WASHINGTON UNIVERSITY SCHOOL OF LAW
STUDENT HANDBOOK
2013-2014
# Washington University School of Law
## 2013-2014 Student Handbook

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**NOTICE & RESERVATION OF RIGHTS:** Many of the matters covered in this Student Handbook and, thus, the provisions of the handbook itself, are subject to change at any time. The Law School expressly reserves the right, without notice, to change the rules, requirements, policies, and any and all other matters contained in this handbook.

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Introduction

Welcome to Washington University School of Law. This handbook contains information about a number of important aspects of life in the law school community, including many of the rules and regulations that you are required to observe. All students are responsible for being familiar with its contents.

The handbook is one of several sources of information of vital importance to all students. Other sources include: (1) your Law School (Outlook) email account; (2) MyLaw, the Law School's intranet – see “MyLaw” in the Student Information section of this handbook; (3) your student mail folder; (4) notices posted on the plasma screens, and/or the screens outside classrooms throughout the Law School; (5) the Law Daily; and (6) for class assignments, the Law School website http://law.wustl.edu/. Students are also expected to check these other sources on a regular basis.

Although every effort has been made to make this handbook both accurate and complete, the information provided is subject to change or correction at any time. For the most up-to-date version of the handbook, go to http://law.wustl.edu/students/pages.aspx?id=1003.
Dean's Welcome

Welcome to all new and returning students to Washington University School of Law!

This is a good place to become a professional as you grow intellectually and make lifelong friends. Much in this handbook will help you along the way. I want to help you as well.

My colleagues on the faculty and staff often speak of this special place as a “student-centered” school. By that we do not mean that we are trying to train you to behave like the world revolves around you. We do mean that we know it is hard and at times stressful work learning to master the law and to become a successful professional in service to private clients and the public. Because it is hard and stressful, we want to support you in every way we can, with a minimum of bureaucracy and red tape. That means that we want to go the extra mile to make sure you learn. I hope you will find a spirit of professionalism and service in all within the school – and I hope you will tell me when we fall short. My experience is that it is a humane institution that can be a demanding one, and that a demanding education is the kind that bears the greatest fruits for the students.

In return for our efforts to make this a student-centered professional school, I ask that you do your best to model professionalism in how you interact with your colleagues and the faculty and staff here. Strive to treat your fellow students, the staff, and the faculty as you would if you were already a licensed attorney. I think you will find that cheerful civility, as well as effort to listen to and appreciate the challenges and views of others, will serve you well here and with your clients and colleagues in the future.

I really look forward to working with you, teaching you, and learning from you.

Kent Syverud
WASHINGTON UNIVERSITY SCHOOL OF LAW
2013-2014 ACADEMIC CALENDAR
[Updated 3/29/2013: Subject to change]

FALL SEMESTER 2013

AUGUST
12-23 Mon-Fri (2 weeks) U.S. Law and I.P./Tech Law LL.M. and Exchange Student Orientation
19-22 Mon-Fri First-Year J.D. Student Orientation
23 Transfer Student Orientation
23 LL.M./J.D. Mini Orientation
26 Mon First day of classes
30 Fri Last day to add most upper-level classes without faculty approval *

SEPTEMBER
2 Mon Labor Day holiday (no classes)
20 Fri Last day to drop most upper-level classes without a PW *

OCTOBER
17-18 Thu-Fri Fall break (no classes)
21 Mon Last day to drop most upper-level classes without faculty approval *

NOVEMBER
TBA 7:30am - Online registration for spring classes for 3Ls and LLMs
TBA 7:30am - Online registration for spring classes for 2Ls
26 Tue Thursday classes meet (Tuesday classes do not meet)
27 Wed Friday classes meet (Wednesday classes do not meet)
27 Wed Last day of classes
28-Dec1 Thu-Sun Thanksgiving break

DECEMBER
2 Mon Drop deadline for January Intercession classes
4-17 Wed-Tue Exam period

JANUARY 2014 INTERSESSION

JANUARY
6-10 Mon-Fri 1Ls: Negotiation (1 unit) and CSO Programming (both are required for 1Ls)
Upper-level students: January intersession
[1 unit classes; optional for upper-level students]

SPRING SEMESTER 2014

JANUARY
13 Mon First day of classes
17 Fri Last day to a spring upper-level course without faculty approval *
21 Mon Dr. Martin Luther King Jr. holiday (no classes)

FEBRUARY
7 Last day to drop an upper-level course without a PW (permitted withdrawal) reflected on transcript *

MARCH
7 Fri Last day to drop most upper-level classes without faculty approval *
9-15 Sun-Sat Spring break

APRIL
TBA Online registration for fall classes for rising 3Ls & returning LLMs
TBA Online registration for fall classes for rising 2Ls
18 Fri Last day of classes
21-MAY 2 Mon-Fri Exam period

MAY
2 Fri Last day of exam period
16 Fri Commencement Day

* unless otherwise specified in the course description, by the professor, or by the Registrar's Office
ACADEMICS

Academic Planning
Students are responsible for planning their own legal education beyond those courses deemed so fundamental that they are required by the law faculty for graduation. This planning process should be initiated early and reviewed from time to time in light of each student's changing interests and demonstrated capacities. Students should consider familiarizing themselves with the subjects covered in any bar examination they may contemplate taking and any specific courses that may be required by the jurisdiction, as such knowledge may help with program planning in the area of electives. (For how to obtain this information, see the section on BAR ADMISSION AND RELATED INFORMATION elsewhere in this handbook.) Students are also encouraged to seek guidance on an informal basis from Associate Dean for Student Services Elizabeth Walsh, other faculty members, and/or other students.

The Law School offers academic planning assistance on several fronts. The busiest time for this is the spring, beginning several weeks before preregistration. A course directory comes out in March of each year in anticipation of registration for the following academic year. The directory is accessible on-line at http://law.wustl.edu/Registrar/pages.aspx?id=2124. The school also puts out an academic planning guide which provides additional information about curricular possibilities for the coming year found http://law.wustl.edu/registrar/coursedir/2011-2012/2011-2012-Academic-Planning-Guide.pdf. One or more sessions are held in which members of the faculty who teach upper level courses discuss with students and answer questions about the area(s) of the curriculum in which they teach and offer advice about course selection. A video stream of the faculty panel presentation and the general registration information meeting can be found on the course directory website. Each 1L student is also encouraged to schedule a one-on-one session with his or her Legal Practice professor and/or Dean Walsh to discuss the student's interests and objectives and develop an overall academic plan.

Academic Progress
See “Evaluation of Graduation Requirements Audit Form” in this section of the handbook

Academic Records
The Law School's Assistant Dean for Academic Services and Registrar, Colleen Keough Erker, (935-6466, erker@wustl.edu), oversees the maintenance of student academic records and services. Dean Erker and her staff, Sue Halvorson, Director of Academic Services (935-4750, halvorss@wulaw.wustl.edu), Susan Eggemeyer, Assistant Director of Academic Services (935-7458, seggemeyer@wulaw.wustl.edu) and Linda Coffin, Academic Services Coordinator (935-4610, coffinl@wulaw.wustl.edu) also coordinate registration, administer examinations, and handle various letter requests and forms (including Bar Exam forms), process degree audits, and perform all other tasks associated with the Office of the Registrar. Their offices are located in the Armstrong Teasdale Student Services Suite (A-B Hall, No. 303).

Academic Rules
The academic rules of the Law School are established by the faculty. Deans Erker (935-6466, erker@wustl.edu) and Walsh (935-5861, ewalsh@wustl.edu) are able to answer most questions about the rules. For more on academic rules, see “Course-Related Policies and Rules” in this section of the handbook.
**Academic Standing**

**Good Standing** - To be eligible for graduation, a student must be in academic good standing. To be in academic good standing, a J.D. student must achieve a 1) cumulative grade point average of at least 79 at the end of each academic year and, 2) a yearly grade point average of at least 79 at the end of the 2\textsuperscript{nd} year.

**Academic Disqualification** - Academic disqualification and related matters are governed by Faculty Rules. Under the rule, subject to certain exceptions (including one involving academic probation), if a J.D. student fails to achieve at the end of each academic year a 1) cumulative grade point average of 79 for all Law School courses taken, or 2) a yearly grade point average of 79 for all courses taken during the second academic year, the student is excluded from school for poor scholarship. The academic year begins with the summer school term and ends with the spring semester. The rule does not apply until a student has examined in at least 15 hours and has been enrolled in the Law School for at least two semesters. Students who are academically dismissed or put on academic probation receive notification from the Registrar or Associate Dean of Student Services.

**Probation** - Any student 1) whose cumulative grade point average at the end of each academic year is between 78.50 and 78.99, inclusively, or 2) whose yearly grade point average for the second year is between 78.50 and 78.99, inclusively, is allowed to continue his or her studies for one additional year on scholastic probation. If at the end of that probationary year the student's cumulative GPA is at least 79, and, in the case of the student with the yearly GPA deficiency, the combined average for that year and the preceding one is 79 or higher, the student is removed from probation and returns to academic good standing; if, on the other hand, the student does not adequately increase his/her cumulative and combined first and second-year or second and third-year GPAs to at least 79, he or she is excluded for poor scholarship.

**Academic Support**

Academic support, both in the form of scheduled programs and workshops and in the form of individual counseling, is available “formally” through the Office of Student Services by Elizabeth Walsh, Associate Dean for Student Services (No. 303G, ewalsh@wustl.edu, 935-5861, [http://law.wustl.edu/Advising/](http://law.wustl.edu/Advising/)) and for 1Ls, through the Student Mentor program, see “Mentoring” in the section on **STUDENT INFORMATION** in this handbook. Students are also encouraged to seek such support on an informal basis from Dean Walsh, faculty members, and/or other students.

Associate Dean for Student Services Elizabeth Walsh works closely with students to assist them with the study skills necessary to succeed in law school. In addition to individual support sessions, there are group presentations on a variety of topics such as Class Preparation, Note Taking, and First Year Exam Preparation. In the spring an Academic Skills program is offered, which is designed to improve academic skills such as case synthesis, outlining, and exam-taking.

**Changes in Student Status**

**Leave of Absence** - Students generally may obtain a leave of absence for up to one year upon request. Leaves for longer than one year are disfavored, but may be granted in unusual circumstances. Any student who is interested in (or even thinking about) taking a leave of absence should consult Dean Walsh (No. 303G, ewalsh@wustl.edu).
Visiting at Another Law School - As a general rule, students are required to complete 6 semesters of residence at the Law School in order to earn a J.D. degree. Under exceptional circumstances, however, a student may be allowed to satisfy up to 2 semesters of this requirement by attending another AALS-accredited law school as a visiting student. To receive permission, the student must 1) submit to Dean Walsh a written “Petition to Visit Another Law School” and 2) persuade the Law School that absent permission to visit, “severe hardship would ... result” and 3) the student receives a “C” or better in the course. (Although a “C” or better is required, please note that grades received elsewhere do not count in calculating a student’s Wash U GPA.) Students should also be aware that, if permission is granted, special tuition payment rules apply. The Faculty Rules define “severe hardship” as a health emergency of the student, someone in the student’s immediate family, or someone else of similar importance in the student’s life; a need to engage in the daily care of a person of import in the student’s life; or extraordinary educational opportunities that cannot be achieved on campus. Once permission to visit is obtained, students should be aware that credits earned for a law school course taken elsewhere will transfer and count toward a Wash U degree only if 1) the student arranges to have an official transcript sent directly from the other institution to the Law School and 2) the course is not duplicative of a course for which credit has already been earned. Any student wishing to explore the possibility of visiting elsewhere should consult with Dean Walsh.

Withdrawal from School - Students considering withdrawing from school are encouraged to consult with Dean Walsh and/or another member of the faculty or administration with whom the student feels comfortable. To withdraw, a student should provide written notification to the Registrar and Financial Aid Offices and obtain written approval from Dean Walsh. Students who withdraw after a school term is underway will ordinarily receive a tuition refund based on the last date of class attendance, as follows:

- within 1st week of classes .......................... 100%
- within 2nd week of classes ........................ 80%
- within 3rd or 4th week ............................. 60%
- after 4th week & before end of 8th week .... 40%

There is no refund after the eighth week of the semester except for withdrawals for reasons of health. Such reasons must be certified or verified by the University Health Service, in which case the Law School will make a pro rata refund of tuition if notice of withdrawal is received before the end of the twelfth week of the semester.

Courses and Course Selection Information
See “Academic Planning” in this section of the handbook.

Course-Related Policies and Rules

Adding and Dropping Classes

- First-year Students - First-year students are required to take the prescribed first-year courses and are assigned to sections of those courses. First-year students may not change sections or drop courses except with the permission of Dean Walsh.

- Upper-level Students – General add/drop deadlines can be found on the Law School’s Academic Calendar. Students may add most classes up through the end of the first week of classes subject to availability of space unless otherwise stated in the course directory or syllabus or in class. Students should add/drop courses online through WebSTAC https://acadinfo.wustl.edu, except for seminars and clinics for which students should contact Dean Erker at erker@wustl.edu. No course may be added after the first week of classes unless the professor’s permission is obtained on a “Permission to Add or Drop (After Deadlines)” form. This form may be found in the Student Services Suite, or online at
http://law.wustl.edu/Registrar/Forms/PermissionAddDropAfter%20DeadlinesName.pdf. Courses may be dropped during the first eight weeks of the semester unless otherwise stated in the course directory, course syllabus, or in class (such as in the case of clinics, Pretrial, Trial, Advanced Trial, and some other applied skills courses). After the first four weeks of the semester, students may drop most courses with a "PW" (permitted withdrawal) appearing on their transcripts. After the first eight weeks, drops may be made only with the professor's or Dean Walsh's approval (on the "Permission to Add or Drop (After Deadlines)" form).

**Attendance/Preparation** - Regular class attendance and preparation are expected of all students. This is both a Law School rule and an ABA Law School accreditation requirement. In addition, faculty members may, and often do, establish their own specific attendance and preparation requirements, the violation of which may result in the lowering of a grade or exclusion from class.

**Audits** - Students may audit courses subject to availability of space (determined by the Registrar's Office) and permission of the professor upon such terms as the professor may impose. A “Course Audit Form” (available in the Armstrong Teasdale Student Services Suite and online at http://law.wustl.edu/Registrar/forms/AuditCourseForm.pdf) must be completed, signed by the professor, and submitted to the “Submit Forms Here” tray on the counter in the Student Services Suite, No. 303. Graduates of the Law School may audit one course without charge with the consent of the professor and subject to availability of space. Other auditors will be charged the regular tuition rate for an audited course. Auditors do not examine in or earn any credit hours for the audited course and the course is not included in computation of academic average or degree requirements, although the audit is recorded on the student’s transcript. A student who audits a course may not later take the same course for credit (except for LL.M. students who are admitted to the J.D. program). If a student who has been given permission to audit wishes to change back to credit, she/he can do so with the professor’s permission. The student should obtain a “Course Audit Form” and check the box indicating a change back to credit and obtain the professor’s signature (or attach an email from the professor).

**Cancellation of Classes** - When professors cancel a class, their assistant will send an email to the class whenever possible. Professors also increasingly use email to notify students of cancellations and make-ups. When severe weather occurs, some professors may cancel class. Students may wish to call the "Weather Hotline" from home before coming to school when the weather is particularly severe. For instructions, see **"Weather Hotline"** in the **STUDENT INFORMATION** section of the handbook.

**Classroom Assignments** - A few days before the first day of classes each semester, classroom assignments are finalized. They then appear on class schedules which each student can print out of WebSTAC, by clicking on “Class Schedule.” There are three course schedule grids: 1) first year courses 2) upper-level courses and 3) graduate tax courses. Last minute classroom changes will be posted on the plasma screen outside the Armstrong Teasdale Student Services Suite (A-B Hall, No. 303) and will be reflected in WebSTAC.

