ten class-days after receiving a complaint, the Dean's designee shall notify the accused in writing of the complaint and of the provisions of the Code allegedly violated. The Dean's designee shall summon the accused to an informal conciliation, which should occur within five class-days of the accused receiving notice.

(c) The purpose of the informal conciliation shall be to ascertain the truth of the matter presented and to attain a just resolution of the matter consistent with the Code. The Dean's designee may conduct additional investigation in anticipation of the informal conciliation.

(d) Only the accused has a right to be present at the informal conciliation with the Dean's designee. Any other person may be present whose presence the Dean's designee determines would further the purpose of the informal conciliation.

(e) Procedures for the informal conciliation shall be at the discretion of the Dean's designee. Only the accused and the Dean's designee have a right to speak at the informal conciliation. The accused has no obligation to speak.

(f) No separate complaint of a Code violation may arise against the accused as a result of communication during the informal conciliation. However, a violation of section 202 forfeits this privilege and a complaint may be lodged if predicated on an allegation of that violation.

(g) At the conclusion of the informal conciliation, the Dean's designee shall recommend a final disposition of the matter, including, if appropriate, a finding of the accused's responsibility and any appropriate sanction. The accused may agree with the finding of responsibility or with both the finding of responsibility and the sanction.

(h) If the accused and Dean's designee reach any agreement, the Dean's designee shall make a written record of the agreement, which the accused shall sign. If the accused and Dean's designee agree on both the finding of responsibility and the sanction, then the Dean's designee shall arrange for the execution of the sanction and conclusion of the matter.

(i) The accused may void an agreement with the Dean's designee by delivering written notice within twenty-four hours of signing the agreement. If the accused and Dean's designee have agreed on both responsibility and sanction, the accused may void the entire agreement, but not one part of it.

(j) If the Dean's designee and the accused do not agree on the finding of responsibility or on the sanction, the Dean's designee shall promptly assemble an Honor Code Hearing in accordance with section 306.

Section 306. Honor Code Hearing.

(a) **Notice to the Hearing Council and to the accused.** Upon failure to reach an agreement with the accused during informal conciliation, the Dean's designee shall notify the Council and the Investigator. The Investigator shall forthwith provide a written report to the Council and the accused summarizing the allegations and the result of the investigation, including a list of those witnesses from whom the Council is likely to want to hear.

(b) **Hearing Tribunal.** The chairperson of the Council shall select two faculty members and two student members of the Council to participate with the chairperson in the hearing. This body constitutes the hearing tribunal. If the chairperson is unable to participate for any reason, the vice-chairperson shall take his or her place for all purposes described below. If neither can participate, or if there is an inadequate number of members of the Council to fulfill the other required roles, the Dean shall appoint replacements for purposes of the hearing. The chairperson of the hearing tribunal shall promptly set a hearing date and notify the accused of the hearing date as well as the identity of the members of the hearing tribunal.

(c) **Challenges.** After receipt of notice of the hearing, the accused may choose to challenge the composition of the hearing tribunal. The accused shall have one peremptory challenge for student members and one peremptory challenge for faculty members of the tribunal. The accused must communicate to the chairperson of the tribunal in writing any challenge. The accused must deliver any challenge within three class-days after receipt of notice. If the challenge is not delivered within three class-days, it will be denied.

(d) **Hearing Process**.

(1) The hearing is not an adversarial process, but is instead an inquisitorial proceeding in which formal rules of evidence are not applicable. The hearing tribunal decides what documentary evidence to request, what witnesses to call, and what questions to present to those witnesses. The chair has final authority over all evidentiary and scheduling matters, other than that each member of the tribunal shall decide for him or herself what inference to draw from any failure to testify or present requested evidence.

(2) The accused shall have the right to have any one personal representative, including a family member, student, friend, or retained counsel, attend the hearing. However, no faculty member, either full- or part-time, may serve as this representative.

(3) The Investigator may request that the hearing tribunal call certain witnesses, request certain evidence, or ask certain questions, but the tribunal has discretion whether to make those inquiries. The Investigator attends the hearing, or portions thereof, at the discretion of the chair.

(4) The accused, personally, or by his representative, if represented, shall have the following rights, and only these rights, at the hearing:

(a) The right to be present during all testimony. At the conclusion of the testimony of any witness, the right to request further questions.

(b) The right to request witnesses. The chairperson may require an offer of proof and decide to exclude the testimony of the witness in whole or in part if the proposed testimony is considered to be irrelevant, duplicative, or otherwise unnecessary to a fair disposition.

(c) At the conclusion of the receipt of all evidence and witness testimony, the right to request the receipt of additional evidence.

(d) The right to testify.

(e) The right to present, by the accused or his representative, a closing argument that may not exceed fifteen (15) minutes.

(f) The right to bring a stenographer or tape recorder to transcribe the proceedings at the accused's own expense.

(5) Hearings are closed, but must be recorded in some reliable fashion. They need not be transcribed.

(6) At the conclusion of the hearing, the tribunal shall deliberate in secret to determine responsibility. A majority of the tribunal must agree to any decision on the accused's responsibility. If the accused is found to be responsible, the chairperson of the tribunal shall promptly inform the accused in writing of the tribunal's decision and of the accused's right to submit to the tribunal in writing any relevant information and arguments as to the appropriate sanction. The accused must deliver to the chairperson any information or arguments as to sanction within seven days after receipt of the decision. The tribunal then shall deliberate in secret to recommend to the Dean an appropriate sanction. When a majority of the tribunal has agreed on a recommended

sanction, the chairperson shall promptly notify the accused. The majority of the tribunal agreeing upon a recommended sanction need not be the same majority of the tribunal that agreed to the decision as to the accused's responsibility.

(7) If the chairperson of the tribunal is in the majority, he or she shall draft a brief report to the Dean communicating the tribunal's numerical vote as to responsibility, explaining the tribunal's relevant findings, and, if applicable, communicating a recommended sanction agreed upon by a majority of hearing tribunal members. If the chair is in the minority, the most senior faculty member in the majority shall draft the report. Tribunal members may draft dissenting reports as to any recommended sanction, which the chairperson or ranking-majority member will pass on to the Dean, but members may not prepare any such report as to responsibility. The record of the hearing also shall be delivered to the Dean.

(8) When a hearing tribunal finds responsibility, the Dean shall determine and impose an appropriate sanction pursuant to section 204 of this Code, subject to the following limitations. In determining an appropriate sanction, the Dean may review the tribunal's report and the record of the hearing, as well as conduct any independent investigation. If the sanction recommended by the hearing tribunal is expulsion, the Dean may impose any sanction. If the sanction recommended by the hearing tribunal is suspension, the Dean may impose any sanction other than expulsion. If the sanction recommended by the hearing tribunal is neither expulsion nor suspension, the Dean may impose any sanction other than expulsion or suspension. The Dean's decision is final. Nothing in the forgoing provision limits the Dean's ability to impose stronger sanctions than those recommended by the hearing tribunal pursuant to the University Policy on Protective Action.

(9) The Dean shall notify the accused in writing of the Dean's determination in the matter. The Dean shall return the record to the Registrar. The Dean also shall transmit to the Registrar a copy of the Dean's determination, which shall become part of the record. The Dean shall promptly arrange for the execution of any sanction upheld.

PART FOUR: MISCELLANEOUS

Section 401. Amendments.

This Code may be amended at any time in the same manner as it was ratified.

Section 402. Ratification.

This Code becomes effective when approved by the affirmative vote of a majority of the full-time members of the faculty of the Law School convened in a general or special meeting.

Section 403. Effective Date.

This Code will become effective on the first day of July 2008.

Appendix

SUGGESTED FORM A: COMPLAINT

IN THE MATTER OF…….No……

COMPLAINT OF VIOLATION OF SECTION 202 OF CODE OF CONDUCT

1. [Insert name of complaining party], who is [Insert status of complaining party] makes the following complaint based upon first hand knowledge.

2. [Insert the date, time and place of the violation, describe in detail the nature of the violation and identify all persons known to have first-hand knowledge of the violation.]

3. Complaining party requests the Dean of Students to investigate this violation, and to take such other action as may be required.

....
(Signature) (Date)

SUGGESTED FORM B: NOTICE OF APPOINTMENT OF TRIAL COUNSEL

IN THE MATTER OF……No……..

To:……
(name of respondent)

1. On ....., the Dean of the Law School referred this matter to a

   Committee for hearing pursuant to §304(a) of the Student Code of Conduct.

2. By order of the Dean, ... has been appointed as Trial
   (name of Trial Counsel)

   Counsel in this matter.

3. You may contact Trial Counsel to obtain a copy of the investigation report prepared by the Dean of Students pursuant to §303(b) of the Student Code of Conduct.

....
(Trial Counsel) (Date)

WIDENER UNIVERSITY SCHOOL OF LAW
HARRISBURG FACULTY POLICY STATEMENT
ON THE CURRICULUM

Section 101. Required Upper Division Courses.

I. Before you can graduate, you will need to take the following courses. These are in addition to Civil Procedure I & II, Contracts I & II, Criminal Law, Legal Methods I & II, Property I & II and Torts I & II. These courses are three fewer in number than had previously been required in order to graduate. These are:

Administrative Law (3)
Business Organizations (3)
Constitutional Law (4)
Criminal Procedure (3)
Evidence (3)
Legal Methods III (2)
Professional Responsibility (3)
Sales and Leases (3)
Skills Requirement (varies)
Writing Requirement (2)

These courses are required because they are central to law practice and are relatively heavily tested on the bar examinations of most states. The schedule is structured so that, in general, you should take at least two of these courses in each semester until you have completed all of them. When two RD sections of a required upper division course are offered in a single semester, you are required to take that required course in that semester.

For the fall semester, for example, all students must take Constitutional Law, because two RD sections of that course are offered in that semester. We also offer RD sections of most of the other required courses: Administrative Law, Business Organizations, Criminal Procedure, Evidence, Professional Responsibility and Sales & Leases. In order to stay on track, you should take at least two of these "other required" courses. If you are interested in increasing your choices later in law school, you should take three of them. You should talk to your professors and the Dean of Students to obtain advice about which courses to take next fall and which courses to defer until later in law school.

II. Menus of Elective Courses

The faculty has also created two additional menus of courses. All students will have to take at least three courses from these menus, and perhaps as many as seven, depending on their grade point average.

Menus A and B

Menu A consists of important practice courses—courses that are also central to law practice and important for students expecting to practice in particular areas. In comparison to required courses, Menu A courses are (1) other bar courses that are less frequently tested or for which fewer points are awarded on most bar exams, and (2) other basic substantive courses.

Menu A courses are as follows:

Family Law (only if 3 credit version)
Federal Income Tax
First Amendment
Remedies
Secured Transactions
Wills and Trusts

Menu B consists of courses newly added to, or only occasionally tested on, the bar exams in the region. Menu B also includes enrichment courses that permit you to expand your knowledge of specialized areas of the law, to deepen your understanding of a particular area of the law or practice, or to develop your lawyering skills.

Menu B courses are as follows:

Advanced Criminal Procedure
Bankruptcy
Conflicts
Disability Law
Employment Discrimination
Environmental Law
Federal Courts
Immigration
Labor Law
Legislation
Payment Systems
Real Estate Transactions
State Constitutional Law

Determining How Many Menu Courses You Must Take

Your grade point average will determine how many of these courses you must take:

- Students with a GPA of 3.0 and above must take and pass at least 3 courses from either Menu A or B.

- Students with a GPA of 2.5 to 2.999 must take and pass at least 2 courses from Menu A and at least 3 additional courses from Menu A or B.

- Students with a GPA of 2.499 or below must take and pass at least 3 courses from Menu A and at least 4 additional courses from Menu A or B.

For purposes of the menu courses, your grade point average will be calculated after you have attempted 40 credits. Classes in which you have received a letter grade or a Pass/Fail, including a failing grade, will count toward your attempted credits. Classes in which you received an IW (involuntary withdrawal, for exceeding the permitted number of absences in a course) will also count toward your number of attempted credits. As a practical matter, this should mean the GPA calculation for most RD students will occur after three semesters.

Your grade point average for this purpose will be based on your performance in required or menu courses only. Of course, any other credits in which you have received a passing grade will count toward your graduation. They will not, however, be used in calculating your grade point average for the purpose of determining how many menu courses you must take.

The 40-credit rule likely means that you will not know for certain how many menu courses you will need to take until after you have received your third semester grades. As a result, the menu system will have a considerable effect on your third-year class schedule. The higher your GPA, the more choices you will have.

We offer the following suggestions to help you think about how and when to take menu courses. Be aware, again, that you are responsible for ensuring that you have taken the required number and type of menu courses in order to graduate.

1. All students, regardless of their GPA, must take at least three courses from Menus A and B.

2. Use your current GPA to think about how many additional menu courses you should take in your second year.

3. Choose menu courses that meet your needs. Choose menu courses that are interesting or useful to you.

4. Choose elective courses that meet your needs. The schedule is intended to give you at least one elective course every semester. The elective course may be a menu course, but it doesn't have to be. We offer a wide range of other courses, and you should use this

opportunity to choose courses that meet your needs. In order to become a certified legal intern in Pennsylvania, students must successfully complete both Evidence and Professional Responsibility before the start of the internship. Thus, you may want to take those courses sooner rather than later.

