

**WASHINGTON UNIVERSITY SCHOOL OF LAW**  
**STUDENT HANDBOOK**  
**2022-2023**

**WASHINGTON UNIVERSITY SCHOOL OF LAW  
2022-2023 STUDENT HANDBOOK**

**TABLE OF CONTENTS**

**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.

<b>INTRODUCTION</b> .....	1
<b>DEAN’S WELCOME</b> .....	2
<b>ACADEMIC CALENDAR</b> .....	3
<b>ACADEMICS</b>	
Academic Planning .....	4
Academic Records .....	4
Academic Rules .....	4
Academic Standing	
Good Standing.....	4
Academic Disqualification.....	4
Probation .....	5
Academic Support .....	5
Changes in Student Status	
Leave of Absence .....	5
Visiting at Another Law School .....	5
Withdrawal from School.....	5
Course-Related Policies and Rules	
Adding and Dropping Classes.....	6
Attendance/Preparation .....	6
Audits .....	6
Cancellation of Classes .....	6
Classroom Assignments .....	7
Course Conflicts and Overlaps.....	7
Credits per Semester .....	7
Incomplete Grades .....	7
Nonlaw Courses for J.D. Credit.....	7
Nonlaw Courses Not Taken for Law Credit .....	8
Pass/Fail Courses.....	8
Pass/Fail Limitations .....	8
St. Louis University Agreement .....	9

Degree Requirements	
Completion of Program of Study.....	9
J.D. (Juris Doctor) Degree .....	9
Other Degrees .....	9
Evaluation of Graduation Requirements Audit Form.....	10
Exams	
Accommodations/Special Situations.....	10
Computer Use.....	10
Scheduling.....	10
Faculty Plagiarism Rules.....	11
Faculty Rules.....	11
Forms .....	11
Grades & Grading	
Anonymous Grading.....	11
Computation of Academic Average .....	11
Grading Deadlines .....	11
Grading System .....	12
Notification of Class Standing.....	12
Viewing Grades .....	12
Holds.....	13
Honor Code .....	13
Honors and Awards .....	13
Joint Degrees .....	13
Petitions .....	13
Registration .....	13
Study Abroad.....	14
Summer School	
Other Law Schools.....	14
Washington University.....	14

## STUDENT INFORMATION

Academic Calendar.....	15
Advising.....	15
Announcements .....	15
Audio Visual and Multimedia Services .....	15
Banking Services .....	15
Books and Course Materials.....	15
Campus Shuttle.....	15
Campus Store .....	15
Center for Career Development.....	16
Communications .....	17
Communicating with Faculty .....	17
Communicating with Other Students .....	17
Computer Services and Support.....	17
Getting Help.....	17

Service on Your Personal Computer .....	17
Student Walk-up Terminals .....	17
Course Handouts/Materials.....	17
Course Mailboxes.....	17
Counseling.....	17
Disability Resources .....	18
Eating on Campus.....	18
Email.....	18
Facilities.....	18
Faculty Mailboxes.....	18
Faculty Facilitator.....	18
Financial Aid.....	18
Forms .....	18
Furniture.....	19
Health Insurance.....	19
Health, Wellness, and Counseling Services.....	19
Identification Cards .....	19
Identification Numbers/Passwords.....	20
Law Library	
Library Resources .....	20
Print Resources .....	20
Renewing.....	20
Overdues.....	20
Reserves and Course Reserves.....	20
Electronic Sources.....	20
Lexis-Nexis, Westlaw, and Bloomberg Law.....	20
MOBIUS .....	21
Interlibrary Loan.....	21
CALI.....	21
Practice Exams.....	21
Reference Librarians.....	21
Library Policies.....	21
Loan Repayment Deferment .....	22
Lockers.....	22
Lost and Found.....	22
Mail.....	22
Maintenance .....	22
Mel Brown Family Loan Repayment Assistance Program.....	22
Multipurpose Rooms .....	22
Name Changes.....	22
Notary .....	22
Parking.....	23
Pets.....	23
Privacy Protection.....	23
Public Interest Law Speaker Series .....	23

Public Service Advisory Board .....	23
Reserving Rooms .....	23
Security/Safety	
Campus Police.....	24
Security Within the Law School .....	24
Severe Weather Hotline.....	24
Student Status Certification.....	24
Transcripts.....	24
Tuition Policy .....	24
U-Pass .....	25
Whitney R. Harris Institute for Global Legal Studies .....	25

**NON-ACADEMIC POLICIES AND RULES**

Address and Phone Number Reporting Rules.....	26
Faculty/Student Relations	
Addressing Problems:.....	26
Sexual Relationships .....	26
Nondiscrimination Policies and Rules.....	26
Reporting Requirements .....	26
Law School Application Information Update Reporting Requirements .....	27
Sexual Harassment Policy .....	28
Student Complaints.....	28
University Student Conduct Code .....	28

**BAR ADMISSION AND RELATED INFORMATION**

Admission to the Bar .....	29
Bar Forms .....	29
Character and Fitness Inquiry .....	29
Character and Fitness Inquiry Discrepancies.....	30
Law Student Registration .....	30
Bar Exams .....	30
Exam Requirements .....	31
Preparing for the Bar Exam.....	31
Student Practice Certification (Rule 13).....	31

# 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) your course [Canvas](#) page; (3) notices posted on the digital screens, and/or the screens outside classrooms throughout the Law School; and (4) the WashULaw intranet website. Students are 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. The current handbook will be available on the WashULaw Intranet website.

