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Section 1

ACADEMIC CALENDAR

2016 Fall Semester

August 17-19	Wednesday - Friday	Law I Orientation
August 22	Monday	First day of classes
September 2	Friday	Last day to ADD or DROP Classes
September 5	Monday	LABOR DAY (NO CLASSES)
October 6-7	Thursday - Friday	MID-SEMESTER BREAK (NO CLASSES)
October 6	Thursday	First-Year Practice Exams
October-November		Web Registration for Spring 2017 for all students.
November 22	Tuesday	Class schedule follows a regular Thursday schedule. (Substitute for Mid-Semester Break)
November 21	Monday	Class schedule follows a regular Monday schedule (Substitute for Labor Day)
November 22	Tuesday	Class schedule follows a regular Thursday schedule. (Substitute for Mid-Semester Break)
November 24-25	Thursday - Friday	THANKSGIVING BREAK (NO CLASSES)
November 28	Monday	First day of final examinations
December 9	Friday	Last day of final examinations
December 12, 2016 - January 8, 2017		WINTER BREAK (NO CLASSES)
January 2	Monday	Fall 2016 grades due. <i>ETA for online viewing is Fri, January 6, 2017</i>

ACADEMIC CALENDAR

2017 Spring Semester (*Tentative*)

January 9	Monday	First day of classes
January 20	Friday	Last day to ADD or DROP courses
February 7	Tuesday	Deadline to complete “Incomplete” grades from Fall 2016
February		Registration for Summer 2017 courses
March 27-31	Monday-Friday	SPRING BREAK (NO CLASSES)
March - April		Web Registration for returning students for the Fall 2017 semester.
April 14	Friday	Last day of classes.
April 17	Monday	First day of final examinations
April 28	Friday	Last day of final examinations
May 14	Sunday	Commencement for the Class of 2017
May 30	Tuesday	Spring 2017 grades due. <i>ETA for online view is Fri., June 2, 2017.</i>
May 15 - August 21		SUMMER BREAK
June 28	Wednesday	Deadline to complete “Incomplete” grades from Spring 2017

Section 2

COLLEGE OF LAW DEANS, DIRECTORS, FACULTY & STAFF DIRECTORY

I. Faculty

A. Full-Time Faculty

Office Numbers

Laura I Appleman, Associate Dean for Faculty Research and Professor of Law.....	449
W. Warren H. Binford, Associate Professor of Law	(OCJC)* 111
Curtis Bridgeman, Dean and Professor of Law	409
Gilbert P. Carrasco, Professor of Law	451
Vincent F. Chiappetta, Professor of Law and Director, Certificate Program in Business Law.....	423
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Keith C. Cunningham-Parmeter, Associate Professor of Law	422
Caroline Davidson, Associate Professor of Law	457
Paul A. Diller, Professor of Law and Director, Certificate Program in Law & Government.....	444
Jeffrey C. Dobbins, Associate Professor of Law and Executive Director, Oregon Law Commission.....	460
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Andrew Gildea, Assistant Professor of Law	442
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Edward J. Harri, Assistant Dean for Student Affairs and Professor of Legal Writing	430
Ann C. Kitchel, Law Library Director and Assistant Professor of Law	245
Jay N. Messenger, Professor of Legal Writing and Director Academic Support Services.....	420
Amy Meyers, Instructor of Legal Writing and Bar Preparation	429
Peter Molk, Assistant Professor of Law	425

* Oregon Civic Justice Center

Robin Morris Collin, Norma J. Paulus Professor of Law.....	431
James A.R. Nafziger, Thomas B. Stoel Professor of Law	427
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Karen E. Sandrik, Assistant Professor of Law	432
Aaron Simowitz, Assistant Professor of Law	456
Gwynne Skinner, Associate Professor of Law and Acting Director, Clinical Law Program	OCJC 110
Susan L. Smith, Professor of Law and Director, Certificate Program in Sustainable Environmental, Energy & Resources Law.....	428
Symeon C. Symeonides, Alex L. Parks Distinguished Professor of Law and Dean Emeritus.....	OCJC 206
Yvonne A. Tamayo, Professor of Law	447
Norman R. Williams, Associate Dean for Academic Affairs, Ken & Claudia Peterson Professor of Law and Director, Center for Constitutional Government	415
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B. Distinguished Jurist in Residence	
The Hon. Paul J. De Muniz.....	OCJC 205

D. Adjunct Professors

Jas J. Adams

Scott Beckstead

Ryan Collier

Susan P. Cook

Scott Davidson

James C. Edmonds

Alisha Firestone

Paul Frisch

The Hon. Chris Garrett

Judy D. Henry

The Hon. Norman Hill

Bruce Howell

The Hon. Mary James

Rod Jones

Tim Kelly

The Hon. Jack L. Landau

Kristin LaMont

Cecelia Lee

Don McCann

Melissa Parker

Brooks Peacock

Carol J. Prause

Mary Rumsey

Helen F. Russon

Mike Ryan

Lauren Saucy

Larry Schuct

Michael Skindrud

Ed Sullivan

Terry Wright

Todd Zilbert

II. Administrative Staff

Deans' Office

Curtis Bridgeman.....Dean, College of Law
Norman R. Williams..... Associate Dean for Academic Affairs
Daniel P. Santos..... Associate Dean for Student Affairs & Administration
Ashley StovinExecutive Assistant to the Deans
Kathleen Fitzgerald..... Senior Assistant to the Deans

Admissions

J.R. Tarabocchia Director of Recruitment & Student Activities
Will Fruhwirth Associate Director of Admissions
TBD..... Admissions Counselor and Events Coordinator
Andrea Valdez Flowers Systems Coordinator/Administrative Assistant

Alumni Affairs & Development

Alayna Herr Director of Alumni Relations
Rebecca Lerback..... Director of Development

Clinical Law Program

W. Warren H. Binford Director of Clinical Law Program
Gwynne Skinner Interim Director of Clinical Law Program
Margaret Schue..... Administrative Assistant for Clinical Law Program

Disability Services

Edward J. Harri.....Law School Liaison

Faculty Assistants

Reyna Meyers Administrative Assistant
Marisa Walker Administrative Assistant

Placement Office

Phylis C. Myles Assistant Dean of Placement
Marti McCausland Assistant Director of Placement
Terry Wright..... Director of Externship Program
Bev Ecklund Placement Coordinator

Multicultural Affairs

Daniel P. Santos..... Associate Dean for Student Affairs & Administration

Publications and Communications

Patrick Riedling.....Director of Communications
Sarah Carlson Marketing Assistant

Student Affairs

Ann Abbott.....College of Law Recorder
Phom Ashford Manager of Student Affairs
Michelle Noland..... Coordinator of Student Affairs
Andrea Saele Coordinator of Student Affairs

III. J.W. Long Law Library

Ann C. Kitchel..... Director of the Law Library & Assistant Professor of Law
Tim Kelly Head of Reference & Research Services
Mary Rumsey Reference & Instructional Services Librarian
Galin Brown Access Services Manager
Cherri Miles Library Accounts Manager & Web Specialist
Samantha J. Foster..... Cataloging Specialist
Elaine Goff Collection Maintenance & Serials Specialist
Kelly Slaughter..... Periodicals Collection Manager

IV. Oregon Law Commission

Jeffrey C. Dobbins..... Executive Director
Laura Handzel Deputy Director
Jenna Jones..... Legal Assistant

FACULTY PHOTOS



**PROFESSOR & ASSOCIATE DEAN
FOR FACULTY RESEARCH**
Laura I Appleman



**ASSOCIATE PROFESSOR &
DIRECTOR,
CLINICAL LAW PROGRAM**
W. Warren Binford



DEAN & PROFESSOR
Curtis Bridgeman



PROFESSOR
Gilbert P. Carrasco



PROFESSOR
Vincent F. Chiappetta



**MAYNARD & BERTHA WILSON
PROFESSOR**
David S. Clark



PROFESSOR
Keith C. Cunningham-Parmeter



ASSOCIATE PROFESSOR
Caroline Davidson

FACULTY PHOTOS



PROFESSOR
Paul A. Diller



ASSOCIATE PROFESSOR
Jeffrey C. Dobbins



ASSOCIATE PROFESSOR
David A. Friedman



ASSISTANT PROFESSOR
Andrew Gilden



FRED H. PAULUS PROFESSOR
Steven K. Green



ASSISTANT DEAN & PROFESSOR OF
LEGAL WRITING
Edward J. Harri



PROFESSOR OF LEGAL WRITING
Jay N. Messenger



LAW LIBRARY DIRECTOR &
ASSISTANT PROFESSOR
Ann C. Kitchel

FACULTY PHOTOS



**INSTRUCTOR OF LEGAL
RESEARCH & WRITING**
Amy B. Meyers



ASSISTANT PROFESSOR
Peter Molk



NORMA J. PAULUS PROFESSOR
Robin Morris Collin



THOMAS B. STOEL PROFESSOR
James A. R. Nafziger



ASSOCIATE PROFESSOR
Terrance O'Reilly



ASSISTANT PROFESSOR
Karen E. Sandrik



ASSISTANT PROFESSOR
Aaron Simowitz



ASSOCIATE PROFESSOR
Gwynne Skinner

FACULTY PHOTOS



PROFESSOR
Susan Smith



DEAN EMERITUS & ALEX L. PARKS
DISTINGUISHED PROFESSOR
Symeon C. Symeonides



PROFESSOR
Yvonne A. Tamayo



ASSOCIATE DEAN FOR ACADEMIC
AFFAIRS & KEN & CLAUDIA
PETERSON PROFESSOR
Norman R. Williams



PROFESSOR
Michael B. Wise

ADMINISTRATOR PHOTOS



**ASSOCIATE DIRECTOR OF
ADMISSIONS**
Will Fruwirth



DIRECTOR OF ALUMNI RELATIONS
Alayna Herr



DIRECTOR OF DEVELOPMENT
Rebecca Lerback



**ASSISTANT DIRECTOR OF
PLACEMENT**
Marti McCausland



**ASSISTANT DEAN OF
PLACEMENT**
Phylis C. Myles



DIRECTOR OF COMMUNICATIONS
Patrick Riedling

ADMINISTRATOR PHOTOS



ASSOCIATE DEAN FOR
STUDENT AFFAIRS &
ADMINISTRATION
Daniel P. Santos



DIRECTOR OF RECRUITMENT &
STUDENT ACTIVITIES
J.R. Tarabocchia



DIRECTOR OF EXTERNSHIP
PROGRAM
Terry Wright

Section 3

ACADEMIC REGULATIONS

I. Preamble

1. All students enrolled at Willamette University College of Law (WUCL) are subject to the Regulations reproduced in this Section.
2. It is the responsibility of each student to be thoroughly familiar with these Regulations and to comply with them.
3. Willamette University and the College of Law reserve the right to change these and other regulations at any time.

II. Student Conduct

1. ***Standards of Conduct.*** Willamette University College of Law expects a high standard of conduct from its students. A student's registration is a pledge to abide by the WUCL *Honor Code*. The *Code* is reproduced in Section 14 of this *Handbook*.

A law student may be permanently excluded from WUCL if, in the opinion of the law faculty, the student's conduct demonstrates that the student lacks the necessary good character for admission to the bar.

Students have a continuing duty to report any arrest, plea of guilty or "no contest," or conviction of any crime or traffic violation (except parking citations). The report must be made to the Director of Campus Safety within 5 business days after the arrest, plea of guilty or "no contest," or conviction occurs. Information regarding any such incident will be evaluated by the university's Behavior Review Team and may be further reviewed by the Office of Rights and Responsibilities. Disclosure is required whether the crime occurred in or outside of Oregon. Failure to report this information may constitute grounds for immediate dismissal from the university.

Willamette University College of Law students are also subject to the *Willamette University Standards of Conduct*. These *Standards* are published on the Office of Rights and Responsibilities website: willamette.edu/offices/conduct/student_rights/index.html

2. ***Class Attendance Policy***

- (a) ***The Principle.*** Willamette University College of Law is committed to providing a rigorous, sophisticated educational program designed to effectively prepare its students for successful and satisfying legal careers. Regular and punctual class attendance, thorough preparation for each class, and active participation in class discussion are not only indispensable ingredients of this program but also extremely beneficial to each student. Consequently, students are expected to attend all class sessions.

Nevertheless, recognizing that in some cases circumstances beyond a student's control may prevent attendance of all classes, the

Faculty adopted the Class Attendance Policy reproduced below, which sets the maximum number of permissible absences. This number is deliberately set high so as to take account of all possible reasons for which a student might miss classes (including illness, family emergencies, job interviews, etc.) while obviating the need for individual ad hoc exceptions. Consequently, no exceptions will be granted or considered. A student who misses more than the permissible number of classes will be excluded from the course, regardless of the reasons for the absences. This is because the student has not participated in the educational process to a degree sufficient to permit the award of academic credit. Much more is taught in the classroom than is tested on the exams.

- (b) *The Specific Requirements.*
- (1) Attendance at 75% of regularly scheduled class hours is essential to learning the course material. Attendance tracking begins on the first day of classes. If a student chooses to add a course during the Add/Drop period, but after the first meeting date, any classes missed will count as an absence. Any student who does not satisfy this minimum, regardless of reasons, at any point during the semester, will be excluded from the course. Dismissal will be noted on the student's transcript with the symbol "X".
 - (2) Each instructor must record attendance in class each day and submit records to the Office of Student Affairs (OSA) at the end of each week. A student should review his or her attendance record on JASON.
 - (3) Any discrepancies in attendance tracking should be brought to the attention of the faculty member for resolution. (The Honor Code applies to students who inaccurately record their own or anyone else's attendance.) It is the student's responsibility to track attendance, as reporting in JASON may not always be up to date.
 - (4) An instructor may impose a stricter attendance policy, and may impose additional sanctions for non-attendance, including lowering the grade by one gradation, if the instructor provides notice of their attendance rules and sanctions by the end of the first week of classes.
3. ***Employment During Law School.*** The law school has a policy that a student may not engage in employment for more than 20 hours per week in any semester in which the student is enrolled in more than 12 class hours. Upper-class students shall strictly comply with this requirement. Furthermore, first-year students are strongly advised not to engage in any employment while law school is in session. Students who wish to seek a waiver of these provisions may apply to the Associate Dean for Student Affairs for permission to adjust these work hour limitations.

4. ***Etiquette for Cell Phones in Classrooms.*** The use of cell phones in a classroom during class disrupts the educational process and is therefore prohibited. Please turn off your cell phone before you enter the classroom.
5. ***Etiquette for Laptop Computer Use in Classrooms.*** Students may use computers in class only for educational purposes, such as taking notes or accessing materials that are necessary for the particular class. The use of computers for other purposes, such as reading, composing, or sending email or instant messages, playing video or audio files or games, or displaying web pages not necessary for the class is prohibited. Each professor retains the right to establish a more restrictive policy.

III. Academic Program

1. ***Required First-Year Curriculum.*** All first-year students are required to attend the Orientation program. The first-year curriculum consists of the required courses listed below. The numbers in parentheses indicate the number of credit hours assigned to the particular course.

<i>Fall</i>	<i>Spring</i>
Civil Procedure (4) Contracts I (3) Criminal Law (3) Torts (4) Legal Research & Writing I (2)	Constitutional Law I (3) Contracts II (3) Property (4) Elective (3) (see below) Legal Research & Writing II (2)
<i>Total Hours (16)</i>	<i>Total Hours (15)</i>

2. ***First-Year Elective.*** In the spring semester of the first year, each student must take one of the elective courses listed in the columns below. Each elective course is introductory to one of the concentration certificate programs shown in the right column. These programs are described in Section 10 of this Handbook, *infra*.

<i>*First-Year Elective</i>	<i>Business Law</i>	<i>Dispute Resolution</i>	<i>Law & Government</i>	<i>Sustainability Law</i>	<i>Int'l & Comparative Law</i>
Comparative Law					X
Legislation & Regulation			X		
Negotiation I		X		X	

*1L elective requirements are under review and subject to change before registration opens for the spring semester.

By successfully completing an elective related to a certificate program, a student becomes eligible to - but need not - apply for the corresponding certificate program. Students who do not wish to take any of the above

electives may apply to the Associate Dean for Student Affairs for permission to take a second or third-year course.

3. *Upper-Class Required Courses.*

- (a) *All Students.* During the second year, all students must enroll in and complete Constitutional Law II, Evidence, and Professional Skills Writing Requirement described in Section 4.1 of this *Handbook, infra*. Students enrolled in the BA/JD Program with Willamette University College of Liberal Arts or Oregon State University may replace the first-year elective with the BA program's senior capstone or thesis course. All students must also satisfy the Research Writing Requirement described in Section 4.II of this *Handbook, infra*.
- (b) *Students with a Cumulative Grade Point Average (GPA) of 2.70 or Lower.*
 - (1) *After First Year.* Students who have cumulative GPA of 2.70 or lower at the end of their first year are required to complete at least three of the courses listed in (2)(i) below, on a graded basis (based on the final examination, not a paper), during the second year of law school.
 - (2) *After Second Year.* Students who have a cumulative GPA of 2.70 or lower at the end of their second year are required to complete the following courses, on a graded basis (based on the final examination, not a paper), prior to graduation.
 - (i) All of the following five (5) courses: Business Organization, Criminal Procedure I, Sales, Secured Transactions, and Trusts and Estates, and
 - (ii) The following course: Legal Analysis for the Bar, and
 - (iii) At least two (2) of the following courses: Administrative Law, Conflicts of Laws, Family Law, Federal Income Tax and Remedies.
 - (3) *Waivers.* A student may petition the Academic Affairs Committee for a change or waiver of the above requirements. The Committee may grant such a change or waiver only in extraordinary circumstances, as the Committee may determine. In no circumstances will a change or waiver be granted solely on the basis that the student plans to take a bar examination which does not test the above subjects.

4. **Grades in Required Courses**

- (a) To graduate, a student must earn a passing grade of D- (.60) or better for each first year course and a passing grade of D- (.60) or better for the courses of Constitutional Law II, Evidence and Professional Responsibility. Students with a cumulative GPA of 2.70 or lower must also earn a passing grade of a D- (.60) or better for the required bar courses and Bar Prep Analysis.

A student who has received a failing grade in a required course must retake the course at WUCL. When a student retakes a course, the F will remain on the transcript but will not be included in the student's GPA. The grade earned on the retake will also appear on the transcript and will be used to calculate the student's GPA.

5. **Letter-Graded Courses.**

- (a) All first-year courses (100-series, other than 150, 151, and 152) and all upper-class 200-300 series courses are graded on a letter-graded basis.
- (b) Most 400-600 series courses other than 480-02, 618, 634 and 639 are graded on an Honors/Credit/No Credit basis.
- (c) A student may not take a course on an Honors/Credit/No Credit basis, if the course is listed as a letter-graded course.

6. **Total Number of Credits Required for Graduation.**

- (a) The total number of credit hours required for graduation is 90, of which 70 must be letter-graded.
- (b) For letter-graded courses, a student must earn a grade of D- (.60) or higher to have the hours count toward the 70 letter-graded hour graduation requirement. A grade below D- is a failing grade and is recorded as 'F'. It is computed into the student's GPA, but the hours for that course are not counted toward the 90-hour graduation requirement.
- (c) For courses graded on an Honors/Credit/No Credit basis, a grade of "No Credit (NC)" means that the hours for that course will not count towards the 90-hour graduation requirement.

7. **Courses After the First Year.** Upon completion of the first year of law school, a student will have earned 31 hours of credit. To graduate, a student must earn 59 additional hours during the next two years of law school.

After the first year, students are free to plan their own class schedules with the assistance of a faculty advisor, subject to the requirements of III.3, *supra*. They may choose from the 200-300-series courses or the 400-600-series courses. Students also have the option of applying for one of the concentration certificate programs available at WUCL. For the specifics, see Section 10, of this *Handbook, infra*.

Students are encouraged to enroll in as many bar exam courses as possible. For a list of bar courses, see Section 16 of this *Handbook, infra*.

8. ***Maximum Number of Credit Hours Per Semester.*** The ABA Accreditation Standards provide that, during a single semester, “[a] law school shall not permit a student to be enrolled in coursework that exceeds 20 percent of the total credit hours required by that school for graduation.” In our case, this means that a student may not enroll in more than 18 credit hours per semester. Enrollment of 17 or 18 credits must be approved by the Associate Dean for Student Affairs and is billed at the per credit rate for each credit in excess of 16 credits for that semester in addition to the full-time tuition rate. This includes credit received from all sources, including externships, and co-curricular credits such as moot court competitions, law journals, etc. Students are advised to plan their schedule so as to stay well below the 18-credit maximum. Students may count no more than seven (7) co-curricular credits towards the 90 total credits required for graduation. In addition, students are expected to register prior to the beginning of the semester for any Moot Court competitions and/or journals for which they intend to seek academic credit, and in no event may a student register for a journal or competition after the drop/add period had come to an end. Failure to register in advance for these types of co-curricular credits may result in not receiving credit for the semester for one’s participation in these co-curricular activities.

IV. Grading Rules and Practices

1. **Letter Grades and Grading Scale.** WUCL uses a letter grading system. The grade range is A+ to F. The letter system includes minuses and pluses for each letter grade as follows:

Grade	Quality Points
A+	4.3
A	4.0
A-	3.6
B+	3.3
B	3.0
B-	2.6
C+	2.3
C	2.0
C-	1.6
D+	1.3
D	1.0
D-	0.6
F	0

Other grades or symbols that may appear on a student's record are:

H	Honors
CR	Credit
NC	No Credit
I	Incomplete
*	Best paper
W	Withdrawn
X	Exclusion for failure to comply with class attendance policy
NGR	No Grade Received

Courses which are graded on a letter-graded versus non-letter-graded basis are described in III.5, *supra*.

2. ***Uniform Grading Standards.*** The faculty has adopted the following policy:
 - (a) All first-year classes with an enrollment of 20 or more students, with the exception of the Legal Research and Writing class (LRW), must have a mean grade within the range of 2.70-2.90.
 - (b) The LRW classes, regardless of class size, must have a mean grade within the range of 2.80-3.00.
 - (c) In all first-year courses (with the exception of LRW and the first-year Spring electives):
 - (1) 10-15% of the grades must be a C (2.00) or below; and
 - (2) at least 5% of grades must be below C (2.00).
 - (d) All second and third-year classes with an enrollment of 20 or more students must have a mean grade within the range of 2.80-3.00.
 - (e) Any non-JD students enrolled in a class shall be ignored for purposes of determining the applicability and content of these grading standards.
3. ***Grades May Not be Changed.***
 - (a) After submission to the Registrar, a grade may not be changed.
 - (b) A grade may be corrected in the case of a computational or clerical error certified in writing by the professor and verified and approved by the Dean.
4. ***Miscellaneous.***
 - (a) ***Incomplete.*** A student who receives an incomplete ('I') grade must satisfactorily complete the requirements for that course by 60 calendar days after the end of the semester (after final exams). If the student fails to do so, the 'I' grade is automatically converted to a grade of 'F' in the case of a letter-graded course and to an 'NC' grade in the case of a course graded on an H/CR/NC basis. In both instances, the credit hours do not count toward the 70- or the 90-hour graduation requirement.

A student who receives an 'I' and then completes the course requirements within the above deadline may not receive a grade that is higher than the grade previously assigned as "best paper" in that course.
 - (b) ***Independent Research.*** The Independent Research course involves the preparation of a paper or thesis on a topic selected by the student which is not fully covered by the regular curriculum, under the supervision of a full-time faculty member. One credit hour of Independent Research requires 52 hours of work, including any meetings with the supervising full-time faculty member. Two credit hours of Independent Research require 104 hours of work, including any meetings with the supervising full-time faculty member. Independent Research may only be taken once.