**Classes - Starting and End Times** - Unless otherwise noted, all classes begin at the published time. Note that most classes begin at 8 minutes after the hour or half hour, thereby allowing time to move between classes.

**Course Conflicts and Overlaps** - Students may not take courses whose class meeting times conflict or overlap. Any student who registers for classes that conflict or overlap will be required to withdraw or will be withdrawn from as many courses as may be necessary to eliminate all such conflicts and overlaps from his/her schedule and risks not receiving credit for either course.
**Credits per Semester – Minimum and Maximum** - (See “Pass/Fail Limitations” for information on maximum number of pass/fail courses.) Law students may take up to 16 units each semester. The full-time minimum load is 12 units for J.D. students, IP LL.M. students, and Tax LL.M. students. Per ABA rules, the maximum credit hours per semester that students can take is 17. The number of units for U.S. Law LL.M. students and Exchange Students to be considered full-time for the student visa is 8 units (however, exchange students may have a higher minimum set by their home institution). The J.S.D. program is offered only as a full-time program. Students in the J.D. and U.S. Law LL.M. programs may not be enrolled for less than full-time without permission from Dean Walsh. **Students enrolled for less than full-time do not earn a full semester’s worth of residency (which is pertinent to J.D. students), are not eligible for Student Health Insurance, and may have complications associated with financial aid or loans – please see JoAnn Eckrich regarding financial aid/loan questions. (Students attending on certain foreign visas are required to purchase health insurance whether enrolled full or part-time. All full-time students are required to purchase Student Health Insurance, as this is a University-wide policy.)**

**Lottered Courses** - Slots in clinics and seminars are lottered in March/April for the following fall and spring semesters. Priority is given to rising third-year students who have not yet had a clinic/seminar. Priority also may be related to a student's pre-requisites and experience (read course descriptions for specifics). Students are notified of clinic and seminar placements prior to online registration for fall courses in April. Students who do not get into their clinic or seminar of choice are automatically placed on the waitlist (which is not kept in WebSTAC). The drop deadline for a clinic is typically three months before classes begin (read the course description carefully for details/exceptions). Students wishing to drop a seminar after the seminar has had its first meeting must obtain permission from the instructor to withdraw from the seminar using an "Add/Drop a Seminar Request Form." (Exception: some seminars may have early drop deadlines; see course descriptions.) Forms are located in the Student Services Suite and online at [http://law.wustl.edu/Registrar/Forms/SeminarAdd.Drop.pdf](http://law.wustl.edu/Registrar/Forms/SeminarAdd.Drop.pdf). Note that it may be difficult to obtain instructor permission to withdraw from an oversubscribed seminar after the time has passed during which the instructor will permit another student to enroll.

**Nonlaw Courses for J.D. Credit** - An upper-level J.D. student may apply to receive up to six hours credit towards their J.D. coursework offered by another school of the University. (Non-J.D. students are not eligible to take non-law courses towards their degree; except for IP LL.M. students in limited cases with special approval from Prof. McManis.) The course must 1) be listed as a graduate-level course (usually the number must be 400 level or higher) 2) must not duplicate a Law School course 3) must be logically related to the particular educational program or career plans of the student and 4) cannot be a course that meets on the weekends and meets for fewer than six weeks (it’s okay if it’s a weekend course if it meets for six or more weeks or if it’s a course that meets for fewer than six weeks as long as it’s not a weekend course). In order to receive law credit for the course, the student must receive a “C” or better; the course cannot be taken on a Pass/Fail or Credit/No Credit basis. **Except in the case of securing approval for Business School classes**, the student must submit a “Request to take a Non-law Course for Credit” form, which is available in the Student Services Suite and online at [http://law.wustl.edu/uploadedFiles/Registrar/NonLawCourseForCredit.pdf](http://law.wustl.edu/uploadedFiles/Registrar/NonLawCourseForCredit.pdf). Students should turn it in to the Registrar’s Office (No. 303). The form requires approval from the professor (which the student must obtain) and from the Law School (which the Registrar’s Office will obtain). If a student obtains the professor’s approval via email, a copy of the email can be attached to the form in lieu of the actual signature. The student should turn the form in to the Registrar’s Office (No. 303) once s/he has the professor’s approval. The Registrar’s Office will contact Dean Walsh to secure approval and will email the student indicating either approval or non-approval. **The student is responsible for registering on-line for the course via WebSTAC.** It’s probably a good idea to register online for the course while awaiting
approval from the various parties, as long as students abide by any restrictions set by the other department in terms of dates after which law students must wait to register. All schools reserve the right to remove students from their classes when it’s warranted by any situation. Course listings for all University departments, including Law, can be found through WebSTAC https://acadinfo.wustl.edu by clicking on the menu option “Course listings.” The best website for viewing the Business School courses is http://www.olin.wustl.edu/courses.

*For Business School courses*, students should obtain the Business School’s approval form, found at http://law.wustl.edu/Registrar/forms/NonMBAtoMBA.pdf to complete the student name and course information, and turn it in to Registrar’s Office. The Registrar’s Office will then fax the form over to the Business School for their approval (both departmental and professor). The Law School Registrar’s Office will email the student indicating approval or non-approval.

**Not for Credit Toward the Law Degree (includes undergraduate courses)** - This free of charge opportunity for full-time law students is limited to courses offered in the following Washington University schools: Arts & Sciences, the Olin School of Business, the Sam Fox School of Design and Visual Arts, the School of Engineering and Applied Science, the George Warren Brown School of Social Work, and the School of Medicine. (Courses offered in evening and part-time continuing education divisions, such as University College and Executive Education programs, are excluded.) Credits taken under this agreement are not eligible to be applied to a future degree program. The approval form can be found at http://law.wustl.edu/Registrar/forms/NonLawCourse.NoCredit.pdf. Non-law courses must be approved by the professor. In some cases certain courses are not open to students outside the home school. Enrollment is also based on availability. Students are responsible for registering themselves for the non-law course in WebSTAC. After registering in WebSTAC, the student should contact the professor for approval. Then the approval form should be turned in to the Law School’s Registrar’s Office (No. 303, fax: 314-935-6959, email: Registrar@wulaw.wustl.edu). Students may attach approval emails to the form in lieu of actual signatures. Each department reserves the right to drop a student from another department for any reason they deem reasonable, even if the student successfully added themselves via WebSTAC; therefore, it behooves students to turn in the approval form to the proper persons as soon as possible after registering in WebSTAC to make sure they have official approval to take the course. Law students may take these courses on a pass/fail or audit basis if approval is given by the professor. Classes taken under this agreement will not count toward the Law degree, and the grade will not be included in the Law GPA.

**Pass/Fail Courses** - Few courses offered at the Law School are strictly “Pass/Fail” or “Credit/No Credit,” and students are not permitted to choose whether to take a course pass/fail. More commonly used (although still a small minority) is the “Modified Pass/Fail” grading scale, which offers the grades of “High Pass,” for which a 94 is recorded; “Pass,” for which no numeric grade is recorded; “Low Pass,” for which a 78 is recorded; and “Fail,” for which 70 is recorded. (For more on the workings of the Modified Pass/Fail grading scale, see “Grades & Grading,” “Computation of Academic Average” in this section of the handbook.) If a course is not graded by the usual numeric grading scale, the grading method will typically be mentioned in the course description in the course directory.

**Pass/Fail Limitations for J.D. Students** – J.D. students may not take more than a grand total of 19 units in non-law courses, or courses that do not provide attendance in regularly scheduled class sessions (this includes: competitions, supervised research, practicum or moot court, Moot Court Teams, Trial Advocacy Competition, Judicial Clerkship Clinic, Lawyering Practice Externship, and Law Reviews). This is based on an ABA rule.
FOR J.D. STUDENTS IN TOP 10% - ORDER OF THE COIF PASS/FAIL COURSE LIMITATION. The Order of the Coif is an honorary scholastic society (www.orderofthecoif.org) the purpose of which is to encourage excellence in legal education by fostering a spirit of careful study, recognizing those who as law students attained a high grade of scholarship, and honoring those who as lawyers, judges and teachers attained high distinction for their scholarly or professional accomplishments. Members are selected by the faculty from the graduating J.D. students who rank in the top ten per cent of their class. Based on Order of the Coif rules, in order to be eligible a student must have taken 75% of his/her credits "graded." If a student plans to graduate with the 86 minimum credits required for the J.D, this means s/he must take at least 64 graded credits graded, and no more than 22 non-graded credits. According to the Order of the Coif, "Graded courses are those for which academic accomplishment is recorded on the basis of educational measurement involving four or more discriminators." WUSL's modified pass/fail courses (HP94, P, LP78, F70) such as Pretrial and Trial count as graded courses, per this definition. Courses such as Law Review, Moot Court, Supervised Research, Judicial Clerkship Clinic, and non-law courses do not count as graded courses under the “Coif definition” because there are only two grade discriminators - pass or fail. In most cases, it would be difficult for a Wash U law student to take more than 22 credits non-graded; however, this is information that students who are vying for the top 10% may wish to keep in mind - especially if considering applying for a semester abroad (which would likely involve at least 12 non-graded credits) or doing the D.C. Clinic (which would involve 8 non-graded credits). Eligible students must also be approved by the faculty – i.e., a student who has a questionable disciplinary/behavioral record, may be disqualified from making Order of the Coif, even if s/he is in the top 10%.

St. Louis University Agreement - SLU and WUSTL Law Schools have entered into an agreement that allows students to take up to one course at the other school without additional charge. (Any part-time WUSTL student would have to pay WUSTL tuition to WUSTL for the credits taken at SLU.) This agreement applies to students enrolled in the J.D. program who have completed their first 29 hours of course work, and it extends to upper-level (not first-year) courses, including clinics and upper-level writing seminars, but excluding the summer abroad program. However, the course taken at SLU must not be offered by WUSTL during the academic year in which the student takes the course at SLU. (For students who will be away for one semester in an academic program that does not take place in St. Louis, the SLU course must be one that is not offered at WUSTL during the semester in which the student is in St. Louis.) WUSTL must approve any academic credit for the course taken at SLU. The grade earned in the course taken at SLU will not appear on the WUSTL transcript and will not be used in the computation of the student’s GPA. The WUSTL transcript will indicate only that the student took the course; a transcript from SLU will indicate the grade. For these credits to transfer to WUSTL, the student must earn a grade of C or better as determined by the SLU instructor using the same alphabetic grading system (i.e., A, B, C) that he or she will apply to SLU students. The WUSTL student must request that a copy of his or her SLU transcript be sent to the WUSTL Registrar’s Office in order to receive the approved credit. Please also note that the WUSTL student is responsible for learning SLU’s exam procedures. The option of taking a course at SLU is on a space-available basis with students at SLU receiving initial priority over WUSTL students for the spaces in the course (just as WUSTL students will receive initial priority over SLU students in WUSTL courses). WUSTL students will have the opportunity to register approximately one week after all SLU students have had their first opportunity to register for classes. Each student is eligible to take no more than one SLU course for credit toward their J.D. degree. The approval form can be found at http://law.wustl.edu/Registrar/forms/FreeTraderequestform.pdf. Learn more about the courses offered at SLU at http://law.slu.edu/registrar. If you are interested in taking a particular course at SLU and would like to know if it qualifies for this no-charge program, please contact Elizabeth Walsh, Associate Dean for Student Services at ewalsh@wustl.edu.
**Degree Requirements**

**JD [Juris Doctoris] Degree** - To receive a JD degree, a student must have provided the Law School with all documents necessary to complete the student file (including a final official undergraduate transcript) and must satisfy the following requirements:

- **Courses** - Complete all first year courses prescribed for the year in which the student originally enrolled plus any other courses the faculty requires for graduation (e.g., as of the fall of 2002, entering students are required to satisfactorily complete various first year substantive courses, five units of legal practice and legal research methodologies in the first year, a seminar that satisfies the upper-class seminar writing requirement, and a course from the Ethics Curriculum);
- **Credit Hours** - Earn a total of at least 86 credit hours;
- **Cumulative Average** - Have a cumulative grade point average of at least 79 based upon all courses taken, and a yearly grade point average of at least 79 based upon all the courses taken in the second academic year whether or not credit is earned; and
- **Residence Credit** - Complete six semesters of residence at the Law School, which means 6 semesters (or the equivalent) in which the student completes a minimum of 12 hours of work and obtains final credit for a minimum of 10 hours.

A student may also be allowed to satisfy up to two semesters of the residence requirement at another AALS member law school by successfully petitioning the faculty for permission to do so. For more on how this works, see “Changes in Student Status,” “Visiting at Another Law School” in this section of the handbook.

**Other Degrees** - The Law School offers several graduate law degrees (the JSD, professional LL.M. degrees in Taxation and in Intellectual Property & Technology Law, and the LL.M. degree in U.S. Law) and the MJS degree. For the most part, these either are 1-year programs (the LL.M. in U.S. Law) or are subject to a specific limitation as to how long a student may take to complete the degree (the JSD and LL.M.s in Intellectual Property & Technology Law and Taxation). Students who received their J.D. from Washington University School of Law may transfer up to 9 units of courses considered to be of an advanced level in the particular specialty taken while in the J.D. program toward the LL.M. in Taxation or the LL.M. in Intellectual Property & Technology Law.

- **Tax LL.M.** - Units for the basic Federal Income Tax course do not transfer; however, any other course that was listed in the Graduate Tax Course Directory can be counted (up to 9 units). Interested students must submit a “Permission to Transfer Credits to Tax LL.M.” form [http://law.wustl.edu/uploadedFiles/Registrar/Perm%20to%20Transfer%20Credits%20to%20Tax%20LLM.pdf](http://law.wustl.edu/uploadedFiles/Registrar/Perm%20to%20Transfer%20Credits%20to%20Tax%20LLM.pdf).
- **IP LL.M.** - Courses listed as part of the “IP Curriculum” in the Law School Course Directory are eligible for transfer with the following exceptions: 1) courses listed as “(related)” on that list are not transferable, and 2) one of the introductory IP courses (Copyright & Related Rights, Patent Law, and Trademarks & Unfair Competition) is not transferable - if you took more than one of these introductory IP courses, the other(s) are transferable. Interested students should submit the completed "Permission to Transfer Credits to IP LL.M." form [http://law.wustl.edu/uploadedFiles/Registrar/Perm%20to%20Transfer%20Credits%20to%20IP%20LLM.pdf](http://law.wustl.edu/uploadedFiles/Registrar/Perm%20to%20Transfer%20Credits%20to%20IP%20LLM.pdf).

**Evaluation of Graduation Requirements Audit Form**

At the beginning of each academic year, the Office of the Registrar provides each returning student with an Evaluation of Graduation Requirements form indicating the degree requirements the student has completed and those that are still needed. Students are responsible for seeing to it that they meet their
degree requirements (such as certain number of units, certain courses, GPA, and residency). For a discussion of the degree requirements themselves, see "Degree Requirements" in this section of the handbook.

Exams

Accommodations/Special Situations - Arrangements for accommodations at Washington University for students with disabilities must be made at the beginning of each semester through Cornerstone: The Center for Advanced Learning Disability Resources (DR). Most questions can be answered by reviewing their website at http://cornerstone.wustl.edu/DisabilityResources.aspx and by consulting with Dean Walsh. Any other requests for special circumstances must be made directly to Dean Walsh. Any student experiencing a crisis during exam period, such as a death in the family or a serious illness, should contact Dean Walsh. Consistent with the school’s anonymous grading policy, in no event should a student contact a professor directly about a special situation or need related to the taking of an exam.

Computer Use - Students who properly register their laptops and download special software (at no charge) in accordance with instructions issued and by the deadline set by the Registrar's Office are permitted to take exams on their laptops unless the exam instructions for a particular course state otherwise.