## Dean's Welcome

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

As a member of the law school community, you are on an incredible journey of professional and intellectual development. This *Student Handbook* is designed to assist you along the way. While some portions of the handbook are informational, you will see that others contain mandatory policies and rules. Please read the handbook carefully as it will provide you with the tools needed to take charge of your legal education and understand what is required of you to be successful here.

WashULaw has a strong culture of professionalism and support. We are here to partner with you on your path to becoming an outstanding lawyer and to assist you if you have any questions or concerns. We also hope you will take advantage of the many resources available to you.

We are excited to have you here at WashULaw and look forward to a great academic year.

All the best,

Russell Osgood  
Dean

**Washington University School of Law**  
**2022-2023 ACADEMIC CALENDAR**  
*[Revised 6/9/2022]*

**FALL SEMESTER 2022**

**AUGUST**

15	Mon	LL.M., MLS and Exchange Student Mandatory Orientation Begins
22	Mon	LL.M., MLS and Exchange Student First Day of Classes
22	Mon	First-Year J.D. Student Orientation
26	Fri	Transfer Student Orientation
26	Fri	LL.M. to J.D. Mini Orientation
29	Mon	First day of classes

**SEPTEMBER**

4	Sun	Last day to add an upper-level course without faculty approval *
5	Mon	Labor Day holiday (no classes)
25	Sun	Last day to drop an upper-level course without a PW * (permitted withdrawal) reflected on transcript *

**OCTOBER**

10-11	Mon-Tue	Fall break (no classes)
23	Sun	Last day to drop an upper-level course without faculty approval *

**NOVEMBER**

8	Tue	Election Day
17	Thur	7:30am - Online registration for spring classes for 3Ls and LL.Ms
18	Fri	7:30am - Online registration for spring classes for 2Ls
23	Wed	Monday classes meet (Wednesday classes do not meet)
24-25	Thu-Fri	Thanksgiving break

**DECEMBER**

2	Fri	Last Day of Fall Classes
5	Mon	Final Exam period begins
16	Fri	Final Exam period ends

**SPRING SEMESTER 2023**

**JANUARY**

9-13	Mon-Fri	January Intersession (1L Negotiation Course)
16	Mon	Dr. Martin Luther King Jr. holiday (no classes)
17	Tue	First day of classes
22	Sun	Last day to add a spring upper-level course without faculty approval *

**FEBRUARY**

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

**MARCH**

12	Sun	Last day to drop an upper-level course without faculty approval *
12-18	Sun-Sat	Spring break (no classes)

**APRIL**

13	Thur	Online registration for fall classes for rising 3Ls & returning LL.Ms
14	Fri	Online registration for fall classes for rising 2Ls
21	Fri	Last day of classes
24	Mon	Final Exam period begins

**MAY**

5	Fri	Final Exam period ends
15	Mon	Commencement Day

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

## **ACADEMICS**

### **Academic Planning**

Beyond those courses deemed so fundamental by the law faculty and the ABA that they are required for graduation, students can select their own courses based on their interests and career paths. The planning process should be initiated early and reviewed from time to time and adjusted as necessary. Students should consider familiarizing themselves with the subjects covered in any bar examination they may contemplate taking. Review the “[Comprehensive Guide to Bar Admissions Requirements](#)” as a good starting point. Students are also encouraged to seek guidance on an informal basis from the [Associate Dean of Students](#), other faculty members, and/or other students.

The Law School offers academic planning assistance on several fronts. [Course Listings](#) are updated prior to each semester’s registration period. The Law School’s [Course Information & Registration Process](#) page contains general registration information, an Academic Planning Guide, and scheduling grids. One or more sessions are held in which members of the faculty who teach upper level courses discuss the area(s) of the curriculum in which they teach and offer advice about course selection. Each 1L student is also encouraged to schedule a one-on-one session with his or her Legal Practice professor, and upper-level Academic Advisor, the [Registrar](#) and/or the [Associate Dean of Students](#) to discuss the student’s interests and objectives and develop an overall academic plan.

### **Academic Records**

The Law School's [Associate Dean of Students](#) oversees the maintenance of student academic records and services. The Office of Student Life staff coordinates registration, administers examinations, handles various letter requests and forms (including Bar Exam forms), processes degree audits, and performs all other tasks associated with the Office of the Registrar (A-B Hall, no. 210).

### **Academic Rules**

The academic rules of the Law School are established by the faculty. The [Associate Dean of Students](#) is 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 1) a cumulative grade point average of at least 3.00 at the end of each academic year and 2) a yearly grade point average of at least 3.00 at the end of the 2<sup>nd</sup> year.

**Academic Disqualification** - Academic disqualification and related matters are governed by the Faculty Rules. Under the rules, 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 3.00 for all Law School courses taken, or 2) a yearly grade point average of 3.00 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 the [Associate Dean of Students](#).

Students enrolled part-time in any LLM or MLS degree program must successfully complete one course per term absent approval from the Associate Dean for Graduate and International Programs.

**Probation** - Any student 1) whose cumulative grade point average at the end of each academic year is between 2.98-2.99, inclusively, or 2) whose yearly grade point average for the second year is between 2.98-2.99, 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 3.00, and, in the case of the student with the yearly GPA deficiency, the combined average for that year and the preceding one is 3.00 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 3.00, 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 through the Office of Student Life by the [Associate Dean of Students](#), the [Assistant Director of Academic Success and Bar Preparation](#) and Peer Academic Advisors. Students are also encouraged to seek such support on an informal basis from the [Associate Dean of Students](#), faculty members, and/or other students.