- (c) *Audit.* Students do not have the option of “auditing” a course. A student who wishes to “sit in” on a course must secure the instructor’s prior permission. The course is not shown on the student’s transcript.
- (d) *GPA Ranges.* WUCL computes GPA ranges for students who place in the top 10%, top 25%, top 33%, and top 50% of the class. These ranges are computed on the basis of cumulative grade point averages. Ranges are not calculated below 50%.
- (e) *Individual Class Rankings.* Upon completion of the first year curriculum, and every semester thereafter. Cumulative rankings are noted for those who place in the top 33% of the class. Additionally, full-time first year students receive a cumulative ranking at the end of the fall semester. This information is not posted to the law transcript.
- (f) *Dean’s Honors List.* The Dean’s Honors List is composed of the top 10% of the class based on semester grades and is limited to full-time students completing 8 or more letter-graded hours that semester and part-time students completing 6 or more letter-graded hours that semester.
- (g) *Good Academic Standing.* A student is in good academic standing if the cumulative GPA is 2.30 or above.

V. Academic Probation

1. ***When a Student is on Academic Probation.*** A student is on academic probation if he or she has a cumulative grade point average below C+ (2.30). Academic probation is intended to give notice to the student that his or her academic standing is in jeopardy and to initiate a process of academic counseling.
2. ***Required Courses for Students on Academic Probation.***
 - (a) Students on academic probation must take all the courses required of students with a GPA below 2.70 or below as provided in III.3, *supra*.
 - (b) Students on academic probation must have their course selection approved by the Associate Dean for Student Affairs.
 - (c) Students who are on academic probation at the end of the fall or spring semester may not enroll at a summer program offered by another law school. They may enroll at the WUCL summer program only with the prior permission of the Associate Dean for Student Affairs.
 - (d) A student on probation should work with the Director of Academic Support Services to address his or her academic difficulties.

VI. Academic Exclusion

1. **When a Student is Ineligible to Continue.** A student is permanently excluded from WUCL if he or she has a cumulative grade point average below:
 - (a) 2.10 after completing two semesters; or
 - (b) 2.25 after completing three or more semesters.
2. **Petitions for Readmission.**
 - (a) A student who has been excluded for failure to maintain the required GPA may petition for readmission, but only after the student has remained out of school for at least one semester.
 - (b) Readmission is a matter of law school discretion rather than a matter of right. Readmission is allowed only in exceptional cases.
 - (c) The Academic Affairs Committee evaluates all petitions for readmission. The Committee assesses the petitioner's potential for reaching the required GPA level for the next segment of course work, as prescribed by the Academic Regulations. The Committee also examines whether the exclusion had been caused by an acute but non-chronic medical or personal crisis and whether that crisis continues to be an obstacle to the student's ability to succeed in law school.
3. **Required Courses for Readmitted Students.** Readmitted students must take the same courses required for students on academic probation.

VII. Graduation Requirements

1. *General.*

Willamette University confers the degree Doctor of Jurisprudence (JD) on those students who have been admitted and successfully complete the program of legal education and meet all the Requirements for Graduation prescribed by WUCL. **It is the student's responsibility to be thoroughly familiar with the Graduation Requirements and to comply with them.**

2. **Required Number of Credit Hours.** To be eligible to graduate, a student must successfully complete 90 credit hours of course work, 70 of which must be letter-graded. Students are limited to seven (7) credit hours of co-curricular program credits to count towards the 90 credit hours required for graduation. Co-curricular programs include journals and competition teams. Students enrolled in the BA/JD program with the Willamette University College of Liberal Arts, Oregon State University, University of Alaska Anchorage, or Portland State University need only successfully complete 87 credit hours of coursework if they substitute a senior capstone or thesis course for the first-year elective.

Transfer students seeking to transfer to WUCL to receive a WUCL law degree are subject to the normal admissions application requirements, decision-making and acceptance criteria, applied to include their prior performance in law school. Credits accepted toward completion of the WUCL degree from another law school shall be determined by the

Administration at the time of acceptance, subject to the follow: (a) Rule X.1 and (b) ABA Standard 505.

3. **Experiential Learning Requirement.** Per ABA Standard 303(a)(3), students must complete one or more experiential course(s) totaling at least six (6) credit hours. A student satisfies this requirement by successfully completing a total of six (6) credit hours from the following courses at WUCL:

Business Lawyering
Civil Trial Practice
Contract Drafting
Deposition Skills
Full-time Externship
Part-time Externship
Intensive Trial Practice
Legal Clinic
Advanced Legal Clinic
Oregon Criminal Procedure & Practice
Pre-Trial Civil Litigation
Will & Trust Drafting

4. **GPA Requirements.** To be eligible to graduate, a student must earn:

- (a) a cumulative GPA of C+ (2.30) or higher in all courses the student has taken in law school; *and*
- (b) a cumulative GPA of C+ (2.30) or higher in all courses the student has taken in the last two full-time semesters of law school.

A student who fails to meet Requirement 4(b) is not eligible to graduate, but is eligible to continue for an additional semester of study, subject to the following four requirements:

- (1) The student must return as a full-time student;
- (2) The student must take any “bar” course offered that semester which the student has not already taken.
- (3) Courses taken must be letter-graded courses and taken at the College of Law (i.e., AGSM courses, CLA or other courses, summer school courses, courses at other law schools are not allowed).
- (4) The Associate Dean for Student Affairs approves the course selection.

A student may petition to the Academic Affairs Committee for an exemption from requirements 1 and 2. The Committee may grant an exception only in extraordinary circumstances, as the Committee may determine.

If, after the additional semester of study, the student’s combined GPA for the final two semesters of study and the additional semester is a 2.30 or greater, the student shall be eligible to graduate, provided that the student has met all other requirements for graduation (i.e., overall GPA is greater than

2.30, graduation writing requirement has been satisfied, residency requirement has been satisfied, etc.).

A student who, after returning for an additional semester as provided in the preceding paragraph, fails to obtain a GPA of 2.30 or higher for the last three semesters is ineligible to graduate. The student may return for an additional semester or semesters under the conditions provided above until the student's grades for the last two regular semesters (usually 5th and 6th) combined with the grades of one additional semester produce a combined GPA of 2.30 or higher for the three semesters. All course grades, including grades received in a semester that is not included in calculating the GPA for the three-semester rule, must be included in the cumulative GPA required for graduation, which remains at 2.30.

5. **Graduation Writing Requirements.** To graduate, students must complete an additional Professional Skills Writing Requirement described in Section 4.I of this *Handbook, infra* and satisfy the Research Writing Requirement described in Section 4.II of this *Handbook, infra*.
6. **Full-Time Status, Residency, and Duration Requirements.**
 - (a) To graduate, a student must complete at least five semesters of full-time law study at an ABA accredited law school.
 - (b) To qualify for full-time status in a particular semester, the student must enroll in coursework for at least ten semester credit hours and must receive a passing grade for at least nine of those credits.
 - (c) For the purposes of this requirement, a semester must comprise at least 65 days in which classes are regularly scheduled. The Associate Dean for Student Affairs has discretion to allow a student to cumulate two summer sessions as one semester for purposes of meeting this requirement subject to the conditions specified at X.3(b), *infra*. This option is not available to a transfer student.
 - (d) The student must complete the last two semesters at WUCL. A student may request waiver of this requirement by applying for permission to become a visiting student as provided in X.2, *infra*. The Associate Dean for Student Affairs has absolute discretion in deciding whether to grant the waiver.
 - (e) Students must complete the JD degree within seven years from the date of initial enrollment.
7. **Other Requirements.** The candidate must comply with such other requirements as the WUCL Faculty may prescribe. In unusual circumstances, the Faculty may allow some substitution of requirements.
8. **Petition for Graduation.** A student who meets the above Requirements must submit a petition for the law degree, affirming that the candidate has met the various requirements for graduation. Petitions are distributed at the beginning of the student's last semester.
9. **Honors at Graduation.**

- (a) The faculty may award academic honors to members of a graduating class based on the guiding principles outlined in this section.
- (b) Academic honors shall be determined anonymously, based on grade point averages and the guiding principles set forth below. Once the faculty completes its selection on the basis of cumulative GPA, the names of students receiving such honors may be revealed.
- (c) Notwithstanding the first sentence of subsection (b), if any student selected for academic honors has, since their first enrollment at the College of Law, been found guilty of violations of the Honor Code or subjected to a sanction as a result of a violation of the Willamette University Standards of Student Conduct, a majority of the faculty must specifically vote to award honors to such a student.
- (d) Cumulative GPA for determining academic honors shall be determined to the closest 0.01 grade point.
- (e) For the purpose of conferring academic honors, the number of students in a graduating class is the total number of students being awarded Juris Doctor degrees in a given academic year. The number of students that correspond to a particular percentage of the graduating class is the number of students in the class that are necessary to come closest to, but not to exceed, the specified percentage. Example: In a graduating class of 139 students, 5% is 6.95 students; therefore, “5 percent of the graduating class” would be six, not seven, students. If, in this example, the sixth and seventh students have identical GPAs, “5 percent of the graduating class” shall be five, not seven, students.
- (f) Absent exceptional circumstances, the faculty will confer honors based on the following principles:
 - (i) *Summa Cum Laude* shall be awarded to the student (or students) with the highest cumulative GPA(s) in the class.
 - (ii) *Magna Cum Laude* shall be awarded to the students not receiving *Summa Cum Laude* whose cumulative GPA places them in the top 7% of the class.
 - (iii) *Cum Laude* shall be awarded to the students not receiving *Magna* or *Summa Cum Laude* whose cumulative GPA places them in the top 16% of the class.
 - (iv) Discretionary Honors: Breaks between categories of honors should match significant gaps in the listing of all cumulative GPAs. In order to take advantage of those natural gaps, the faculty may award additional honors to students with GPAs below the levels set in subsections (f)(i)-(iii), taking into consideration significant breaks in the entire list of cumulative GPAs. If there are no such gaps between categories of honors (taking into account the limits in subsection (f)(v), the default levels set forth in subsection (f)(i)-(iii) should govern. As a general matter, “significant gaps” are those of 0.03 grade points or more, although for the award of additional

Summa Cum Laude awards, additional awards may be conferred across gaps of up to 0.08 grade points.

(v) In conferring discretionary academic honors under (f)(iv):

(A) No student with a cumulative GPA below the top 4% of the graduating class may receive academic honors of *Summa Cum Laude* or higher;

(B) No student with a cumulative GPA below the top 10% of the graduating class may receive academic honors of *Magna Cum Laude* or higher;

(C) No student with a cumulative GPA below the top 20% of the graduating class may receive academic honors.

(g) **The decisions of the faculty, including deviations from these guidelines, are deemed final and unappealable.**

VIII. Registration for Classes

1. **Double Registration.** Students may not register for two or more courses that meet simultaneously. A student who attempts to take two or more courses that meet at the same time will be registered for and receive academic credit for only one course.

A student may not enroll in both the Externship Program and any Clinic during the same semester.

2. **Deadline for Adding and Dropping Courses.** Unless approved by the professor and the Associate Dean for Student Affairs, the last day for second- and third-year students to add and drop courses is 4:00 p.m. on the last day of the second week of classes. After the second week, students may drop courses only with the permission of the professor and the Associate Dean for Student Affairs. Permission may be granted only in cases of a serious medical or family emergency that necessitates the change.
3. **Withdrawal Not Permitted.** Students may not withdraw from a course after taking an examination or a portion of an examination in that course. This provision includes mid-term examinations or papers and/or “take home” examinations. Students may not withdraw from a course after receiving a grade for that course. First-year students may not withdraw from courses.
4. **Summer School.** Students who are on academic probation at the end of the fall or spring semester may not enroll at a summer program offered by another law school. They may enroll at the WUCL summer program only with the prior permission of the Associate Dean for Student Affairs. For full-time student status during the summer, a student must be enrolled in at least five credit hours. Any summer program enrollment exceeding seven credit hours per session must have prior approval from the Associate Dean for Student Affairs.

IX. Double Credit for Academic Work

1. **The Rule.** Except as provided below, a student may not use work done for one course to fulfill requirements in another course.
2. **The Exceptions.** A student may receive credit in two distinct courses for the same work if the student:
 - (a) writes two distinct papers on two different aspects of the same general topic; or
 - (b) engages in substantial additional work for the second course. Such work is ordinarily evidenced by at least 45 additional hours of work per hour of credit in the second course.

Under either exception, the student must obtain the permission of both instructors before submitting the work for the second course. At least one of the instructors must be a member of the full-time WUCL faculty. In both instances, the instructors have full discretion in deciding whether to grant the requested permission.

3. **Law Review or Moot Court Work.** In applying the Rule of IX.1 or the Exceptions of IX.2., a “course” includes work submitted to the *Willamette Law Review*, the *Willamette Journal of International Law & Dispute Resolution*, or the WUCL Moot Court Board. In such a case, the student must obtain the permission required by Paragraph 2 from the Faculty Advisor of the *Review*, the *Journal*, or the Moot Court Board, respectively.

X. Credit for Courses Taken at Summer School and Other Schools

1. **Transfer Students.** WUCL accepts a limited number of students from other ABA accredited law schools as transfer students. Transfer students seeking to receive a WUCL law degree are subject to the normal admissions application requirements, decision-making and acceptance criteria, which includes their prior performance in law school. WUCL accepts credit hours earned in an ABA accredited law school when the grade received is a C (2.00) or above (or equivalent). The number of credits accepted toward completion of a QUCL degree from another law school shall be determined by the Administration at the time of acceptance. However, grades are not transferable. A transfer student’s WUCL grade point average will be based solely upon the course work completed at WUCL.
2. **Visiting Students.**
 - (a) **Required Permission.** After completion of the first year, a student who is in good academic standing at WUCL and is not subject to Rule III.3(b), *supra*, may apply to the Associate Dean for Student Affairs for permission to become a visiting student at another ABA approved law school. The Associate Dean for Student Affairs has absolute discretion in deciding on the application, as well as in approving the student’s course selection at the other school. Permission to visit will be granted only in exceptional circumstances and, in the case of third-year visits, only for compelling reasons. Permission will not be granted for courses that overlap with courses for which the student has already received credit.

- (b) *Transfer of Credit.* WUCL will accept credit for law courses in which the student has received a grade of C (2.00) or higher (or equivalent) at the other school. The courses will count towards the 70 letter-graded law credits requirement for graduation, but the grades will not be averaged into the student's WUCL GPA.

Subject to prior approval of the Associate Dean for Student Affairs, WUCL will also accept credit for courses taken on a credit/no credit basis if the student received credit at the other school. These courses will be treated as non letter-graded courses for purposes of WUCL's graduation requirements.

To receive WUCL credit, a student must make arrangements with the other school to have an official transcript of the student's grades sent to WUCL. One hour of semester-credit is granted for each hour of credit completed in a semester-equivalent course. Quarter-hour equivalent courses are pro-rated accordingly.

3. **Summer School.**

- (a) *Summer Program at Another School.* Students who are in good academic standing at WUCL may apply for permission to attend a summer program offered by another ABA accredited law school. The Associate Dean for Student Affairs has absolute discretion in granting the permission and in approving the student's course selection. Permission will not be granted for courses that overlap with courses for which the student has already received credit. The transfer of credit is governed by the same rules as the transfer of credit for visiting students. See X.2(b), *supra*.
- (b) *Summer School and "Residency."* The Associate Dean for Student Affairs has discretion to allow a student to accumulate two full-time summer sessions (taken at WUCL) into one semester for purposes of meeting the five-semester residency requirement (VII.5, *supra*), provided that:
- (1) The two summer sessions comprise at least 65 days in which classes are regularly held;
 - (2) The student was cumulatively enrolled for at least 10 semester credit hours and received credit for at least 9 of those hours; and
 - (3) The student did not engage in remunerative employment for more than 20 hours per week while attending summer school.

To qualify for "full-time" status in a summer semester, the student must enroll in coursework for at least five semester credit hours.

4. **Courses Taken at the Atkinson Graduate School of Management (AGSM).**

- (a) Candidates for the Doctor of Jurisprudence (JD) degree, or joint JD and Masters of Business Administration (JD/MBA) degrees, Master of Law (LLM) degrees, or Master of Legal Studies (MLS) degree, may not receive credit for a bar subject taught at AGSM. Students

must contact the Registrar at AGSM to register for an AGSM course.

- (b) Candidates for the JD degree (except those who are candidates for the joint JD/MBA) LLM, or MLS degrees may take no more than 6 credit hours of other course work at AGSM.
 - (c) AGSM courses do not count toward satisfying the 70 letter-graded hour graduation requirement of WUCL.
 - (d) AGSM courses may be used to satisfy the 90-credit hour graduation requirement of WUCL if the student receives grades equal to or higher than AGSM's graduation requirement in those courses (ie, B (3.00)).
 - (e) WUCL requires law students to attend 5 semesters of course work and to complete at least 10 semester hours of work at WUCL in each of those semesters. Law students must remain enrolled for 10 hours for the entire semester in order to receive credit for any AGSM class for that semester.
 - (f) Candidates for the joint JD/MBA degree may combine AGSM and WUCL credit hours in the same semester to fulfill the WUCL graduation requirement of 5 semesters in residence, each consisting of enrollment in not less than 10 semester hours.
 - (g) Grades earned at AGSM may not be used in calculating WUCL grade point averages, nor in calculating WUCL class standings.
 - (h) WUCL students should assume that AGSM courses will not satisfy WUCL prerequisite requirements for advanced courses at WUCL.
5. ***WUCL Courses Taken by AGSM Students.***
- (a) AGSM students who are candidates for the MBA degree but not the joint JD/MBA degree may take up to 6 credit hours of course work at WUCL, but not before the semester in which they complete at least 24 hours of core AGSM courses. If during that semester any core AGSM courses are dropped, the WUCL course must also be dropped.
 - (b) AGSM students who enroll in a letter-graded course who wish to be graded on a letter-graded basis must submit their election to the Office of Student Affairs no later than the end of business on Friday of the fourth week of classes. If no election is made by the specified deadline, AGSM students will be graded on an Honors/Credit/No Credit basis.
 - (c) AGSM students must earn a grade of "C" (2.00) or above or Credit in the WUCL courses to receive pass credit at AGSM.
 - (d) AGSM students who are candidates for the MBA degree may elect WUCL courses in addition to the six hours for which credit may be transferred with permission from the AGSM Dean.
 - (e) In courses in which enrollment is limited, law students shall have preference in enrolling for WUCL courses and management students shall have preference in enrolling in AGSM courses.

6. **Undergraduate Courses.** Generally, WUCL does not give credit for courses taken at an undergraduate college.

XI. Leave of Absence or Withdrawal

1. **Leave of Absence.** A student who has completed one year of residence at WUCL and who is in good academic standing may apply in writing to the Associate Dean for Student Affairs for a leave of absence. The leave, if granted, normally will be for a period not to exceed one academic year.
2. **Withdrawal and Readmission.**
 - (a) A student who withdraws from WUCL without a previously approved leave of absence is not entitled as a matter of right to return to WUCL.
 - (b) A student who wishes to return to WUCL must submit an application for readmission explaining the reasons for the withdrawal and the reasons that support readmission. Among the factors to be considered in granting readmission are: (1) the quality of the applicant's work before the withdrawal; (2) the reasons for withdrawal; (3) the length of time between withdrawal and application for readmission; and (4) whether the applicant meets the admission standards at the time of readmission.

XII. Academic Counseling

1. **Academic Advisors.** First-year students are assigned a faculty academic advisor. This faculty member is available to answer academic or course-related questions throughout law school. Students on academic probation must have their course selection for the next semester approved by the Associate Dean for Student Affairs.
2. **Academic Support.** An academic support program is available to assist students who are on academic probation after the first semester of law school. This program is directed by Professor Jay Messenger.

XIII. Students With Disabilities

The University maintains an office of services for students with disabilities. The Accessible Education Services (AES) Director can be reached at 503-370-6471. Students who have a disability that may require auxiliary services should make an appointment with the AES Director to learn about eligibility and available services as soon as possible, preferably at or before the beginning of the semester. For further information, see the section on Accessible Education Services, Section 21 (Willamette University Facilities and Services) of this *Handbook*.

The process to secure testing accommodations may be lengthy. Students who have, or suspect they may have, a documentable disability should contact the AES Director at Bishop Wellness Center as early as possible in the academic year to request services. Students are required to provide documentation supporting the need for requested services. Once testing accommodations are approved, a Letter of Accommodation from AES must be submitted by the student to the Office of Student Affairs at least one week prior to an examination period. If this deadline is not met, the law administration may not be able to provide testing accommodations for that semester. Once testing

accommodations are secured, they are in effect for the academic year (fall, spring, summer). Each fall semester students must renew their testing accommodations with AES. Personal disability information is kept private to the extent possible in fulfilling accommodation requests.

It is recommended that a student who has a disability that requires special examination accommodation meet with the WUCL liaison for disability services, Assistant Dean Edward J. Harri, and the Manager of the OSA, Ms. Phom Ashford.

XIV. Scholarship Renewal

Scholarships awarded by WUCL are governed by the principles and process described below. If a student withdraws for any reason, scholarships awarded by WUCL will be prorated according to the rules for financial aid as described in Section 13 (Tuition & Fee Charges Per Semester) of this *Handbook*. Scholarship renewal for the following year is subject to the conditions specified in the initial written scholarship grant (usually the admission letter).

1. ***Academic requirements for scholarship renewal.*** Conditions for scholarship renewal are that the recipient must earn a minimum cumulative GPA of 2.90 and successfully complete Legal Research and Writing I and II by the end of the spring semester of their first year. In 2015-2016, the top 53% of the first-year class and the top 58% of the second-year class earned a higher GPA. Students with Yellow Ribbon veteran's scholarships must be in good academic standing (cumulative GPA of 2.30 or higher) to maintain their veteran's scholarships. Questions regarding veteran's scholarships should be directed to either the Assistant Registrar, Sarah Fisher, in the University Registrar's Office or the Senior Financial Aid Counselor, Shanan Woods, in the Financial Aid Office.
2. ***Loss of scholarship.*** A scholarship recipient who fails to meet the specified academic requirements loses the scholarship. The loss of scholarship is permanent and not subject to an appeal. The scholarship shall not be reinstated, even if in subsequent semesters the student earns a GPA that exceeds the one specified in the initial scholarship grant.

XV. Transcripts

1. ***Obtaining Copies of Transcripts of WUCL Work.*** Currently enrolled students may obtain an unofficial transcript copy from the OSA. Official transcript copies must be obtained from the University Registrar's Office on the first floor of Waller Hall. Willamette University has retained Credentials, Inc. to accept transcript orders over the internet. Electronic transcripts may be obtained online through the University Registrar's Office at: willamette.edu/offices/registrar/transcripts/.
2. ***Undergraduate Transcripts.*** Transcripts of secondary or higher education study that have been submitted to WUCL as a requisite for admission cannot be returned to the student. Students desiring transcripts from other institutions must order official transcripts directly from the institution at which the work was taken. Willamette University does not issue or certify copies of transcripts from other institutions.

Section 4

GRADUATION WRITING REQUIREMENTS

All students must successfully complete a Research Writing Requirement in order to graduate from WUCL. Students must complete an additional Professional Skills Writing Requirement. These requirements are described below.

I. Professional Skills Writing Requirement

Students must complete a Professional Skills Writing Requirement as a condition for graduation. A student satisfies this requirement by successfully completing at least one of the following courses at WUCL. The Professional Skills Writing Requirement courses listed below do not by themselves satisfy the Research Writing Requirement (4.II, *infra*).

