Gonzaga University
School of Law

Student Handbook
2018- 2019



Revised June 19, 2018

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A. Law School Directory

	Room	Extension
Administration	446	
Jacob Rooksby, Dean	455	3727
Brooks Holland, Assoc. Dean for Academic Affairs	459	6120
Jessica Kiser, Assoc. Dean for Faculty Development	417	3709
Camesha Little, Dir. Of Student Success	447	3785
Stephanie Conlin, Asst. to the Dean	453	3700
Bryn Boorman, Program Coordinator, Study Abroad	449	3742
Kevin Carr, Manager of Marketing & Communications	467	3771
Georgia Dunham, Budget & Finance Officer	451	3711
Sarah Guzman, Asst. Director, Annual Giving & Alumni Relations	465	3738
Annie Yeend, Marketing Asst.	463	3830
Admissions & Recruiting	126	5532
Susan Lee, Director for Admissions & Recruiting	126D	3734
Megan Adams, Asst. Director	126C	3713
Sierra Greene**,** Program Assistant	126A	3736
Center for Professional Development	142	
Laurie Powers, Director	142A	6122
Anna Creed, Moderate Means Data Program Coordinator	365	3864
Jennifer Gill, Program Assistant	142	3659
vacant, Assistant Director	142D	5992
vacant, Asst. Director, Center for Law in Public Service and Moderate Means Programs (CLIPS)	366	3688
Chastek Library		
Reference Desk	150	3758
Circulation Desk	150	5792
Patrick Charles, Director & Assistant Professor of Law	174	3739
Laura Miller, Administrative Secretary	173	3781
Ashley Sundin, Head of Public Services	175	3753

Carolyn Hood, Interlibrary Loans/Reader Services	151	3755
Sheralyn Williams, Public Services Librarian	155	3732
Marilyn Johnson, Head of Technical Services Librarian	178	3761
	Room	**Extension**
Barbara Goehner, Cataloging/Physical Processing Library Assistant	185	3757
Sarah Trummel, Acquisitions/Serials Assistant	188	3754

Computer/Information Technology

Dalean Neiner, IT Support	159	3795

Faculty

Dr. Upendra Acharya	431	3719
Megan Ballard	433	3752
Lisa Bradley	407	3762
Lynn Daggett	419	6400
Jason Gillmer	441	3750
Brooks Holland	443	6120
Amy Kelley	424	3720
Jessica Kiser	416	3709
Jane Korn	455	3727
Dan Morrissey	439	3693
Ann Murphy	429	3735
Kim Pearson	415	5957
Stephen Sepinuck	461	6379
Kevin Shelley	403	3778
Sandra Simpson	459	3809
Mary Pat Treuthart	425	3756

Faculty Assistance: Program Coordinators

Vicky Daniels	405	3920
Kim Sellars	402A	3790

Gonzaga Center for Law & Justice:

Faculty:

Gail Hammer, Co-Director	205	3724
Inga Laurent, Dir. of Externships	109	3747
Genevieve Mann, Co-Director	108	3729

Assistants:

Julie Claar, Office Manager	125	3799
Debbie Ortega, Receptionist	101A	5791
Danielle Palm, Paralegal	203	3806

	Room	Extension
Vicki Yount, Paralegal	121	3788
Law Review	225	
Laura Miller, Administrative Asst.	173	3781
Registrar's Office	216	
Robbie McMillian, Registrar	216A	3731
Waunita Myers, Program Assistant & SofTest Administrator	216	3733

B. 2017-2018 Academic Calendar*

Fall 2018 Semester

Orientation for First Year Students	Tuesday-Thursday, August 14-16, 2018
First Day of Classes – All Students	Monday, August 20, 2018
Labor Day Holiday – No Classes	Monday, September 3, 2018
Founder's Day Holiday – No Classes	Monday, October 22, 2018
Monday Class Schedule	*Tuesday, October 23, 2018*
Thanksgiving Recess – No Classes	Wed-Fri, November 21-23, 2018
Last Day of Classes	Friday, November 30, 2018
Examination Period	December 3-14, 2018

Spring 2019 Semester

First Day of Classes – All Students	Monday, January 7, 2019
Martin Luther King Day – No Classes	Monday, January 21, 2019
Monday Class Schedule	*Wednesday, January 23, 2019*
President's Day Holiday - No Classes	Monday, February 18, 2019
Monday Class Schedule	*Tuesday, February 19, 2019*
Spring Break	March 11-15, 2019
Good Friday – No Classes	Friday, April 19, 2019
Easter Monday – No Classes	Monday, April 22, 2019
Friday Class Schedule	*Thursday, April 25, 2019*
Last Day of Classes	Thursday, April 25, 2019
Examination Period	April 29 – May 10, 2019
Commencement	Saturday, May 11, 2019

*subject to change without notice

C. Mission Statements

Gonzaga University School of Law Mission Statement

Our Mission: To provide an excellent legal education informed by our humanistic, Jesuit, and Catholic traditions and values.

Our Vision: To instill in our graduates the ethical values, substantive knowledge, and practical skills they need to become effective advocates and compassionate counselors. As a humanistic institution, we recognize the essential role of human creativity, intelligence, and initiative in the construction of society and culture. As a Jesuit institution, we are committed to educating the whole person to serve the public good, to engaging in a dialogue with all cultures and religious or ethical traditions, and to pursuing justice. As a Catholic institution, we believe that laws and legal institutions are subject to a moral order which transcends human whim and caprice. As a law school, we are committed to a healthy and respectful environment of free intellectual inquiry and exchange, and the protection of freedom of thought.

Our Welcome: We are committed to building a vibrant, diverse community that welcomes all regardless of religion, race, color, national origin, heritage, gender, age, sexual orientation, marital or veteran status, or disability.

Gonzaga University Mission Statement

Gonzaga University is an exemplary learning community that educates students for lives of leadership and service for the common good. In keeping with its Catholic, Jesuit, and humanistic heritage and identity, Gonzaga models and expects excellence in academic and professional pursuits and intentionally develops the whole person -- intellectually, spiritually, physically, and emotionally.

Through engagement with knowledge, wisdom, and questions informed by classical and contemporary perspectives, Gonzaga cultivates in its students the capacities and dispositions for reflective and critical thought, lifelong learning, spiritual growth, ethical discernment, creativity, and innovation.

The Gonzaga experience fosters a mature commitment to dignity of the human person, social justice, diversity, intercultural competence, global engagement, solidarity with the poor and vulnerable, and care for the planet. Grateful to God, the Gonzaga community carries out this mission with responsible stewardship of our physical, financial, and human resources.

D. Gonzaga University's Statement on Non-Discrimination

Gonzaga University is an equal opportunity, affirmative-action University. The University does not discriminate against any person on the basis of race, color, religion, national origin, sex, marital status, sexual orientation, gender identity, age, disability, veteran status, or any other non-merit factor in employment, educational program, or activities which it operates.

Policies and procedures (collectively referred to as "policies") are written consistent with Gonzaga's Mission Statement. Our non-discrimination policies comply with federal and state regulations, including Title IX of the Education Amendments of 1972.

E. Gonzaga University's Commitment to Human Diversity

Diversity affirms our faith-inspired commitment to an inclusive community where human differences thrive within a campus community of equality, solidarity, and common human nature. We seek to nourish difference in an environment characterized by mutual respect and the sustainable creation of a campus climate that attracts and retains community members from diverse backgrounds. In this context, age, gender, ethnicity, disability, social class, religion, culture, sexual orientations, language and other human differences all contribute to the richness of our academic community life. These differences grace us individually as human being and collectively as a Jesuit, Catholic and humanistic university striving to fulfill our Mission.

We aspire to create a university environment that is welcoming and accessible to all staff, faculty, students, and other members of the Gonzaga community regardless of gender, race, ethnicity, religion, disability, or sexual orientation.

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SECTION 1: ADMISSION AND READMISSION

Rule 1-1: Admission

A. ***Generally***. Except as provided in Rule 1-2, the Law School Admissions Committee considers all applications for admission to the Law School.

B. ***Requirements for admission***. Requirements for admission to the Law School are publicized on the school's website and may be revised from time to time. Any changes to the admissions process, including the criteria for evaluating candidates and the requirements for admission, must be approved by the faculty to be effective.

C. ***Transfer students***. Students transferring from another law school must meet all requirements for admission. Such applications are considered by the Admissions Committee. The other law school must be fully accredited by the American Bar Association. If granted admission, the student's transcript will be evaluated by the Associate Dean for Academic Affairs to determine what credits will be transferred to the Law School. However, the Law School may admit a student and grant credit for courses competed at a law school outside of the United States if the Law School would have granted credit towards satisfaction of J.D. requirements if earned at the Law School. Transfer credits are treated as stated in Rule 2-3.

D. ***Non-degree candidates***. Subject to the permission of the Associate Dean for Academic Affairs, students who are not candidates for the J.D. degree granted by the Law School may be permitted to enroll in law school courses as permitted by Rules 3-5 and 4-3, or as visiting students pursuant to Rule 1-1(E). These students are not considered to be applicants to the Law School program. (Revised 9/13/2011)

E. ***Visiting students.*** Students who are currently attending a law school fully or provisionally accredited by the American Bar Association may apply to the Law School as visitors. Prospective visiting students shall complete the Gonzaga Law School Application, pay the application fee, and submit these to the Admissions Office, along with a current law school transcript and a letter from a dean or registrar from their home institution stating that they are in good academic standing and eligible to continue at their home institution. Once the application is complete, the Admissions Office will forward it to the Associate Dean for Academic Affairs for approval. Students may visit for a maximum of one academic year and may enroll for no more than 30 credits. Visiting students may enroll only in classes in which there is space available after the registration period for Gonzaga law students has ended, and are subject to all of the Law School's rules and regulations during their visit. (Revised 9/13/2011)

F. ***Law School mission and vision***. The Law School seeks to provide an excellent legal education informed by our humanistic, Jesuit, and Catholic traditions and values. The Law School seeks to instill in our graduates the ethical values, substantive knowledge, and practical skills they need to become effective advocates and compassionate counselors. As a humanistic institution, the Law School recognizes the essential role of human creativity, intelligence, and initiative in the construction of society and culture. As a Jesuit institution, the Law School is committed to educating the whole person to serve the public good, to engaging in a dialogue with all cultures

and religious or ethical traditions, and to pursuing justice. As a Catholic institution, the Law School believes laws and legal institutions are subject to a moral order that transcends human whim and caprice. The Law School is committed to a healthy and respectful environment of free intellectual inquiry and exchange, and the protection of freedom of thought. The Law School is committed to building a vibrant, diverse community that welcomes all regardless of religion, race, color, national origin, heritage, gender, age, sexual orientation, marital or veteran status, or disability.

Rule 1-2: Readmission

The faculty has examined the law school and bar examination performance of academically dismissed students who have been readmitted in the past. It has become clear that most students who do not meet minimum GPA standards have not mastered the material in their classes adequately, and thus do not have a sufficient foundation to continue in law school, pass a bar examination and competently practice law. The faculty thus considers readmission to be an extraordinary remedy and only rarely readmits academically dismissed students.

A. ***Eligible to apply for readmission***. A student who has been dismissed from Gonzaga Law School may apply once for readmission under this rule if less than two calendar years have passed since being dismissed from law school. A student may not apply for readmission under this rule if two or more calendar years have passed after being academically dismissed.

   1. ***First year student***. A student who has been academically dismissed at the end of the spring semester of his or her first academic year is eligible to apply for readmission for the fall semester of the following calendar year. Applications for readmission must be submitted after February 1 and no later than March 1 of the following calendar year.

   2. ***Upper-class student***. An upper-class student who has been academically dismissed after completing three or more semesters is eligible to apply for readmission.

      a. ***Dismissal after fall semester***. A student dismissed after fall semester may apply by the following March 1 for possible readmission to the next fall semester or by the following October 1 for possible readmission to the next spring semester.

      b. ***Dismissal after spring semester***. A student dismissed after spring semester may apply by the following October 1 for possible readmission to the next spring semester or by March 1 of the following calendar year for possible readmission to the next fall semester.

B. ***Application for readmission***. The application for readmission will be made to the Academic Affairs Committee. If a student submits a timely petition for readmission, the Academic Affairs Committee (faculty members only) shall review the student=s file and written petition, may request an appearance by the student before it, and may consult with other faculty members who have knowledge of the student. The Committee will submit its recommendation on the petition to the law faculty.

C. ***Standard for readmission***. The student must demonstrate (i) extraordinary circumstances that caused the student to fail to achieve good academic standing and (ii) that the student=s admissions and academic record, together with any other relevant information, evidence a convincing likelihood that the student is capable of achieving and maintaining academic good standing in all future semesters. Other relevant information includes but is not limited to the reasons for the student's prior poor performance and all steps the student has taken to ameliorate

those reasons. Prior law school academic performance is presumed to be the best indicator of future law school academic performance unless the student demonstrates a convincing likelihood otherwise. For purposes of this rule, "extraordinary circumstances" do not include events for which there was a reasonable opportunity for the student either to recover or obtain administrative relief prior to completing the work on which a significant portion of the course grades were based.

D. ***Conditions on readmission***. If the law faculty votes to readmit a student, the student's readmission may be subject to conditions and special requirements, including retaking designated classes or beginning law school over, as determined by the faculty. But in no event will a first year student who is dismissed at the end of the spring semester of his or her first academic year and who has a GPA below 2.000 be permitted to continue without retaking all first-year courses.

Rule 1-3: Restarting Law School

A. ***Eligibility and process***. If more than two calendar years have passed after dismissal from any law school, the student may apply to the law school under the usual admissions process and standards in effect at the time the student submits the new application.

B. ***Standard***. In evaluating that application, in addition to applying the admission standards in effect at that time, the Admissions Committee should determine whether the student has demonstrated that the student's admissions and academic record, together with any other relevant information, evidence a convincing likelihood that the student is capable of achieving and maintaining academic good standing in all future semesters. Other relevant information includes but is not limited to the reasons for the student's prior poor performance and all steps the student has taken to ameliorate those reasons. Prior law school academic performance is presumed to be the best indicator of future law school academic performance unless the student demonstrates a convincing likelihood otherwise.

C. ***Previous credits***. Any student admitted to law school pursuant to this rule shall receive no credit for courses completed prior to the dismissal.

SECTION 2: J.D. DEGREE REQUIREMENTS

Rule 2-1: Degree Awarded

Upon successful completion of all requirements as specified in Rule 2-2, a student will be awarded a juris doctor (J.D.) degree.

Rule 2-2: Degree Requirements

A. To be awarded the J.D. degree, a student must fulfill the following requirements:
   1. Successfully complete ninety (90) credit hours of course work as specified in Rule 2-3;
   2. Complete all required courses as specified in Rule 2-4;
   3. Maintain the minimum cumulative grade point average as specified in Rule 2-5;
   4. Fulfill the residency requirement as specified in Rule 2-6; and
   5. Complete the public service requirement as specified in Rule 2-7.

Rule 2-3: Credits Earned to Fulfill J.D. Degree Requirements

A. ***Generally***. Credit for a course that will count toward fulfilling the ninety (90) credit hours required to earn the J.D. degree will be determined by the following rules. A course includes any offering by the Law School or any offering accepted by the Law School for credit toward the J.D. degree, including but not limited to, extracurricular activities (Rule 2-3 F), directed research (Rule 2-3 N; Rule 3-6), externships (Rule 2-3 G), clinics (Rule 2-3 H), transfer credits (Rule 2-3 I), credits from the Gonzaga School of Business Administration or Eastern Washington University pursuant to approved dual degree programs (Rule 2-3 J) or the course exchange program (Rule 2-3 L).

B. ***Graded credits***. To be awarded credit for a graded course, the student must earn a grade of D or higher. No credit will be awarded for a graded course in which the student earns an "F."

C. ***Pass-fail credits***. To be awarded credit for a pass/fail course, the student must earn a grade of "P." No credit will be awarded for a pass/fail course in which the student earns an "F."

D. ***Audit credits***. A student will earn no credits toward the J.D. degree requirement for courses that are audited.

E. ***Repeated courses***. A student who has earned academic credit in a course may not re-enroll in that course or earn credit in that repeated course except as provided in subparagraph (1) and (2) herein.

   1. ***Generally***. As specified in Parts F through H, and N of this Rule 2-3, a student may re-enroll and earn credit in the following courses: Clinic, Directed Research, Externship, Law Review, Law Journal, and Moot Court.

   2. ***Readmitted students***. A student who is readmitted pursuant to Rule 1-2 and is directed to retake a course as a condition of the readmission may be allowed to enroll in a course for which the student has previously earned credit. The student will not earn credit for the repeated course.

F. ***Credits from extracurricular activities***. A maximum of six (6) credit hours from any combination of Law Journal, Law Review, Moot Court, or any other extracurricular activity for which credit is awarded may be used toward satisfying the number of credit hours required to earn the J.D. degree. A student must receive advance approval to register for these courses. In addition, subparagraphs (1) through (3) herein apply.

   1. ***Re-enrollment.*** A student may enroll for more credits in these courses than will be credited toward the number of credit hours required to earn the J.D. degree.

   2. ***Graded credits.*** Moot Court credits are graded credits.

   3. ***Pass-fail credits.*** Law Journal and Law Review credits are pass-fail credits.

G. ***Credits from externship***. A student permitted to enroll in an externship may earn a maximum of fifteen (15) credits toward satisfying the number of credits hours required to earn the J.D. degree.

   1. ***Ability to enroll.*** A student is permitted to enroll in an externship if the student has either (i) completed or enrolled in sixty (60) credit hours of the ninety (90) credit hours required for graduation or (ii) has successfully completed one academic year of law school and possesses sufficient skills to participate in the externship as determined by the Externship Director, in light of input from the student's first year professors. Subject to approval of the Externship Director, a student may enroll for two to fifteen externship credits in any one semester. The

maximum for the summer term is eight (8) credits. Subject to permission of the externship director, a student may enroll for more credits in an externship than will be credited toward the number of credit hours required to earn the J.D. degree. Unless prior permission from the Externship Director and the Academic Dean is granted, students are limited to a total of two externship experiences.

2. ***Grading***. Only one of the externship credits per semester, including the summer term, is graded. All other externship credits earned in that same semester, including the summer term, are pass/fail credits.

H. ***Credits from clinical courses***. A student permitted to enroll in a clinic course may earn a maximum of fifteen (15) credits (in all clinical courses combined) toward the total number of credit hours required to earn the J.D. degree.

1. ***Ability to enroll.*** A student is permitted to enroll in clinic courses only with the permission of the Clinic Director. Subject to permission of the Clinical Director, a student may enroll for more credits in a clinic course than will be credited toward the number of credit hours required to earn the J.D. degree.

2. ***Credit reduction.*** Credits given for externships as set forth in Rule 2-3 G shall reduce, credit for credit, allowable clinical course credits.

3. ***Grading.*** All clinical course work is graded. The supervising attorney(s) for each student will assign the appropriate grade.