5. Figure out which courses you want to take before you graduate. Remember that some of these courses have prerequisites. For example, Administrative Law is required for all L&G certificates, so you should take that course as early as possible if you believe that you might seek L&G certification; however, Administrative Law is not a prerequisite for Environmental Law, and you should take Environmental Law as early as possible if you are contemplating an Environmental Law L&G certification. Be sure to take the prerequisite courses as soon as possible in your second year so that you can take the other courses you want before graduation.

III. Thinking About Your Career

In order to practice successfully in a particular area of law, both knowledge and skills are needed. That mix of knowledge and skills, of course, varies based on the type of legal practice. You should feel free to consult faculty members with expertise in the area of law in which you are interested.

If you are undecided about what kind of legal career you would like, we suggest you choose courses to give yourself a broad range of different types of substantive courses and to acquire as many skills as you can. This will give you the greatest flexibility after law school and also help you decide what you like and don't like. In addition, work with the Career Development Office to learn more about the best ways to prepare for different legal careers.

If you have any questions, please don't hesitate to contact the Dean of Students or the Registrar's Office.

Section 201. Regular Division Required Course Sequences.

(a) Normal Sequence of Courses.

	Fall	Credits		Spring	Credits
First Year	Civil Procedure I	3		Civil Procedure II	3
	Contracts I	3		Contracts II	
	Legal Methods I	3		2	
	Property I	4		Legal Methods II	2
	Torts I	2		Property II	2
		15		Torts II	3
				Criminal Law	3
					15

Second Year	**Fall**	**Credits**		**Spring**	**Credits**
	Constitutional Law	4		Prof. Responsibility	3
	Admin. Law or Business Orgs.	3		Admin. Law or Business Orgs.	3
	Evidence (Spring or Fall)	3		Evidence (Spring or Fall)	3
	Menu or Elective Courses	5-6		Menu or Elective Courses	6-7
		15-16			15-16

Third Year	**Fall**	**Credits**		**Spring**	**Credits**
	Upper Level Writing Req.[1]	2		Menu or Elective Courses	13-14
	Menu or Elective Courses	4-5			
		13-14			

(b) Other Rules.

(1) **Completion of First Year Courses.** Each regular division student must complete Civil Procedure I and II, Contracts I and II, Legal Methods I & II, Property I & II and Torts I and II before taking any second year required course, unless the student is required to repeat a first year course, or the student receives the permission of the Dean of Students.

(2) **Application to Transfer Students and Students Who Change Divisions.** The limitation imposed by paragraph (1) of this subsection does not apply to students who move from the extended division to the regular division at the end of the first year of legal studies, or to students who transfer from other ABA accredited law schools.

1 This requirement must be completed prior to graduation. See section 501 of the Academic Code for details regarding the completion of the writing requirement.

Section 202. Extended Division Required Course Sequences.

(a) **Normal Sequence of Courses.** The normal schedule and sequence of required courses for the extended division is as follows:

First Year	**Fall**	**Credits**		**Spring**	**Credits**
	Civil Procedure I	3		Civil Procedure II	2
	Contracts I	3		Contracts II	2
	Legal Methods I	3		Legal Methods II	3
	Torts I	2		Torts II	3
		11			10

Second Year	**Fall**	**Credits**		**Spring**	**Credits**
	Constitutional Law	4		Criminal Procedure	3
	Criminal Law	3		Professional Responsibility	3
	Property I	4		Property II	2
		11		Required or Elective Courses	3
					11

	Fall	**Credits**		**Spring**	**Credits**
Third Year				Business Organizations	3
	Administrative Law	3		Sales & Leases	3
	Evidence	3		Required or Elective Courses	5
	Legal Methods III	2			11
	Required or Elective Courses	3			
		11			

Fourth Year	**Fall**	**Credits**		**Spring**	**Credits**
	Upper Level Writing Req.[2]	2		Required or Elective Courses	11
	Required or Elective Courses	9			11
		11			

Upper Level Writing Requirement - Courses which satisfy the writing requirement are

2 This requirement must be completed prior to graduation. See section 501 of the Academic Code for details regarding the completion of the writing requirement.

indicated on the course schedule for each semester.

Skills Requirement – Courses which satisfy the skills requirement are indicated on the course schedule each semester.

Section 301. Elective Course Prerequisites in General.

(a) **General Rule**. A student must satisfactorily complete all prerequisite courses for an elective course before the student may register for the elective course. A student may not take an elective course and a prerequisite course for that elective in the same academic semester or term.

(b) **Completion of First Year Courses**. A student must satisfactorily complete all first year required courses for the division in which the student is currently enrolled before registering for any elective course. This subsection shall not apply to those students for whom an exception is available under §201(b)(2) or §202(b)(2) above.

Section 302. List of Prerequisites.

This section contains a partial list of elective courses, seminars and clinical programs and the prerequisite courses for each. The list of seminars and clinical programs appears after the list of law courses.

COURSE	PREREQUISITES
Advanced Contracts	Contracts
Advanced Income Tax	Federal Income Tax
Advanced Legal Research	None
Advanced Torts	Torts
Advanced Trial Methods: Civil	Intensive Trial Advocacy Program[3] (ITAP) or Trial Methods
Advanced Trial Methods: Criminal	Intensive Trial Advocacy Program (ITAP) or Trial Methods
Alcohol, Vehicle and the Law	None
Antitrust	None
Art Law	None
Business Planning I	Federal Income Tax, Business organizations
Capital Punishment	None
Child Abuse and Neglect	None
Children & the Law	None
Children's Health Law	None
Civil Procedure II	None

3 Students taking ITAP may not subsequently take Trial methods.

Conflict of Laws	None
Consumer Law	Administrative Law, Commercial Course
Copyright Law	None
Corporate Finance	Business Organizations
Creditor's Rights	None
Criminal Procedure II: Prosecution & Adjudication	Criminal Law, Criminal Procedure Evidence
Delaware Practice	Evidence
Disability Law	None
eDiscovery	None
Employment Discrimination	Administrative Law
Employment Law	None
Environmental Law	Administrative Law
Equal Protection	Constitutional Law
Equity	None
ERISA	Federal Income Taxation
Essential Legal Concepts	None
Estate Planning	Federal Income Taxation, Federal Estate & Gift Tax, Wills & Trusts
Family Law	None
Federal Courts	None
Federal Estate & gift Tax	Federal Income Taxation
Federal Jurisdiction	Civil Procedure
Health Care Finance	None
Health Care Industry: Regulation Fraud	None
Health Care Profession	None
Health Care Trans: Contemporary Issues	None
Health Care Law I	None
Health Care Law II	None
Health Law Advanced Research	None
Health Law Externship	Professional Responsibility
Hospital Law	None
Immigration & Naturalization	None
Insurance	None
Intellectual Property	None
Intensive Trial Advocacy Program (ITAP)	Evidence
International Business Transactions	Administrative law
International Law	None
Interscholastic Competition	Evidence
Introduction to Business Tax	None
Introduction to U.S. Law & Legal Institutions	Federal Income Tax
Interviewing & Counseling	None
Juvenile Justice	None
Labor Law	None

Law Office Management	None
Legal History	None
Legal Technology	
Legislation	None
Maryland Practice	None
Mutual Funds	None
Natural Resources Law	None
New Jersey Practice	Evidence
New York Practice	Evidence
Non Profit Organizations	None
Ocean and Coastal Law	None
Patent Law	None
Patent Litigation	None
Payment Systems	None
Pennsylvania Practice	Evidence
Pre-Trial Methods	Evidence
Products Liability	None
Professional Liability & Insurance	Administrative Law
Public Benefits Law	None
Real Estate Transactions	None
Remedies	None
Secured Transactions	None
Securities Regulation	Administrative Law, Business Organizations
Special Education Law	None
State Constitutional Law	Constitutional Law
State Constitutional Law	Constitutional Law
Tax Practice & Procedure	Federal Income Taxation
Tax Research & Policy	Federal Income Taxation
Toxic Torts	None
Trademarks & Unfair Trade Practice	None
Trial Methods	Evidence
White Collar Crime	Criminal Law
Wills & Trusts	Property I, Property II
Workers' Compensation	None

SEMINAR	**PREREQUISITES**
Advanced Business Enterprise	None
Advanced Corporations	Administrative Law, Business Organizations
Advanced Forensic Evidence	Evidence
Advanced Insurance	Administrative Law, Insurance
Advanced Problems in Criminal Law	
Alternative Dispute Resolution	Evidence
Appellate Practice & Procedure	None
Bioethics and the Law	None

Capital Punishment	None
Children and the Law	None
Constitutional Theory	None
Consumer Law	Administrative Law, Commercial Course
Corporate Bankruptcy/Chapter 11	None
Criminal Sentencing	Criminal law, Criminal procedure
Domestic Violence	None
Estate Planning	Federal Income Taxation, Estate & Gift Taxation, Wills & Trusts (co-requisite)
Food & Drug Law	Administrative Law
Government Contracts	Administrative Law
Issues in Professional Responsibility	None
Juvenile Rights	Criminal Law, Criminal Procedure
Law & Psychology	None
Law & Elderly	None
Law & Literature	None
LLCS and Statutory Trusts	None
Negotiating and Drafting Business Contracts	Contracts, Business Organizations
Negotiations	None
Poverty Law	None
Public Corruption	None
Public Interest Lawyering	None
Race, Gender and Sports	None
Religion, Law and Medicine	None
Securities Litigation	Business organizations
Select Topics in Constitutional Law	Constitutional Law
Select Topics in Labor Law	Labor Law
Sentencing	None
Supreme Court	None
The Rehnquist Court	None
Themes in International Law	None
White Collar Crime	Business Organizations

CLINICAL PROGRAM	**PREREQUISITES**
Clinical Externship	Evidence; Professional Responsibility
Delaware Civil Clinic	Evidence; Professional Responsibility
Environmental Law Clinic	Administrative Law, Environmental Law, Evidence, Professional Responsibility
Judicial Externship	Professional Responsibility, Evidence (See Instructor)
Pennsylvania Civil Clinic	Evidence, Professional Responsibility
Pennsylvania Criminal Defense Clinic	Evidence, Professional Responsibility, Criminal Procedure
Public Interest Externship	None

Veterans Law Clinic	Professional Responsibility, Evidence

Section 303. Amendments.

The Curriculum Committee shall have the power to approve amendments to the foregoing list of prerequisites.

Widener Law School--Harrisburg
L&G Institute Certificate Requirements
Information for Students
March 2010

INTRODUCTION

Since 2000, Widener Law students interested in earning a certificate of proficiency in four different government law areas have been able to undertake a course of study and receive certification through the Law & Government Institute. In 2009, the directors of the L&G Institute began several important changes to improve the certificate programs. These changes will be implemented beginning in 2010 for RD and ED students who matriculated in August 2009 and later. The L&G directors and faculty believe that these improvements, undertaken with the guidance of the latest *Carnegie Report* and *Best Practices for Legal Education,* will significantly increase the quality of the educational experience for students in the L&G Institute. They will prepare students to practice law effectively immediately after graduation by teaching professional skills through simulations, clinics, internships and externships and other activities that teach practice skills. These changes involve new courses, changes to existing courses and changes to the requirements for most L&G certificates. The L&G Institute offers four different certificate courses: The General L&G Certificate (Administrative and Constitutional Law); the Environmental Law Certificate; the Consumer Law Certificate; and the Legislation Certificate. The requirements for each certificate follow.

REQUIREMENTS FOR GENERAL (ADMINISTRATIVE LAW AND CONSTITUTIONAL LAW) L&G CERTIFICATE (HARRISBURG)
FOR STUDENTS WHO MATRICULATE ON OR AFTER AUGUST 2009

Students who seek the General L&G Certificate must complete required courses, elective courses, an externship, and a writing requirement.

A. REQUIRED COURSES

a. Government Law Colloquium; **and**

b. State Administrative Law (also satisfies general curriculum skills course requirement) or Legislation; **and**

c. State Constitutional Law.

ELECTIVE COURSES In addition to the required courses, you must take at least one of the following elective courses:

- Animal Law
- Antitrust Law
- Appellate Advocacy
- Communications Law
- Disability Law
- Education Law
- Elder Law

- Election Law
- Employment Discrimination Law
- Employment Law
- Environmental Law
- Federal Courts
- Health Law
- Immigration and Naturalization Law
- International Environmental Law
- International Law
- Labor Law
- L&G Colloquium (Taught by Jurist in Residence Justice Saylor)
- Land Use Planning
- Legal Methods III-Appellate Advocacy
- Legal Methods III-Legislative Drafting
- Legislation
- State and Local Government
- Workers Compensation
- Lobbying and the Law
- National Security
- Pennsylvania Appellate Practice and Procedure
- Securities Regulation
- Seminar: Election Law
- Seminar: International Environmental Law
- Seminar Problem in Constitutional Law
- Seminar: Public Interest Legislation
- Seminar: Supreme Court Politics
- Seminar: Takings
- Seminar: Themes in International Law

B. Writing Requirement

You must also complete a scholarly paper on an L&G subject. This paper may be submitted to satisfy the upper class writing requirement that all students must meet. The L&G Director must approve all paper topics in advance. You may undertake this paper in conjunction with any course that satisfies the credit requirements for the specialty in L&G or as a separate, independent research course on an L&G subject.

C. Externship

You must also complete one externship with the state or federal government. In suitable cases, the director will waive the externship requirement and a student may take the Veteran's Clinic, the Right to Know Clinic, or the Public Utility Commission Clinic instead.