Animal Law
Appellate Theory & Process*
Arbitration: Theory & Practice
Business Disputes
Business Reorganizations
Business Lawyering
Civil Trial Practice
Contract Drafting
Deposition Skills
Endangered Species Act
Environmental Law & Policy
Externship*
Healthcare Transactions
Int'l Law Moot Court Competition
Judicial Opinion Writing
Law and Government Practicum
Legal Clinic*
Oregon Criminal Procedure & Practice
Oregon Family Law Practice
Pre-Trial Civil Litigation
Setting up a Law Practice
U.S. Supreme Court: Current Constitutional Issues
Wildlife Law
Will & Trust Drafting

*A student who intends to use either Appellate Theory & Process, Externship, or Legal Clinic to satisfy this requirement must complete additional writing assignments as directed by the professor.

Upon completion of the course work, each student should pick up a Writing Requirement completion form from the OSA (also available online), complete the form and take it to the professor for their signature. It is the student's responsibility to get the completed form back to the OSA.

II. Research Writing Requirement

All students must satisfy the Research Writing Requirement as a condition for graduation. A student satisfies this requirement by successfully completing a substantial research paper in conjunction with a law school course or by submitting an article of suitable quality to the *Willamette Law Review* or the *Willamette Journal of International Law and Dispute Resolution*. The specifics of this requirement are described below.

Purpose

The primary purpose of the requirement is to provide compulsory experience in the two closely related skills of legal research and legal writing. In addition, the requirement should give the student experience in gaining in-depth mastery of a specific subject and solving a legal problem without severe time limitations.

Quality

The paper

The paper written for the Research Writing Requirement should be of the highest quality. Such writing is usually the product of a number of drafts, self-critical revisions by the writer, and corrective work by the advisor.

Length, number of authorities

Neither length nor number of authorities is the sole indicator of quality. Except in unusual cases, the text and footnotes should cover at least 20 pages and should include at least 20 relevant primary authorities (cases, statutes, regulations, and the like). However, accurately gathered and analyzed empirical data may also be used as the major part of any paper.

Authorities

Use all relevant primary and secondary authorities, articles, treatises, including the most recent ones. Give credit where credit is due. Follow a Uniform System of Citation for citation form.

Style

Use proper spelling and grammar. Organize: Use a logical plan of presentation; focus the reader's attention on important ideas; avoid unnecessary repetition. Be precise: Use the best word for your meaning and define words when necessary. Be concise: Delete unnecessary words; avoid unnecessarily complex sentences.

Communicate

Be forceful and direct; be clear; avoid ambiguity; use simple language without simplifying your ideas.

Format and cover

Unless otherwise specified by the faculty advisor, use a title page and a table of contents, type (one side only), double-spaced, on 8 1/2 x 11 inch white paper. Use a one-inch margin on all sides. Designate page numbers on each page. Place the final copy for the professor in a folder with a sturdy side fastener. These may be obtained at the campus bookstore. Please do not use a three-ring notebook.

Satisfying the Research Writing Requirement by Writing a Paper in Conjunction with a Course

Faculty advisor

If the Research Writing Requirement is to be satisfied by writing a paper in conjunction with a course, it must be done under the supervision of a faculty advisor and must be written while a student is currently taking, and in conjunction with, a WUCL course. It is the student's responsibility to seek out a course for the Research Writing Requirement and obtain project approval from the professor teaching that course. Enrollment in the course and faculty approval must be gained before beginning the writing project. The advisor must be a full-time professor, not an adjunct, currently teaching at WUCL. No faculty member may supervise more than 15 people during an academic year.

Courses

All WUCL courses taught by full-time faculty may be used to satisfy the Research Writing Requirement with the exception of the 100 series courses, Externship, and Legal Clinic. Moot Court Competition Briefs may not be used. Students enrolled in a first-year elective in the second or third year may use the course to satisfy the requirement. Students may not work together on the Research Writing Requirement paper.

Academic credit

The student will not receive additional academic credit for the paper.

Completion of the Research Writing Requirement

The following steps must be completed for the Research Writing Requirement:

1. The writing project must be completed to the faculty advisor's satisfaction. Each student should pick up a Writing Requirement completion form from the OSA (also available online), complete the form, and take it to the professor for their signature. It is the student's responsibility to get the completed form back to the OSA.
2. A passing grade must be received in the course in which the Research Writing Requirement project is completed.
3. Upon receipt of the Research Writing Requirement Completion Form and the course grade, a transcript notation will be made showing satisfactory completion of the requirement and the related course.

Deadlines

If the completion form has not been received by the specified deadline, a student may be denied the right to graduate.

January graduates

The deadline for January graduates to turn in their Research Writing Requirement Completion Form is the last day of the Fall semester examination period.

May graduates

The deadline for May graduates to turn in their Research Writing Requirement Completion Form is the date grades are due for third-year students.

August graduates

The deadline for August graduates to turn in their Research Writing Requirement Completion Form is the last day of the summer semester examination period.

Satisfying the Research Writing Requirement with an article submitted to the *Willamette Law Review* or the *Willamette Journal of International Law & Dispute Resolution*

Articles submitted to either publication by student authors enrolled in the respective organizations may be used to satisfy the Research Writing Requirement. Instructions and completion forms are available in the Law Review Office. The completion forms need to be signed by the Editor and the faculty advisor. Signed completion forms should be taken to the OSA. Deadlines for completion are the same as if you were writing in conjunction with a course.

Section 5

EXAMINATIONS

Students are expected to familiarize themselves with the examination instructions prior to examination time.

I. Regulations Applicable to Both Flex and Non-Flex Examinations

Examination numbers

The College of Law examination procedure is based on an anonymous grading system. Examination numbers are assigned at random each semester to every student. A practice examination is given to first-year students every fall semester to familiarize them with the examination procedure. A separate examination number is issued for the practice examination. Examination numbers are made available the week prior to final examinations by the OSA. Students should not reveal any examination number to any faculty member until grades have been issued for the semester.

Rooms

Examinations may be taken in designated rooms only. Room assignments will be posted in the lobby outside the OSA about 30 minutes prior to the examination. The cover sheet with any special instructions will be posted on the OSA web site prior to each examination.

Distribution of examinations

Examinations will be distributed in the lobby area outside the OSA 10 minutes before the beginning of the examination. Where there are two parts, the second part will be distributed following the completion of the first part and any break time designated in the examination instructions.

Paper

Unless instructions on the examination are given to the contrary, students who handwrite will use blue books furnished by WUCL. Scratch paper is provided by the OSA. Students should not bring their own scratch paper.

Timing of examinations

You may read only the cover page with any special instructions while waiting for the signal to begin the examination.

A warning to stop will be given 5 minutes before the end of each non-flex examination. All work must stop immediately when the signal to stop is given. No exceptions will be allowed. This includes placing examination numbers and/or page numbers on your completed test. It is advised that all students put their examination number on their blue book and examination envelope before the examination starts.

Return of examination questions at the end of the examination

Examination questions must be turned in with the answers at the end of the examination time. There will be a box for your completed examinations in the lobby area outside the OSA.

Use of various devices during the examination

Any material or instrument which, if used by a person, would give or appear to give that person an unfair advantage for the purposes of testing must be considered to be in violation of the spirit of the WUCL Honor Code. With the exception of a laptop computer subject to rules and procedures established by WUCL, electronic devices are not allowed in examinations, nor may they be used at any time during the examination including when a student is outside the examination room. For purposes of this rule, “electronic devices” include, but are not limited to, cell phones, iPods, PDAs, Blackberries, cameras, any digital or analog recording devices, noise canceling headphones, or any headphones with or without wires. You may use foam or rubber ear plugs, without wires. However, calculators may be used if permission is given by the professor. Baseball caps, hats and hoodies are also prohibited. These rules may be relaxed at the discretion of the Associate Dean for Student Affairs to accommodate learning disabilities.

II. Problems or Irregularities with Examinations

Discuss any irregularity or examination problem with the College of Law staff in the OSA. Do not contact any professor.

III. Rescheduling a Scheduled Examination

It is the policy of WUCL to permit students to reschedule examinations only at the discretion of the Associate Dean for Student Affairs and only in the cases described below. Forms for rescheduling must be submitted to the OSA and may be approved by the Associate Dean for Student Affairs if the circumstances meet the guidelines for rescheduling an examination. In deference to the anonymous grading system, do not contact the relevant professor about rescheduling an examination.

In rescheduling of exams, students must select a “flex” time period after the regular examination date, not before. Precedence will be given to the smallest number of rescheduled examinations possible.

Circumstances allowing for rescheduling are as follows:

1. Two examinations scheduled at the same time, or two examinations in one business day.
2. Examinations in three consecutive days. Students invoking this provision may only reschedule the third consecutive exam, which must be rescheduled for a time no later than two business days after the original exam date.
3. Death in the immediate family.
4. Illness - In the event of illness, each of the following steps must be taken:
 - a. Notify the WUCL staff in the OSA immediately.
 - b. Without delay, arrange with the staff in the OSA to take the missed examination at a later date.

- c. Missed examinations must be rescheduled during the examination period or immediately following the last scheduled examination.
 - d. Provide the OSA with a doctor's note.
 - e. If a student fails to sit for an examination at the scheduled time, it is within the discretion of the professor to deduct points.
5. Other extreme and unforeseen cases.

No excuse for failure to take non-flex examinations at appointed times will be accepted except in emergency cases. In case of illness, a doctor's note will be required to verify the illness. Contact the OSA in such cases. The Associate Dean for Student Affairs, in his sole discretion, shall determine exceptions.

IV. Flex Examinations

Flexible examinations can be taken at any specified date and time listed on the Examination Schedule as "flex." The student is responsible for the timing of the "flex" examinations, which includes the clocking "in" and "out" of the examination at the time clock station.

NOTE: the "grace time" allocated for the pick-up and return of the "flex" examinations is a TOTAL of 5 minutes beyond the time allocated for the examination. To use "grace time" as additional testing time is viewed as a violation of the Student Honor Code. It is a violation of the Student Honor Code to clock in at a time which exceeds the examination time plus 5 minutes "grace time." **It is essential that the examination check-in/check-out sheet be time stamped when the examination is picked up and returned.**

Section 6

WILLAMETTE UNIVERSITY PART-TIME JD PROGRAM

In addition to its regular full-time program of study, WUCL offers a part-time JD program. The part-time program enables students to obtain their JD while taking fewer classes each semester.

I. Admission to the Part-Time Program

1. Admission to the Part-Time Program is based on the academic and other requirements used to determine admission to the full-time program. Students can be admitted into the part-time program as part of the regular application process overseen by the Office of Admission or pursuant to paragraph 3 below.
2. A student in the Part-Time Program who is in good academic standing and not subject to Rule III.3(b) of the Academic Regulations in Section 3 may request to change to full-time status upon completion of all the required first year courses in the full-time curriculum. Such requests shall be considered on a case-by-case basis and granted at the discretion of the Associate Dean for Student Affairs.
3. A full-time program student may request to change to part-time program status. Such requests shall be considered on a case-by-case basis and determined at the discretion of the Associate Dean for Student Affairs, but will generally only be granted for compelling reasons. Students wishing to transfer into the part-time program from another institution must have completed their first-year of coursework.

II. Academic Program, Academic Standards and Program Residence and Completion Requirements

1. *Course of Study*
 - (a) Part-Time Program students must begin their studies in the fall semester and must register to take at least the following courses during the first year: Legal Research & Writing I & II.
 - (b) Additional classes shall be taken in the following sequence
 - (1) First, the remaining required first year courses (Civil Procedure, Contracts I & II, Criminal Law, Torts, Property, Constitutional Law I, and one of the approved first year electives). These courses must all be completed within two years following enrollment in the initial course taken in the Part-Time Program, unless otherwise approved at the discretion of the Associate Dean of Student Affairs.

- (2) Then, within the time limitation for completion of the Part-Time Program, sufficient additional courses (which must include Constitutional Law II, Evidence, and Professional Responsibility) to satisfy the graduation requirements applicable to full-time students.
 - (3) The scheduling rules related to taking specific courses will apply to Part-Time Program students as described in II.2(b)(2) below.
- (c) No Part-Time Program student may enroll in more than 9 credit hours during any one semester.
 - (d) Part-Time Program students enroll in the same classes offered as scheduled in the full-time program. Credit for courses taken at institutions other than WUCL shall be determined and subject to the same rules and limitations applicable to full-time students.
 - (e) Part-Time Program students are not eligible to participate in co-curricular activities unless they have completed 31 credits.

2. *Academic Standards and Regulations*

- (a) Part-Time Program students must meet and abide by the same academic standards, rules, regulations, codes of conduct and procedures as full-time students throughout their course of study, except as otherwise expressly modified in this Section.
- (b) Academic Probation and Academic Exclusion: The full-time provisions will apply, as modified below.
 - (1) The standards governing and the requirements applicable to academic probation shall apply at the end of every semester in the Part-Time Program.
 - (2) The requirements relating to taking specific courses will apply as follows: The requirement to take three of the courses listed in Rule III.3(b)(2) of the Academic Regulations in Section 3 will apply if a Part-Time Program student has a cumulative GPA of 2.70 or lower at the end of the second year in the Part-Time Program. The requirement to take all of the listed courses will apply if a Part-Time Program student has a cumulative GPA of 2.70 or lower at the end of the third year in the Part-Time Program.
 - (3) The standards governing academic exclusion normally applied after completing two semesters at the College of Law will apply at the end of the second year in the Part-Time Program. The standards applicable thereafter will apply at the end of each following semester in the Part-Time Program.

- (4) The graduation GPA requirement set out in Rule VII.3(b) of the Academic Regulations in Section 3 shall apply to the last two semesters in the Part-Time Program and shall apply in accordance with its terms (including the obligation to return as a full-time student).
- (c) Upon graduation Part-Time Program students will receive a class rank and honors based on their performance measured against the current graduating class applying the same standards. Part-Time Program students will be eligible to join Law Review or other journals and student co-curricular activities at the next regular opportunity for participation following the completion of 31 credits. Participation on Law Review (or other activities granting credit) shall be subject to the same limitations (including total number of credits received) applicable to full-time students.
- (d) It is assumed that Part-Time Program students will complete all the degree requirements for graduation within 4 years following enrollment in the initial course taken in the Part-Time Program. All Part-Time Program students must complete the Part-Time Program within 7 years following enrollment in the initial course taken in the Part-Time Program.

III. Administration of the Program

- 1. Ongoing administration of the program, including counseling Part-Time Program students and approving their schedules, will be supervised by the Associate Dean for Student Affairs.
- 2. All matters not otherwise addressed in this Section shall be resolved under the standards, rules and regulations applicable to the full-time program.

Section 7

WILLAMETTE UNIVERSITY JOINT DEGREE JD/MBA PROGRAM

I. College of Law and Atkinson Graduate School of Management

A. *Regulations for the Joint Degree JD/MBA Program*

1. Students must complete 120 hours of course work which must be taken over no less than three-and-a-half academic years. An academic year consists of a fall and spring semester.
2. All Joint Degree JD/MBA students must complete all required courses for the Doctor of Jurisprudence degree (JD).
3. While students may apply for admission to the Joint Degree JD/MBA program at any time prior to or during law school or management school, students will not be admitted to the Joint Degree JD/MBA program until after completion of the first year in either professional school.
4. As a condition of graduation, WUCL requires Joint Degree JD/MBA students to be enrolled for 5 semesters of course work totaling 10 credit hours for each of those semesters. After year 2 of the program, Joint Degree JD/MBA students may combine AGSM and WUCL credit hours in the same semester to fulfill the requirement of enrollment in not less than 10 credit hours per semester.
5. All Joint Degree JD/MBA students must complete at least 72 semester hours of course work at WUCL, 59 hours of which must be letter graded.
6. All Joint Degree JD/MBA students must complete 48 semester hours of course work at AGSM. The 48 semester hours consists of the following:
 - a) 24 semester hours from first year core courses;
 - b) 6 semester hours from first year elective courses;
 - c) 3 semester hour Strategic Management course during year 3 or 4;
 - d) 3 semester hour Politics and Public Policy for Managers course during year 3 or 4;
 - e) 3 semester hour Experiential elective course;
 - f) 9 semester hours of other MBA elective credits during year 3 or 4.
7. Grades received in either of the two schools shall not be used in arriving at grade point averages or class standings in the other school. Students in their dedicated year at AGSM will not receive a Law School ranking
8. Regulations governing the courses for the Doctor of Jurisprudence (JD) or the Master of Business Administration (MBA) program at either school shall apply unless inconsistent with these joint regulations.
9. As WUCL is on a 60-minute class schedule and AGSM is on a 90-minute class schedule, class overlaps may exist. WUCL policy prohibits concurrent registrations. Thus, no Joint Degree JD/MBA student may enroll in courses having overlapping schedules.

10. Students may not reschedule a law final exam because of a conflict with an AGSM class, unless the law exam conflicts with an in-class graded presentation by that student.

B. *First-year WUCL program for Joint Degree JD/MBA candidates*

1. A student who begins the Joint Degree JD/MBA program at WUCL will normally take all the required first-year law courses during that year.
2. While enrolled in the first-year law program, students will take no AGSM courses. Exceptions will be made by joint action of the deans of both schools, or their delegates, in appropriate cases.
3. A 2.30 grade point average (GPA) must be maintained by a law student in the first year of law school in order to be eligible for the program, and once a joint degree student, the student must maintain a 2.30 average throughout law school to remain in the program. Joint Degree JD/MBA students who become ineligible under this rule, but have a grade point average of 2.10 or above at the end of the first year of the law curriculum, may elect to continue as regular law students or seek the two degrees in the normal five years. This rule shall not affect eligibility to continue as a regular AGSM student.

C. *First-year AGSM program for Joint Degree JD/MBA candidates*

1. Students who begin the Joint Degree JD/MBA program at AGSM will take no law school courses while enrolled in their first-year of the graduate program.
2. Students must complete all of AGSM's first-year curriculum consisting of 24 credits of required MBA core courses and 6 credits of MBA elective courses.
3. Students at AGSM must maintain a 3.00 cumulative grade point average (GPA) over the 30-credit first year curriculum to continue in the Joint Degree JD/MBA program. Joint Degree JD/MBA students who become ineligible under this rule may elect to continue as a regular AGSM student or seek the two degrees in the normal five years.

Tuition and Charges

Joint Degree JD/MBA students who have been admitted to WUCL and to AGSM pay the tuition rate of WUCL during their first year of full-time enrollment in WUCL and during the two years of concurrent enrollment in WUCL and AGSM. Joint Degree JD/MBA students who have been admitted to WUCL and AGSM pay the tuition rate of AGSM during the one year of full-time enrollment in AGSM.

Section 8

MASTER OF LAWS PROGRAMS

I. LLM PROGRAM IN TRANSNATIONAL LAW

WUCL's LLM program in Transnational Law combines the strengths of the school's comprehensive curriculum in domestic law, with its well-established foreign programs and transnational course offerings taught by internationally recognized scholars and teachers. Students and scholars in the program, including established lawyers, have an opportunity to broaden their knowledge and expertise in some of the most fascinating, important, and fast-changing areas of transnational law. Foreign lawyers will also have the opportunity to prepare themselves to take an American state bar exam where available.

The LLM program provides students with the fundamentals of international law and dispute resolution, international business transactions, comparative law, private international law, and, for foreign lawyers, United States law. Specialty subjects range from immigration and refugee law to international business transactions. The program offers students an unusual opportunity to apply comparative and international legal insights to domestic law topics. Foreign students, in particular, have an opportunity to study and apply subjects from WUCL's rich array of domestic law courses.

CURRICULUM

To be eligible to graduate, candidates for the LLM degree must successfully complete a total of 25 hours of credit. In shared classes, LLM students will be graded separately from JD students. Students will be identified by exam number only, but should be aware that when the number of LLM students in a class is small, blind grading may be difficult to maintain. Candidates with a foreign law degree are required to complete Introduction to American Law (Law 150) and Legal Research and Analysis (Law 151). English Methodologies for Lawyers (Law 152) is also a required course for candidates with a foreign law degree; however, those 3 credits do not apply towards the total 25 required credits for the program.

LLM students must select one of the following Transnational Law curriculum tracks:

OPTION 1 - FOR CANDIDATES WITH A FOREIGN LAW DEGREE:

REQUIRED COURSES:

Introduction to American Law (150)
English Methodologies (Law 152)
Legal Research and Analysis (Law 151)

LIMITED ELECTIVE COURSES:

Students must select at least 8 credit hours from among the listed courses:

Admiralty (Law 210)
Comparative Constitutional Law (Law 358)
Comparative Law (Law 320)
Conflict of Laws (Law 313)
European Union Law (Law 383)
Human Rights (Law 373)
Immigration Law (Law 350)
International Business Transactions (Law 318)
International Environmental Law (Law 363)
International and Domestic Sports Law (Law 224)
International Law and Dispute Resolution (Law 316)
Journal of International Law & Dispute Resolution (Law 420)
International Law Moot Court Competition (Law 416)
International Litigation and Arbitration (Law 372)
Refugee Law (Law 3003)
Selected Problems in International Law (Law 359)

GENERAL ELECTIVE COURSES:

Students must select additional credit hours to reach 25 credit hours in total from other courses offered at the College of Law for which the prerequisites have been satisfied or professor approval has been obtained, and may include up to four credits at AGSM.

OPTION 2 – FOR CANDIDATES WITH A FOREIGN LAW DEGREE:

REQUIRED COURSES:

Introduction to American Law (150)
English Methodologies (Law 152)
Legal Research and Analysis (Law 151)

LIMITED ELECTIVE COURSES:

Students must select at least 6 credit hours from the following courses:

Comparative Law (Law 320)
Conflict of Laws (Law 313)
European Union Law (Law 383)
Global Sustainability (Law 386)
International Business Transactions (Law 318)
Selected Problems in International Law (Law 359)

GENERAL ELECTIVE COURSES:

Students must select additional credit hours to reach 25 credit hours in total from the following courses, or up to four credits at AGSM:

Contracts I (Law 103) or Contracts II (Law 104)
Property (Law 108)
Torts (Law 109)
Business Organizations (Law 202)
Selected Issues in Consumer Law (Law 264)
Employment Law (Law 225)
Intellectual Property (Law 315)

OPTION 3- FOR CANDIDATES WITH A U.S. OR FOREIGN LAW DEGREE:

REQUIRED COURSE(S):

(Candidates with a foreign law degree are required to complete the courses designated with an asterisk)*

Introduction to American Law (150)*
English Methodologies (Law 152)*
Legal Research and Analysis (Law 151)*
Selected Problems in International Law (Law 359)

ELECTIVE COURSES:

(Students select at least 10 credit hours from the following list of courses. Not all courses are offered every year.)

Admiralty (Law 210)
Comparative Constitutional Law (Law 358)
Comparative Law (Law 320)
Conflict of Laws (Law 313)
European Union Law (Law 383)
Human Rights (Law 373)
Immigration Law (Law 350)
International Business Transactions (Law 318)
International Environmental Law (Law 363)
International and Domestic Sports Law (Law 224)
International Law and Dispute Resolution (Law 316)
Journal of International Law & Dispute Resolution (Law 420)
International Law Moot Court Competition (Law 416)
International Litigation and Arbitration (Law 372)
Refugee Law (Law 3003)

The curriculum of each LLM candidate is subject to approval by the administration. Students select either the “A” track or the “B” track. In addition to the 12 hours of transnational courses required of students on both tracks, they must take additional courses as follows:

Track A (primarily for candidates with a foreign law degree): Students must take 12 hours of credit of “domestic law” courses, which may include up to four hours at the Atkinson Graduate School of Management (AGSM). The remaining one hour of credit may be from other domestic or transnational law courses offered at Willamette.

Track B (for candidates with a U.S. or foreign law degree): Students must take a total of 16 hours of credit from the list of transnational law courses. The remaining nine credit hours of credit may be from other domestic or transnational courses offered at Willamette.