I. ***Transfer credits***. Law school credits are eligible for transfer to Gonzaga Law School if the credit was earned at another law school fully accredited by the American Bar Association, or if the credit was earned at a law school outside of the United States if the Law School would have granted credit towards satisfaction of J.D. requirements if earned at the Law School. Only law school credits for which the student received a grade of "C" or better will be available for transfer to Gonzaga Law School. Transfer credits will not be considered in computing the student's grade point average or class rank.

1. ***Transfer credits from courses taken prior to matriculation at Gonzaga Law School***. No credit will be given for any courses taken at any educational institution prior to matriculation at Gonzaga Law School unless the Associate Dean for Academic Affairs approves those credits for transfer pursuant to this rule. In no event, may the Associate Dean approve for transfer to Gonzaga Law School more than a maximum of one third (1/3) of the credits needed for awarding the J.D. degree.

2. ***Transfer credit for courses taken at another law school after matriculation at Gonzaga Law School.*** No credit will be given for courses taken at another law school after matriculation at Gonzaga Law School except as provided in subparagraphs (a) through (d) herein:

a. ***Associate Dean approval***. For study in a program at a foreign law school with which Gonzaga Law School has a faculty–approved student exchange program, the student must obtain advance approval for the approved course of study from a foreign study academic advisor. This academic advisor must be the Associate Dean for Academic Affairs of the Associate Dean's faculty-member designee.

For all other study abroad programs, the student must obtain written approval from the Associate Dean for Academic Affairs prior to enrollment in the course, including study abroad programs offered through another law school.

For all courses offered in the United States, and for study abroad programs offered during the fall or spring academic semesters, except for a program at a foreign law school with which Gonzaga Law School has a faculty approved student exchange program, no approval will be given for taking a course at or sponsored by another law school unless the student has a compelling reason for doing so. Serious health matters, family problems, or taking a course not offered at this law school but of substantial importance to a student's career objective are examples of compelling reasons; the desire to finish law school in the locality where a student may wish to practice law is not a compelling reason.

For study abroad programs offered during the summer, approval will be given if the courses are not substantially similar to courses offered at Gonzaga Law School or in a Gonzaga Law School-sponsored study abroad program; if the student meets all other applicable criteria set by the sponsoring school for enrollment in the program (such as a language proficiency requirement); and if the student meets all other applicable criteria set forth in this Rule.

No approval will be given for students to receive credit for externships or work experiences sponsored by another law school, whether in the United States or abroad.

b. ***Final semester visit away***. If the student is visiting at another law school in the final semester of study toward the J.D. degree, the student must achieve the semester final grade point average that would place that student in good standing on the visiting away school's grading standard.

c. ***Maximum credits.*** A student will not receive credit for more than sixteen (16) credit hours of the credits required for the J.D. degree (whether from summer school, regular sessions, or foreign study abroad) taken at or through another law school after matriculation at Gonzaga Law School. The Associate Dean for Academic Affairs may make an exception to this credit hour limitation for good cause.

d. ***Study abroad programs***. A study abroad program is any program where classes are taken outside the United States. To enroll in any summer study abroad program (whether offered by Gonzaga Law School or through another law school), except as described below, the student must have a grade point average of 2.400 or higher by the end of the fall semester preceding the summer the program is offered. In applying this rule, any advisory grades received by the student after the fall semester immediately preceding the summer for which the student wishes to register, will be counted as if they were terminal grades. Any student with a GPA between 2.200 and 2.400 may be eligible for a study abroad program but must first consult with the Associate Dean for Academic Affairs.

J. ***Credits taken pursuant to dual degree programs***. Credits will be awarded toward the J.D. degree pursuant to this rule for dual degree students.

1. ***School of Business Administration***. The Gonzaga Law School and the School of Business Administration offer a combined Master's of Business Administration (MBA)/J.D. degree, a combined Master's of Tax (MTax/J.D.) degree, and a combined Master's of Accountancy

(MAcc)/ J.D. degree. The following subparagraphs (a) through (e) apply to students in this dual degree program.

a. ***Ability to enroll***. To enroll in any dual degree program, the applicant must meet the admission requirements of both schools.

b. ***Credits.*** A student enrolled as a degree candidate in either the Master's of Business Administration program, the Master's of Tax, or in the Master's of Accountancy program may transfer a maximum of six (6) credits from the School of Business Administration to count toward the credits required to award the J.D. degree.

c. ***Grading.*** Upon successful completion of a School of Business Administration course with a grade of B or above, the credit earned will be transferred to the law student's transcript. Credits transferred from the School of Business Administration to Gonzaga Law School shall be treated as transfer credits (see Rule 2-3 I) for purposes of computing GPA and class rank and completion of J.D. credit requirements.

d. **Additional requirements**. With the exceptions described above, all requirements of each school must be satisfied to earn the degree granted by that school. Courses which are taught in both schools may be taken only once. The student will secure advance approval from the Associate Dean for Academic Affairs for any course for which the student seeks credit toward both degrees.

e. ***Eligible for J.D. degree award.*** A J.D. degree candidate who earns eighty-four (84) credits offered in the Law School and six (6) credits transferred to the Law School from the School of Business Administration (for a total of ninety (90) credits) is eligible to be awarded the J.D. degree upon completion of all the other requirements for awarding the J.D. degree as provided for in Rule 2-2, even if the candidate has not completed all requirements necessary to be awarded the MBA, MTAX, or MAcc degree as the case may be.

2. ***School of Social Work***. The Gonzaga Law School and the School of Social Work at Eastern Washington University (EWU) offer a dual degree program leading to the J.D. degree and the Master's of Social Work (MSW) degree. The following subparagraphs (a) through (e) apply to students in this dual degree program.

   a. ***Ability to enroll.*** To enroll in this dual degree program, the applicant must meet the admission requirements of both schools.

   b. ***Credits.*** A student enrolled as a degree candidate in the Master's of Social Work program at EWU may transfer a maximum of the equivalent of ten (10) semester credits from the MSW program at EWU to count towards the credits required to award the J.D. degree.

   c. ***Grading.*** Upon successful completion of a EWU course with a grade of C or above, the credit earned will be transferred to the law student's transcript. Credits transferred from the School of Social Work at EWU to the Gonzaga Law School shall be treated as transfer credits (see Rule 2-3 I) for purposes of computing GPA and class rank and completion of J.D. credit requirements.

   d. ***Additional requirements.*** With the exceptions described above, all requirements of each school must be satisfied to earn the degree granted by that school. Courses which are

taught in multiple schools may be taken only once. The student will secure advance approval from the Associate Dean for Academic Affairs for any course for which the student seeks credit toward both degrees.

e. ***Eligible for J.D. degree award.*** A J.D. degree candidate who earns eighty (80) credits offered in the Law School and has the equivalent of ten (10) credits transferred to the Law School from the School of Social Work at EWU (for a total of ninety (90) credits) is eligible to be awarded the J.D. degree upon completion of all the other requirements for awarding the J.D. degree as provided for in these academic rules, even if the candidate has not completed all requirements necessary to be awarded the MSW degree.

K. ***Credits based upon duplicative work product***. A student is not allowed to obtain credit based upon work product that is substantially similar to work product submitted for another course for credit toward the J.D. degree.

1. ***Disclosure***. If a student seeks to use any work product, such as a paper or project, in a course for credit toward the J.D. degree and any part of that work product was used in a prior or contemporaneous course for credit toward the J.D. degree, the student must disclose that prior usage. The student's disclosure shall be to the instructor in the second course, or if a vesting paper for the law review or journal, the advisor for the law review or journal, as the case may be, and the Associate Dean for Academic Affairs.

2. ***Determination***. The instructor in the second course, or the law review advisor or the journal advisor, as applicable, and the Associate Dean for Academic Affairs will determine if the student is seeking credit in the subsequent course for substantially the same work product as produced for the first course.

L. ***Course exchange credits for non-dual degree law students***. With permission of the Law School Associate Dean for Academic Affairs and the course instructor, and provided there is space available in the class, a law student may enroll in up to a total of six (6) credit hours from the graduate-level courses offered at the Gonzaga University School of Business Administration or the School of Professional Studies.

1. ***Transfer credit.*** Upon successful completion of a course in the School of Business Administration or the School of Professional Studies with a grade of B or above, the credit earned will be transferred to the law student's transcript and will apply toward the requirements for a J.D. degree. Credits transferred from the School of Business Administration or the School of Professional Studies to Gonzaga Law School shall be treated as transfer credits (see Rule 2-3 I) for purposes of computing GPA and class rank and completion of J.D. credit requirements.

M. ***Credits for distance learning courses*.** No student who has not yet obtained at least 28 academic credits may enroll in a distance education course. For this purpose, a distance education course is one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously.

N. ***Directed Research*.** Subject to Rule 3-6, students can earn credits which may be counted towards the completion of the J.D. credit requirement through directed research. The requirements for directed research are contained in Rule 3-6.

Rule 2-4: Required Courses *for students who first matriculated in the summer of 2009 or thereafter.*

A. ***Required courses generally***. Except as provided in Part B, to earn the J.D. degree, a student must successfully complete the following courses:

1. ***First-year courses:*** Civil Procedure; Torts; Litigation Skills and Professionalism Lab; Contracts; Property; Criminal Law; Transactional Skills and Professionalism Lab; Constitutional Law I; and Legal Research and Writing I and II. For a transfer student, the Associate Dean for Academic Affairs may waive the requirement that the student take the Litigation Skills and Professionalism Lab and/or the Transactional Skills and Professionalism Lab.

2. ***Third and Fourth Term Courses:*** Constitutional Law: Individual Liberties; Evidence, Legal Research & Writing III, Legal Research & Writing IV; and Professional Responsibility. Students enrolled in the three-year program are expected to take each of the required courses in their second year. The Associate Dean for Academic Affairs may allow a student enrolled in the three-year program to take one or more of these classes after the second year if it is impossible or highly impractical for the student to take one or more of these classes during the third or fourth terms.

3. ***Experiential Learning***: Six credits[1] of Experiential Learning in the clinic or in an externship, after successful completion of 30 credits. It is highly recommended that all six credits of Experiential Learning be taken in one semester.

For purposes of this rule, the second year begins after a student has successfully completed 30 credits, and the third year begins after a student has successfully completed 60 credits.

B. ***Students in Two-Year Program***. Students seeking to earn the J.D. degree in two academic years (24 months) must successfully complete the courses listed in 2-4(A), except that these students:

1. May complete Legal Research & Writing III & IV in sequence, or Legal Research & Writing IV Transactional Drafting and Legal Research & Writing III in any sequence by the end of their sixth term and

2. Must complete a total of 8 credits of Experiential Learning in the clinic or in one or more externships.

C. **Students in J.D. Program for Internationally Educated Lawyers.** The course requirements in part A, above, are modified for Internationally Educated Lawyers as follows.

1. The Associate Dean for Academic Affairs may waive the requirements that students take the Litigation and Professionalism Skills Lab, and instead, require Common Law Analysis and Communication.

2. The Associate Dean for Academic Affairs may waive the Experiential Learning requirement.

[1]As per the 2013-2014 Student Handbook, only three credits are required for students who first matriculated on or before the fall of 2013.

3. Students are not required to take Legal Research & Writing III & IV, but may, if available, take them in sequence, or take Legal Research & Writing IV Transactional Drafting and Legal Research & Writing III in any sequence.
4. Students are required to take Business Associations.

Rule 2-5: <u>Required Grade Point Average</u>

A. A student must have a cumulative grade point average of 2.200 or better for the graded credits that count towards ninety (90) credit hours required for the J.D. degree. A student must have a grade point average of 2.200 or better in the final semester in which the student earns graded credits that count towards the total of ninety (90) credits required for the J.D. degree. Both cumulative and final semester grade point averages are computed as specified in Rule 7-3. Grades for all courses taken above the ninety (90) credit hours needed for the J.D. degree during the semester or summer session in which the ninety (90) credit hours are earned will be included in the computation of the student's cumulative and semester grade point average and appear on the student's transcript.

B. In the event a student achieves a cumulative grade point average of 2.200 or better for the graded credits that count towards the for 90 credits, but fails to achieve the semester grade point average of 2.200 or better in the final semester in which the student earns graded credits that count towards the ninety (90) credits, the student is allowed to take courses in one additional term to achieve the final semester grade point average of 2.200 or better. All such credits will be included in the computation of the student's cumulative and semester grade point average and appear on the student's transcript.

Rule 2-6: <u>Maximum and Minimum Time to Complete J.D. Degree</u>

A. ***Maximum amount of time to complete degree requirements***. A student must complete all requirements to be awarded the J.D. degree within sixty (60) months from the date of matriculation at Gonzaga Law School or a law school from which Gonzaga has accepted transfer credit. For good cause demonstrated to the faculty, a student may be allowed more than sixty (60) months, but in no event more than a maximum of eighty-four (84) months, from the date of matriculation to complete all requirements to be awarded the J.D. degree.

B. ***Minimum amount of time to complete degree requirements.*** A student may not complete the requirements to be awarded the J.D. degree in a time period shorter than twenty-four (24) months from the date of matriculation.

C. ***Maximum enrollment per term.*** A student may not enroll in any one term for more than 20% of the total number of credits required for graduation (18 credits).

Rule 2-7: <u>Public Service Requirement</u>

A. ***Requirement***. Except for transfer students or students enrolled in the Internationally Educated Lawyers program, each student must complete thirty (30) hours of public service as a requirement for graduation. Transfer students and students in the Internationally Educated Lawyers program must complete twenty (20) hours of public service as a requirement for graduation.

B. ***Time for completion***. Students may begin to work toward completion of the public service requirement at the beginning of their first year of law school. The public service requirement cannot be satisfied by hours for which the student also receives compensation, goods or academic credit, or hours that are submitted to the Center for Law in Public Service for the Pro Bono Distinction. Hours must be completed by the last day of the final exam period for the term in which the student is expected to graduate.

C. ***Definition of public service***. For purposes of this requirement, "public service" shall be broadly interpreted. It encompasses traditional pro bono legal work, but can also be satisfied by any of the following activities, provided the student receives no compensation: (i) volunteering at a nonprofit charitable, civic, or community organization (law or non-law related); (ii) assisting an attorney or law firm on a pro bono case; (iii) any work over and above required hours necessary to meet an Experiential Learning credit (Externship or University Legal Assistance); or (iv) serving at a public agency; Students will not be permitted to log hours of "tabling," unless the student is tabling for a nonprofit charitable, civic, or community organization that is not controlled by a Law School student organization. Also, if students are members of a board or organization, they cannot log hours as public service hours if the hours are required as part of their position in that board or organization.

D. ***Placement.*** The student may choose his or her placement so long as that placement is approved by the Law School Public Service Liaison. If the student needs assistance identifying an approved placement, he or she may seek assistance from the Law School Public Service Liaison, the University Service Learning Department, or the Center for Law in Public Service.

E. ***Report Public Service Activity***. In order to receive credits for public service hours worked, students must: (i) email the Public Service Liaison and verify that the chosen public service task meets approval for the graduation requirement; (ii) complete hours with approved agency; (iii) fill out the Public Service Completion Form and have it signed by a representative of the agency; (iv) submit the form to the wooden box outside of the Registrar's Office; (v) once approved by the Public Service Liaison and Registrar, track completed hours via Zagweb, under "Student Records." Students must submit service hours to the Public Service Liaison within twelve (12) months of completing the hours.

F. ***Notation on transcript of completion***. Transcripts will reflect completion of the "public service requirement."

Former Academic Rule 21 (for law students who matriculated prior to the summer of 2008): *Each student must complete thirty (30) hours of public service as a requirement for graduation. Students can begin to work toward completion of the thirty (30) hours at the beginning of their first year of law school. The public service requirement cannot be satisfied by hours worked for compensation.*

For purposes of this requirement, "public service" shall be broadly interpreted. It encompasses traditional pro bono legal work, but can also be satisfied by any of the following activities, provided the student receives no compensation:

- *Volunteering at a nonprofit charitable, civic or community organization (law or non-law related).*
- *Serving at a public agency.*

- *Assisting an attorney or law firm on a pro bono case. This may include University Legal Assistance or externship placement site.*

The student may either choose to be placed with an agency approved by the Center for Community Action and Service learning, or they may seek approval for a placement from the law school liaison to the University Service Learning Coordinator.

The place of service should be in Eastern Washington or North Idaho, with exceptions possible upon approval by the law school liaison, who will consult with the University Service Learning Coordinator (e.g., a student may fulfill the requirement while out of the area during a semester break).

Two forms must be completed and submitted to the registrar's office to satisfy this requirement.

Public Service Requirement Approval

- *To be signed by the public service liaison and the recipient*
- *Public Service Requirement Completion Certificate*
- *To be signed by the student performing the service and the recipient of the service*

Transcripts will reflect completion of the "public service requirement."

SECTION 3: COURSE OF STUDY

Rule 3-1: Academic Year

The law school offers a fall and spring term of fourteen (14) weeks each, exclusive of the examination period, as its academic year. The fall semester term commences in August or September and the spring semester term commences in January. The law school offers a summer term of ten (10) weeks, exclusive of the examination period.

Rule 3-2: Maximum and Minimum Credits Per Term: Limitation on Employment

A. ***Maximum credits per term***. Except as otherwise provided in this rule:

1. For purposes of Rule 3-2, "credits" means credits taken at the law school, or taken elsewhere but used to satisfy the requirements for the JD degree at the law school. During any term, a student may not take more than sixteen (16) credit hours.

B. ***Minimum credits per term***. Except as otherwise provided in this rule, during the fall or spring terms, a student may not take fewer than ten (10) credit hours.

C. ***Exceptions for fall and spring semester terms***. If granted written permission to do so by the Associate Dean for Academic Affairs for good cause shown, an upper-class student shall be allowed to register for and take eight (8) to nine (9) credit hours during the fall or spring term. If granted written permission to do so by the Associate Dean for Academic Affairs, based upon extraordinary circumstances, an upper-class student shall be allowed to register for and take fewer than eight (8) credit hours during a fall or spring term. An upper-class student who needs fewer than ten (10) credits to graduate may register for fewer than ten (10) credits during a fall or spring term without permission from the Associate Dean for Academic Affairs.

1. Except as provided for in Rule 3-4, a first-year student must be registered for and take all first-year required courses, and may not drop or withdraw from any first-year course. A first-year student is a student who is enrolled in his or her first two terms of study as a full-time student, dating from first matriculation as a law student.

2. If granted written permission to do so by the Associate Dean for Academic Affairs, for good cause shown, a student shall be allowed to register for and take more than sixteen (16) credit hours during the fall or spring term. In no event shall a student be allowed to register for and take more than eighteen (18) credit hours during any term. *See* Rule 2-6C.

D. ***Recommended Limitation on employment.*** Gonzaga strongly recommends that students not be employed more than 20 hours per week in any week in which the student is enrolled in more than ten (10) credit hours.

Rule 3-3: Prerequisites

A student may not take a course for which the student will not have satisfactorily completed the required prerequisite course(s) prior to the start of the term in which the course with the prerequisite is offered. Prerequisites may be waived for good cause shown with the approval of an instructor for a course and the Associate Dean for Academic Affairs.

