

**I** ILLINOIS LAW



**ACADEMIC  
POLICY  
HANDBOOK**

**Juris Doctor Students**

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**ACADEMIC YEAR 2019-2020**

**UNIVERSITY OF ILLINOIS  
COLLEGE OF LAW**

**ACADEMIC POLICY HANDBOOK**  
Juris Doctor Students

Academic Year  
2019-2020

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## INTRODUCTION

The *Academic Policy Handbook* (“*Handbook*”) is designed to provide Juris Doctor (J.D.) and its other students with information about the academic policies that govern their studies at the College of Law. The College of Law reserves the right to amend, modify, or otherwise alter these academic policies at any time. Students with questions about the College’s academic policies are encouraged to consult with the Associate Dean for Academic Affairs (“Associate Dean”) or the Assistant Dean for Academic Administration and Dean of Students (“Dean of Students”).

Part I sets forth a number of College of Law policies and regulations pertinent to each J.D. student’s academic life. Other applicable University policies and regulations are contained in the campus *Student Code*, available at [studentcode.illinois.edu/](http://studentcode.illinois.edu/).

Part II describes the College of Law’s interdisciplinary/joint degree programs. Interdisciplinary/joint degree students are also governed by the practices and policies of the Graduate College, which are set forth in the Graduate College Handbook.

Part III sets forth the *College of Law Honor Code and Code of Student Responsibility* (“*College of Law Honor Code*”), which every student at the College is responsible for reading and following. A copy of the *College of Law Honor Code* is provided to every entering College of Law student at Orientation and is also available on the College of Law website.

# I. ACADEMIC POLICIES AND REGULATIONS

## A. ACADEMIC REQUIREMENTS

### 1. Verification of Academic Credits Supporting Law School Application

Pursuant to American Bar Association (“ABA”) Standard 502(d), Interpretations 502-1 and 502-2, and Managing Director’s Guidance Memo dated January 2018, all incoming J.D. students must have (an) official transcript(s) verifying all academic credits undertaken and degree(s) conferred on file with the College of Law by August 1 preceding the student’s enrollment at the College of Law. If the student does not have the transcript(s) on file by October 1 of the student’s first semester at the College of Law, the student will be administratively withdrawn from the College of Law, regardless of the circumstances surrounding the student’s inability to provide the transcript(s), including, but not limited to, any financial holds at other institution(s). The student will remain subject to the University of Illinois’s policies and dates regarding withdrawal, refunds, and financial obligations, located on the University of Illinois Registrar's website.

### 2. Minimum Requirements for Juris Doctor (J.D.) Degree

- a. Credits:  
Secure passing grades in 90 credit hours in College of Law courses or in courses for which College of Law credit is given. Of these 90 credit hours, 64 must be obtained through courses that involve “regularly scheduled classroom sessions” (as defined in the ABA Standards) at the University of Illinois College of Law.
- b. Required Courses:  
Secure passing grades in all required courses and satisfy the Upper-Level Writing and Experiential course requirements, as defined below.
- c. Grade Point Average:  
*For students matriculating to the College of Law on or after August 1, 2018:*  
Attain a College of Law cumulative grade-point average (“CGPA”) of at least 2.33 on a scale of 4.0 in credits obtained in College of Law courses.  
  
*For students matriculating to the College of Law prior to August 1, 2018:*  
Attain a College of Law cumulative grade-point average (“CGPA”) of at least 2.00 on a scale of 4.0 in credits obtained in College of Law courses.
- d. Incomplete (“I”) or Deferred (DFR) Grades:  
Have no pending I or DFR grades.
- e. Good Standing:  
Be in good standing, as defined below.

### 3. Required Courses

In order to receive a J.D. degree from the College of Law, a student must successfully complete (i.e., earn a passing grade in) the following courses:

First-Year Courses: Contracts; Torts; Property; Civil Procedure; Criminal Law; Constitutional Law I; Legal Research; Legal Writing & Analysis; Introduction to Advocacy; and Fundamentals of Legal Practice. Students who transfer to the College of Law may receive credit for these courses if successfully completed at another law school, subject to the approval of the Associate Dean, but will be required to successfully complete any remaining courses listed above at the College of Law. Any such courses must be taken during a student's first year at the College. First-year students may not register for courses other than those in the prescribed first-year curriculum.

In the event that a student fails to successfully complete a first-year required course when it is originally scheduled, the College of Law shall enroll the student in the course during the next academic term in which it is offered, immediately following the first year. A student who does not pass a required first-year course after repeating it will be academically dismissed, even if the student otherwise qualifies for continuation or probation.

Other Course Requirements: A course in professional responsibility (Law 680 or other courses designated as eligible to satisfy the Professional Responsibility requirement), Upper-Level Writing coursework, and Experiential course work (see below). Please note that a course may be used to satisfy only one of the graduation course requirements. For example, if a course is eligible to satisfy both Upper-Level Writing and Professional Responsibility requirements, the student will be required to elect which single requirement the course will be used to satisfy.

### 4. Upper-Level Writing Requirement

In order to graduate, J.D. students must also satisfy an Upper-Level Writing requirement.

- This requirement may only be satisfied after the student successfully completes the first year legal writing curriculum (Legal Research, Legal Writing & Analysis, and Introduction to Advocacy). Papers that are co-authored are not eligible for Upper-Level Writing satisfaction.
- Students must complete the Upper-Level Writing requirement at the College of Law, under the supervision of a College of Law professor. In extraordinary circumstances, the Associate Dean may approve supervision of the Upper-Level Writing requirement by a University of Illinois at Urbana-Champaign professor other than one at the College of Law. Prior approval by the Associate Dean is required.
- The Upper-Level Writing requirement may be satisfied in any of the following three ways:

(a) successful completion of an Advanced Legal Writing course with a grade of C or higher;

(b) successful completion of a “substantial research paper” in one of the following situations:

- Any graded, limited enrollment class that requires the completion of a paper(s). Under this option, the professor either will require the completion of a substantial research paper as part of the normal work for the course or will permit individual students to separately complete a substantial research paper for 1 hour of academic credit under Law 699 (Independent Study) in addition to the normal work for the course.
- Independent Study under Law 699 or Law 798 (Comparative Analysis).
- Any upper-level class in which the professor chooses to offer students the opportunity to satisfy the Upper-Level Writing requirement.

(c) a note written for a law journal undertaken with faculty supervision and with faculty verification that the paper is a “substantial research paper” as defined below.

Under options (b) or (c), a student seeking Upper-Level Writing credit in a particular course is required to meet with the professor at the outset of the course and (1) state their request to fulfill the Upper-Level Writing requirement in association with the course and (2) determine what is required in order to do so.

- “Successful completion of a substantial research paper” means that the College of Law faculty member has approved the paper both for a grade of C or higher and, separately, as satisfying the Upper-Level Writing requirement. The faculty has adopted the following guidelines regarding what constitutes a “substantial research paper” for purposes of satisfying the Upper-Level Writing requirement:

Whether a paper is “substantial” is determined by the faculty member under whose supervision it is written. The paper should be no less than 6,000 words, and the paper’s footnotes/endnotes/internal citations will not count toward the 6,000 word count. The paper must address issues of sufficient difficulty to allow the student to demonstrate the ability to research a complex issue or issues and to present their findings and conclusions in a clear, coherent, and properly attributed manner. The supervising faculty member must, at a minimum, meet with the student to discuss the paper topic, and review and provide feedback on an outline, first draft, and final draft of the paper. The supervising faculty member must then certify that these requirements have been met by completing the Upper-Level Writing Requirement Certification Form and sending that form along with the student's final draft to the Associate Dean for Academic Affairs for review.

## **5. Experiential Credit Requirement**

Each student at the College must complete at least 6 credit hours of Experiential course work as a part of the graduation requirements. The Course Counseling Handbook (which is available on the College's intranet) lists a number of Experiential courses that fulfill the Experiential credit requirement. The required first-year course, Introduction to Advocacy, when successfully completed, will satisfy 3 of the required Experiential credits. Please note that the New York Bar requires applicants to have completed 15 Experiential credits. Credit earned for the Introduction to Advocacy course is not eligible for the New York Bar Experiential requirements.

## **6. Distance Learning**

The maximum number of distance learning credit hours students may earn toward the J.D. degree is limited to 15 credit hours. Additionally, students may not enroll in a distance learning course until they have successfully completed their first-year course requirements. Any distance learning courses offered by the College of Law will be identified on the Course Schedule and in the Registration Guide. As distance learning credits are often utilized in the Chicago Program or in conjunction with a study abroad program, students who are considering study abroad or participation in the Chicago Program should be sure to allocate the use of their distance learning credits wisely. Additional distance learning credits cannot be approved.

## **7. Employment**

While the College does not limit the number of hours students may work during the academic year, the faculty strongly recommends that students refrain from employment during the first year of Law school.

## **8. Class Attendance and Preparation**

ABA Standard 308, to which the College of Law is subject, requires that the College adopt, publish, and adhere to sound academic standards, including those for "regular class attendance." The faculty has not adopted a single definition of regular class attendance. Instead, each instructor ensures regular class attendance by monitoring the attendance of students enrolled in his or her course. Students are not permitted to enroll in courses which have conflicting class times. Instructors may also establish class preparation requirements. Students must comply with attendance and preparation policies established by each instructor. Failure to regularly attend classes or to comply with a particular instructor's attendance or preparation requirements may lead to the student being dropped from the course, a reduction of the student's grade, and/or the award of a failing grade.

Professors will reasonably accommodate a student's religious beliefs, observances, and practices with respect to class attendance and work requirements if the student promptly informs the professor of any conflict, as soon as possible, but no later than one week before the anticipated absence or one week before the due date of any assignment.

## 9. Externships and Field Placements

A student must be in good standing and must have successfully completed the first-year course sequence in order to participate in the College of Law's externship program or to enroll in or receive credit for any courses with field placement components.

No more than nine credits hours of externship credit will count toward the student's graduation requirements. For any particular externship, a student may earn no more than four credits and no less than two credits. These maximum and minimum externship credit hour limits are strictly enforced. Field placements, other than externships, do not count toward the nine-credit externship credit cap. For other rules governing externships, please refer to the externship section of the College of Law intranet.