D. Graduating GPA Requirement

A Juris Doctor candidate must earn a cumulative grade point average of at least 2.6 in the courses required by the concentration in order to earn an L&G certificate

E. Certificate with Honors

A student earning a cumulative grade point average of 3.25 or more in certificate courses will receive an L&G Certificate with honors.

F. Registration

All L&G certificate seekers should register in the semester that they begin L&G courses by submitting an expression of interest to seek an L&G certificate form. After submitting their expression of intent, students should immediately schedule a meeting for advising about your certificate program with Professor Gedid for the General L&G Certificate, the Consumer Law Certificate, or the Legislation Certificate; or Professor Dernbach for the L&G Environmental Law Certificate.

G. Effective Date.

This revised policy for the General L&G Certificate applies to RD students who matriculated in August 2009, and will apply to RD students who matriculate thereafter; and ED students who matriculated in August 2009, and will apply to ED students who matriculate thereafter.

H. Contact Information

John L. Gedid, Director,
Widener L&G Institute
Tel. (717) 541-3901
Fax (717) 541-3966
jlgedid@widener.edu

ENVIRONMENTAL LAW CERTIFICATE PROGRAM (HARRISBURG) REQUIREMENTS FOR STUDENTS WHO MATRICULATE ON OR AFTER AUGUST 2009

Widener Law students interested in earning an Environmental Law Certificate can undertake a course of study through the Law & Government Institute. Successful completion of the certificate program generally requires several courses, an externship, and a writing requirement.

Required Courses

In order to meet requirements for the Environmental Law Certificate, you must successfully complete the Government Law Colloquium (1 cr.) and Environmental Law (3 cr.). You must also successfully complete at least one *Elective Course*, one *Seminar*, and one *Skills Course* from the following list:

Elective Courses:

Agricultural Law
Animal Law
Climate Change Law (3 cr.)
Environmental Law Clinic
International Environmental Law (3 cr.)
Land Use and Planning
Natural Resources Law
Ocean and Coastal Law
Public Utility Law
Regulation of Toxic and Hazardous Substances
Toxic Torts

Seminars:

Climate Change
International Environmental Law
Sustainable Development Law
Takings

Skills Courses

State Administrative Law and Practice
Legal Methods 3—Regulation
Environmental Litigation
Legislative Drafting

The Environmental Law Center Director or Associate Director may approve other courses or seminars for any of these requirements.

Externship Requirement

In addition to the required classes, you must complete one of the following externships:

Environmental Hearing Board
Game Commission
Pennsylvania Clean Air Council
Citizens for Pennsylvania's Future
Department of Environmental Protection
Department of Conservation and Natural Resources

The Environmental Law Center Director may approve other environmental externships for this requirement. In addition, the Director may waive the externship requirement for students who have taken the Environmental Law Clinic and who are taking at least one Elective Course in addition to the Environmental Law Clinic.

Writing Requirement

You must also complete a scholarly paper on an environmental law subject. This paper may be submitted to satisfy the upper class writing requirement that all students must meet. You may undertake this paper in conjunction with any seminar that satisfies the credit requirements for the Environmental Law Certificate. You may also undertake this paper as a separate, independent research course on an environmental subject. If you undertake this paper as in a separate course, you must obtain prior approval of your paper topic from the Director of the Environmental Law Program.

Graduating GPA Requirement

A Juris Doctor candidate must earn a cumulative grade point average of at least 2.6.

Certificate with Honors

A student earning a cumulative grade point average of 3.25 or more in certificate courses will receive a Certificate in Environmental Law with honors.

Registration

If you are interested in obtaining an Environmental Law Certificate, you should submit a notice of intent in the semester that you begin to take environmental law courses. A copy of the form can be obtained from the Registrar. Submit the form to the Registrar and provide a copy to the Director. After submitting the notice, you should contact him for advice concerning the program.

Contact Information
Environmental Law Center Director: John Dernbach
Phone: (717) 541-1933
Email: jcdernbach@widener.edu

REQUIREMENTS FOR L&G LEGISLATION CERTIFICATE FOR STUDENTS WHO MATRICULATE ON OR AFTER AUGUST 2009

Students who seek the Legislation certificate must complete course requirements, a writing requirement, and an externship, as described below:

- **Required Courses**
  - Legislation Course.
  - Legislative Drafting Course
- **Externship Requirement**
  - 4 credit, 2 semester externship under direction of Professors DeLiberato & Gedid.
- **Writing Requirement**
  - Draft legislation and paper as part of Externship under guidance of Professors DeLiberato and Gedid.

Contact Information
John L. Gedid, Director
Widener L&G Institute
Tel. (717) 541-3901
Fax (717) 541-3966
jlgedid@widener.edu

REQUIREMENTS FOR L&G CONSUMER LAW CERTIFICATE FOR STUDENTS WHO MATRICULATE ON OR AFTER AUGUST 2009

Students who seek the Consumer Law Certificate must complete course requirements, a writing requirement and an externship as described below:

- **Course Requirements:**
  - Consumer Law
  - State Administrative Law Consumer
  - Legislation (Skills course)
- **Externship Requirement**
  - Pennsylvania House or Senate Consumer Affairs Committee, Attorney General's Bureau of Consumer Protection, or other consumer protection nonprofit organization or state agency.
- **Writing Requirement:**
  - Draft Legislation as part of Consumer Legislation Course, or paper.

Contact Information
John L. Gedid, Director
Widener L&G Institute
Tel. (717) 541-3901
Fax (717) 541-3966
jlgedid@widener.edu

ADVOCACY CERTIFICATE (HARRISBURG)

The advocacy certificate provides students with course work and hands-on learning opportunities in litigation (civil, criminal and administrative) and dispute resolution. The program is designed to enhance the placement opportunities in the region's district attorney and public defender offices, public agencies that conduct administrative hearings and private law firms.
Required Courses

All students must take:

- ITAP (Intensive Trial Advocacy Program) or Trial Methods and
- Advanced Trial Methods

Students must additionally take for a grade (pass/fail courses do not qualify) one class from each of the two lists below. Students should be aware of course prerequisites so should plan on taking Evidence, Professional Responsibility and Criminal Procedure as early as possible, but no later than by the end of the second year for Regular Division students and by the end of the fifth semester for Extended Division students.

At least one of the following courses

- Pre-trial Methods
- Pennsylvania Civil Practice
- Legal Methods III – Appellate Advocacy
- Legal Methods III – Specialization (in civil, criminal, or administrative litigation)*
- Negotiations
- Alternative Dispute Resolution

* Course must be approved by Advocacy Program Director as satisfying the program requirement

AND

At least one of the following courses

- Advanced Criminal Procedure
- Advanced Evidence
- Law and Policy of Sentencing and Corrections

Additional courses may be added to the above menus at the discretion of the Director.

Experiential Requirement
Students must complete the experiential requirement by participating as a trial attorney in an evidentiary hearing through an approved clinical or externship program and observe and submit a report to the program director on a complete trial.

Writing Requirement

To satisfy the program's writing requirement, students must prepare a trial brief. This may be satisfied in conjunction with an advocacy course (such as Advanced Trial Methods) or the fulfillment of the experiential requirement. The brief must be approved by the program director.

Additional Requirements

In addition to successful completion of the course, experiential and writing requirements, students must earn a B- or better in all certificate courses and maintain an overall GPA of 2.8 or higher.

WIDENER UNIVERSITY SCHOOL OF LAW

FACULTY POLICY STATEMENT ON GRADING AND EXAMINATIONS

Section 101. Grade Normalization Policy.

(a) The mean grade in each section of a first year required course for regular division students and the equivalent courses for extended division students, must fall within the 2.300 to 2.750 range.

(b) In each section of a required course offered in the first two semesters, other than Legal Methods sections, at least 10% of the students must receive grades of B+ or above, and at least 10% of the students must receive grades of D+ or below. For first year Legal Methods sections, at least 10% of the students must receive grades of B+ or above, and at least 10% of the students must receive grades of C- or below.

(c) The mean grade in each section of upper level required courses must fall within the 2.600 to 2.950 range.

(d) The mean grade in each section of a Menu A, Menu B or Legal Methods III course must fall within the 2.600 to 3.100 range.

(e) The mean grade in each section of an elective course with an enrollment of more than 20 students must fall within the 2.600 to 3.100 range.

(f) The mean grade in each section of an elective course with an enrollment of more than five students but no more than 20 students, a seminar or a skills course must fall within the 2.600 to 3.400 range. The mean grade in each section of a Menu A, Menu B or Legal Methods III course with an enrollment of more than five students but no more than 20 students, must fall within the 2.600 to 3.100 range.

(g) Departures from the grading standards specified in paragraphs (a)-(f) above must be approved in writing by the Vice Dean on the campus where the professor wishing the grading standard departure is assigned. The Registrar must receive a copy of the Vice Dean's written approval before entering any grades that depart from these standards.

Section 102. Faculty Recommendation.

Students should take at least six credits or two courses in the second semester of their third year (RD), or nine credits or three courses in their last two semesters (ED) which are taught by a full time faculty member and taken for a grade.

Section 103. Effective Date.

The provisions of the Faculty Statement on Grading and Examinations are effective for all students as of July 1, 2009.

WIDENER UNIVERSITY
POLICY FOR ADDRESSING ISSUES OF STUDENTS AND EMPLOYEES WITH DISABILITIES

1. **Statement of Policy**. It is the policy of Widener University ("University") to provide reasonable academic accommodations necessary to afford equal opportunity and accessibility in all University programs for qualified students with professionally verified disabilities. It is further the policy of the University to provide reasonable accommodations necessary to afford equal opportunity and accessibility for qualified individuals with professionally verified disabilities in employment. The University recognizes both its legal obligations to make reasonable accommodations designed to provide overall educational program and employment opportunity accessibility for qualified persons with disabilities as well as the benefits that may be offered from the skills and talents of those with disabilities. In keeping with these principles, the University seeks to accommodate qualified students and employees with disabilities on an individual basis based upon specific information and assessment data documented by a qualified professional.

Faculty members also play an important role in ensuring equal educational opportunity and access for students and must recognize that modifications can be made in the classroom or in teaching style to accommodate individual students without affecting academic integrity. However, while the University will strive to accommodate students as fully as possible, reasonable accommodations do not include measures which fundamentally alter an academic program, which place an undue financial or administrative burden or hardship on the University, or which pose a safety risk to the individual or others.

In the admissions and employment application processes, the University does not discriminate on the basis of disability, and any information concerning a student or employee applicant's disability provided during the admissions or application process will be on a voluntary or optional basis and will be kept confidential in accordance with applicable law. Following admission of a student applicant or the extension of an employment offer to an applicant for employment, the University invites and encourages voluntary self-identification by individuals with disabilities for purposes of verifying the disability and identifying the reasonable accommodations that the University will provide. It is the responsibility of disabled individuals who seek an accommodation to identify themselves to the appropriate University representative.

This Policy shall apply to all schools and colleges of the University and all employees of the University.

2. **Definitions**. As used in this Policy, the following definitions shall apply:

(a) "Director of Disabilities Services " means the Director of Disabilities Services of Widener University.

(b) "Dean " means the Dean of the Widener University School of Law.

(c) "Person with a Disability " means any person who: (i) has a physical or mental impairment which substantially limits one or more major life activities; (ii) has a record of such impairment; or (iii) is regarded as having such impairment.

(d) "Provost" means the Provost of Widener University.

(e) "Qualified Person with a Disability" means either (i) a Person with a Disability who meets the academic and technical standards requisite to admission and participation in the individual's selected educational program and activities offered by the University; or (ii) a Person with a Disability who can perform the essential functions of the individual's current or desired employment position with or without reasonable accommodation.

(f) "Reasonable Accommodation" means a possible action that the University may take to accommodate a Qualified Person with a Disability which does not cause an undue hardship or burden to the University. In the context of a Request for Academic Accommodation, a Reasonable Accommodation is a modification or adjustment to an academic program that enables a Qualified Person with a Disability full access to participation in such program without altering the fundamental purpose or requirements of the program. Accommodations are intended to be effective and reasonable; they may not be exactly what the Qualified Person with a Disability requests.

(g) "Request for Academic Accommodation" means any request made by a student for an accommodation covered by Section 4(d) hereof.

(h) "Request for Employment Accommodation" means any request made by an employee for an accommodation to enable the employee to perform the essential functions of his or her position.

(i) "Request for Non-Academic Accommodation" means any request made by a student for an accommodation not covered by Section 4(d) hereof.

(j) "University" means Widener University.

(k) "Vice President for Administration and Finance" means the Vice President for Administration and Finance of Widener University.

3. **Procedures for Requesting Accommodations.** A Qualified Person with a Disability may request accommodations as follows:

(a) Persons to whom Requests for Accommodation Must be Submitted. Requests for accommodation shall be made as follows:

(i) All undergraduate students and all graduate students other than law school students must submit their requests for accommodation to the Director of Disabilities Services, Widener University, One University Place, Chester, Pennsylvania 19013, telephone number 610-499-4179.

(ii) Law students attending the Harrisburg, Pennsylvania, campus of the School of Law must submit their requests for accommodation to the Dean of Students for the Harrisburg campus, Widener University School of Law, 3800 Vartan Way, P.O. Box 69381, Harrisburg, Pennsylvania 17106-9381, telephone number 717-541-3952. The Dean of Students shall promptly forward such requests to the Director of Disabilities Services.