ALL OPTIONS - WRITING REQUIREMENT

Every Transnational LLM candidate must complete a carefully supervised paper on a topic related to their program option. In the preparation of the required paper, the candidate will work with a faculty member in the substantive field of the proposed paper.

The LLM Program Director may substitute appropriate courses based on the availability of faculty to teach existing courses or based on individual circumstances that apply to an individual LLM candidate.

II. LLM PROGRAM IN DISPUTE RESOLUTION

WUCL's LLM program in Dispute Resolution offers law students, practitioners and scholars a deeper understanding of theoretical, policy and ethical issues in dispute resolution. The program provides an opportunity to study with internationally acclaimed teachers and scholars in the field of dispute resolution. An emerging global method for resolving legal cases, dispute resolution is a fast growing field nationally and internationally. WUCL's LLM in Dispute Resolution provides students with the expertise to practice this cutting-edge field in private practice, for public interest organizations and for government agencies. Foreign lawyers will also have the opportunity to prepare themselves to take a U.S. state bar exam where available.

The LLM program provides students with the fundamentals of dispute resolution, including Arbitration Theory and Practice, Mediation and Mediation Advocacy, Negotiation and Conflict Theory. Specialty subjects range from Advanced Topics in Dispute Resolution to Advanced Negotiation to Cross-Cultural Dispute Resolution.

WUCL specializes in dispute resolution studies. Nationally recognized as one of the nation's finest training grounds in dispute resolution, the Center for Dispute Resolution (CDR) has earned many accolades since its founding in 1983.

CURRICULUM

To be eligible to graduate, candidates for the LLM degree must successfully complete a total of 24 hours of credit. In shared classes, LLM students will be graded separately from JD students. Students will be identified by exam number only, but should be aware that when the number of LLM students in a class is small, blind grading may be difficult to maintain.

Candidates with a foreign law degree are required to complete Introduction to American Law (Law 150) and Legal Research and Analysis (Law 151). English Methodologies for Lawyers (Law 152) is also a required course for candidates with a foreign law degree; however, those 3 credits do not apply towards the total 24 required credits for the program.

FOR CANDIDATES WITH A U.S. LAW DEGREE:

REQUIRED COURSES

Advanced Topic in Conflict Theory (Law 361)
Mediation and Mediation Advocacy (Law 619)
Negotiation I (Law 609)
Recent Developments in Dispute Resolution* (Law 636)
Advanced Negotiation (Law 635)
Arbitration Theory and Practice (Law 239) **OR**
 Int'l Law and Dispute Resolution (Law 316)
Cross-Cultural Dispute Resolution (Law 3007)
LLM Practicum (Law 539)
Teaching Negotiation (Law 638)*

**Course may not be offered every year.*

FOR CANDIDATES WITH A FOREIGN LAW DEGREE:

REQUIRED COURSES

Introduction to American Law (150)*
English Methodologies (Law 152)*
Legal Research and Analysis (Law 151)*
Advanced Topic in Conflict Theory (Law 361)
Mediation & Mediation Advocacy (Law 619)
Negotiation I (Law 609)
Advanced Negotiation (Law 635).
Arbitration Theory & Practice (Law 239) **OR**
 Intl Law & Dispute Resolution (Law 316)
Cross-Cultural Dispute Resolution (Law 3007)
LLM Practicum (Law 539)

ELECTIVE COURSES

An LLM student may take additional credits at the College of Law or the Atkinson Graduate School of Management to bring the total number of credits up to the required 24.

The LLM Program Director may substitute appropriate courses based on the availability of faculty to teach existing courses or based on individual circumstances that apply to an individual LLM candidate.

Section 9

MASTER OF LEGAL STUDIES

The Master of Legal Studies (MLS) is a one-year degree (at full time) designed for individuals whose job or career ambitions involve some familiarity with legal issues or working with attorneys but who do not wish to become attorneys themselves.

I. ELIGIBILITY

The MLS program is open to anyone with a bachelor's degree or equivalent from a U.S. or foreign university. Applicants must describe how the MLS program would benefit their professional and/or educational development. There is no minimum undergraduate GPA requirement, and applicants need not take the LSAT standardized test. Admission to the program is determined by the Assistant Dean for Admissions, with a particular focus on the extent to which the applicant is likely to benefit from the program.

II. REQUIREMENTS

To graduate, MLS students must accrue 26 credits in law school courses and complete a significant writing project. The writing project must be of at least 20 pages in length and be written under the close supervision of a faculty member. While MLS students may pursue their degree on a part-time basis, such students must earn their degree within seven years of initial enrollment in the program. Credits earned at another law school do not count toward satisfaction of the MLS degree requirements.

III. CURRICULUM

MLS students are required to take one of the following first-year law courses (Contracts, Civil Procedure, Torts, Property, Criminal Law, or Constitutional Law I). Beyond that required first-year class, there are no required courses for MLS students; instead, MLS students are encouraged to meet with the Associate Dean for Student Affairs to develop a course program tailored to that student's professional goals.

MLS students are not be eligible to take the first-year Legal Research and Writing course, nor may they participate in Law Review, Moot Court, externship, or clinic course offerings. All other courses, however, are open to the MLS students, including seminars and summer school courses, on the same terms as JD students, except that for non-seminar courses with capped enrollment, MLS students do not count against the cap. For seminars at the maximum JD enrollment, no more than two MLS students are permitted to enroll in addition to the JD students. In all classes, MLS students are graded separate and apart from JD students in the class. MLS students may not represent to current or future employers that they earned a JD degree or are an attorney.

IV. TRANSFER FROM THE JD PROGRAM

JD students who withdraw or are academically excluded from the JD program after January 1, 2014 but who otherwise have satisfied the requirement of the MLS degree are eligible to receive the MLS degree upon petition, which petition must be submitted to the faculty and Administration for approval. JD students who discontinue their JD studies but who do not meet the requirements for the MLS degree may petition to enroll in the MLS program, which petition is subject to approval by the Dean, who may withhold approval for any or no reason. JD students who enroll in the MLS program are subject to the same tuition charge as applicable to other MLS students, and any financial aid award granted to such student while in the JD program does not apply toward the tuition charge for enrollment in the MLS program. Credits earned while in the JD program count toward the MLS degree, except those credits earned in classes in which MLS students are ineligible to enroll and those credits earned more than four years prior to the expected graduation date from the MLS program.

V. TRANSFER TO THE JD PROGRAM

MLS students may seek to enroll in the JD program by applying for admission on the same terms as required for other applicants for admission to the JD program. No credits earned in the MLS program, however, may count toward the JD degree unless and to the extent permitted by the American Bar Association Standards for the Accreditation of Law Schools.

Section 10

CERTIFICATE PROGRAMS

I. Certificate Program in Law and Business

The Certificate Program in Law and Business provides Willamette students with an integrated, interdisciplinary approach to the study of business law. The program is designed to lead to a special understanding of the relationship between the law and business, giving Certificate holders an important advantage in providing business clients with sound and effective legal advice.

The formal requirements for those entering the Certificate in Business Law program are described below (those already in the program may choose to remain subject to such earlier requirements as applied when they were admitted). The requirements include two core business classes, a distributional requirement providing insight into the range of legal issues relevant to business clients, an in-depth research and writing experience on a business law topic, and a capstone experience developing the ability to identify and integrate all project relevant legal issues and to effectively communicate with business clients.

The Certificate Program does not have a first-year elective course requirement, instead encouraging students to focus on developing the expertise in contracts and property essential to effective representation of business clients. Students may take one of the Core or Distributional Requirement courses listed below as their first year elective, but should first discuss the nature of those courses and proper sequencing with a member of the Program Committee. In addition, Rule III.2 (permission of the Associate Dean for Student Affairs) must be satisfied and approval of the course instructor obtained.

Certificate students are encouraged to meet regularly with the Program Director and members of the Program Committee to discuss course selection, satisfaction of the writing requirement, concerns and career options.

A. Admission to the Program

To be admitted to the Certificate Program a student must (1) have a cumulative GPA of 2.40 or higher and (2) apply and be admitted to the Certificate Program. Students are selected based on cumulative GPA; their personal statement explaining their background, their interest in business practice and the program; and such other considerations as the Program Director deems appropriate.

B. Requirements for the Certificate of Business Law

To receive the Certificate, a student must successfully complete the Certificate Program courses and the writing requirement listed below. All requirements for the Certificate Program must be completed prior to graduation. At the beginning of each year every Certificate student should complete and submit the Progress Form available from the Program Administrator to ensure that all requirements can be timely satisfied. However, issues do sometimes arise and in the event a Certificate candidate is unable to complete all requirements prior to graduation for good reason shown, the student, upon application to and with the discretionary approval of the

Program Director, may be permitted to continue post-graduation at the College of Law to complete the Certificate requirements. In all such cases, the Certificate requirements must be fully completed within the academic year immediately following graduation.

REQUIRED CORE COURSES

Business Organizations (Law 202)
Federal Income Tax (Law 215)

DISTRIBUTIONAL REQUIREMENT

Any three of the following courses, except as noted regarding the intellectual property law courses (the two course limit is not suggesting all those courses should not be taken, it merely seeks to ensure a distributional exposure).

Antitrust (Law 314)
Business Entities Tax (Law 360)
Corporate Finance (Law 203)
Debtor and Creditor (Law 303)
Employment Law (Law 225 or Law 249 – not both)
Intellectual Property

Any two of the following courses: Intellectual Property (Law 315),
Patent Law (Law 354), Copyright Law (Law 260),
or Trademark Law (Law 258)

Labor Law (Law 205)
Mergers and Acquisitions (Law 349)
Real Estate Transactions (Law 214)
Secured Transactions (Law 337)
Securities Regulation (Law 309)

Other courses may be substituted (including a course offered at the Atkinson Graduate School of Management, which students are urged to consider) provided the PRIOR approval of the Program Director is obtained.

CAPSTONE

Business Lawyering (Law 379)

WRITING REQUIREMENT

The research writing requirement described in Section 4.II of the Student Handbook must be completed within the business field. The Program Director must approve the topic of the paper written for the purpose of qualification for the Certificate and its completion. The field of business is broadly defined to include, among other things, employment law, finance, financial distress, intellectual property, international business, mergers and acquisitions, real estate law, and tax.

II. Certificate Program in Dispute Resolution

The Center for Dispute Resolution (CDR) Certificate Program offers students a chance to develop the kinds of real-world skills that are required for success as a lawyer. Every good lawyer has to learn how to avoid and resolve conflicts, to make deals, and to navigate through contested hearings. Lawyers also need to learn how to choose between methods of dispute resolution, and how to design deals with built-in dispute resolution systems. Some need to learn how to conduct dispute resolution within an organization. Many lawyers learn these skills in law school, and graduate with practical skills that help them in their law practices and their daily lives.

The Willamette CDR was founded in 1983, the longest established program west of the Mississippi, and the second in the nation (after Harvard's Program on Negotiation). Since its founding, we have created and continually improved our methods for the training of new lawyers. Now, we have a network of alumni and friends who help us teach who help fund programs, who mentor students, and who help Willamette Certificate holders in a variety of ways. The current CDR certificate is the product of those many years of experience, and the feedback and help provided to us by our alumni and friends.

A. *Entry into Program*

To enter the Certificate program, a student must apply and be admitted to the program. Up to 16 students will be admitted into the program. Three are students from the applicant pool who achieve the highest cumulative grades in Civil Procedure and Negotiation I. The next five are the highest cumulative grade point holders in the applicant pool, and the remaining eight positions will be filled by a standing committee on the CDR Certificate on the basis of the personal statement and application. To be admitted to the program, a student must at-least have a 2.50 GPA.

Requirements for the Certificate

Every student must:

Earn a cumulative GPA of 2.70 or better in Negotiation I, Civil Procedure, Evidence, Arbitration, Advanced Topics in Conflict Theory, and any graded elective; Earn a grade of "Credit" or "Honors" in Mediation & Mediation Advocacy, Advanced Negotiation, and any "Honors/Credit/No Credit" elective;

In the 2nd year of law study, participate in the Annual Intra-school and Regional Negotiation Competition, and participate in other announced talks and related events as required.

In the 3rd year of law study, successfully complete a 60-hour practicum.¹

¹ Subject to Change

Courses Required for the Certificate Program in Dispute Resolution

*Course Requirements**

1L INTRODUCTORY COURSE
Negotiation I (Law 113 OR Law 609)

2L CORE COURSES
Arbitration (Law 239)
Mediation & Mediation Advocacy (Law 619)

3L CAPSTONE SEMINAR
Advanced Topics in Conflict Theory (Law 361)
Advanced Negotiation (Law 635)

2L/3L LAW ELECTIVES (Students select one of the listed courses or may substitute another course as approved by the Director)

Civil Practice Clinic (Law 618)
Approved Externship** (Law 478)
Trial Practice (Law 613)
International Litigation & Arbitration (Law 372)
Pre-Trial Civil Litigation (Law 374)

REQUIRED PRACTICUM

* Certificate candidates must take the sequenced courses in the order prescribed by the Program, unless they receive specific permission from the CDR Certificate Committee to take the courses in some other order. Certificate candidates will not be required to participate in the registration lottery for those courses. Courses with similar titles or content taken out of sequence and without permission from the Committee, during the summer, or at other institutions will not earn credit toward a Certificate in Dispute Resolution.

** Approval of the externship is required by the CDR Certificate Committee.

III. Certificate Program in International & Comparative Law

The Certificate Program in International & Comparative Law provides students with a rigorous and comprehensive introduction to the fundamentals of international law and dispute resolution, comparative law, and private international law. Students are also given an opportunity to study specialty subjects ranging from international business transactions, admiralty law, comparative constitutional law, immigration law, international children's rights, and international criminal law to international environmental law. The Certificate Committee recommends that students select international business transactions to round out their program. Skills' training is provided through editorial work on the school's international law journal and international law moot court competition.

A. *Entry into the Program & Certificate Program Requirements*

There is no formal application requirement. Rather, if you are interested in earning a certificate, please notify Reyna Meyers at the Oregon Civic Justice Center, Room 210, phone: 503-370-6046 or via email at rmeyers@willamette.edu to register your name on the list of expected certificate recipients for your graduation year. As you are closer to your graduation date, please confirm with Reyna that you in fact have satisfied the three requirements described here:

1. Have a cumulative GPA of 2.50 or higher at the time of registration in the Program.
2. Complete a total of sixteen hours in the Certificate Program courses listed below, with a cumulative Program GPA of 2.80 or higher in the graded courses.
3. Graduate with a cumulative College of Law GPA of 2.50 or higher.¹

B. *Course Requirements*

INTRODUCTORY REQUIRED COURSE

International Law & Dispute Resolution (Law 117/316)

OR

Comparative Law (Law 118/320)

OTHER REQUIRED COURSES

In addition to the Introductory Required Course, take the omitted introductory course:

International Law and Dispute Resolution (Law 316) **OR**

Comparative Law (Law 320)

Plus one of these courses:

International Litigation & Arbitration (Law 372)

International Business Transactions (Law 318)

INTERNATIONAL OR COMPARATIVE LAW SEMINAR WRITING REQUIREMENT

Selected Problems in International Law (Law 359), any other international or comparative law seminar requiring a research paper, or, with the Certificate Director's approval, a paper in another seminar on an international or comparative law topic.

ELECTIVE COURSE. Any course listed in Other Required Courses (above) that you are not using for that requirement.

Advanced Topics in Conflict and Dispute Resolution (Law 361)
Bucerius Law School courses, with approval of
the Certificate program director (Law 378)
Comparative Constitutional Law (Law 358)
European Union Law (Law 383)
Global Entrepreneurship: Launching &
Managing International Ventures (GSM 6252)
Global Human Resource Management (GSM 6218)
Human Rights & Immigration Clinic (Law 618-09)
Human Rights Law (Law 373)
Independent Research, with approval of the
Certificate director (Law 470)
Immigration Law (Law 350)
International Finance (GSM 6258)
International Management (GSM 6011)
International Law Moot Court (Law 415 or 416)
International Law Journal (Law 420)
Latin American Law and Legal Institutions (Law 365)
Selected Problems in International Law (if not used for
seminar requirement) (Law 359)
War Crimes & the Law of War (Law 3001)

Certain courses are approved, but only offered occasionally:

Admiralty Law (Law 210)
International Environmental Law and Policy (Law 363)
International Children's Rights (Law 393)

IV. Certificate Program in Law & Government

From its inception, WUCL has maintained a unique relationship with the leading legal and governmental institutions in the state. Located across the street from the Oregon Capitol and the state Supreme Court, the college has a long history of translating the capital city's rich political and legal environments into a living laboratory for students. The Oregon Law Commission, housed in the Oregon Civic Justice Center, provides opportunities to participate in the state's official law improvement program.

The Certificate Program in Law & Government provides students with a significant educational experience in the field of public law. Through personalized and rigorous training, students develop an understanding of the legal structure, function and operations of national, state and local government institutions. The program provides students with knowledge and skills about how to make, modify and influence public law and policy.

The Certificate Program in Law & Government requires 16-17 hours of specialized study as part of the 90 hours required to earn the JD Participation in the certificate program is open to 15 students from each class. Required core courses include Legislation & Regulation, Constitutional Law I and II, Administrative Law, State and Local Government Law, and Statutory Interpretation. Students are also expected to write a substantial public law research paper in one of the wide variety of public law seminars offered each year, such as State Constitutional Law, First Amendment, Public Health Law or other advanced courses. Students are encouraged to take Advanced Legal Research. In addition, students are required to complete a practicum project in the practicum course or another course of another clinic or externship pertaining to law and government.

A. *Certificate Program Requirements*

To be eligible to receive a Certificate, a Certificate candidate must:

1. achieve a cumulative GPA of 2.50 or higher to be eligible for admittance into the Certificate Program;
2. submit one-page application to Program Director by no later than the beginning of the fifth semester;
3. complete a total of sixteen or seventeen-plus hours in the Certificate Program courses listed below; and
4. receive a cumulative GPA of 2.80 in the Certificate Program courses, including Constitutional Law I and II, all of which must be taken on a graded basis.*

*Students must have the practical ability to take and complete all courses required for the Law and Government Certificate prior to graduation. If, for any reason, a

Certificate candidate is unable to complete all courses prior to graduation, the student shall either opt to graduate on time without the Certificate and/or continue at the College of Law for such additional time as is necessary to complete the Certificate requirements.

B. *Courses Required for the Law & Government Program Certificate*

1L Legislation & Regulation (Law 116)

2L/3L REQUIRED CORE COURSES

Statutory Interpretation (Law 216)

Administrative Law (Law 255)

State & Local Government Law (Law 304)

At least one Public Law Seminar (consult with the Program Director to determine whether a seminar qualifies);

Eligible public law seminars include:

Comparative Constitutional Law (358)

First Amendment (381)

Native American Law (237)

Public Health Law (397)

Selected Issues in Consumer Law (264)

State Constitutional Law (355)

U.S. Supreme Court Seminar (382)

The Program Director has the authority to approve other courses not listed for the public law seminar requirement.

REQUIRED PRACTICUM PROJECT

Law & Government Practicum (Law 476). Usually satisfied through externship or clinical opportunities approved by the program director. Results in a substantial written work product (separate from the research writing requirement).

RESEARCH WRITING REQUIREMENT

Certificate students must satisfy their research writing requirement through a Required Core Course.

V. Certificate Program in Sustainable Environmental, Energy & Resources Law

Students interested in careers in sustainable, environmental, energy and natural resources law have the opportunity to enroll in a focused program of study and earn a specialized certificate along with their Doctor of Jurisprudence degree.

The Certificate Program in Sustainable Environmental, Energy & Resources Law (SEER) places special emphasis on the role of the lawyer in formulating environmental and natural resources law and policy to sustain and protect our global resources. The program's full course of study was designed to be both comprehensive and intensive. Students enrolled in the SEER Certificate Program will receive a solid foundation in all areas of the law but also have the academic flexibility to specialize in specific areas related to sustainability and the environment.

A. *Certificate Program Requirements*

There is no formal application required. If you are interested in earning this certificate, you may apply anytime during the 3-5 semesters. Applications after the fifth semester are discouraged. This certificate program requires completion of 15 hours of coursework as described in the chart below. A student must maintain a minimum grade of a B (3.00) in each course required to complete the certificate.

1L **REQUIRED INTRODUCTORY COURSE**

Complete one of the following:

International Law & Dispute Resolution (Law 117)

Negotiation I (Law 113)

2L/3L **REQUIRED CORE COURSES**

Administrative Law (Law 255)

Environmental Law & Policy (Law 223)

Sustainable Natural Resources Law (Law 348)

OR

Global Sustainability (Law 386)

Plus 6 or 7 additional hours of coursework in any of the following courses:

Animal Law

Energy & Climate Law

Env. Law Moot Court

Land Use Planning

Native American Law

Water Law

Wildlife Law

2L/3L **REQUIRED PRACTICUM EXPERIENCE**

Certificate students must complete a substantial, professional work product concerning environmental, energy or resources during a supervised practicum experience (i.e. clinic, externship) approved by the Director.

This does not satisfy the research writing requirement.

2L/3L RESEARCH WRITING REQUIREMENT

Certificate students must satisfy their research writing requirement writing on an environmental, energy or resources topic in a core program seminar or another seminar approved by the Director.

Section 11

MOOT COURT BOARD

Purpose

The Moot Court Board encourages student awareness, interest and competence in the science and art of trial and appellate advocacy. This objective is accomplished through the organization, promotion and participation of extra-curricular negotiations, appellate and trial advocacy competitions. Active participation in Moot Court educational seminars and competitions enables a student to obtain a working knowledge of the law, which enhances a student's course work.

Membership on the Moot Court Board

At the end of each school year, first and second year students in good academic standing are eligible to apply for membership on the Moot Court Board. The Board's primary selection occurs at the end of an academic year; however interested students not on the Board are encouraged to apply at the end of the fall semester. The Board's Executive Committee considers a variety of factors, including: participation in the First Year Appellate Competition, past academic experiences, past work experiences, and general strengths the candidate can bring to the Board, and a strong emphasis on past participation in Moot Court activities (e.g. volunteering to bailiff or witness for other Moot Court teams). All winners of the First Year Appellate Competition are invited to join Moot Court Board. New members are selected through an anonymous application process which results in an interview with the Executive Committee. The applications submitted by interested students are reviewed anonymously and ranked according to the factors listed above. At least 51 percent of the applicants are offered interviews with the Executive Committee. The number of students selected after interviews is determined by the number of openings available on the Moot Court Board.

Members of Moot Court Board do not receive academic credit for their active participation on the Board, which requires regular attendance at Moot Court Board meetings, attendance at educational seminars, volunteering on at least one competition per year, and competing in at least one Moot Court competition per year. Members may receive credit for competing in competitions.

Appellate Competitions

These competitions require each team to write an appellate brief and argue before a panel of judges. Those students advancing to a regional or national competition will be required to write a new brief for the advanced competition.

- National Appellate Competition (Fall). Limited to Moot Court Board members only.
- Open Appellate (Spring). Open to all second- and third-year students.

Trial Competitions

These competitions require each team to work in a trial setting, making opening and closing statements and the examining of witnesses. Neither the Evidence nor the Trial Practice course is a prerequisite to entering in these competitions.

- Spaulding Trial Competition (TYLA, Regional) (Fall). Limited to Moot Court Board members only.
- Donald Turner Criminal Law Competition (Fall or Spring). Open to all second- and third-year students.
- AAJ Trial Competition (Fall or Spring). Limited to Moot Court Board members only.

Other Competitions (offered based on student interest)

- Negotiation Competition (Fall). Open to all second- and third-year students.
- Advocacy workshops and seminars on trial, appellate, and dispute resolution topics (3 per semester).
- Environmental Competition (Fall). Open to all second- and third-year students.