## 10. Additional Degree Requirements

- A student may not earn more than 18 credit hours in any Fall or Spring semester that will count toward the 90 credit hours required for graduation.
- A student may not graduate in less than 24 months or more than 84 months after he or she first matriculates in Law school.
- Students who transfer to the College of Law may transfer *no more than* 34 approved credit hours toward satisfaction of their College of Law graduation requirements.
- In determining the credit hours assigned to coursework, the College of Law employs the ABA standard of not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time (fourteen weeks being the most common), including one week for a final examination.
- Students may enroll in no more than 16 credit hours of course work offered at a location outside of the University of Illinois at Urbana-Champaign campus. Credits earned through externships and study abroad are not included within this 16-credit cap. The Chicago Program courses taught in Chicago are considered courses taught at an outside location.
- Students may not earn more than 30 credit hours (one third of their credits) from programs outside of the United States. This 30-credit cap includes externships, study abroad, transfer, or any other credit to be applied to a student's graduation credit total.
- For all purposes, good standing is defined as maintaining a minimum CGPA of 2.33 on a scale of 4.0 (or 2.00 for students who matriculated prior to August 1, 2018) and being free of any pending disciplinary investigation, proceeding, or obligation resulting from any disciplinary investigation or proceeding.

- Credit toward the J.D. degree may be awarded only for course work undertaken after the student has matriculated in the College of Law's J.D. program, except for credit that may be granted pursuant to ABA Standard 505.
- The ABA requires the College of Law to gather information on the post-graduation plans of its J.D. students. Accordingly, the College requires each graduating J.D. student to disclose this information in the final semester of study. Students may fulfill this disclosure requirement by filling out a brief survey or by conducting a brief exit interview with the Office of Career Planning and Professional Development. Please note that the College may withhold the graduation certification of any student who fails to provide this information by the deadline set by the College.

## **B. COURSES REQUIRED FOR CERTIFICATION TO THE BAR**

As part of the educational requirement for admission to the bar, some states require that the applicant successfully complete certain courses while in Law school. The curriculum of the College of Law includes courses that will satisfy these requirements. Law students are personally responsible for determining the requirements of any state bar to which they intend to apply for admission and for arranging their Law school curriculum to fulfill the bar requirements.

Some jurisdictions compel applicants to satisfy additional requirements, in order to obtain a license in that jurisdiction. Examples of such requirements include the New York Bar Admissions Pro Bono mandate and a separate Experiential credit mandate. By way of another example, the Ohio Bar Examination requires one hour of substance-abuse instruction. One source of information about bar admission requirements is the *Comprehensive Guide to Bar Admission Requirements* published by the ABA and the National Conference of Bar Examiners (NCBE). Students may link to this resource from the NCBE website. Students are also encouraged to contact the board of admissions for licensure requirements in the particular jurisdiction to which they seek admission. Special arrangements cannot be made to remedy educational deficiencies relating to bar requirements.

Many states, including Illinois, require bar applicants to pass the Multistate Professional Responsibility Examination ("MPRE"). Jurisdictions may vary significantly in their requirements for the MPRE. Students are urged to become familiar with the MPRE requirements for the jurisdiction in which they intend to practice, *before sitting for the examination*. The MPRE is given several times a year. For more information, please visit: [ncbex.org](http://ncbex.org).

## **C. COLLEGE OF LAW HONOR CODE AND CODE OF STUDENT RESPONSIBILITY**

Since students in the College of Law are preparing for careers in a profession demanding the highest degree of honesty and integrity, the College of Law requires high standards of conduct. The College of Law operates under an honor system. The *College of Law Honor Code*, which provides more details about student obligations, is included in Part III of this Handbook. It is also available on the College of Law intranet site and is provided to all students at Orientation.

Students are responsible for reading and following these provisions. Students are reminded that they also are subject to University of Illinois regulations, which are set forth in the *Student Code* found at <http://studentcode.illinois.edu>. Pursuant to federal requirements and University practices, all allegations that a College of Law student has violated the campus Sexual Misconduct Policy set forth in §1-111 of the Student Code will be subject to the exclusive jurisdiction of the University's Title IX and Disability Office, and when appropriate the Student Conflict Resolution ("OSCR") Office.

#### **D. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Students who believe they need accommodations because of a disability should contact Disability Resources and Educational Services ("DRES") at (217) 333-4603 or at [disability@illinois.edu](mailto:disability@illinois.edu). DRES, in consultation with the College of Law, will determine which accommodations, if any, are appropriate for the student. Proposed accommodations which conflict with the College of Law's academic policies, would fundamentally or substantially alter a course, would create an undue burden, or would otherwise be considered unacceptable within the context of a particular course may be subject to non-approval.

Students who receive a Letter of Accommodation from DRES should notify and consult with the College of Law's Associate Director of Academic Administration as soon as possible. Due to the College's anonymous grading policy, students should not speak directly with any faculty member regarding accommodations prior to consultation with the Associate Director. For additional information, please visit [disability.illinois.edu](http://disability.illinois.edu).

Some temporary injuries may render a student eligible for certain temporary accommodations through DRES. Students should consult with the Associate Director as soon as possible to discuss potential eligibility for temporary accommodations.

#### **E. USE OF COMPUTERS AND RECORDING DEVICES IN CLASS AND PROGRAMS**

Students have access to the internet and the College of Law's internal network, subject to use restrictions imposed by professors and/or presenters. Students are prohibited from connecting to the internet or the College of Law network during classes or programs if such connection is prohibited by the professor or presenter. Also, students may not audio tape, video tape, or record (electronically or otherwise) a class or program without prior approval of the individual professor or presenter. Violation of these policies constitutes student misconduct.

#### **F. FIRST-YEAR COURSE LOAD**

First-year students will receive information about the first-year section to which they have been assigned and the course schedule for that section. First-year courses may be dropped only with the permission of the Associate Dean. This permission will be granted only upon a showing of extraordinary circumstances.

## **G UPPER-LEVEL COURSE LOAD**

### **1. Minimum Credit Requirement and Underloads**

The *minimum* number of credit hours required to be considered a full-time student, for purposes of calculating honors and for other internal College of Law purposes, is *12 credit hours* of College of Law or Law-approved credits per semester. An underload (fewer than 12 credit hours of College of Law or Law-approved credits) must be approved in advance by the Associate Dean. Students who receive approval to underload should be aware that they will not be eligible for semester honors or cumulative rankings for that semester. They should also check their financial aid status to ensure that the underload will not negatively impact their financial aid. International students should also contact International Student and Scholar Services on campus since there are credit enrollment considerations relative to international student visas.

### **2. Maximum Credit Limitation and Overloads**

The maximum number of credit hours for a single semester is *18 credit hours* of College of Law or Law-approved credits. In order to ensure compliance with ABA Standards, overload permission cannot be granted for more than 18 credit hours, subject to three exceptions:

- (a) *Summer Externship Exception:* If a student is requesting approval for more than 18 hours for the fall semester because of earned credit for an externship for which they (i) complete the work prior to the start of the fall semester, but (ii) register the externship for the fall semester, overload approval will be routinely granted if the *actual* course load during the fall semester is 18 hours or less.
- (b) *Intersession Exception:* If a student is requesting approval for more than 18 hours for the spring semester because of earned credit for an intersession course for which they (i) complete the work after the completion of the fall semester and prior to the start of the regular spring semester, but (ii) register for that course as part of the immediately subsequent spring semester, overload approval will be routinely granted if the *actual* course load during the spring semester is 18 hours or less.
- (c) *Non-Law Course Exception:* In instances where students are approved for enrollment in Non-Law Graduate courses within the University, the number of transferable credits awarded by the College of Law for the course sometimes will be fewer than the credits assigned to the course by the University. In these instances, only the transferable credits will be considered for purposes of determining whether the student's course load for the semester exceeds the maximum of 18 credits. In effect, then, any additional credits offered by the University will be routinely approved as an overload if such credits exceed the maximum enrollment of 18 credits since the additional credits will not count toward satisfaction of any J.D. graduation requirements.

### **3. Single Tuition Rate**

In selecting courses, students at the College of Law are assessed a single tuition rate. This means that tuition is not prorated based on credit hours taken. Summer tuition is calculated separately and is based on the number of credits in which you are enrolled. Enrollment in intersession courses is included within the Spring semester tuition.

## **H. UPPER-LEVEL COURSE ADDS AND DROPS**

### **1. Adding Courses**

Courses may be added by students through Enterprise (the online registration system) through the initial days of instruction each semester. The “add” deadlines will be announced in the registration materials for each semester, and some courses may have early “add” deadlines. After the add period expires, courses may be added only with the consent of the instructor and the Associate Dean. Permission to add a course after the add deadline can be granted only upon a showing that the student has been in regular attendance at the prior meetings of the course.

### **2. Dropping Courses**

Upper-level courses, excluding restricted drop courses, may be dropped through Enterprise without the permission of the instructor until the drop deadline established by the University. However, some upper-level courses are subject to a restricted drop rule, including without limitation, Trial Advocacy, Advanced Legal Writing: Appellate Advocacy, clinics, moot court, short-session courses, and other courses so designated by the instructors. These courses are identified in the registration documents and the course Registration Guide. Such “restricted drop” courses may be dropped by students without the consent of the instructor only before the first day of instruction of the semester or such other deadline as the instructor may establish. Special and general drop deadlines will be announced in the course registration materials and in the Law Bulletin.

After the drop deadline, courses may be dropped only with the consent of the instructor and the Associate Dean upon a showing of extraordinary circumstances warranting such approval. In such an instance, the name of each such course will appear on all subsequent transcripts with a “W” (“withdrawal”) notation. Ordinarily, no academic penalty is imposed for dropping a course, but the Associate Dean may impose a penalty in extraordinary circumstances. Students are not permitted to drop a class after they have received a grade for the course or during the pendency of Honor Code violation proceedings.

## **I. AUDITING COURSES**

After successful completion of the first year curriculum, full-time students at the College of Law may audit (i.e., attend without receiving course credit for) certain Law school courses with the permission of, and subject to any conditions imposed by, the instructor, and subject to available space. Students may not audit limited enrollment, Experiential, or required courses. If any student wishes to be an official auditor (i.e., receive notation of the audit on the transcript), he or she should contact the Student Records Office.

Students do not earn credit for audited courses. *Furthermore, a student auditor may not later take the same course for credit, nor may they add that course for credit at a later date.* All regular attendance rules apply to auditors, and the instructor may also require compliance with the class preparation rules. Classes which are successfully audited will appear on the students' transcripts with an "AU" designation. Students are not permitted to convert a graded course into audit status after receiving a grade for the course.