Rule 3-4: Adding, Dropping, and Withdrawing from Courses; Reduced-Load Students

A. ***First-year students***.

1. ***Generally***. Except as provided in this rule, a first year student, as defined in Rule 3-2C, may not drop or withdraw from any first-year required course.

2. ***Dropping or withdrawing from courses.*** A first-year student is not allowed to drop or withdraw from Civil Procedure, Contracts, LR&W I and II, Litigation Skills and Professionalism Lab, Transactional Skills and Professionalism Lab, Torts, or Property and remain enrolled as a law student.

3. ***Reduced load students.*** With permission of the Associate Dean for Academic Affairs for good cause shown, a first-year student may be allowed to register for and take a reduced load during the first year by either not registering for Criminal Law and/or Constitutional Law I or by dropping Criminal Law and/or Constitutional Law I during the add/drop period, without any notation on the transcript. After the add/drop period, a first-year student may withdraw from Criminal Law and/or Constitutional Law I with the written permission of the instructor and the Associate Dean for Academic Affairs for good cause shown, and with notation on the transcript as provided in this rule.

4. The Associate Dean for Academic Affairs may make an exception to this rule and allow a student to register for and take fewer than 12 credits, but only if the student demonstrates extraordinary circumstances.

5. A first-year student taking a reduced load or allowed to drop or withdraw from any course must take that course during the next fall or spring semester in which it is offered.

6. ***Withdrawing after last day of scheduled classes.*** After the last day of classes scheduled for the term, a first-year student allowed to withdraw from a course must demonstrate exigent circumstance to the instructor and the Associate Dean for Academic Affairs. The withdrawal will be noted on the transcript as provided in this rule.

7. ***Adding courses.*** A first-year student may not take any other courses for credit during the first academic year of law study.

B. ***Upperclass students***. An upper-class student is a student who has completed one academic year of law study. An upperclass student may add, drop, or withdraw from courses as provided in this rule.

1. ***Adding Courses***. An upper-class student may add courses during the add/drop period. After the expiration of the add/drop period, a student may add a course only with the written permission of the instructor and the Associate Dean for Academic Affairs.

2. ***Dropping Courses***. An upper-class student may drop a course, except a required first year course, during the add/drop period, without reflection of the drop on the student's transcript.

3. ***First year required courses.*** An upper-class student enrolled in any required first-year course may not drop or withdraw from the course.

4. ***Withdrawal after add/drop period.*** For good cause shown and with written permission of the instructor and the Associate Dean for Academic Affairs, an upper-class student may withdraw from a course, other than a first year required course, after the add/drop period up to the last day of scheduled classes for the term. After the last day of classes scheduled for the term, a student is allowed to withdraw from a course, other than a first year required course, only if the student demonstrates exigent circumstances to the instructor and the Associate Dean for Academic Affairs.

C. ***Notation on transcript***. If any student is allowed to withdraw from a course after the add/drop period expires, a "W" shall be noted on the student's transcript. The student shall receive no credit for the course and the course will not be reflected in computation of the student's grade point average. The Associate Dean for Academic Affairs may direct that a "W" not appear on the student's transcript if the student demonstrates to the Associate Dean exigent circumstances requiring withdrawal from the course.

D. ***Exigent circumstances***. An exigent circumstance does not include poor performance in the course or a potential negative effect on the student's grade point average if the student continues in the course.

E. ***Changing sections of a course***. Starting with the first day of class, an incoming 1L or transfer student may not change from one section to another section of the same course without the written approval of the Associate Dean for Academic Affairs and the instructor for each section. All requests for section changes from 1L or transfer students made prior to the first day of class must be approved by the Registrar and the Associate Dean for Academic Affairs.

F. ***Maximum and minimum credits***. See Rule 3-2 for the maximum and minimum number of credits required per term.

G. ***Add/drop period.*** For fall and spring semester terms, the add/drop period begins on the first day of each semester and ends at the end of the second week of class. For summer term, the add/drop period begins on the first day of the session and ends at the end of the first week of the session.

Rule 3-5: <u>Attending or Auditing Courses</u>

A. ***Auditing Courses.*** Only current Gonzaga law students may audit a course at the law school and only after they complete their first academic year (30 credits). The student must obtain the written permission of the instructor on an add/drop slip to be allowed to add a course as an auditor, and the written permission of the Associate Dean for Academic Affairs to audit the class. A person may attend a law school course only if he or she is an enrolled auditor pursuant to this rule, registered for credit as a law student pursuant to Rule 4-1, or registered for credit pursuant to Rule 4-3.

B. ***Enrolling in Courses for Credit.*** A person may enroll in a law school course for credit only if he or she is a matriculated student at Gonzaga Law School, a visiting student under Rule 1-1, a student who meets the criteria of Rule 4-3, or if the student has received written permission to enroll in a course for credit from the instructor and the Associate Dean for Academic Affairs. All students enrolled in a law school course for credit must pay the applicable tuition for the course prior to enrollment in the course.

C. Students who are not candidates for the J.D. degree at Gonzaga or at another accredited law school may not enroll in more than six (6) credits at the law school. Students who are not matriculated at Gonzaga Law School may only enroll in law school courses if space is available after all matriculated students have had an opportunity to register. If a non-J.D. student enrolls in a course at the law school that is subject to any of the law school's mandatory grade ranges, the student's grades must not be counted in the calculation of the grade range for the class. The student's enrollment in the class must not be counted towards determining whether the class enrollment is sufficient to require the class grading to adhere to a mandatory grade range.

Rule 3-6: <u>Directed Research</u>

A. ***Generally***. Directed research is a course of independent study for course credit, under the supervision of a faculty member. Adjunct faculty may not supervise directed research. Grades are assigned based on the supervising faculty member's evaluation of a paper which is the product of the study. Directed research papers shall be of law review publishable quality.

B. ***Restrictions on credits***. Courses of directed research are normally one semester in length and limited to two course credits, however, with the approval of both the supervising faculty member and the Associate Dean for Academic Affairs, a course of directed research may be two semesters in length and may be three course credits. A student may take no more than five credit hours of directed research during the student's law school career.

Rule 3-7: <u>Interscholastic Team Competitions</u>

A. ***Generally.*** Students participating in interscholastic competitions will be eligible to receive two credits if all of the following four conditions are satisfied:
   1. The competition is recognized by the Law School Administration pursuant to Part C of this Rule.
   2. Competition rules require the team to:
      a. Submit a substantial written work that is principally the product of the team members' own efforts; and
      b. Compete against another team a minimum of two times; or
      c. If the competition rules do not require a substantial written analysis of one or more legal issues, which is principally the students' work product, the team prepares and conducts in

competition a minimum of three (3) times a full evidentiary hearing or trial that includes presentation of opening and closing arguments, examination and cross-examination of witnesses, and presentation of motions and objects.

3. An adjunct or full-time faculty member, serving as a coach to team members, provides substantial guidance or training on: (i) the legal issues involved in the competition; (ii) the preparation of the written work required for the competition; or (iii) the skills associated with the competition.

4. The Academic Affairs Committee has, no more than three years before the beginning of the semester in which the credit is to be awarded, approved the granting of academic credit for the competition.

B. ***Moot Court Council***

1. If the Moot Court Council has voted to recognize an interscholastic competition, the vote and the materials reviewed by the Council for the vote shall be forwarded to the Dean or the Dean's assigned representative for a final determination of whether the team shall receive recognition.

2. If the Moot Court Council has declined to recognize an interscholastic competition, a faculty member may submit the matter to the Academic Affairs Committee. If the Academic Affairs Committee votes to recognize the competition, the vote and the materials reviewed by the Committee for the vote shall be forwarded to the Dean or the Dean's assigned representative for a final determination of whether the team shall receive recognition.

3. In deciding whether to recognize a competition, the Dean or the Dean's representative shall take into consideration the number and nature of other competitions in which the Law School is or will be competing during that academic year, the competition history, and whether the competition encompasses an academic area that fits within the law school's curriculum. The Dean or the Dean's representative may consult with the Academic Affairs Committee when deciding whether to recognize a new moot court competition. Decisions about recognition will be effective for three academic years unless specified to be effective for fewer years.

4. The Dean or Dean's representative shall also decide whether and to what extent the Law School will provide funding for the competition and, if so, whether the funding will come through the Moot Court Council or from some other source. Decisions about funding will be effective for one academic year and shall take into consideration the team's own plan for long-term funding, as stated in the team's application for recognition.

5. The Dean or the Dean's representative will convey the administration's decision regarding recognition and funding to the Council in writing.

C. No student may participate in an interscholastic team competition that is not recognized pursuant to Part B of this Rule.

D. As part of the evaluation of student performance, a coach is expected to observe the team members in both practices and an interscholastic competition.

Rule 3-8: <u>Curriculum Proposals</u>

A. Proposals to add or delete courses, change the course description for an existing course, change the number of credits for an existing course, change the courses required or recommended for

graduation, or any other curricular change shall be submitted to the Academic Affairs Committee. All proposals to engage in programs for course exchange or credit exchange with any other unit of the University or with any other institution or any changes to existing programs must also be submitted to the Academic Affairs Committee.

B. The Academic Affairs Committee shall evaluate all course and program proposals and make recommendations to the faculty for a faculty vote. No changes will be made to the curriculum or programs without a vote of the faculty adopting such change.

SECTION 4: REGISTRATION FOR COURSES

Rule 4-1: Registration Required

A student who matriculates to the Law School is required to register for courses pursuant to the process set forth by the Law Registrar's office. A student is not officially registered for courses at the Law School until completion of the registration process through the Law Registrar's office.

Rule 4-2: Entitlement to Register

A. ***Pre-approval***. A student must receive prior approval to register for the following courses: Audits, Clinics, Directed Research, Externship, Law Journal, Law Review, Moot Court, and any other extracurricular activity for which credit is awarded. Forms for pre-approval must be obtained from the Law Registrar's office.

B. ***Registration holds***. A student may not register for courses until all registration holds are lifted.

C. ***Course conflicts***. A student may not register for two courses that have overlapping times for meeting.

D. ***Maximum and minimum credits***. See Rule 3-2 for the maximum and minimum number of credits required per term.

Rule 4-3: Registration for Credit by Non-law Students

A. ***MBA or MAcc students from Gonzaga School of Business: course exchange***. With permission of the Director of the Graduate School of Business and the course instructor, and provided there is space available after all law students have had the opportunity to register, a student enrolled in the MBA or MAcc program may enroll in up to a total of six (6) credits from the following courses at the Law School: Advanced Copyright Law, Advanced Trademark & Unfair Competition Law, Business Associations, Antitrust, Bankruptcy, Secured Transactions, Employment Law, Environmental Law, Health Care Fraud & Abuse, Immigration Law, Intellectual Property, International Business Transactions, International & Comparative Intellectual Property Law, NAFTA, Non-Profit Organizations, Patent Prosecution & Litigation, Sales, Securities Regulation, and White Collar Crime.

B. ***Restriction on enrollment***. Students from another unit of the University or any other institution may not enroll for credit in a Gonzaga Law School course unless such enrollment is pursuant to a program approved by the law school faculty.

SECTION 5: ATTENDANCE, CLASSROOM CONDUCT, AND STUDENT EVALUATIONS

Rule 5-1: Attendance

Attendance requirement. Unless a teacher imposes a more rigorous requirement, a student must attend eighty (80) percent of classes scheduled for each course.

A. ***Unsatisfactory attendance if student enrolled for credit.*** A student enrolled in a course for credit whose attendance is unsatisfactory will be excluded from the final examination and will receive an "F" for the course. In extraordinary circumstances, an exception to this requirement may be granted upon the approval of the instructor and the Associate Dean for Academic Affairs.

B. ***Enforcing attendance.*** An instructor must either (i) take regular attendance in any reasonable manner or (ii) require that in order to take the final examination, each student certify compliance with the attendance requirement.

C. ***Audits.*** A student who is auditing a course whose attendance is unsatisfactory will not have the audit posted on the student's transcript. The student must sign and obtain the instructor's signature on an attendance certification form in order for the audit to be posted on the student's transcript.

Rule 5-2: Classroom Conduct

A. ***Disruptive Behavior***. A student A student has a responsibility not to disrupt the classroom, whether through use of laptops or otherwise. A student who believes that one or more other students' classroom behavior is disrupting learning should inform the instructor of the problem. The instructor may attempt to solve any issue related to classroom disruption (whether identified by students or the instructor) by moving students to other places in the classroom or by other solutions. A student who objects to the instructor's solution may bring the issue to the Associate Dean for Academic Affairs. If no solution solves the problem, with the approval of the Associate Dean for Academic Affairs, a disruptive student may be barred from the classroom for that entire course.

B. ***Audio and video recording of classes***.

1. Student initiated recording

    a. Audio recording- A student may make an audio recording of all or any portion of a class solely for the personal, educational use of the students enrolled in the course, but only if the professor :

        1. Gives express permission; and
        2. Notifies the students in the course that the class will be recorded.

    b. Video recording-Students may not make a video recording of a class or portion thereof.

    c. Distribution of class recording-A student may not make a video recording of a class or portion thereof.

    d. Accommodations-Nothing in this rule limits the right of a student with a disability to reasonable accommodations.

2. Professor-initiated recording:

a. Audio or video recording- A professor may make an audio or video recording of all or any potion of a class and may make the recording available for students' educational use, only if:

    1. The professor notifies students in advance that the class will be recorded; and
    2. Unless all the students give prior consent, the video recording does not record students' faces.

b. Distribution of class recording. A professor may post an audio or video recording of a class on a website only if access to the recording is restricted to students who are registered for the course. Nothing in this rule limits the authority of the administration to distribute or post an audio or video recording of a class.

Rule 5-3: Student Evaluations

The students' evaluations of a course and an instructor are given to the instructor after an instructor submits grades for that semester.

SECTION 6: EXAMINATIONS AND PAPERS

Rule 6-1: Examination Process

A. ***Generally***. Except as otherwise provided in this rule, Rule 6-4 or Rule 6-5, a student must take all examinations for a course at the time and place fixed for that course. The Registrar's Office will post policies regarding the examination process. Students are required to comply with those posted policies.

B. ***Alternative examinations***. *Alternative exams are strongly discouraged.* Resources for administering exams are limited, and alternative exams risk compromising exam security. Nevertheless, alternative exams may be administered under either of the following circumstances:

1. If a student is confronted with unexpected circumstances that make it unduly burdensome to take an examination at its scheduled time and place, the Associate Dean for Academic Affairs may, at his or her discretion and with instructor approval, and the approval of the Registrar as to the time and place, direct the Registrar to schedule an alternative time and place for the student to take the examination. **The proximity of examinations to one another is not an "unexpected circumstance" under this rule if the student had notice thereof when registering for the courses. Student travel plans are not unexpected circumstances: or**
2. If a student's religious observations do not allow the student to take the examination at the scheduled date and/or time, and the student has notified both the instructor and the Associate Dean for Academic Affairs of this either at the time the student registers for the class or during the first week of classes for the semester, the Associate Dean for Academic Affairs may, at his or her discretion and the instructor approval, and with approval of the Registrar as to the time and place, direct the Registrar to schedule an alternative time and place for the student to take the examination.

C. ***Missing, or arriving late for, an examination***. Normally, students who arrive late for the examination should start taking the examination in the time remaining, unless that action is prohibited by the examination instructions, and will not be given extra time to complete their examination. A student who does not take an examination at the time and place scheduled for that examination, including arriving late for the examination, who wishes some relief for that situation, must notify the Associate Dean for Academic Affairs as soon as the circumstances that caused the absence or late arrival will permit. A student who arrives late for the examination who wishes some relief for the situation should inform the proctor to notify the Associate Dean for Academic Affairs. The student should start taking the examination in the time remaining unless that action is prohibited by the examination instructions. If the Associate Dean for Academic Affairs is satisfied that the absence or late arrival was due to documented serious illness or other documented extraordinary circumstances beyond the student's control, the Associate Dean for Academic Affairs will consult with the instructor for the course to determine the most appropriate action.

   If allowed to take the examination later, the student will be required to take the required examination at the earliest reasonable opportunity which shall be determined by the Associate Dean for Academic Affairs in consultation with the instructor. The student allowed to take the examination at a later time than the time originally scheduled for the examination shall certify in writing that the student has not received any information from anyone other than the instructor or the Associate Dean for Academic Affairs concerning the examination. The Associate Dean for Academic Affairs will place in the student's file the documentation of the cause of the missed examination, the student's written certification referenced above, and a notation regarding when the student was allowed to take the examination.

D. ***Take-home examinations***. An instructor may give a take-home examination for a course. Take-home examination answers must be submitted in a manner that preserves student anonymity. Instructors or their assistants shall not accept individual student examination answers submitted in any manner. The Registrar's office will manage the take-home examination process for any take-home examinations given during the examination period at the end of each term.

E. ***Registrar's responsibility in the examination process***. The Registrar's office distributes, proctors, and collects the examinations for courses that have final examinations during the scheduled examination period at the end of each term. The Registrar's office provides examination numbers to students, scantron sheets, bluebooks, scratch paper, and support for taking examinations using computers.

   The Registrar's office will prepare all examinations for grading by printing any electronic copies of examination answers, having scantron sheets scored, collecting all accommodated examinations, and making sure that all examinations have been submitted and are ready for grading.

F. ***Instructor's responsibility in the examination process***. An instructor must submit to the Registrar's office copies of the examination sufficient for each student to have a copy (plus two extra copies) at the time determined by the Associate Dean for Academic Affairs. Instructors are required to be in the law school building during the examination time unless otherwise arranged with the Associate Dean for Academic Affairs prior to the examination time.

G. ***Student's responsibility in the examination process***. A student must arrive in the scheduled room for an examination at the time designated in the Registrar's Office policies. A student

must follow all instructions given for taking any examination. The student must obtain the applicable examination number from the Registrar's office prior to taking examinations for each term. A student may not have a grade recorded for a course in which the student fails to use the correct examination number. A student may be charged a fee if the student fails to use the correct examination number. Any questions regarding examination numbers should be directed to the Registrar's office.

H. ***Re-examination***. No re-examination will be given in any course for the purpose of raising a grade obtained in that course's final examination.

I. ***Noise Canceling Devices*.*.** The only noise canceling devices permitted in an in-class examinations are the devices provided by the law school.

Rule 6-2: <u>Anonymity of Examinations, Papers, Projects, or Other Written Work Product</u>

A. ***Examinations***. All graded examinations (whether assigned a letter grade, numerical score, or assessed on a pass/fail basis) must be administered using examination numbers, not student names. The Registrar's office will assign examination numbers to students.

An instructor will not have access to the student name assigned to any midterm examination number until: (i) the instructor has completed grading all midterm examinations for that semester; or (ii) if the students will be taking multiple midterms in that course, the instructor has completed grading all the responses to that midterm examination and students will be provided a different midterm examination number for any subsequent midterm examination in that course.