Competition Credit

One academic credit is available **only for the first time competing in any competition**. Credit will be awarded upon successful completion of the competition and attendance at the Moot Court Board Educational Meeting designated for that competition. Proof of attendance at a registered trial, appellate, or dispute resolution CLE, not otherwise required to satisfy an academic requirement, will satisfy the educational seminar requirement. An additional academic credit is available to Moot Court Board members who advance to a Regional or National competition. This academic credit is only available for the first time advancing in any competition and is limited to one academic credit per year.

First-Year Appellate Competition

The Moot Court Board organizes the competition portion of the Legal Research and Writing course. Each first-year student must research and write an appellate brief and participate in oral arguments to receive credit for the second semester of Legal Research and Writing. Each section of Legal Research and Writing has its own competition. Finalists may argue up to five times and the winner of each Legal Research and Writing section will be automatically offered a position on the Moot Court Board. Additionally, the runner-up of each section will be offered an automatic interview for a position on the Board.

Summary

Beyond the initial experience of Legal Research and Writing and the First Year Appellate Competition, a student's exposure to appellate writing and advocacy is primarily through additional Moot Court competitions. Involvement in Moot Court activities through assisting with competitions, participating in advocacy workshops, competing in various competitions, and serving as a Moot Court Board member can

provide immeasurable insight into what many attorneys deal with in practice. Potential employers view membership on the Moot Court Board favorably.

Students are encouraged to take advantage of the opportunities that membership on the Moot Court Board can provide. Additionally, students are encouraged to participate in the various activities and competitions that Moot Court Board organizes and sponsors throughout the year.

Moot Court Board Credit

<i>Semester Enrolled</i>	<i>Course Number</i>	<i>Section</i>	<i>Credit Hours</i>	<i>Prerequisites</i>
1st semester	430	0	0	None
2nd semester	431	0	0	430 & 1 Competition
3rd semester	432	0	0	430, 431 & 1 Competition
4th semester	433	0	0	430, 431, 432 & 2 Competitions

Competition Options

<i>Competition</i>	<i>Course Number</i>	<i>Credit</i>
National Appellate	404	1 Credit*
Spaulding Trial	409	1 Credit*
Open Appellate	425	1 Credit*
-Environmental Law Moot Court		
AAJ Trial	418	1 Credit*
Negotiation	422	0 Credit
Don Turner Criminal Law	426	1 Credit*

*One academic credit is available only for the first time competing in any competition.

Section 12

AWARDS

The following prizes and awards are available to College of Law students:

I. Awards Recognizing Overall Accomplishment

Aristeion Symeon Symeonides Valedictory Award

Established in 2010, this award shall be given every year at May Commencement to the student with the highest GPA in the College of Law graduating class. The award is also accompanied by a commemorative plaque and a medallion to be worn at Commencement. This award was named for and funded by the 19th dean of the College of Law, Symeon C. Symeonides.

*Ted and Dorothy Butler Law Scholarship**

In 1980, Professor Ted Butler, retired from the College of Law after teaching for 31 years. Professor Ted Butler was well-liked by both students and faculty. This scholarship fund was established with alumni gifts made in Professor Butler's honor in 1980, and is awarded annually to the full-time student making the most progress from the end of the first year of study to the end of the second year of study, based on cumulative grade point average (GPA) change. Professor Butler passed away in 2000.

International Academy of Trial Lawyers Award

This award is presented annually to a third-year student who, in the judgment of the faculty, has distinguished himself or herself in the field of courtroom advocacy on the basis of performance in trial practice competitions, contributions to the trial practice programs of the College of Law, academic record in courses related to trial practice, overall academic record, performance in moot court competitions, and law-related work experience.

National Association of Women Lawyers Outstanding Law Graduate Award

This award is presented to the graduating student who best represents the following criteria: contributes to the advancement of women in society; promotes issues and concerns of women in the legal profession; exhibits motivation, tenacity and enthusiasm; demonstrates academic achievement; and earns the respect of deans and faculty. The award consists of a one year honorary membership in the Association.

*Frank A. Turner Award **

Mrs. Joy Turner Moses, an alumna of the University, Class of 1911, bequeathed \$750 to the College of Law in memory of her father, Frank A. Turner (LLB 1898), from which the annual income is awarded to the full-time first-year or second-year law student maintaining the highest scholastic standing (GPA) for the entire year.

Willamette University College of Law

Col. Rupert E. Park Jr. Pro Bono Student of the Year Award

This award reflects Willamette's commitment to upholding and celebrating the professional obligation of all attorneys to provide pro bono legal assistance. It is presented to a third-year student who has consistently demonstrated

commitment to volunteer representation of low-income people in need of legal assistance. Students receive no remuneration or academic credit for their services.

II. Awards Recognizing Achievement in a Particular Class

ALI-ABA Scholarship & Leadership Award

This scholarship and leadership award is given to the graduate who best represents a combination of qualities that embody the American Law Institute and the American Bar Association.

American Bankruptcy Institute Award

The ABI Medal Program issues a bankruptcy award to the student receiving the highest grade in the Debtor-Creditor class.

Nathan Burkan Memorial Award

This award is presented to the student who, in the judgment of the Dean, has written the best essay on Copyright Law.

The Civil Rights Award

This award is given to the student receiving the highest grade in Civil Rights Litigation.

*Roy Lockenour Award for Professional Responsibility **

Established in 1983, this cash award is given each year to the student(s) receiving the highest grade in the Professional Responsibility classes. It is named for the 8th dean of the College of Law who served as dean from 1932-1940.

Oregon State Bar Securities Regulation Section Award

The Oregon State Bar gives this award each year to the student receiving the highest grade in Securities Regulation.

*Bruce Spalding Memorial Award for Trial Advocacy **

Established in 1991 to honor this 1930 WUCL graduate who passed away in 1990, this cash award is presented to the outstanding student in the Fall Semester and to the outstanding student in the Spring Semester of the Trial Practice Programs.

Tax Executives Institute Award

This award is given to law student(s) showing an interest in pursuing a career in business taxation law.

*Isaac Van Winkle Award **

Established in 1984 with an estate gift from Van Winkle's daughter, Rosalind Melton (BA '31), this prize is awarded annually to those law students who achieved the highest grades in Constitutional Law I. Isaac Van Winkle (LLB 1901) was WUCL's sixth dean (1913-1927), and served six terms as Oregon Attorney General until retiring in 1943.

Note: Those prizes/awards identified with an asterisk (*) are presented to returning students in the following academic year.

Section 13

TUITION & FEE CHARGES PER SEMESTER COLLEGE OF LAW 2016-2017

Full-Time Program (10-16 credit hours)

Enrollment of 17 or 18 credits must be approved by the Associate Dean for Student Affairs and is billed at \$1,580 per credit in excess of 16 credits for that semester in addition to the full-time tuition rate.

Tuition / Semester	\$20,533.00
Student Body Fee	90.00
Graduation Fee*	Variable - See Below
Health Insurance**	Variable - See Below
TOTAL	\$20,623.00 + Graduation Fee + Health Insurance

Part-Time Program (5-9 credit hours)

1 hour	\$1,580	4 hours	\$6,320	7 hours	\$11,060
2 hours	\$3,160	5 hours	\$7,900	8 hours	\$12,640
3 hours	\$4,740	6 hours	\$9,480	9 hours	\$14,220
TOTAL Per Credit Cost + Student Body Fee + Graduation Fee* + Health Insurance**					

Joint Degree JD/MBA Program

Tuition rate is based on enrollment. Joint degree JD/MBA students who are enrolled fulltime at WUCL will be charged Law tuition rates. Joint degree JD/MBA students who are enrolled fulltime at AGSM will be charged Atkinson tuition rates. During the two years of concurrent enrollment at WUCL and AGSM, students will be charged Law tuition rates.

*Graduation Fee per semester (non-refundable):

First Year	\$10.00
Second Year	20.00
Third Year, LLM, & MLS	60.00

** Health Insurance billing is split between both Fall and Spring semesters:

2016/Fall Semester	\$908 (For coverage beginning 8/1/16 through 1/5/17)
2017/Spring/Summer Semester	\$1,189 (For coverage beginning 1/6/17 through 7/31/17)

All eligible students are enrolled in the Willamette Student Health Insurance Policy (Willamette Plan) every academic year. Domestic students with health insurance that is comparable to the Willamette Plan offered through a different insurance company (i.e., through a parent/guardian, employer, spouse, or other source) and DO NOT want to take part in the Willamette Plan, you must complete the online waiver petition by September 12, 2016 (5:00pm) or the charge for the Willamette Plan will remain on your student account. Questions? Contact the Student Insurance Department at 503-370-6972. Visit the Student Health Insurance web site to access the online waiver petition: willamette.edu/dept/health/insurance/domestic/waive.html

I. Late payment

- A. *Late payment fee*
A fee of \$50 is charged for late payment.
- B. *Finance charges*
A 1% per month fee is charged on all balances after 30 days.
- C. *Payment schedules*
Payment schedules are available in Student Accounts, Waller Hall, ground floor.

II. Refund policy

Students are admitted to Willamette University with the understanding that they will remain until the end of the semester unless unforeseen circumstances necessitate their withdrawal. Students who are suspended or expelled from the University forfeit all refunds of tuition and fees.

In compliance with the Higher Education Amendments of 1998 (Section 668.22), Willamette University's refund policy is as follows:

- A. A student's withdrawal date is the last day of class attendance, or the date on which the student notifies the OSA that he/she is withdrawing from class, whichever is later.
- B. Refunds for tuition for full withdrawals will be prorated, per day, based on the academic calendar up to the 60% point in the semester. If a student drops below full-time (10 credit hours) but remains enrolled, after the 10th day of class (Add/Drop Period), they will not have their tuition charge adjusted, but will be billed as a full-time student for the semester. Students who are withdrawn from a class for administrative reasons (i.e. lack of attendance) will not receive a refund.
- C. Withdrawing students are responsible for applicable room and board charges through the date they checked out of their campus housing with Residence Services.
- D. Students withdrawing for medical reasons may petition for a Medical Withdrawal. In the case of an approved Medical Withdrawal, the student refund is the same as a student who withdraws from the University. However, the student's transcript will indicate a withdrawal for medical reasons. Applications for a Medical Withdrawal may be obtained from the Registrar's Office.
- E. Health insurance charges, student body fees, and graduation fees will not be refunded to withdrawing students.
- F. In the case of a student's death during a term, a full tuition refund will be granted to the student's estate.

III. Financial Aid

A. *General*

Financial aid is available to law students depending on a student's qualifications, financial need, and enrollment. Aid may take one or more of the following forms: scholarship, loans, and part-time employment. The College of Law determines scholarship decisions. The Office of Financial Aid determines loan and work-study employment eligibility. For those law students who receive a Willamette College of Law scholarship offer at entrance, the scholarship is renewable in subsequent years provided the required cumulative Grade Point Average is met and the student continues in good academic standing.

For the most current information on procedures and deadline dates, refer to the Financial Aid Programs for Graduate Students page on Willamette's web site: willamette.edu/dept/finaid/graduate/index.html.

Law students wishing to receive loans and/or work-study in their second and/or third year must annually file the Free Application for Federal Student Aid (FAFSA). This should be done by May 1 of each year for the following academic year. You may file via the web at fafsa.ed.gov. Students who file their FAFSA's by May 1 and have all the required data on file (including any requests for specific documentation such as tax forms, etc.) should receive their award notifications during May/June. The renewal of loan eligibility depends on timely application (FAFSA) and response to any requests for documentation, as well as timely response to the award notification.

B. *Financial aid refund procedure*

Students, who withdraw and have received financial aid, will receive their refund after the required portion of their financial aid is returned to the aiding programs. The required portion of financial aid that is returned to the aiding programs is calculated as follows:

- Title IV¹ aid and all other aid is earned in a prorated manner on a per day basis based on the academic calendar up to the 60% point in the semester. After the 60% point, no refunds are granted for tuition.
- Recalculation of financial aid is based on the percent of earned aid using the following formula:

Percent Earned = Number of days completed up to the withdrawal date² divided by the total days in the semester (105).

- Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned = (Percent earned x aid that was eligible to be disbursed) – aid that was actually disbursed.

- When financial aid is returned, the student may owe a balance to the University. The student should contact the Business Office to make arrangements to pay the balance.

Questions regarding this refund policy should be directed to the Director of Student Accounts, located in the University's Business Office, first floor of Waller Hall.

Student Accounts Email: <student-accounts@willamette.edu>

¹ The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: subsidized Federal Direct Stafford loans, Federal Direct Stafford loans, Federal Perkins loans, Federal Direct PLUS loans, Federal Pell grants, and Federal SEOG.

² Withdrawal date is defined as the last day of class attendance.

Section 14

STUDENT CONDUCT

I. College of Law Honor Code

Willamette University College of Law expects that students will aspire to the highest ideals of honor. This Code is the mechanism by which individuals may exercise their responsibility for academic integrity. It provides a method for submitting allegations of academic dishonesty, determining whether the alleged conduct is a violation of the Code, and imposing a penalty. The purposes of the Code are to penalize and deter academic violations, and to provide fair procedures that protect student rights.

Section I: Honor Code

Each member of the Willamette College of Law community is responsible for maintaining the highest standards of honesty and academic integrity. Any person knowing or reasonably suspecting that an act in violation of this Code has occurred shall report the alleged violation as provided in Section IV. A.

Section II: Composition and Organization

A. Composition of the Grievance Committee

1. There will be a Grievance Committee to hear Formal Charges and to determine whether a violation has occurred and the penalty for the violation.
2. A panel of the Grievance Committee will consist of six voting members. Each Committee must have one faculty member and four students. The sixth member can be a faculty member or staff person. The Dean will appoint the faculty or staff members. At the beginning of each school year, the President of the Student Bar Association will select 10 students (three from the first-year class, four from the second-year class, and three from the third-year class) to serve as members of the Grievance Committee Pool. When a Formal Charge has been issued by the Grievance Officer and a hearing called, the Associate Dean for Student Affairs will select four students from the Grievance Committee Pool to serve on the Grievance Committee for that Formal Charge. The Associate Dean for Student Affairs will appoint one of the four students to serve as the Chair of the Committee. No member may vote upon a factual determination who has not been personally present at the hearings at which evidence was presented supporting that determination. No student committee member may be a class or SBA officer and must be in good academic standing.

B. Appointment of Grievance Officer

1. The Dean shall appoint a faculty member to serve as the Grievance Officer prior to the beginning of the school year. The Grievance Officer shall carry out the functions described in section IV.

2. At the beginning of each school year, the Grievance Officer shall inform the students, faculty and staff of his or her appointment and of the process for using this College of Law Honor Code.

C. Replacement of Committee Members and Grievance Officer

1. *Recusal.* Any member of the Grievance Committee or the Grievance Officer may recuse himself or herself from a particular case and should do so whenever such person believes that circumstances exist which could affect his or her judgment in performing duties assigned under this Code, or when to perform such duties in the case would create the appearance of impropriety.
2. *Disqualification.* Any member of the Grievance Committee or a Grievance Officer who has personal knowledge of facts involved in a case, who has reported a violation involved in the particular case or one arising out of the facts involved in the case, who is related to or employed with or is otherwise closely associated with the respondent student, a victim (if any), or any person identified as a likely witness at the hearing, is disqualified to serve upon the Committee when the case is being considered.
3. *Excusal.* Both the respondent student and the Grievance Officer involved in a case are entitled to excuse one member of the Grievance Committee from consideration of a particular case. No reason or explanation is required when exercising this right but the right may only be exercised once in each case and must be exercised before the hearing or the right is lost. The party exercising this right shall notify the Committee Chair prior to the hearing. The Committee Chair shall not reveal the party who exercised the excusal.
4. *Challenge.* If either the respondent student or the Grievance Officer involved in a case has reason to believe a member of the Grievance Committee is biased or otherwise disqualified to serve, a timely challenge may be filed with the Committee and the Committee must either uphold or deny the challenge. For the purpose of permitting such a challenge, the respondent student shall be furnished with a list of proposed Grievance Committee members at the time he is served with a copy of the Formal Charge. Thereafter, the Committee Chairperson shall promptly notify the respondent student and the Grievance Officer of subsequent changes in the Committee's composition. Failure to object prior to reading of the Formal Charge at the hearing will constitute a waiver of the right to challenge.
5. *Replacement Method.* If a faculty member of the Grievance Committee is excused, disqualified, challenged, self-recused or removed, the Dean shall appoint, as appropriate, a temporary or permanent replacement. If a student member of the Grievance Committee is disqualified, excused, challenged, or self-recused, the Associate Dean for Student Affairs shall appoint a replacement from the Grievance Committee Pool. If the Grievance Officer is disqualified, removed, or self-recused, the Dean will select, as

appropriate, a temporary or permanent replacement. A replacement is only subject to challenge upon grounds of disqualification.

6. *Illness or Other Inability to Attend.* A member of the Grievance Committee who becomes ill or otherwise unable to perform the duties of that office may be replaced as though becoming disqualified. However, no Grievance Committee member may vote upon a factual determination who has not been present at the hearings at which the evidence was presented supporting that determination.

F. Distribution of the Procedure

Each first-year student shall receive a copy of this Code at registration. Copies of this Code must be available at the OSA counter in the law school.

Section III: Jurisdiction

A. Grant of Jurisdiction

The Grievance Committee has jurisdiction over all student violations of this Code, as limited by the general Student Regulations in the Willamette University Standards of Conduct. All other matters will be referred to the Dean of the College of Law.

B. Limits on Faculty

1. The faculty and administration do not have original jurisdiction over violations when the Grievance Committee has original jurisdiction.
2. Neither a faculty member nor a law school administrator may impose a penalty against a student for a violation within the jurisdiction of the Grievance Committee except pursuant to a determination by the Grievance Committee. However a respondent student and Reporting Party may consent to a penalty, as outlined in section IV.B.6, thereby waiving the Formal Charge Procedures of the Code.
3. No penalty such as a change in grade for violations of the Honor Code may be imposed by a faculty member, except through the procedures outlined herein.

Section IV: Procedure

A. Reporting, Consultation, and Formal Concern

Anyone who wishes to report an incident believed to be a violation over which the Grievance Committee has jurisdiction must meet with the Grievance Officer and discuss whether to express a Formal Concern to the Grievance Officer, as outlined in section IV.B.

The Reporting Party should identify the violation believed to have occurred and the violator(s) believed to have committed it, where they are known.

The Grievance Officer may determine that no investigation is merited.

B. Grievance Officer's Duties

1. The Grievance Officer shall meet with anyone who wishes to report an incident believed to be a violation over which the Grievance Committee has jurisdiction as specified in section III.A.
2. The Grievance Officer must receive all Formal Concerns alleging violations of the Honor Code. Any person, including administrators, faculty, staff, and students, may report Formal Concerns to the Grievance Officer. Any Formal Concern must be reported to the Grievance Officer within 20 days of the discovery of evidence upon which the Formal Concern is based.
3. The Grievance Officer must meet with the Reporting Party to ascertain the basis of the Formal Concern.
4. Within one week of obtaining the Formal Concern, the Grievance Officer must meet with the respondent student to ascertain the basis of the Formal Concern.
5. The Grievance Officer must gather evidence and meet with witnesses in order to determine the validity of the Formal Concern.
6. The Grievance Officer must attempt to resolve the dispute and obtain the consent of the Reporting Party and responding student as to any proposed resolution of the Formal Concern and consequent penalty, if any. Any consensual resolution of a Formal Concern involving penalties specified in Section V.A.4 through V.A.7 must obtain the approval of a panel of the Grievance Committee.
7. If dispute resolution fails, the Grievance Officer must determine whether there is sufficient evidence to warrant the filing of a Formal Charge against the student. The Grievance Officer has the discretion to file a Formal Charge. The Officer shall notify the respondent and the Reporting Party whether a Formal Charge will be filed.
8. A Formal Charge should state the class or classes involved in the incident, if any, the approximate date and time of the incident, and the type of violation alleged. The Charge must list the evidence, both inculpatory and exculpatory, expected to be presented and the witnesses expected to be called at the hearing.
9. If the Grievance Officer decides to file a Formal Charge, the Officer must request that the Associate Dean for Student Affairs form a Grievance Committee as outlined in section II.A.2. The Associate Dean for Student Affairs shall appoint the members of the Grievance

Committee and Chair within seven days of receiving the Officer's request. The Grievance Officer shall file the Formal Charge with the Grievance Committee and the Respondent Student no later than two days following the Associate Dean for Academic Affairs' formation of the Committee.

10. The Grievance Officer will act as presenter at the Grievance Committee hearing and may call witnesses and present evidence. The Officer must present all non-privileged exculpatory and inculpatory evidence he has obtained during his investigation.
11. In the event of an informal resolution of a Formal Concern, the Grievance Officer must notify the Dean. The Grievance Officer shall exercise discretion as to whether to release a report of an informal resolution of a Formal Charge. If such a report is prepared, it must be consistent with the provisions of Section IV.G.

C. The Hearing

1. The respondent student must be given a hearing within 14 calendar days after receipt of a copy of the Formal Charge. The respondent student may choose the hearing date, subject to Committee approval. The respondent student may request a hearing date that is more than 14 calendar days after receipt of the Formal Charge, but such a request is subject to Committee approval, which shall not be unreasonably withheld.
2. The hearing is presumed closed to the public. The respondent student has the right to a public hearing, but the right is waived if the respondent student does not affirmatively elect a public hearing. If a private hearing is held, the proceedings must be kept confidential by the Grievance Committee and the Grievance Officer.
3. The respondent student and/or the respondent student's representative may appear in person, hear testimony, present information, call witnesses, and ask questions of witnesses at the hearing. The respondent student's decision to appear does not oblige the respondent student to testify. If the respondent student chooses not to testify, the decision will not be held against the respondent student.
4. The respondent student may choose not to attend a hearing and submit a written explanation in lieu of attendance. The Committee may ask the respondent student to clarify any portion of the written explanation; however, the respondent student may refuse to do so. If the respondent student fails to attend the hearing and all required procedures have been followed, the Committee may decide the case on the information, evidence, and witnesses present.
5. If there is a hearing, at least five Committee members (or their replacements) and the Grievance Officer must attend. The reporting person must appear and testify. A representative of the respondent student's choice may appear and represent the respondent student.

Witnesses shall be excluded from the proceeding when they are not testifying, except that the reporting person shall not be excluded from the hearing.

6. Witnesses and evidence in their possession, or under their control, may be called at the hearing by the Committee, the Grievance Officer, and the respondent student. The respondent student, the Grievance Officer, or the Committee may compel any member of the College of Law community to appear as a witness. Unjustified failure to appear or produce such evidence may constitute a violation of this Code, as provided in Section V.B.
7. During the hearing, members of the Committee, the respondent student or the Grievance Officer may question any witness, the reporting person, and the respondent student, if the respondent student testifies. While the Committee must fairly evaluate the evidence and reach a decision, the Committee may also call witnesses and ask questions as needed to ensure that an adequate factual record is developed at the hearing.
8. Formal rules of evidence shall not apply during the hearing.

D. Record

The respondent student may make a record of the proceedings. The Committee must make a tape recording of the proceedings. The Committee's record is to be given to the Associate Dean for Student Affairs to be kept for further reference by the committee. The respondent student may obtain a copy of the Committee's record by paying the cost of transcription.

E. Necessary Votes and Standard of Proof

The Committee cannot take action against a student unless at least five members are present. The respondent student will be found guilty if at least four of the Committee members present vote "guilty." A Committee member shall vote "guilty" only if convinced of guilt by clear and convincing evidence. The burden of proof is upon the Grievance Officer. The penalty will be determined by a majority vote of those present, except that the penalties of suspension or expulsion may only be imposed if all but one of the Committee members present vote to impose that penalty.