(iii) All employees on the Chester, Pennsylvania campus of the University must submit their requests for accommodation to the Director of Administration, Widener University, One University Place, Chester, Pennsylvania 19013, telephone number 610-499-4182.

(iv) All employees on the Wilmington, Delaware and Harrisburg, Pennsylvania, campuses of the University must submit their requests for accommodations to the Associate Dean of Business/Administration, at his/her respective addresses on such campuses, telephone number 302-477-2248. The Associate Dean of Business/Administration shall promptly forward such requests to the Director of Administration.

The individuals identified above to whom requests for accommodation must be directed are referred to herein as the "Disability Coordinators".

(b) Manner of Requesting Academic Accommodation. A student making a Request for Academic Accommodation must timely submit the request, together with verification of disability as provided for in subsections 3(d) and (e) below, to the appropriate Disability Coordinator. Where the Disability Coordinator is a Dean of Students, such Dean of Students shall promptly forward such Request for Academic Accommodation and verification of disability to the Director of Disabilities Services.

(c) Manner of Requesting Non-Academic Accommodation or Employment Accommodation. A student making a Request for Non-Academic Accommodation or an employee making a Request for Employment Accommodation must timely submit the request, together with verification of disability as provided for in subsections 3(d) and (e) below, to the appropriate Disability Coordinator. The Disability Coordinator shall promptly forward such Request and verification of disability to either the Director of Disabilities Services or the Director of Administration, as applicable and where necessary.

(d) Verification of Physical Disabilities. An individual with a physical disability must provide recent professional verification certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the individual's present level of functioning of the major life activity affected by the disability. The cost of obtaining the professional verification shall be borne by the individual.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the University shall have the discretion to require supplemental assessment of a physical disability. The cost of the supplemental assessment shall

be borne by the individual. If the University requires an additional assessment for purposes of obtaining a second professional opinion, then the University shall bear any cost not covered by any third party payor.

(e) Verification of Learning Disability or Attention Deficit Disorder. A student with a learning
disability or attention deficit disorder must provide recent professional testing and evaluation results which reflect the individual's present level of processing information and present achievement level in accordance with Exhibits "A" and "B" attached hereto and incorporated herein by reference. The cost of obtaining the professional verification shall be borne by the student.

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

(f) University Right to Waive Verification. The University reserves the right in its sole and absolute discretion to waive the verification requirements set forth in this Section 3. Any such waiver must be in writing and signed by either the Vice President for Administration and Finance, the Provost, or the Dean.

4. **Procedures for Determination of Reasonable Accommodations.**

(a) The Director of Disabilities Services or the Director of Administration (hereinafter "Evaluator") will review all documents submitted to verify a disability and will conduct a personal interview to explore the needs of the individual.

(b) Individuals may be asked to submit to the Evaluator a history of accommodations received in postsecondary institutions or in places of employment. Such a history of accommodations will be subject to verification by the institution or place of employment that facilitated the accommodations.

(c) After considering the verification documents, the results of the personal interview, and the history of accommodations, the Evaluator will prepare a schedule of the accommodations appropriate for the individual to receive from the University. In arriving at such schedule, the Evaluator may consult with appropriate faculty and administrative staff of the University and professional consultants to the University.

(d) Reasonable academic accommodations designed to provide equal opportunity to students with disabilities may be made in the following three areas:

(i) Academic Program. Accommodations in this category include those necessary to enable a student to enroll in, study for, attend and participate in classes, and may include, without limitation, modification of course load, allowing extra time to complete assignments, reproducing print materials, charts and graphs in large print, allowing notetakers to attend classes and transcribe lectures, and recording lectures or use of assistive listening devices.

(ii) Examinations. Examination accommodations will be made as necessary to minimize the effect of a particular disability. Any accommodations in the conduct of examinations which alter the form of the examination shall be made in consultation with the faculty member or instructor of the course for which the accommodation is sought. Additional forms of examination accommodations include, without limitation, allowing extra time to complete exams, allowing alternate test formats and permitting a student to take an exam in an alternate location to allow for use of needed equipment.

(iii) Auxiliary Aids. To the extent feasible, the University shall either provide or assist students with disabilities in acquiring educational auxiliary aids designed to enable them to participate fully in the academic program and may do so by contacting existing resources, such as federal, state and community agencies, private charitable organizations, and individual volunteers.

(e) The Evaluator shall provide the schedule of accommodations to the individual requesting accommodations. In cases involving academic accommodations, the schedule of accommodations will be provided to the student on a form(s) which the student will be responsible for providing to the appropriate instructor(s).

(f) Each individual receiving accommodations shall meet upon request with the Evaluator to review the effectiveness of the accommodations listed on the schedule. Each individual shall immediately report any dissatisfaction with an accommodation to the Evaluator, who shall attempt to resolve any such dissatisfaction. If resolution cannot be achieved, the individual may file a grievance in accordance with Section 6 of this Policy. Additionally, the schedule shall be subject to review and possible termination upon any change in the nature of the individual's disability or the individual's failure to properly utilize the services provided.

(g) Services for individuals who improperly procure accommodations under this Policy will be immediately terminated. Students who improperly procure accommodations under this Policy may be subject to possible disciplinary action under the applicable Student Code of Conduct. Employees who improperly procure accommodations under this Policy may be subject to disciplinary action up to and including termination of employment.

(h) Subject to applicable rules of confidentiality, the Evaluator shall provide information to appropriate administrative officers, staff and faculty when necessary to arrange for efficient administration of accommodations.

5. **Records and Privacy.**

(a) The University shall maintain the confidentiality, to the extent practical, of all records relating to accommodations based upon disability. The records shall include the documentation submitted to verify the disability. The University will retain such records for a period of five years from the date of separation or graduation from the University or as otherwise required by applicable law.

(b) All documents produced by consultants in the performance of services for the University shall be and shall remain the property of the University.

6. **Grievance Procedures**. Individuals who remain dissatisfied with accommodations provided or not provided to them by the University following conclusion of the procedures set forth in Section 4 of this Policy may file grievances as follows:

(a) All grievances generally must be in writing and filed with the Grievance Officer (as hereinafter defined) as soon as possible but not later than thirty (30) days after conclusion of the procedures set forth in Section 4 of this Policy. Alternate means of filing grievances, such as personal interviews or a tape recording of the grievance, will be made available as needed upon request to the Director of Disabilities Services.

(b) With respect to all grievances relating to Requests for Academic Accommodations, the Grievance Officer shall be the Provost or his/her designee. Notice of any such grievance shall be given to the Vice President for Administration and Finance by the Grievance Officer. With respect to all grievances relating to Requests for Non-Academic Accommodations and/or Requests for Employment Accommodations, the Grievance Officer shall be the Vice President for Administration and Finance or his/her designee.

(c) Within fifteen (15) days after receipt of the grievance, the Grievance Officer will meet with the aggrieved individual to discuss the grievance and possible resolutions. The Grievance Officer may, but shall not be required to, form a committee of three individuals, including the Grievance Officer, to meet with the aggrieved individual, either at the time of such initial meeting or within a reasonable period of time thereafter. The other members of the committee shall be selected by the Grievance Officer in his/her sole discretion. It is intended, but not required, that one or both of the other members of the committee shall have education, background, experience and/or training in fields applicable to the grievance at issue. The Grievance Officer and/or the committee shall conduct such investigation and the Grievance Officer may assign such duties to the committee members as the Grievance Officer shall deem appropriate in the circumstances.

(d) Within fifteen (15) days after the later to occur of the initial meeting between the aggrieved individual and the Grievance Officer or the meeting between the aggrieved individual and the committee formed by the Grievance Officer, the Grievance Officer shall respond to the grievance in writing, or where applicable in a format accessible to the aggrieved individual, with a final determination of the grievance.

7. **Miscellaneous.**

(a) Effective Date. This Policy shall be effective as of January 1, 2002.

(b) Amendments. This Policy may be amended, altered, modified or repealed at any time in the sole and absolute discretion of the University.

(c) Time Periods. A failure by the University or any of its employees, agents or representatives to comply with any time limit specified in this Policy shall not be deemed a waiver of any finding or conclusion reached by or on behalf of the University, nor shall any such failure operate to create any claim against or impose any liability on the University.

(d) Effect of Formal Remedies. Nothing in this Policy is intended to prevent an individual from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts. However, if an individual so proceeds, such individual cannot pursue University-based dispute resolution and any University-based proceeding may be terminated immediately in the sole discretion of the University. The University may in its discretion conduct or continue to conduct its own investigation of the matter.

(e) Conflicts of Interest/Bias. Any claims of conflict of interest or bias shall be raised at or prior to the time of filing a grievance under this Policy or shall be waived.

WIDENER UNIVERSITY SCHOOL OF LAW

LEGAL INFORMATION CENTER

The Legal Information Center is one of the major law libraries in the region containing an outstanding print collection which is complemented by a vast array of electronic resources. It is designed to serve as the gateway to your legal research needs. The combined collection of the Wilmington and Harrisburg campus libraries contains more than 625,000 volumes and volume equivalents. The core focus of the collection is on United States legal materials with particular strengths in corporate, health, tax and constitutional law. We are a selective depository for United States government documents. The homepage offers easy links to facilitate legal research.

Knowledgeable and highly experienced librarians are easily accessible to students and always willing to provide personal assistance in researching the law, both in person and online. For a complete description of our services and policies consult the homepage.

HOURS	**WILMINGTON**	**HARRISBURG**
Monday through Thursday	8 a.m. - midnight	8 a.m. - midnight
Friday	8 a.m. - 11 p.m.	8 a.m. - 11 p.m.
Saturday	8 a.m. - 10 p.m.	8 a.m. - 10 p.m.
Sunday	10 a.m. - midnight	10 a.m. - midnight

Hours vary during school breaks. To verify hours, call Wilmington at 302-477-2244 and Harrisburg at 717-541-3933 for a recorded message.

KEY CONTACTS	**WILMINGTON**	**HARRISBURG**
General Information	302- 477-2244	717-541-3933
Reference	302- 477-2114	
Document Delivery (ILL)	302- 477-2297	717-541-1922
Administration	302- 477-2113	717- 541-3935
Fax	302- 477-2240	717- 541-3998

Link to our HomePage

http://law.widener.edu/Law-Library/

WIDENER UNIVERSITY
POLICY PERTAINING TO THE CONFIDENTIALITY OF, ACCESS TO, AND DISCLOSURE OF STUDENT RECORDS

Section One. Scope of Policy.

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment ("FERPA" or "Act"), was enacted to assure parents of students, and students themselves if they are over the age of eighteen or attending an institution of post-secondary education, access to the students' education records and to protect such individuals' rights to privacy by limiting the transferability and disclosure of their records without their consent. In accordance with the Act and the regulations promulgated thereunder, the instant Policy has been adopted.

This Policy applies to students presently enrolled in any school, college or division of Widener University ("University") and to alumni, but not to applicants who have not been admitted to or attended the University. The rights contained in this Policy are afforded to such students as well to the parents of "Dependent Students" as such term is defined herein.

This Policy is intended to provide general guidance only, and any questions as to its applicability, operation or enforcement should be referred to the Senior Vice President for Administration and Finance of the University.

Section Two. Definitions.

For purposes of this Policy, the following definitions shall apply:

(a) "Attendance" includes, but is not limited to –

(1) Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and

(2) The period during which a person is working under a work-study program.

(b) "Biometric Record" as used in the definition of personally identifiable information means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. Examples include fingerprints; retina and iris patterns; voiceprints; DNA sequence; facial characteristics; and handwriting.

(c) "Dependent Student" shall have the meaning as defined in Section 152 of the Internal Revenue Code of 1954, as same may be amended from time to time. For purposes of this Policy, all undergraduate students will be considered as "dependent" unless the student specifically informs the Registrar's Office that he/she considers himself/herself "independent." All graduate students, University College students, and Weekend College students will be considered as "independent,"

unless the student specifically informs the Registrar's office that he/she is a "dependent." Notwithstanding the foregoing, a student claimed as a dependent on a parent's federal income tax return will in all cases be considered as a "dependent" student.

(d) "Directory Information" means information contained in an Education Record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

(1) Directory Information includes, but is not limited to, the student's name; home and campus address; telephone listing(s); electronic mail address; photograph; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, fulltime
or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

(2) Directory Information does not include a student's –

(i) Social Security Number; or

(ii) Student Identification (ID) number, except as provided in paragraph (3) of this section.

(3) Directory Information includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to Education Records except when used in conjunction with one or more factors that
authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user. The University (and its vendors) may not use a social security number or other nondirectory information, either alone or in combination with other data elements, to
identify student records when disclosing or confirming directory information without written consent of the student.

(e) "Disciplinary Action or Proceeding" means the investigation, adjudication, or imposition of sanctions by the University with respect to an infraction or violation of the internal rules of conduct applicable to students of the University.

(f) "Disclosure" means to permit access to or the release, transfer, or other communication of personally identifiable information contained in Education Records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

(g) "Education Records" means those records, files, documents and other materials which

contain information directly related to a student and which are maintained by the University or by a person acting for the University. The term "Education Records" does not include the following:

(1) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;

(2) records maintained by a law enforcement unit of the University that were created by that law enforcement unit for the purpose of law enforcement;

(3) in the case of persons who are employed by the University but who are not in attendance at the University, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an
employee and are not available for use for any other purpose;

(4) records on a student who is eighteen years of age or older, or is attending the University, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which
are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice;

(5) records created or received by the University after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; or

(6) grades on peer-graded papers before they are collected and recorded by a teacher.