## **J. EXAMINATIONS**

Many courses at the College of Law culminate with a final examination. A tentative final examination schedule is published with the course schedule during the registration period. This schedule is updated and posted throughout the semester. Each faculty member prescribes rules for his or her examinations (*e.g.*, whether the examination is open- or closed-book, the time allowed for the examination and whether the use of computers will be permitted).

### **1. Honor System**

College of Law examinations are administered on the honor system and are not proctored. Students violating any examination rule are subject both to campus regulations applying to all students and to the *College of Law Honor Code*.

### **2. Use of Computers on Examinations**

Absent any express instructions by the professor to the contrary, students may hand-write or use a computer to complete their examination. Violation of any computer examination policies (including, but not limited to, use of a non-approved operating system) may result in a one-semester suspension of computer-use privileges for examinations and may constitute student misconduct.

If a professor allows students to use computers to take administered examinations, participating students will be required to install and register their copy of the examination software prior to the start of the examination period. Deadlines for registration and compliance with other technological requirements for use of computers to take the examinations will be *strictly enforced*. *Failure to register or install software properly by the deadline may result in a student being unable to use a computer on their examination.*

Computers used for examinations must have a licensed, supported operating system installed and meet the minimum requirements as set forth by the examination software vendor. The most current minimum system requirements will be posted on the College's ExamSoft web page at <http://www.examssoft.com/uilaw>.

Members of the Technology Services at Law team will be available to assist students during the period prescribed for the download and installation process but cannot provide such assistance immediately before or during an examination. This team will be available to provide technical support during administered in-building examinations. Please note, however, that if a student experiences technical problems with the use of examination software immediately prior to or during the examination, the student may be required to hand-write the remaining portion of the examination.

### **3. Unauthorized Electronic Devices Banned**

Students may not use any unauthorized electronic device (including, without limitation, any cell phone, PDA, pager, iPod, iPad, tablet computer, electronic watches, or any other devices) in any examination room *or during any break* while examinations are in progress. Also, students may not wear earphones, headphones, earbuds, or any other auditory devices during examinations, except upon prior proof of a medical prescription and approval by the College of Law.

### **4. Rescheduled and Make-Up Examinations**

Individual faculty members determine whether a particular student's examination will be rescheduled because of examination scheduling conflicts, medical problems, or for any other reason. Students seeking this type of relief must consult with their professors. Students do not have a right, however, to be permitted to take a make-up examination or to do so at a particular make-up time. In situations where there are repeated requests for make-up examinations, Associate Dean approval is also required.

### **5. Accommodation for Religious Reasons**

Faculty members will reasonably accommodate a student's religious beliefs, observances, and practices in scheduling examinations if the student informs the faculty member of any conflict. Under University regulations, accommodation is required only if the student informs the faculty member of the conflict within one week after being informed of the examination schedule.

## **K. GRADES**

A College of Law CGPA of 2.33 on a 4.0-point scale (or 2.00 for students who matriculated prior to August 1, 2018) is required (a) for continuation as a J.D. student at the College of Law as further defined in Section K.6 below and (b) for graduation. Only graded College of Law courses count towards a student's College of Law CGPA.

## 1. Grading Scale

The following grading scale is used by the College of Law:

A+	4.0	C	2.0
A	4.0	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.0
B	3.0	D-	0.67
B-	2.67	F	0.0
C+	2.33		

## 2. Grading Curve

The College of Law does not impose a mandatory grading curve on any Law class. The faculty, however, has adopted the following recommended curve for J.D. student grades:

- a. For all first-year courses: a mean course GPA for J.D. students of 3.20, with no more than 20% of the J.D. students receiving a grade of A- or higher. At least 10% of grades must fall at C+ or below.
- b. For all upper-level courses with at least 6 J.D. students enrolled: a mean course GPA for J.D. students of 3.40. This upper-level curve does not apply to the following courses: Family Law Clinic, Veterans Legal Clinic, Immigration Clinic, and Federal Civil Rights Clinic.

## 3. Anonymous Grading

The College of Law uses an anonymous grading system for all final administered examinations and, at the professor's option, for other written exercises as well. Each semester, the Student Records Office assigns a unique exam number for every student, and each student is emailed his/her respective exam number prior to exams. Each student is responsible for using the assigned number for each administered examination and other written exercises as designated by the professor that semester. After grading the final examination, an instructor has two options:

- a. The instructor may turn in final grades based on examination scores alone; or
- b. The instructor may turn in a list of final examination raw scores linked to anonymous exam numbers and receive back from the Student Records Office a list of raw scores linked to students' names. Faculty members may then use these lists to compute final grades, taking into account class attendance, class participation, or other factors such as classroom exercises. Professors choosing this option must disclose that fact to their class at the beginning of the semester.

#### 4. Grade Changes

Once a faculty member has submitted his or her final grades to the Student Records Office, no changes can be made subsequently, except in case of computational errors or subject to approval of the Associate Dean.

#### 5. I or DFR Grades

If a student cannot complete required coursework by the time grades are due in circumstances attributable to good cause, the instructor, at their discretion, may enter a grade of “I” (Incomplete) or “DFR” (Deferred). Students should be aware that the presence of an I or DFR on their transcript, prevents them from qualifying for academic honors in that semester and, until remedied, prevents them from graduating. In addition, students on academic probation will not be allowed to register for courses as long as they have any I or DFR grades on their records.

**Important:** If the I or DFR grade is not replaced by a grade by the last day of classes of the next semester (excluding summer sessions), the Student Records Office is required to automatically convert the grade to an “F” (failure). An exception may be granted should the instructor notify the Associate Dean that a further extension is warranted. Any such request must be submitted to the Associate Dean for approval *before* the I or DFR grade is converted to a failing grade.

#### 6. Academic Deficiency

Students who fall below the required 2.33 CGPA (or 2.00 for students who matriculated prior to August 1, 2018) are deemed to be in academic deficiency and will be subject to the following procedures:

- a. First-year students whose first-semester CGPA is below a 2.33 (or 2.00 for students who matriculated prior to August 1, 2018) may register for courses in the second semester of the first year on a probationary basis, if they elect to do so after counseling with the Associate Dean. If the student has not attained the minimum required CGPA by the end of this probationary semester, the student will be automatically dismissed from the College of Law immediately upon calculation of the new CGPA, without regard to the student’s enrollment in courses for a subsequent semester.
- b. Any such student may submit a Petition for Readmission to the College of Law’s Executive Committee, after counseling with the Associate Dean. There is no guarantee that such a petition will be granted. Consistent with the ABA Standards, the Executive Committee will evaluate whether the petitioner has the requisite capacity to complete the Law program and to be admitted to the bar.

During subsequent semesters, a student whose CGPA is below 2.33 (or 2.00 for students who matriculated prior to August 1, 2018) is subject to the following rules:

- a. If the student's CGPA would remain below 2.33 (or 2.00 for students who matriculated prior to August 1, 2018) even with the addition of seven credit hours at a "B" grade, the student will be automatically dismissed from the College of Law immediately upon calculation of the new CGPA, without regard to the student's enrollment in courses for a subsequent semester. Any such student may submit a Petition for Readmission to the College of Law's Executive Committee after counseling with the Associate Dean. There is no guarantee that such a petition will be granted.
- b. If the addition of seven credit hours at a grade of "B" would raise the student's CGPA to 2.33 (or 2.00 for students who matriculated prior to August 1, 2018) or above, the student will be automatically placed on academic probation. After counseling with the Associate Dean, a student on academic probation will be permitted to register for the next succeeding semester. If the academic deficiency is not eliminated by the end of this probationary semester (excluding summer sessions), the student will be automatically dismissed from the College of Law immediately upon calculation of the new CGPA, without regard to the student's enrollment in courses for a subsequent semester. Any such student may submit a Petition for Readmission to the College of Law's Executive Committee after counseling with the Associate Dean. There is no guarantee that such a petition will be granted.

A student who does not pass a required first-year course after repeating it will be automatically dismissed, even if the student otherwise qualifies for continuation or academic probation.

## **7. Alleged Capricious Grading**

The following procedures are available only for review of alleged capricious grading. They are not to be used: (1) to review the judgment of an instructor in assessing the quality of a student's work, or (2) in cases involving alleged violations of academic integrity. Any student who believes that a semester grade in a course is the result of capricious grading has a right to challenge the grade, pursuant to the procedures established in §3-107 of the University's *Student Code*:

Capricious grading, as that term is used herein, constitutes any of the following: (1) the assignment of a grade to a particular student on some basis other than performance in the course; (2) the assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students registered for the same credit in that course; (3) the assignment of a grade representing a substantial departure from the instructor's previously announced standards. §3-107 *Student Code*.

A student who believes they have been the victim of capricious grading should read §3-107 and may wish to consult with the Dean of Students or the Associate Dean.

## **L. HONORS DESIGNATIONS AND CLASS RANK**

### **1. General Provisions**

For purposes of calculating cumulative and semester honors, awards, and class rank, a student must be registered full-time in the College Law for the respective semester. To qualify as a full-time registered Law student for these purposes (and to be designated a Harno Scholar, listed on the Dean's List, or receive ranked status), a student must also complete and pass at least 12 hours of course work while enrolled in the College of Law for the relevant semester. In addition, the completed work must include at least six (6) graded hours of Law courses. Any "I" or "DFR" grades will automatically make the student ineligible for cumulative and semester honors, awards, and class ranking. Students who are not enrolled in the College of Law for that semester (i.e., on a leave of absence or enrolled in another College or program other than Law due to a joint degree or other interdisciplinary program) will not be eligible for receipt of honors or class rank for that semester.

GPA's are computed to two decimal places, with no rounding. Additional numerical places are dropped. Thus, for example, 3.799 and 3.791 both are counted as a 3.79 GPA.

Honors and rankings for each semester are calculated based on the grades that have been submitted approximately three weeks after the last regularly scheduled semester exam. Students will not be subsequently added to these honors lists.

### **2. Semester Honors: Harno Scholars and Dean's List**

The top 10% of the full-time registered students in each Law school class (i.e., 1L, 2L, and 3L) for each regular semester (excluding J.D. summer sessions) are recognized for their scholastic achievement as Harno Scholars. This designation commemorates a distinguished former Dean of the College of Law, Albert J. Harno, who led the College for 35 years, from 1922 to 1957. *The recognition is based on the non-cumulative Law grades for the semester involved*, and the honor is noted on the student's transcript for the relevant semester.