Scheduling - The dates of the exam period for each term appear on the academic calendar. The exam schedule is distributed approximately 6-8 weeks into the fall and spring semesters. All 1L exams are scheduled for a specific day and time, with at least two days in between each exam. For upper-level exams, the professors with the 4 or 5 highest enrollment upper-level classes determined as of the end of the 4th week of classes are given the opportunity to have their exams scheduled for (or at least taken by) a particular day and time, to ensure that they have enough time to complete their grading. There is always at least one full day between upper-level scheduled exams. All other upper-level exams are unscheduled. Unscheduled exams may be taken on a number of days during the exam period, at a time and place specified by the Registrar’s Office.

Faculty Plagiarism Rules
Students should familiarize themselves with the Faculty Plagiarism Guidelines and make themselves aware of what constitutes plagiarism and when it can rise to the level of an Honor Code violation. Every student will receive a PDF copy of these rules via email. They can also be viewed on the web at: http://law.wustl.edu/students/index.asp?ID=1000.

Faculty Rules
As stated at the beginning of this section of the handbook, Law School policies and procedures concerning academics are governed heavily by Faculty Rules. Please check with the Registrar’s Office if you have any questions concerning academic matters.

Forms
Students often are required to fill out and submit forms in connection with requests pertaining to academic matters. Forms are available in the Student Services Suite and on the web at http://law.wustl.edu/Registrar/index.asp?id=2131. Most of the forms give instructions as to when and where they should be turned in, but if there are any questions, students should inquire in the Armstrong Teasdale Student Services Suite (A-B Hall, No. 303), or email Registrar@wulaw.wustl.edu.

Grades & Grading
**Anonymous Grading** - Final exams are graded anonymously. Because of the anonymous grading policy, students should note that disclosure of a student's identity or status on an exam is an Honor Code violation. Papers and assignments are sometimes also graded anonymously. Students are not expected to memorize their final exam numbers, as they are printed on the outside of the exam envelope which contains each exam. Exam numbers assigned to students by the Office of the Registrar are used in place of student names on final exams as well as on any other anonymously graded work. Certain classes, due to the nature of the work involved, cannot be graded anonymously (e.g. Clinics, Pretrial, Trial, Alternative Dispute Resolution and most Seminars and most Applied Skills classes).

**Computation of Academic Average** - Cumulative and semester grade point averages for J.D. students are computed at the end of the fall and spring semesters. Yearly grade point averages for J.D. students are computed at the end of the spring semester. The academic year, for purposes of calculating the yearly GPA, begins with summer and ends with spring. Averages are computed as a weighted average by multiplying the numeric grade for each course attempted by the number of credit hours given for the course and dividing the total by the number of numerically graded hours attempted (credit/no credit, transferred hours, and non-law courses are not included in these computations). A “Fail” in a Pass/ Fail course (whether Modified or straight pass/fail) is recorded as a 70 and is used to compute the student’s average. A “Low Pass” in a Modified Pass/Fail course is recorded as a 78 and also is used to compute the GPA. A “High Pass” in such a course is recorded as a 94 and also is used to compute the student's average, unless the effect would be to lower the student's cumulative GPA. A “Pass” in a modified Pass/Fail course is recorded as a P and does not affect the GPA.

**Grading Deadlines** - As a general rule, grades are due 4 weeks after the end of the exam period. For students who are graduating, the Registrar’s Office sets a date by which faculty members must give notification of a failing grade prior to when the degree list must be submitted to the University Office of Student Records.

**Grading System** - The grading system uses a numeric scale of 70 – 100. The faculty has agreed upon the following conversion scale for students to compare the Law School's numeric grades with letter grades:

- A+ = 100 - 97; A = 96 - 94; A- = 93 - 91; B+ = 90 - 88; B = 87 - 85; B- = 84 - 82; C = 81 - 79; D = 78 - 74; F = 73 - 70.

Students should note that because of high academic standards and intense competition, considerable bunching occurs in the middle range of the grading scale.

First year JD classes have a mandatory mean of 87. Upper level courses have a mandatory mean determined by the mean GPA of all J.D. students in each individual course; seminars have a mandatory median, based on the mean GPA of all J.D. students in each individual seminar. No more than 1/3 of the students in a seminar can receive a final grade of 94 or higher. Courses strictly defined as Graduate Tax courses have no mean or median grading requirement.

For JD students, a grade of 74 or better is necessary to earn credit in a course and a cumulative 79 average is necessary to remain in good standing, and at the end of the 2nd year a GPA of 79 is required based solely on the 2nd year grades.

Students in the LL.M. in Taxation program must receive a minimum grade of 79 to receive credit for a course. For students in the LL.M. in Intellectual Property and Technology Law program, a grade of 74 or better is necessary to receive credit for a course and a cumulative GPA of 79.00 is required to graduate. Students in the LL.M. in U.S. Law program need a grade of 74 or better to receive credit for a course, and they are not required to meet a minimum GPA. [Prior to the 2010-2011 school year: Students enrolled in the LLM in U.S. Law program received numeric grades which were converted to High Pass (HP), Pass (P) or
No Credit (NCR#) for their officially recorded grades. The Registrar's Office informed each LLM in U.S. Law student of the numeric score reported by the professor for each course; this information can be found in the student file.

Notification of Class Standing For J.D. Students - At the end of the fall and spring semesters, a GPA percentile table is created for each J.D. class. The GPA percentile table lists the 1%, 5%, 10%, 15%, 20%, 25%, and 33 1/3% cut-offs for each J.D. class. This information is sent by email to all students and is posted on the Law School website. A document on Law School letterhead, showing percentile cut-offs for each J.D. class is posted on the Registrar's Office website. Following a system proposed by students and approved by faculty in 1995, the Law School does not report exact ranks of J.D. students, except for those in the top 5% of each class.

Students in other degree programs other than the J.D. program are not ranked. There is, however, an award granted after all grades are in to the student with the highest GPA in the LL.M. in Taxation program and to the student with the highest GPA in the LL.M. in Intellectual Property and Technology Law program.

Transcripts – See transcript information in the STUDENT INFORMATION section of this handbook, under Transcripts.

Viewing Grades - Students can view their grades in WebSTAC by clicking on “View Grades” (note that although grades will be displayed as soon as they have been recorded, the GPA calculation is performed overnight; the GPA shown on WebSTAC will not reflect any grades recorded that day.) No grade report is mailed. Grade distributions showing the breakdown of grades in each particular course are posted on the web at http://law.wustl.edu/registrar/pages.aspx?id=2243 as soon as possible after the grades are entered. (Grade distributions are not posted for classes in which the enrollment is fewer than six students, to protect student anonymity.)

Holds
The University can place a "Hold" on a student's record for various reasons, the most common of which is financial (a past due account). If you have a Hold on your record you will not be allowed to register for classes in the upcoming semester (barring special permission from Director of Financial Aid, JoAnn Eckrich or Dean Walsh) or order a transcript. Holds should be cleared up with the department that placed the Hold (such as by paying your bill at Student Financial Services, North Brookings Hall, 935-5900). Questions about Financial Holds should be directed to JoAnn Eckrich (Room 303, 935-4605, eckrich@wulaw.wustl.edu). The Registrar’s Office places holds on records of students who do not enter current address (Home and Local) and telephone information.

Honor Code
Matters relating to academic and professional integrity are governed in large part by the Law School Honor Code. Every student will receive a PDF copy of the Honor Code via email. It can also be viewed on the web at: http://law.wustl.edu/students/index.asp?ID=1002. Students should be thoroughly familiar with the entire Honor Code as they will be held accountable for all its provisions.

Honors and Awards
Numerous honors and awards and prizes are given each year and at graduation in recognition of outstanding academic achievement. For a list of available honors and awards, both academically-based and otherwise, go to http://law.wustl.edu/Registrar/index.asp?id=2550.
**Petitions**

Students sometimes want to do something that requires special permission from the Law School—e.g., visit at another law school, be readmitted following exclusion for poor scholarship, etc. To obtain the necessary permission, a written petition to Dean Walsh is required. The petition process is governed by the Faculty Rules and students will be notified of final decisions in writing by the Associate Dean for Student Services.

**Registration**

First year law students are automatically registered for the pre-set first year curriculum. For upper-level students, registration information is distributed to students in March. This information includes the course directory (which includes courses for both fall and spring of the upcoming year), pre-registration information for Clinics and Seminars, and other pertinent information, and an academic planning guide. First, students pre-register for seminars and clinics for the whole next year (both the Fall and the Spring). This is done on-line (but not via WebSTAC) and must be submitted by a specific deadline. Registration for all other courses occurs on-line via WebSTAC, in April for Fall courses and November for Spring courses, with 3Ls and LL.M.s first and 2Ls, following a day or two later. Students are notified of their Clinic and Seminar placements prior to WebSTAC online registration in April (and, because the notification covers the entire next year, already know their spring semester placements prior to online registration in November). Registration for the January Intersession takes place in October. Students are not allowed to take: 1) more than one seminar in the same semester, and 2) more than one clinic or supervised practicum in the same semester.

For all matters pertaining to registration, timing is critical. Students should pay close attention to the pre-registration deadline for Clinics & Seminars, and to the online registration dates noted on the Academic Calendar, which is posted on the web and included in the course directory.

**Study Abroad**

Students interested in studying abroad can apply to study at one of several English-language foreign law schools that have agreed to admit a limited number of Washington University law students for a semester. At present, we have formal agreements with Utrecht University in The Netherlands (http://www.uu.nl/uupublish/homerechtsgeleer/english/23260main.html), Universidade Catolica Portuguesa in Portugal (http://www.fd.lisboa.ucp.pt/), Trento University in Italy (http://www.jus.unitn.it/), Queens University Belfast in Northern Ireland (http://www.law.qub.ac.uk/), Fudan University in China (http://www.law.fudan.edu.cn/), Korea University (http://www.korealawschool.com/eng/overview.asp), National Taiwan University (http://www.law.ntu.edu.tw/english/), Hong Kong University (http://www0.hku.hk/law/), National University of Singapore (http://law.nus.edu.sg/), and the University of Queensland in Australia (http://www.law.uq.edu.au/). Under these arrangements, a student continues to pay tuition to Washington University and receives law school credit for approved courses taken at the foreign law school. Students are responsible for costs of travel and living expenses while abroad. In addition, we have informal arrangements with many law schools around the world, under which a highly motivated and qualified law student may be able to study abroad on an ad hoc basis. See more information at http://law.wustl.edu/international/pages.aspx?id=743. During the summer, Washington University offers the “Summer Institute for Global Justice,” an intensive, six-week program in international and transnational law in Utrecht, The Netherlands. This program is open to Washington University law students, as well as law students from across the United States and Europe, and features some of the top international law professors and practitioners from around the world. For more information, see http://law.wustl.edu/summer_institute/. Finally, a small number of students are selected from each class
for participation in the Law School’s groundbreaking Transnational Law Program, a partnership with four European law schools. For further information about any of these programs, see Michael Peil, Associate Dean for International Programs, Seigle Hall (Room 120, 935-8031 mpeil@law.wustl.edu).

**Summer School**

**Other Law Schools** - J.D. students may request permission of the Associate Dean of Student Services to attend summer school at another law school for credit toward the J.D. degree by completing a "Summer School Elsewhere" form found at http://law.wustl.edu/Registrar/Forms/SummerSchoolElsewhereForm.pdf. The form must be completed prior to attendance in the summer program. Students may not receive credit for more than seven hours of summer school. To receive credit, a grade of “C” or better must be earned and an official transcript sent to the Registrar, upon completion of the course. If the student is taking a pass/fail course, the Registrar’s Office will accept a letter from the professor or Registrar from the other law school confirming that the student did “C” or better work in the class. It is the student’s responsibility to request these documents as soon as their grades have been posted.

**Washington University** - (1) In St. Louis-Washington University School of Law has historically held a 5-week summer session. Summer school courses are typically announced around the beginning of the spring semester and registration begins shortly thereafter. Students may enroll in up to seven credit hours during the summer session. There are no scholarships, but financial aid is available. No student who is known to be excluded from the Law School for poor scholarship is permitted to enroll in summer school. First year students may enroll in summer school; however, summer school grades are never considered in determining whether a first year student will be promoted to second year status. (2) In the Netherlands - Washington University offers the “Summer Institute for Global Justice” at Utrecht University. Contact: Michael Peil at mpeil@wustl.edu 935-8031.
STUDENT INFORMATION

Academic Calendar
The Law School Academic Calendar can be found at the front of this handbook and on the Registrar’s Office homepage (http://law.wustl.edu/Registrar).

Advising
Law students have access to a range of advising and support services in the areas of academics and health and wellness. Through the Office of Student Services, the school offers a series of events and programs aimed at both upper-level students and 1Ls. Associate Dean for Student Services Elizabeth Walsh (Room 303G, 935-5861 ewalsh@wulaw.wustl.edu), is available to answer questions about what is available and/or to help students locate a particular type of program or service. Students can also visit the Student Advising Web page at http://law.wustl.edu/Advising. For more information about services and programs that focus primarily on life outside the classroom, see “Mentoring” in this section of the handbook. For more information about services and programs that focus primarily on academics, see “Academic Planning” and “Academic Support” in the section on ACADEMICS.

Announcements
Announcements about goings-on at the Law School and other matters of importance to students can be found in the following places: email addressed to your Outlook account; the Law School web site, http://law.wustl.edu; digital message boards (plasma screens) on the first and third floors; MyLaw (Law School Intranet) https://mylaw.wustl.edu; handouts distributed to and/or posters posted near student mail folders on the 2nd floor; and the Washington University Law Daily email. Students wishing to post announcements to the Law Daily (that do NOT involve a room reservation) should go to http://law.wustl.edu/lawdaily/students1.asp.

Audio Visual and Multimedia Services
The AV/Multimedia Department is located on the 2nd floor of Anheuser-Busch Hall (Room 253J), southeast corridor, adjacent to Web Services and Computer Support. The department is staffed by Director of Multimedia Technology, Darryl Barker; Multimedia Specialists Bill Mathews, Andrew Bauer and Kevin Roberts. AV/Multimedia support is available to students for school assignments and activities. Some service limitations apply and equipment is not loaned for personal use or non-law school related activity. To request service, send an e-mail to av@wulaw.wustl.edu. The department homepage is: http://law.wustl.edu/AV/index.asp. IMPORTANT: 48 hours minimum advance notice is required for all multimedia requests.

Students wishing to film and/or videotape using law school facilities should consult the Filming Guides posted on MyLaw.

Banking Services
Full banking services from Bank of America are available in the Mallinckrodt Center, 3rd floor. There also are four Bank of America ATM locations on the Hilltop Campus: 1) Northeast entrance to Mallinckrodt Center; 2) Southeast corner of Gregg House, near Clock Tower (South 40); 3) North entrance of Seigle Hall; and 4) Campus Police Dept. (South 40 - behind Umrah Residence Hall). Personal checks (your own and checks payable to you) may be cashed in amounts not exceeding $100 per day per student at no charge. If you have an account at Bank of America, there is no limit. Two forms of ID are required, including a Wash U ID. Personal checks for $10.00 cash or $25.00 over the value of the purchase may be cashed at the Campus Store in Mallinckrodt Center.
Bar Exams & Admission
See the section on Bar Admission and Related Information elsewhere in this handbook.

Books and Course Materials
Textbooks are generally available at the Campus Bookstore. See, “Campus Store” elsewhere in this handbook and at www.wubookstore.com.

Campus Shuttle
Washington University runs several shuttles to the areas surrounding the campus. The service is free of charge to anyone who wishes to ride. The shuttle travels to the Danforth, Medical School and West Campuses, shopping centers, and certain of the surrounding residential areas. For schedule and route information, go to www.parking.wustl.edu or call 935-4140.

Campus Store
The Washington University Campus Store sells books (both textbooks and other types), office and school supplies, computers and computer equipment, and a wide variety of gift and other items. The store is located on the main level of the Mallinckrodt Center. The general phone number is 935-5500; the course textbook department is 935-5584. Current information about hours, online purchase of textbooks, etc. can be found on the web at www.wubookstore.com.