(h) "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

(i) "Personally Identifiable Information" includes, but is not limited to –

(1) the student's name;

(2) the name of the student's parent or other family members;

(3) the address of the student or student's family;

(4) a personal identifier, such as the student's social security number, student number, or biometric record;

(5) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;

(6) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

(7) information requested by a person who the University reasonably believes knows the identity of the student to whom the Education Record relates.

(j) "Record" means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

Section Three. Permitted Disclosures.

(a) Except for certain exceptions stated in the Act, no one shall have access to Education Records without the written consent of the student concerned. However, the student concerned may authorize in writing the disclosure of Education Records to specified individuals or to a class of organizations or persons for the purpose of employment, graduate study, or fellowships or for other purposes specified by the student. A valid written consent under the Act must be in writing, signed by the
student and dated and shall specify the Education Records to be released, the reasons for such release and the party or the class of parties to whom the disclosure may be made. The student may also request a copy of the Education Records to be released. The exceptions to the consent requirement include the following:

(1) University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including, without limitation, law enforcement unit personnel, health staff, athletic coaches and trainers and admissions counselors and recruiters); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, contractor, consultant, volunteer or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an Education Record in order to fulfill his or her professional responsibilities for the University;

(2) under certain specific conditions, officials of other schools, school systems, or institutions of higher education where the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;

(3) under certain specific conditions, authorized representatives of the Controller General of the United States, the Attorney General of the United States, the United States Secretary of Education or state educational authorities in connection with the audit and evaluation of Federally-supported education programs or in connection
with the enforcement of Federal legal requirements which relate to such programs;

(4) under certain specific conditions, authorized representatives of the United States Attorney General for law enforcement purposes;

(5) persons processing financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for or the amount of the aid, the conditions for the aid or to enforce the terms and conditions of the aid;

(6) under certain specific circumstances, state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the students whose records are
to be released;

(7) organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, subject to certain conditions;

(8) accrediting organizations in order to carry out their accrediting functions;

(9) parents of a Dependent Student, as defined in this Policy;

(10) if the University determines that there is an articulable and significant threat to the health or safety of a student or other individuals, but only to those persons whose knowledge of the information is necessary to protect the health or safety of the
student or other individuals. In these circumstances, a record must be kept of the threat and the parties to whom the information was disclosed;

(11) under certain specific circumstances, to an entity or persons designated in a

judicial order or lawfully issued subpoena, or pursuant to certain ex parte court orders obtained by the United States Attorney General (or designee not lower than an
Assistant Attorney General) concerning investigations or prosecutions of certain offenses or an act of domestic or international terrorism;

(12) the disclosure is information the University has designated as "Directory Information"; provided, however, that any student may withhold disclosure of any or all of such Directory Information by notification in writing to the Registrar's Office of the University or the School of Law, as applicable;

(13) the disclosure is to the student;

(14) the disclosure is to a victim of an alleged perpetrator of any crime of violence (as that term is defined in Section 16 of Title 18 of the United States Code) or a nonforcible sex offense of the final results of any Disciplinary Proceeding conducted by the University against the alleged perpetrator of such crime or offense with respect to such crime or offense. The University may disclose the final results of the Disciplinary Proceeding to the victim regardless of whether the University concluded a violation was committed. Nothing in this section shall be construed to prohibit the University from disclosing to individuals or entities other than the victim the final results of any such Disciplinary Proceeding if the University determines as a result of such Disciplinary Proceeding that: (i) the student is an alleged perpetrator of a crime of violence or nonforcible sex offense; and (ii) with respect to the allegations made against him or her, the student has committed a violation of the University's rules or policies. For purposes of this section, the final results of any Disciplinary Proceeding: (i) shall include only the name of the student, the violation committed and any sanction imposed by the University on that student; and (ii) may include the name of any other student, such as a victim or witness, only with the written consent of that other student;

(15) the disclosure relates to appropriate information in the Education Records of any student concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students or other members of the University community, and the disclosure is made to faculty, administration, or other University officials, or faculty, administration or officials of other schools or institutions of postsecondary education, who have legitimate educational interests in the behavior of the student;

(16) the disclosure is to the parent of a student and relates to information regarding any violation by a student of any Federal, state or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the

student's Education Records if: (i) the student is under the age of 21 at the time of the disclosure to the parent; and (ii) the University determines that the student has committed a disciplinary violation with respect to such use or possession; provided, however, that no provision of applicable state law prohibits the University from making such disclosure;

(17) the disclosure concerns sex offenders and other individuals required to register under applicable law and the information was provided to the University under applicable law and guidelines; or

(18) when the University is returning records to the apparent creator (e.g., of a transcript or letter) to verify authenticity.

(b) Whenever a student's Education Records or information from such records is disclosed to any organization, agency or individual, and it is required by applicable law, a transmittal letter shall inform the recipient that such records or information are not to be disclosed to any other party without the prior written consent of the student.

(c) Each University office which maintains Education Records shall keep with the records of each student a form which lists, with the exceptions stated below, all individuals, agencies or organizations which have requested or obtained access to such student's Education Records. This form shall also include the legitimate interest the requestor had, if any, in making the request. This requirement does not apply to disclosures to University officials described in Section 3(a)(1) hereof, to the student or his or her parent, to parties to whom disclosure has been specifically approved by the student, to disclosures of Directory Information, or to a party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the information furnished in response thereto not be disclosed or an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecution of certain offenses or an act of domestic or international terrorism. Where it is required by applicable law, personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the student.

Section Four. Student's Rights to Access.

(a) General.

(1) The types of Education Records maintained by the University include academic records (transcripts, advising records, and letters of evaluation) and other personal records, such as work-study and financial records, and records of Disciplinary Proceedings. The offices in which such records are maintained include the Provost's Office, the Deans' offices of the various schools/colleges of the University, offices of faculty advisors and department/division heads, the Registrars' Offices, Counseling Center, Placement Offices, the Offices of the Deans of Students and the subordinate sections, Admissions, Financial Aid,

Special Programs and the Business Offices.

(2) With certain exceptions set forth in this Policy or in the Act, the Education Records of a particular student shall be open for inspection by that student.

(3) The following types of information shall not be released to students:

(i) financial records of the parents of the student or any information contained therein;

(ii) confidential letters and statements of recommendation, which were placed in the Education Records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended; and

(iii) if the student has signed a waiver of the student's right of access in accordance with subsection (4) below, confidential recommendations –

(A) respecting admission to any educational agency or institution;

(B) respecting an application for employment, and

(C) respecting the receipt of an honor or honorary recognition.

(4) A student or person applying for admission may waive his right of access to confidential statements described in clause (iii) of subsection (3) above, except that such waiver shall apply to recommendations only if (i) the student is, upon request, notified of the names of all persons making confidential recommendations and (ii) such recommendations are used solely for the purpose for which they were specifically intended.

(5) Subject to the limitations otherwise stated herein, a student may waive any of his or her rights granted pursuant to the Act and the regulations promulgated thereunder. The University will not require such a waiver as a condition of admission, receipt of financial aid or receipt of any other services or benefits. A waiver under this Section may be made with respect to specified classes of Education Records and persons or institutions. A waiver under this Section may be revoked, in writing, with respect to any actions occurring after the revocation.

(6) If any material or demand in the Education Records of a student includes information on more than one student, the student (or the parent of a Dependent Student) shall have the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

(b) Procedures for Access to Records.

(1) A request by a student (or the parent of a Dependent Student) to inspect his or her Education Records shall be made to the office which maintains such records. Each office maintaining Education Records shall designate a person to receive and process such requests. Upon receipt of a dated, signed request form and proper identification, the designated person receiving the request shall give the student or parent a written confirmation or receipt of the request. Such person shall also inform the student or parent when the requested records will be made available, as soon as is reasonably possible, but in no event more than forty-five (45) days after receipt of the request.

(2) After the designated person has removed from the student's file all information which may not be disclosed under this Policy or the Act, the records shall be made available to the student or parent on the specified date, after the student or parent again displays proper identification, for inspection and review under supervision of the designated person. If a student or parent requests a copy of one or more of such records, the requested copies, with limited exceptions, shall be transmitted to the student or parent upon payment of a fee. Unless otherwise specifically stated, the fee for such copies shall be Twenty-Five cents ($.25) per page. The University may deny the request for a copy of records for legitimate cause, provided that such denial and the circumstances do not effectively prevent the student from exercising the right to inspect and review the records. In order to have this right, the circumstances surrounding the possible denial of a copy of records must be described. **In no event will the records of another institution which a student attended be released to any person including a student or his/her parent.**

(3) After reviewing his or her records, a student or parent has a right to challenge the contents of such records as being inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Unless otherwise established by the school/college in which a student has matriculated, a student or parent may not challenge the correctness of a grade which has been assigned to the performance of the student in a course, but may challenge the accuracy of the recording of the grade.

(4) Upon deciding that some aspect of the student's record(s) is inaccurate, the student or parent shall so inform the designated person in the office where the records are maintained and shall attempt to resolve the problem through informal discussion with such person and the person in charge of that office.

(5) If no agreement is reached through informal discussions, the student may submit in writing to the Dean of the School or College in which the student has matriculated, a rebuttal and/or request for a hearing, specifying the record or

records alleged to be inaccurate, misleading or otherwise inappropriate. If the Dean's review of the hearing request and file also does not result in an agreement, the Dean shall appoint as hearing officer a University official with no direct interest in the outcome of the hearing. Unless the student or parent withdraws his request or requests a delay, the hearing shall be held within forty-five (45) days after receipt of the student's or parent's request, and the hearing officer shall provide the student or parent notice of the date, time and place of the hearing reasonably in advance of the hearing. At the hearing, the student or parent shall be given an opportunity to present evidence in support of the challenge and the student or parent may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. The impartial official conducting the hearing shall render his/her decision in writing within thirty (30) days after the hearing, which decision must include a summary of the evidence and the reasons for the decision. If the decision denies the challenge, the student or parent may have inserted in the student's records a written explanation concerning the allegedly inappropriate contents.

Section Five. Miscellaneous Policy Items.

(a) This Policy and a copy of the Act and regulations promulgated thereunder shall be made available at registration headquarters during regular registration periods. In addition, copies of this Policy may be found in the offices of the Deans of Students and the offices of the Deans of the various schools and colleges of the University.

(b) An annual notification of rights under the Act shall be given to students in attendance at the University. This notification shall typically be contained in the student handbooks.

(c) If a student feels that the University has failed to comply in some way with the Act or the regulations promulgated thereunder, and has failed to answer his or her complaint satisfactorily, he or she has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.

(d) Nothing in this Policy may be construed to prohibit the University from disclosing information concerning registered sex offenders.

(e) This Policy shall be effective as of the commencement of the 2009-2010 academic year. This Policy may be amended, supplemented or revoked by the University at any time.

ANNUAL NOTICE TO STUDENTS REGARDING EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A 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 where 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 education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write to the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's written consent under the FERPA exception for disclosure to University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including, without limitation, law enforcement unit personnel, health staff, athletic coaches and trainers, and admissions counselors and recruiters); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, contractor, consultant, volunteer or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing his or her tasks.

A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled. Such education records may include updated or corrected information, including, without limitation, disciplinary and health records.

(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 administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC, 20202.

(5) The right to withhold public disclosure of any or all items of "directory information" by written notification to the Registrar's Office of the University or the School of Law, as applicable, within two (2) weeks after the commencement of the fall or spring semesters of any given academic year. Under current University policy, the term "directory information" includes, without limitation, a student's name, home and campus address, telephone listing(s), electronic mail address, photograph, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, and the most recent educational agency or institution attended.

DRUG AND ALCOHOL POLICY
at
WIDENER UNIVERSITY
for
STUDENTS

Federal law requires that in order for an institution of higher education to receive federal funds, it must adopt and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. In keeping with the foregoing, all students are required to strictly adhere to the standards of conduct outlined below.

Drugs and Other Controlled Substances

The possession, use and sale of illegal drugs, narcotics and other controlled substances are a federal and state offense, subject to mandatory heavy fines and imprisonment. The University cannot and will not shield students from the law and its consequences. Widener University must and will cooperate with law enforcement agencies.

Any Widener University student who possesses, uses, or distributes narcotics or illegal drugs or drug-related paraphernalia on or off campus (not specifically prescribed by a physician or without the knowledge of the Associate Provost and Dean of Students on the Chester Campus or the Associate Dean of Student Affairs on the Wilmington Campus or the Dean of Students on the Harrisburg Campus), brings such narcotics or illegal drugs or drug-related paraphernalia, or causes them to be brought onto university premises, may be suspended, dismissed or expelled, and/or referred for prosecution. Any anti-social conduct resulting from illegal drugs or other controlled substances will result in appropriate disciplinary action, up to and including expulsion from the university. Applicable federal law states that any student convicted of various illegal drug offenses will lose his/her student aid eligibility for specified periods of time depending upon whether the conviction was for use or sale and how many times the student has been convicted.

Alcoholic Beverages

In keeping with the laws of Pennsylvania and Delaware, university policy regarding alcoholic beverages is as follows:

(1) It is illegal for any person under 21 years of age to possess alcoholic beverages or to attempt to purchase or to consume or transport any alcoholic beverage within Pennsylvania or Delaware.