The Office of Student Life 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.

### **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 the [Associate Dean of Students](#).

**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 the [Associate Dean of Students](#) 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 the [Associate Dean of Students](#).

**Withdrawal from School** - Students considering withdrawing from school are encouraged to consult with the [Associate Dean of Students](#). To withdraw, a student should provide written notification to the [Registrar](#) and Financial Aid Office and obtain written approval from the [Associate Dean of Students](#).

Students who withdraw after a school term is underway will ordinarily receive a tuition refund based on the date they notify Dean Walsh in writing of their intent to withdraw, as follows:

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

There is no refund after the eighth week of the semester except for withdrawals for health reasons. Such reasons must be certified or verified by the University Student 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.

### **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 the [Associate Dean of Students](#).

**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](#) except for clinics, in which case, students should contact the [Clinical Operations Manager](#). No course may be *added* after the first week of classes unless the professor's permission is obtained with an [Add/Drop After Deadline Request](#) form. 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 "PW" (permitted withdrawal) appearing on their transcripts. After the first eight weeks, drops may be made only with the professor's or the [Associate Dean of Students](#)’ approval.

**Attendance/Preparation** - Regular class attendance and preparation is 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. An [Audit Request](#) form must be completed, signed by the professor, and submitted to the Office of Student Life, Suite 210. 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 complete an [Audit Request](#) 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, email notification will be sent to the class. When severe weather occurs, some professors may cancel class and will notify the class via email. For more information, see [Severe Weather](#) in the **STUDENT INFORMATION** section of the handbook.

**Classroom Assignments** - A few weeks 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." Last minute classroom changes will be emailed to students and reflected in [WebSTAC](#).

**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 17 units each fall semester and 18 credits each spring semester if one of those credits comes from an Intersession course. The full-time minimum load is 9 units for J.D. students and Tax LL.M. students. The number of units for the LL.M. in US Law, IP Law, Master of Law, Master of Legal Studies and Exchange students to be considered full-time is also 9 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 the [Associate Dean of Students](#). ***Students enrolled for less than full-time do not earn a full semester's worth of residency (which is pertinent to J.D. students), and may have complications associated with financial aid or loans – please see Carrie Burns 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 have health insurance.)***

**Incomplete Grade Policy** - Students who will not complete their work by the required deadline for a course or a for-credit project may take a temporary grade of Incomplete ("I") upon arrangement with the instructor. The terms and conditions for the completion of the course or the project are at the discretion of the instructor, and should be clearly conveyed to the student, but in all cases cannot extend past the last day of class of the semester, or quarter for online students, that immediately follows. An "I" grade shall become an "F" on the last day of classes of the following semester, or quarter for online students, if no grade has been offered to replace it. Once an "I" becomes an "F," it will appear on the student's record and factor into the student's GPA. The grade of "F" is a permanent grade and the student will not receive academic credit for the course. The normal rules regarding withdrawals are permitted during the period in which the work was originally due. However, under this policy, students may not withdraw during the period of any extended time granted to complete their work.

**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. for coursework offered by another school of the University. (Non-J.D. students must receive approval from the [Coordinator of Legal English Programs](#) before enrolling in nonlaw courses.) 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 (the exception being if it's a weekend course, 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 [Non-Law Course for Credit Request](#) form. The student is responsible for registering online 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 [Course Listings](#).

**\*For Business School courses**, students should complete the [Non-MBA Student Taking MBA Course Request](#) form and turn it into the [Registrar](#). The Registrar's Office will then email the form over to the B 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. 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 space-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 [Non-Law Course for No Credit Request](#) form should be turned in to the Law School's [Registrar](#). 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 3.94 is recorded; "Pass," for which no numeric grade is recorded; "Low Pass," for which a 2.98 is recorded; and "Fail," for which 2.50 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, Supervised Practicum, Supervised Moot Court, moot court teams, Trial Advocacy Competition, Government Lawyering Externship, Semester-in-Practice Externship, Judicial Clerkship Externship, Lawyering Practice Externship, and student publications). This is based on an ABA rule.

FOR J.D. STUDENTS IN TOP 10% - ORDER OF THE COIF PASS/FAIL COURSE LIMITATION. [Order of the Coif](#) is an honorary scholastic society, 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 10% 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 (HP3.94, P, LP2.98, F2.50) such as Pretrial and Trial count as graded courses, per this definition. Courses such as Law Review, Moot Court, Supervised Research, Judicial Clerkship Externship, 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 a full-time externship. 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 30 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.) 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.** 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 the [Associate Dean of Students](#).

### **Degree Requirements**

**Completion of Program of Study** - Per ABA rules, the JD degree must be complete within seven years. The JSD must be completed within 5 years. The LLM in IP, Tax, and NDR must be completed within 4 years.

**JD (Juris Doctor) 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, an Ethics course, a seminar, and 6 units of Experiential course work
- **Credit Hours** - Earn a total of at least 86 credit hours (67 in Law Classroom Units);
- **Cumulative Average** - Have a cumulative grade point average of at least 3.00 based upon all courses taken, and a yearly grade point average of at least 3.00 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 9 hours of work.