Career Services
The Career Services Office (CSO) is open Monday through Friday from 8:30 am – 5:00 pm. It is located in the Rettner Career Services Suite (A-B Hall, No. 325). The CSO partners with students and graduates to help them identify, develop, implement, and evaluate their career goals. The primary responsibilities of the CSO are to 1) provide students and graduates with equal access to the best career resources and internship and employment opportunities with local, national, and global employers and 2) provide employers with full access to Washington University Law students to meet their recruiting needs. The CSO also partners with students, employers, the Law School, and the university community in the professional development of law students and the development of employer relationships.

The Career Services Office offers a variety of services and educational opportunities to current students. With our favorable ratio of professional staff to students, we are able to meet individually with students frequently throughout the year. In addition to individual advising, the CSO provides a wide range of services throughout the year including informational panels, workshops, a mock interview program, a January Intersession Program for 1Ls, and other programmatic activities. The office maintains a comprehensive listing of job opportunities with a variety of legal employers including law firms, government agencies and public interest organizations, as well as internships, judicial externships, fellowships and judicial clerkships. The listings are maintained in Symplicity, an online management system accessible to employers and JD students (1Ls receive passwords after December 1st). The CSO also hosts an extensive fall on and off-campus recruiting program for second and third-year students, a spring recruiting program, a public interest and government job fair, and participates in various consortia and third-party job fairs.

One of the roles of the CSO is to act as a clearinghouse for information about a wide range of employers and job opportunities. For the Law School to fulfill its commitments to students and external organizations, the CSO maintains information about its students. The information is used for several purposes including national ranking surveys and is essential to optimize the opportunities available to all current and future students. To fulfill this role, the CSO surveys students about their summer
employment experiences and makes these evaluations available to students to assist them in researching prospective employers and assessing opportunities. In addition, as students receive job offers throughout the year we ask them to inform the office, via Symplicity, as they are received. The information is important whether the offer arose as a result of on-campus interviews, writing letters, personal contacts or other means. Graduating students are requested to provide information when they accept post-graduate employment and to complete an employment survey on Symplicity. By reporting, you help ensure complete and accurate data for future students. All information is kept strictly confidential.

The CSO does have various rules and guidelines that students are expected to abide by in order to ensure that all students are treated fairly and afforded equal opportunity. Specific rules and guidelines concern accuracy of resumes, the bidding procedure for on-campus interviews, the acceptance or rejection of employment offers, penalties for failing to cancel or attend interviews in accordance with CSO policies, and other issues relevant to the job search process. Students receive specific information on these policies throughout their law school career as part of registration for on-campus interviews and participation in CSO workshops and programs.

**A Note to First-Year Students**

Law school is a unique experience with a significant adjustment period in the beginning of the first-year. Students are encouraged initially to focus on understanding the educational process, developing a study strategy, and keeping up with their academic requirements. In recognition of this “start-up” period, the National Association for Law Placement has adopted a rule which prohibits law schools from providing career services to first-year law students prior to November 1. (Go to [http://www.nalp.org](http://www.nalp.org) for the NALP guidelines.) The Law School supports the premise and terms of this policy and, therefore, limits first-year students’ exposure to the Career Services Office prior to November 1. In preparation for the time period in which career services support is permissible, however, the CSO holds first-year orientation programs (by section(s)) during October to provide an overview of the office and the services provided as background information. Students are also encouraged to attend informational panels and other programs that may be of interest to them as well. Commencing November 1, Career Services offers one-on-one counseling, resume preparation assistance, programs, panels, workshops and other organized events to assist first-year students in their career planning and professional development.

**Center for the Interdisciplinary Study of Work and Social Capital**

Established in 1999, the Center focuses on the study of work and social capital, with particular attention to the role that social class, race, and gender play in structuring relationships in society. Work is broadly construed to include activities beyond waged labor, including care work, family work, and other work that creates social value but is not compensated with dollars. Social capital is the value that lies in networks of relationships, particularly trust and accompanying norms of reciprocity, altruistic behavior, solidarity, information-sharing, and cooperation.

Guided by an accomplished and interdisciplinary Advisory Board composed of faculty from a variety of disciplines at Washington University, the Center will sponsor scholarly roundtables, conferences, and speaker panels. Its day-to-day focus will be upon research projects directed by affiliated faculty, which are expected to result in new courses, scholarly gatherings, and interdisciplinary publications. The Center’s long-term goal is to enrich the research and learning of affiliated faculty and their students by connecting them with research on similar problems in other disciplines. Ultimately, the Center seeks to deepen scholars’ insight into social problems and to produce more creative solutions. The Center for the Interdisciplinary Study of Work and Social Capital resides in Seigle Hall, which also houses other social science centers and institutes, adjacent to Washington University Law’s Anheuser-Busch Hall.
Communications
The Law School relies heavily on email communication. Students are expected to check their email daily, along with their student mailboxes; in fact, both the faculty and the administration assume that they do so. Students who don't check – or even, don't check regularly – run the risk of missing crucial information. For more about Law School emailing, see “Email” in this section of the handbook.

Communicating with Faculty - Some faculty members observe an "open (office) door" policy where students are concerned; others have posted office hours. Likewise, some make their own appointments, while others rely on a faculty assistant. All faculty can be reached by leaving a note in their mailbox. Full-time faculty mailboxes are located inside their faculty assistant’s offices; adjunct faculty have mail folders located next to the student mail folders on the second floor. Faculty can also be reached by phone or email. For listings, go to http://www.wustl.edu/directory.html.

Communicating with Other Students

(1) Student Directories - To find phone numbers and email addresses of fellow students (as well as faculty and staff) via the web, go to the University's online directory at http://www.wustl.edu/directory.html. The directory currently does not list student mailing addresses, but does list the title, department name, Campus Box and fax numbers of faculty and staff and the email address, phone number, and academic division of students. Additionally, there is a link to the St. Louis White Pages from this site. The University produces a directory called the Ternion in October. The Ternion is available for a nominal cost at the Campus Store. Student addresses and phone information (local, home, and email) are gleaned from the information in WebSTAC as of approximately September 1st of each school year, so students should check before the beginning of September each year to make sure these addresses and phone numbers are correct. If a student wishes to suppress any of this information from being printed in the directories, the student may so specify in the "Information Restriction" (under "Personal Preferences") menu option in WebSTAC. (The September 1st deadline applies here too.) However, students are required to have a local and home address/phone number and email address in WebSTAC for administrative use.

(2) Student Mail Folders - Student pendaflex mail folders are located on the second floor. Students should check their mail folders daily as individual communications are often made via the student mail folders. These mail folders are for purposes of school communications only; students are requested not to have their personal mail delivered to the Law School. Heavy items such as books, large outlines, and packages should be delivered to the Facilities Office (Room 102). Facilities will place a note in the student’s mail folder telling the student that an item is being held for him or her in Room 102.

Computer Services and Support
The Law School provides a variety of computer services. A detailed description may be found at the PC Support web page: http://law.wustl.edu/computersupport/. However, please remember that computers and computer software can fail without warning. Make sure that you always make at least one backup copy of all information with which you are working. The Law School provides fifty megabytes of network space to each student for backup purposes.

Getting Help - If you are having difficulty with any of the student computer lab computers, student walk-up terminals, printing, accessing your email account, or wireless access please consult the PC Support staff. Trouble tickets are issued using the BridgeTrak trouble ticket software. PC Support is available between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday in Room 253.
**Service on Your Personal Computer** - Computer Support Services Staff does not provide repair services for student computers. Staff members are NOT permitted to service student-owned laptops during work hours but may elect to be hired for after hours work. Computer Support Services will provide instructions and, if needed, assistance configuring students laptops for email, printing, network and wireless access.

**Student Computer/Teaching Lab** - The Student Computer/Teaching Lab is located in room 252 inside the Law School Library and contains 12 workstations. Students must use ID cards to gain access to the lab. There are a few basic rules to follow while using the lab, e.g., food and drink are not permitted in the lab and students may not delete or download any software to the lab equipment. The Student Computer/Teaching Lab will, at times, be reserved for research classes, Westlaw and Lexis-Nexis instruction, and other IT related training.

**Student Walk-Up Terminals** - There are a number of Student Walk-Up Terminals and printers available on the first and second floor of the Law School Library. These workstations are provided so students can quickly check email, perform legal research, print documents, etc. The same basic rules that apply to the lab computers apply to the Student Walk-Up Terminals.

**Course Materials/Handouts** - Depending on the volume of individual course materials, some materials will be printed and distributed within the Law School, other materials will be printed and made available for purchasing with the school’s vendor. Students are advised to refer to the individual course websites for information on where to pick-up course materials. For school year 2012-2013 the vendor is Hi-Tec, located at 375 N. Big Bend, at the corner of Big Bend and Forest Park Parkway. They are open Monday through Thursday from 8:00 a.m. until 8:00 p.m.; Friday 8:00 a.m. – 6:00 p.m.; Saturday 9:00 a.m. – 6:00 p.m. and Sunday Noon – 6:00 p.m.

**Course Mailboxes** - Most (though not all) classes have a course mailbox on the 5th floor.

**Counseling**
Counseling is available through Student Health Services (SHS) on the South 40. All counseling and consultative services of the Student Health and Counseling Service and its records are held confidentially within the office. Without permission of the student, these records are not available to people outside or within the university except in a life-threatening situation or under appropriate court order. For more information about counseling services, including information about hours, services available, and costs, visit [http://shs.wustl.edu/MentalHealth/Pages/default.aspx](http://shs.wustl.edu/MentalHealth/Pages/default.aspx).

**Disability Resources (DR)**
Cornerstone: The Center for Advanced Learning includes Disability Resources (DR) for students with disabilities. The Center is located in Gregg Hall, on the South 40. The University makes every effort to ensure that all students can take full advantage of the programs, activities and opportunities that the University offers. DR assists with this effort by arranging for specific accommodations for students. Under the Americans with Disabilities Act and University policy, students with disabilities must submit documentation of their disability to Cornerstone Disability Resources before formal accommodations can be made. Students with disabilities are urged to check in with DR at the beginning of each school year for details as to precisely what is required. Eligibility for accommodations is determined on an individual basis, must be supported by professional documentation, and must be renewed each semester. Further information about DR and its services can be found at [http://disability.wustl.edu](http://disability.wustl.edu). Questions can also be directed to Libby Lessentine, Disability Resource Coordinator at lessentence@wustl.edu or 935-4062. Any student with questions about receiving accommodations at the Law School should contact Elizabeth Walsh, Associate Dean for Student Services, at ewalsh@wulaw.wustl.edu or 935-5861.
**Eating on Campus**
There are a number of campus area dining options, including cafeterias at the Law School, Mallinckrodt Center, the Village, Bear’s Den, and Umrath Hall. For information on the various options, go to [www.diningservices.wustl.edu](http://www.diningservices.wustl.edu). There is also a vending machine area located by the Student Commons with hot and cold foods, beverages, and snacks. Refunds for money lost in these vending machines may be obtained from the Facilities Office (No.102).

**Email**
Email is the most commonly used form of communication in the Law School. To repeat a caveat given elsewhere in this handbook, students who don’t check their email daily—or even, don’t check regularly—run the risk of missing crucial information.

**Facilities**
The Facilities Office is located on the first floor of Anheuser-Busch Hall (No. 102). The office is open from 8:30 a.m. - 5:00 p.m. Monday through Friday. Mailing Services are available through the Facilities Office.

**Mailing Services** - The Facilities Office serves as the Law School’s mail center. Students may drop their stamped mail in the outgoing mail basket at the reception desk located outside the Facilities Office (No. 102). There is also an outgoing campus mail basket for your use. Registered mail, express mail and other services are available at the Washington University Post Office, which is located at the Village, in the Small Group Housing main building and North Campus. (Please also note that there are Airborne, FedEx and U.S. Mail boxes behind the Law School by the Mallinckrodt Parking Garage.)

**Faculty & Staff Mailboxes** - Every full-time faculty member, including visiting faculty, has a mailbox in their assistant’s office. Mailboxes for adjunct faculty members are located near the student mailboxes on the 2nd floor. Students who wish to leave something for a faculty should place it directly in the individual’s mailbox.

**Financial Aid**
Student financial aid is handled through the Law School’s Financial Aid Office, which is located in the Armstrong Teasdale Student Services Suite (No. 303). Questions about or requests for help with financial aid should be directed to JoAnn Eckrich, Director of Financial Aid (eckrich@wulaw.wustl.edu 935-4605) or Carrie Burns, Financial Aid & Student Services Coordinator (cjburns@wulaw.wustl.edu 935-6438). The Law School Financial Aid Office administers all forms of financial assistance available through Washington University School of Law, including scholarship funds and federal student loans.

**Forms**
Various approval and letter request forms can be found in the Student Forms and Information area in the Student Services Suite, or on the web at [http://law.wustl.edu/Registrar/pages.aspx?id=2131](http://law.wustl.edu/Registrar/pages.aspx?id=2131). Most of the forms indicate where they should be submitted. Letter requests, loan deferment forms, insurance forms, and bar forms are processed by Linda Coffin, Academic Services Coordinator (coffinl@wulaw.wustl.edu 935-4610), and should be turned in to the “Submit Forms Here” tray on the counter of the Registrar’s Office (No. 303). Please allow at least 5 working days turnaround time on such requests, and even longer than that during “peak” Registrar’s Office activity times, such as exam periods and when grades are being processed.

**Furniture**
Furniture should not be rearranged or moved from one area of the building to another except by prior
arrangement with Jeff Roberts, Director of Law Facilities and Building Operations (jroberts@wulaw.wustl.edu 935-6499, No. 102) or, in the case of library furniture, contact Carole Luther, Administrative Assistant for Associate Dean for Information Resources (luther@wulaw.wustl.edu, 935-6440, No. 455A). Furniture should be returned to its prior location after it is used. To check if the Law School has a particular type of furniture needed for a Law School event, contact Jeanne Heil-Chapdelaine, Event Services Manager (jheil@wulaw.wustl.edu 935-7567, No. 102).

**Health Insurance**
Washington University provides universal health insurance coverage for all full-time students. You will be automatically billed for and covered by the Student Health Insurance Plan once you have completed registration for each semester. United Healthcare is the plan carrier for the 2012-2013 academic year. The Student Health Insurance Plan provides benefits while you are at the University as well as when you are off campus, such as when on breaks or traveling abroad. All full-time students are automatically enrolled in and billed for the plan upon completion of registration. The Plan provides coverage 12 months per year. All spouses/domestic partners or dependents who wish to enroll in the plan must do so via the insurance company website. Part-time students and visiting students are not eligible to enroll, except that all International students on certain visas are required to be enrolled regardless of whether they are full or part-time. For additional information about student health insurance coverage and options, go to http://shs.wustl.edu/Pages/default.aspx.

**Health, Wellness, and Counseling Services**
Washington University Health and Wellness Center (http://shs.wustl.edu/Pages/default.aspx) has three components: health services, mental health services, and health promotion services. The Center is located in the Nathan Dardick House on the South 40. The main phone number for Student Health Services is 935-6666.

*General Health Services* - Student Health Services provides a broad range of general health services, ranging from allergy injections and every type of lab work to overnight infirmary care. For details about hours, services available, and costs, see http://shs.wustl.edu/Pages/default.aspx or call 935-6666.

**Identification Cards**
All students are issued an official Washington University student identification card. The card displays a color photo, your student identification number, division code, and date of issue. The magnetic stripes on the back of your card provide access to various academic buildings and labs, campus housing, the athletic complex, the library, and on-campus student activities, as well as meal plans and check cashing services. The ID card is yours to use, but it remains the property of Washington University. Report a lost or stolen card in person to the Campus Card Services immediately campuscard@wustl.edu (Green Hall, Room 1158). The cost of a replacement card is $20. You must present some form of positive identification with a picture ID to obtain a replacement student ID card.