The next 20% (11% through 30%) of the full-time registered J.D. students for each regular semester are recognized for their scholastic achievement as members of the Dean's List. *The recognition is based on the non-cumulative Law grades for the semester involved*, and the honor is noted on the transcript for the relevant semester.

### 3. Cumulative Award: Class Rank

Subject to the exceptions listed below, the College of Law neither computes nor discloses individual class rankings. After each semester, the *cumulative* GPA (“CGPA”) for each J.D. class (1L, 2L, 3L) at the cutoffs for top 10%, 15%, 20%, 25%, and top one-third are published.

In addition, the College of Law maintains the following information:

- a. The precise class rank of the full-time registered J.D. students in the top 10% of each class based on the CGPA at the end of each semester; and
- b. Such other information as may be necessary for the College of Law to determine the recipients of the College of Law’s other academic awards.

The precise class rank for the students in the top 10% of each class is calculated each semester based on the CGPA, after grades for that semester are finalized. To qualify for a rank in the top 10% in the student’s first year of Law study, a student must have successfully completed all required first-year coursework.

After the first-year of Law school, the student must have completed the following number of semesters as a full-time registered Law student at the College of Law to qualify for a ranking in the top 10% of the class:

- after 3 semesters — 2 semesters at Illinois
- after 4 semesters — 3 semesters at Illinois
- after 5 semesters — 3 semesters at Illinois
- after 6 semesters (final ranking) — 4 semesters at Illinois

### 4. Graduation Honors

Students who complete their degree work with a CGPA of 3.75 and above (on a 4.0 point scale) in College of Law courses graduate *summa cum laude*. Students with a CGPA of 3.50 to 3.74 in these courses graduate *magna cum laude*, and students with a CGPA of 3.25 to 3.49 in these courses graduate *cum laude*.

### 5. Order of the Coif

Order of the Coif is an honorary society distinguishing students whose CGPA in College of Law courses place them in the top 10% of their graduating class. In addition, Order of the Coif rules require that qualifying students must have completed at least 75% of their Law studies (68 credit hours) in *graded* courses. Special rules govern the eligibility of transfer, visiting, and joint degree students for Order of the Coif membership.

## **M. WITHDRAWAL, LEAVE OF ABSENCE, AND READMISSION**

Students who wish to withdraw from the College of Law should consult with the Dean of Students or the Associate Dean. A “withdrawal” means that the student is leaving the College of Law permanently and has no right to readmission.

In contrast, a student may seek to leave the College of Law only temporarily, but with the intent to return and complete his or her degree requirements. Such a student must seek a “leave of absence” by consulting with the Dean of Students and obtaining the permission of the Associate Dean. Please note that a leave of absence requires prior approval. A student who receives a leave of absence for any reason must complete an application for readmission, and be readmitted before they are permitted to resume studies or further attend/participate in classes at the College.

A student who is absent frequently or for extended periods, when no prior permission has been obtained for the absence, may be treated as if he or she had withdrawn from the College of Law and may be prevented from resuming studies without applying for readmission. Readmission is not guaranteed, and in the event the readmission is granted, it may be subject to additional terms and conditions.

## **N. LAW CREDIT FOR COURSES IN OTHER UNIVERSITY DEPARTMENTS**

Students may receive credit for graduate-level courses taken in other departments of the University of Illinois at Urbana-Champaign in one of the three ways listed below. Please note that these three avenues are mutually exclusive. Also note, several courses are cross-listed by the College of Law and another College or Department at the University of Illinois at Urbana-Champaign and therefore carry both a “Law” number and a course number assigned by the other campus unit. Law students may only register for the Law section of these courses which are assigned a Law number. Registration under the Law number of a cross-listed course is registration in a College of Law course and is therefore *not* considered to be a course taken in another department for purposes of the three options described below. Cross-listed courses are identified as such on the Course Schedule and in the Registration Guide.

### **1. Six Hours of Non-Law Credit**

As part of the 90 credit hours required for graduation, a student may receive up to six (6) hours of credit for non-College of Law graduate courses that meet the following conditions:

- a. Prior approval of the course for Law credit is obtained from the Associate Dean. Online or general familiarization courses may not be approved.
- b. The course is offered by the University of Illinois at Urbana-Champaign.
- c. The course must be approved for graduate students in the offering department.

- d. The Law student must achieve a minimum grade of “B” in the course for credit to transfer; only the credit transfers, not the grade.
- e. The student may not be on academic probation during the semester in which the course is taken.
- f. Credit is available under this option only for courses completed *after* matriculation at the College of Law and completion of the first year curriculum. Under no circumstances will a student receive credit for graduate work completed before beginning study at the College.
- g. The number of transferable credits for non-College of Law courses is determined in accordance with the College’s credit-hour policy. This formula *typically* results in a one credit reduction on each graduate-level course credit total. For example, a four credit graduate-level course may earn only three College of Law credits. Questions about transferable credit should be directed to the Dean of Students. Students will be advised, in advance, of the credit hour determination and have the opportunity to submit additional information on the course(s) for reconsideration of the amount of credit to be awarded.

Students should submit the Petition for Non-Law Course form to the Dean of Students. When filling out the form, students should explain how the proposed course pertains to and complements their legal studies and professional aspirations, and how it advances the articulated learning outcomes for the College of Law’s J.D. program. The forms are available on the College of Law Intranet on the Academics page.

## **2. Joint Degree Programs**

The College of Law participates in a number of formal joint degree programs. These programs allow students to obtain the J.D. and another graduate degree in a shorter time period than would be required to obtain both degrees sequentially. Before beginning any joint degree program, students should obtain the latest guidelines from the other department, as well as a copy of the Handbook for Graduate Students and Advisors. Students should also refer to Part II of this handbook, which addresses joint degrees and interdisciplinary programs in greater detail. Credit is available under this option only for courses completed *after* matriculation at the College of Law. Under no circumstances will a student receive credit for graduate work completed before beginning study at the College. Interested students should meet with the Dean of Students for more information on joint degree options.

## **3. Twelve Hours of Non-Law Credit**

The College offers students the opportunity to earn 12 hours of College of Law credit for courses taken at the University of Illinois at Urbana-Champaign but outside the College in a pre-approved program of interdisciplinary study. Credit is available under this option only for courses completed *after* matriculation at the College of Law and completion of

the first year curriculum. Under no circumstances will a student receive credit for graduate work completed before beginning study at the College.

This option is intended to serve as a joint degree equivalency for those graduate degrees for which the College of Law does not have a currently approved joint degree agreement. Students interested in pursuing this option are required to identify their advisor in the Non-Law curriculum and the degree that they will be pursuing. Approval must be obtained from the Associate Dean in advance of commencing the Non-Law courses. Thereafter, the student is required to comply with all the requirements of the joint degree program, including but not limited to the satisfaction of the minimum number of semesters in each college and the completion of both degree requirements for simultaneous graduation.

Note that no credit will be awarded under this option for students who fail to obtain the necessary preapprovals from the Associate Dean and Non-Law advisor. For more information, please refer to Part II of this handbook which addresses joint degrees and interdisciplinary programs in greater detail.

## **O. PERMISSION TO PURSUE LAW STUDIES AT ANOTHER LAW SCHOOL**

Requests by upper-level students to visit at another Law school during the fall or spring semesters will be granted only in extraordinary circumstances that require a student to be away from the College of Law campus for an extended period of time. Such requests will not be granted based on personal convenience or financial considerations. Verification of medical or other emergencies will be required. To the extent that a student believes that his or her circumstances satisfy the strict standards required for visiting status, they must secure pre-approval from the Associate Dean for both (1) the visit at the other Law school and (2) all courses that are pursued at the other Law school. Fees may be assessed if visiting status is approved.

Only courses in which the student earns a grade of “C” (or equivalent) or better will be eligible for a transfer of credit, and only the credit transfers, not the grade(s). Students may not select courses covering the same material as any courses for which they receive credit at the College of Law. *In the absence of pre-approvals, credits earned at the other Law school will not count toward College of Law J.D. requirements.* The amount of credit to be transferred will be separately calculated, to ensure compliance with the College’s credit-hour policy. Students will be advised, in advance, of the credit hour determination and have the opportunity to submit additional information on the course(s) for reconsideration of the amount of credit to be awarded.

## **P. SUMMER SESSION COURSES**

### **1. Summer Session at the College of Law**

Students may register for courses offered as part of the College of Law’s summer session. A full-time semester during the summer is defined as being enrolled in six (6) hours of

academic credit. A student may not earn more than eight (8) credit hours in a single summer semester. These caps include the Fall/Summer Externships, where the work is completed in the summer semester, even though the credit is deferred to the fall semester.

## **2. Summer Session at Another United States Law School**

Upper-level students who wish to study during the summer at another ABA-accredited Law school in the United States must first obtain the approval of the Associate Dean. In petitioning for approval, the student must demonstrate circumstances that warrant taking the proposed courses at a school other than the College of Law. Credit for summer courses taken at other United States Law schools will be capped at eight (8) credit hours. The exact number of credits that the College of Law will accept is determined by the Associate Dean. Credit hours accepted for transfer may be less than those awarded by the sponsoring Law school. The amount of credit to be transferred will be separately calculated, to ensure compliance with the College's credit-hour policy. Students will be advised, in advance, of the credit hour determination and have the opportunity to submit additional information on the course(s) for reconsideration of the amount of credit to be awarded.

Pre-approval for specific courses ordinarily will be granted only for professional, "classroom" courses taught by qualified instructors in which a grade, based on examination, is awarded. Externships and pass-fail courses are not permitted. Students must earn a "C" (or equivalent) grade or better in order for the credit to transfer to the College of Law. Students may not select courses covering the same material as any courses for which they will receive credit at the College of Law. The College of Law does not award credit for Non-Law courses taken at other schools or institutions.

## **3. Summer Study Abroad Programs at Other Law Schools**

Upper-level students who wish to study abroad during the summer may take advantage of a summer study abroad program offered by another ABA-accredited Law school. However, the College of Law will not accept transfer credit toward the J.D. degree for any such programs or courses unless the Associate Dean grants prior approval for both (1) the program and (2) the specific courses to be pursued. Students planning to register for a summer session at another Law school's study abroad program must submit to the Dean of Students information about both the summer session and the courses the student plans to take. Fees may be assessed if this option is approved.