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 J.S.D., professional LL.M. degrees in Taxation and in Intellectual Property & Technology Law, a general LL.M., the LL.M. degree in U.S. Law, and the Masters in Legal Studies (MLS) degree. For the most part, these either are 1-year

programs or are subject to a specific limitation as to how long a student may take to complete the degree. 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 should contact the [Director of the Graduate Tax Program](#).
- **IP LL.M.:** Courses designated as part of the IP Curriculum are eligible for transfer with the following exceptions: 1) courses designated 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 the [Director of the IP LLM Program](#).

### **Evaluation of Graduation Requirements**

JD students are encouraged to track their degree requirements and completion in [WUAchieve](#). This degree audit system breaks down JD degree requirements (units, course requirements, GPA, and residency) in a convenient format for students to review. The [Registrar](#) sends out regular communications to students prior to each registration period to remind students to run fresh degree audits and track their progress. While it is ultimately the students’ responsibility to meet all degree requirements, the [Registrar](#) is also monitoring student records and is available to answer questions and/or address concerns.

Non-JD students should make themselves familiar with degree requirements specific to their programs and monitor their progress. The [Registrar](#) completes degree audits on all non-JD students each summer and in the early spring and communicates with the students regarding anticipated graduation and any issues or concerns.

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 with [Disability Resources](#). Most questions can be answered by reviewing their website and by consulting with the [Director of Financial Aid & Student Life](#). Any other requests for special circumstances must be made directly to the [Associate Dean of Students](#). Any student experiencing a crisis during the exam period, such as a death in the family or a serious illness, should contact the [Associate Dean of Students](#). 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 highest enrollment determined as of the end of the 4th week of classes are given the option to have their exams scheduled for (or 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.

### **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 [Associate Dean of Students](#) or the [Registrar](#) 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 on the law school's intranet page. 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 at the Registrar's Office (AB Hall, No. 210), or email the [Registrar's Office](#).

### **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 [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 2.50 and is used to compute the student's average. A "Low Pass" in a Modified Pass/Fail course is recorded as a 2.98 and also is used to compute the GPA. A "High Pass" in such a course is recorded as a 3.94 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** - Grades for the spring semester are due 5 weeks after the last day of the exam period. Grades for the summer session are due 4 weeks after the last day of the exam period. Grades for the fall semester are due as follows: 1) all 1L course grades are due 3 weeks from the last day of the exam period; 2) for faculty members who teach one Fall course (other than a 1L course), grades are due 3 weeks from last day of the exam period; and 3) for faculty members who teach more than one Fall course (other than 1L courses), grades for one of the courses are due 3 weeks from the last day of the exam period, and grades for the other course(s) are due 5 weeks from the last day 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 4.30-2.50. The faculty has agreed upon the following conversion scale for students to compare the Law School's numeric grades with letter grades: A+ = 4.30-4.00; A = 3.94-3.76; A- = 3.70-3.58; B+ = 3.52-3.34; B = 3.28-3.16; B- = 3.10-3.04; C+ = 2.98-2.92; C = 2.86-2.80; D = 2.74; F = 2.68-2.50.

First year JD classes have a mandatory mean range of 3.49-3.55. 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 3.94 or higher. Courses strictly defined as Graduate Tax courses have no mean or median grading requirement.

Grades for the Clinics, Pretrial Practice and Trial Practice courses, and any other course so specified in the Course Directory shall be "High Pass" for which a 3.94 will be recorded, "Pass" for which no grade will be recorded, "Low Pass" for which a 2.98 will be recorded, and "Fail" for which a 2.50 will be recorded; except (1) any student who earns a "High Pass" but whose overall average at the end of each semester exceeds 3.94 shall receive a "High Pass" on his or her permanent record and no numerical grade shall be calculated into his or her cumulative average, and (2) any student who earns a "Pass" but whose average at the end of his or her first year is below 2.98 shall receive a 3.04 on his or her permanent record. The number of "High Pass" grades awarded to J.D. candidates in a modified pass-fail course may be as low as zero, and shall not exceed one-third of the number of J.D. candidates who receive grades in that course. In practice, it should be rare for a faculty member to award one-third of the J.D. candidates a grade of "High Pass." Accordingly, the faculty intends this one-third rule to be the outer limit rather than a new norm to be followed for any course that uses modified pass-fail grading.

For JD students, a grade of 2.74 or better is necessary to earn credit in a course and a cumulative 3.00 average is necessary to remain in good standing, and at the end of the 2<sup>nd</sup> year a GPA of 3.00 is required based solely on the 2<sup>nd</sup> year grades.

Students in the LL.M. in Taxation program must receive a minimum grade of 3.04 to receive credit for a course. For students in the LL.M. in Intellectual Property and Technology Law program, a grade of 2.74 or better is necessary to receive credit for a course and a cumulative GPA of 3.00 is required to graduate. Students in the LL.M. in U.S. Law program need a grade of 2.74 or better to receive credit for a course, and they are not required to meet a minimum GPA.

**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. 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.

**Viewing Grades** - Students can view their grades in [WebSTAC](#). While 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.

### **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 balance). If you have a Hold on your record you will not be allowed to register for classes in the upcoming semester 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 the [Director of Financial Aid & Student Life](#). 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](#). 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, awards, and prizes](#) are given each year and at graduation in recognition of outstanding academic achievement.

### **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](#).

### **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 the [Associate Dean of Students](#). The petition process is governed by the Faculty Rules and students will be notified of final decisions in writing by the [Associate Dean of Students](#).