(2) It is illegal for any person to sell or give alcoholic beverages of any kind to a minor.

(3) It is illegal for any person to misrepresent his own age or the age of any other person in order to obtain alcoholic beverages.

For students and their guests of legal age, alcoholic beverages are confined to resident rooms with doors closed, or to a location designated and approved by the Student Affairs Office. All individual students or guests in any student room must be of legal age (21 years or older) when alcohol is present. Alcohol is prohibited in all public areas, including, without limitation, porches, lounges, stairs, lobbies, classrooms, hallways and offices. In those situations in which exceptions are made, the university reserves the right to require additional procedures to ensure safety and responsible consumption. No alcoholic beverages (or food) are permitted in Schwartz Center, and alcoholic beverages are not allowed in the University Center unless during an event where all in attendance are of age and the sponsoring group has received the explicit written permission of the Associate Provost and Dean of Students. No alcohol is permitted in the university stadium during athletic events or at university athletic events played elsewhere.

Bulk Container Policy

Widener University promotes an environment that complies with the laws of Pennsylvania and Delaware and our university alcohol policy. We do permit individual students who are 21 years of age or older to possess and consume alcoholic beverages within their individual room, suite or apartment as long as no one under the age of 21 is present. The university does have a bulk container policy that regulates the amount of alcohol a student who is 21 or older may possess in our residence halls or while on university property. The essential elements of that policy are as follows:

(1) No kegs or beer balls (including number of cases and/or bottles or cans that equal the volume of these containers) are permitted in the residence halls or on university property.

(2) No alcoholic punch/mix/concoction, containing alcohol is permitted in the residence halls or on university property.

(3) No student may possess more than two (2) total units in any combination of the following list of alcohol unit amounts:

One (1) gallon of wine
One (1) Liter of hard liquor or natural or distilled spirits used or intended for consumption
One (1) case of beer or malt products (24–12 ounce bottles or cans)
One (1) case of wine coolers or similar alcoholic products (24–12 ounce bottles or cans)

Bulk amounts and common sources of alcohol are strictly prohibited for individual and campus

organizations unless provided by a third-party vendor and registered with the Student Affairs Office. Examples of bulk amounts and common sources of alcohol are kegs and beer balls or jug wines. Alcohol used in violation of university policy will be confiscated.

The laws of Pennsylvania and Delaware carry strict sanctions for violation of alcohol-related offenses, including jail sentences, substantial fines, and revocation of one's driver's license. Additionally, the City of Chester enforces an ordinance that prohibits open containers (e.g., cans, bottles, cups, squeeze bottles, etc.) of alcohol in outdoor public areas, including streets, roofs, porches, yards, sidewalks, and any external areas of the residence structure that are construed as part of the Widener University Main Campus.

In addition, *empty* alcoholic containers and paraphernalia including: wine bottles, beer cans/bottles, liquor bottles of any size, beer bongs and funnels—are prohibited on university property, including those for decorative purposes.

Prohibited Conduct

The following non-exclusive list of behaviors may result in disciplinary action including suspension or dismissal:

- Disobedience of any of the general regulations of the university as noted in the *Student Code of Conduct, Student Handbook,* or any other generally available set of guidelines.

- The unlawful possession, use, or distribution of illicit drugs, drug paraphernalia, narcotics, or medicine requiring a physician's prescription and used without such prescription.

- Violation of federal, state, or local criminal laws.

- Violation of the university's policies on the use and possession of alcoholic beverages as outlined in this material or in any other university policy or publication.

Students are reminded that violations of university policy are not limited to the above list. Rather, this information is provided merely to highlight some important rules and regulations which must be observed.

Counseling and Assistance Programs

The University Student and Community Counseling Center on the Chester Campus, the Associate Dean of Student Affairs Office on the Wilmington Campus or the Dean of Students Office on the Harrisburg Campus have staff specifically trained to address issues relating to student drug and alcohol abuse. These offices can refer students for the purpose of evaluation, detoxification, and rehabilitation to the off-campus agencies and organizations outlined in the

next pages.

On the Chester Campus, a student services committee composed of students, faculty, and administrators, works with university staff members to provide a year-round program dedicated to drug and alcohol education. Some of the components of this program include:

1. Training programs for professional staff and faculty, typically offered a minimum of two times per academic year.

2. An on-campus chapter of Alcoholics Anonymous which meets on campus Saturday evenings.

3. A support group for adult children of alcoholics.

4. Drug and alcohol education programs for students who have violated the University Code of Conduct while intoxicated and have been instructed to attend such sessions as part of their disciplinary sanction.

5. A bulletin board maintained in the Chester Campus student union containing posters, information and messages relating to substance abuse issues.

6. A full week's offering of programs in October as part of the National Collegiate Alcohol Awareness week

7. A full week's offering of programs in February known as "Drug Awareness Week"

8. Workshops conducted by staff and recovering students presented to student resident groups, commuters, fraternities, sororities, student athletes, and student organizations.

9. Training programs for resident assistants and other students as requested.

Additionally, the following offerings are available to Widener students on the Chester, Wilmington and Harrisburg Campuses:

1. Individual counseling and/or referral to off campus agencies and organizations for the purpose of evaluation, detoxification, and rehabilitation. Also included are monitoring and follow-up with students who have had drug or alcohol problems.

2. A current directory listing of both on and off campus resources that assist in drug and alcohol-related problems is available from the Counseling Center on the Chester Campus or from the Associate Dean of Student Affairs Office on the Wilmington Campus or the Dean of Students Office on the Harrisburg Campus. Widener University School of Law students are referred to the off-campus programs outlined in the next pages.

The Health Risks of Substance Abuse

For the benefit of every Widener University student, the following has been prepared to heighten awareness of the dangers of drugs and their effects upon the user. The list is for illustrative purposes only and is not all-inclusive. Any doubts as to which are considered illicit should be raised with Student Affairs, Health Center, or Counseling Center professionals.

REFERRAL CENTERS: SUBSTANCE ABUSE COUNSELING AND SUPPORT

(The following list is not all-inclusive)

Harrisburg Campus Area

A.A. (ALCOHOLICS ANONYMOUS)	East Shore	717-234-5390
	West Shore	888-930-4589
ADDICTION TREATMENT CENTER 24 HOUR HELPLINE		717-238-1712
CRISIS INTERVENTION		717-232-7511 (24 hour Hotline)
DAUPHIN COUNTY DEPARTMENT OF DRUG AND ALCOHOL SERVICES		717-255-2984

GAUDENZIA
1910 N. Second Street
Harrisburg, PA 17104 — 717-238-4200

GAUDENZIA WEST SHORE
6 State Road, Suite 116
Mechanicsburg, PA 17050 — 717-766-8517

GAUDENZIA Concept 90 Program
Drug Rehabilitation Center, P.O. Box 10396
Harrisburg State Hospital
Harrisburg, PA 17105-0396 — 717-232-3232

GAUDENZIA - COMMON GROUND (Alcohol) — 717-238-5558

Non-profit charitable corporation providing drug and alcohol outpatient counseling in Dauphin and Cumberland Counties. Inpatient drug rehabilitation is also located in the Harrisburg State Hospital. Patients who are not eligible for public assistance should consult their health care insurance provider for coverage details.

HOLY SPIRIT HOSPITAL DETOX CENTER — 717-763-2369
503 North 21st Street
Camp Hill, PA
Twenty-four hour detoxification center. Patients who are not eligible for public assistance should consult their health care insurance provider for coverage details. Most health plans cover detoxification programs.

LAWYERS CONCERNED FOR LAWYERS	Confidential Helpline	1-888-999-1941 www.lclpa.org
NARCOTICS ANONYMOUS		717-233-3733

Widener University
Tobacco-Free Enforcement Policy
For Faculty, Staff, Students, Visitors, Contractors and Guests

Purpose

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.

Widener University
Tobacco-Free Enforcement Policy
For Faculty, Staff, Students, Visitors, Contractors and Guests

Appendix A - Campus Tobacco-Free Boundaries

Chester Campus – The boundaries are generally described as I-95 to the south, the west side of Melrose Avenue to the east, the south side of 18th Street to the north and the east side of Providence Avenue to the west. Other facilities included in the tobacco-free boundaries include the Maintenance complex on 12th Street, the Spang parking lot at Melrose Avenue and 14th Street, the entire Athletic Complex, including 17th Street, the sidewalk along 17th Street and the softball field in Ridley Township, the Child Development Center at Walnut and 18th Streets, Balin Hall at Providence Avenue and 22nd Street, the Access Center at Providence Avenue and 21st Street, the parking lot on the west side of Providence Avenue between 16th and 17th Streets, the Development Office on 15th Street, the Bell property in Upland and all of the university owned properties along Melrose Avenue and throughout Sun Hill.

Harrisburg Campus – The boundaries are generally described as all of the property bounded by Thea Drive to the south, both sides of Vartan Way going north, including the parking lot, buildings, basketball/tennis courts and the surrounding land. Also included in the tobacco-free boundaries is the Maintenance complex on Progress Avenue.

Wilmington Campus – The boundaries are generally described as Concord Pike to the west, the moat between the shopping center and the campus to the south, the country club to the east and the maintenance complex, rugby field, the townhouses and adjacent parking lots to the north. We ask that you be respectful of the private property owners that are within the general campus boundaries.

Exton Campus – The boundaries are generally described as the walkways, parking lot and driveways surrounding 825 Springdale Drive.

WIDENER UNIVERSITY
DISCRIMINATION AND HARASSMENT CODES

Introduction

General Statement of Policy: 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 or activities. It is also the policy of Widener University that no individual may engage in conduct that constitutes discrimination and/or harassment, as defined in these Codes, with respect to a member of the University community. Discrimination and/or harassment will not be tolerated in any form and may result in disciplinary action being taken against any person found to have discriminated against and/or harassed another, up to and including dismissal from employment and/or expulsion. The University will take appropriate steps to prevent recurrence of any discrimination and/or harassment found to have occurred and to correct its adverse effects on the complainant and others. These Codes further prohibit retaliation against any individual bringing a complaint hereunder or who participates in a discrimination and/or harassment inquiry.

In order to provide a clear statement of the process which will be applied at Widener University to respond to allegations of discrimination and/or harassment, the attached Codes were developed. Each Code specifies both Informal Grievance Procedures and Formal Grievance Procedures.

The University will endeavor to respond to and resolve all complaints quickly and effectively. Individuals who believe they have been discriminated against and/or harassed in violation of these Codes are encouraged to take action in any of the ways described in these Codes. Although participation in Informal Grievance Procedures is not required prior to the filing of a formal complaint, the University favors informal resolution of complaints whenever such resolution can be effected fairly.

The applicability of a specific Code is based on the status of the individual against whom the allegation is made. For example, if any member of the University community believes himself or herself to have been subjected to discrimination and/or harassment by a non-faculty employee of the University, the Employee Discrimination and Harassment Code will be applied. The Discrimination and Harassment Codes are as follows:

Faculty Member Discrimination and Harassment Code

Student Discrimination and Harassment Code

Employee Discrimination and Harassment Code

In cases where an accused individual occupies two or more statuses (e.g. where an accused is both an employee and a student), the University will review the situation in which the conflict arises and make a determination as to which Code applies. Similarly, where a complainant occupies two or more statuses, the University will review the situation to determine the appropriate Grievance Officer(s) to whom the complaint should be directed and other procedural matters.

In the event that a member of the University community (student, faculty member or staff) believes that he or she has been discriminated against and/or harassed by a third party who is not a member of the University community, then the Employee Discrimination and Harassment Code shall apply to the extent same is feasible. At a minimum, the application of the Employee Discrimination and Harassment Code to such a situation will provide an aggrieved member of the University community with procedures by which to bring a complaint against a third party, and the remaining provisions of such Code shall be applied in the discretion of the University depending upon the level of control the University has over the accused third party and other relevant circumstances.

Complete copies of these Codes will be on file in all principal offices of Widener University and will be made available for reference upon request by any member of the student body, faculty, or staff.

Questions regarding the Widener University Discrimination and Harassment Codes may be directed to the Provost, the Senior Vice President for Administration and Finance, the Associate Vice President of Administration, the Associate Provost and Dean of Student Affairs or the Dean, Vice Dean or Associate Dean of Student Affairs (Delaware Campus) or the Dean of Students (Harrisburg Campus).

CAREER DEVELOPMENT OFFICE

Discrimination in Recruitment Practices

Policy and Procedures

The Career Development Office of Widener University School of Law is committed to helping students and graduates find employment which fulfills their personal and professional goals. The Office offers a wide variety of services to the student and graduate body, such as individual counseling, workshops and programs, job fairs, and job listings. Employers list job openings throughout the year and participate in Spring and Fall on-campus interviewing.

Employers who utilize the services of the Career Development Office to recruit law clerks or attorneys are informed of Widener's non-discrimination policy, to which Widener is firmly committed. The Career Development Office is guided by the non-discrimination principles of the University, the National Association for Law Placement, and the Association of American Law Schools, and so informs employers using the Office's services. Because of our strong commitment to the principles of non-discrimination, the school's Career Development facilities and resources are not available to employers whose employment practices are not consistent with principles of non-discrimination.