Except as provided in the immediately succeeding paragraph, an instructor will not have access to the student name assigned to any final examination number until the instructor has completed grading all final examinations for all courses taught by that instructor that semester. If the course grade in any course is based on any factor other than the grade on the final examination, the instructor must provide to the Registrar's office the grade or score on all final examinations in all courses taught by that instructor that semester before the instructor is provided access to the student name assigned to any final examination number.

If there is no overlapping student enrollment in different courses taught by an instructor in a semester, an instructor may be given access to the student name assigned to the final examination numbers used in one course after the instructor has completed grading all the final examinations in that course. If the course grade for that course is based on any factor other than the grade on the final examination, the instructor must provide to the Registrar's office the grade or score on all final examinations in that course before the instructor is provided access to the student name assigned to any final examination number used in that course.
The Registrar's office must retain the final examination grades in the applicable records for that course even after final course grades are submitted. If a student's final grade for the course is substantially different from the final examination grade for that student, an instructor may be required to explain the discrepancy.

B. ***Papers, projects, or other written work product.*** Any instructor who requires submission of papers, projects, or other written work product in a non-anonymous fashion must disclose that in the syllabus for the course.

Rule 6-3: <u>Using Computers for Examinations Other Than Take Home Examinations</u>

A. ***Generally***. A student may take an examination during its scheduled time or on an accommodated examination (Rule 6-4) by using the computer software approved by the law school for use during examinations. Software approved for examination use must prevent access during the examination time to (i) data drives (hard drives, flash drives, disk drives, etc.) associated with the student's computer and (ii) the internet.

A student may not otherwise use a computer to take an examination. In order to be allowed to use the approved computer software to take an examination, the student must have a computer that meets the minimum requirements for use of the software and must maintain the computer virus-free and in good working order. The student must arrive in the scheduled examination room with the computer at least fifteen (15) minutes prior to the time for the scheduled examination.

B. ***Certification to use a computer to take examination***. To use the student's computer and the approved software to take an examination, the student must follow the Registrar's posted policy regarding using a computer for examinations.

C. ***Computer failure***. A student assumes all risks of using a computer to take an examination, including but not limited to incompatibility of the approved software with the student's computer, computer crashing or other computer failure or malfunction during the examination time, and the inability to retrieve the examination answer the student has written using the computer and the approved software. If the computer fails during the examination, the student will have to finish the examination using traditional means during the time allotted for the examination.

D. ***Printing examination answers***. The student must follow the Registrar's instructions for transmitting the electronic file for printing. If there is difficulty in printing the electronic file, the student will be contacted by the Registrar's office to retrieve the backup file from the student's computer. The student is responsible for maintaining contact with the Registrar's Office, as specified by the Registrar's Office policies, to solve any printing problems.

Rule 6-4: <u>Accommodated Examinations</u>

A. ***Generally***. A student with a disability may receive an examination accommodation only if the student complies with the Policy for Receiving Accommodations. Information regarding the Policy for Receiving Accommodations and the law school's process for granting an examination accommodation can be obtained either from the Registrar's office or the Associate Dean of Students. Examination accommodations will be reviewed yearly for need and efficacy.

B. ***Administration of accommodated examinations***. The Registrar's office manages all accommodated examinations.

Accommodated examinations will be given on the same date and will end at the same time as the regularly scheduled examination is scheduled to end unless the terms of the granted accommodation require otherwise.

If the accommodated examination is given at a place different than the regularly scheduled examination and the examination is not wholly open book, the examination must either be proctored or the student must surrender all unauthorized material before entering the room, including but not limited to written materials or any type of communication device.

If two or more students are in the same room taking an examination, the examination must be proctored.

C. ***Maintaining student anonymity regarding accommodated examinations.*** A student should not discuss accommodations for an examination with the instructor for the course but direct all enquiries to the Registrar's office or the Associate Dean of Students. The Registrar's office will provide the accommodated examination to the instructor in addition to all other examinations for the course in a manner designed to preserve the student's anonymity and privacy regarding the accommodation. If anonymity of the accommodated examination is compromised by someone other than the accommodated student, the Associate Dean of Students will notify the affected student.

D. ***Grievance.*** Information and assistance about filing an informal complaint or formal grievance with the University, or with federal and state agencies alleging disability discrimination, is available from the Associate Dean of Students, or the Associate Dean for Academic Affairs of the Law School, or Disability Resources and Educational Access Management (DREAM) office on main campus.

Rule 6-5: <u>Examinations for Students with English as a Second Language (ESL)</u>

A. ***Generally.*** Gonzaga Law School welcomes qualified students whose native language is not English (ESL students). ESL students should be aware that schools generally are not required to offer accommodations (such as extra time on examinations) to ESL students and state bar examiners generally do not offer examination accommodations to ESL students. Normally, extra time on examinations will not be made available to ESL students who received an undergraduate or graduate degree from a United States college or university, or to students who have lived in the United States (or another English-speaking country) for four years or longer.

B. ***Request for extra time.*** ESL students may submit a request for extra time on examinations to the Associate Dean of Students. The request should be submitted soon after the student begins classes at the law school. The student has the burden of proving, by clear and convincing evidence, that extra time is necessary for the student to perform adequately on law school examinations. Normally, part of the documentation accompanying such a request will be a TOEFL (Test of English as a Foreign Language) score predating the application to law school. The Associate Dean of Students will also consider the student's academic history, including LSAT scores. If extra time on examinations is granted, the standard amount of extra time offered will be one-third extra time during the first year of law school, decreasing to one-sixth extra time in the second year of law school. No extra time is usually granted after the second year of law school.

Rule 6-6: <u>Retention of Examination Answers and Papers</u>

The original of all student answers to examinations, papers, projects, or other student written work product that is used to support a letter grade or a pass/fail grade for a course shall be retained by the law school for one calendar year following award of the final grade for the course. The instructor for the course may establish procedures for a student to review the student's examination answers, papers, projects, or other written work product.

SECTION 7: GRADING AND CLASS RANK

Rule 7-1: Basis of Grades

Except as otherwise provided in this rule, grades for courses (including courses offered on a pass-fail basis) will be based primarily on the results of one or more written examinations or papers, or on projects. In clinic, externship and simulation courses, the grade may be based on assessment of the student's performance in the role of a lawyer. In any course, an instructor may use additional considerations, including but not limited to attendance, class performance, or assessment of the student's performance in the role of a lawyer, as factors for the final grade assigned for the course.

Rule 7-2: Grading System

A. ***Letter grades***. Except as provided in Rule 2-3, all courses will be graded using letters based upon the following numerical scale:

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

B. ***Pass/fail grades***. A fail for a course will be awarded a numerical equivalent of 0.0. A pass for a course will be awarded as a "P" and does not have a numerical equivalent.

C. ***Grade of "I" for an incomplete***. An instructor may award an "I" to a student to reflect that the work required to receive a letter grade or a pass/fail grade for the course has not yet been completed. The student must complete all required work for the course within thirty (30) days after the date for final grade submission. If course work is completed during the thirty (30) day time period or the period allowed by an extension as stated below, the instructor will submit a grade change reflecting the letter grade for the course or the pass/fail designation, as the case may be. If the course work is not completed during the thirty (30) day time period or the period allowed by an extension as stated below, the grade of "I" will be automatically changed to F. With the approval of the Associate Dean for Academic Affairs and the instructor for the course, and for good cause shown, an extension of time may be granted to a student to complete the work required for the course. In the event an extension is granted a further definite time will be stated for completion of all course work.

D. ***Mean grade point average***. Beginning in Summer 2012, each first-year course, other than Legal Research and Writing, the Litigation Skills & Professionalism Lab, and the Transactional Skills & Professionalism Lab, will have a mean grade point average between 2.700 and 3.000 (inclusive). Each upperclass course with an enrollment of twenty-five or more students, or which is required for graduation, other than Legal Research and Writing, clinic or externship programs, will have a mean grade point average between 2.800 and 3.100 (inclusive). Legal Research and Writing I and II classes, the Litigation Skills & Professionalism Lab, and the Transactional Skills & Professionalism Lab, will have a mean grade point average between 2.600

and 3.100 (inclusive). Legal Research and Writing III and IV classes will have a mean grade point average between 2.800 and 3.300 (inclusive).

For this purpose, multiple sections of the same course taught by the same professor in the same semester shall be treated as one course. The Registrar shall not accept grades outside this range unless authorized to do so by the Associate Dean for Academic Affairs.

E. ***Description of letter grades.***

A = Excellent. Extraordinary work.
B = Good. A complete analysis of the legal issues and their implications.
C = Minimally acceptable. Not acceptable for overall performance.
D = Well below the accepted level.
F = Failure. If course is required, it must be repeated.

Rule 7-3: <u>Grade Point Average</u> (GPA)

A. ***Generally***. Each student's recorded grades and credits will be considered in determining a student's law school GPA. Numerical values for letter grades and pass/fail grades are provided in Rule 7-2.

B. ***Grade of F***. A grade of F, in either a letter-graded course or a pass/fail course is assigned a numerical value of 0.0 for the number of credit hours assigned to the course for which the grade was received. The credit hours for any course in which an F is received do not count toward the hours required for graduation as stated in Rule 2-3. A student receiving an F in a required course must repeat that course (see Rule 2-4).

C. ***First-year GPA***. The first year of academic study includes the summer term prior to the student's first fall semester if the student is enrolled in courses for law school credit during that summer term. In a student's first academic year of law study, a first-year GPA will be computed, regardless of number of courses taken by a student. The first-year GPA will be the the average of the grades and credits received by the student in the first year of law school computed when the final course grades are recorded in the spring semester.

D. ***Semester GPA***. For each semester of law study, a semester GPA will be computed, regardless of the number of credits taken by the student. The average of the grades and credits received by the student in that semester will constitute the semester GPA. For the first-year fall semester GPA, provisional grades awarded in LR&W at the end of that fall semester will be treated as final grades.

E. ***Cumulative GPA***. The student's cumulative GPA will be based on the total grades and credits received by the student during the student's attendance at Gonzaga Law School. A student required to retake a course for any reason will have the average of the grades received for that course used for the purpose of computing the student's cumulative GPA.

Rule 7-4: <u>Grade Reporting</u>

A. ***Official grades***. Grades are entered through the Registrar's office and not official until made available by the Registrar's office to the student through the Registrar's processes. An instructor or faculty assistant may not report a student's grade to a student.

B. ***Grade changes***. An instructor may submit a request to change a grade to the Associate Dean for Academic Affairs. The request must indicate the original grade, the revised grade, and the specific reason for the change. A grade change based upon re-evaluation of the student's performance in the course is not allowed unless all other students' performances in the course are also re-evaluated. If the Associate Dean for Academic Affairs approves the grade change, the approval is transmitted to the Registrar's office and the new grade is entered in the student's records. The Registrar's office will notify the student of the grade change.

Rule 7-5: <u>Class Ranking</u>

A. ***Generally***. The Registrar's office will compute class ranks and make them available to the students. Ranks will be computed in early spring after all grades for the fall term have been submitted and the time for completing incomplete work has expired. Ranks will be computed in the summer after all grades for the spring term have been submitted and the time for completing incomplete work has expired. Beginning in 2015, ranks will be computed in the fall after all grades for the summer term have been submitted and the time for completing incomplete work has expired. The Registrar's office will include students visiting at another law school in the class ranking.

B. ***Determining applicable ranking***. Students who complete their degree requirements in December will be ranked in December with the students who are expected to complete their degree requirements the following May or August. Rankings will not thereafter be adjusted for students who complete their degree requirements in December. Students who complete their degree requirements in May will be ranked together, but not with the students who completed their degree requirements the previous December. With one exception, students who complete their degree requirements in August will be ranked in the prior May with the students who complete their degree requirements in May. Rankings will not thereafter be adjusted for students who complete their degree requirements in August. The exception is that students enrolled in the J.D. program for Internationally Educated Lawyers who graduate in August will not be ranked.

   Students in the accelerated J.D. program will, after their first summer, not be ranked. After completing their first fall term, students in the accelerated J.D. program will be assigned a rank equivalent to what they would have if they were ranked with the first-year class. After completing their first spring term, and each term thereafter, students in the accelerated J.D. program will be ranked with the class with which they are expected to satisfy the degree requirements.

C. ***Grade changes***. If, after class ranks are computed, a grade change is approved and recorded, the student's class rank will be recomputed. No other student's class rank will be recomputed based on such a change, unless a substantial number of students have grades changed.

D. ***Disclosing ranks***. Class ranks are not normally included on a student's transcript.

Rule 7-6: <u>Academic Student Honors</u>

The following academic honors will be accorded by the law school:

A. ***Dean's Honor Roll***. Full-time students who achieve a grade point average of at least 3.350 any fall or spring semester are on the Dean's Honor Roll. For the first-year fall semester GPA,

provisional grades awarded in LR&W at the end of that fall semester will be treated as final grades.

B. ***CALI Excellence for the Future Awards***. The law school, in conjunction with the Center for Computer Assisted Legal Instruction, may award an Excellence for the Future Award each semester to the student who receives the highest grade in each class that CALI recognizes. The decision to make such an award rests entirely with the class professor. For purposes of this rule, each section of a class shall be treated as a separate class.

C. ***Dean's Medal for Academic Excellence***. The Dean's Medal for Academic Excellence is awarded at Commencement to the graduate who has achieved the highest cumulative grade point average during her or his legal studies at the School of Law (based on all work up to but excluding the semester immediately prior to May Commencement). If one or more other students graduating at the same time has a cumulative grade point average within 0.01 of the highest cumulative grade point average, a medal shall be awarded to each student. If a graduate who did not receive the Dean's Medal for Academic Achievement at commencement has the highest cumulative GPA at the end of the semester immediately prior to May Commencement, a medal shall be awarded to that graduate.

D. ***Summa Cum Laude, Magna Cum Laude, and Cum Laude (for students graduating August 2020 or prior)***. Students who have demonstrated exceptional academic performance are awarded the following designations based on the cumulative grade point average for all work completed for the juris doctor degree: Summa Cum Laude: 3.600 to 4.000; Magna Cum Laude: 3.350 to 3.599; and Cum Laude: 3.100 to 3.349.

D. ***Summa Cum Laude, Magna Cum Laude, and Cum Laude (for students graduating December 2020 or after)***. Students who have demonstrated exceptional academic performance are awarded the following designations based on there they stand within their class, expressed as a percentage, for all work completed for the juris doctor degree: Cum Laude–top 30%; Magna Cum Laude–top 15%; Summa Cum Laude – top 5%.

Rule 7-7: <u>Pro Bono Distinction</u>

A. ***Generally.*** The law school will confer the Pro Bono Distinction for enrolled students who perform 30 hours of pro bono service during either their first and second terms, third and fourth terms, or fifth and sixth terms.

1. For the purpose of this rule, the early start program is considered part of the first term. Hours completed during the early start program can be counted during the first term.

2. For the purpose of this rule, the start of the subsequent term begins immediately at the conclusion of the previous term.

B. ***Additional distinction levels.*** Students can earn the following additional Pro Bono Distinctions:

1. First Level. Silver Pro Bono Distinction – earned Pro Bono Distinction at least twice and performed 100-199 pro bono service ours during law school.

2. Second Level. Gold Pro Bono Distinction – earned Pro Bono Distinction at least twice and performed more than 200-299 pro bono service hours during law school;

3. Top Level. Platinum Pro Bono Distinction – earned Pro Bono Distinction at least twice and performed 300 or more hours of pro bono service during law school.

4. Dean's Pro Bono Award of Distinction – earned Pro Bono Distinction at least twice and accrued the highest number of pro bono hours in his or her graduating class.

C. ***Requirements.*** For purposes of earning the Pro Bono Distinction, pro bono service is defined as providing law-related services, under the direct supervision of an attorney, for which the student does not receive academic credit or pay (including work-study, grant, fellowship, or scholarship money) to:
   1. a non-profit organization or government entity; or
   2. a lawyer or law firm providing services that comport with Rule 6.1 of the American Bar Association's Model Rules of Professional Conduct, "Voluntary Pro Bono Public Service"; or
   3. the Gonzaga Law Moderate Means Program; or
   4. service projects coordinated by Gonzaga Law's Center for Law in Public Service (CliPs); or
   5. Gonzaga's University Legal Assistance clinic or an externship placement in excess of the work hours required for credit, or
   6. an entity that a student works for in compliance with the terms of a grant or scholarship, in excess of the terms of service required for the grant or scholarship, if the work otherwise meets one of the requirements above in paragraph C.

D. ***Documentation.*** Students must document pro bono hours in the manner prescribed by the CLiPS director. Graduating students must submit pro bono hours by March 15 in order to be recognized at May commencement.

E. ***Recognition***. Students who achieve the Pro Bono Distinction under Rule 7-7A will receive a Certificate of Recognition from the Dean and the Registrar will place a notation on the student's transcript. Students who earn an additional distinction will be recognized in the May commencement program. In addition, the student who earns the Dean's Pro Bono Award of Distinction will receive an award at May commencement.

SECTION 8: VISITING AWAY

Rule 8-1: Visiting Away

After matriculation at Gonzaga Law School, a student must obtain approval of the Associate Dean for Academic Affairs to take courses offered by another law school as provided in Rule 2-3 I. If approval is obtained, credits granted by the other law school are treated as transfer credits as provided in Rule 2-3 I.

SECTION 9: WITHDRAWAL FROM LAW SCHOOL

Rule 9-1: Leave of Absence

A. ***Generally***. A student is not entitled to a leave of absence. For good cause shown, the Dean may grant a student a leave of absence from study at the law school for a stated period of time.

B. ***Time period***. A leave of absence will not be granted for more than three terms. If the student requesting the leave is a student in the two-year program, the summer term is counted in this three-term limit. If the student requesting the leave is a student in the three-year program, the

summer term is not counted in this three-term limit. A leave of absence does not extend the time in which the law degree must be completed as stated in Rule 2-6.

C. ***Terms***. The terms of the leave of absence shall state the time by which the student must return, the effect of the leave on the student's current course enrollment, and the courses the student is required to take upon return from the leave of absence. A first-year student who is granted a leave of absence and has not completed any first-year course, must retake any course the student has not completed, starting in the first fall or spring semester the student is allowed to return. Because first-year Legal Research and Writing is a year-long course, the student must retake both semesters, starting with Legal Research and Writing I.

D. ***Noncompliance with terms***. A student who does not comply with all terms and conditions of the leave of absence is not eligible to return to the law school. A student who does not comply with all the terms and conditions of the leave of absence but who nonetheless desires to return to the law school must apply for admission under the usual admission policies as stated in Rule 1-1. In the event the Admission Committee votes to admit the student, the student will start over as a first-year student. There is no guarantee of admission under this process.

Rule 9-2: Withdrawal from Law School Without an Approved Leave of Absence

A. ***Generally***. A student who fails to maintain current enrollment in law school courses (excluding the summer term) without obtaining an approved leave of absence is deemed to have withdrawn from law school. A student may also withdraw from law school by notifying the Associate Dean for Academic Affairs.