### **Registration**

First year law students are pre-registered in their sections by the Registrar's Office – in August for the fall semester, and in December for the spring semester. Once registered, students can see their registration in "Class Schedule" in [WebSTAC](#). This is a pre-set curriculum and students do not choose their courses or sections.

Students in LL.M., J.S.D., M.L.S., Exchange Student, or Visiting Scholar programs should follow instructions they receive from their program directors. Registration for upper-level courses is a two-step process: (1) students *pre-register* for Clinics and Externships (for both Fall and Spring semesters); and (2) students *register* for other courses one semester at a time (most via [WebSTAC](#)). Except for Clinics and Externships, upper-level students register in April for the fall semester and in November for the spring semester.

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

information on registration, students should visit the Registrar's intranet page.

### **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. 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. For further information about any of these programs, contact the [International & Graduate Programs Office](#).

### **Summer School**

**Other Law Schools** - J.D. students may request permission from the [Associate Dean of Students](#) to attend summer school at another law school for credit toward the J.D. degree by completing a "[Taking Law Class Elsewhere Request](#)" form. 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** -Students may enroll in Lawyering Practice Externship 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.

## **STUDENT INFORMATION**

### **Academic Calendar**

The Law School Academic Calendar can be found at the front of this handbook and [online](#).

### **Advising**

Law students have access to a range of advising and support services. Through the Office of Student Life, the school offers a series of events and programs aimed at both upper-level students and 1Ls. The [Associate Dean of Students](#) is available to answer questions about what is available and/or to help students locate a particular type of program or service. For more information about services and programs, 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 intranet page; digital screens on the first, second and third floors; and handouts distributed to and/or posters posted near student mail folders on the 2nd floor. Student organizations wishing to post announcements should use this [online form](#).

### **Audio Visual and Multimedia Services**

The AV/Multimedia Department is located on the 2nd floor of Anheuser-Busch Hall. 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 email to [AV](#). IMPORTANT: 48 hours minimum advance notice is required for all multimedia requests and students should not contact AV directly to record classes.

Students wishing to film and/or videotape using law school facilities should contact the [Web Department](#).

### **Banking Services**

Full banking services from Bank of America are available in the Mallinckrodt Center, 3<sup>rd</sup> 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 Umrath 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.

### **Books and Course Materials**

Textbooks are generally available at the [Campus Bookstore](#).

### **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, visit [Parking & Transportation](#) or call (314) 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 gifts and other items. The store is located on the main level of the Mallinckrodt Center. The general phone number is (314) 935-5500; the

course textbook department is (314) 935-5584.

### **Center for Career Development**

The [Center for Career Development](#) is a resource to all WashULaw students. Its mission is to:

*Partner with students to define and achieve their career goals. With extensive knowledge and experience, we create individualized placement strategies and promote professional development. We are committed to supporting every student throughout their law school career and beyond.*

There are many cutting-edge tools, a wide network of connections, and other resources the Career Center leverages to meet students' unique needs, so we encourage that students become familiar with the Career Center. The primary responsibility of the Career Center is to work together with students to learn about the path they want to take (at WashULaw and in the world) and to craft an innovative plan to get them there. We provide students and graduates with equal access to the best career resources and internship and employment opportunities with local, national, and global employers. At the same time, we provide employers with full access to Washington University School of Law students to meet their recruiting needs. The Career Center 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.

### **Career Center Availability**

The Career Center is open Monday through Friday from 8:30 am – 5:00 pm. While these are the set staffed hours, students can set up appointments earlier, later and on some weekends, upon request.

The Career Center is eager to be available whenever students need support. So the office is accessible through:

- Text: (314) 548-9278
- Email: [lawcareers@wustl.edu](mailto:lawcareers@wustl.edu)
- Phone: (314) 935-6451
- DOCKET: online resources and appointment scheduling
- Drop in: Suite 325

### **Career Center Services**

The Career Center offers many resources and opportunities. We are able to meet with individual students frequently and are passionate about crafting unique and creative plans to help them navigate their career path. Stop by the Career Center to learn more about the resources or to request a new resource.

### **Pay It Forward**

Let us know when you have a job offer, accept a position, about your interview experience, and about your summer experience.

### **General Policies**

The Career Center will communicate general policies throughout your time at WashULaw. Remember, always be professional; reply to emails, texts, voice mail messages from the Career Center and from employers. You represent Washington University School of Law. Always ask if you need assistance navigating a situation professionally.

### **First-Year Students**

Law school is a unique experience with a significant adjustment period in the beginning of the first year. 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 ([NALP](#)) rule prohibits the Career Center advisers from meeting individually with first-year law students prior to October 15.

### **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 run the risk of missing crucial information.

**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.

### **Communicating with Other Students**

**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](#).

### **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](#). 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.

**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 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 the 2019-2020 school year 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 5<sup>th</sup> floor.

### **Counseling**

[Mental Health Counseling](#) is available through the [Habif Health & Wellness Center](#) on the South 40. All counseling and consultative services 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

### **Disability Resources (DR)**

[Disability Resources](#) is Washington University's office resource for students with disabilities. DR assists students with disabilities by providing guidance and accommodations to ensure equal access to our campus, both physically and academically. Under the Americans with Disabilities Act and University policy, students with disabilities must submit documentation of their disability to Disability Resources before formal accommodations can be made. Students seeking disability-related accommodations must use the DR office and are encouraged to contact DR upon admission or once diagnosed. Eligibility for accommodations is determined on an individual basis supported by appropriate documentation, which may need to be renewed periodically. Any student with questions about receiving accommodations at the Law School should contact the [Assistant Director of Student Life](#).