In practice, non-discrimination policies require employers to use valid, job-related criteria when evaluating candidates. Hiring decisions must be based solely on bona fide occupational qualifications. Criteria such as age, marital status, ethnicity, gender or sexual orientation may be illegal considerations, and questions relating to such factors should generally not be a part of the interviewing and hiring process. While the vast majority of employers are sensitive to this issue and diligently strive to attract a diverse, well-qualified body of employees, from time to time we are distressed to learn that employers ask questions which may be illegal or which may violate school policy.

At Widener University School of Law, we take these incidents seriously. Students, graduates, or those using the Career Development Office through reciprocity, who believe they have been subject to discriminatory hiring practices, either on- or off-campus, may report the incident to any administrator in the Career Development Office. You may choose to file a formal complaint. The following procedures have been put in place to handle such allegations:

DISCRIMINATION COMPLAINT PROCEDURES

1. Students, alumni, or those using the Career Development Office [hereinafter "Office"] through reciprocity, may make an oral or written complaint to any administrator in the Office regarding possible discriminatory hiring practices by an employer using the services of the Office. The complainant must outline the circumstances and reasons for the complaint, including the date of the occurrence, name and address of the employer, name of the interviewer involved, and the interviewer's statements or conduct that are in question. The administrator receiving the complaint shall inform the Assistant Dean for Career Development.

2. The complainant has the option of remaining anonymous with the employer. The Assistant Dean shall inform the complainant, however, that remaining anonymous may hinder the ability to investigate or otherwise handle the complaint.

3. Upon receipt of a written complaint, the Assistant Dean shall report the incident to the Dean of the Law School. The Assistant Dean shall then investigate the complaint by interviewing the complaining party and, if appropriate, other parties who interviewed with the employer.

4. If the conduct complained of appears to the Assistant Dean to establish a violation of the School's nondiscrimination policy, the Assistant Dean shall inform the employer of the complaint. The Assistant Dean shall seek the employer's response to the complaint.

5. The Assistant Dean shall inform the Dean of the Law School when the investigation is completed and describe the positions of the parties. The Assistant Dean shall also recommend a course of action, including the imposition of sanctions where appropriate, which must be approved by the Dean of the Law School prior to implementation.

6. If any sanctions are to be imposed, the Assistant Dean shall be responsible for imposing them, unless otherwise advised by the Dean of the Law School.

7. The Assistant Dean shall keep the complainant informed of all relevant developments with regard to the complaint, such as the employer's response to the inquiry and the sanctions to be imposed, if any. The complainant should also be informed that if the complainant is interested in pursuing remedies outside those provided for in the above policy, they should contact legal counsel.

FOR FURTHER INFORMATION REGARDING THE LAW SCHOOL'S POLICIES AND PROCEDURES SUPPORTING NON-DISCRIMINATION, PLEASE CONSULT THE CAREER DEVELOPMENT OFFICE.

WIDENER UNIVERSITY
INFORMATION TECHNOLOGY SERVICES

Widener University's computing resources are managed by the Office of Information Technology Services (ITS), which is located on the second floor of Academic Center North (ACN) and has satellite offices on the Wilmington and Harrisburg campuses.

ITS hosts Campus Cruiser as the web-based information portal for the university. Widener University provides each student with an e-mail account and other multiple services on Campus Cruiser. All "official" university correspondence will be sent to student's Campus Cruiser e-mail accounts. It is the student's responsibility to routinely check their e-mail. Campus Cruiser allows the university community to access personal and group calendars, e-mail, class schedules, and campus events. Campus Cruiser also allows users to register for classes and review personal academic information such as GPA, financial status,
and more.

In addition to Campus Cruiser, ITS provides central computing resources, including Internet access via LAN and wireless, numerous lab-based academic-specific software applications, residential computing connections, and technical support. ITS maintains general-purpose labs on all campuses, with two on the Chester campus and one each on the Wilmington and Harrisburg campuses. Students are issued a network login and password to access the computers in the general labs. ITS maintains several computer classrooms throughout the university and provides support for classroom equipped with multimedia presentations.

Student Employment: ITS is also a major student employer for both work study and non work study positions. ITS currently employees over 30 Lab Attendants/Consultants for work in the University's general computing labs, 6 Student Support Techs, 2 Accounts Payable Clerks who assist our purchasing specialist with the daily operations of accounts payable, 3 Technical Assistants who assist our professional staff on a daily basis. For more information on our Student Employment, please visit our Student Computing webpage: http://www.widener.edu/its/studentcomputing.asp.

Internet2: Widener University is committed to the mission of Internet2 to facilitate and coordinate the development, deployment, and operation of a network for advanced network services and applications. Internet2's efforts at the universities and Widener University's involvement enable Pennsylvania and Delaware to provide services and leadership to higher education in the Northeastern region. Additionally, this partnership enables Widener to service the collaborative technology needs of its campuses and other research universities and centers.

Student Technical Support: The university is dedicated to providing both commuter and residential students technical support through the ITS Student Technical Support program. Students are hired and trained extensively by the ITS department to be the first line of support for students experiencing technical problems with their computers. This includes virus issues, spyware/adware removal, software incompatibility, hardware issues, and problems connecting to the university's network. A walk-in support office is also available to students throughout the week, located in the ITS computer lab located in the lower level of the University Center on the Chester Campus. For additional information about the Student Computing Support Center visit our webpage: http://www.widener.edu/its/studentcomputing.asp.

24/7/365: ITS has partnered with Presidium Learning, Inc. to offer members of the Widener University community *24 hour, 7days a week, 365 days a year technical support*. With our new service, you now have multiple options to find solutions to your problem. Search the Knowledge Base for easy to find answers to commonly asked questions. Chat with a Presidium Learning Support Specialist using our live chat – 24/7/365. Pick up a phone and talk to a Presidium Learning support specialist 24/7/365! ITS monitors all calls received by Presidium, which will be escalated back to on-campus staff for intervention, if Presidium cannot resolve the problem over the phone. In that case, an ITS professional from your campus helpdesk will call you to set up an office or dorm visit to resolve your issue, during regular business hours, Monday through Friday. Just click the 24/7 button on our webpage: http://www.widener.edu/ITS.

FINANCIAL INFORMATION

University Complete Withdrawal Policy

Students withdrawing from al classes at the Law Center of the University will be subject to the following refund schedule for tuition and fees:

FALL SEMESTER 2010

100% Refund	If withdrawal is completed prior to		August 30, 2010
90% Refund	August 30, 2010	through	September 10, 2010
80% Refund	September 11, 2010	through	September 22, 2010
70% Refund	September 23, 2010	through	October 4, 2010
60% Refund	October 5, 2010	through	October 16, 2010
50% Refund	October 17, 2010	through	October 28, 2010
40% Refund	October 29, 2010	through	November 7, 2010
0% Refund	After November 7, 2010		

SPRING SEMESTER 2011

100% Refund	If withdrawal is completed prior to		January 18, 2011
90% Refund	January 18, 2011	through	January 28, 2011
80% Refund	January 29, 2011	through	February 7, 2011
70% Refund	February 8, 2011	through	February 19, 2011
60% Refund	February 20, 2011	through	March 6, 2011
50% Refund	March 7, 2011	through	March 14, 2011
40% Refund	March 15, 2011	through	March 28, 2011
0% Refund	After March 28, 2011		

Adjustments to charges for complete withdrawal will be effective on the date written notice is received by the appropriate program office of Widener University. At that point the total withdrawal policy and refunding of semester charges is enacted. Students have a drop/add period at the start of each semester to adjust their schedule of courses. Once drop/add ends, semester course schedules are set and there is no refund issued when a student does a course withdrawal (a "W" is noted on the student transcript) from one or more courses throughout the semester unless the student is withdrawing from all courses in the semester.

NOTE: If you completely withdraw from the University AND have received financial aid, you may be responsible for returning financial aid funds you have received based on the eligibility requirements set by the federal government. This may result in a balance owed to the University.

Widener University Collection Policy

All university charges, fines and services are subject to the University Collection Policy.

Billing statements will be sent to the address on file periodically throughout each semester; however, all fees and charges must be paid by the published deadlines regardless of receipt of a billing statement. It is the sole responsibility of the student to pay all fees when due. All registration, housing and miscellaneous student fees, including parking fines and library fines must

be paid in the semester in which they were incurred. All accounts that are 90 days or more past due are subject to being sent to an external collection agency. The student will be responsible for all additional costs associated with collecting the debt.

Holds will be placed on future registration activity, transcripts and other university services until the debt is paid in full.

For the complete University Collection Policy contact the Office of the Bursar.

Office of the Bursar Contact Information

Harrisburg Campus mailing address: Widener University School of Law
Office of the Bursar
3800 Vartan Way
P.O. Box 69381
Harrisburg, PA 17106-9381

Telephone: 717-541-3957
Fax: 717-541-1965
Email: busoffde@mail.widener.edu

FINANCIAL AID INFORMATION

Tuition and Fees

Tuition is charged on a per credit basis depending on your program. Tuition and fees are set annually by the University. Please follow this link to the University's Guide to Fees and Payment, http://law.widener.edu/Admissions/CostsandFinancialAid/TuitionandFees.aspx .

Types of Aid

Federal Direct Loans

Federal Direct Subsidized Stafford Loan - Eligibility is based on need as determined by information submitted on the Free Application for Federal Student Aid (FAFSA). *The maximum subsidized loan portion is $8,500 annually,* and students may not exceed $65,500 in total subsidized Stafford Loans for undergraduate and graduate programs combined. Interest is subsidized by the federal government while the student is enrolled at least half-time with a fixed interest rate of 6.8% and the fees are 1.0% charged at disbursement with an up-front .5% fee rebate that will be retained in repayment if the borrower makes their first 12 monthly payments on-time.

Federal Direct Unsubsidized Stafford Loan - The maximum unsubsidized loan portion is $12,000 plus any remaining ineligible portion of the subsidized loan for a total of $20,500 combined. The maximum a student can borrow in the Stafford loan program is $138,500, subsidized and unsubsidized for undergraduate and graduate programs. The federal government does not subsidize interest. The interest rate is 6.8% and the fees are 1.0% charged at disbursement with an up-front .5% fee rebate that will be retained in repayment if the borrower makes their first 12 monthly payments on-time.

Students may elect to make interest payments on the unsubsidized Stafford loan while in school, or have the unpaid interest capitalized. Repayment on the Stafford loan begins six months after graduation or after a student drops below half-time status.

Federal Direct GradPLUS Loan- Widener University School of Law recommends that students needing additional funding after borrowing the maximum Federal Stafford Loan apply for a Federal GradPLUS Loan.

The GradPLUS Loan does require a credit check. *The credit check is based on credit history, not credit score. Lack of a credit history does not negatively affect your ability to be approved.* Students not able to borrow on the strength of their own credit history will be offered an *endorser* option.

A student may generally borrow up to their cost of attendance minus all other aid received. The interest rate is fixed at 7.9% and there is a 4% fee charged at each disbursement with an up-front 1.5% fee rebate that will be retained in repayment if the borrower makes their first 12 monthly payments on-time.

Students may elect to make interest payments on the GradPLUS loan while in school, or have the unpaid interest capitalized. Repayment on the loan begins 60 days from disbursement. However, an in-school deferment will automatically be applied as long as a student remains enrolled at least half-time. A post half-time enrollment deferment will allow repayment to begin six months from graduation or when a student drops below half time status.

Campus-Based Programs

Federal Work Study - FWS is need-based as determined by information submitted on the Free Application for Federal Student Aid (FAFSA) and reserved for the neediest students. Widener University receives a yearly allocation from the Federal government to fund the program. To be considered for this program, returning students must submit FAFSA results and the Widener Financial Aid Data Form to the Financial Aid Office by April 1.

Federal Perkins Loan Program - These loans are based on exceptional need as determined by information submitted on the Free Application for Federal Student Aid (FAFSA). Interest is subsidized by the federal government. This federal loan program is administered by Widener University (the lender) and Widener is responsible for collecting the loan payments from the recipients. Perkins loans carry a fixed 5% interest rate and are reserved for the neediest students. To be considered for this program, returning students must submit FAFSA results and the Widener Financial Aid Data Form to the Financial Aid Office by April 1.

Grants

Dean's Grant - This program provides small grants to assist needy students in covering the costs associated with their legal education. Returning students who complete their financial aid applications by April 1 are considered for this grant. Incoming students have a rolling deadline based on admission. Applicants must demonstrate exceptional financial need to be awarded a grant from this program.

Delaware State Grant - This grant is available to Delaware residents only. Eligibility is determined by the Delaware Higher Education Commission. Awards are based on need and cumulative grade point average. The Free Application for Federal Student Aid (FAFSA) must be received by the Central Processing Center by April 15 to be considered.

Scholarships

Incoming students are reviewed for merit-based scholarships upon their admission to the Law School and the award is renewable for the duration of their career provided the required GPA is maintained. The Financial Aid Office reviews first year students after their first semester for merit based scholarships that are applied to the fall semester of their second year and remainder of their career at Widener University School of Law provided they maintain the required cumulative GPA and conditions set forth in their award letter.

Scholarships subject to renewal will be awarded as estimated awards until spring grades have been received and verified by the Registrar's Office. Notifications of scholarship rescission are mailed in July. If your scholarship was not renewed, you may appeal if there were extraordinary circumstances that contributed to your academic performance. Appeal letters should be sent to the Director of Financial Aid.