B. ***Effect of withdrawal***. Any student who is deemed to have withdrawn from law school or who notifies the Associate Dean for Academic Affairs that the student is withdrawing from law school is not eligible to return to law school. A student who is not eligible to return to law school under this rule but who desires to return to the law school must apply for admission under the usual admission policies as stated in Rule 1-1. In the event the Admission Committee votes to admit the student, the student will start over as a first-year student. There is no guarantee of admission after withdrawal from the law school.

C. ***Military service***. A student who is considering withdrawal from law school because of military service requirements should contact the Registrar's office regarding treatment of the student.

SECTION 10: ACADEMIC STANDING AND DISMISSAL FROM LAW SCHOOL

Rule 10-1: Academic Good Standing

A. ***Generally***. After the first two terms of law study, a student is in good academic standing if the student achieves a semester GPA of 2.200 or higher and a cumulative GPA of 2.200 or higher.

B. ***First-year students***. At the end of the first term of study, a student is in good standing if the student achieves a GPA of 2.200 or higher.

Rule 10-2: Dismissal from Law School

A. ***Academic dismissal***. A student who fails to achieve a cumulative GPA of 2.200 or higher at the end of his or her second term of study or at any time thereafter will be academically dismissed from law school.

B. ***Dismissal for other reasons.*** The Dean or the faculty may dismiss a student from the law school if, for any reason, the student's continuance in law school is detrimental to the conduct of the academic program.

C. ***Enrollment in courses***. A student who is dismissed from law school may not enroll in any courses at the law school and will be withdrawn from any courses in which the student is currently enrolled. If a student is withdrawn from courses pursuant to this rule, the student's fees and tuition for the courses in which the student was withdrawn will be refunded.

Rule 10-3: Required Academic Plans and Consultations

A. ***Academic success***. Academic success depends in large part on the effort and dedication of the student.

B. ***Academic plans***. An academic plan is an individualized plan developed in cooperation with a student and a faculty member or the law school's Associate Dean of Students and approved by the Associate Dean for Academic Affairs. An academic plan is designed to help a student achieve and maintain good academic standing. The plan may include study guidelines, regular meetings with faculty members, agreement to attend tutorials, and/or limitation of outside work or extracurricular activities. Students may examine past plans on file with the Registrar's office. An academic plan may not be approved that alters the requirements of the academic rules unless the Associate Dean for Academic Affairs has the authority to alter the specific requirements of these rules as stated in these rules and determines that it is appropriate to exercise that authority. Unless otherwise approved by the Associate Dean for Academic Affairs, an academic plan shall terminate after one semester.

C. ***Required academic plans***.

1. ***First-year students***. A student whose semester or cumulative GPA after the first or second term of study is 2.400 or below, and who has not been academically dismissed pursuant to Rule 10.2, must establish and follow an academic plan. *See also* Rule 10-3 (D)(1).

2. ***Upper-class students***. A student who receives a semester GPA below 2.300 in any semester or term after the second term of law study, and is not academically dismissed pursuant to Rule 10-2, must establish and follow an academic plan.

D. ***Required consultations***.

1. ***First-year students; first term***. If the cumulative GPA at the end of the first term of study is 2.400 or below, the student is required to enroll and participate in the Academic Resource Program for the second term of study.

2. ***Upper-class students.*** If a student receives a semester GPA between 2.300 and 2.400 (inclusive) any time after the first term of study, the student must meet with the law school's Dean of Students to discuss the student's performance.

E. ***Effect of failure to engage in a required academic plan or required consultation***. A student's failure to engage in a required academic plan or required consultation may lead to dismissal from law school.

Rule 10-4: Provisional Grades in LR&W

For purposes of all rules under Section 10, provisional grades awarded in LR&W at the end of the fall semester of the first year will be treated as final grades.

SECTION 11: DIPLOMAS AND TRANSCRIPTS

Rule 11-1: Transcripts

A. ***Generally.*** A transcript will reflect all course work taken for credit toward the J.D. degree as stated in these academic rules. A student required to retake a course for any reason will have both grades for that course reflected on the student's transcript. The student's grade point average in this situation is calculated as provided in Rule 7-3.

B. ***Official transcripts***. An official transcript is signed by the Registrar and contains the official seal of the law school. Official transcripts will not be provided directly to a student unless provided in a sealed envelope signed by the Registrar on the flap of the envelope and stating that "transcript is unofficial if envelope seal is broken." A fee may be charged for provision of official transcripts.

C. ***Unofficial transcripts***. A student may request an unofficial transcript. The transcript will be stamped "unofficial." A fee may be charged for provision of unofficial transcripts.

D. ***Transcript holds***. An official transcript will not be provided if there is a hold on a student's record.

Rule 11-2: Diplomas

A. ***Generally***. Diplomas will be provided after the semester in which the student has completed all requirements for award of the J.D. degree as stated in Rule 2-3.

B. ***Diploma holds***. A diploma will not be provided if there is a hold on a student's record.

SECTION 12: ACADEMIC RULE ADMINISTRATION

Rule 12-1: Changes

The Academic Affairs Committee must consider all proposals for changes to the academic rules. The Committee may present any proposals for changes to the academic rules to the faculty. For any change to any academic rule to be effective, the faculty must approve the change. The faculty approval of any change to the academic rules will state the effective date of the change.

Rule 12-2: Exceptions and Waivers

Except as provided in these rules, the application and effect of any academic rule cannot be altered or waived. If the Associate Dean for Academic Affairs or the Dean desires to alter or waive the effect of any academic rule in a particular case in a manner not provided for in these rules he or she must bring the matter to the faculty for approval.

Rule 12-3: Official Version

The Associate Dean for Academic Affairs has the responsibility to maintain the official current version of the academic rules and provide access to the academic rules to students, staff and faculty.

SECTION 13: POLICY STATEMENTS OR ADMINISTRATIVE RULES

Rule 13-1: Policy Statements or Administrative Rules

The administration of the law school may adopt policy statements or administrative rules that are not part of the academic rules. Those policies and administrative rules may not be inconsistent with the academic rules. Any such policies or administrative rules will be posted on the law school's website.

III. LAW SCHOOL ADMINISTRATIVE RULES

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A. Student Registration

1. Acceptance at Gonzaga University School of Law is conditioned on receipt by the Law School of an official law LSDAS report. Should an applicant be admitted without an official report, that student must arrange for an official report to be sent to the Registrar's Office within four weeks of registration.

2. Acceptance at Gonzaga University School of Law is conditioned on the receipt by the Registrar's Office of an official transcript showing the award of a bachelor's degree. The transcript must be received by the Registrar prior to completion of the fourth week of the first semester of law school. "Official transcript" means a transcript certified by the issuing school to the admitting school or delivered to the admitting school in a sealed envelope with the seal intact. A copy supplied by the Law School Data Assembly Service is not an official transcript.

3. A student is not officially registered in this law school until he or she has attended law school Orientation. Any student who does not attend check-in could have his or her financial aid

refund returned to the lender. Appropriate late fees may be assessed to any student who does not attend check-in at the law school on the designated day.

4. A student is not officially registered in this law school unless he or she has completely filled out, signed and returned to the appropriate office: (i) the Handbook Acknowledgement; (ii) the Employment Limitation Disclosure form; (iii) the Privacy of Educational Records form; (iv) the Student Contact Information form; and (v) the Network and Computer Resource Acceptable Use Policy which will be distributed or made available electronically at or before Orientation.
5. A student who has an outstanding balance with student accounts will not be eligible to register without first checking with the Law School Registrar or the Law School Financial Aid Office.

B. **Grades**

1. Student examination numbers will be available on Zagweb each fall and spring semester and each summer session. Exam numbers will be listed with the most recent semester at the top. If you need help accessing your exam number please see the Registrar's Office. Faculty may not have access to the student name assigned to any examination numbers until they have completed grading the examination for that semester. Students are assigned a new midterm and final examination number each semester and summer session.
2. Grades are due in the law school Registrar's office three (3) weeks after the last exam for fall and spring semesters; two (2) weeks after the exam during summer sessions. Grades will be available to students through Zagweb, the student access on the university computer system, once they have been entered and committed by the Registrar. Unless Zagweb is unavailable, grades will not be given by e-mail, telephone or in person by the Registrar's office, and will not be given out by faculty members or their assistants.
3. Any grade change must have the approval of the Associate Dean of Academic Affairs. Faculty may obtain a grade change request form from the dean's office. The request must indicate the original grade given, the revised grade, and the specific reasons for the change. Mathematical errors may be corrected, but the presumption is against any grade change based on re-evaluation unless other student papers in the course are also re-evaluated. Once the grade change request form has been completed by the professor, and the Associate Dean of Academic Affairs has approved the change, the form is sent to the Registrar's office and that office will make the information available to the student.
4. Grade distributions for each class will be posted each semester.

C. **Audits**

1. A student who wishes to audit a course may not register for the audit over Zagweb. To register for audit submit an add/drop slip to the law school Registrar's office. There is no charge for audit credits.
2. The professor must sign the add/drop slip before the student will be allowed to register as an audit for the course.

D. **Add/Drops**

1. Courses may be added or dropped beginning the first day of Zagweb registration each semester. Students who miss the add/drop Zagweb registration deadlines may add the course in the law school Registrar's office beginning the first day of class each semester. Written permission will be required from each professor whose course has closed in order for the student to register for that course.
2. A class or directed research course may not be added after the first two weeks of the semester.
3. A class may not be dropped after the first two weeks of the semester unless the student receives written permission to withdraw from the Associate Dean for Academic Affairs, and the instructor. (Please refer to Academic Rule 3-4.)
4. Students are not permitted to change from one section to another in any course without the approval of the Associate Dean or the dean's designee.
5. **Refund Policy**: A class cannot be added or dropped after the first two weeks of the semester. Refunds for add/drops will be given on a prorated basis according to the schedule below:

1st Week of Classes	100%
2nd Week of Classes	80%
NO REFUND after second week of classes	

6. A class may only be added or dropped during the first two weeks of classes.

E. **Complete Withdrawal from Law School**

Refunds will be given to students withdrawing from law school on a prorated basis. The refund schedule for complete withdrawal from law school can be found on Zagweb and is posted on the Registrar's office's board located between classrooms 226 & 227.

F. **Transcripts**

1. An official transcript will be affixed with the Registrar's signature and the school seal. The transcript will be in a sealed envelope. As a general rule, official transcripts cannot be given directly to the student. In certain cases, when an official transcript must be included with an application to a bar association or an employment application, the official transcript will be given to the student in a sealed envelope with the Registrar's signature on the flap and a notation stating, "transcript is unofficial if seal is broken."
2. The first official transcript for any student is free. Each additional copy will cost $5.00. Payment for an official transcript is due at the time of the request.
3. Unofficial transcripts will be given directly to the student upon written request. Advance notice of twenty-four (24) hours is required. The transcript will be stamped "unofficial." The first ten unofficial transcripts are provided free. Each additional copy will cost $1.00.
4. Transcripts will not be mailed for any student who has an outstanding balance at student accounts, the library, Foley library, or for any student who is past due on Eva Stradley or Carrie Welch loan payments.

G. **Diplomas**

1. Diplomas will be mailed approximately two (2) months after the end of the semester.
2. Diplomas will be prepared for graduating students free of charge and mailed to the address given by the student on the application for graduation. It is the responsibility of the student to notify the Registrar's Office if the address changes. There will be a charge of $25.00 for replacement diplomas unless there is a defect in the diploma due to mailing or printing. Payment is due at the time of the request.

H. **Holds When Money is Owed**

1. A diploma will not be mailed to a graduate who has a delinquent account with the Office of Student Accounts until a written release has been given to the Law School Registrar's Office by student accounts.
2. Grades will not be released for any student who has an outstanding balance with Student Accounts, the law library, Foley library, or who has not paid Eva Stradley or Carrie Welch loan payments except with the express approval of the dean.
3. The Office of Financial Aid must clear all graduates of any remaining financial obligations to the university before grades or a diploma can be mailed.
4. The university reserves the right to change any costs without notice. It further reserves the right to withhold student information, including transcripts and diplomas, until a student's account has been paid in full. No student will be allowed to register for an ensuing semester if a balance is owed for a prior semester. A finance charge of 12% per annum pro rata (365 days) on any amount more than thirty days past due will be added to a student's account, or a re-billing fee of 1% of the amount due, or $3.00, whichever is greater, will be added to a student's account. A "No Payment/No Arrangement Fee" of 3% of the amount due will be charged to a student not meeting the established payment deadline.

I. **Class Ranking Policy**

1. **In General.** Twice each year, the Registrar's office will compute class ranks and make them available to the students. Ranks will be computed in February or March after all grades for the Fall semester have been submitted and the time for completing incomplete work has expired. Ranks for returning students will be computed in June or July after all grades for the Spring semester have been submitted and the time for completing incomplete work has expired. Ranks for graduating students will be computed in August or September after all grades for the Spring semester and the Summer sessions have been submitted and the time for completing incomplete work has expired. The Registrar's office will include students visiting at another law school in the class ranking.
2. **Determining Applicable Class.** Classes will be divided based on academic year. Students who complete their degree requirements in May, July, and August will be ranked together, along with the students who completed their degree requirements in the previous December. Students who complete their degree requirements in the following December will be ranked with the next class. For example, students who complete their degree requirements in December of 2009 or in May, July, or August of 2010 will be ranked together as the Class of

2010; students who complete their degree requirements in December of 2010 or in May, July, or August of 2011 will be ranked together as the Class of 2011.

3. In the spring of their second year, students will be asked to declare when they intend to complete their studies. As soon as it becomes evident – through this declaration or otherwise – that a student will not complete or does not plan to complete the requirements for the degree in time to remain with the other students in his or her class, the student will be ranked with the students in the appropriate class, based on the expected or intended date of graduation.
4. **Grade Changes.** If, after class ranks are computed, a grade change is approved and recorded, the student's class rank will be recomputed. No other student's class rank will be recomputed based on such a change, unless a substantial number of students have grades changed.
5. **Disclosing Ranks.** Class ranks are part of students' educational records and governed by FERPA and by the Law School's Student Records Policy. Class ranks are not normally included on a student's transcript, but will be added upon the student's request.

J. **Academic Student Honors**

In addition to numerous honors that may be earned in the Linden Cup Competition and various other moot court and professional skills competitions, the following academic honors may be accorded by the school of law:

1. **Dean's Honor Roll.** The school of law will recognize those full-time students who achieve a grade point average of at least 3.350 during their first year of studies or during any semester of their second or third year. The Dean's Honor Roll will be published at the end of each semester.
2. **CALI Excellence for the Future Awards.** Gonzaga University School of Law, in conjunction with the Center for Computer Assisted Legal Instruction, normally bestows an Excellence for the Future Award each semester to the student who receives the highest grade in each class that CALI recognizes. The decision to make such an award rests entirely with the class professor. For purposes of this rule, each section of a class shall be treated as a separate class.
3. **Dean's Medal for Academic Excellence.** The Dean's Medal for Academic Excellence is awarded at Commencement to the graduate who has achieved the highest cumulative grade point average during her or his three year's legal studies at the School of Law (based on all work up to but excluding the semester immediately prior to Commencement).
4. **Summa Cum Laude, Magna Cum Laude, and Cum Laude.** Students who have demonstrated exceptional academic performance are awarded honors based on the following final cumulative grade point average criteria: Summa Cum Laude: 3.600 to 4.000; Magna Cum Laude: 3.350 to 3.599; and Cum Laude: 3.100 to 3.349. The honor will be noted on the graduate's juris doctor degree.

K. **Student Evaluation of Classes**

1. Student evaluation of classes has been a tradition at the Law School for many years. These evaluations are important, and play a vital role in the law school's and university's decisions on faculty promotions, contract renewals, granting tenure, and salary. They are also extremely valuable to the faculty as they strive to improve their classes and hone their teaching skills.
2. Once a teacher's grades are submitted for a class, the evaluations are shared with that faculty member. Even the most experienced professor values the essential feedback, helpful suggestions, and constructive critique obtained from both the numerical ratings and written comment portions of the student evaluations. The Law School Promotion, Retention, and Tenure Committee also discuss the numerical and commentary evaluations with faculty members to assist with the faculty's personal growth plans.

3. In view of the critical importance of the information student evaluations provide, each student is urged to present a thoughtful, fair, and balanced view of her or his learning experience with each teacher. Occasional or minor difficulties should not influence the evaluations as though they were common or chronic; similarly, real deficiencies in teaching performance should not be glossed over out of some sense of misguided charity. Objectivity and candor are urged.

L. **Minimum Requirements for in-class Instruction and out-of-class Assigned Work**

1. Credits for Courses at the Law School

a. For each credit, there must be an expectation that students will devote at least 2,550 minutes combined to receiving classroom or direct faculty instruction and to working on the course outside the classroom. For most courses, for each credit there will be: (i) at least 750 minutes of classroom or direct faculty instruction and taking exams; and (ii) an expectation that students will devote at least 1,800 minutes outside the classroom to working on the course. For this purpose, time taking exams means the time allocated by the instructor for in-class exams, and the time the instructor expects students to need to complete take-home exams. For seminars, paper courses, and Legal Research & Writing a different allocation between classroom instruction and work outside of class may apply.

b. The instructor for each course must submit a syllabus for the course to the Associate Dean for Academic Affairs. By so doing, the instructor certifies that the course is designed to meet the requirements of paragraph (a.).

c. In determining the length of time students are expected to devote to a course outside the classroom, an instructor should consider the time needed to complete reading assignments, complete any other required course work, brief cases, prepare course outlines, prepare for examinations (including answering practice questions and examinations), complete CALI exercises, and participate in study groups and review sessions. As guidance for determining the time needed to complete reading assignments, the faculty's judgment, based on survey data, is that an average law student reads 10-20 per 60 minutes, depending on the difficulty of the material. Time needed to read primary

sources of law – cases, statutes, regulations – is ordinarily more than the time needed to read other texts.

d. The Associate Dean for Academic Affairs shall keep all syllabi on file and shall, on a regular basis, review the syllabi to determine whether they appear to comply with paragraph (a). If the review of the syllabus for a course raises questions about compliance with this rule, the Associate Dean will consult with the instructor. If the Associate Dean continues to have questions, the Associate Dean will refer the matter to the Academic Affairs Committee.

2. **Credits for Clinical Experience**. For each credit, there must be an expectation that students will devote at least 42.5 hours. The Clinic Director may set a higher minimum in consultation with the ranked clinic faculty, but may not set different minimum hours per credit for different clinics.

In clinical courses, hours are 60 minutes. Clinical hours worked include time spent in and out of the clinic on cases (including meeting with clients, investigation, research, drafting documents, strategizing, preparation for and attendance at court and other hearings and meetings, meeting with other clinic students and attorneys, and travel time to off-site hearings and meetings). Clinical hours worked also include time spent in Clinic orientation, Clinic seminars and training, meetings of the student's specific clinic, and on reflection or other assignments. Time spent on the student's normal commute between home and the law school does not count as clinical hours worked.