**Identification Numbers/Passwords**
*WUSTL Key* - Your WUSTL KEY is the combination of your WUSTL CONNECT Login ID and password. Every student, faculty, and staff member has a WUSTL KEY credential and can use it to access WUSTL CONNECT-enabled applications, including WebSTAC, and the Student Health Services Portal.

**Joint Degree Programs**
The Law School participates in joint (combined) degree programs for J.D. students with the George Warren Brown School of Social Work, the John M. Olin School of Business, and the Department’s East Asian Studies of the Graduate School of Arts and Sciences. Additionally, the Law School is willing to
participate in a combined degree program with any other graduate school within the University as long as an agreement can be reached with the other participating graduate school. For all combined degree programs, the Law School applies nine (9) hours of credit earned in other schools toward the J.D. degree. Each of the other schools participating in formal combined degree programs applies varying amounts of credit earned in the Law School toward its degree. This arrangement permits the student to earn a J.D. degree and another graduate degree in considerably less time than if he or she were to pursue the two degrees independently. For further information about these programs, inquire with the Registrar’s Office (registrar@wulaw.wustl.edu, 314-935-4610). “Go to Degree Requirements, Other Degrees for information about the transferability of up to 9 credits from a Washington University J.D. to an LL.M. in Taxation or an LL.M. in Intellectual Property & Technology Law.”

**Law Library**

The following is a basic introduction to the Law Library. For further information see [http://law.wustl.edu/library/index.asp?id=4372](http://law.wustl.edu/library/index.asp?id=4372) and the New Student Introduction to Information Resources book handed out during orientation.

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**Circulation System/Policies** - Because a large portion of the library's book collection is of a research and reference nature, much of the collection does not circulate. Circulating books, reserve materials and unbound periodicals may be checked out at the Circulation Desk, located on the fourth floor near the main entrance to the library. To check materials out, present your ID to the desk assistant. Reserve materials and unbound journals are available for library use only and may be renewed up to two times. They may be renewed at the Circulation Desk by phoning 935-6450, or via the Online Catalog. Some reserve materials may be checked out overnight: they go out one hour before closing and are due the next day within one hour of the library's opening. Circulating materials have a borrowing period of four weeks unless another patron places a "hold" on the item, in which case the borrowing period is recalculated. A hold may be placed on books checked out to other patrons by using the "Request" feature in the Online Catalog. Circulating books that do not have a hold placed on them may be renewed by bringing them to the Circulation Desk, by phoning 935-6450, or via the Online Catalog. For instructions on renewing books online, see [https://spokane.wustl.edu/patroninfo~S2](https://spokane.wustl.edu/patroninfo~S2) or ask a librarian.

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**Overdue Fine Policy** - The Law Library does not charge fines for overdue books. Students will, however, be billed for lost, damaged or long overdue materials. Library materials are considered long overdue if you fail to return them after two overdue email notices. If a book becomes long overdue, an invoice is automatically generated by the Office of Student Financial Services and added to your tuition. Bills are for the cost of the book (or $75 when unknown) plus a $25 per book processing fee. If the book is returned after the notice is generated, a credit (less a $15 administrative fee) will be issued. Students may avoid being billed by returning books they are no longer using and renewing books as necessary.

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**Collection** - The law library is a major academic research facility with over 700,000 volumes. It acquires both primary and secondary source materials to support the needs of students, scholars and practicing attorneys. The collection includes all state and federal statutes and court reports. The collection also includes state and federal court digests, all periodical indexes, major legal encyclopedias and loose leaf services. Supporting these materials is an extensive collection of legal treatises, U.S. government documents, and subscriptions to legal journals. The library also maintains substantial collections in British, Chinese, Japanese and international law materials.

The library holds material in paper formats (books, journals, loose leaf services), microfilm and microfiche,
computer disk, CD-ROM, audio tape and videotape. The library also makes available to its patrons a number of online resources (see "Electronic Research Databases" below).

**Electronic Research Databases** - The library subscribes to a variety of electronic research databases, containing both primary and secondary source materials. For a complete listing, go to [http://law.wustl.edu/library/index.asp?id=1162](http://law.wustl.edu/library/index.asp?id=1162). Lexis-Nexis, Westlaw, and Bloomberg are the three main online legal research services. Each service provides access to thousands of databases that cover primary and secondary legal resources as well as a variety of non-legal topics including news, technology and business information. First year students receive Lexis-Nexis and Westlaw passwords during Orientation, and training in their Legal Research Methodologies class. Transfer, LLM, and JSD students should see the Electronic Services Librarian, Hyla Bondareff, for passwords.

**Library Access, Hours, and Usage Policies**

**Hours** – The Library is open and staffed the following hours during the academic year:

Monday - Thursday: 7:00a.m. - 1:00 a.m.; Friday: 7:00 a.m. - Midnight
Saturday: 9:00 a.m. – Midnight  Sunday: 9:00 a.m. - 1:00a.m.

Library hours are extended during the reading period before exams.

**Seating** - Seating is available on all four floors of the library. Easy chairs are located on the fifth floor overlooking the Reading Room. Group study rooms are located on the second, fourth and fifth floors. Most tables and carrels are wired for power and data.

Seating in the library is on a first-come, first-served basis with two exceptions. First, carrels are occasionally reserved for visiting scholars. Second, group study rooms may be reserved at the Circulation Desk for up to two hours per group per day. Tables and carrels may not be reserved, except as provided above. Neither can a student acquire by occupation or prescription any kind of a "right" to a carrel. Students are not permitted to store personal items, including checked-out library books, personal papers, etc., on tables and carrels in the library. Personal items left unattended will receive a warning slip and will be removed to the Circulation Desk Lost and Found if they are not removed by the next day. Unclaimed personal items are transferred to the University Lost and Found, which is located in the Event Services offices at Mallinckrodt Center.

**Usage Policies** - Information about rules and policies governing library use can be obtained from Associate Dean for Information Resources Phil Berwick or Director of Public Services Dorie Bertram. To summarize just a few of the basics, consideration and cooperation are important factors in all libraries. Respectful treatment is required of all students toward fellow students, faculty and library staff at all times.

Courtesy toward fellow readers demands a quiet atmosphere in the library. Cell phones must be turned off, or have the ringer set to "vibrate" while in the Law Library. Cell phone use is restricted to the fourth floor library lobby, printer areas on the second, fourth and fifth floors, and to the phone booths on the second floor.

Food and drink have the potential to damage books and computing equipment. Food attracts insects and rodents that also eat books. Spilled drinks can damage books, computers, and network/power
connections. Please take care when bringing drinks and snacks into the Law Library: keep food contained, use spill resistant drink containers, clean up any crumbs and spills, and place trash in the appropriate garbage or recycling receptacle.

Students should never leave personal books, papers, laptops, wallets or other belongings unattended on library tables or in carrels. The building is open to the public during the day and unfortunately, each year thefts occur.

Basic fairness dictates that students should not remove from the shelves more books than they are actually using at one time. Books may be saved overnight by obtaining a "Save Slip" from the circulation desk. The Save Slip permits students to hold up to five books for a single 24-hour period. It is a violation of the Honor Code to intentionally hide or misplace library materials. Likewise, the mutilation or defacement of library materials is grounds for serious disciplinary action including, but not limited to, dismissal from the Washington University School of Law. Criminal charges may also result.

**Shelving** - Students should not reshelve books, but should instead leave them on the tables/carrels or place them on the shelves by the photocopiers or in the re-shelving areas on the second or fourth floors.

**Loan Repayment Assistance Program (law school loans)**

See the "Mel Brown Family Loan Repayment Assistance Program" in this section.

**Loan Repayment Deferment (undergraduate loans)**

Students who borrow a federal student loan and who are enrolled at least half-time are eligible for a deferment. Most enrolled students will receive an automatic deferment through the National Student Loan Clearinghouse. If, however, you receive a deferment form from your lender or loan servicer and are still enrolled, bring the form to Linda Coffin, Academic Services Coordinator, in the Armstrong Teasdale Student Service Suite (A-B Hall, No. 303), where it will be forwarded to the Clearinghouse for processing. Students who are still enrolled and receive a letter stating they are in repayment because of an incorrect date of graduation, may request a letter be sent to the lender with the correct date of graduation. Letter requests can be made to Linda Coffin (coffinl@wulaw.wustl.edu). Letter request forms can be found at: [http://law.wustl.edu/uploadedFiles/Registrar/Letter%20Request%20Form.pdf](http://law.wustl.edu/uploadedFiles/Registrar/Letter%20Request%20Form.pdf).

**Lockers**

Locker assignments are made by Student Services (cjburns@wulaw.wustl.edu 935-6438). Entering students (whether 1L, transfer, or advanced degree) receive locker assignments via email. If you have a problem with your locker, including forgetting your combination, Carrie Burns in the Student Services Office, will be able to help you.

**Lost and Found**

Students should check for lost and found items in the library at the Circulation Desk, 935-6450. The University's Lost and Found is located in the Event Services offices at Mallinckrodt Center.

**Mail**

**Receiving Mail** - Each student has an assigned pendaflex mail folder located on the 2nd floor. The mail folders are grouped by class. Students should check their mail folders daily as individual communications are often made via the student mail folders.
**Sending Mail** - There are some limited mailing opportunities through the Facilities Office (No. 102). See “Facilities” in this section of the handbook. In addition, there is a Campus Post Office located at the Village and North Campus.

**Maintenance**

Maintenance problems should be reported to the Facilities Office (No. 102), 935-6435.

**Mel Brown Family Loan Repayment Assistance Program (law school loans)**

To help law students who want to secure employment in low paying public service and government jobs, Washington University School of Law adopted the Mel Brown Family Loan Repayment Assistance Program ("LRAP") beginning with the graduating class of 2002. Under the program, a loan is made to qualifying graduates to assist them with their law school loan repayment. The loan is fully forgiven at the end of the period in which the loan is made assuming the applicant meets the requirements of the program. For further information, contact Associate Dean for Student Services, Elizabeth Walsh at 935-5861 or ewalsh@wulaw.wustl.edu.

**Mentoring**

The Law School has a Student Mentoring Program that pairs first-year students with 2L and 3L student mentors. The program is designed to help 1Ls make an easier transition to law school by providing mentors who have been through the same experience. Through a combination of informal social interaction and planned activities, the upper class students will be available to answer general questions and offer advice and information about law school life. Students interested in being mentors can sign up in the spring; mentees (incoming 1Ls) receive notification about the program and are given a chance to sign up in the summer. For further information contact Associate Dean for Student Services Elizabeth Walsh at ewalsh@wulaw.wustl.edu or Financial Aid & Student Services Coordinator, Carrie Burns at cjburns@wulaw.wustl.edu.

A number of student organizations also run mentoring programs for their members. Students should check with each organization to find out what is available.

**Multipurpose Rooms**

During examinations, the Multipurpose Rooms will be reserved for group (defined as two or more people) studying. The rooms will be available on a first-come first-serve basis, but individual studiers will be asked to vacate a room if a group would like to use it. Additionally, unattended items that are left in a study room for longer than one hour will be moved to the Student Services Office if another group would like to use the room. With the exception of the Green Seminar Room (Seigle Hall, No. 111), all Law School classrooms in Seigle Hall which have not been reserved for review sessions should be available on a first-come first-basis.

**Name Changes**

To change your name on your official Law School record, you must furnish to the Office of Student Records with a copy of the official legal document (marriage certificate, divorce paper, etc.). The Office of Student Records is located in the basement of the Women’s Building.

**Notary**

Notary services are available M-F by appointment only. This is a complimentary service offered to Washington University School of Law faculty, staff, and students. To schedule an appointment with one of the notaries, visit the “Request for Notary Form” on MyLaw. Please note that there may be notary service blackout periods in certain offices.
Ombudsperson
Each year a faculty member is named to serve as Faculty Ombudsperson. The Ombudsperson is available to help students work out difficulties with members of the faculty. This year's Ombudsperson is Professor Ann Shields (davis@wulaw.wustl.edu, 935-7373)

Parking
Parking permits may be purchased from the University's Parking and Transportation Services, located at 700 Rosedale on the North Campus (North on Skinker, right on Enright, left on Rosedale, and an immediate right into the parking area). The office is open M-F from 8:30 - 4:45; the phone number is 935-5601. Annual parking permits are available on-line at http://parking.wustl.edu. Daily parking permits may also be purchased from the Campus Bookstore located in the Mallinckrodt Center or at Parking and Transportation Services. For further information about parking on campus, go to http://parking.wustl.edu.

Pets
For health and sanitation reasons, dogs and other animals are not permitted in the Law School unless it is a "working" animal accompanying a handicapped individual. All pets on campus are subject to the St. Louis County leash law. The campus is patrolled regularly and unrestrained animals will be taken to the Animal Shelter.

Privacy Protection
The Family Education Records and Privacy Act, or FERPA, affords students certain rights with respect to their education records. The University's full FERPA policy may be found in Appendix A of this handbook, or in the Law School Course Directory.

Public Interest Law & Policy Speaker Series
The annual, year-long Public Interest Law & Policy Speakers Series on "Access to Justice: The Social Responsibility of Lawyers" brings to Washington University nationally and internationally prominent experts in such areas as international human rights, the economics of poverty, racial justice, capital punishment, clinical legal education, government Public service, and pro bono private practice. Begun in 1998 as part of the Clinical Education Program's 25th anniversary celebration, this Series features outstanding academics, Public Interest advocates, and practitioners; illuminates the pro bono, Public service professional responsibilities of law students and lawyers; engages the University community in an interdisciplinary discussion about social justice; and produces scholarship in this important area.

Public Service Project
The Public Service Project was established to provide desperately needed services to the St. Louis community; to help students learn about representing the underserved and inquire into the fairness and effectiveness of the law and legal institutions; and to provide students with valuable practical experience and the opportunity to interact with representatives from public interest agencies, organizations, and law firms. For further information about the project, including a listing of currently available service opportunities, contact Associate Dean for Student Services Elizabeth Walsh (ewalsh@wulaw.wustl.edu 935-5861) and/or visit the Project's Web page at http://law.wustl.edu/pubserv/.
**Reserving Rooms**
The use of space in Anheuser-Busch Hall & Seigle Hall, including the Student Commons or Courtyard, requires a reservation. Reservations for library group study rooms must be scheduled at the library Circulation Desk. All requests for the use of space in Anheuser-Busch Hall and Seigle Hall must be made via the Room Reservation Form at [http://law.wustl.edu/virtualemsenterprise/](http://law.wustl.edu/virtualemsenterprise/). Reservations for classes and class-related activities take precedence over reservations for non-curricular activities (e.g. student organization meetings).

Daily schedules are posted outside each classroom. However, these schedules should not be used to determine availability. Any use of classrooms and conference rooms must be reserved through the room reservation system at [http://law.wustl.edu/virtualemsenterprise/](http://law.wustl.edu/virtualemsenterprise/).

Outside organizations are permitted to reserve rooms provided that they receive approval and there is no interference with Law School classes, activities, or events.

Room rental, AV, and cleaning fees are charged to outside organizations for the use of our facilities. Contact Jeanne Heil-Chapdelaine [jheil@wulaw.wustl.edu](mailto:jheil@wulaw.wustl.edu) or Liz Deken [edeken@wulaw.wustl.edu](mailto:edeken@wulaw.wustl.edu) for more information.

**Security/Safety**

- **Campus Police** - The Campus Police can be reached at 935-5555 or by picking up the receiver at one of the blue light emergency telephones located around campus. DO NOT CALL 911.

- **Evening Escort Services** - During the school year, in the evening after 6:00 p.m., Parking and Transportation Services operates an Escort Shuttle that will pick up and drop off students, faculty and staff at any location on campus accessible by vehicle. To request this service, call the Escort Shuttle direct phone number at 935-7777. Students needing an escort when the Escort Shuttle is not available should contact the University Police (935-5555) for escort to any building on campus. More information about campus safety and transportation, including the University Shuttle schedules, can be found online at [www.parking.wustl.edu](http://www.parking.wustl.edu)

- **Security Within the Law School** - Members of the public often visit Washington University School of Law. The accessibility of the building to the public creates the potential for security problems.