### **Eating on Campus**

There are a number of [campus area dining options](#), including cafes at the Law School, Mallinckrodt Center, the Village, Bear's Den, and Umrath Hall. 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 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.

**Faculty 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 2<sup>nd</sup> floor. Students who wish to leave something for a faculty member should place it directly in the individual's mailbox.

### **Faculty Facilitator**

Each year a faculty member is named to serve as Faculty Facilitator. The Facilitator is available to help students work out difficulties with members of the faculty. This year's Faculty Facilitator is [Ann Shields](#). The alternate is [Katie Meyer](#).

### **Financial Aid**

Student financial aid is handled through the Law School's Financial Aid Office, which is located in the Office of Student Life Suite (No. 210). 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. Contact the [Director of Financial Aid & Student Life](#) with questions.

### **Forms**

Various approval and letter request forms can be found on the Registrar Forms webpage. Most of the forms indicate where they should be submitted. Letter requests, loan deferment forms, insurance forms, and bar forms are processed by the Office of Student Life Coordinator. Forms can be emailed to the

[Registrar's Office](#) or into the "Submit Forms Here" tray on the counter of the Office of Student Life (No. 210). 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 the [Director of Law Facilities and Building Operations](#). Furniture should be returned to its prior location after it is used.

### **Health Insurance**

Washington University's 2021-22 health insurance plan is underwritten by United Healthcare Insurance Company and administered by United Healthcare Student Resources. Domestic students may choose to waive WU coverage if they can [document](#) that they have adequate coverage through another plan. The University plan is mandatory for international students. Annual coverage runs from August 1, 2021 through July 31, 2022. The insurance premium is billed annually and will appear on the fall billing statement. Washington University assesses a student health and wellness fee designed to improve the health and wellness of the entire Washington University community. For details about the insurance plan and other available health and wellness services, please visit [the Habif Health & Wellness Center website](#).

### **Health, Wellness, and Counseling Services**

The [Habif Health and Wellness Center](#) has three components: [medical and health care services](#), [mental health services](#), and [health promotion and wellness services](#). The Center is located in the Nathan Dardick House on the South 40. The main phone number for Student Health Services is (314) 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. The cost of a replacement card is \$25. You must present some form of positive identification with a picture ID to obtain a replacement student ID card.

### **Identification Numbers/Passwords**

**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.

### **Law Library**

The Law Library provides research services, an extensive online collection, and quiet work areas as well as group study rooms. The [Law Library website](#) is your portal to a vast amount of legal research material as well as to information about library services, policies, and facilities.

The law library is a major academic research facility with over 770,000 volumes and many electronic databases. It acquires both primary and secondary source materials to support the needs of students, scholars and practicing attorneys. The collection includes state and federal statutes and court reports, periodical indexes, legal encyclopedias, an extensive collection of legal treatises, U.S. government documents, and legal journals. The library also maintains substantial collections in Chinese, and international law materials.

WashULaw students have 24/7 access to the physical & virtual Law Library. When classes are in session, the Library Circulation Desk is open and staffed:

Monday - Thursday: 7 a.m. to 11 p.m.

Friday: 7 a.m. to 7 p.m.

Saturday: 10 a.m. to 6 p.m.

Sunday: Noon to 6 p.m.

During these hours, Reserve items may be checked out and study rooms may be reserved. Holiday hours and closings will be posted. You may also call the library at 314-935-6450 to confirm hours. When the Library is closed, Reserve items are not available and group study rooms are available on a first come, first served basis.

**Library Resources** - As a WashULaw student, you may check out materials from any Danforth Campus Library. The [Library Catalog](#) includes records for **all materials** (books, journals, newspapers, treatises, databases, etc.) whether in print or electronic form at a Washington University Danforth Campus Library.

**Print Sources** - You may request a print book be delivered to the Law Library by clicking on the "Request" button and entering your WUSTL Key information ... just be sure to choose the Law Library as your Pickup Location.

**Renewing Materials** - To renew materials, go the [Library Catalog](#) and click on My Catalog, or stop by the Circulation Desk.

**Overdue Fine Policy** - The Law Library does not charge fines for overdue books. It does, however, charge for lost and damaged materials. After you are sent two email notices about non-returned material, it is considered lost and the Office of Student Financial Services auto-generates an invoice for the cost of the book plus a \$25 processing fee and adds it to your tuition. If an item is returned after the invoice is generated, the Office will issue you a credit less a \$15 administrative fee.

**Reserves & Course Reserves** – The [Library Catalog](#) allows you to search for print items your professor has placed on reserve for a class. The items may be checked out for two hours at the Circulation Desk. Some reserve materials may be checked out overnight one hour before closing. They are due back the following day within one hour of the library's opening. Electronic format items should be on your Blackboard or Canvas course page.

**Electronic Sources** - As a WashULaw student you should have access to all e-resources in the Library Catalog. Authentication policies differ, however, so please ask a reference librarian if you cannot get into a resource. The library has an extensive list of [subscribed databases](#). Sometime when access fails on one entry point, it works using the other.