In no event will the College of Law accept and transfer more than eight (8) credit hours for coursework conducted in a summer study abroad program. The exact number of credits that the College of Law will accept is determined by the Associate Dean. Credit hours accepted for transfer may be less than those awarded by the sponsoring Law school. The amount of credit to be transferred will be separately calculated, to ensure compliance with the College's credit-hour policy. Students will be advised, in advance, of the credit hour determination and have the opportunity to submit additional information on the course(s) for reconsideration of the amount of credit to be awarded.

Pre-approval for specific courses ordinarily will be granted only for professional, “classroom” courses taught by qualified instructors in which a grade, based on examination, is awarded. Externships and pass-fail courses are not permitted. Students must earn a “C” (or equivalent) grade or better in order for the credit to transfer to the College of Law. Students may not select courses covering the same material as any courses for which they will receive credit at the College of Law. The College of Law does not award credit for Non-Law courses taken at other schools or institutions. Students will not be permitted to enroll in multiple summer study abroad programs without proof of extraordinary justification relating to the academic program. Students may not earn more than 30 credit hours (one third of their credits) from programs outside of the United States. This 30-credit cap includes externships, study abroad, transfer, or any other credit to be applied to a student’s graduation credit total.

## **Q. STUDY ABROAD DURING THE ACADEMIC YEAR**

In addition to the summer study abroad programs, students with a minimum 3.0 CGPA may take one semester of study abroad courses during the regular academic year for a minimum of 12 hours, and no more than 16 hours, of academic credit. The actual number of credit hours awarded is subject to the prior approval of the Associate Dean, based upon the proposed course of study the student will take at the other institution (*i.e.*, students must have their plan of study abroad approved in advance by the Associate Dean). The amount of credit to be transferred will be separately calculated in accordance with the College’s credit-hour policy. Students will be advised, in advance, of the credit hour determination and have the opportunity to submit additional information on the course(s) for reconsideration of the amount of credit to be awarded.

Students interested in studying abroad during the academic year must obtain prior approval for their programs from both (1) the Associate Dean and (2) the Associate Dean for Graduate and International Legal Studies. Students should have language capacity requisite for study at the other school. In addition, the study may be undertaken only at institutions with which the College of Law has a written exchange agreement. The College of Law does not award credit for Non-Law courses taken at other schools or institutions at any time. Fees may be assessed if permission to study abroad is granted.

Pre-approval for specific courses ordinarily will be granted only for professional, “classroom” courses taught by qualified instructors in which a grade, based on examination, is awarded. Externships and pass-fail courses are not permitted. Students must earn a “C” (or equivalent) grade or better in order for the credit to transfer to the College of Law. Students may not select courses covering the same material as any courses for which they will receive credit at the College of Law. The College of Law does not award credit for Non-Law courses taken at other schools or institutions.

Students may not earn more than 30 credit hours (one third of their credits) from programs outside of the United States. This 30-credit cap includes externships, study abroad, transfer, or any other credit to be applied to a student’s graduation credit total.

## **R. TRANSCRIPT NOTATION FOR PRO BONO LEGAL WORK**

The College of Law offers an optional Pro Bono Notation on its transcripts for students who perform at least 60 hours of pro bono service during Law school. The Pro Bono Notation program is a voluntary program; it is not a degree requirement. The Notation will appear on the official transcripts of qualified students. The Notation will read: “Law 600: Pro Bono Service.”

Services qualifying for the Notation must be legal in nature, since the Notation is designed to recognize the special needs of the community for legal services and the unique ability of Law students and lawyers to provide those services. As such, the Notation requires that the student be supervised by a licensed attorney and that the work be completed on a “pro bono” basis. Finally, the work must be done for a non-profit or governmental agency and must be completed by the student on a non-compensated basis.

Academic credits earned in the College’s clinics and in field placements with non-profit or governmental agencies will count towards the Pro Bono Notation. In these courses, each credit successfully earned with a grade of B or better, or with a grade of S in an ungraded course, will provide 5 hours toward the Pro Bono Notation. No more than 20 hours of work for which a student received academic credit can be applied to the Notation. For work incurred in excess of that required for any of the qualifying courses, students may submit a Pro Bono Notation form, signed by the supervising attorney or professor. These excess hours will count toward the Notation on an unreduced basis.

Pro bono hours may also be earned for Peer notetaking services provided for College of Law students with approved academic accommodations and with prior approval of the College of Law’s Associate Director of Academic Administration or Dean of Students. Up to a maximum amount of 10 pro bono hours for these notetaking services may be applied toward the Notation.

Forms for submitting pro bono hours are available on the College of Law intranet. These forms should be turned in to the Dean of Students. Once the student has completed all 60 hours, the Pro Bono Notation award will be issued. The last possible day to apply for the Pro Bono Notation and to submit hours is the last day of instruction during a student’s last semester of Law school. Candidates for spring graduation who would like the Pro Bono Notation to appear in the *graduation program* must submit the completed form no later than April 1 (for a May graduation). Graduating students must submit their completed forms no later than the last day of instruction in order to be eligible for the notation.

## **S. NON-DISCRIMINATION POLICY**

- a. The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.
- b. It is the policy of the University not to engage in discrimination or harassment against any person because of race, color, religion, sex, pregnancy, disability, national origin,

citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, unfavorable discharge from the military, or status as a protected veteran and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

- c. For additional information on the equal opportunity, affirmative action, and harassment policies of the University, please contact the Director of The Office for Access & Equity (OAE) at:

616 East Green Street, Suite 214  
Champaign, IL 61820,  
(217) 333-0885  
[accessandequity@illinois.edu](mailto:accessandequity@illinois.edu)  
[diversity.illinois.edu](http://diversity.illinois.edu)

- d. For additional information on Title IX, ADA, or 504, please contact the Title IX Coordinator at the Title IX and Disability Office at:

616 East Green Street, Suite 214  
Champaign, IL 61820,  
(844) 616-7978  
[titleixcoordinator@illinois.edu](mailto:titleixcoordinator@illinois.edu)  
[wecare.illinois.edu/titleix](http://wecare.illinois.edu/titleix)

## **T. OTHER CAMPUS POLICIES & PROCEDURES**

The University of Illinois at Urbana-Champaign ("University") is committed to providing a safe and welcoming campus environment free from discrimination based on sex, which includes sexual assault, sexual exploitation, stalking, sexual harassment, dating violence, and domestic violence (collectively referred to as sexual misconduct). The University prohibits and will not tolerate sexual misconduct because such behavior violates the University's institutional values, adversely impacts the University's community interest, and interferes with the University's mission. The University also prohibits retaliation against any person who, in good faith, reports or discloses a violation of this policy, files a complaint, and/or otherwise participates in an investigation, proceeding, complaint, or hearing under this policy. Once the University becomes aware of an incident of sexual misconduct, the University will promptly and effectively respond in a manner designed to eliminate the misconduct, prevent its recurrence, and address its effects.

In the links below you will find information on our comprehensive policy and approach to this commitment:

- [Sexual Misconduct Policy \(via Campus Administrative Manual and via Student Code\)](#)
- [Rights and Options of Students Who Have Experienced Sexual Misconduct](#)
- [Non-Exclusive List of Potential Interim/Protective Measures and Corrective Action Remedies](#)
- [Statement on Medical Amnesty and Good Samaritan Policy](#)
- [Student Conduct Protocol for Allegations of Sexual Misconduct, Including Sexual Harassment, Sexual Assault, Sexual Exploitation, Stalking, Dating Violence, and Domestic Violence](#)
- [Non-Exclusive List of Possible Sanctions/Actions/Outcomes of the Student Disciplinary Process](#)
- [Disciplinary Procedures for Employees – Procedures for Addressing Discrimination and Harassment \(pdf\)](#)

## **U. POLICY ON STUDENT COMPLAINTS IMPLICATING COMPLIANCE WITH ABA STANDARDS**

The University of Illinois College of Law has a strong commitment to institutional excellence, compliance, transparency, and free expression and values the input of students in advancing these important values. Consistent with these goals, any student at the College of Law concerned about a significant problem directly implicating the College's program of legal education and its compliance with the *ABA Standards for Approval of Law Schools* ([americanbar.org/groups/legal\\_education/resources/standards](http://americanbar.org/groups/legal_education/resources/standards)) is encouraged to express such a concern, consistent with the following procedures.

### **1. Reporting Student Complaints**

The student should submit his or her complaint, in writing, to the College's Associate Dean for Academic Affairs. The submission should provide:

- a. a clear statement of the factual basis for the complaint;
- b. how the matter is considered to implicate the College's program of legal education and compliance with the *ABA Standards*; and
- c. the student's name, e-mail address, mailing address, and telephone number.

### **2. Resolving Student Complaints**

When a student complaint has been reported pursuant to Section 1, the Associate Dean for Academic Affairs shall:

- a. acknowledge the complaint within three (3) business days of receipt;
- b. communicate with the complainant within ten (10) business days of receipt; and
- c. resolve the matter within thirty (30) business days of receipt, unless circumstances (including, without limitation, the availability of witnesses or relevant evidence) warrant an extension.

### **3. Appeal Process**

Any complainant dissatisfied with the resolution of a complaint pursuant to this policy may appeal the decision to the College's Executive Committee, within twenty (20) business days of the complaint's resolution. The Executive Committee shall seek to render a decision on the appeal within thirty (30) business days of its receipt. The decision of the Executive Committee shall be final.

### **4. Maintaining a Written Record**

The College of Law shall maintain a complete written record of each complaint, including any supporting documentation relating to its investigation and resolution. Such records shall be maintained in a confidential manner in the Office of Student Services for a period of seven years after final resolution of the complaint.

### **5. Confidentiality and Protection Against Retaliation**

Only those individuals with a legitimate need to know will be apprised of the submission and resolution of a complaint, including those individuals necessary to aid resolution of the complaint or effectuate correction actions. The College of Law prohibits retaliation by any faculty member, administrator, staff member, or student against any student who reasonably and in good faith files a complaint pursuant to this policy.

### **6. Notice**

This policy shall be published in the College of Law's Academic Policy Handbook, which is available on the College of Law website/intranet.