  1. If you see someone committing a crime or a clear violation of security, you should call Campus Police at 935-5555. DO NOT CALL 911.

  2. Report any suspicious persons or activities to the attention of Jeff Roberts, Director of law Facilities and Building Operations (935-6499, Room 102) or, if the problem occurs in the library, Associate Dean for Information Resources Phil Berwick (935-4042, Room 455A). In the absence of either of these administrators, you may report the situation to any of the Deans or, if they are not available, to the Campus Police, 935-5555.

**Student Status Certification**

Students sometimes need a letter certifying their student status and/or good standing at the Law School. To obtain such a letter, please complete a “Letter Request Form” found at [http://law.wustl.edu/uploadedFiles/Registrar/Letter%20Request%20Form.pdf](http://law.wustl.edu/uploadedFiles/Registrar/Letter%20Request%20Form.pdf) and turn it in to the Registrar’s Office. Linda Coffin will take care of these completed requests. Due to the volume of requests typically submitted to the Registrar’s Office, please allow 3-5 business days for your request to be completed and during peak busy times, such as exam period, please allow even more advance time.
**Summer Public Interest Stipends**
The Law School has a summer stipend program to enable students to work in unpaid summer positions in public interest law. Public Interest Summer Stipends award $3000 to first-year students doing summer public interest work. The program is competitive for second-year students who compete for five Becker Fellowships and one Oelbaum Fellowship at $5,000 each or a limited number of stipends between $3,000 and $6,000. In recent years, students have worked in a wide variety of public interest placements, such as: the American Civil Liberties Union of Eastern MO; Missouri State Public Defender; U.S. Attorney's Offices for the Eastern District of Missouri and Northern and Southern Districts of Illinois; U.S. Department of Justice, Washington, DC; U.S. Environmental Protection Agency; Washington, DC; and Volunteer Lawyers/Accountants for Arts. For further information about summer stipends, contact CSO at 935-6451 in room 325.

**Telephones**
There are emergency telephones that connect directly to the Campus Police Office located in the law library at the Circulation Desk and by the elevators on the second and fourth floors. There are public telephones in the library on the second floor by the bathrooms, and on the second floor of the building near the Mel Brown Family Seminar Room (AB Hall, Room 203) and the Hulverson Seminar Room (AB Hall, Room 201).

**Transcripts**
Official transcripts must be ordered through the University Office of Student Records (935-5959, [http://aisweb.wustl.edu/studentrecords/home.nsf](http://aisweb.wustl.edu/studentrecords/home.nsf)). Transcripts can be ordered: 1) online through WebSTAC (click on "Transcript Request"); 2) by walking to the University Office of Student Records, located in the lower level of the Ann Olin Women's Building; or 3) by mailing or faxing a letter or the form that is available on the Student Records home page to the University Office of Student Records (One Brookings Drive, Campus Box 1143, St. Louis, MO, 63130 phone: 314.935.5959, fax: 314.935.4268) with an original signature in which you request an official transcript (include your full name, SSN, school, where you want the transcript sent, date, original signature). Transcripts are withheld if there are any holds placed due to unsettled obligations with the University. There is a $5.00 fee to order an official transcript. Copies of transcripts given to the student will carry the notation "Issued Directly to Student." Such transcripts usually are not accepted as official by admissions committees, bar examining committees, etc.; rather, transcripts generally are accepted as official only when sent directly by the University. Law School transcripts are sent out with an attachment that explains the Law School's grading system (see [http://law.wustl.edu/registrar/index.asp?id=4620](http://law.wustl.edu/registrar/index.asp?id=4620)).

Grade print-outs can be obtained in WebSTAC. In the "Grades" option, select a particular semester or all semesters, and you can screen print the GPA information from the "GPA" option).

Due to the expense of official transcript paper, please order official transcripts only when necessary. After graduation, students are encouraged to order a transcript that can be copied when an official transcript is not necessary.

**Tuition Policy**
Tuition for all programs is published during the spring semester for the upcoming fall and the following year’s spring semester and summer school, and shall be subject to the following:

1. No students, whether full-time or part-time, may earn a JD degree from Washington University School of Law until they have paid the equivalent of six semesters of full-time tuition at the regular full-time semester
rate. Students entering as second-year transfers need to pay the equivalent of just four semesters of full-time tuition. For joint-degree students, the semester-tuition minimum is five; for LLM students, it is two. Students will be charged the full semester rate for their last regularly scheduled semester even if they require less than the full time class load to graduate. Eight hours is the full-time load for LLM in U.S. Law students and twelve hours is the full-time load for all other programs. Effective September 1, 2009, summer school or other special-program tuition does not get credited towards the semester-tuition minimum for any degree student. The semester-tuition amounts indicated above are intended as a minimum, not a maximum. Thus, students who pay the minimum semester-tuition rate for their degree but fail to earn sufficient credits to graduate on time are still required to pay for any additional credits they need to complete their degree beyond the semesters for which they have already paid.

2. Students who take 12 or more hours (8 or more for LLM in U.S. Law) in the fall or spring semester will pay the current regular published semester tuition. Subject to meeting the tuition requirements set out in the previous paragraph, students enrolled in fewer hours per semester will pay the published hourly tuition rate. Part-time LLM in U.S. Law students taking 7 or fewer hours pay a greater hourly rate than all other programs since only 20 total hours are required for the degree.

3. All individuals taking classes for credit or audit will pay the published full-time or part-time tuition rate. One exception to this policy is that JD, MJS, LLM, and JSD Alumni will be allowed to audit one class for free. Alumni who have audited one class at any time following graduation will be required to pay the full hourly tuition rate if they wish to audit another class. Also, the free audit is not available while they are enrolled in a subsequent degree program.

4. Full-time JD Students, who have paid 6 semesters of full tuition, and LLM students, who have paid for two semesters, but do not have the required credits to graduate for unforeseen reasons beyond their control may petition to take the number of hours to graduate at reduced tuition. (Joint JD degree students could petition after paying for 5 full semesters. Transfer JD students could petition after paying for 4 semesters, provided they received transfer credit equivalent to the normal Washington University Law JD course load.) Under normal circumstances request for reduced tuition will only be granted if the student had paid tuition and received no credit due to authorized leaves of absence. Any petition for reduced tuition will be submitted to the Associate Dean of Administration.

5. JSD students pay two semesters’ full tuition and a continuing semester fee thereafter. They may audit or take for credit up to 12 hours in each of their first two semesters. In subsequent semesters they will pay the standard hourly tuition rate for all classes they audit or take for credit. Normally students will not be charged the continuation fee and tuition in the same semester. The continuing fee is published each year. The continuing student fee for 2009 – 2010 is $1,000 per semester, 2011-2012 $1,250; 2011-2012 $1,500; 2012-2013 $1,750 and will increase at the rate of tuition in subsequent years.

6. Foreign graduates engaged in post-completion Optional Practical Training (OPT), may retain access to the Law School and their computer accounts by paying the continuing student fee noted above for the period July though December and twice the semester fee for the period July through June. If at this time a student is paying tuition to audit one or more classes after one free audit, the continuation fee will be waived for each semester the student is paying tuition.

7. Distinguished Visiting Scholars are invited guests of the Law School and pay no fees. These scholars are clearly distinct from our foreign visiting scholar program where participants are charged a fee. The Distinguished Visiting Scholars are administered by Dean’s office. The paying visiting scholars are administered by the International program.
**U-Pass**
Washington University in St. Louis and Metro, the regional agency that provides public transportation services, work together on an agreement in which the University pays Metro for the U-Pass program. The pass can be used on all Metro buses and the MetroLink light-rail system. There are no restrictions on the area or on times the pass is valid. The U-Pass program provides free Metro passes to full-time students. You must complete a U-Pass request form and submit to Parking & Transportation Services. The form must be completed online. Once the form has been processed by Transportation Services, a pass will be issued. The request form contains the available delivery methods. Students must renew their U-Pass each semester. Parking & Transportation can replace a lost or stolen U-Pass, but there will be a $25.00 charge for students and a $50.00 charge for faculty/staff for any replacement passes. Access to the Metro system requires that you present your pass along with a valid WUSTL ID. To register and for more information, visit [http://parking.wustl.edu/metro.htm](http://parking.wustl.edu/metro.htm).

**Weather Hotline**
The Law School virtually never closes due to severe weather. In the unlikely event of a complete shutdown, cancellation information would be posted on MyLaw and broadcast on local TV and radio stations (including KMOX, AM1120). Occasionally, a single class or a scheduled event may be cancelled because of bad weather. In case of severe weather, students should call Weather Hotline at 935-6400, press “7” then “3” and listen to the greeting for notice of any canceled classes or events. Assume that classes have NOT been cancelled unless otherwise stated. Students should also check their email, as professors typically use email to communicate with their students.

**Web Services Department**
The Web Services department is responsible for the maintenance and continuing development of the School’s web services and applications. The Director and two Website Specialists work closely with departments throughout the school (including computer services, the administration, faculty, and student groups) to enhance the communicative and educational potential of the School’s web site.

Among other functions, the web site seeks to publicize events and provide digital resources to both the School and the larger legal community. Some of the Site's more popular collections include the practice exams databank, electronic reserves library, seminar research guides and the SBA course outline collection.

In addition to maintaining the School's web services, the Department also provides support for related software applications. Training in using these systems and applications is also a significant part of the Department’s mission and is available by appointment.

*MyLaw [Intranet Portals]* - The Department provides a secure, intranet-based home page for each student which includes linked lists of current courses as well as links to committee and other intranet sub-sites. The administration uses MyLaw as a primary means of posting student announcements, event descriptions and other news items of importance. This portal uses the Microsoft SharePoint software which interfaces with other Microsoft applications including Word, Excel and PowerPoint. Such interactivity is particularly useful to groups who have a need for collaborative document editing with version control mechanisms. Group team sites on MyLaw also include such features as task lists, calendars, discussion boards, document libraries, and announcement posting.
**Intranet-Based Course Web Pages** - Each course has its own intranet site, with a home page unique to that course, section, and instructor. These course web sites are created for all law courses within the six weeks preceding each semester. Once a course page has been created, a link to that page will appear in the list of courses on the portal of each enrolled student. Faculty members use the page to post announcements, events and documents related to the course. All students are encouraged to visit all relevant course home pages regularly during the school year.

Questions, comments, and requests for help can be directed to the email address, webhelp@wulaw.wustl.edu. Individual staff members can also be contacted by telephone. Please see the staff listing below.

**Web Services Staff** -
Director of Web Services and Lecturer in Law - Aris Woodham (Room 455 C woodham@wulaw.wustl.edu)
Web Developer (Room 253 rdasgupta@wulaw.wustl.edu)
Web Site Specialist - Melinda Turner (Room 253 turnerm@wulaw.wustl.edu)

**Whitney R. Harris World Law Institute**
The Harris World Law Institute shares space with the Center for Interdisciplinary Studies, Joint Degree Program, and the Transnational Law Program in Seigle Hall. By promoting an integrated approach to student, faculty, and community interaction, the Harris World Law Institute functions as a center for instruction and research in international and comparative law, expands our knowledge and understanding of real-world issues and prepares lawyers for the professional challenges of the next century. In the process, the Harris Institute fosters an engaging international environment within the four walls of the Law School and throughout the Washington University campus.

The Harris Institute's core focus is exhibited through annual conferences and lectures on topics of contemporary global importance. They also support existing Law School operations that are international in nature by promoting the Summer Institute for Global Justice in Utrecht; by pursuing student exchange programs with foreign law schools; by offering fellowships to law students: Dagen-Legomsky Hague Fellow and International Public Interest Law Fellow; by facilitating and supervising students participating in building the International Criminal Court’s Legal Tools database; by supervising student research for defense counsel practicing before the Special Tribunal for Lebanon; by encouraging students to reach out to the community through their International Humanitarian Law Students As Teachers program in conjunction with the St. Louis Chapter of the American Red Cross, which trains and sends law students to area high schools to help educate those students on issues of humanitarian rights; by continuing to sponsor Visiting Scholars, Visiting Judges, and an Ambassador-in-Residence program; and by serving as advisors and mentors for the International Law Students Association, the Jessup International Moot Court team, and the Global Studies Law Review.
NON-ACADEMIC POLICIES AND RULES

ABA 20 Hours/Week Student Work Limitation
ABA law school accreditation rules prohibit students enrolled in more than 12 class hours in a given semester from working for more than 20 hours per week during that time. The Law School is required to have and enforce policies demonstrating that it has adopted and consistently enforces policies designed to ensure compliance with this limitation. (See ABA Standard 304(f) and Interpretation 304-7.)

Address and Phone Number Reporting Rules
Students are required to enter current Home and Local addresses/phone numbers in WebSTAC by clicking on the "Addresses" menu option at the beginning of the school year and any time there is a change in either address. The Law School must have accurate home and local contact information for each student. However, a student may opt not to have his/her contact information listed in the University's Ternion or Law School Directory or otherwise made available to others. To impose a restriction, students should so indicate either when they enter their addresses or by clicking on the "Information Restriction" (found under "Personal Preferences") menu option. Unless notified otherwise, the information restriction must be indicated at the beginning of the school year, typically by around September 1st. Students are also encouraged to enter “emergency contact” and “cell phone” information in WebSTAC.

Faculty/Student Relations
Addressing Problems; Faculty Ombudsperson - The Law School faculty believes it important that faculty members be accessible to students, and it strives to maintain an environment in which faculty/student interchange is meaningful, in which all students are treated with respect and perceive such respect, and in which students feel comfortable approaching faculty members when problems arise. If a student believes that (s)he has been sexually harassed by a faculty member, the student is encouraged to consult Washington University’s Sexual Harassment Policy for possible options. (See “Sexual Harassment Policy” in this section of the handbook.) No matter what the issue, students are strongly encouraged to speak directly and constructively with any faculty member who, in the student's opinion, has acted improperly. The school appreciates, however, that some students will feel hesitant to do so. A student who would prefer to voice a complaint in another way thus has a range of options, including: asking another student or another person to accompany him or her to the faculty member’s office; sending the faculty member a note or email; approaching Associate Dean of Student Services, Elizabeth Walsh or Faculty Ombudsperson, Professor Ann Shields. Either of these individuals will be willing to counsel the student or act as a liaison to the faculty member in question, as the student wishes. A student may also consult any other member of the administration or faculty or member of the Student Bar Association with whom the student feels comfortable, as any of these persons may be willing to act as a liaison as well.

Sexual Relationships - Faculty Rules state that faculty members shall not engage in sexual relationships with students whenever the faculty member has a professional responsibility for the student in such matters as teaching a course or in otherwise evaluating, supervising, or advising the student as part of a school program. Even when the faculty member has no professional responsibility for a student, the faculty member should be sensitive to the perceptions of other students that a student who has a sexual relationship with a faculty member may receive preferential treatment from the faculty member or faculty member’s colleagues. All Deans and other members of the Administration should be sensitive to analogous concerns.

Nondiscrimination Policies and Rules
Washington University School of Law requires all prospective employers seeking to use the Career Services Office to sign a commitment to non-discriminate.

“Washington University School of Law is committed to a policy of equal opportunity for all students and graduates. The Career Services facilities of this school shall not be available to those employers who discriminate on the grounds of race, color, age, religion, sex, sexual orientation, national origin, gender identity or expression, veteran status or disability. Before using any of the Career Services interviewing facilities of this school, an employer is required to submit a signed statement certifying that its practice conforms to this policy. For purposes of this rule, the posting of employment notices on any bulletin boards designated for official Law School business, or the posting or distribution of such notices by the Law School administration elsewhere in the Law School building, shall be considered making career services facilities available.” 7/07

Parking Rules
All faculty, staff, and students who park vehicles on University property, regularly or occasionally, must register their vehicles with the Transportation Department and display a valid Washington University parking permit. Parking spaces on University property are outlined by white lines. Cars parked in any other area, including unmarked curbs on campus, may be ticketed, towed, or immobilized. For further information about parking, see http://parking.wustl.edu/ or contact the office of Parking Services at (314) 935-5601.