F. Rehearing

The respondent student may petition the Committee for rehearing. A rehearing will be granted if at least four of the Committee members vote in favor of the rehearing.

G. Report of Decision of the Grievance Committee

1. *Preparation and content.* The Committee chair shall prepare a full written report of the case. Any member of the Committee may write a

dissent, which will become part of the report. The report must include, if applicable, the offense charged, a summary of the evidence, factual findings, the reason for the findings and any other information necessary for a complete account of the case. Except where a respondent student has elected a public hearing, the report must remain confidential.

2. *Copies of the Grievance Committee's full written report shall be delivered to:*
 - a. the respondent student,
 - b. the Grievance Officer
 - c. the Associate Dean for Student Affairs. The Associate Dean for Student Affairs shall keep a copy in a file available in the event of appeal or further proceedings, and
 - d. the Dean.

3. When the Committee's decision is to resolve a matter with a private warning (as provided in § V.A.2), copies of the report shall be delivered to the respondent student and to the Grievance Officer. The original report shall be delivered in a sealed envelope to the Associate Dean for Student Affairs for retention in Committee files. The Associate Dean for Student Affairs or the Committee may direct that the report be unsealed if appeal or other proceedings appear to make it advisable.

H. Report to the Law School Community

1. *Release.* (Except as provided in subsection 2), the Associate Dean for Student Affairs in consultation with the Grievance Officer shall prepare a brief description of any Grievance Committee report and of any voluntary Consent Resolution of a Grievance. The report shall note that, pursuant to Section 14 of the Student Handbook, a Grievance Committee was convened, that a student was found in violation (or not found in violation) of the Honor Code, and the nature of the sanction imposed, if any. The brief description of the Grievance Committee's action shall not contain the name of the responding student or other information that would make the student's identity easily traceable. The brief description shall be posted in a conspicuous place for a period of 14 calendar days. Copies of the brief description shall be delivered by email to the students, the faculty, and the staff of the law school.

2. *Release in the case of private warnings.* When the Committee's decision is to resolve a matter with a private warning (as provided in §V.A.2), a notation of that fact shall be posted in a conspicuous place for a period of 14 calendar days.

I. Internal Procedures

The Grievance Committee has the power to implement reasonable and necessary procedures and/or rules to carry out the provisions of the Code.

Procedures or rules adopted for a hearing must be communicated to the respondent student.

J. Deviation from Procedure

Unintended or necessary deviation from the Code, including deviation from time limits, does not provide a defense for the respondent student unless it is shown that the respondent student suffers substantially by the deviation. The respondent student cannot be deprived of the right to a hearing before at least five Committee members, of the right to counsel, of examination of witnesses, and of confrontation with the accuser. Objections regarding deviations from the Procedure must be timely raised.

K. Expedited Process

The respondent student or the Grievance Officer may request that the process of investigation and hearings be expedited, waiving time limits and/or procedural steps set out in this Section V. Any such request shall be in writing, submitted to the Grievance Committee Chair, with a copy to the Grievance Officer or the respondent student who shall have an opportunity to respond.

The Grievance Officer shall rule on such requests, making reasonable efforts to grant them to the extent that expedited process permits a complete and fair investigation, hearing and deliberation. The Grievance Officer's ruling may be reversed or modified by majority vote of the Committee upon the motion of any Committee member.

Section V: Penalties and Violations

A. One or more of the following penalties may be imposed if the respondent student is found guilty:

1. Reduction of the grade in the class or subject to which the violation relates. However, any reduction of a class grade as a penalty for a violation requires the advice and consent of the faculty member teaching the class.
2. A Committee opinion concerning the propriety of the conduct, concerning the applicability of the Grievance document language, or similar matters, either coupled with or without a private warning to the person or persons involved.
3. A formal reprimand. The reprimand may or may not name the student involved, may or may not be posted with the Committee Report, may or may not be delivered to the Dean with directions to place a copy in the student's academic file.
4. A decision to place the student on disciplinary probation. The probation may be for a fixed period, may be until the completion of

identified conditions or may be indefinite. Indefinite probation expires automatically upon graduation.

- a. Probation may be conditioned upon restitution measures such as the following:
 - i. Replacement of or payment for items taken or damaged.
 - ii. Written apology to persons injured.
 - iii. Written explanation clearing the name of students or others who in the absence of such explanation may innocently suffer blame or humiliation as a consequence of the student's own misconduct.
 - iv. Donation of time or services to the law school library, administration, faculty, class, CDR clients, Student Bar Association, or others affected by the student's conduct.
- b. Probation may be conditioned upon compensatory measures such as:
 - i. Donation of time or services to public service projects or to the law school library, administration, faculty, CDR, class or Student Bar Association.
 - ii. Repeating a class or project affected by the student's conduct.
 - iii. Completing an additional project in the course affected by the student's conduct.

5. Suspension

6. Any appropriate combination of the above, or such other or additional disposition as appears appropriate.

7. Expulsion

B. The following are academic violations for which the Grievance Committee may impose penalties.

1. To engage in conduct that obstructs the instructional process of the College, such as:
 - a. Stealing or converting library materials.
 - b. Stealing or converting classroom materials.
 - c. Stealing or converting faculty teaching materials.
 - d. Falsification of the attendance roster.

2. To engage in conduct that obstructs the learning efforts of fellow students, such as:
 - a. Stealing or converting a student's books, notes, supplementary study aids, work product.
 - b. Stealing or converting a student's tape recorder, typewriter, computer, computer program.
 - c. Prevention of or unauthorized interference with another student's ability to attend classes.

3. To engage in conduct that obstructs the Evaluation Process of the College, such as:
 - a. Communicating to a grader the identity of a student who has taken an exam, or other course-required project that is to be anonymously graded, before grading has been completed.
 - b. Violating the time limits provided for an exam, either by beginning before the stipulated time or by answering after the time set for completion.
 - c. Acquiring or divulging unauthorized information concerning the content of an examination or other graded course material.
 - d. Misrepresenting the identity of the person taking an exam or completing course-required material.
 - e. Falsely representing completion of a course requirement.
 - f. Collaborating upon a course-required project without the authorization of the instructor.
 - g. Falsely representing another's words or ideas as one's own, in any academic work.
 - h. Falsifying or inventing information in an academic work without authorization.

4. To engage in conduct that obstructs the provision of Clinical Services by the College, such as:
 - a. Neglect of the affairs of a Clinic client entrusted to the student.
 - b. Unauthorized revelation of a Clinic client's confidences.
 - c. Unprofessional conduct while engaged in representation of a Clinic client.

5. To engage in conduct that obstructs the operation of the Grievance Procedure of this Code, such as:
 - a. Failing to appear, to testify or to produce items when directed to do so by the Grievance Committee, a Grievance Officer or a respondent student.
 - b. Giving false or misleading information to the Grievance Committee with intent to deceive the Committee or concealing information from the Grievance Committee with such intent.
 - c. Falsely accusing a student of an academic violation.
 - d. Improperly influencing the judgment of a Grievance Officer in the exercise of the officer's discretion, or a member of the Grievance Committee in the exercise of the member's duties under this Code.
 - e. Revealing, without authorization, the identity of a respondent student.
 6. To knowingly:
 - a. Solicit another to commit an academic violation.
 - b. Conspire with another to commit an academic violation.
 - c. Attempt to commit an academic violation.
 - d. Aid or abet another in commission of an academic violation.
 - e. Furnish materials or services to another, knowing that his or her purpose is to commit an academic violation with the use of such materials or services.
 7. The above listings are not exhaustive. The Grievance Committee may also impose a penalty for student conduct which obstructs the instructional process, the learning process, the evaluation process, the provision of Clinical Services, or the operation of the Grievance Procedure in a manner similar to the examples listed.
- C. The Committee shall consider the following guidelines when it selects a penalty.
1. Selection of an appropriate disposition should reflect a finding that the student's conduct was purposeful, knowing, reckless or merely negligent. In the latter case, a disposition should rarely exceed a warning or private reprimand, coupled with such provisions as are necessary to accomplish restitution.
 2. Selection of an appropriate disposition should reflect the increased culpability present where the conduct is repeated, where the impact

of the conduct is widespread or particularly severe, or where the impact is upon a client.

3. Selection of an appropriate disposition should reflect the importance of promoting and protecting the learning process and equality of access to law school materials, the integrity of the grading process, and respect for principles of confidentiality.
4. Selection of an appropriate disposition should reflect the need to deter the student from repeating, and other students from engaging in, the improper conduct. It should be designed to remove any unfair advantage gained by reason of the conduct. If another has been injured by the student's conduct, the disposition should be designed to provide restitution to the degree practicable.
5. Selection of an appropriate disposition should reflect sensitivity to the impact of any adverse decision upon the reputation and future of the student.

Section VI: Appeals

- A. If the Grievance Committee has imposed a penalty, the one penalized may either appeal to the faculty or accept the Grievance Committee's penalty. The appeal may only be based on significant procedural error in the proceeding; significant new evidence not presented in the initial hearing which was not known to the appealing party at the time of the original hearing and was not discoverable by the exercise of reasonable diligence; a clearly excessive penalty; misconduct on the part of the Grievance Officer; or evidence of bias on the part of any member of the Grievance Committee
 1. The appeal must be submitted in writing to the Associate Dean for Student Affairs within seven (7) calendar days of the posting of the report by the Grievance Committee. The posting of the report will not be affected by an appeal; however, the imposition of a penalty will be delayed while the appeal is pending.
 2. The faculty may, at its discretion, deny a petition for review by a vote of the majority of the members present.
 3. The faculty may alter the Grievance Committee's determination of guilt, or penalty, by a vote of a majority of the faculty eligible to vote at faculty meetings.
 4. The faculty will not increase the penalty unless the Grievance Committee's choice of penalty is clearly inappropriate. The faculty may impose only the type of penalty the Grievance Committee may impose.
 5. When determining the penalty, the faculty will look to Section V for guidance.

6. The faculty will grant the respondent student a reasonable opportunity to be heard. The faculty may limit the amount of time the student may use, as long as the opportunity to be heard is adequate.
 7. The student may appear with or through counsel.
 8. The faculty shall prepare a report of its decision, excluding any information tending to reveal the identity of the respondent student unless such disclosure is necessary to protect the reputation of a student or the school. A copy of the report shall be posted in a conspicuous place for a period of 14 calendar days. A copy shall be delivered to the respondent student or the respondent student's representative. A copy shall be given to the Associate Dean for Student Affairs for retention in Committee files. Except in cases where the faculty elects to resolve a matter by private warning, a copy shall be delivered to the Dean together with the name of the respondent student.
- B. Faculty members who participated in a Committee decision involving the case appealed, or who have an interest in the case that may prevent them from fairly considering the matter, may not hear the appeal.
- C. If faculty or administration assistance is necessary to administer a penalty, the faculty and administration will implement the penalty.
- D. The decision of the faculty on appeal shall be final. This Code does not impinge on anyone's duty to report information to a bar organization.

Section VII: Effect on Graduation and Degree

- A. The filing of a Formal Charge with the Grievance Committee will have the effect of suspending a respondent student's normal graduation date pending completion of the proceedings, any appeal and any penalty that may be imposed.
- B. If the proceedings, appeal and penalty have not been completed three weeks prior to a respondent student's normal graduation date, the respondent student may request the privilege of participating in graduation ceremonies and receiving a degree subject to completion of the grievance process. The request must be in writing, addressed to the Board of Trustees, the University President, and the Dean, and it must be submitted to the Dean.
- C. If the respondent student submits a request pursuant to this Section VII, the name of the respondent student shall be included on the list of candidates for graduation submitted to the faculty for their recommendation to the Board of Trustees. To the extent reasonable under the circumstances, the existence of the pending grievance shall not be disclosed to the faculty, and the faculty's recommendation as to the respondent student shall not reflect in any way on the merits of the allegations or any aspect of the grievance procedure.

- D. If the faculty recommends the respondent student for graduation, the Dean shall forward the respondent student's request to the University President, together with any recommendation that the Dean, the Grievance Officer, the Grievance Committee and the Grievance Officer may wish to submit. The University President has unconstrained discretion to (1) forward the request to the Board of Trustees, (2) deny the request and remove the name of the respondent student from the list of candidates for degrees submitted to the Board of Trustees, or (3) take such other action as the University President deems appropriate.
- E. If the Board of Trustees approves a "degree subject to completion," the respondent student may participate in graduation ceremonies but will receive, instead of a degree, a brief letter stating that the respondent student has satisfied degree requirements except in regard to matters that are the subject of a pending grievance procedure.
- F. At the conclusion of the grievance procedure and any appeal, the "degree subject to completion" shall be canceled. If the respondent student is acquitted, the respondent student shall receive a degree dated as of the respondent student's normal date of graduation. If the respondent student is found guilty and the penalty entails denial of the degree, the effect shall be that the respondent student is deemed to have never received a degree. If the respondent student is found guilty but the penalty does not entail denial of the degree, the degree shall be awarded within a reasonable time after the Dean certifies to the University President that the procedure has been completed and the respondent student has satisfactorily completed the penalty.

II. Willamette University Code of Student Conduct

College of Law students are subject to the Willamette University Code of Student Conduct. A copy of the Code is posted on Willamette's web site each fall semester.

III. College of Law Grievance Procedures

- 1. Students who believe that a faculty or staff member has violated their rights have the responsibility to discuss thoroughly their complaints with that faculty or staff member.
- 2. In the case that students and the faculty or staff member involved are unable to resolve their differences, students should then discuss the complaint with the Dean of the College of Law. After the initial meeting, the faculty or staff member, the Dean and the student may meet if all parties agree. At the conclusion of these steps the Dean may dismiss the student's complaint, but only if the Dean makes a finding that the complaint is essentially a dispute about a faculty member's judgment in grading.
- 3. If students are not satisfied by steps one and two, and provided the Dean has not dismissed the complaint, they should submit a written complaint to the Dean. The student may have assistance in drafting the complaint.

Upon receipt of the written complaint, the Dean will impanel a Grievance Board. A Grievance Board will be composed of six members – two students from the Student Grievance Committee, three faculty members (normally from the Faculty Personnel Committee), and the Dean or Associate Dean for Student Affairs, who serves as Chairman, and who votes only in case of a tie. The student and faculty or staff member are each entitled to four peremptory challenges. Copies of the complaint will be sent by the Dean to the faculty or staff member involved, the student, and the members of the Grievance Board.

4. Within ten class days of receiving a copy of the student's complaint, the faculty or staff member involved shall submit a written response to the Grievance Board Chairperson. Copies of the response shall be given to all persons who received copies of the student's complaint.
5. The Grievance Board will convene within fifteen class days of receiving the response. After reading and discussing the complaint and the response, the Grievance Board may request personal interviews with the faculty or staff member and student involved and third parties who are knowledgeable about the matter. Request for a personal interview with the committee may also be made by the faculty or staff member, the student, or by the above-mentioned third parties. In the event that these interviews are conducted so that the parties appear separately before the committee, taped transcripts of such interviews will be available to the faculty or staff member and student involved. If such interviews are not deemed necessary, the Grievance Board shall write a recommendation and rationale upon reading and discussing the initial written complaint and response. Copies will be sent to the student, the faculty or staff member, and the superior.
6. If after ten days, the Grievance Board is aware that no action has been taken on its recommendation, it may forward its recommendation to other levels for further action (e.g., President, appropriate Vice President).
7. A written appeal to the Chairperson of the Grievance Board may be filed within five days after the receipt of the recommendation. Upon receipt of the written appeal, the Chairperson of the Grievance Board shall submit a copy of the original complaint, response, all testimony, Grievance Board recommendations and rationale, and the appeal to the President of the University.
8. All proceedings of the Grievance Board shall be kept confidential and not noted in the student's permanent record.
9. The student who desires to use the procedures must file a written complaint by the end of the next semester after the time he/she believes his/her rights were violated.

Section 15

FEDERAL EDUCATION REGULATIONS

I. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act, Public Law 93-380, effective November 19, 1974, is intended to ensure a student's right to inspect and review his/her educational records and to protect the student's right to privacy by limiting the transferability and disclosure of information in his/her records without prior consent. For additional information, visit the Office of the Registrar web site at: willamette.edu/dept/registrar/policy/ferpa/index.html.

Under the guidelines of FERPA, a student has the right to:

1. Inspect and review his/her educational records.
2. Seek amendment of his/her educational record which the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. Consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that the Act authorizes disclosure without consent.
4. File with the Department of Education a complaint under the Act concerning alleged failures by Willamette University to comply with the requirements of the Act.

A. Directory Information

The University designates as directory information, which may be disclosed from records relating to a student or applicant for admission without his or her consent, a student's or applicant's name, address, telephone number, email address, current enrollment status, dates of attendance, degrees conferred and dates, major field of study, sports participation history, height/weight of athletes, photographs, honors and awards, previous institutions attended, date and place of birth.

Public notice of these categories and of the right of an individual in attendance to refuse to permit the designation of any or all of them as directory information with respect to him or her will be given annually. Failure to respond to such notice will result in the routine disclosure of one or more of the designated categories of personally identifiable information. The University will continue to exercise informed discretion in responding to requests for information contained in records maintained by it that relate directly to students.

B. Limitations on Re-disclosure

Except for disclosures of directory information, the University will inform a party to whom a disclosure of personally identifiable information from

the records of a student is made only on the condition that the party will not disclose the information to any other party without the student's prior written consent.

Under the guidelines of FERPA, the accessibility to educational records is limited to school officials with a legitimate educational interest. Willamette University institutional policy is consistent with the intent, guarantees and safeguards embodied in the legislation. Departmental policies may vary procedurally, but are to be in alignment with institutional guidelines.

All requests for directory information holds must be in writing and submitted to the Office of Student Affairs by the last Friday of the first week in the fall semester. Willamette University will honor the request for no more than the academic year, at which time it must be re-filed.

A student's last selection for the disclosure of directory information at the time of graduation, or the last date of attendance, remains in effect after graduation indefinitely. A former student may request the removal of non-release of directory information after graduation or the last date of attendance by doing so in writing. However, a former student may not change from release to non-release after graduation or the last date of attendance.

The University has developed institutional procedures to ensure compliance with the Family Educational Rights and Privacy Act. A complete description of the regulations, guidelines and procedures in handling student educational records can be found in the OSA, Room 202; Office of the Registrar, University Center or the Office of Residence Life, Doney Hall.

II. Statement of Equal Opportunity and Compliance

Willamette University is a diverse community that provides equal opportunity in employment, activities, and its academic programs. The University shall not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, veteran status and sexual orientation. Willamette is firmly committed to adhere to the letter and spirit of all federal and state equal opportunity and civil rights laws, including but not limited to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 (ADA), and their implementing regulations. Willamette University complies with the Student-Right-to-Know Act, the Campus Security Act and Clery Act, the Equity in Athletics Disclosure Act (EADA), and the Family Educational Rights and Privacy Act (FERPA). For information on who to contact with questions regarding the University's compliance with these laws, contact the Office of Human Resources, Willamette University, 900 State Street, Salem, OR 97301, 503-370-6210.

III. Statement of Title IX Compliance

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Areas of the institution where Title IX may have application include athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities. Willamette has established a committee of Title IX Coordinators to respond to concerns in these areas. Questions related to this policy can be directed to the Vice President and Executive Assistant to the President, who serves as chair of this committee and is the University's central Title IX Coordinator.

Contacts for Title IX Inquiries:

willamette.edu/offices/hr/policies/NonDiscTitleIX/contacts/

Section 16

STUDENT APPEARANCE RULE & ADMISSION TO THE BAR

I. Excerpt from rules for admission of attorneys relating to law student appearances in Oregon (Court Certification) (Revised September 26, 2012)

13.05 Purpose of Law Student Appearance Program

The bench and the bar are primarily responsible for providing competent legal services for all persons, including those unable to pay reasonable fees for these services. As one means to develop trial and appellate advocacy skills and to encourage law schools to provide clinical instruction in trial and appellate work, Rules 13.05 to 13.30 are adopted. Nothing contained in these rules shall affect the right of any person who is not admitted to the practice of law to do anything that the person might lawfully have done prior to the adoption of these rules.

13.10 Appearances and Activities of Eligible Law Student

- (1) An eligible law student may appear before any court or before any administrative tribunal in this state in accordance with this rule. As used herein, "appear" or "appearance" means personal appearance before a court or an administrative tribunal.
- (2) The law student shall at all times be subject to the supervision of a member of the Oregon State Bar, except as provided in subparagraph (3) of this rule.
- (3) Subject to the client's approval as hereinafter provided, an eligible law student may appear for a client, with or without the supervising attorney being present, except as hereinafter provided. The extent of the law student's participation shall be determined by the supervising attorney, giving due consideration to the nature of the case, the ability and experience of the student and the complexity of the factual and legal issues involved.
- (4) Except as provided for in subparagraph (5) of this rule, no law student shall appear without the supervising attorney in (a) any criminal case in which the defendant may be subject to a felony conviction, (b) any juvenile case where the act committed by the juvenile if committed by an adult would have been considered a felony or (c) in any commitment proceedings.
- (5) An eligible law student may appear in any civil or criminal matter, on behalf of the state or any other governmental body, with the written consent of the supervising attorney of the state agency or governmental body.
- (6) No law student shall appear until the client, the supervising attorney and the judge of the court or the presiding officer of the tribunal have consented to such appearance. The supervising attorney shall be responsible for explaining to the client the nature and extent of the law student's participation and for obtaining the client's consent to such participation.

The client's consent shall be in writing and filed with the court or tribunal and become part of the record of the case.

13.15 Other Activities of Eligible Law Student

- (1) An eligible law student may engage in other activities, under the general supervision of a member of the bar but outside the personal presence of that attorney, including:
 - (a) Preparation of pleadings and other documents to be filed in any matter in which the student is eligible to appear; but such pleadings or documents must be signed by the supervising attorney;
 - (b) Preparation of briefs, abstracts and other documents to be filed in the appellate courts of this state; but such documents must be signed by the supervising attorney;
 - (c) Assistance to indigent inmates of correctional institutions or other persons convicted of crimes who request such assistance in preparing habeas corpus applications and supporting documents for post-conviction relief, except when the assignment of counsel in the matter is required by any constitutional provision, statute or rule of the Court; provided that if there is an attorney of record in the matter, all such assistance must be supervised both by the supervising attorney and the attorney of record, and all documents submitted to the court on behalf of such client must be signed by the attorney of record.
- (2) Each document or pleading prepared under subparagraph (1) of this rule must contain the name of the eligible law student who has participated in drafting it. If the student participated in drafting only a portion of it that fact may be mentioned.
- (3) An eligible law student may participate in oral argument in appellate courts, but only in the presence of the supervising attorney.

13.20 Requirements and Limitations

- (1) To be eligible for certification pursuant to these rules, a law student must:
 - (a) Be duly enrolled in or have graduated from a law school approved by the American Bar Association;
 - (b) Have completed legal studies amounting to at least four semesters of full-time law study or the equivalent;
 - (c) Be of good character and be adequately trained to perform competently as a legal intern; and

- (d) Certify in writing to the dean of the law school that the student has read and is familiar with the Model Rules of Professional Conduct of the American Bar Association and the Oregon Rules of Professional Conduct of the Oregon State Bar.
 - (e) Cause the dean of the student's law school to certify that the student is eligible under subsections (a), (b), (c) and (d) substantially in the form set forth in Appendix A.
- (2) A certified law student shall neither ask for nor receive any compensation or remuneration of any kind for the student's services directly from the client on whose behalf service is rendered; but an attorney, legal aid organization, law school, public defender or any governmental body may pay compensation to the eligible law student as an employee, and the employer may charge for the student's services. The certified law student's supervising attorney shall introduce the law student to the court or tribunal in which the student is to appear.