## II. INTERDISCIPLINARY AND JOINT DEGREE PROGRAMS

### Common Features

A number of features, requirements, rules, and limitations pertain to *all* interdisciplinary and joint degree programs. Some of the common features include:

- a. The student must apply to and be admitted independently to both the College of Law and the other college or department.
- b. The student must be registered full-time in and pay tuition to the College of Law for at least five semesters.
- c. The student will only receive credit in Law for courses taken in the other college or department that count towards the other degree, subject to the agreed upon Non-Law credit cap.
- d. To receive credit in the College of Law for the courses taken in the other college or department, the student must receive at least the minimum grade prescribed by the Non-Law college or department.
- e. The student may not apply any Non-Law courses, other than the specified amount of their joint degree or interdisciplinary courses, towards the 90 hours required for the J.D. degree.
- f. Courses that are cross-listed with a “Law” number count toward the required number of hours in the College of Law, but they may not also be counted toward the joint degree unless the credit hours are included in the agreed upon cross-credit cap.
- g. Grades earned in Non-Law courses will not count towards the student’s College of Law GPA or the student’s class ranking or eligibility for honors.
- h. The student must complete all required courses in the College of Law and complete all Law graduation requirements.
- i. All academic regulations of the College of Law apply fully and at all times to students in the joint degree or interdisciplinary program, even if they are not currently enrolled in Law classes.
- j. The student is responsible for obtaining all information about the requirements and rules of the other college or department and complying with them.
- k. The student must complete all requirements for both degrees before either degree will be issued.
- l. Students cannot earn credit towards their College of Law degree for Non-Law courses begun in the other college or department before matriculation at the College of Law.
- m. No student may apply to a joint degree or interdisciplinary program after completing all of the requirements of either degree.
- n. Certain jurisdictions, such as New York, for example, limit the amount of eligible joint degree credit to 12 credit hours. Thus, students enrolled in those joint degree programs which allow more than 12 credit hours of Non-Law credit may want to consult with their intended jurisdictions and/or may elect to complete additional Law credits in order to be eligible to be licensed in that jurisdiction.

## INTERDISCIPLINARY/JOINT DEGREE STUDY

The University of Illinois at Urbana-Champaign offers more than 25 advanced degree programs that can be pursued jointly with a law degree. Students interested in pursuing advanced course work in other disciplines can secure up to 6 credits of coursework in another college(s). They may also secure a formal graduate degree in another discipline, in conjunction with the J.D. degree, with the credits from each discipline satisfying an established number of credits in the other discipline. See Section N. of this handbook for additional details about these options.

The more traditional Interdisciplinary/Joint Degree programs are set forth below. In addition, students have the option of customizing an interdisciplinary/joint degree program with one of the other advanced degrees offered by the University of Illinois at Urbana-Champaign. Interested students are advised to consult with the Dean of Students in they have an interest in exploring one of the additional degree programs jointly with their J.D.

### A. J.D./M.B.A.

*Please note: The M.B.A. program is currently under review by the Gies College of Business. For more information, please contact the Dean of Students to determine if a joint degree is possible.*

Other degree: Master of Business Administration (M.B.A.)  
Other college or department: Graduate College and College of Business

Hours credited to J.D.: 16  
Independent Law hours required: 74

Sequence of study: *Year 1:* Student may elect to take either the first-year curriculum in Law or in the M.B.A. program.  
*Remaining years:* Student takes the other first-year program. Thereafter, the student takes advanced offerings in both colleges.

### B. J.D./M.S. in CHEMISTRY

Other degree: Master of Science (M.S.) in Chemistry  
Other college or department: Graduate College and Department of Chemistry, College of Liberal Arts & Sciences

Hours credited to J.D.: 12  
Independent Law hours required: 78

Sequence of study: *Year 1:* Student takes first-year Law curriculum.  
*Remaining years:* Student takes mix of required and elective Chemistry courses and Law electives.

**C. J.D./M.C.S. in COMPUTER SCIENCE**

Other degree: Master of Computer Science (M.C.S.)  
Other college or department: Graduate College and Computer Science Department, College of Engineering

Hours credited to J.D.: 12  
Independent Law hours required: 78

Sequence of study: *Year 1:* Student takes first-year Law curriculum.  
*Remaining years:* The remaining years of the program consist of a mix of required and elective Computer Science courses and Law electives. Students must be enrolled in Law for at least five semesters and in Computer Science for at least two semesters.

**D. J.D./MASTER OF HUMAN RESOURCES AND INDUSTRIAL RELATIONS (M.H.R.I.R.)**

Other degree: Master of Human Resources and Industrial Relations (M.H.R.I.R.)  
Other college or department: Graduate College and the School of Labor & Employment Relations (LER)

Hours credited to J.D.: 16  
Independent Law hours required: 74

Sequence of study: *Year 1:* Study begins with first-year Law curriculum, then the initial semester of the LER curriculum. If started in spring semester, study begins with the initial semester of the LER curriculum, then the first-year Law curriculum in the next academic year.  
*Remaining years:* Advanced courses may be scheduled in both programs.

**E. J.D./M.S. in JOURNALISM**

Other degree: Master of Science (M.S.) in Journalism  
Other college or department: Graduate College and Department of Journalism, College of Communications

Hours credited to J.D.: 15  
Independent Law hours required: 75

Sequence of study: *Year 1:* Student takes first-year Law curriculum.  
*Remaining years:* Student takes mix of required and elective Journalism courses and Law electives.

**F. J.D./M.S. in NATURAL RESOURCES AND ENVIRONMENTAL SCIENCES**

Other degree: Master of Science (M.S.) in Natural Resources and Environmental Sciences

Other college or department: Graduate College and Department of Natural Resources and Environmental Sciences, College of Agricultural, Consumer, and Environmental Sciences (ACES)

Hours credited to J.D.: 12

Independent Law hours required: 78

Sequence of study: *Year 1:* Student takes first-year Law curriculum.  
*Remaining years:* Student takes mix of required and elective Natural Resources and Environmental Sciences courses and Law electives.

**G. J.D./ M.A. in POLITICAL SCIENCE**

Other degree: Master of Arts in Political Science, with a graduate concentration in Civic Leadership

Other college or department: Graduate College, College of Liberal Arts and Sciences, and Department of Political Science

Hours credited to J.D.: 12

Independent Law hours required: 78

Sequence of study: *Year 1:* Student takes first-year Law curriculum.  
*Remaining years:* Student takes mix of required and elective Political Science courses and Law electives.

**H. J.D./ Ph.D. in POLITICAL SCIENCE**

Other degree: Ph.D. in Political Science

Other college or department: Graduate College, College of Liberal Arts and Sciences, and Department of Political Science

Hours credited to J.D.: 16

Independent Law hours required: 74

Sequence of study: *Years 1 and 2:* Student takes Political Science curriculum.  
*Years 3-5:* Student takes first year Law curriculum and remaining Law requirements and electives.  
*Remaining years:* Student returns to Political Science to complete the doctoral dissertation.

**I. J.D./MASTER OF URBAN PLANNING**

Other degree: Master of Urban Planning (M.U.P.)  
Other college or department: Graduate College and the Department of Urban Planning, College of Fine and Applied Arts

Hours credited to J.D.: 16  
Independent Law hours required: 74

Sequence of study: *Year 1:* Student may elect to take either first-year Law curriculum or first-year Urban Planning courses.  
*Year 2:* Student takes the first-year program of the other unit.  
*Remaining years:* Student takes advanced courses in both programs.

**J. OTHER INTERDISCIPLINARY STUDIES**

Other degree: Other Graduate Degree  
Other college or department: Graduate College and the Department for the other graduate degree

Hours credited to J.D.: 12  
Independent Law hours required: 78

Sequence of study: To be determined, in conjunction with other graduate department.

### **III. COLLEGE OF LAW HONOR CODE AND CODE OF STUDENT RESPONSIBILITY: ACADEMIC YEAR 2019-2020**

#### **A. HONOR CODE**

Since students in the College are preparing for careers in a profession demanding honesty and integrity, the College requires high standards of conduct. The College operates under an honor system, one feature of which is that all examinations are unproctored. The College's Code of Student Responsibility, reprinted below, details the grounds on which students may be found in violation of this honor system. The Code also imposes additional obligations on students.

#### **B. CODE OF STUDENT RESPONSIBILITY**

§ 1.01 Students enrolled at the University of Illinois College of Law are subject to the *Student Code*, which is available online at [admin.illinois.edu/policy/code](http://admin.illinois.edu/policy/code).

§ 1.02 As future members of the legal profession, students at the College of Law bear a special responsibility to insist upon and to maintain high standards of integrity. Accordingly, it is expected that each student of the College of Law will scrupulously regard the rights of others and will observe high standards of integrity in his or her personal conduct. Toward this end the College of Law has defined the following academic and nonacademic violations, set out in Sections 1.03-1.08, which are subject to discipline in accordance with the procedures set forth in Sections 2.01-5.09.

§ 1.03 Misrepresentation. Misrepresentation is any act of fraud or deception by which the student gains or attempts to gain a benefit or advantage from the University, its constituent institutions, its faculty, staff, or students, or persons dealing with the University. Examples of this offense include, but are not limited to, the following:

- a. forging or altering any University document, record, or instrument of identification;
- b. furnishing material information which is known by the student to be false to any official, other employee, or agent of the University; or
- c. furnishing to any person material information which is known to the student to be false and which related to the student's academic record or otherwise concerns activities in the University.

§ 1.04 Unfair Advantage. Unfair advantage is any act of fraud, deception, or improper influence by which the student gains or attempts to gain an academic benefit or advantage from the University, its constituent institutions, its faculty, staff, or students, or persons dealing with the University. "Academic benefit or advantage" results from the student's course work as well as from other activities (such as Law Review, Moot Court, and Client Counseling Competition), which in any manner affect the student's professional education, training, or development.

Examples of this offense include, but are not limited to, the following:

- a. unauthorized copying, unauthorized collaboration, or unauthorized use of notes or books on any examination, project, or paper;
- b. failure to observe time limits set for an examination by the instructor in charge;
- c. lying about the performance of academic work;
- d. submitting the same work, or portions of the same work, in more than one class unless explicitly authorized to do so;
- e. submitting as one's own and without citation, writings or ideas known by the student to be of another (including those of any person furnishing writing for hire) in any academic pursuit; or
- f. offering or attempting to offer money or other thing or service to a member of the University community, including its faculty, staff, and students, in an effort to gain academic benefit or advantage.

§ 1.05 Interference with Property. Interference with property is any taking or destruction of the property of the University, of its constituent institutions, or of its faculty, staff, or students. Examples of this offense include, but are not limited to, the following:

- a. stealing, damaging, or destroying notes or books of students;
- b. stealing, hiding, or vandalizing library materials; or
- c. stealing, damaging, destroying, or otherwise misusing other University property.