Reporting Requirements
- **Address and Phone Number Reporting Requirements** - Students are required to enter current home and local addresses/phone numbers in WebSTAC by clicking on the "Addresses" menu option at the beginning of the school year and any time there is a change in either address. The Law School must have accurate home and local contact information for each student. However, a student may opt not to have his/her contact information listed in the University's Ternion or Law School Directory or otherwise made available to others. To impose a restriction, students should so indicate either when they enter their addresses or by clicking on the "Information Restriction" (found under "Personal Preferences") menu option. Unless notified otherwise, the information restriction must be indicated at the beginning of the school year, typically by around September 1st. Students are also encouraged to enter “emergency contact” and “cell phone” information in WebSTAC.

- **Law School Application Information Update Reporting Requirements** - Students are required to promptly update information furnished to the Law School in their application for admission as circumstances change, without waiting to be asked, so that all such information continues to be true, complete, and otherwise accurate. This includes information about such matters as arrests, convictions, and disciplinary action by a college, university, graduate or professional school, or trade or professional organization.

Sexual Harassment Policy
The Law School is subject to Washington University's Sexual Harassment Policy. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other unwelcome verbal or physical conduct of a sexual nature, when submission to or rejection of the conduct is used or threatened to be used as a basis for employment or academic decisions or is otherwise tied to an individual's employment or academic advancement; or when the conduct unreasonably interferes with an individual's work or educational performance or creates an intimidating or hostile environment for work or learning. The University's policy allocates responsibilities for helping to ensure that it is fairly applied, explains the process by which complaints of sexual harassment may be brought forward, and provides sanctions for sexual harassment. If you believe you have been sexually harassed, the policy describes options about
what you can do and where you can get help. For more information, see Washington University Policy on Sexual Harassment in the appendix of this handbook.

**Student Complaints**

As an ABA-accredited law school, Washington 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](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 Associate Dean for Admissions, Career & Student Services. If the Associate Dean for Admissions, Career & Student Services is not available, then submit the complaint to the Associate Dean of Student Services. The writing may consist of email, 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 email address, and a street address of the complaining student, for further communication about the complaint.

4. The Associate Dean for Student Services will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by email, U.S. mail, or by personal delivery, at the option of the Associate Dean.

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. Any decision made on appeal by the Dean 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 Associate Dean for Admissions, Career & Student Services for a period of eight years from the date of final resolution of the complaint.

**University Judicial Code**

All students at Washington University, including law students, are subject to the University Judicial Code. The Code permits each Graduate or Graduate Professional School of the University to establish a panel to hear and decide cases of alleged academic or professional misconduct by its own students, and the Law School does that under our Honor Code. For other types of misconduct, the University Judicial Code applies. Students are responsible for familiarizing themselves with the Judicial Code, which may be found
BAR ADMISSION AND RELATED INFORMATION

Admission to the Bar
Each state sets its own requirements for admission to the bar. Although the requirements vary, in general, there are two distinct areas of inquiry. One has to do with an applicant’s competence. In most states, the requisite competence is established if the applicant has a law degree and achieves a passing score on the state’s bar exam. (See "Bar Exams" below.) In a few states, successful completion of specific law school courses is also required. The other area of inquiry involves the applicant's character and fitness to practice law. To make this determination, bar examiners seek background information about each applicant for admission, both from the applicant him/herself and from other sources, including the Law School. (See "Character and Fitness Inquiry" below.)

Each student is responsible for seeing to it that he/she has satisfied all bar admission requirements of the jurisdiction(s) where the student intends to practice law. Please don't wait until graduation, or even until your third year, to familiarize yourself with the rules of the jurisdiction(s) where you intend or think you may want to practice. Failure to obtain this information far in advance of graduation may unnecessarily delay your admission to the bar. Students can get most if not all of the information they need about bar admission from the National Conference of Bar Examiners website at www.ncbex.org. In addition, states have a well-maintained Bar Exam website.

Bar Forms - Applicants for bar admission are required to submit various forms, some of which must be filled out and/or signed by a Law School official. To comply, students should fill in their part(s) of the form, specify precisely what's needed from the Law School, and submit the form for processing to the Registrar's Office by placing it in the “Submit Forms Here” tray in Room 303. To make letter requests, please complete a "Letter Request Form" found at http://law.wustl.edu/uploadedFiles/Registrar/Letter%20Request%20Form.pdf and turn it in to the Registrar’s Office. Bar forms are processed by Academic Services Coordinator, Linda Coffin. Students should make every effort to get this completed “sooner” rather than “later,” bearing in mind that many such requests have to be processed each year.

Character and Fitness Inquiry - Committees on Character and Fitness in all jurisdictions conduct a background investigation on each applicant for admission to the bar. Again, the particulars vary, but in general, applicants are asked to provide detailed information about such matters as educational background; any disciplinary actions taken against them while enrolled in any school; employment history; charges of dishonesty during employment; employment discharges; involvement in any civil, quasi-criminal or criminal proceedings; credit history; and motor vehicle violations.

Most states also ask law school Deans to certify the good moral character and fitness of each graduate who seeks admission to the Bar. For example, Missouri asks the Dean to provide “any ... information relevant to the applicant’s character and fitness to practice law;” similarly, Illinois asks a series of specific questions about the applicant’s honesty, integrity, general conduct, reputation, and character and then asks the Dean to “state any facts, not covered by the foregoing questions, unfavorable to the applicant which [the Dean] think[s] the [Character & Fitness] committee should know in conjunction with its duty to determine whether the applicant is worthy of the highest trust and confidence.” Dean Walsh responds to such inquiries mindful of the following “Standard of Character and Fitness” in the Code of Recommended Standards for Bar Examiners jointly recommended the ABA and the National Conference of Bar Examiners:

A lawyer should be one whose record of conduct justifies the trust of clients, adversaries, courts
and others with respect to the professional duties owed to them. A record manifesting a significant deficiency in the honesty, trustworthiness, diligence or reliability of an applicant may constitute a basis for denial of admission.

All law students should be aware of these requirements and the inquiries addressed to Dean Walsh and conduct themselves during their law school years accordingly.

At the risk of stating the obvious, it is absolutely essential that applicants answer all questions in the Character and Fitness inquiry honestly and completely. If there is any doubt whatsoever as to whether disclosure of a given matter is called for, applicants are well-advised to err on the side of disclosure. Although there are, in fact, some matters that may adversely affect licensing, often failure to disclose information will yield a more serious outcome than the underlying matter would have produced had the applicant disclosed it. Students with questions should contact Dean Walsh at ewalsh@wulaw.wustl.edu, 935-5861 or Room 303G.

**Character and Fitness Inquiry Discrepancies** - Sometimes a question can arise as to whether information gleaned during a Character and Fitness inquiry is fully consistent with information reported by the student on his/her application for admission to the Law School, or as to whether the student has adequately informed the School of subsequent developments in the areas inquired about on the application. Any seeming inconsistency between information obtained during a Character and Fitness inquiry and that which the student has reported to the Law School is likely to be taken very seriously by examining authorities, and can delay, or in some cases even prevent, admission to the bar. Although such problems can arise under a variety of circumstances, two scenarios have recurred with some regularity. One is when a student fails to promptly update information provided to the Law School in his or her application for admission when circumstances change, so that all such information continues to be true, complete, and otherwise accurate (for example, failing to inform the school of an arrest that occurred sometime after the student was admitted). The other scenario occurs when a student has failed to disclose past charges for minor offenses or juvenile matters in response to the question on the Law School’s application, “Have you ever been arrested, charged with, and/or convicted of a criminal offense?” If upon reflection students think this may have happened in their case, students should take steps to amend their Law School application immediately by addressing a letter to Dean Walsh setting forth the details of the amendment and the circumstances surrounding the need to amend.

**Law Student Registration** - A growing number of jurisdictions (including both Illinois and Missouri) provide for registration for the bar during or just after the first year of legal studies. Law student registration allows for the early identification of problems that might otherwise delay or adversely affect licensing after law school graduation and helps expedite the processing of bar applications by permitting the completion of some of the preliminary work earlier in an applicant’s law school career. Although law students who fail to register on the timetable set by the jurisdiction are permitted to take the bar examination in most cases, fees for late registration are commonly assessed.

Each jurisdiction that offers law student registration sets its own deadlines. For Missouri, the current deadline is the first October 1 after a student has commenced the study of law. For Illinois, the current deadline is March 1 of the first year of law school. As with other states that offer law student registration, both Missouri and Illinois index their law student registration fees, thereby creating an incentive for students to file early. Students should check with the bar examining committee(s) in the state(s) in which they intend to practice to see whether the state also requires registration of intention to study law during the student’s first year and, if so, what the deadlines are. Again, contact information for every jurisdiction can be found at www.ncbex.org.
Bar Exams
Each state administers an examination requiring knowledge of its own state law for admission to the state bar. Nearly all states also use one or more of the four standardized examinations developed and administered by the National Conference of Bar Examiners (NCBE). All four are required for admission to the bars of both Missouri and Illinois. For more detailed information about the NCBE exams, see http://www.ncbex.org/multistate-tests/. A brief description of each is given below.

- Multistate Bar Examination (MBE) - a six-hour, 200 question, multiple-choice examination covering Contracts, Torts, Constitutional Law, Criminal Law, Evidence, and Real Property.
- Multistate Performance Test (MPT) - two 90-minute skills questions covering legal analysis, fact analysis, problem solving, resolution of ethical dilemmas, organization and management of a lawyering task, and communications.
- Multistate Professional Responsibility Exam (MPRE) - a 125 minute, 60 question multiple-choice examination that is given nationwide three times per year in March, August and November, and may be (and nearly always is) taken prior to graduation.

Exam Requirements - Bar exams differ from state to state in nearly every aspect, including subjects tested, format, and length. Students should never assume that a particular state's approach is followed in any other state, or even that a single state will use the same approach year after year. Rather, obtaining current, state-specific information is an absolute must. The ABA and the National Conference of Bar Examiners (NCBE) jointly publish a Comprehensive Guide to Bar Admission Requirements each year and make information from the Guide available online at http://www.abanet.org/legaled/baradmissions/bar.html. However, the surest way to obtain up-to-date information for a particular state is to contact the state’s bar examiner office directly. Contact information for every state can be found in the ABA’s Directory of State Bar Admission Offices, available at http://www.abanet.org/legaled/baradmissions/barcont.html.

Preparing for the Bar Exam - Almost all law graduates take a specialized bar review course a few months before the bar exam, and for many students that is sufficient to introduce them to the subjects to be tested. Still, there is a school of thought that encourages students to pick at least a few law school courses with a view toward the bar exam. Some people find that they have an easier time cramming information about a subject into their heads (a sine qua non of bar exam preparation) if they have had some exposure to the material during law school. For information on what subjects are tested on a particular state’s bar exam, contact the office of that state’s bar examiner directly. In addition, Associate Dean for Student Services, Elizabeth Walsh, offers a Supplemental Bar Program in conjunction with the commercial bar reviews. This program has two components: A Bar Panel Lunch (where recently graduated, successful Bar applicants from Washington University speak of their Bar experience) and an Essay Writing Workshop (which helps students improve their essay-writing skills). Students must sign up for these programs, but they are offered free to Washington University law graduates.

Student Practice Certification (Rule 13)
Students enrolled in clinics in which court appearances are made can qualify to make such appearances themselves if they become certified to practice as a law student under Missouri Supreme Court Rule 13. (A student not enrolled in a clinic but who works/volunteers for a government or not-for-profit agency
may also be able to become certified under Rule 13 or under another state’s student practice rules and thus be permitted to appear in court under the supervision of a licensed attorney.) To become Rule 13 certified, a student must have completed legal studies amounting to one-half of the credits required for graduation. For Wash U students, at present, that’s a minimum of 43 credit hours. Thus, the earliest a student can become Rule 13 certified is midway through his/her second year, as soon as enough of the student’s fall semester grades are in to give the student the minimum required.

A student wishing to become Rule 13 certified must submit an application form, which can be found at www.mble.org. Students who registered with the Missouri Bar in their first year should complete the two-page Rule 13 application called "Supreme Court of Missouri, Rule 13 Application to Participate in the Legal Assistance by Law Students." Students who have not registered with the Missouri Bar should complete the four page Rule 13.02 (c) application called "In the Supreme Court of Missouri, Application to Participate in the Legal Assistance by Law Students Program Without Law Student Registration." There is a $50 fee for students who have not previously registered with the Missouri Bar. After completing the appropriate form (including obtaining the supervising attorney’s signature and having the form notarized), the student should submit it to the Registrar's Office (Room 303), at which time the Dean's certification will be completed and the application (along with the $50.00 cashier’s check or money order from the student payable to "Clerk of the Supreme Court," if applicable) will be mailed to the Supreme Court of Missouri.

Many states have student practice rules similar to Rule 13, but the requirements and permissible activities vary from state to state. For example, the Illinois student practice rule, Rule 711, requires successful completion of at least 3/5 of the credit hours required for graduation, which means 51 hours at Wash U. As with all other bar-related matters, a student wishing to become student practice certified in another state should contact the state bar examiner's office directly.
Appendix A

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

(1) Students have the right to inspect and review their education records within 45 days of the day the University receives an appropriate request for access to those records.

Students who wish to inspect educational records should submit a written request that identifies the record(s) they wish to inspect to the appropriate custodian of the record (the registrar, dean, department chair or head, or other appropriate University official). The University official will make arrangements for the student to inspect the records within 45 days of the request. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed (if known).

(2) Students have the right to request amendment of their educational record if they believe that they are inaccurate or misleading.

To question the accuracy of education records, students should first confer informally with the custodian or originator of the document in question. If the results of this consultation are unsatisfactory, students should write to the Director of the Office of Student Records or other University official responsible for the record, clearly identifying the portion of the record they want changed, and specifying why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If necessary, the Office of Student Records shall arrange a hearing with an official of the University who has no direct interest in the disputed item. The decisions of this official shall be final. Additional information regarding the hearing process will be provided to the student when notified of the right to a hearing.

(3) Students have a right to restrict the release of personally identifiable information contained in their education records except to the extent that FERPA permits disclosure without consent. Among the circumstances in which disclosure is permitted without consent are these:

(a) Education records and personally identifiable information obtained from those records may be disclosed without the student's consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her institutional duties.

(b) "Directory information" may be disclosed without prior consent. Washington University has designated the following categories of information as "directory information" and will release this information without prior consent by the student: the student's name,
addresses (including e-mail addresses), telephone numbers, school, class, major field of study, photographic, video or electronic images, participation in officially recognized activities and sports, weight and height (of members of athletic teams), dates of attendance, degrees and awards received, and the most recent previous school attended. Students have the right to block disclosure of their directory information. Any student wishing to do so should submit a written request to the Office of Student Records, Campus Box 1143, St. Louis, Missouri 63130 or use the "information restriction" screen of the on-line student access system ("WebSTAC"). Such a request may be made at any time. However, the University cannot alter printed materials which have already been prepared (such as Ternion, the Washington University Telephone Directory) and students are therefore advised to submit such requests no later than September 1 of the relevant academic year.

(c) Education records and personally identifiable information obtained from those records may, upon request, be disclosed without the student's consent to officials of another school in which the student is enrolled or seeks or intends to enroll.

(d) In exceptional circumstances, education records may be provided to the parents of financially dependent undergraduates. Washington University assumes that undergraduate students are financial dependents of their parents (as defined by the Internal Revenue Service) and, may, under appropriate circumstances, provide education records to those parents without the student's consent. Undergraduate students who are not financially dependent and do not wish to permit their parents access to their education records should advise the Office of Student Records (and the Registrars of their Schools) in writing and provide evidence of financial independence. Graduate and professional students are not assumed to be financially dependent upon their parents for these purposes and the University requires such student's consent for the disclosure of education records to their parents.