Clinical students are required to keep time records to document their clinic hours. Each student's supervising attorney shall review and approve student time records. The Clinic shall retain student time records for a minimum of three years.

3. **Credits for Externship.** For each credit, there must be an expectation that students will devote at least 42.5 hours. The Externship Director may set a higher minimum in consultation with the ranked externship faculty, but may not set different minimum hours per credit for different Externship sections.

In externship courses, hours are 60 minutes. Externship hours worked include time spent at the field placement (including meeting with the field placement supervisor, meeting with the Externship faculty, investigation, research, drafting documents, strategizing, preparation for and attendance at court and other hearings and meetings, and travel time to off-site hearings and meetings). Externship hours worked also include time spent preparing for and attending the Externship seminar, any Externship orientation, and preparing any journal or other assignments. Time spent on the student's normal commute between home and the law school, and to and from home or the law school and the externship site setting does not count as externship hours worked.

Time spent on the 1-credit Externship seminar and time spent on the field placement shall be combined, and the total hours spent on both must meet the minimum hours per credit requirements.

Externship students are required to keep time records to document their externship hours. Each student's supervising attorney and supervising faculty member shall review and approve student time records. The Externship Director retain student time records for a minimum of three years.

4. **Credits for Directed Research Product.** For each credit, there must be an expectation that the student will devote at least 2,550 minutes to meeting with the faculty member, identifying and refining the topic or thesis of the project, performing the research, writing the initial draft of the paper or other intended product of the project, reviewing the faculty member's comments, and revising the paper or other product.

   By signing the paperwork to register for directed research, the supervising faculty member certifies that the planned project is designed to require at least 2,550 minutes per credit. As a guideline, a paper of at least 20 double-spaced pages, including footnotes, typically requires at least 2,550 minutes of work.

   To receive a grade and credit for directed research, the student must certify in writing that the student has spent at least 2,550 minutes per credit on the directed research project.

5. **Credits for Moot Court Competition.** For each credit, there must be an expectation that students will devote at least 2,550 minutes to receiving instruction or training for, preparing for, and competing at the competition (not including travel time).

   The supervising faculty coach will establish a schedule of practices and training sessions and other work designed to require at least 2,550 minutes per credit. The coach must submit this schedule of activities to the Associate Dean for Academic Affairs. By so doing, the instructor certifies that the course is designed to meet the requirements of this paragraph.

   To receive credit for moot court competition work, a student must certify in writing that the student has spent at least 2,550 minutes per credit on the moot court competition.

6. **Credits for Participation on a Law Journal or Law Review**. For each credit, there must be an expectation that students will devote at least 2,550 minutes to qualifying journal work. Qualifying journal work consists of: (i) researching and writing a vesting paper; (ii) editing the work of student or professional authors; (iii) reviewing and evaluating work submitted for publication; (iv) creating the problem for academic competitions and evaluating the responses; (v) cite and source checking articles; (vi) planning a symposium; and (vii) managing the online publication of works. No more than 125 minutes of work consisting of planning a symposium and managing the online publication of works, combined, may count toward any single credit.

   Prior to the start of the fall semester, the Editor-in-Chief of each law journal or law review will submit to the Registrar's Office and to the journal or law review's faculty advisor a list of all students requesting credit for journal work in the coming academic year, including the number of credits requested. By providing approval of these credit allocations to the Registrar's Office, the faculty advisor and Editor-In-Chief certify that each student's qualifying journal work, whether previously complete or anticipated, will encompass at least 2,550 minutes of work per credit.

   As a guideline, a vesting paper of at least 20 double-spaced pages, including footnotes, typically requires at least 2,550 minutes of work.

   To receive credit for journal work, a student must certify in writing to the Editor-in-Chief and faculty advisor that the student has spent at least 2,550 minutes per credit on qualifying journal work.

7. **Credits for Courses Taken in Other Colleges at Gonzaga University**

a. As part of the process for approving the request of a law student, who is not pursuing a joint degree, to enroll in and receive credit for a course in another college at Gonzaga University, the Associate Dean for Student Affairs shall obtain a copy of the course syllabus and written certification from the course instructor that it complies with ABA Accreditation Standard 310(b).

b. As part of the process for approving a course offered in another college at Gonzaga University to count towards the degree requirements for law students pursuing a joint degree, the Associate Dean for Academic Affairs shall obtain a copy of the course syllabus and written certification from the course instructor that it complies with ABA Accreditation Standard 310(b).

8. Credit for Courses Taken at Other Law Schools as A Visitor or Transfer Student. In awarding credit for a course taken at another ABA Accredited law school, the Law School relies on the other school's compliance with Accreditation Standard 310.

9. Approval of New Courses.

a. A proposal for a new course must include a statement justifying the number of credits to be awarded to students who successfully complete the course.

b. The Associate Dean for Academic Affairs shall keep these statements on file.

c. In recommending a new course, the Academic Affairs Committee must, in its collective judgment, conclude that the course is reasonably designed to comply with paragraph (1)(a).

d. In approving a new course, the faculty must, in its collective judgment, conclude that the course is reasonably designed to comply with paragraph (1)(a).

M. **Administrative Procedures for Examination**

1. **Examination Procedures for Semester Examinations**

a. Full-time faculty teaching first-year and second-year required courses must administer their own exams, or designate another faculty member to do so. Faculty, or their designee, will distribute, proctor, and collect the examination answers for each course. The Registrar's office will provide SofTest support, blue books, scratch paper, and multiple choice answer sheets for hand writers.

b. The professor must complete a cover sheet that describes the desired administration of the examination. (Take-home examinations have a separate cover sheet.) In addition, the professor must provide all other needed materials, including an examination for each student and an additional two copies for retention by the Registrar.

c. Any material needed for the final examination should be delivered to the Registrar's office:
   1) by noon of the day before the examination (Friday noon for Monday examinations), or
   2) by 8:30 a.m. of the examination day for evening examinations.

d. For exams administered by a designee, full-time faculty will be expected to be in the law school during the time that their examinations are being administered unless arrangements have been made in advance to the satisfaction of the Associate Dean for Academic Affairs.

e. Professors or their designees proctoring an examination are to be present in the classroom for the duration of the examination, and will monitor all areas of the classroom.

f. Examinations will not start until all students who arrived on time have been provided with a copy of the exam.

g. All exam materials should be returned to the Registrar's office at the end of the exam period. The Registrar's Office will prepare exams for grading by printing SofTest essays, having the multiple choice, if any, scored; counting and making sure all examinations are present; contacting students who have problems with printing or examination numbers; and collecting accommodated examinations and inserting them where appropriate. The materials will be available from the Registrar's office:

   1) by 4:30 p.m. for the examination day for a morning examination, if all examinations and multiple choice answers are accounted for, or
   2) by 4:30 p.m. of the business day following the examination for afternoon and evening examinations.

h. Alternative examinations are discouraged. Professors who have students needing an alternate exam must contact the Registrar and the Associate Dean for Academic Affairs to get approval for an alternate exam. When approval is given, the Registrar will schedule an alternate time and room.

2. **Examination Numbers.**

   a. Final exam numbers must be used on all semester exams. If grading is anonymous in a course, Academic Rule 6-2 prohibits professors from obtaining the name of a student until after the examination is graded. If there are participation or other points that must be computed before a course grade is given, the scores on the final examination must be transmitted to the Registrar's office before the student names can be released. If a midterm exam was given, the scores for the midterm exam must also be transmitted to the Registrar's office before midterm and semester numbers can be matched.

   b. Students can get their examination numbers from Zagweb prior to the examination. The most recent number will be listed at the top. Professors should instruct their students that any questions or concerns about their examination number need to be directed to the Registrar's office, not the professor or the faculty assistant.

3. **Take Home Examinations.**

   Professors who administer a take-home examination shall instruct students to submit their examination responses either collectively in class (during the semester only) or individually to the Registrar's office (during the semester or final examination period). They shall not accept individual examination responses personally or at their offices, since that could undermine the anonymity of students.

4. **Midterm Exam Policy**

a. Professors generally will distribute, proctor, and collect the midterm examinations for each course in which midterms will be given. Any professor who wishes to have a proctor for a midterm exam shall give the Registrar's office at least one week's prior notice.

b. Midterm exam numbers will be used for ALL midterms, no exceptions. Midterm exam numbers are available to students on Zagweb.

c. The Registrar's office shall be given notice at least two weeks in advance of the exam if the students will be allowed to use SofTest. The SofTest administrator or a representative from the Registrar's Office will be available to start the midterm exam but will not be available to proctor the exam.

d. The professor must provide 2 copies of the midterm exam to the Registrar's office the day before the exam.

e. Students will not be given extra time if there is an issue with their computer and SofTest during the midterm exam, however, every effort will be made to help them solve the problem. The student should be prepared to continue the exam by traditional means should a problem occur. (*See* Electronic Exam Procedures, Administrative Rule M 13.)

f. Professor's faculty assistants generally will be responsible for having scantron sheets scored at the main campus for midterm exams.

g. The Registrar's office will have SofTest exams printed and available for grading no later than 24 hours after completion of the midterm exam, unless the exam is completed on a Friday.

h. Midterm exams generally will be given in the regular classroom of instruction and at the regularly scheduled class time.

i. Midterm exam numbers and final exam numbers will not be matched until after grades for the final exam and midterm exam are turned in to the Registrar's office.

j. Alternate midterm exams are highly discouraged. If the professor determines one is necessary it is the responsibility of the professor to contact the Registrar for an alternate time and place. Although every effort will be made to make SofTest available, students should be informed by the professor that they may have to write the exam.

5. **Accommodated Examinations.** Students with a disability may receive an accommodation, but only if they first request an accommodation pursuant to the Policy for Receiving Accommodations, administered jointly by the law school and Disabilities Resources, Education, and Access Management (DREAM).

   This policy requires, among other things, that accommodations be reviewed yearly for need and efficacy, unless it is a temporary disability. Under this policy, accommodations for some temporary disabilities (i.e., an injured writing hand) may be treated in the same manner as accommodations for permanent disabilities.

   Except when the accommodation itself required otherwise, accommodated examinations will be administered on the same date and will end at the same time as the regular examination is scheduled to end (thus, a student who has an extra hour to take an examination will normally start an hour before the regularly scheduled time). If a professor authorizes an alternative

examination date available generally to students in the course, an accommodated student will be permitted to take the examination either on the day regularly scheduled, or on the day of the alternative examination.

To preserve the privacy of students receiving an accommodation for an examination, and to maintain the anonymity of the grading system, accommodated students should not discuss or mention the accommodation to the faculty member. All accommodated examinations are administered by the Registrar's office. All student inquiries regarding an accommodated examination should be directed to either the Registrar's office or the Dean of Students.

When an accommodation involves taking the examination at a place other than that regularly scheduled, the following additional guidelines apply:

a. Unless the examination is wholly open book (i.e., students are not restricted in any way as to materials they are permitted to use during the examination), the examination must be proctored. If that is not feasible, the student must surrender all unauthorized materials before entering the room. For purposes of this rule, "unauthorized materials" include, but are not limited to, written materials, cell phones, or any other type of communication device.

b. Two students may not be in the same room at the same time, unless there is a proctor. In emergency situations, students may take examinations in the same room, but generally students should be isolated when there is no proctor.

c. To preserve a student's anonymity, the Registrar's office will attempt to intermingle an accommodated student's examination response with other students' examination responses, before the professor grades any of the examination responses.

d. If, for any reason, the anonymity of an accommodated examination is compromised by someone other than the student, the Associate Dean for Academic Affairs shall notify the student concerned.

Information and assistance about filing an informal complaint or formal grievance with the University, or with federal and state agencies alleging disability discrimination, is available from the Associate Dean of Students, or the Associate Dean for Academic Affairs of the Law School, or Disability Resources, Education, and Access Management (DREAM) on main campus.

6. **Retention of Student Answers**

The ABA requires that the school retain examination answers for one year. Once the examinations are graded, all original examinations and answers will be placed in storage for two years. Professors wishing to return examinations and answers to the students may have copies made for the student, but the originals will be retained by the law school. Students may obtain a copy of their answers according to the procedures established by the professor in the course.

N. Electronic Exam Procedures

"SofTest" software allows students to use a computer to respond to examination questions, but prevents students from accessing the computer's hard drive during the examination. It therefore deals with one of the greatest concerns underlying the use of computers during examinations.

1. Students will be permitted to use SofTest only on the scheduled examination date. Students should not expect to use SofTest on alternate exams although efforts will be made to make it available. The procedures and rules for electronic examinations must be followed by all students, including those taking accommodated examinations, unless the accommodations list specific other criteria.
2. Students using SofTest may not use any dictionary or thesaurus; however spell-check is permitted.
3. The student assumes all risks of using SofTest. The decision of whether to use SofTest is one to be made by the student after considering the risks as well as the advantages and disadvantages. The student's computer must meet or exceed the minimum specifications for electronic examinations.
4. The following procedures must be followed in order to take electronic examinations:
    a. The student is responsible for maintaining the computer in good working order and keeping it virus-free.
    b. The student must download, install and qualify the current version of SofTest by taking a practice exam at least once per year of attendance. Download installation and practice exam instructions are included in an email to student each fall semester.
    c. The successful completion of the practice exam is mandatory for any student wishing to use SofTest on any exam. Students must complete the certification process at least one week prior to the first examination. Due to time constraints it may not be possible to certify a student in the week prior to their first exam and as a result the student may not be able to take examinations by SofTest.
    d. The student must arrive at least fifteen minutes before the examination starts and have all the necessary computer equipment.
    e. If a student's computer fails while using SofTest, the student should finish the examination in the remaining time allotted using traditional means.
    f. If there is a problem uploading the answer at the completion of the exam, the student will need to see the SofTest administrator as soon as possible so the answer can be retrieved from the back-up file.
    g. The SofTest administrator will attempt to contact the student by email within 24 hours of the completion of an exam if there are problems. These problems could include the use of the wrong exam number and/or failure by the student to upload the exam.

O. Student Complaints

As an ABA-accredited law school, Gonzaga University School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html. Any student at the law school who wishes to bring a formal complaint to the administration of the law school of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards should do the following:

1. Submit the complaint in writing to the Dean, Associate Dean for Academic Affairs, or the Associate Dean of Students. The writing may consist of e-mail, U.S. mail, or fax.
2. The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the law school's program of legal education and its compliance with a specific, identified ABA Standard(s).
3. The writing must provide the name, official law school e-mail address, and a street address of the complaining student, for further communication about the complaint.
4. The administrator to whom the complaint is submitted will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.
5. Within two weeks of acknowledgment of the complaint, the administrator, or the administrator's designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within two weeks after completion of the investigation.
6. Appeals regarding decisions on complaints may be taken to the Dean of the law school, or if the Dean has decided the merits of the complaint, to the Academic Vice President of the University. Any decision made on appeal by the Dean or the Academic Vice President shall be final.
7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean for a period of eight years from the date of final resolution of the complaint.

P. Smoking Policy

Gonzaga University recognizes an obligation to provide an environment reasonably free of health hazards and contaminants that may adversely affect the safety and health of University personnel and students. Therefore, smoking is not permitted in University facilities or vehicles.

1. The specific rules for the law school include:

    c. **Daytime rules**: Smoking is allowed only outside the first-floor student lounge on the patio. The smoker must be at least twenty-five (25) feet from the door. Smoking will not be permitted in front of the building, on other patios/terraces, in the building, or anywhere else on the grounds.

    d. **After 5:00 p.m.**: Smoking is allowed after 5:00 p.m. in front of the building as long as the smoker is at least twenty-five (25) feet from the doors and all litter is properly disposed of in the provided containers. It is also allowed, as it is during the day, off the first-floor student lounge, on the patio so long as it is not within 25 feet of the building. Smoking is not permitted anywhere else.

Q. **Alcohol Policy**

Students at Gonzaga University School of Law are preparing to enter a self-regulating profession with high expectations for professional conduct. Student conduct should reflect appropriate behavior of one entering the legal profession. Gonzaga University's Alcohol Policy reflects a commitment to these professional principals and a broader commitment to a healthy university community marked by standards that reflect personal accountability and a responsibility for the common good.

Working with Gonzaga University guidelines, and applicable law, the Gonzaga University School of Law has developed a Student Organization Alcohol Policy. If a law school student organization sponsors or hosts an event that includes alcohol, the organization must comply with all university, law school, and law school SBA requirements before the event occurs. This policy applies to all on-campus and off-campus events hosted by a student organization. A copy of this policy is available on the Law School's web site.

R. **Event Policy**

All events at Gonzaga University School of Law must comply with the Gonzaga University Events Policy. A copy of this policy is available in the Gonzaga University Student Handbook.

Consistent with this policy, a student or student group wishing to invite a guest speaker to the law school or host an event for the public at the law school must obtain advanced approval from the University. In order to ensure sufficient time to review all requests pursuant to the process detailed in the Events Policy it is suggested that all requests be submitted with a minimum of 14 days advance notice. Inadequate notice may affect the ability of the administration to approve a speaker or event.

S. **Gonzaga Law School Posting Policy**

1. All Postings shall be in designated areas only. Designated areas are as follows:
    a. Bulletin boards in certain areas in the law school
    b. Small chalk boards in each classroom
    c. Student mail folders
2. **All postings must have a clearance stamp on the face.** Stamps may be obtained from the dean's office. Postings may stay up for one week only. There shall be no postings on walls.
    a. Exceptions to these rules may be approved by the dean. Such approval shall be evidenced by the signature of the dean, or the dean's designee, on the face of the document. Photocopies of the original document with signature are sufficient.
    b. There shall be no posting on any wallpaper, windows, doors, or in any bathrooms or classrooms in the law school. Any postings in these areas or any non-designated area will be removed and destroyed.

T. **Network and Computer Resource Acceptable Use Policy with School of Law Addendum**

1. **Introduction**
    a. This policy is established to make users of Gonzaga University's computing resources aware of their privileges and responsibilities.

b. This policy is established to maximize the value of those resources to the university community while permitting maximum freedom of use consistent with law, the University's mission statement, the Student Handbook, the Personnel Policies and Procedures Manual, the Faculty Handbook, and a productive environment. Any use of Gonzaga University computing resources which violates policies contained in these manuals and handbooks also violates this policy; nothing in this policy shall contradict existing University policy.

c. Violation of this policy can result in reprimand, reduction or loss of computing privileges, and/or referral to University authorities for disciplinary action. Violation of law may result in referral to appropriate authorities.

d. This policy provides general guidelines regarding the use of GUnet.

2. **Definitions**

a. *GUnet* -- the physical network media and the attached computers and software owned or controlled by the University. GUnet includes ZagNet, the student network connecting the residence halls to the campus network.

b. *Internet* -- the global computer network composed of millions of computers and thousands of networks.

c. *Logged on* -- connected to a service with a non-public user identification (e.g., personal account).

d. *Resource* -- any computing device, peripheral, software, or related consumable (e.g., paper, disk space, central processor time, network bandwidth) owned or controlled by the University.

e. *Service* -- any software that makes a computer's files or other locally stored information available for use by another computer or facilitates the transfer of data between two remote computers. Services include, but are not limited to, web, file, and e-mail server software.

f. *Spam* -- unsolicited mass e-mail for the purpose of advertising a service, personal gain, or other inappropriate use.