13.25 Certification Procedure

The certification of a student by the law school dean:

- (1) Shall be filed with the State Court Administrator and, unless it is withdrawn sooner, shall remain in effect until the expiration of the earlier of (a) eighteen months after it is filed or (b) the announcement of the results of the first bar examination following the student's graduation, provided, for any student who passes that examination, the certification shall continue in effect through the date of the first swearing-in ceremony following the examination.
- (2) May be withdrawn by the dean at any time by mailing a notice to that effect to the State Court Administrator. It is not necessary that the notice state the cause for withdrawal.
- (3) May be terminated by the Court at any time without notice or hearing and without any showing of cause. Notice of the termination shall be filed with the State Court Administrator.

13.30 Supervision

The member of the bar under whose supervision an eligible law student does any of the things permitted by these rules shall assume personal professional responsibility for the student's guidance in any work undertaken and for supervising the quality of the student's work. The supervising attorney shall assist the student's analysis, preparation and performance to the extent the supervising attorney considers appropriate, giving at all times consideration to the interests of the client.

Additional Requirements for Certification Under WUCL Policy

The College of Law requires, in addition to the qualifications stated under 13.20 above, that the student has taken Evidence and Professional Responsibility and that the student is in good standing (i.e. has a cumulative GPA of 2.30 or better) before the Dean will certify the student.

II. State Bar and MPRE Information

A. Admission to the Bar

1. General

Students should familiarize themselves with the rules governing admission to the bar in the states in which they intend to practice and comply with the requirements of such states relating to age, preliminary education, law school courses and other legal training. Information may be obtained from relevant State Bar Associations.

2. Subjects covered on bar examinations

Willamette University College of Law course titles do not always correspond to subject titles provided by various bar associations. This being so, we have listed below common bar subject titles followed by the title of the College of Law course where that subject is most fully covered.

<u>Bar Subject</u>	<u>College of Law Course Title</u>
Administrative Law & Procedure	Administrative Law
Agency	Business Organizations
Civil Procedure	Civil Procedure
Commercial Papers	Payments System
Community Property	Community Property
Constitutional Law	Constitutional Law
Contracts	Contracts
Corporations	Business Organizations
Criminal Law	Criminal Law
Criminal Procedure	Criminal Procedure
Decedents' Estates	Trusts & Estates
Environmental Protection	Environmental Law & Policy
Evidence	Evidence
Federal Income Tax	Federal Income Tax, Business Entities Tax, Estate Planning (Oregon does not test on Estate & Gift Tax)
Labor Law	Labor Law
Land Use	Land Use Planning
Legal Ethics	Professional Responsibility
Partnerships	Business Organizations
Personal Property	Property
Real Property	Property, Real Estate Transactions
Remedies	Remedies
Securities Regulation	Securities Regulation
Torts	Torts
Trial Practice	Trial Practice, Evidence, Civil Procedure
Trusts	Trusts & Estates
Uniform Commercial Code	
Art. II Sales	Sales
Art. III Negotiable Instruments	Payment Systems
Art. IX Secured Transactions	Secured Transactions
Wills	Trusts & Estates

Subjects Covered on the Bar Examination of the Five Western States

<i>Subject</i>	<i>Oregon</i>	<i>Washington</i>	<i>California</i>	<i>Alaska</i>	<i>Hawaii</i>
Administrative Law					
American Indian Law					
Business Organizations	X	X	X	X	X
Civil Procedure	X	X	X	X	X
Community Property			X		
Conflict of Laws		X		X	X
Constitutional Law	X	X	X	X	X
Contracts	X	X	X	X	X
Criminal Law	X	X	X	X	X
Criminal Procedure	X	X	X	X	X
Evidence	X	X	X	X	X
Family Law		X		X	X
Federal Income Tax					
Payment Systems		X			X
Professional Responsibility	X	X	X	X	X
Property	X	X	X	X	X
Real Estate Transactions	X	X	X	X	X
Remedies			X		
Sales	X	X	X	X	X
Secured Transactions	X	X		X	X
Torts	X	X	X	X	X
Trusts & Estates	X	X	X	X	X

1. Questions on material covered in Land Use Planning, State Constitutional Law, and Business Entities Tax appear infrequently on the bar exams in some states. Also, Consumer Protection Law is tested on the Washington bar exam, but this topic is covered in the Washington bar review course.
2. Trusts & Estates is not tested separately on the Alaska bar but questions from this course are included in the Multistate Bar Exam (which Alaska uses).

Types of Examination Used in the Five Western States

Subject	Oregon	Washington	California	Alaska	Hawaii
Multistate Bar Exam (MBE)	X	X	X*	X	X
Multistate Performance Test (MPT)	X	X	X	X	X
Multistate Essay Exam (MEE)	X	X		X	X
Essay	X	X	X	X	X

*Two 3-hour performance tests

1. Refer to the individual state bar web site for the application packets for admission to the bar.
2. Certificates of Graduation are required as part of the application for every state bar examination. The certificate forms should come with the application packet or during the application process. As a part of the Petition for Graduation process, the OSA will require that you disclose the bar(s) to which you will be applying. Certificate of Graduation forms which have been submitted in a timely manner will be mailed from the Law School the week following graduation. Please notify the OSA if you do not receive a Certificate of Graduation form with your state bar application packet.
3. Notary services through the OSA will be provided solely for WUCL students and graduates, for the purposes of application for state bar examinations only between 9:00 am - 3:00 pm, based on OSA staffing availability. No fees will apply for the notary service provided. The notary public has the sole responsibility to refuse a notarization, as that is Oregon law.

B. *Uniform Bar Examination (UBE)*

1. *UBE Jurisdictions*

Currently, the UBE jurisdictions are as follows:

Alabama (July 2011)
 Alaska (July 2014)
 Arizona (July 2012)
 Colorado (February 2012)
 Connecticut (February 2017)
 District of Columbia
 (July 2016)
 Idaho (February 2012)
 Iowa (February 2016)
 Kansas (February 2016)
 Minnesota (February 2014)
 Missouri (February 2011)

Montana (July 2013)
Nebraska (February 2013)
New Hampshire (February 2014)
New Jersey (February 2017)
New Mexico (February 2016)
New York (July 2016)
North Dakota (February 2011)
Oregon (July 2017)
South Carolina (February 2017)
Utah (February 2013)
Vermont (July 2016)
Washington (July 2013)
West Virginia (July 2017)
Wyoming (July 2013)

The UBE was developed by the National Conference of Bar Examiners (NCBE). More information about the UBE can be found at the NCBE web site: ncbex.org/exams/ube/

2. *How the UBE is Administered*

The UBE has three sections: Multistate Bar Examination (MBE); the Multistate Essay Examination (MEE); and two Multistate Performance Test (MPT) tasks. The UBE is administered over two days, with the MBE given on the last Wednesday of February and July, and the MEE and MPT given on the Tuesday prior to that.

C. *Multistate Professional Responsibility Examination (MPRE)*

1. *States in which the MPRE is required for admission to the bar*

The Multistate Professional Responsibility Examination (MPRE) is required for admission to the bars of most jurisdictions. Check with the board of bar examiners in the state in which you plan to seek bar admission. Web site links for many jurisdictions can also be accessed via the NCBE web site at: ncbex.org/exams/mpre/

2. *When a student may take the MPRE*

The examination is administered three times per year at established test centers across the country. Check out the Helpful Resources section of the MPRE Services web site at: ncbex.org/exams/mpre/registration/ for the schedule of dates. Law students may take the MPRE prior to graduation, and the testing schedule is designed to make this possible. Thus, you can pass part of your bar exam while still in law school. Oregon will honor a passing score on the MPRE for 24 months. For other states, check with the bar examiners where you plan to practice law.

Section 17

J.W. LONG LAW LIBRARY

To access resources and more information, visit the Law Library website at:
willamette.edu/law/longlib/

Phone Numbers

Main Extension: 503-370-6386
Circulation Desk: 503-375-5300
Reference Desk: 503-375-5330
Student Fax: 503-370-6579

Library Staff email addresses and phone numbers are available at:
willamette.edu/law/longlib/about/library_staff/

Access to the Library

Law faculty, staff, law and joint degree students have year-round 24-hour access to the law school and law library. The building is locked at 7:00pm and on the weekends. Swipe your Willamette ID card to enter the building and the law library after hours.

Carrels

Law and joint degree students may request a study carrel. Carrel assignments are issued at the beginning of the school year.

Policy & procedures are available at: **willamette.edu/law/longlib/rooms-equipment/carrel/**

Cell Phone Use

Making and taking cell phone calls are disruptive to those using the library for quiet study. Set your phone to vibrate and limit phone conversations to the copier rooms on the 2nd and 3rd floors and the computer room on the 1st floor or talk on your cell phone outside the library.

Checking Out Books and Other Material

A Willamette ID is required to check out library materials:

Items on Reserve & Study Aids	24 hours (unless otherwise specified)
Law & International Collections & Periodicals	1 semester loan
Popular Movies	7 days

Although the library does not fine for overdue items, they are subject to recall and you are liable for replacing any library materials you lose or fail to return when due. In addition, you may not be permitted to check out additional library materials if you have overdue items on your account.

For more information visit the Circulation Policies webpage:

willamette.libguides.com/circulation_policies

Computing

The Willamette Information Technology Services maintains a Help Desk in Room 227 in the Law Library. Assistance is available to resolve problems with your personal computer and to help you access computing services available on campus.

See: **willamette.edu/offices/wits/helpdesk/**

Computers and printers are available in rooms 126 and 236 for academic purposes and are restricted through login and password to law and joint degree students. Printing is free. Access to the campus network is a privilege subject to University policies and may be revoked at any time.

University policies related to computer use on campus can be found at:

willamette.edu/offices/wits/about_wits/policies/rup/

Conduct

In order to maintain a professional library environment and respect the needs of other library users, the following are prohibited:

- Pets, except for service animals
- Excessive noise: quiet is expected on the 1st and 3rd floors
- Unsupervised children
- Tobacco products & e-cigarettes
- Bicycles, skate boards, etc.
- Posting materials anywhere in the library
- Taking library books out of the library without proper check-out
- Intentional damage, destruction or theft of library equipment or property (this is also an Honor Code violation—see Section 14)

Copiers/Scanners

Copiers/scanners are available on each floor in Rooms 126, 235 & 307. Students may add funds to their student ID card at the wall-mounted card load station adjacent to the Circulation Desk. Photocopies cost .10 per page. Scanning to email or a flash drive is free.

Databases

A complete listing of research databases are available at:

law.willamette.libguides.com/lawdatabases. Most databases are available off campus to Willamette students and faculty.

Bloomberg, Lexis/Nexis, and Westlaw databases may be used for academic purposes only and by contract are limited to law faculty and law and joint degree students. Personal passwords are required. Passwords are distributed to first-year students during orientation. See a reference librarian for assistance if you are having trouble with your password or need a new one.

The library maintains an online catalog where you can search for books and online resources owned by Willamette libraries including the Law Library and the Hatfield Library.

Search the catalog from the Law Library website: **willamette.edu/law/longlib/**

For more information and guidance on using online resources, contact the Reference Desk.

Food & Drink Policy

Snacks that can be eaten quietly are allowed in the library. Nothing messy, smelly or noisy is allowed. This includes study rooms. Please eat meals outside of the library. Non-alcoholic drinks are allowed. Pick up after yourself and dispose of trash and recyclables in appropriate receptacles. Report all spills to the library staff.

Group Study Rooms

Law student study groups may reserve study rooms in advance for 2-hour blocks. Sign-ups are located on the doors of the rooms. Priority is given to study groups over individual use.

1st Floor: Room 127

2nd Floor: Rooms 232, 234, 239, 240 and 241 (Flat panel monitors and DVD players are available in Rooms 239 & 240)

3rd Floor: Room 304 (A large flat panel monitor is available to connect to your laptop)

Library Classrooms

2nd Floor: Rooms 238 & 242

3rd Floor: Room 301

When classes are not scheduled, classrooms may also be reserved for group study. Contact Cherri Miles at cmiles@willamette.edu to make a reservation.

Lost & Found

The library's Lost & Found is located at the Circulation Desk.

Privacy Room for Nursing Mothers

Located in Room 129, this room offers privacy and a comfortable space for nursing mothers. Contact Galin Brown at gbrown@willamette.edu for more information.

Reference

Professional reference librarians are available to assist you with your research projects related to school or work.

The Reference Desk is staffed during the following hours:

Monday - Thursday: 9:00am – 8:00pm

Friday: 9:00am – 5:00pm

Sunday: 1:00pm – 5:00pm

In addition to visiting the Reference Desk in person, you may contact the Reference desk by:

Phone: 503-375-5330

Email: law-ref@willamette.edu

Ask a Librarian: The library's chat service is available on the Law Library website during the scheduled hours noted above.

Security

Please report all emergencies (fire, medical, theft, etc.) and suspicious individuals to Campus Safety (x6911 or 503-370-6911). Do not admit strangers to the library or to the law building after the doors have been locked. After dark, Campus Safety escorts are available (call x6911). Please secure your valuables at all times and do not leave them unattended.

Study Aids

The library maintains a browsable collection of popular study aids for first-year and upper division classes. Also included in the collection are books that discuss effective study strategies, exam prep and law school success. These books are available in the main reading area as you walk into the library. Study aids may be checked out for 24 hours. The following series are available:

Acing Series

Concise Hornbooks

Examples & Explanations Series

Nutshell Series

Questions & Answers Series

Understanding Series

Section 18

COLLEGE OF LAW ADMINISTRATION & SERVICES

I. Deans' Offices

The Deans' offices are located on the fourth floor.

Curtis Bridgeman, Dean (Room 409)

Norman R. Williams, Associate Dean for Academic Affairs (Room 415)

Daniel Santos, Associate Dean for Student Affairs & Administration (Room 406)

Edward J. Harri, Assistant Dean for Student Affairs (Room 430)

Dean Bridgeman represents WUCL internally (at the University level) and externally. He supervises the operation of all aspects of the law school, both academic and administrative. His executive assistant, Ashley Stovin, handles his meeting schedule. She can be reached at 503-370-6605 or atown@willamette.edu.

Associate Dean Williams serves as the College of Law's Associate Dean for Academic Affairs. He is responsible for the preparation of class schedules and examination schedules, as well as faculty research and development. His administrative assistant, Kathleen Fitzgerald, handles his meeting schedule. She can be reached at 503-370-6402 or kfitzger@willamette.edu.

Associate Dean Santos serves as the College of Law's Associate Dean for Student Affairs and Administration. He is responsible for student affairs, including academic matters, and for the supervision of various administrative offices within the College of Law. He counsels students on both academic and personal issues and supervises the staff and operations of the Office of Student Affairs. He also works with the Admission Office Staff and with the Placement Office. His administrative assistant, Kathleen Fitzgerald, handles his meetings schedule. She can be reached at 503-370-6402 or kfitzger@willamette.edu.

Professor Ed Harri also serves as Assistant Dean for Students. He counsels with students, on both academic and personal issues. He is the WUCL contact person for students with disabilities requesting accommodations. Assistant Dean Harri can be reached at eharri@willamette.edu or in person in Room 430.

II. Office of Student Affairs

The Office of Student Affairs (OSA) is located on the second floor in Room 202 and is open for business Monday through Friday, from 8 a.m. to 4 p.m. The OSA is where students conduct most of their daily business. Students pick up and return Legal Research & Writing assignments and obtain student box and locker assignments. Students may reserve rooms for organization meetings, inquire about various deadlines in the academic calendar, and obtain information about graduation requirements.

The OSA also oversees class registration as well as the administration of final examinations. This is the place to turn if a student has questions about most aspects of WUCL (if the OSA personnel can't answer the question or handle the request, they will know who can).

The OSA staff are:

Ann Abbott, College of Law Recorder
Email: aabbott@willamette.edu
Phone: 503-375-5331

Phom Ashford, Office Manager
Email: pashford@willamette.edu
Phone: 503-370-6704

Michelle Noland, Office Coordinator
Email: mnoland@willamette.edu
Phone: 503-370-6380

Andrea Saele, Office Coordinator
Email: asaele@willamette.edu
Phone: 503-370-6380

Office of Student Affairs
Email: law-osa@willamette.edu
Web site: willamette.edu/internal/students/osa/

III. The Placement Office

The Placement Office invites students to partner with us in developing their career skills by taking advantage of career coaching, professional networking opportunities, workshops, and professional skill development programs. Relationships matter in the practice of the law; many of the events and activities are planned to create and promote new relationships among attorneys, judges, alumni, and WUCL law students. Even if you practice law outside of Oregon, learning these skills now will help you professionally in the future.

Location & Hours: The office is located on the 2nd floor of the law school next to Student Affairs. Hours: 8 a.m. to 5 p.m. during the school year; 8:30 a.m. to 4:30 p.m. during the summer.

Appointments and Open Hours: Appointments can be made with Placement Office Advisors on Symplicity. The office maintains an open door policy for drop-in questions or visits. Each Wednesday is designated “Open Hours and Treats” – no appointments are required. For meetings with Terry Wright, the Externship Director, please schedule appointments via email.

Professionals and Staff:

Phylis Myles, J.D., Assistant Dean, Placement Office
pmyles@willamette.edu
503-370-6596

Marti McCausland, J.D., Assistant Director, Placement Office
mmccausland@willamette.edu
Phone: 503-375-5484

Bev Ecklund, M.L.S., Placement Office Coordinator
becklund@willamette.edu
503-370-6057

Terry Wright, J.D., Director of Externship Program
tlwright@willamette.edu
Phone: 503-375-5431

www.willamette.edu/career
law-career@willamette.edu
Fax: 503-370-6824

Facebook: Willamette Law Career Advisor

WUCL Placement Office Student Requirements:

1. All 1Ls and transfer students are required to attend a Career Boot Camp in October or in December the first week after exams, unless excused by the Assistant Dean of Placement or another Dean. If you have concerns about attending, please contact the Assistant Dean of Placement.
2. All 1L students are required to meet in a one-on-one meeting with a Career Advisor during their first year.
3. All students are required to fill out and update their Symplicity profile each year.
4. Third year students are required to fill out the *At Graduation Employment Status* survey as well as update their Symplicity profile.
5. All students are required to read the *Employment During Law School*, Academic Regulations Section 3.II.3 of the College of Law Student Handbook.

Reciprocity

Willamette law students have automatic reciprocity with the Northwest Consortium of Law Schools for free use of their Career Centers and access to on-line job postings. Each of these schools has a different procedure for accessing information. Check with the Placement Coordinator for individual school requirements.

The Placement Coordinator can arrange reciprocity with many other law schools nationally. For more information, talk with the Placement Office Coordinator.

IV. Office of Development and Alumni Relations

The Offices of Development and Alumni Relations are responsible for alumni outreach and activities and major gift fundraising in support of the College of Law.

The Law Alumni Office coordinates alumni outreach and activities including continuing legal education classes, reunions, travel opportunities and regional alumni gatherings. Students are welcome and encouraged to attend many of the events sponsored by this office. In conjunction with the Placement Office, the Law Alumni Office is happy to help current students connect with law graduates to specific geographical areas or areas of practice/employment, as well as help student groups connect with alumni volunteers. Alayna Herr JD '12 is the Director of Alumni Relations.

The Office of Development is responsible for major gift fundraising in support of the College of Law. This includes working with both alumni and friends of the College of Law to fund scholarships, professorships and other programs and services that directly benefit our current and future students. Rebecca Lerback is the Director of Development for the College of Law.

Students are welcome and encouraged to stop by these offices, both housed in the Dean's suite on the fourth floor, any time.

V. Office of Admissions

The Admissions Office is responsible for recruiting and enrolling students in each of Willamette Law's three degree programs. Current students assist with the admission process in several ways: a) meeting and communicating with prospective students; b) conducting tours of Willamette Law's campus; c) attending recruitment events on and off campus; d) proctoring practice LSAT sessions; and e) being great ambassadors of Willamette Law for our prospective community. To get involved, current students should email law-admission@willamette.edu.

The Admissions Office is located on the fourth floor of Willamette Law directly across the hall from the Dean's office suite.

Section 19

COLLEGE OF LAW BUILDING (TRUMAN WESLEY COLLINS LEGAL CENTER)

I. Building Regulations

A. *Room Reservations*

Room reservations within the law school building must be scheduled through the Office of Student Affairs (OSA). Any other reservation of University space must be reserved through the Office of Scheduling, Events, and Conferences.

B. *Lockers*

Lockers are issued at the beginning of each academic year. All lockers must be cleaned out at the end of spring semester or no later than August 1. WUCL is not responsible for anything students leave in their lockers. If you have any questions pertaining to lockers, see the OSA.

C. *Lost and Found*

Lost and found items can be turned in and claimed in the OSA. The J.W. Long Law Library also has an area for lost and found items at the Circulation Desk. Periodically, lost and found items will be sent to Campus Safety.

D. *Posted Notices*

Signs, announcements, posters, etc. are allowed only on designated bulletin boards. Several of the bulletin boards are restricted for certain purposes and are under the supervision of the OSA. These boards are identified by a sign. Please have all materials to be posted on those restricted bulletin boards stamped with a posting date in the OSA. No posting in the Winter Street Lobby. No scotch tape. Please use the blue tape available in the OSA. If you put it up, you are responsible for taking it down after the event.

E. *Bicycles; Pets*

1. Bicycles are not allowed in the law school building. There are bicycle racks located on Winter Street at the south end of the law school and in back of the law school. Bicycles are not allowed on the sidewalk area or locked to the handrails.
2. Pets are not allowed in the law school building.

F. *Fragrances*

Please be sensitive to those in the building who have allergies to perfumes, colognes and other fragrances.

G. *Fire Alarms*

In the event of a fire alarm or fire drill, immediately leave the building through the nearest exit. Avoid using any elevators if possible; please use the stairwells. Make your way to the reserved parking lots behind the law building on the west side of the building. **Do not congregate on Winter Street in front of the building where the fire trucks and first responders will arrive. Do not re-enter the building until it has been deemed safe to enter by safety personnel.**

H. *Smoke Free Campus Policy*

The University holds interest in protecting employees and residents from any secondhand smoke exposure, and in eliminating potential for the use of Willamette University property to support the generation of negative health consequences that may come from smoking. A smoke free campus protects members of its community from any secondhand smoke exposure. A smoke free campus limits our exposure to negative health consequences.

Effective January 1, 2016, Willamette University prohibits smoking at all University controlled properties and in university vehicles. Smoking of any substance, including via any electronic smoking devices, (e.g., e-cigarettes) is strictly prohibited in all indoor and outdoor spaces, including parking lots or areas owned, regulated, or controlled by the university.

This policy applies to all members of the community. This includes academic appointees, staff, students, alumni, volunteers, contractors, visitors, and anyone entering onto University controlled properties. All are expected to adhere to this policy and the applicable procedures. Violations of this policy in most instances will be first addressed using standard educational methods, and thereafter by the following corrective measures.

Marijuana use remains prohibited. Marijuana use remains prohibited. Marijuana is an illegal drug under federal law even when authorized under state law, or by a physician under a state medical marijuana program and institutions receiving federal financial aid dollars, like Willamette, must still consider marijuana an illegal drug under our policies. Possession of marijuana, will be treated the same as use or possession of any other illegal drug.

Community members who encounter an individual who is violating the policy, but do not feel comfortable approaching the person in violation, should contact Campus Safety. Unless there is an egregious act, Campus Safety enforcement of the Smoke-Free Policy will result in a warning, providing information about the policy benefit to the community, access to information about smoking cessation resources. Further non-compliance may be addressed by actions progressing into personnel action and fines.