**Lexis-Nexis, Westlaw, and Bloomberg Law** are three comprehensive online legal research services providing 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 passwords during Orientation, and training in their Legal Research Methodologies class. Transfer, LLM, and JSD students who do not receive passwords during Orientation should see a Reference Librarian for passwords.

**MOBIUS** is similar to the Library Catalog except it contains materials from a multi-state network of participating libraries. To check out any book from a [MOBIUS](#) library, click on "Request." Choose the "MOBIUS – Washington University" Cluster and enter your WUSTL Key information. Be sure to choose that you want to pick up the item at the Law Library. Can't find the book or article you need on WU

campus or in a MOBIUS library? Use Interlibrary Loan to borrow it from libraries around the nation!

**Interlibrary Loan** - If a book or article you want is not available at any WU Library or through MOBIUS, you may request the item through [Interlibrary Loan](#). Please feel free to ask a reference librarian for help finding your item.

\* Journal/Law Review Members: Please do not use ILL or MOBIUS. See your publication's instructions about how to request items not available on campus.

**CALI** - is a non-profit consortium of law schools that has developed an extensive library of lessons designed to enhance the student's learning experience. To obtain a CALI account, go to [www.CALI.org](http://www.CALI.org) and click on Register. You will need to enter our school's authorization code, WAUNIVstu230.

**Practice (old) Exams** - Some [Practice Exams](#) are available on the Intranet. You should also check your [Canvas](#) course pages or consult your professors for a particular course.

**Reference librarians** are available and eager to help you find and use library resources, including print, internet resources, and computer assisted legal research services. Please just ask.

### **Library Policies**

**Respectful** and courteous treatment is required of all students toward fellow students, faculty and library staff at all times.

**Phones** - Please turn your cell phone ringers off and restrict talking to the fourth floor library lobby and printer areas on the second, fourth and fifth floors.

**Food** - 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.

**Security** - Please don't 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.

**Reshelving Books** - Please leave any books you are finished using on the tables/carrels. The library keeps count of book usage...we WANT to re-shelve your books!

**Seating** is available on all floors of the library on a first-come, first-served basis. Easy chairs are located on the 4<sup>th</sup> and 5<sup>th</sup> floors. Group study rooms (see below) are located on the 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors. Tables and carrels are wired for power and carrels have lighting. Occasionally you may find a carrel reserved for a visiting scholar. Otherwise **carrels may not be reserved** and there are no squatters' rights. After a warning slip is left, personal items left unattended for an extended period of time will be removed to the Circulation Desk and placed in Lost & Found.

**Group Study Rooms** - The Library has four group study rooms: 254, 255, 461, and 558 that can be reserved at the Circulation Desk for up to two hours per day per group with your WashULaw ID.

### **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 the Office of Student Life (A-B Hall, No. 210), 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 the [Office of Student Life Coordinator](#).

### **Lockers**

Lockers are for daily use only. Lockers will be opened and codes reset every Friday beginning at 3:00 p.m. If you have a problem with your locker, including forgetting your combination, the [Office of Student Life Coordinator](#), will be able to help you.

### **Lost and Found**

Students should check for lost and found items in the library at the Circulation Desk, (314) 935-6450. The University's Lost and Found is located in the Event Services offices at Mallinckrodt Center.

### **Mail**

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.)

### **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 [Director of Financial Aid & Student Life](#).

### **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 students 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 Office of Student Life if another group would like to use the room.

### **Name Changes**

To change your name on your official Law School record, you must furnish the [Office of University Registrar](#) with a copy of the official legal document (marriage certificate, divorce paper, etc.). The Office of the University Registrar is located in the basement of the Women's Building.

### **Notary**

Notary services are available Monday-Friday 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, contact the [Registrar's Office](#). Please note that there may be notary service blackout periods in certain offices.

### **Parking & Transportation Services**

WashU has a zoned parking system under which the Danforth Campus is broken into 5 zones. Parking on campus is by permit only. To learn what zones and permits are available for purchase, visit [Parking & Transportation](#) Services office at North Campus.

WashU offers extensive [transportation options](#), free of charge, to meet the needs of the campus community. These include a Metro Transit Pass, a campus circulator, and a Campus2Home Shuttle.

### **Pets**

For health and sanitation reasons, dogs and other animals are not permitted in the Law School unless it is a "working" animal accompanying an individual with a disability. 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.

### **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 Advisory Board (PSAB)**

[PSAB](#) is a student-led organization that allocates public service funds among student groups, facilitates educational events about public service careers, creates opportunities for public service within the law school and in the larger St. Louis community, and administers the Pro Bono Pledge. PSAB achieves these goals through three committees and two chair positions that work together to create a vibrant set of opportunities for law students to learn about and participate in public service.

### **Reserving Rooms**

The use of space in Anheuser-Busch Hall, including the Student Commons or Courtyard, requires a reservation. Reservations for library group study rooms must be scheduled at the library Circulation Desk. Reservations for classes and class-related activities take precedence over reservations for non-curricular activities (e.g. student organization meetings).

Any use of classrooms and conference rooms must be reserved through the [Office of Student Life](#). Outside organizations are permitted to reserve rooms provided that they receive approval and there is no interference with Law School classes, activities, or events.

All student events that occur outside of normal business hours must receive prior approval from the Office of Student Life. Normal business hours are from 8:30-5:00 p.m.

Room rental, AV, and cleaning fees are charged to outside organizations for the use of our facilities.