3. **General Usage Statement**

a. Network and computing resources at the University are provided primarily to support the mission of the University. Users may occasionally use GUnet for personal needs as long as such use is consonant with established University policy and does not inhibit academic or administrative use of GUnet.

b. The University cannot provide, and will not be responsible for, software kept on personally owned computers, nor are they responsible for the installation, repair, maintenance or upgrade of personally owned hardware.

c. Users should not leave a computer logged on if the user will be away from the computer for an extended period of time (e.g., two hours) or the computer is in an unsecured area. Data on local hard drives should be secured either through password protection or physical security (e.g., locked office) when the user is not present.

d. Personal accounts are private and should not be shared with others.

e. The use of University resources, including GUnet, for political gain or exclusive personal gain shall not be permitted.

f. The University may restrict the use of computing and network resources. This includes blocking spam messages and deleting user files and mail to conserve disk space on University owned computers.

g. Employees, students, and other authorized users may post electronic documents and images (*e.g.*, web pages) for public access provided that those documents conform to policies contained within the documents listed in Section 1(b) and United States and international copyright law.

4. **Unacceptable Uses**

a. Using GUnet for any unlawful activity.

b. Sending spam or creating or retransmitting chain e-mail messages.

c. Sending e-mail from another user's account.

d. Altering the header of an e-mail message to prevent the recipient from determining the actual sender of the e-mail.

e. Logging into or using any computer account or accessing, modifying, or creating any files without the account owner's permission.

f. Introducing new services or resources (e.g., personal web server) or altering existing services or resources (e.g., registering personal domain name) on GUnet without the approval of Information Technology Services.

g. Transmitting, without authorization, information proprietary to the University or information that could be construed as a statement of official University policy, position, or attitude.

h. Distributing information encouraging the patronage of network sites containing material prohibited by policies contained within the documents listed in Section 1(b).

i. Wasting resources such as print services, disk space, and network bandwidth.

j. Intercepting network traffic without authorization.

k. Using GUnet for any activity that results in degradation of University provided services, denies services to other GUnet users, or jeopardizes the security or capabilities of GUnet.

5. **Privacy**

a. Under ordinary and normal circumstances, a user's computer files -- including electronic mail -- are considered private. In order to correct system problems or investigate misuse of resources, it may be necessary for system administrators to examine users' files (including e-mail and network traffic). In such cases, user privacy will be respected to the extent possible consistent with University policy and the law.

b. Personal web pages and e-mail addresses may be listed on University directories unless the user specifically requests that this information be kept confidential.

6. **Law School Addendum**

   a. **Restriction on Use.** The Gonzaga University School of Law provides computing equipment and access to networks for the express purpose of supporting the academic, research, education, and administrative activities of the Law School. The use of the Law School computer facilities in a manner that harasses, offends, threatens, or otherwise creates an intimidating, hostile or offensive educational environment is a violation of the Gonzaga University School of Law Code of Student Conduct.

      These activities may include, but are not limited to:

      1) Sending, downloading, storing, displaying, printing, or otherwise disseminating material, which is obscene, lewd, or sexually harassing, whether in text, image, sound, or other digitized format.

      2) Sending, downloading, storing, displaying, printing, or otherwise disseminating material, which is disrespectful of the rights of another law student or others, or which would constitute harassment or discrimination as set out in the rules of the Law School, whether in text, image, sound, or other digitized format.

   b. **Termination of Accounts.** Students leaving Gonzaga University School of Law for any reason, other than graduation, will be able to access their Gonzaga e-mail for seven (7) days after notification to the Registrar of their decision to leave. The Registrar, upon notification, will inform the system administrator to remove the e-mail account, and the former student will be notified by e-mail.

   c. **Obligation to Read University and Law School E-Mail.** E-mail is an official means of communication at Gonzaga University and the Law School. The University and law school may send communications to students by e-mail and have the right to expect that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways. Students have the responsibility of accessing and reading their e-mail messages on a regular and frequent basis. Regular and frequent is described as almost daily, if not daily. Students will be held to have constructive notice of all campus e-mails sent to them.

   d. **Laptop Virus Protection and Updates Requirements.** All laptops using GUnet must have installed an operating, within two weeks of their release, all virus protection updates and all critical operating system updates. A student's first violation of this rule will result in the student's laptops being disconnected from the network until the laptop is brought into compliance. A second violation will result in the student's laptop will be disconnected from the network for three days or until the laptop is brought into compliance, whichever is longer, and a fine of $25. A third violation will result in the laptop being disconnected from the network for one week or until the laptop is brought into compliance, whichever is longer, and a fine of $100.

   e. **E-mail Account Size Limits.** The Gonzaga Law School e-mail account you will use throughout your law-school career is limited in capacity, and it is your responsibility to manage your account so it does not exceed the limits. E-mail is an official form of communication from the law school and university to you. If your mailbox is over its limits, you might miss crucial information from faculty or staff concerning classes,

grades, or events. When the mailbox gets to 1GB, you will not be able to send or receive messages.

7. **Agreement**

   a. I understand that access to GUnet is a privilege and not a right. I acknowledge that failure to conform to this policy statement may result in revocation of my GUnet account(s) and/or network access. Furthermore, disciplinary action consistent with University policy may be taken by the appropriate University officers (e.g., Student Life, Department Chair, supervisor) and illegal activities may be referred to the appropriate authorities.

   b. I understand the above stated conditions for accessing GUnet and the Internet, and I agree to abide by these terms and conditions. I understand that certain material found on the Internet is offensive to some people and that I access the Internet of my own free will. Furthermore, I request access to Gonzaga University computing resources and/or an account on GUnet.

U. **Unsupervised Children**

Unsupervised children are not allowed in the law school at any time. Not only are the physical structures not conducive to unsupervised children, but the public is allowed access to the building. The law school cannot safely or effectively monitor who comes and goes throughout the building to the extent that it would be safe for unsupervised children.

If a child is found unsupervised, an attempt will be made to locate the parent and to ask the parent to attend to the child. Depending on the circumstances, security, the police, or CPS may be contacted. In addition, law school and/or University disciplinary measures may be initiated against the parent.

V. **Parking Policy**

Students must purchase a parking permit in order to park anywhere on campus. The permit allows parking in lots designated orange and green. Orange permit holders may park in either orange or green lots; green permit holders may park only in the green designated lots.

In addition, law students may park in the south Trent lot located on the southwest corner of Cincinnati and Trent. This lot requires a silver permit.

Students, faculty, and staff may not park in lots designated for visitors only after 5:00 p.m. and only if they have a parking permit displayed on their dash.

W. **Veterans**

Gonzaga University's academic programs of study are approved by the Washington State Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10 of the USC. Please contact the University's Veterans Coordinator in Room 229 of the Administration Building for information, to apply for benefits, and to obtain certifications of enrollment.

Veterans attending law school, who receive educational benefits pursuant to Title 38 and Title 10 of the USC, must remain actively enrolled and attending law school to receive those benefits. If law school studies are interrupted due to academic dismissal, leave of absence, or withdrawal, the Department of Veteran Administration will be notified and benefits will be suspended until

such time as the subject veteran once again becomes actively enrolled, registered, and attending classes.

IV. LAW SCHOOL STUDENT DISCIPLINARY RULES AND POLICIES

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I. Gonzaga Law School Student Disciplinary Rules[2]

1. Students must observe the general disciplinary regulations of Gonzaga University, as well as those of the law school. Students must not engage in conduct which would bring disrepute to the legal profession which they seek to enter, or to the School of Law.

[2] As of June, 2004 - subject to change on notice.

2. Gonzaga University School of Law recognizes that the rights of students to freely express themselves and have access to divergent viewpoints are fundamental to an academic community and to our society. However, the law school also is firmly committed to the principle that all members of the University community are entitled to work and learn in an atmosphere which respects each individual and is free from harassment and discrimination. Therefore, law school policy (and in some cases state and federal law) strictly prohibits any statements or actions by a law student that are disrespectful of the rights of another law student or others, or which constitute harassment and discrimination. The law school shall take strong measures against any violators of this policy (or of the law). Such measures may include the institution of criminal charges or the imposition of appropriate sanctions under the law school's or University's procedures, up to and including suspension or dismissal from the law school.

   Violations of this policy include, but are not necessarily limited to, the following:

   A. Making discriminatory, demeaning, harassing, threatening, or derogatory statements about, or gestures toward, another student, person or group, or taking any action against such student, person, or group because of race, religion, sex, national origin, age, marital or veteran status, sexual orientation, a physical or mental impairment; and

   B. Vandalizing, defacing, or willfully destroying the property, including posted announcements, of another student, person, or group.

3. Professional decorum is expected of all students, staff, faculty, and administration both in class and in the library.

II. Gonzaga Law School Code of Student Conduct

Preamble

The students and faculty of Gonzaga University School of Law, recognizing that the legal profession is self-governing, have established this Code of Student Conduct ("Code") to ensure that the highest ethical and professional standards are maintained by every student. The fundamental purposes of the Code are to promote integrity and to instill a spirit of professionalism and trust among students.

1. Definitions

A. *Conflict of Interest*. An investigator or tribunal member has a "conflict of interest" if one or more of the following is true:
   1) He or she is related to an accused or to a person making the report;
   2) He or she teaches or is enrolled in the course or activity in connection with which the violation allegedly occurred; or
   3) He or she is not impartial.

B. *Notification*. Notification" may be given in any reasonable manner. "Written notification" shall be by personal delivery or by email to the student's Gonzaga email address. Email delivery is effective upon receiving confirmation of delivery or a response.

C. *Associate Dean.* "Associate Dean" means the Associate Dean for Academic Affairs.

D. *Days.* "Days" means calendar days. If inconvenient because of the academic calendar or other factors, any time period may be extended by agreement of the concerned parties.

2. **Standards**

A. *Compliance with University Policies.* Students at Gonzaga University School of Law shall comply with all administrative, academic and conduct policies of the University. These include but are not limited to the University Policies and Expectations, Student Code of Conduct, and University Procedures, Guidelines and Information, all of which may be found in the Gonzaga Student Handbook. The University reserves the right to amend these policies and to establish additional policies at any time. Students must comply with all amendments and new policies.

To the extent any of these policies contains its own enforcement rules, those rules preempt this Code. The Associate Dean has the discretion to refer to the University any alleged violation that is more appropriately handled by the University.

B. *Course Assignments and Examinations.* Course assignments and examinations shall be the product of a student's own work and knowledge, without recourse to any materials, sources, or procedures not authorized by the instructor, and without communication with any other individual unless authorized by the instructor. Students with any question or uncertainty about what is authorized have an obligation to obtain a clarification from the instructor. Unless otherwise specified, it is a violation of this Code to do any of the following:

1) Violate any rule established by the instructor for an assignment or examination if the rule violation allows a student to gain an advantage over the other students in the course.

2) Continue to work on an assignment or examination after time has expired.

3) Use unauthorized materials for any assignment or examination or make the use of such materials available to others.

4) Give information concerning an assignment or examination to someone who has not completed that assignment or examination.

5) Receive information concerning an assignment or examination before completing that assignment or examination.

6) Talk during an examination.

C. *Use of Library Resources.* Students have a responsibility to share the limited materials and resources of the library. It is a violation of this Code to do anything that would unfairly infringe upon another student's access to library materials and resources. For this purpose, library materials and resources includes books, video tapes and equipment, and computer equipment, services, and systems. Unfairly infringing upon access to library materials or resources includes, but is not limited to, the following:

1) Concealing any library materials or resources.

2) Purposefully or recklessly destroying or damaging any library materials or resources.

3) Keeping any library material or resources beyond the due date for the purpose of preventing or limiting another's access to it.

4) Removing any library material or resources from the library without authorization.

D. *Honesty* It is a violation of this Code to lie about any matter associated with the University.

E. *Professional Activities* Students engaged in the limited or supervised practice of law through the Law Clinic, an externship, or otherwise, must comply with the rules of professional conduct in effect in that jurisdiction. Failure to do so is a violation of this Code.

F. *Privacy* Students must respect each other's privacy and the privacy of school officials. It is a violation of this Code to access another person's e-mail or social media account without permission, to read or remove the contents of another person's mailbox, or to act in any other way for the purpose of violating another person's privacy.

G. *Criminal Conduct* It is a violation of this Code to be convicted of any criminal charge other than a misdemeanor.

H. *Plagiarism* It is a violation of this Code to plagiarize, either intentionally or negligently, in any matter associated with the University or law school. Plagiarism is defined as the submission of another's work as one's own. Four common types of plagiarism are: (1) quoting the words of another without attribution; (2) paraphrasing the words of another without attribution; (3) using the idea of another without attribution; and (4) simply changing a word or two in quoted material without using quotation marks and brackets for the changed or added words. For more guidance on permissible and impermissible actions, see the document "Student Ethics in the Legal Research &Writing Program" that is distributed to students.

I. A students who knows or, from personal observation, has reasonable cause to believe that another student has violated this Code must report the alleged violation. Failure to report the alleged violation is a violation of this Code, unless the student who allegedly violated the Code self-reports the alleged violation.

J. *Other Rules* It is a violation of this Code to violate a faculty member's classroom rule, a competition rule, or other Law School rule.

3. **Procedures**

A. *General* It is a violation of this Code to violate a faculty member's classroom rule, a competition rule, or other Law School rule.

1) *Confidentiality*. Except as reasonably necessary for the inquiry, investigation, hearing, and appeal process, every person who receives or investigates a report of an alleged violation, every member of a tribunal adjudicating a disciplinary charge, and every member of the administration involved in sanctioning a student or in reviewing a student's appeal shall treat the entire matter as confidential. Every witness testifying before a tribunal shall treat the hearing itself as confidential

2) *Pending Criminal Proceedings*. If a student accused of a Code violation is under investigation for or has been charged with a criminal violation arising out of the same conduct, the Associate Dean may stay proceedings under this Code until the criminal matter is resolved. If the Associate Dean stays proceedings under this Code pursuant to this section, the Associate Dean shall send written notification to the accused.

3) *Right to Counsel*. The accused student has the right to counsel or other representation, at the student's expense, at any stage of the proceeding. The Law School has no obligation to inform the student of this right. No member of the faculty, either full-time or adjunct, may serve as counsel.

B. *Reporting Procedure* All reports of alleged violations of this Code shall be made to the Associate Dean or to any member of the faculty other than the Associate Dean of Students. Faculty (other than the Associate Dean of Students) must promptly report to the Associate Dean any violation of this Code that they observe or have some other basis for believing may have occurred.

C. *Inquiry Procedure* Upon receipt of a reported violation of the Code, the Associate Dean shall conduct an initial inquiry to determine whether there should be further investigation of the alleged violation. The Associate Dean may discuss the matter with the accused and reveal the name of the accused as necessary to conduct an inquiry.

If a violation of a classroom rule is reported to the Associate Dean, the Associate Dean shall consult with the relevant instructor before determining that there is cause for further investigation.

If after inquiry the Associate Dean determines that there is no cause for further investigation, the matter is concluded.

D. *Investigation Procedure*

1) If after inquiry the Associate Dean determines that there is cause for further investigation, the Associate Dean shall investigate the alleged violation or shall appoint a faculty member without a conflict of interest as investigator to conduct the investigation. The Associate Dean of Students may not serve as an investigator. The Associate Dean or investigator may reveal the name of the accused as necessary to conduct an investigation.

2) The Associate Dean shall, within two days of commencing the investigation or appointing the investigator, whichever is earlier, send notification to the accused of the alleged violation.

3) The Associate Dean shall post a public announcement regarding the reported violation. The email must identify the date of the report, the date of the alleged violation, if known, the provision or provisions of the Code alleged to have been violated, and the name of the course to which the violation relates, if any. The email must not name the person or persons making the report or the name of the person or persons accused.

4) The investigator shall complete the investigation as expeditiously as is reasonably possible, taking into account the constraints of the academic calendar and the

availability of witnesses. The investigator, if one is appointed, shall report the results of the investigation to the Associate Dean.

E. *Post-Investigation & Hearing Procedure*

1) If the Associate Dean, after consultation with the investigator (if any), determines that the process should not proceed, the Associate Dean shall so inform the accused. The Associate Dean may include in the accused's file information relating to the alleged violation and the investigation results.

2) If the Associate Dean, after consultation with the investigator (if any), believes that there is adequate basis and sufficient evidence to proceed, the Associate Dean shall expeditiously prepare a charge and send written notification of the charge to the accused. The notification shall include: the identity of the reporting person; the factual allegations; the provision of the Code that the accused allegedly violated; and a statement of the student's rights in the process, including the right to seek advice about the process from the Associate Dean of Students and the right not to talk to the Associate Dean or the investigator, if any, about the charge.

3) Within 14 days after sending written notification of the charge to the accused, the Associate Dean shall post a public announcement of the charge. Such an announcement must identify the date of the charge and the provision or provisions of the Code alleged to have been violated. The announcement must not name the person or persons making the report or reveal the name of the person or persons accused.

4) The accused shall respond in writing to the charge with a plea of "guilty," "not guilty," or, at the discretion of the Associate Dean, "nolo contendere." Unless otherwise agreed by the Associate Dean, an accused who fails to respond within 14 days of the date of written notification of the charge shall be deemed to have pleaded "guilty."

4. **The Tribunal**

A. The Associate Dean shall convene a tribunal within 14 days after the accused has pleaded to the charge. The accused has the option to have a tribunal composed of two students and one faculty member, or one student and two faculty members. Student members of the tribunal shall be randomly selected from the Honor Council by the Associate Dean. The Honor Council shall consist of 15 students in good standing selected each year by the SBA pursuant to its own rules. The Dean shall appoint the faculty member(s) of the tribunal. If there is one faculty member, that person shall act as the chair of the tribunal and preside over all hearings. If there are two faculty members, the Dean shall designate which is chair.

Once the matter is referred to a tribunal, the name of the accused may be revealed to the tribunal as necessary. No person who has a conflict of interest may serve on the tribunal, nor may the Associate Dean, the Associate Dean of Students, the Dean, or the investigator (if any).

B. The Associate Dean shall promptly send notification to the accused of the names of the tribunal members. The accused shall have one peremptory challenge that may be used to

remove any member from the tribunal. If a student member is removed, the Associate Dean shall randomly select a replacement tribunal member from the remaining Honor Council members. If the faculty member is removed, the Dean shall select a replacement.

C. All acts and decisions of the tribunal shall be by majority vote.

D. *Plea of Guilty (or nolo contendere)* If a student pleads guilty (or *nolo contendere*) to a charge, the Associate Dean or the investigator (if any), shall prepare and provide to the tribunal a report describing the violation(s), any other relevant information about the accused, and a recommendation on sanction. The accused has the right to appear in person before the tribunal or to submit a written statement regarding the nature of the offense or the recommended sanction. The tribunal may not require the accused to appear before it.