Endowed scholarships are listed in the Widener University School of Law Financial Aid Sourcebook and online with applications due in the spring. There are also various foundations, bar associations and organizations which provide assistance to qualified students. *We maintain an outside scholarship database that is accessible by password.*

Follow these steps to access the file:

1. Go to http://law.widener.edu/
2. Select Admissions
3. Select Costs and Financial Aid
4. Select Types of Aid
5. Select Scholarships
6. Select Outside Scholarships
7. You will be prompted for the user name and password.

User Name: lawmoney

Password: widener

Once logged in it will download as an Excel file, select View and then Zoom to adjust the font size.

Veterans Education Benefits

The Registrar Office is the office that certifies enrollment to the Department of Veterans Affairs. Please provide a copy of your certificate of eligibility to have your enrollment reported. Widener does participate in the Yellow Ribbon Program.

Yellow Ribbon Program

The Yellow Ribbon Program, part of the Post-9/11 GI Bill, is a voluntary program that allows universities to fund additional tuition expenses exceeding the amount of the core benefit provided by the Post-9/11 GI Bill, which is determined based on the highest public in-state undergraduate tuition rate. Institutions participating in the Yellow Ribbon Program can contribute up to 50% of the expenses that exceed the base benefit, and the Department of Veterans Affairs then matches the amount provided by the institution.

Widener Law has elected to fund up to five JD students on each campus at the 100% participation rate for up to 36 credits for 2010-2011, including summer. Widener Law will contribute up to $14,472 for Delaware Campus law students and up to $4,932 for Harrisburg Campus law students. The difference in funding between the two law campuses is due to Veterans Affairs benefit calculations, and is different between Harrisburg and Delaware due to the different base award as determined by state tuition rate.

Students participating in the Yellow Ribbon program will pay nothing out of pocket towards their tuition for the fall and spring semesters. Summer expenses will be determined by how much of the maximum award was used during the fall and spring. After the base award, the Law School and VA will split the balance of the tuition due. The contribution will be paid by grant or scholarship with any previously awarded scholarship funds constituting the school's Yellow Ribbon contribution to that student.

The Financial Aid Application Process

To apply for any form of financial aid administered by the Law School, students should arrange for the following documents to be submitted to the Financial Aid Office:

- **Data Form** - A completed Widener University School of Law Financial Aid Data Form. This form may be obtained in the Financial Aid Office or it can be downloaded from the Widener University School of Law Financial Aid web page.

- **FAFSA** - A completed *Free Application for Federal Student Aid (FAFSA).* This application must be submitted to the processing center by all students wishing to apply for Federal Aid (Stafford, GradPLUS and/or Perkins Loans and Federal Work- Study). The FAFSA may be completed on-line at www.fafsa.ed.gov. You can link to the FAFSA website through the Widener University School of Law Financial Aid web page.

  You can also apply using a paper application that can be obtained by calling 1-800-4FEDAID. Students must complete a new FAFSA for each academic year they wish to receive federal aid. *Be sure to indicate Widener's appropriate school code for the campus you will attend.*

  Delaware campus - B04724
  Harrisburg campus- E00656

  Students interested in **Federal Work Study** should contact the Financial Aid Office in the spring for application instructions.

- **Student Loan Applications**

  Federal Direct Stafford Subsidized/Unsubsidized Loan
  Widener University School of Law is a participant in the Federal Direct Stafford Loan program administered by the Department of Education**. Any previous Stafford loan applications/promissory notes with another lending institution (i.e. a bank) are not valid**.

  All students must complete a Federal Direct Stafford Loan Application and Master Promissory Note (MPN) to borrow federal Stafford loans for the 2010-2011 academic year. Please visit https://studentloans.gov to complete a Direct Stafford Subsidized/Unsubsidized MPN online.

  Be sure to indicate Widener's appropriate school for the campus you will attend.

  Delaware campus – E01803
  Harrisburg campus – E00656

  When completing the Stafford MPN you'll notice that you do not need to enter a requested loan amount. The Stafford MPN is a serial note that is valid for ten years and the borrower authorizes the school annually to increase the aggregate limit. Completion of required

information on the Widener Institutional Data Form authorizes that increase on a yearly basis.

Federal Direct GradPLUS Loan
All students who wish to borrow a Federal GradPLUS Loan will need to complete a GradPLUS MPN for the 2010-2011 academic year regardless of prior borrowing. Applications can be completed online at https://studentloans.gov

- **Verification Paperwork**
  Some students are selected for a process called verification**.** These students will be contacted in writing to request additional information. If selected, please provide the information in a timely manner.

Financial Aid Packaging Policy

After receiving the required information, student files are reviewed in accordance with Widener Law's packaging policy. Widener's packaging policy requires that the expected student contribution (EFC) be subtracted from the total cost of attendance (COA) to determine financial need. Students must also maintain satisfactory academic progress as stated in the student handbook to be considered for aid.

Widener Law's packaging policy requires that the first level of need be met by any institutional or outside scholarships. The second source of funding will be the Federal Stafford Loan program. If there is any remaining need, then eligibility for Federal Work-Study and Federal Perkins loan assistance is determined, providing the April 1 deadline for returning students has been met. After the Financial Aid Office has made a determination of eligibility, students are notified of their awards. This award may be pending if all required forms have not been completed accurately by the student.

Loans will be certified by the Financial Aid Office to the Department of Education. Once a loan has been accepted by the Department of Education and a signed MPN is on file, funds will be disbursed. Disbursement of federal loans may not occur until seven days prior to the start of the semester.

Widener University School of Law recommends that students needing additional funding after borrowing the maximum Federal Stafford Loan apply for a Federal GradPLUS Loan.

Appeal Process

Students may appeal if there has been a change in their financial situation and the information on the FAFSA does not reflect their current situation. Appeals should be submitted to the Financial Aid Office and include supporting documentation. Students may also submit an appeal to increase their cost of attendance if they have expenses that are not reflected in Widener Law's standard cost of attendance, such as unreimbursed medical expenses. Appeals must be accompanied by appropriate documentation to support the request.

FOR MORE INFORMATION OR ASSISTANCE

Financial Aid Office Widener University School of Law 4601 Concord Pike P.O. Box 7474 Wilmington, DE 19803-0474 302-477-2272 lawfinaidde@mail.widener.edu	Financial Aid Office Widener University School of Law 3800 Vartan Way P.O. Box 69381 Harrisburg, PA 17106-9381 717-541-3961 lawfinaidhb@mail.widener.edu

University Complete Withdrawal Policy

If you decide to completely withdraw from the University, tuition and fees are refunded based on the date the withdrawal occurred. Adjustments to charges for complete withdrawal will be effective on the date written notice is received by the appropriate program office of Widener University School of Law. At that point the total withdrawal policy and refunding of semester charges is enacted. Students have a drop/add period at the start of each semester to adjust their schedule of courses. Once drop/add period ends, semester course schedules are set and there is no refund issued when a student withdraws (a "W" is noted on the student transcript) from one or more courses throughout the semester after the drop/add period ends unless the student is withdrawing from all courses in the semester.

Information on withdrawing can be found in your Widener University School of Law handbook. Refund tables are calculated each year and are provided in the Guide to Fees and Payments located online at: http://law.widener.edu/Admissions/CostsandFinancialAid/TuitionandFees/GuidetoFeesandPayment.aspx

NOTE: If you completely withdraw from the University AND have received financial aid, you may be responsible for returning financial aid funds you have received based on the eligibility requirements set by the federal government under the Return of Title IV funds policy. . You should be aware that all institutional charges may not be covered after this calculation is completed. Adjustments may also be made to state and institutional funding

Refund Policy Federal Aid Title IV (Return of Title IV Funds)
Widener University returns unearned Federal funds in compliance with Federal regulations (34CFR Sec. 668.22 & H EA Section 484 B). If a student completed more than 60% of the period of enrollment, he or she earned 100% of the aid for the period. If the student completed 60% or less of the period of enrollment, the percentage of the period is the percentage of aid earned. A period of enrollment is equivalent to one semester.

Federal funds will be returned in the order prescribed by 34CFR sec. 668.22(3) (B) (h) as follows:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Perkins Loans
- GradPLUS Loans
- Pell Grants
- SEOG Grants
- Other Federal Aid
- The student

INDEX

ACADEMIC CODE 1
Early Graduation 4
ACADEMIC CREDITS 2-5, 19, 31, 32
ACADEMIC CREDITS & COURSE LOAD 5
Academic Credits 2, 5
Auditing Courses 9
Clinical Credit 7
Course Load 2, 8, 11, 19, 21, 31, 33
Directed Research 5, 7, 12, 16, 28, 34, 41, 43
Non-Classroom Credit 5, 6, 21, 34
Other Academic Programs 10
Outside Employment 11
Standards Applicable to Directed Research Projects 7
Summer School 11
Variation from Rules for Hardship 11
Withdrawal from Courses 9, 11
ADVOCACY CERTIFICATE 81
ANONYMOUS GRADING 16, 45
ATTENDANCE 18, 36-38
Absence Interpretations 36
Attendance Standards 18
Class Cancellation 19, 36
Emergency School Closing 37
Leave of Absence 37
Medical Leave of Absence 38
Withdrawal from Law School 38
AUDITING COURSES 9
CAREER DEVELOPMENT OFFICE 117, 118
CHARACTER AND FITNESS 2, 40
CLASSROOM CREDIT 5
CLINICAL CREDIT 5, 7
CLINICAL EXTERN PROGRAM 7
COURSE SEQUENCES 68-71
DEAN'S OFFICE REGULATIONS 26, 38
Modification of Rules 40
DISCRIMINATION AND HARASSMENT CODES 115, 117
DISMISSAL AND REINSTATEMENT 21
Academic Support and Academic Dismissal 21
Academic Support Students 21
Effect of Academic Dismissal 22
Notice of Dismissal 22
Petition for Reinstatement 22
Readmission after Dismissal 24
DRUG AND ALCOHOL POLICY 106
EMERGENCY DEFERRAL OF EXAMINATION 29
ENVIRONMENTAL LAW CERTIFICATE PROGRAM 78
EXAMINATION AND GRADING 13, 27
Code of Conduct Procedures During Examinations 30
Conflict in Examination Schedules 30

Departure from Examination Schedule 16
Examination Process.....15
Grade Changes.....14
Grade for Classroom Performance 14
Grade Point Average.....2, 6, 7, 10, 14, 15, 19, 20, 21, 23, 27, 39, 67
Grading System 13, 16
Honors Graduates 15
Repetition of Courses 15
Rules Concerning Examinations.....17
FACULTY POLICY STATEMENT ON GRADING AND EXAMINATIONS 84
Faculty Recommendation 84
Grade Normalization Policy 84
FACULTY POLICY STATEMENT ON THE CURRICULUM.....65
Elective Course Prerequisites in General 71
Extended Division Required Course Sequences 70
List of Prerequisites 71
Regular Division Required Course Sequences.....68
FINANCIAL INFORMATION..... 121-122
FINANCIAL AID INFORMATION..... 123-129
GRADE CHANGES.....14
GRADUATION REQUIREMENTS.....2, 3, 39
Analysis Of Graduation Requirements.....39
Bar Certification Registration.....27, 40
Completion of Degree Requirements 3
Early Graduation.....4
Graduation Requirements 2, 3, 39
Petition to Graduate 40, 46
HONORS GRADES.....27
HONORS GRADUATES.....15
INFORMATION TECHNOLOGY SERVICES 119
INTER-CAMPUS REGULATIONS.....20
Inter-Campus Transfer.....20
Registration for Courses at Other Campus 20
LAW & GOVERNMENT CERTIFICATE REQUIREMENTS.....76
LAW REVIEW.....6, 8
LEGAL INFORMATION CENTER.....93
MATRICULATION 3
MOOT COURT HONOR SOCIETY 6, 8, 35
NON-CLASSROOM CREDIT.....5, 6, 21, 34
OUTSIDE EMPLOYMENT 11

POLICY FOR ADDRESSING ISSUES OF STUDENTS AND EMPLOYEES WITH DISABILITIES 86
Statement of Policy 86
Definitions 86
Procedures for Requesting Accommodations 87
Procedures for Determination of Reasonable Accommodations 89
Records and Privacy 91
Grievance Procedures 91
Miscellaneous 92
PROCEDURES 56
Complaint 57
Emergency Suspensions 57
Formation of Honor Council 56
Honor Code Hearing 59
Honor Council 56
Informal Conciliation 58
REGISTRATION PRACTICE & PROCEDURE 31
Add/Drop Policy and Procedure 33
Change in Division 31
Course Load 31
Courses Conducted Between Semesters 34
Limited Enrollment Courses 32
Priority for Registration for Courses 32
Registration for Non-classroom Credit 34
Registration for Required Courses 31
STUDENT CODE OF CONDUCT 49
General Matters 49
Violations and Sanctions 52
Procedures 56
Miscellaneous 61
Suggested Form A: Complaint 63
Suggested Form B: Notice of Appointment of Trial Counsel 64
SUMMER SCHOOL 11
TOBACCO-FREE ENFORCEMENT POLICY 112-114
VISITING STUDENTS 19
Summer Visitation 19
Visitation During Academic Year 19
WITHDRAWAL 9
From Courses 9
From Law School 38
WRITING REQUIREMENT 2, 26, 39, 41, 65, 69, 70
Written Work Performed for Academic Credit 12
Written Work Performed for Membership in a Law Journal 12
Other Publications or in a Writing Competition 12
Restriction on “Recycling” 8, 12