## Security/Safety

**Campus Police** - The Campus Police can be reached at (314) 935-5555 or by picking up the receiver at one of the blue light emergency telephones located around campus. DO NOT CALL 911.

**Security Within the Law School** - Members of the public often visit Washington University School of Law. The accessibility of the building to the public can create 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 (314) 935-5555. DO NOT CALL 911.
2. Report any suspicious persons or activities to the attention the Director of Law Facilities and Building Operations (935-6499) or, if the problem occurs in the library, the Associate Dean of the Library, (935-6440, No. 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, (314) 935-5555.

**Severe Weather Hotline** – For severe weather information call 935-6400. Press 7 and then press 3.

## 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 to the [Registrar's Office](#). 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.

## Transcripts

Official transcripts must be ordered through the [Office of the University Registrar](#). Transcripts can be ordered online through [WebSTAC](#). 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.

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).

## 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 four semesters of full-time tuition. For joint-degree students, the semester-tuition minimum is five; for LLM students, it is two. For Two Year LLM students the semester-tuition minimum is four semesters. 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. Nine hours is the full-time load for the LLM in U.S. Law, LLM in IP Law, Master of Law, and Master of Legal Studies programs. Nine hours is also 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 9 or more hours 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.

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, MLS, 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 1L course load.) Under normal circumstances requests for reduced tuition will only be granted if the student has 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 years' full tuition and a continuing semester fee thereafter. The continuing student fee for 2022-23 is \$3,000 per semester. The fee will increase with the rate of tuition in subsequent years.

JSD students may audit courses during both of the first two years. They may not take courses for credit. JSD students will receive research credit each semester. If a student chooses to take a class in their 3<sup>rd</sup> year and beyond, they must pay the standard hourly tuition rate.

6. Distinguished Visiting Scholars are invited guests of the School of Law 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](#). 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. Access to the Metro system requires that you present your pass along with a valid WUSTL ID. More information and registration is available with [Parking & Transportation](#).

### **Whitney R. Harris World Law Institute**

The [Whitney R. Harris World Law Institute](#) enhances the intellectual vibrancy of Washington University School of Law and the University by fostering collaboration among students and faculty (both at home and abroad) who are engaged in international or comparative work. The Institute engages in a wide variety of programs and projects by drawing on a vast pool of international and national expertise to foster collaboration, continuous dialogue and exchange of ideas among scholars, business and government leaders, members of civil society and practitioners doing international or comparative law work.

With a focus on developing innovative global solutions to real-life problems, the Institute organizes conferences, lectures and other events throughout the year. It also provides future lawyers opportunities to engage in valuable research and practical experience, including through programs like the Dagen-Legomsky Fellowship Program, the Crimes Against Humanity Research Project, the ICC Legal Tools Project, and the Research Project on the Gun Violence Epidemic in the United States.

## **NON-ACADEMIC POLICIES AND RULES**

### **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 online directory or otherwise made available to others. To impose a restriction, students should select "Information Restriction" (found under "Personal Preferences") when entering their address. Unless notified otherwise, the information restriction must be indicated at the beginning of the school year, typically by around September 1<sup>st</sup>. Students are also encouraged to enter emergency information in [WebSTAC](#).

### **Faculty/Student Relations**

#### **Addressing Problems:**

**Sexual Harrassment** - 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.

**Other Issues** – For other issues, 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 the [Associate Dean of Students](#), the [Faculty Facilitator](#), or the [Alternate Facilitator](#). Any 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 is committed to a policy of equal opportunity for all students and graduates. By electing to use the [Career Center](#), prospective employers commit that they will not discriminate on the grounds of race, color, age, religion, sex, sexual orientation, national or ethnic origin, gender identity or expression, actual or perceived gender, genetic information, parental, marital, domestic partner, civil union, veteran status or disability.

### **Reporting Requirements**

**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. Updates should be submitted to the [Associate Dean of Students](#).

### **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.

### **Student Complaints**

As an ABA-accredited law school, Washington University School of Law is subject to the [ABA Standards](#) for Approval of Law Schools. 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 of Students](#). 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 of Students](#) 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 of Students](#) for a period of eight years from the date of final resolution of the complaint.

**University Student Conduct Code**

All students at Washington University, including law students, are subject to the [Student Conduct 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 Student Conduct Code applies. Students are responsible for familiarizing themselves with the Student Conduct Code.

## **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](#). In addition, states have a well-maintained Bar Exam website.

**Bar Forms** - Applicants for bar admission are required to submit various forms or letters, 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 is 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 210. Letter requests should be sent to the [Registrar's Office](#). 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. The [Associate Dean of Students](#) responds to such inquiries mindful of the following "Standard of Character and Fitness" in the Code of Recommended Standards for Bar Examiners jointly recommended by 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 the [Associate Dean of Students](#) 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 the [Associate Dean of Students](#).

**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 the [Associate Dean of Students](#) setting forth the details of the amendment and the circumstances surrounding the need to amend.

**Law Student Registration** – Some jurisdictions 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. 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](http://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 \(NCBE\)](#). 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 & Procedure, Civil Procedure, Evidence, and Real Property.
- **Multistate Essay Examination (MEE)** - a three-hour, six-question essay examination covering MBE subjects, Business Associations, Conflict of Laws, Family Law, Secured Transactions, and Trusts & Estates.
- **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](#). 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 [Directory of State Bar Admission Offices](#).

**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.

### **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 is 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](#). 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 210), 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 WashULaw. 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.