After considering the materials provided to it, the tribunal shall determine what sanction(s), if any, shall be imposed. The tribunal shall give written notification to the Associate Dean and to the accused of the sanction it has decided to impose. The Associate Dean shall post a public announcement that identifies the date and nature of the violation and the sanction imposed, if any. The announcement must not name the student involved or reveal the names of the tribunal members.

E. *Plea of Not Guilty*

1) *If* a student pleads not guilty to a charge, as expeditiously as is reasonably possible the Associate Dean, or the investigator if one was appointed, shall prepare and deliver to the tribunal and to the accused, a written report about the alleged violation(s) and the results of the investigation. The report shall also include a list of those witnesses from whom the author thinks the tribunal should hear in person. The report shall include the name of the accused.

2) The tribunal shall convene as expeditiously as is reasonably possible, taking into account the constraints of the academic calendar and the availability of witnesses, including any witnesses the accused wishes to call. The tribunal shall provide the accused with written notification of the date, time, and location of the hearing, as well as a list of the witnesses expected to be called, at least five days in advance.

3) The tribunal may call witnesses, hear testimony, and review all evidence regarding the alleged violation(s). Formal rules of evidence shall not apply. The tribunal may sequester witnesses, but the accused shall have the right to be present during all testimony. After the tribunal has finished questioning a witness, the accused and the investigator (or, if none, the Associate Dean) may submit additional questions to the tribunal for it to ask at its discretion. The accused has the right to speak on his or her own behalf and the right to call additional witnesses to be questioned by the tribunal.

4) The hearing shall be closed, unless upon the request of the accused the tribunal decides it shall be open. In all cases, the tribunal shall maintain a confidential record of the hearing.

5) Within 14 days after completion of the hearing, the tribunal shall determine whether the accused has violated the Code. The decision of the tribunal shall be made in private deliberation. The tribunal shall render a "guilty" verdict only if it determines

there is clear and convincing evidence of the accused's guilt. If the tribunal finds the accused guilty, it shall determine what sanction(s), if any, shall be imposed. The tribunal shall give written notification of its decision to the Associate Dean and to the accused. Included in the notification shall be a brief summary of the evidence and reason for its conclusion that the accused is guilty or not guilty. If the tribunal finds the accused guilty, its notification shall state what sanction(s), if any, it imposes on the student.

6) The Associate Dean shall post a public announcement of the outcome of the hearing. The announcement must identify the nature of the violation, the date of the hearing, the verdict, and the sanction imposed, if any. The announcement must not name the student involved or reveal the names of the tribunal members.

5. **Sanctions** Possible sanctions include, but are not limited to:

   A. Placing a letter of reprimand in the student's academic file.

   B. Requiring the student to retake a course or redo an assignment.

   C. Lowering the student's grade for a course or for an assignment.

   D. Denying credit for a course or an assignment.

   E. Requiring a public or private apology.

   F. Requiring restitution, compensation, or community service.

   G. Suspension.

   H. Expulsion.

6. **Appeals** Within 14 days of the tribunal's decision, the student may appeal in writing the sanction, but not the finding, to the Dean of the Law School. If the Dean has a conflict of interest, the Dean shall refer the appeal to the Academic Vice President of the University. The Dean has discretion to dispose of the appeal in any way, except that the Dean may not impose stricter sanctions than those imposed by the tribunal.

7. **Amendments** Amendments to this Code may be proposed at any time by a committee of students and faculty appointed by the Dean for that purpose. To become effective, amendments must be approved by the Student Bar Association and the faculty.

V. STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

A. The Family Educational Rights and Privacy Act ("FERPA"), also known as the Buckley Amendment, 20 U.S.C. §1232g, regulations at 34 C.F.R. part 99, provides students certain rights with regard to their education records, as they are defined by the statute. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day a request for access is received. Students should submit a written request to the Registrar's office, or other appropriate official, that identify (ies) the record(s) they wish to inspect. Arrangements will then be made for access and the student will be notified of the time and place where the records may be inspected. If the person receiving the request does not maintain the education records requested, he or she will inform the student to whom the request should be submitted.

2. The right to request the amendment of the student's records that the student believes are inaccurate, misleading, or invade the student's privacy. Students wishing to challenge records for any of these reasons should submit a request to the Registrar, who will forward it to the appropriate person for an initial review. (This process is not available to challenge the fairness of grades earned by the student.) The student will be notified of the results of the initial review. If the result is not to amend the challenged record, the student will be notified of his or her right to file a written request with the Associate Dean for Academic Affairs for a hearing regarding the request for amendment. Additional information regarding the hearing procedures is contained in the Law School's Student Records Policy, which is available to students in the Registrar's office, and will be provided to the student whenever a request for a hearing is filed with the dean's office.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA's exceptions authorize disclosure without consent. Under these exceptions, Gonzaga Law School may, but is not required to, release personally identifiable information about a student without his or her consent.

    a. One exception that permits disclosure without consent is disclosure to other Gonzaga University officials with legitimate educational interests. A school official is a person employed by Gonzaga University in an administrative, supervisory, academic or research, or support staff position (including Campus Security and any other law enforcement personnel and Health Center and any other health staff), a person or company with whom Gonzaga has contracted (such as an attorney, auditor or collection agent), a person serving on the Board of Trustees, or a student serving on an official committee, such as an honor code or other disciplinary or grievance committee, or assisting another Gonzaga official in performing his or her tasks, such as a student tutor for the Academic Resource Program.

    A school official has a legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibility.

b. Upon request by the student or school, the law school may disclose education records without consent to officials of another school (such as an LL.M. program), in which the student seeks or intends to enroll, or is enrolled and receiving services.

c. Information about a student may be released to a student's parent if that parent declared the student as a dependent on the most recent federal income tax return.

d. Information about a student may be released pursuant to a lawfully issued subpoena. Generally, the law school will make reasonable efforts to notify the student before complying with a subpoena of his or her records. However, in the case of law enforcement or grand jury subpoenas, the subpoena may direct the law school not to notify the student of the subpoena's existence or contents. If the law school initiates legal action against a student, the Law School may disclose relevant education records of that student without consent or a subpoena, after reasonable efforts to notify the student of the law school's intent to disclose.

e. Information about a student may be released to lenders or other financial aid authorities as needed for financial aid purposes, accrediting organizations (such as the Association of American Law Schools) for accreditation purposes, federal or state educational authorities (such as the U.S. Department of Education) with a legitimate interest in the records for audit or evaluation purposes, or to educational organizations conducting studies to develop tests, improve instruction, or administer student aid.

f. Information about a student designated as "directory" by the law school may be released unless the student files a written request for non-release of such information with the Registrar's Office by September 15 of a school year. Such requests must be renewed annually.

   The law school treats the following information as directory:
   1) Name
   2) Local and Permanent Address
   3) Local and Permanent Phone Number
   4) E-mail address
   5) Photograph
   6) Date and Place of Birth
   7) Major field of study
   8) Dates of attendance and class (e.g. first year student)
   9) Degree(s) received and date(s)
   10) Awards/honors received and dates (e.g. cum laude, Dean's Honors, CALI award)
   11) Most recent previous school attended
   12) Participation in recognized activities & sports

g. The outcome of a law school or Gonzaga University disciplinary proceeding involving a crime of violence must be released to the alleged victim, whether or not the alleged perpetrator consents.

h. In an emergency, information about a student may be released as needed to appropriate persons to protect the student's or another's health and/or safety.

4. The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

B. This is not a complete rendition of rights and obligations under FERPA.

C. Students should be aware that Gonzaga University may maintain records about them (e.g. financial aid or health center records) which are subject to FERPA but are outside of the law school's control and the Law School Student Records Policy. Copies of the University's Student Records Policy, which controls these records, are available from the University registrar.

VI. LAW SCHOOL RESOURCES

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A. Academic Resource Program

Gonzaga is committed to the success of all admitted students and has developed several programs to assist students. One of these programs is the Academic Resource Program which offers support to first-year students. Students receive instruction in law school study skills by upper-level student mentors. The mentors meet both individually and in groups with the students to discuss critical reading, case briefing, outlining, test-taking skills, and law school survival, in general. The coordinator of the program is the Associate Dean of Students.

B. Office of the Director of Academic Success

The Director of Academic Success works with students on a myriad of issues. Among those issues are academic advising, honor code procedures, accommodations for disabilities, leaves of absence, class modifications, administrative policies, and other issues that may surface during law school. The Director of Academic Success can also direct students to the appropriate resources when facing personal problems. In conjunction with the law school faculty, the Director of Academic Success also oversees the School of Law's three-day fall orientation for incoming students. The session introduces students to the history of law, the rigors of legal study, and an overview of resources.

The Director of Academic Success' office is located in the Administration Suite, Room 467.

C. Center for Professional Development

The Center for Professional Development Office is located on the first floor of the law school, in suite 142. Office hours are from 8:00 a.m. – 12:00 noon and 1:00 – 4:30 p.m. The Center for Professional Development Office assists students and alumni with career planning, with their job searches for clerk and intern positions during law school, and in finding permanent positions after graduation.

Center for Professional Development also provides workshops on job search skills, resume development, interviewing techniques, and practice areas. The Center for Professional Development Office actively develops relationships with legal employers to provide student and post-graduate opportunities to assist law students through several methods:

- By coordinating on-campus interviews in which employers select students for summer and permanent positions as well as post-graduate positions.
- By posting job opportunities that appear on the law school's website.
- By providing extensive information to students about judicial clerkships, fellowships, and internships.

If possible, first-year students should not work. Faculty, career services, and the administration advise students to spend their first year concentrating on academics. Grades are important, and the academic accomplishments of the first year affect future job opportunities significantly.

In order to give students an opportunity to find the practice areas that interest them, the office will hold numerous career-oriented presentations to expose students to as many practice areas as possible. In addition, the office will offer opportunities to enhance interviewing and professionalism skills. The Center for Professional Development also has an annual job fair in the spring semester at Gonzaga University School of Law, and will notify students of other regional and national job fairs which may be of interest.

In addition, we have several important resources that are available AT NO CHARGE:

- Encouragement and a friendly place to come when needed
- Individual counseling and questions answered
- Career resource materials library
- Networking advice
- Interview room
- Two computers
- Two phones for career-related calls
- Copy machine
- Fax machine

The office is located next to the first floor student lounge.

D. Chastek Library and Computing

Chastek Library and Computing Services is responsible for all library and computing resources and services at Gonzaga University School of Law. The library has fourteen staff members, including four librarians and three employees who provide computer support. The library collection contains approximately 300,000 volumes in book and microform formats plus a wide variety of electronic resources including Westlaw and LexisNexis.

In addition to its onsite print collection the library provides access to over 50 million titles held by libraries worldwide. Materials from these libraries can be obtained for students through interlibrary loan. These resources are further augmented by the myriad of legal materials now available via the Internet. Locally, law students have access to materials held by the main university library, Foley Center, and other regional libraries.

The library maintains a computer lab on the first floor of the library for use by law students. The lab contains twenty (20) computers. The lab has two networked law school printers (1 monochrome and 1 color) and a LexisNexis printer. There are also networked law school printers on the second and third floor copy rooms. In addition to using the lab, students may use their own laptops to access the Internet and the law school's network and printers via the many courtesy ports located throughout the law school or via the law school wireless system. Students also may use one of the eight (8) laptops the library has available for loan. Laptops may be checked out from Dalean Neiner's office on the first floor of the law library.

While enrolled at the law school each student is provided with a personal network account. Using this account, students may store documents on the network and send and receive e-mail message. Use of this account by students is subject to the Network and Computer Resource Acceptable Use Policy with School of Law Addendum included below.

For a complete listing of Chastek Library hours, services, and resources please see the library's web pages at http://www.law.gonzaga.edu/library.

E. Printing Policy

The law school provides 3,000 free pages of printing to each law student for use during their academic career. Pages printed in excess of the 3,000 provided are charged to the student at a rate of 6¢ per page for monochrome and 30¢ per page for color. Charges for pages printed in excess of allotted amount are due and payable within thirty (30) days of the date invoiced. Printing prices and invoicing are subject to change as technology changes

F. Use of Global Distribution Lists

The law school establishes and maintains various global distribution lists to facilitate official communication from the law school faculty and staff to the law students. Only faculty and other designated persons are permitted to send messages to the global distribution lists – and then only for important law-school related messages, *e.g.*, class schedule changes and guest speaker announcements.

G. University Legal Assistance

University Legal Assistance (ULA) is a non-profit legal services office housed in the law school's Center for Law and Justice. ULA is the law office practice setting for students enrolled in clinical courses.

ULA is also available, on a limited basis, as a legal resource for students with particular legal needs. Students may receive advice and, in some cases, representation in relation to issues involving domestic violence, housing, and discrimination based on race, ethnicity, religion, or gender. ULA cannot assist students who are or may be involved in adversarial legal relations with other students or Gonzaga University.

H. Scholarships and Grants

Gonzaga University School of Law offers several types of full and partial scholarships.

The Admissions Committee offers scholarships in varying amounts to entering first-year students. These scholarships are renewable so long as the student meets the requirements set by the committee.

In addition, Thomas More Scholarships are awarded to five (5) entering first-year students who have demonstrated both academic excellence and a commitment to public service. These scholarships cover 100% of tuition and are generally awarded before matriculation. For more information, contact Professor Genevieve Mann, director of the Thomas More Scholarship Program, ext. 3718.

In the spring, Gonzaga University School of Law may award a limited number of scholarships on the basis of need or academic performance.

I. Financial Aid for Law Students

Students who wish to receive any federal loans must file a Free Application for Federal Student Aid (FAFSA) form with the federal processor each year.

Pursuant to federal regulations, a student enrolled during the fall and/or spring terms must complete a minimum of 10 credits in order to qualify for full federal financial aid. During the summer, a student must complete a minimum of 2 credits per session to qualify for full federal financial aid. No federal financial aid will be available for any credits taken beyond the 90 required for graduation. For further information, contact the law school financial aid office.

The law school provides on-site financial aid services. For specific questions about loans or work study, contact Katie Stefano, Law School, Ext. 3859.

The financial aid office at the law school administers federal loan programs. For law students there are two types of available loans: Federal unsubsidized direct, and Federal direct grad/plus loans. All of the loan programs deduct a loan processing fee from the total amount at disbursement. This processing fee ranges from 1-4%.

J. Disability Resources, Education, and Access Management

The Disability Access Office provides access services to Gonzaga University's programs, services, activities, and facilities for qualified students with disabilities in compliance with the American with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and Washington State laws. The Disability Access Office recommends appropriate academic adjustments, reasonable accommodations, auxiliary aids, assistive technology, advocacy, and other types of assistance for students with disabilities.

In order to receive reasonable accommodations, students are responsible for requesting accommodations and for providing the appropriate documentation to the Disability Access Office. Any information about a disability shared in an application is treated as confidential by the law school's admissions office and is not shared with the Disability Access Office. If a student is requesting accommodations, he or she still needs to contact the Disability Access Office, and provide documentation. Students MUST contact the Disability Access Office at least four weeks prior to each semester for which they are requesting services. Lack of advance notice may delay the availability of accommodations. However, the Disability Access Office continuously evaluates student documentation and requests for accommodation throughout the school year.

The DREAM office is located on the main campus in Foley Center, east wing, second floor, in the Curriculum Center. More information can be found on the DREAM home page: http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Disability-Resources-Education-and-Access-Management/

For more information, please contact the DREAM Office at 509-313-4134 or the Director of Academic Success for the law school.

K. Outside Remedies

The right of a person to prompt and equitable resolution of a complaint will not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or Title III complaint with the responsible federal/state departments or agencies. A person is not required to use GU's grievance procedure before pursuing other remedies.

The agencies are:

Washington State Human Rights Commission
1330 N. Washington St., Suite 2460
Spokane, WA 99201
(509) 568-3196

The Department of Justice Civil Rights Division
950 Pennsylvania Avenue, N.W.
Office of the Assistant Attorney General, Main
Washington, D.C. 20530
(202) 514-4609 TTY (202) 514-0716

U.S. Department of Education
Seattle Office
Office for Civil Rights
915 Second Avenue, Room 3310
Seattle, WA 98174
(206) 607-1600 TDD (800)-877-8339

L. Counseling and Career Assessment Center

The Counseling and Career Assessment Center services are available for all currently enrolled law students who have concerns that may impede their academic progress. Confidentiality is strictly maintained.

Occasionally, students have concerns that may require specialized services and the staff may offer referrals to appropriate community professionals. Specialized services may include: alcohol rehabilitation, family therapy, treatment for eating disorders, and other chronic psychological conditions. Fees incurred for services outside of the Counseling and Career Assessment Center are the responsibility of the individual student.

The Center is located in the College Hall, Room 303. The extension is 4054. Off campus, call 313-4054.

M. Addiction Counseling

The Addiction Counseling program serves the University community by offering support and resources for those with substance abuse problems. Some services include: Alcohol/Drug Addiction Counseling, Adult Children of Alcoholics (ACOA) Support Group, Substance-free Housing options, the Law School Alcohol/Drug/Behavioral Support Group, an Eating Disorder Support Group, a Sexual Abuse/Sexual Assault Support Group, and Alcohol Education Programs. Occasionally, students have concerns that may require more specialized counseling

services. The addiction counselor can serve as a source of referral to appropriate community professionals. The addiction counselor can be reached at Extension 4100, or from off campus at 313-4100.

N. Campus Security

The Campus Security Department facilitates the safety and security of the students, staff, faculty, visitors, and property of Gonzaga University. The Security Department is staffed 24 hours a day, 365 days a year. Campus security officers are professionally trained in public safety methods. Officers make regular checks of all University buildings, with emphasis on the residence halls. Security officers also answer calls for service, provide escorts and jump starts, check alarms, and investigate suspicious situations. Criminal activity and requests for police service that are outside the authority of security officers are directed to the Spokane Police Department. The University enjoys a productive working relationship with local law enforcement and emergency service providers. Campus Security also enforces parking regulations. The security office is located in Huetter Mansion, 503 E. Sharp. The extension is 3222, or off campus at (509) 313-2222.

VII. GONZAGA STUDENT BAR ASSOCIATION

The Gonzaga Student Bar Association (SBA) is the student body representative organization. It is also a non-profit corporation formed under the laws of the state of Washington. All law students are members of the corporation, which receives a portion of its budget from law student tuition.

The corporate purpose of the SBA is to encourage and enhance the academic and social environment for law students, individually and collectively. Consequently, the SBA sponsors a variety of activities in which all law students are entitled and encouraged to participate. Among other activities each year, the SBA provides a tutorial for first-year students and conducts the annual Heidelberg, which is the Law School's spring celebration.

2018-2019 OFFICERS & REPRESENTATIVES

OFFICERS

President	Victoria Elleby
Vice President	Allison Drescher
Secretary	Dane O'Driscoll
Treasurer	Eric Geiger
ABA Representative	Gurpreet Dhatt
Parliamentarian	Erik Birnel

For more information about the SBA and how you can get involved as a representative or an officer, contact an SBA representative at ext. 3763.