(e) In rare cases, Washington University may need to disclose personally identifiable information where necessary to address health or safety emergencies involving the student or any other individual.

(f) The University is required to provide information about certain foreign nationals to the Immigration and Naturalization Service or the Department of State.

(g) The University must comply with lawfully issued law enforcement subpoenas or orders consistent with section 1232g(i) (law enforcement) or 1232g(j) (terrorism investigations) of Title 20 of the United States Code. Before complying with a subpoena or order under section 1232g(i) (but not section 1232g(j)), the University must make a reasonable effort to notify the student unless the subpoena or order instructs otherwise.

(4) Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

For further information regarding Washington University policies regarding the confidentiality of student records, contact the Office of Student Records, One Brookings Drive, Campus Box 1143, St. Louis, Missouri 63130.
Appendix B

Washington University Policy on Sexual Harassment
Washington University
Policy on Sexual Harassment

I. Introduction and Policy Statement

Washington University is committed to having a positive learning and working environment for its students, faculty and staff and will not tolerate sexual harassment.

Sexual harassment is an attack on the dignity of individuals and the integrity of the University as an institution of learning. Academic freedom can exist only when every person is free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. Sexual harassment is reprehensible and threatening to the careers, educational experience and well being of all members of our community.

Sexual harassment is a form of discrimination that violates University policy. It is also illegal under state and federal law.

This policy applies to all members of the Washington University community. It allocates responsibilities for helping to ensure that University policy is fairly applied, explains the process by which complaints of sexual harassment may be brought forward and provides sanctions for sexual harassment, which may range from reprimands to termination or dismissal, depending upon the severity of the offense. If you believe you have been sexually harassed, Sections IV and V describe options about what you can do and where you can get help. If you believe you have been falsely accused of sexual harassment, the procedures described below are also available to you. Those charged with implementation of this Policy will, whenever appropriate, encourage and assist individuals who believe they may have been sexually harassed to pursue the assorted means outlined in the policy for securing the cessation of unwelcome and offensive conduct.

II. What is Sexual Harassment?

For the purposes of this statement, Washington University has adapted the Equal Employment Opportunity Commission (EEOC) definition of sexual harassment for an academic community: Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other unwelcome verbal or physical conduct of a sexual nature, including sexual violence, whether committed on or off campus, when:

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

2. submission to or rejection of such conduct by an individual is used as the basis or threatened to be used as the basis for employment or academic decisions or assessments affecting an individual; or

3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating or hostile environment for work or learning. Such conduct will typically be directed against a particular individual or individuals and will either be abusive or severely humiliating or will persist despite the
objection of the person targeted by the speech or conduct.

Sexual violence is a prohibited form of sexual harassment and includes physical sexual acts perpetrated against a person’s will or where it would be apparent to a reasonable observer that a person is incapable of giving consent due to the victim’s use of drugs and/or alcohol or due to an intellectual or other disability.

Sexual harassment includes but is not limited to situations where one person has authority over another. In such situations, sexual harassment is particularly serious because it may unfairly exploit the power inherent in a faculty member’s or supervisor’s position.

Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Some conduct obviously constitutes sexual harassment -- such as a threat that a grade or promotion will depend on submission to a sexual advance. But whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants’ reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor-subordinate, colleague, etc.) and the specific setting. The inquiry can be particularly complex in an academic community, where the free and open exchange of ideas and viewpoints preserved by the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some.

Examples of conduct which may constitute sexual harassment include but are not limited to:

- requests for sexual favors
- hugging, rubbing, touching, patting, pinching or brushing another’s body
- inappropriate whistling or staring
- veiled suggestions of sexual activities
- requests for private meetings outside of class or business hours for other than legitimate mentoring purposes
- use in the classroom of sexual jokes, stories or images in no way germane to the subject of the class
- remarks about a person’s body or sexual relationships, activities or experience
- use of inappropriate body images to advertise events
- sexual violence, including but not limited to rape, sexual assault, sexual battery, and sexual coercion

Members of the University community can expect to be free from sexual harassment and thus all members of the University community should guard against it. The fact that someone did not intend to sexually harass an individual is generally not considered a sufficient defense to a complaint of sexual harassment, although the reasonableness of the accuser’s perceptions may be considered. In most cases, it is the effect and characteristics of the behavior on the complainant and whether a reasonable person similarly situated would find the conduct offensive that determine whether the behavior constitutes sexual harassment.

**III. Confidentiality**

The University will strive to protect, to the greatest extent possible, the confidentiality of persons reporting harassment and of those accused of harassment. Because the University has a legal
obligation to address sexual harassment, however, the University cannot guarantee complete confidentiality where it would conflict with the University’s obligation to investigate meaningfully or, where warranted, take corrective action. Even when some disclosure of the University’s information or sources is necessary, it will be limited to the extent possible. The University will, to the extent permitted by law, keep confidential all records of complaints, responses and investigations. The records maintained by the Sexual Harassment Response Coordinator shall be available only to the Coordinator and, to the extent necessary, to administrators and other supervisors charged with responding to allegations of harassment. Allegations of sexual harassment shall not be placed in student records or personnel files unless, after appropriate investigation, such allegations have been sustained. Records of allegations maintained by the Coordinator which do not lead to formal hearings or personnel actions will be discarded after five years unless there are additional, more recent complaints against the same person. Any records maintained by the Coordinator concerning an allegation about which an accused person was not given reasonably timely notice and an opportunity to respond shall not be used to justify or enhance a sanction, other than an oral or written warning, imposed for a different instance of harassment.

If you want to discuss possible harassment in a more confidential setting or clarify your feelings about whether and how you wish to proceed, you may want to consult a social worker, therapist or member of the clergy, who is permitted, by law, to assure greater confidentiality. Clergy and counseling resources on campus are listed in Bearings, Ternion, and the University’s Safety and Security brochure available at www.police.wustl.edu. In addition, any member of the University community may contact the Student Counseling Services at 935-5980 for a confidential discussion and, if desired, referral to off-campus resources.

IV. Seeking Advice; Making a Complaint

If you believe that you have been sexually harassed, you have a number of response options, both formal and informal. Some people may wish to pursue informal means instead of or before making a formal complaint; others will not. If an informal procedure is ineffective, the formal procedures will remain open to you. You should select the route you feel most appropriate for your circumstances. However you wish to proceed, you may consult at any time with the University’s Title IX Sexual Harassment Response Coordinator or Advisors (listed in the Appendix), whose responsibilities include assisting students, faculty and staff with sexual harassment issues, be they general or specific, formal or informal. You may wish to work with the Coordinator or Advisors to select an approach.

Informal Procedures

If you feel comfortable dealing with the situation without assistance, you can:

- Clearly say “no” to the person whose behavior is unwelcome.
- Communicate either orally or in writing with the person whose behavior is unwelcome. The most useful communication will have three parts:

1. A factual description of the incident(s) including date, time, place and specific action.
2. A description of the writer’s feelings, including any consequences of the incident.
3. A request that the conduct cease.
Frequently, such a communication will cause the unwelcome behavior to stop, particularly where the person may not be aware that the conduct is unwelcome or offensive.

If you would like to proceed informally, but with the assistance of someone else, you may:

- Ask the person’s supervisor, e.g., department chair, dean, director, housing office representative, academic advisor or resident advisor, to speak to the person whose behavior was unwelcome. The purpose of such conversations is the cessation of unwelcome behavior.

- Consult with the Coordinator or one of the Sexual Harassment Response Advisors listed in the Appendix and specifically charged with responding to sexual harassment inquiries and complaints.

These individuals are thoroughly familiar with University policy on sexual harassment and are available to consult with victims of sexual harassment, those charged with sexual harassment, witnesses and supervisors of parties to a complaint. They can provide information about informal actions that might remedy the situation and discuss University policy on sexual harassment and procedures for resolving complaints.

- With the exception of allegations of sexual violence, ask the Coordinator to mediate or arrange for mediation. Mediation is discussion and negotiation, with the help of a third party, designed to permit the parties to reach a mutually agreeable resolution of a dispute. If a person complaining of sexual harassment seeks mediation, the person accused of harassment agrees and the Coordinator concludes that the mediation would be consistent with the University’s legal obligations in responding to and preventing sexual harassment, the Coordinator may mediate or arrange for mediation.

V. Formal Procedures

Whether or not you have attempted to resolve a sexual harassment claim through informal means, you may initiate a formal sexual harassment grievance proceeding by filing a written complaint. This process may lead to a formal hearing at which evidence will be considered and witnesses heard. If this is the course you wish to take, the Coordinator can assist you in filing a complaint.

Complaints, prepared with or without the assistance of the Coordinator, can be filed with the following Committees, with a copy to the Coordinator for your campus:

**Complaints against faculty or staff:**

- Faculty and Administrative Affirmative Action Committee (complaints by faculty and administrators)

- Discriminatory Harassment and Title IX Grievance Committee (complaints by students)
- Human Resources Advisory Committee (complaints by staff)

All of these committees may be contacted:
c/o Office of Human Resources
North Brookings Hall, Room 126
Campus Box 1184
935-5990

Hearing procedures are set forth in the Washington University Discrimination and Sexual Harassment Hearing Procedures. These procedures may be obtained from the Office of Human Resources or from the Title IX Sexual Harassment Response Coordinator or Advisors.

Complaints against students or student groups:

Office of the Judicial Administrator
Residential Life Center
South Forty House
Campus Box 1250
935-4174
935-7776 (fax)

Hearing procedures are set forth in the University Judicial Code, found in Bearings, the Washington University Faculty Information Handbook, and online at http://www.wustl.edu/policies/judicial.html. These procedures may also be obtained from the University Judicial Administrator or from the Title IX Sexual Harassment Response Coordinator or Advisors.

Whether or not you choose to file a complaint, the University may be required, or may otherwise deem it necessary and protective of the University community, to commence its own investigation and hearing procedure.

Inquiries regarding Title IX may be referred to the:

University’s Title IX Sexual Harassment Response Coordinator

Ann B. Prenatt
c/o Office of Human Resources
North Brookings Hall, Room 126
Campus Box 1184
aprenatt@wustl.edu

or to the

United States Department of Education
Office of Civil Rights
400 Maryland Avenue, S.W.
Washington, DC 20202-1100
www.ed.gov
VI. Protection of Rights

The University will not tolerate retaliation or discrimination against persons who report or charge sexual harassment or against those who testify, assist or participate in any investigation, proceeding or hearing involving a complaint of sexual harassment. In this context, retaliation means speech or conduct that adversely affects another’s terms or conditions of employment or education and is motivated by an intent to harm the targeted person because of his or her participation in the filing or investigation of an allegation of sexual harassment. Any such retaliation -- or any encouragement of another to retaliate -- is a serious violation of University policy and law, independent of whether the particular claim of sexual harassment is substantiated. If you believe you have been subjected to retaliation in violation of this rule, you may use the procedures described above to complain and seek redress.

The University seeks to protect the rights of all persons, accusers and accused, to fair procedures. Accusations of sexual harassment typically have injurious far-reaching effects on the careers and lives of accused individuals. Allegations of sexual harassment must be made in good faith and not out of malice. Knowingly making a false or frivolous allegation of sexual harassment, whether in a formal or informal context, will be treated as a serious offense under this policy and, where it applies, the University Judicial Code. If you believe you have been falsely accused of sexual harassment you may use the procedures of this policy or the University Judicial Code, where applicable, to seek redress. See Section IV.

VII. Obligations of Vigilance and Reporting

The University can respond to specific instances and allegations of harassment only if it is aware of them. The University therefore encourages anyone who believes that he or she has experienced sexual harassment to promptly come forward with inquiries, reports or complaints and to seek assistance from the University. In addition, any University employee who becomes aware of instances or allegations of sexual harassment by or against a person under his or her supervisory authority must report it to those charged with responding to such allegations and reports: the appropriate dean, director or department head or other similar administrator or to the Sexual Harassment Response Coordinator or one of the Advisors. It shall be the responsibility of these individuals to respond to allegations and reports of sexual harassment or refer them to other University officials for such response.

Any dean, director or department head or other similar administrator who becomes aware of information indicating a significant likelihood of sexual harassment must report such information to the Title IX Sexual Harassment Response Coordinator. These administrators must respond not only when they receive a specific complaint or report alleging improper activity, but also when such matters come to their attention informally. Unconfirmed or disputed allegations should be clearly labeled as such and reports should indicate any steps already taken to investigate or otherwise respond. Administrators may wish to consult with the Coordinator or any of the Advisors prior to investigating or otherwise responding to any situation involving alleged harassment.

VIII. Possible Sanctions

Possible sanctions for a person found guilty of behavior in violation of this policy include but are not limited to the following:
• oral or written reprimand, placed in the personnel file
• required attendance at a sexual harassment sensitivity program
• an apology to the victim
• oral or written warning
• loss of salary or benefit, such as sabbatical or research or travel funding
• transfer or change of job, class or residential assignment or location (i.e., removing the person from being in a position to retaliate or further harass the victim.)
• fine
• demotion
• suspension, probation, termination, dismissal or expulsion

While counseling is not considered a sanction, it may be offered or required in combination with sanctions. Where alcohol is involved in the sexual harassment, such counseling may include an alcohol abuse program.

If students or student groups are guilty of sexual harassment, any of the sanctions set forth in the University Judicial Code may also be invoked.

IX. Education

The best way to deal with sexual harassment is to prevent it. Education is essential to eliminating sexual harassment. To this end, Washington University has developed an ongoing training program. Please call a Sexual Harassment Response Coordinator or Advisor to find out more about these programs, what sexual harassment is, how to respond to it and what to do when someone asks for advice about sexual harassment.

Approved by the Washington University Senate Council, October 19, 1995.
Approved by the Washington University Senate, April 22, 1996.
Revision approved by the Washington University Senate, April 28, 1997.
Revision approved by the Washington University Faculty Senate Council, November 15, 2011; modified per Title IX Dear Colleague Letter clarifications.

(This policy supersedes prior University Policies on Sexual Harassment).
## Appendix: Title IX Sexual Harassment Coordinators and Advisors

(as of September 2011)

### Danforth Campus

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<th>Name</th>
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<tr>
<td><strong>Coordinator:</strong></td>
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</tr>
<tr>
<td>Ann B. Prenatt</td>
<td>Faculty, staff and others</td>
<td>935-7746</td>
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<tr>
<td><strong>Advisors:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lorraine A. Goffe-Rush</td>
<td>Faculty, staff and others</td>
<td>935-8095</td>
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<tr>
<td>Debbie Blandford</td>
<td>Faculty, staff and others</td>
<td>935-8311</td>
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<tr>
<td>Jeanine Springer</td>
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<td>935-8107</td>
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<tr>
<td>Kathy Steiner-Lang</td>
<td>Students and others</td>
<td>935-5910</td>
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<tr>
<td>John Drobak</td>
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### School of Medicine Campus

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<tr>
<td>Ann B. Prenatt</td>
<td>Faculty, staff and others</td>
<td>935-7746</td>
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<td><strong>Advisors:</strong></td>
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<tr>
<td>Legail Chandler</td>
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<td>362-4900</td>
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<td>Apryle Cotton</td>
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<td>362-7198</td>
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<tr>
<td>Dr. Diana L. Gray</td>
<td>Faculty and others</td>
<td>747-0808</td>
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<tr>
<td>Dr. Alison J. Whelan</td>
<td>Students and others</td>
<td>362-7800</td>
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<tr>
<td>Sandra Sledge</td>
<td>Staff and others</td>
<td>362-4937</td>
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<td>Bob Jewell</td>
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<td>Joan Williams</td>
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<td>362-8278</td>
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<td>Lanelle Coleman</td>
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