§ 1.06 Harassment. Harassment is any physical assault upon, threat against, or substantial interference with work or study of a member of the University community, including its faculty, staff, and students, as well as of any other person who is lawfully present on University premises. Examples of this offense include but are not limited to:

- a. intentionally blocking or attempting to block physical entry to, or exit from, a University building, corridor, or room to anyone apparently entitled to enter or leave;
- b. engaging in shouted interruptions, whistling, derisive laughter, or other means that alone or in conjunction with others prevent or seriously interfere with a class, speech program, or other teaching or learning process, under circumstances where the student knows or reasonably should have known the serious interference would occur; or
- c. engaging in disruptive behavior directed toward one or more individuals in the library, offices, or other place, that seriously interferes with the work of others.

§ 1.07 Gross Neglect of Professional Duty. Gross neglect of professional duty is a clear and knowing violation of generally accepted standards of integrity. Examples of this offense include but are not limited to:

- a. failure to report any suspected violation of this Code by any student having reasonable grounds to believe that such a violation has occurred;
- b. failure to cooperate with the College of Law Committee on Student Discipline or with the Secretary to such Committee with respect to the conduct of any investigation or proceeding held in connection with any alleged violation by any other person of the College of Law Code of Student Responsibility;

- c. aid intentionally given to another student in violation of this Code; or
- d. embezzlement or other breach of trust.

§ 1.08 Other University Offenses. It is a breach of this Code to fail to obey any duly promulgated University rule or regulation relating to student conduct and which is applicable to students in the College of Law, whether now or hereafter adopted by the Board of Trustees or other University authority.

## **C. RULES GOVERNING DISCIPLINARY PROCEEDINGS**

### **Part A: Application**

§ 2.01 These procedures apply only to individual misconduct, and the appropriate procedures, as contained in the University's Student Disciplinary Procedures, will be implemented should a student enrolled in the College of Law become involved in an incident of extraordinary group misconduct.

### **Part B: Participants in Disciplinary Process**

§ 3.01 Administrative Officer means the Dean, an Associate Dean or Assistant Dean of the College of Law, any Officer of the Campus or University Administration, and any employee of the University to whom supervisory responsibility over matters relating to student conduct has been delegated except members of the Senate Committee on Student Discipline or of the Subcommittee.

§ 3.02 Adviser means a person who has agreed to appear with Respondent at any proceeding under these Rules. A Respondent may be accompanied by and may consult with his or her Adviser at any such proceedings, but the Adviser may not represent Respondent.

§ 3.03 Alternate means a person appointed as a faculty or student Alternate to the Subcommittee who has not yet been designated by the Chair to replace an excused Member. One (1) faculty Alternate and one (1) student Alternate shall be regularly appointed, and additional appointments shall be made as necessary to provide a full Subcommittee to conduct the proceedings concerning a particular Respondent. Alternates shall have the same qualifications as and shall be selected in the same manner as Members. A faculty Alternate may only replace an excused faculty Member, and a student Alternate may only replace an excused student Member. Until designated for such replacement by the Chair, an Alternate shall not participate in any hearing, consideration, deliberation or vote concerning any matter before the Subcommittee.

§ 3.04 Chair means the individual serving as chairperson of the Subcommittee. The Chair shall be selected according to current procedures of the College of Law and the Senate Committee on Student Discipline.

§ 3.05 Counsel means the person who has agreed to represent Respondent in any proceeding under these Rules. A Respondent has a right to consult with and be represented by Counsel in all

such proceedings, and the person so serving shall be the sole representative of Respondent. If Respondent has engaged Counsel, he or she shall notify the Dean of Counsel's name and address.

§ 3.06 Dean means the Dean of the College of Law or, when so designated by the Dean or Acting Dean, an Associate Dean. In carrying out his or her responsibilities under these Rules, the Dean may consult with the Executive Committee of the College of Law.

§ 3.07 Member means a person appointed as a faculty or student Member of the Subcommittee who has not been excused, and a person appointed as a faculty or student Alternate who has been designated by the Chair to replace an excused Member. Faculty Members shall be appointed from among permanent members of the College of Law faculty who are not Administrative Officers or members of the College Executive Committee. Student Members shall be appointed from among full-time students who are J.D. candidates registered in the College of Law. Members shall be selected according to current procedures of the College of Law and the Senate Committee on Student Discipline.

§ 3.08 Respondent means a law student upon whom a Formal Notice has been served.

§ 3.09 Secretary means an Administrative Officer or permanent member of the College of Law faculty who is not a Member of the Subcommittee or of the Senate Committee on Student Discipline and who is appointed by the Dean to investigate the allegations in a Formal Notice or instead or in addition to assist in drafting a Formal Charge and to present evidence regarding the charge to the Subcommittee. The Secretary should obtain and present all available relevant information which, in the Secretary's judgment, will assure an informed and fair administrative review and Subcommittee hearing. The same person or different persons may serve as Secretary at various stages, as determined by the Dean pursuant to § 5.04.

§ 3.10 Subcommittee means the Subcommittee on Student Discipline for Law Students, consisting of three (3) faculty Members and (2) student Members. Any hearing before, submission to or deliberations by the Subcommittee shall include all five (5) Members then serving. Except as otherwise provided herein, Subcommittee decisions shall be by majority vote.

§ 3.11 Witness means a person called upon to provide information at a Subcommittee hearing or in a Secretary's investigation. All Law students and University employees shall cooperate fully when called upon to be Witnesses, and any refusal to be interviewed or to produce evidence may be a matter for disciplinary or employment action. A Witness may refuse to testify or produce evidence which would tend to inculcate that person in any Violation of University or College Regulations or in any violation of law. Any statement by or evidence of Respondent made or produced by Respondent to Counsel or an Adviser in that person's capacity as Counsel or Adviser is privileged.

### **Part C: General Definitions and Guidelines**

§ 4.01 Formal Charge means a statement of the Violation(s) charged with reference to the relevant University Regulations and College of Law Disciplinary Rules, and a statement of the ultimate facts which constitute the specification of the Violations(s) charged.

§ 4.02 Formal Notice means a statement that the Respondent is alleged to have been involved in a possible Violation, a summary statement of the alleged facts, and specification of the Violation(s) suggested by the alleged facts.

§ 4.03 Informal Resolution means a process whereby the matter is resolved informally by counseling or by permitting Respondent to accept a specified Sanction without further proceedings. A Sanction may be so imposed by the Dean only with Respondent's consent. If a proposed Sanction is accepted by Respondent, it will be imposed forthwith and without opportunity for appeal. If a proposed Sanction is refused, the Dean may proceed with the next step in the administrative process. The fact a Sanction was offered and refused and the nature of the proposed Sanction shall not limit or otherwise affect any further action.

§ 4.04 Report is the written submission of the Secretary to the Dean upon conclusion of an investigation. It shall contain (i) a summary of the relevant facts and (ii) conclusions as to whether there is a factual basis for a Formal Charge.

§ 4.05 Sanctions which may be imposed upon informal disposition or upon a finding of a Violation by the Subcommittee are: (1) reprimand not of official record; (2) reprimand of official record; (3) conduct probation not of official record; (4) conduct probation; (5) suspension; or (6) dismissal. A sanction not of official record does not appear on the student's transcript, but may have to be reported by the Dean and the student to appropriate authorities regarding a candidate's fitness for admission to the bar. The fact Respondent has been or may be subject to other sanctions for the same conduct, whether such sanctions have been or may be imposed by civil authorities or by academic officials, shall not bar the initiation of disciplinary proceedings or the imposition of Sanctions for Violations. The fact a student has been or may be subject to Sanctions under this Code shall in no way affect the power of any academic official to grade or otherwise evaluate such student's performance for academic purposes.

§ 4.06 Service of papers upon Respondent shall be accomplished by delivery to Respondent personally, by email to the student's University email account, or by regular mail to Respondent's current local address specified in College of Law records. If mailed at a time when regular semester classes are not in session, a copy shall be mailed to any permanent address specified in College of Law records. If Respondent has notified the Dean of his or her Counsel's name and address, a copy shall be mailed to Counsel at the specified address.

§ 4.07 Violation means conduct proscribed by University Regulation relating to student conduct or by the College of Law Code of Student Responsibility.

#### **Part D: Administrative Procedures**

§ 5.01 Preliminary Determination. Upon receipt of information regarding a possible violation by a Law student, the Dean may informally gather such additional information as will facilitate a preliminary determination of how to proceed. If the Dean determines that a possible Violation has occurred, he or she shall issue a Formal Notice unless it appears that the interests of the student involved and of the College of Law and University would be best served by counseling the student.

§ 5.02 Notice to Respondent; Reply and Action. The Dean shall arrange for Service of the Formal Notice upon Respondent, together with copies of relevant University Regulations and College of Law Disciplinary Rules, and shall call particular attention to Respondent's right to Counsel and an Adviser and right to reply. Upon a request for an opportunity to reply, submitted to the Dean in person or by telephone or letter within three (3) business days of the date upon which the Formal Notice was personally delivered or five (5) business days of the date upon which the Formal Notice was mailed, the Dean shall set a date for the reply and the manner in which it shall be received and shall so notify Respondent. In the reply, Respondent may present evidence in rebuttal of the summary of facts contained in the Formal Notice and instead or in addition may provide information bearing upon the propriety of Informal Resolution. If no reply is made, the Dean shall designate a Secretary and refer the Formal Notice to the Secretary. If a reply is made, the Dean upon consideration of it may withdraw the preliminary determination of a possible Violation, attempt Informal Resolution, or designate a Secretary and refer the Formal Notice to the Secretary. If a Formal Notice is referred to the Secretary, the Dean shall arrange for Service upon Respondent of notification of this referral and of the Secretary's name, address and telephone number.

§ 5.03 Investigation. The Secretary shall identify and interview available Witnesses and shall identify and obtain relevant and available real or documentary evidence. Statements of Witnesses or summaries of interviews shall be prepared or obtained and preserved. Respondent shall have the right to submit statements or real or documentary evidence to the Secretary and to suggest persons whom the Secretary should interview. Upon completion of the investigation, the Secretary shall prepare and submit a Report to the Dean accompanied by all statements, summaries and real and documentary evidence obtained or prepared by the Secretary.

§ 5.04 Charge or Other Disposition. Upon review of the Report, the Dean may determine that the evidence is insufficient to establish a Violation and withdraw the Formal Notice, refer the matter back to the Secretary or to a newly appointed successor for further investigation, attempt Informal Resolution, or refer a Formal Charge to the Subcommittee. If Informal Resolution is sought, the Dean shall first provide Respondent with a copy of the Report and an opportunity to inspect all evidence submitted to the Dean by the Secretary. If the Dean decides to refer a Formal Charge, he or she shall designate the investigation Secretary or a successor to assist in preparation of the Formal Charge and to present evidence to the Subcommittee. The Dean shall arrange for Service of the Formal Charge upon Respondent together with a copy of the Report, notice of Respondent's right to inspect and copy all evidence submitted to the Dean by the Secretary, a list of the name of all Subcommittee Members and Alternates, and the name, mailing address and telephone number of the Chair. Once referred to the Subcommittee, a Formal Charge may be withdrawn only upon recommendation of the Dean and approval of the Subcommittee.

#### **Part E: Pre-Hearing Determinations; Preparation for Hearing**

§ 6.01 Recusal. The Chair shall provide copies of the Formal Charge to Subcommittee Members and Alternates. Any Member or Alternate who believes he or she would be unable properly to participate because of serious illness, special interest or prior knowledge which has resulted in prejudgment shall notify the Chair and shall be excused.

§ 6.02 Motions, Challenges and Requests. All motions, challenges and requests shall be delivered in writing to the Chair within five (5) business days of the date on which the Formal Charge was personally served upon Respondent or within seven (7) business days of the date on which the Formal Charge was mailed to Respondent. Except in extraordinary circumstances, no motion, challenge or request will be considered unless timely made. Challenges shall be considered before motions and requests. The Subcommittee shall grant a challenge for cause, dismiss all or part of a Formal Charge, or otherwise grant a motion or request (except for Respondent's request for an open hearing or to transcribe or record the hearing proceedings) only upon the basis of information formally presented to the Subcommittee and only after affording the opposing party sufficient opportunity to contest the factual and legal bases for such action.

§ 6.03 Peremptory Challenge. Respondent may challenge one Subcommittee Member or Alternate without stating any cause. Upon receipt of such peremptory challenge, the named person shall be excused.

§ 6.04 Challenge for Cause. Respondent and the Secretary may challenge any Subcommittee Member or Alternate for cause. Such challenge shall state the special interest, prior knowledge or other cause for the challenge and sufficient facts to support the cause asserted. The person challenged shall not participate in the Subcommittee's actions regarding the challenge, but may be called upon by the Subcommittee to comment on the facts alleged to support the challenge. Each challenge shall be considered and decided separately. If the challenge is granted, the person challenged shall be excused.

§ 6.05 Motions. Normally, the only motion allowable at the prehearing stage of the proceedings is a motion to dismiss on the grounds that the facts alleged in the Formal Charge, presumed to be true for purposes of the motion, do not or legally may not constitute a Violation.

§ 6.06 Requests. Normally, only these types of requests are allowable: (1) a request by Respondent that the hearing be open, which shall be granted as a matter of right; (2) a request by Respondent to transcribe or record the hearing proceedings at Respondent's own expense, which shall be granted as a matter of right; (3) a request for an extension of the time to file a challenge, motion or request, which shall be ruled upon by the Subcommittee.

§ 6.07 Prehearing Conference. The Secretary and Respondent shall confer promptly after the Formal Charge has been served to consider and seek agreement on such matters as may facilitate a timely and fair disposition. They shall agree upon no fewer than three (3) hearing days and so notify the Chair. If they agree to a two-stage hearing procedure, they shall so notify the Chair, in which case the presentation of evidence principally related to an appropriate Sanction and related deliberations shall be deferred to a second stage following presentation of evidence, deliberations and findings on whether Respondent committed the Violation charged. They shall review together the evidence which will be presented and shall stipulate to all evidence as to which there is no dispute as to fact.

§ 6.08 Notice of Hearing; Responsibility of Participants. The Chair shall take account of the dates agreed to by the Secretary and Respondent and of the availability of the Subcommittee in setting a date for the hearing at least ten (10) business days following the date of the Formal

Charge. By Service upon Respondent and like communication to the Secretary, the Chair shall give written notice of the date, time and place set for the hearing. For good cause shown, the Chair may grant a continuance requested by Respondent, the Secretary or a Member, subject to the request by a Member that the question be put to a vote of the Subcommittee. It is the responsibility of the parties to notify and secure the presence of witnesses; of Respondent to secure the necessary recording equipment or personnel needed as a consequence of the granting of his request to record or transcribe; and of the Chair to secure the presence of all Members of the Subcommittee and required recording equipment or personnel.

## **Part F: Hearing and Deliberations**

§ 7.01 Role of Chair. The Chair shall be primarily responsible for the conduct of the hearing, including the determination of whether there is good cause for a recess; provided, however, that any Member may request that a ruling by the Chair be submitted for a vote of the Subcommittee. Deviation from any procedures specified herein is permissible only upon vote of the Subcommittee and in the interest of fairness and for good cause shown.

§ 7.02 Spectators; Presence of Witnesses. Unless Respondent timely requested that the hearing be open, it shall be closed to all but the necessary parties. Witnesses may be present only while presenting evidence or testimony.

§ 7.03 Order and Nature of Hearing. The hearing should proceed in the following order: (1) determination by the Chair that the parties are present and ready to proceed, except that the Subcommittee may proceed in Respondent's absence upon a determination that Respondent has forfeited the right to be present by his or her willful absence; (2) a brief and nonargumentative opening statement by the Secretary; (3) a like opening statement by Respondent, unless deferred until completion of the Secretary's presentation; (4) presentation in any logical order by the Secretary of testimony, real or documentary evidence, and stipulations; (5) like presentation by Respondent; (6) closing argument by the Secretary, which may include argument concerning appropriate findings and Sanction; (7) like closing statement by Respondent. The Secretary and Respondent shall be permitted, at appropriate occasions during the hearing, to contest the veracity, reliability and relevance of any information, evidence or testimony presented and to suggest alternative conclusions which may be drawn from information presented. Upon conclusion of Respondent's presentation, the Secretary or Respondent may request an opportunity to present additional evidence. Such requests shall be granted by the Subcommittee only if the regular presentations have revealed an unanticipated need for such additional evidence. In the same circumstances, the Subcommittee may request the submission of additional evidence.

§ 7.04 Evidence. The formal rules of evidence shall not apply; the Subcommittee may consider all relevant testimony or real or documentary evidence. Objection to the presentation of any evidence or testimony shall be made at the time such evidence or testimony is proposed to be presented to the Subcommittee.

§ 7.05 Questioning of Witnesses. Subject to the direction of the Chair, the Secretary and Respondent and any Subcommittee member may question any Witness. The Chair shall assure that no Witness is abused or harassed.

§ 7.06 Deliberations. Upon completion of the hearing the Subcommittee shall promptly meet for closed and unrecorded deliberations. The Subcommittee shall first determine whether the conduct and Violation(s) charged were established by clear and convincing evidence. In accordance with federal law and University policy, the Subcommittee shall follow the preponderance of the evidence standard in instances of allegations of sexual harassment or sexual violence. Upon an affirmative finding establishing a violation of the Honor Code, the Subcommittee shall then (or, if the two-stage hearing procedure is utilized, after further hearing) consider the imposition of an appropriate Sanction, taking into account aggravating and mitigating factors. The Subcommittee shall consider not only the seriousness of the Violation within the University and College of Law communities but also its seriousness in light of the professional requirements and responsibilities of lawyers. An affirmative vote of four (4) Members shall be necessary for imposition of the Sanction of dismissal.

## **Part G: Reports and Records**

§ 8.01 Limited Record Where No Formal Notice. If a Formal Notice is not made or is withdrawn, no record of the alleged violation will be made or preserved on the student's official transcript, but a record may be made or preserved solely for the purposes of the College of Law and to make required reports to the Senate Committee on Student Discipline.

§ 8.02 Record of Subcommittee Proceedings. A minute record of any preliminary review and of the Subcommittee's deliberations will be made and preserved. A verbatim transcript or recording of the formal hearing shall be made and preserved. Upon request, a Respondent may at his or her own expense obtain a copy of the verbatim transcript or recording.

§ 8.03 Confidentiality. Access to the record of the hearing or of submissions and any record made in connection with a pre-hearing determination shall normally be limited to the Secretary, Respondent, the Subcommittee, the Senate Committee on Student Discipline, and Administrative Officers. This shall not limit in any way the Dean's authority and responsibility to provide information to appropriate authorities regarding a candidate's fitness for admission to the bar.

§ 8.04 Report of Dismissal. Upon a determination to dismiss all or part of the Formal Charge, the Subcommittee shall adopt a written statement explaining the basis for such action. The statement shall be signed by all members of the Subcommittee subscribing thereto; concurring or dissenting views may but need not be included. The Chair shall transmit a copy of this statement to the Dean and the Secretary, and shall arrange for Service of a copy upon Respondent.

§ 8.05 Report of Findings. After a hearing and deliberations, the Subcommittee shall adopt written findings which shall include a summary of the facts found by the Subcommittee, a statement specifying which Violation(s) charged the Subcommittee finds to have been committed by Respondent, and a statement specifying the Sanction imposed. Any special aggravating, mitigating or extenuating circumstances found by the Subcommittee may also be

stated. The findings shall be signed by all Members of the Subcommittee subscribing thereto; concurring or dissenting views may but need not be included. The Chair shall transmit a copy of the findings to the Dean and the Secretary, and shall arrange for Service of a copy upon Respondent together with a copy of the Rules of the Senate Committee on Student Discipline relating to appeal procedures.

§ 8.06 Public Notice. After Respondent has been served with a copy of the findings or dismissal statement and, in the event of findings adverse to Respondent, after all University appeal procedures have been completed, the Subcommittee shall prepare and publish for the information of the College of Law community a public notice regarding the action taken. This notice shall not identify the Respondent by name, but shall specify: (1) the nature of each charged Violation disposed of; (2) whether the disposition was (a) dismissal, (b) a finding that the Violation was proved, or (c) a finding that the Violation was not proved; and (3) any Sanction imposed. This notice may also summarize the specifications of each charged Violation disposed of, explain the basis of any dismissal, and summarize findings regarding whether the charged Violation(s) were proved.