I. Children in the Classroom and On Campus*

*Children are defined as those under the age of 18 who are dependents of, or in the care of, law students.

Children in the Classroom

Children of students are not allowed in the classroom except for when they are under the supervision of the parent or guardian in the following limited circumstances:

- Those limited occasions when alternative arrangements are impractical or impossible, such as the illness of a daycare provider; AND
- The faculty member responsible for the classroom has given specific advance approval.

This practice should only be utilized sparingly and if there are no other options reasonably available. Even when a child is allowed in the classroom, the professor can ask that the child be removed if the child is disruptive. Students must avoid bringing children to classrooms on days of examinations and children are not permitted to participate in field trips.

II. Quick Reference of Telephone Numbers & Extensions*

Accessible Education Services	503-370-6737
Associate Dean	503-370-6402
Atkinson Graduate School of Management	503-370-6167
Athletics (Sparks Center).....	503-370-6420
Bon Appétit	503-370-6005
Placement Office	503-370-6057
Chaplain.....	503-370-6213
The Centers at the OCJC	503-370-6046
College of Law Recorder.....	503-375-5331
Counseling.....	503-370-6471
Dean's Office	503-370-6605
Financial Aid	503-370-6273
Health Center.....	503-370-6062
Law Admission.....	503-370-6282
Law Library.....	503-375-5300
Law Review/Managing Editor.....	503-370-6186
Moot Court	503-370-6622
Security/Campus Safety.....	503-370-6911
Student Accounts.....	503-375-5308
Office of Student Affairs (Law).....	503-370-6380
University Registrar's Office	503-370-6206
University Switchboard	503-370-6267
Weather/Campus Closure Advisories	503-370-6300
Willamette Store.....	503-370-6315
WITS (Law School).....	503-370-6650
WITS (Help Desk).....	503-370-6767
WUPILP	503-370-6434

* Any of these departments may also be dialed as an extension of the main telephone system by dialing the last four digits from any campus phone.

Section 20

GENERAL INFORMATION

I. Academic Life

Where can I get advice on what courses to take during my second and third years?

You can ask your faculty advisor. You can also ask the advice of the faculty who teach in an area of interest to you. Lastly, you can consult the list of courses recommended for students wishing to prepare for various legal specialties. (This list is included in the registration materials given to 1L students in the spring published online; extra copies of this list are available in the OSA.)

What are the deadlines for adding or dropping a course? And how do I do that?

The forms for adding/dropping courses are available in the OSA and online at willamette.edu/wucl/internal/students/osa/. The deadline for adding and dropping most courses is 4 p.m. on the Friday of the second week of the semester. Adding or dropping a course after the deadlines requires the approval of the faculty member of the course and the Associate Dean for Student Affairs.

How do I get a copy of my transcript?

Official copies of your law transcript are available from the University Registrar, whose office is located on the third floor of the University Center. Unofficial copies of your law transcript can be obtained from the OSA.

How do I arrange to reschedule an examination?

The forms are available in the OSA two weeks prior to the first day of exams. See Section 5 of this *Handbook* for the details as to when a student is allowed to reschedule an examination.

Where do I pick up examinations?

Some take-home examinations will be handed out by the faculty member in the course. All others will be handed out in the lobby outside the OSA in the period immediately preceding the time when the student is to take the exam.

When are grades available? Do I pick them up, or are they mailed to my home?

All grades from fall semester will be available online before the beginning of spring semester. Grades from the spring semester are available in the OSA for graduating third-year students on the Friday before graduation. Grades for first- and second-year students are available online the second or third week of June and are mailed to students' home addresses (or to another address furnished by the student to the OSA).

Degree Verification

Willamette University has authorized the National Student Clearinghouse to provide enrollment and degree verifications to outside agencies, such as employers or companies doing background checks. The National Student Clearinghouse may be contacted at:

Web: degreeverify.org

Mail: National Student Clearinghouse
2300 Dulles Station Blvd., Ste. 300
Herndon, VA 20171

II. Life Outside the Classroom

Where can I learn about student organizations I might be interested in?

A listing of various College of Law student organizations is available online at: willamette.edu/wucl/resources/student_orgs/index.html. The OSA keeps a listing of officers in those organizations, which is as current as the information available to them.

How does a student organization obtain funding from the Student Bar Association (SBA)?

There are two budget periods, one in each semester. Applications for spending during that semester are made, generally, during the first quarter of that semester. The SBA bylaws are specific as to the documentation to be submitted and the procedure to be followed in the allocation of these funds and are available online at: willamette.edu/wucl/resources/student_orgs/index.html. The Student Bar Association also has some funds for emergency requests.

I want to arrange an event - who do I see?

For an event outside the Law Building, call the University Scheduling office at 503-375-5442. You may also submit your request via the University Scheduling online form at: www.willamette.edu/wucl/resources/student_orgs/index.html. For an event within the Law Building, contact the OSA.

Where can I get a parking permit? Visitor parking permit? A disability parking permit?

Parking in all on-campus facilities is limited to Willamette University students, faculty and staff members, and their invited guests. All vehicles parked on campus must display a current Willamette parking permit. Parking permits may be purchased the first week of school from Campus Safety. Cars parked in violation of parking regulations may be towed. Visitor parking permits can be obtained through Campus Safety. Disability parking permits are available through the Oregon Department of Motor Vehicles.

What are the possibilities for physical exercise or intramural sports at Willamette?

The facilities of Sparks Center (weight room, swimming pool, etc.) are open to all University students. College of Law students may also form teams to participate in intramural sports (for further information contact the Director of Campus Recreation, at 503-370-6812).

Where can I go if I have an urgent need for emergency funds (for this month's rent, utility bill, etc.)?

The Craig Lytle Lifeline fund was established for just this purpose. The family of Craig Lytle, JD '81, established a fund in his memory to be used for honor-system loans in amounts up to \$250 or so for such emergencies as inability to pay current rent or utility bills. The loans carry no interest, and students are expected to repay them when they are able. If the student makes a contribution/repayment which is a larger sum than that which was lent, it makes it possible to help additional needy students in the future. There may be other resources available. Students in need are encouraged to contact any of the following persons: Curtis Bridgeman, Daniel Santos, Ed Harri, and Phom Ashford.

How do I communicate with other students at the law school?

While official law student groups and university groups can post notice to the Lawstu mail group of an upcoming event that might focus on advocating a particular issue, Lawstu is not a forum for issue advocacy or personal commentary and postings should be strictly limited to official informational use. Individuals in their individual capacity should not post messages to Lawstu. Students who use Lawstu for an inappropriate use will be contacted promptly; those who repeatedly abuse the Lawstu forum will risk losing access privileges as stated in SBA bylaws posted online at: willamette.edu/wucl/resources/student_orgs/index.html.

III. Complaints About Actions of Fellow Students, Faculty, or Staff

Student Complaints Implicating Compliance with ABA Standards

As an ABA-accredited law school, WUCL is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at americanbar.org/groups/legal_education/resources/standards.html.

Any student who wishes to bring a formal complaint to the WUCL administration of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards, should do the following:

1. Submit the complaint in writing to the Associate Dean for Student Affairs. The writing may consist of e-mail, U.S. mail, or fax.
2. The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates WUCL's program of legal education and its compliance with a specific, identified ABA Standard(s).
3. The writing must provide the name, e-mail address, and a street address of the complaining student, for further communication about the complaint.
4. The Associate Dean for Student Affairs will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.

5. Within three weeks of receiving the complaint, the Associate Dean for Student Affairs 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. 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 Dean for a period of seven years from the date of final resolution of the complaint.

IV. Other Complaints

How do I file a complaint about cheating by a fellow student?

The kinds of acts that are violations of the College of Law Honor Code are stated in Section 13 of this *Handbook*. Anyone wishing to file a complaint must submit a signed written statement to the Grievance Officer.

How do I file a complaint against a fellow student for misconduct other than academic misconduct?

College of Law students are subject to the Standards of Conduct contained on the Student Rights and Responsibilities online guide. Complaints alleging a Standards of Conduct violation are filed with the Office of Rights and Responsibilities. Email: orr-info@willamette.edu; Phone: 503-370- 6813.

What are my options if I have been the victim of a sexual assault?

The student who has been the victim of a sexual assault may proceed against the person believed to have committed the offence through the criminal system, through the University's procedures under the Standards of Conduct, or both. Professor Susan Smith is the sexual assault advisor for the College of Law and can assist and advise a student subjected to a sexual assault.

What are my options if I feel I have been subjected to sexual harassment?

The University's sexual harassment policy is contained on the Student Rights and Responsibilities online guide. If you wish to file a complaint alleging sexual harassment, the Complaint Recipient for the College of Law is Professor Warren Binford.

willamette.edu/offices/policies/selected/students/sexual_conduct.html

How do I make a complaint (other than a sexual harassment complaint) about a faculty member or staff member at Willamette?

If your complaint is about a faculty member, and you wish to proceed informally, you may speak directly to the faculty member or to the Associate Dean for Student Affairs. You may also state your objections on the course evaluation at the end of the semester.

If your complaint is about a staff member, and you wish to proceed informally, you may speak directly to the individual or to the individual's supervisor. If you wish to file a formal complaint against a faculty member or staff member, the procedure is contained in the College of Law Grievance Procedures in Section 14 of this *Handbook*.

Where do I go if I have a complaint about a grade I received in a course?

The faculty member is the only person with the power to change your grade, and under the College of Law's policies, the faculty member will be able to change it only in cases of clerical or computational errors in grading the exam or assigning the final grade. The faculty member will be willing to review your exam or paper with you, but will not change the grade (except for clerical or computational errors).

Section 21

WILLAMETTE UNIVERSITY FACILITIES & SERVICES

Health Services

Bishop Wellness Center, Baxter Complex

Appointments: 503-370-6062

willamette.edu/offices/health/

The Willamette Health Services staff provides health care to Willamette students who are enrolled half time or more and health education to the Willamette community. There are no fees for office visits, but fees may be charged for diagnostic testing, medications or supplies. Provider visits are scheduled by appointment. Same-day appointments are offered for acute needs. Health Center hours are Monday–Friday, 8 a.m.–5 p.m. (closed during breaks and holidays).

Services provided for students include:

- Evaluation and treatment for illness and injury
- Medical care for men’s and women’s reproductive health
- Medication dispensary, including birth control
- Facilitation of referrals to medical specialists in the Salem community
- Self-care center with non-prescription medication samples
- Patient education programs for the campus community

After-Hours Care Within Walking Distance

Salem Health Convenient Care

503-561-5554, 1002 Bellevue St. SE

(across the street from the tennis courts on campus)

Open weekdays 10 a.m.-8 p.m.

Salem Hospital Emergency Room

503-814-1572, 890 Oak St. SE, Building A, open 24 hours daily.

WEMS (Willamette Emergency Medical Services)

Student volunteers certified as First Responders and EMTs respond to medical emergencies on campus. WEMS is on call from Thursday 5 p.m.-12 a.m., Fridays at 5 p.m. to Sunday at 5 p.m. and are dispatched through Campus Safety at 503-370-6911.

Sexual Assault Response Allies (SARA)

Website: saresponseallies.wix.com/sara

SARA provides information to student survivors of sexual assault and their allies concerning procedures and resources at Willamette and in the community. SARA student volunteers hold drop-in hours on weekday evenings in the Women’s Resource Center, 3rd floor UC. SARA is available on weekends while classes are in session. Weekend crisis number: 503-851-4245.

- Available by phone Monday through Friday 5 p.m. to midnight, 24 hours on Saturday and Sunday

- Staff members of the Counseling Services, Health Services and the Chaplains are also available (client/patient confidentiality is protected by law).

Student Rights and Responsibilities

willamette.edu/offices/conduct/student_rights/index.html

Please refer to information in the Willamette University policies guide which provides an overview of the student rights and responsibilities process, as well as the Standards of Conduct.

Counseling Services

Oregon Attorney Assistance Program (OAAP), 1-800-321-OAAP (6227), 503-226-1057 www.aaap.org

The OAAP is a confidential service funded by the Professional Liability Fund for Oregon lawyers and judges. They also provide assistance and referral for alcohol, drug, and/or other substance use; stress management; time management; career transition; compulsive disorders (including problem gambling); relationships; depression; anxiety; and other issues that affect the ability of a lawyer, judge, or law student to function effectively. The OAAP is also available to Oregon law students.

Counseling Services

Baxter Complex, 503-370-6471

willamette.edu/offices/counseling/

Counseling Services provides confidential counseling, information and referral services for individual students, couples or small groups by a licensed, professional staff. Call 503-370-6471 to schedule an appointment. Please indicate if it is urgent.

Services provided for students include:

- Help with stress, relationship problems, alcohol/drug problems, grief and loss, sexuality, sexual assault, confusion or indecision about a personal choice, or any other problem a person encounters
- Help with academic problems
- Evaluation and referral for medication is available
- Specialized groups or referral for eating disorders, chemical dependency, adult children of alcoholics, parental divorce and sexual abuse, or other concerns as needed
- Educational programs for student organizations or residences.

Accessible Education Services

503-370-6737

willamette.edu/offices/disability/

Accessible Education Services addresses accommodation for the needs of students with documented disabilities or temporary medical conditions including learning, visual, auditory, mobility impairments and chronic illnesses.

Appropriate accommodations are offered to students with the help of designated liaisons at WUCL to provide equal access to university programs. Accommodations are an interactive process that may include taped course material, note takers, exam accommodations, sign language interpreting, and architectural modifications for physical access needs.

Student Health Insurance

Baxter Complex, 503-370-6972

willamette.edu/offices/health/insurance/

This office provides information about the Student Health Insurance Plan, which covers part of the cost of emergency care and some outpatient medical, mental health, and drug and alcohol care.

Important information about this plan and its administration to students:

- Policy is a secondary insurance, meaning other coverage must be utilized first.
- Policy is for 12 months beginning August 1.
- If student has other insurance that is an HMO or PPO, those guidelines must be followed.
- Health insurance is mandatory and each student is billed for the student policy unless a hard waiver is submitted online indicating other coverage.
- Hard waivers are due by early September. See website for waiver details.
- Assistance with student insurance claim filing available.
- Brochures and claim forms are available at Bishop Wellness Center.
- Claim form required for first claim of the school year and all accident claims.
- Out-of-state students should check with their primary insurance to determine coverage while on campus.

Bike Shop

University Center, first floor lobby, 503-370-6684, wubikeshop@gmail.com

willamette.edu/offices/campusrec/bikeshop/

The Bike Shop is an entirely student-operated program with a mission to help foster a sustainable cycling culture in Willamette's community through education, enthusiasm and encouragement.

Services provided include:

- **Bike repair:** Bring in your bicycle and learn from our staff how to maintain your bike.
The services are free with the exception of inner tubes; a fee is charged.
- **Bike rental:** The rental program offers both long-term (semester) and short-term, free rentals to Willamette community members (students,

faculty and staff). Rental bikes come equipped with a helmet, lock and safety lights.

- **Bicycle information:** We can provide you with maps for local routes and Oregon bike trails and bike safety information as well.
- **Volunteer:** Once you have received repair and maintenance training from a bicycle technician, you are then eligible to volunteer time to staff the Bike Shop.

Shop hours change each semester, so please check our website for the most up to date hours of operation.

Bistro

Bistro – University Center, first floor, 503-370-6900

willamette.edu/offices/bistro/

The Bistro is Willamette’s student-run coffee shop and a favorite hangout of students, staff and faculty.

Bon Appétit Food Service

Goudy Commons, 503-370-6005

willamette.cafebonappetit.com

Hours of Operation during the academic year

Goudy Commons

Monday–Friday:

Breakfast 7–10:30 a.m.

Snacks and Beverages 10:30–11 a.m.

Lunch 11 a.m.–2 p.m.

Cat Cavern

Monday–Friday:

Breakfast 8–10:30 a.m.

Snacks and Beverages 10:30–11 a.m.

Lunch 11 a.m.–2 p.m.

Kaneko Commons Cafe

Monday–Friday:

Breakfast 7–10:30 a.m.

Snacks and Beverages 10:30–11 a.m.

Lunch 11 a.m.–2 p.m.

Campus Safety

University Services Building

safety@willamette.edu

willamette.edu/offices/safety/

The goal of the Office of Campus Safety is to protect the Willamette University community and to reduce campus crime. Visit the Campus Safety website for suggestions to enhance your personal safety; and help safeguard campus life by reporting emergencies, suspicious activity, and criminal behavior. Campus Safety officers are available 24/7 to respond to calls for service from the Willamette

Community. Officers have legal enforcement authority on all the Willamette University and Tokyo International University of America property. Campus Safety contacts city emergency services for assistance as necessary.

Parking

Parking for personal vehicles is limited and permits are required year-round. You may purchase your parking permits from the Campus Safety website beginning in August. willamette.edu/offices/safety/parking/index.html

Campus Safety offers the following types of parking permits. See website for pricing.

Standard permits

Valid in any Standard lot marked as “Permit Parking Lot” on the back cover of this *Handbook* on the campus map. Also valid for parking in the Guest/Visitor lot only if the “Standard Parking Available” sign is posted. The purchase and proper display of a current Standard parking permit allows an individual to park in a Standard lot if there is a legal parking space available. The University does not limit the number of Standard permits it sells, and the permit does not guarantee a space.

Reserved permits

Specific to an assigned Reserved lot or area, and a space is guaranteed; parking in Standard lots is permitted evenings and weekends. Visit the Campus Safety Parking website to view the designated Reserved lots.

Carpool permits

Valid in any Standard lot, or in designated Carpool spaces in the Guest/Visitor lot between 7am and 2pm, Monday-Friday.

For purchase of other permits and/or options, call or visit the Service Center at Campus Safety:

- *5-Use Permit* is valid in Standard lots only
- *Discounted bus passes* are \$22.50 for monthly passes; \$270 for annual passes
- *Guest/Visitor Lot parking* is for University-invited guests via the online reservation system. Unreserved spaces can be purchased after 7am for that day.
- *Parking Meters* on campus are few and very short-term.

Compass Cards

Campus Safety Service Center, 503-370-6000, campuscard@willamette.edu
willamette.edu/offices/compasscard/

Regular Hours of Operation

Monday–Friday 7:30 a.m.–8 p.m.

Summer Hours of Operation

Monday–Friday 8:00 a.m.–6 p.m.

Willamette University’s Compass Card, named for the compass logo, is a one-card system of identification, building access and campus commerce. Your ID card is also your campus debit card. You can make campus purchases of food, textbooks, gifts, snacks, sodas, and photocopies using your Compass Card. Simply deposit funds into your account using a number of convenient methods.

- Compass Cards are accepted at the Bistro, the Bistro Annex – Rick’s Café, Goudy Commons, Kaneko Commons Atrium, the Cat Cavern in the University Center, the Montag Convenience Store and at vending machines with Compass Card access points.
- There is a \$10 replacement charge for lost Compass Cards.
- Unauthorized use of a Compass Card will result in confiscation and is considered a violation of the Standards of Conduct.

Financial Aid

Waller Hall, first floor, 503-370-6273, 1-877-744-3736 (toll-free)
 Shanan Woods, Senior Financial Aid Counselor, swoods@willamette.edu
willamette.edu/offices/finaid/index.html

The Financial Aid Office awards financial aid, including scholarships, grants, loans and work study on the basis of need, with some exceptions based on academic excellence and/or activity achievement.

Important financial aid information for students:

- Students must complete a Free Application for Federal Student Aid (FAFSA) form to establish financial need.
- FAFSA forms must be renewed for current students each year by early March to receive aid for the next school year.

Housing and Community Life

University Center, second floor
 Information about on-campus housing may be obtained from Housing and Community Life. 503-370-6212; housing@willamette.edu
willamette.edu/offices/housing-community-life/housing/index.html

Lecture Series

The University Convocations, which law students may attend, are held in the Cone Chapel or at other convenient locations and offer a wide variety of stimulating and sometimes controversial speakers, often nationally known, on topics such as religion, politics, morality, and the arts. In addition, the Willamette University Lecture Series, under the sponsorship of the Atkinson Fund, brings a distinguished lecturer to the campus each year. WUCL and the Student Bar Association also sponsor a series of lectures by well-known speakers in specialized areas of law.

Libraries

In addition to the J.W. Long Law Library, WUCL students have access to very substantial collections in four other nearby libraries: The Mark O. Hatfield Library, the Oregon State Library, the Oregon Supreme Court Library, and the Salem Public Library. All of these libraries are within a few blocks of the law school.

Mail Center

University Center, first floor, 503-375-5472

mail-info@willamette.edu
willamette.edu/offices/mailcenter/

Hours of Operation during the academic year

Monday–Friday 10 a.m.–4:30 p.m.

Saturday 10 a.m.–2 p.m.

Services provided:

- Receipt and distribution of all incoming mail/packages
- Stamp purchase and postage meter services
- Special services (express, registered, certified, insured, etc.)
- Both international and U.S. package shipment
- UPS, Federal Express, USPS

Outgoing Mail:

- Outgoing U.S. Post Office mail leaves campus Monday through Friday promptly at 3 p.m.
- UPS (United Parcel Services) has a 3:30 p.m. deadline.
- FedEx (Federal Express) has a 12:00 p.m. deadline
- All other outgoing mail must be received at The Mail Center by 2:30 p.m.

Sparks Fitness Center

503-370-6420

athletics@willamette.edu
wubearcats.com/facilities/fitness/index

Building Hours

Monday–Friday 6 a.m.–11 p.m.

Saturday–Sunday 10 a.m.–6 p.m.

Sparks Center is Willamette’s athletic and recreational facility, serving all students, faculty and staff.

Other services available to students include:

- Two full-court basketball courts, three volleyball courts, fitness center, natatorium, indoor climbing wall (for usage information, contact the director of campus recreation at 503-370-6812), multi-purpose room, and locker room with showers.
- Use of Sparks Center is limited to WU students (CLA, GSE, Law, Atkinson, TIUA), faculty and staff, dependents of faculty and staff, emeritus faculty, and paid users.

Pool Hours

The pool is open for lap or recreational swim only when a certified lifeguard is on duty. Hours vary by semester and during breaks and study days. Hours may also be affected by staffing, maintenance, or the scheduling of university events.

Check online for an update of pool hours:

wubearcats.com/facilities/sparksuser/index

Veterans' Affairs

Sarah Fisher, Assistant Registrar, registrar@willamette.edu
willamette.edu/offices/registrar/veteran_services/

The Willamette University Registrar's Office handles all issues regarding Veterans' affairs. The office is located on the first floor of Waller Hall. The Department of Veterans Affairs is your best source for information about all VA educational benefits programs. You can contact the VA directly at 1-888-GIBILL-1 (1-888-442-4551), or visit their website at gibill.va.gov/benefits/index.html.

Willamette Integrated Technology Services (WITS)

Computing, Multimedia, Telephone and Network Services

WITS Main Office: Smullin 101, 503-370-6004

WITS Help Desk: Smullin 118, 503-370-6767, wits-info@willamette.edu,
willamette.edu/offices/wits/

WITS is responsible for the planning and management of the campus network, technical assistance for students, faculty, and staff, general access microcomputer facilities, multimedia production, audio/visual check-out, and telephone services. WITS provides support and resources for the integration of information technologies into teaching and learning.

Computing Services:

- Offers support on the use of computers, the campus network, and telephones through the WITS Help Desk, 503-370-6767
- Provides students with network access, file space and email accounts
- Offers students individual consultation on various uses of technology including multimedia production and classroom presentation
- Provides online help documents on various computer topics at willamette.edu/offices/wits/, or in Smullin 118

Responsible Use of Information Technology Resources

Policies for the appropriate use of campus computing and network facilities are online at: willamette.edu/offices/wits/about_wits/policies/rup/

the Selected Policies Manual and published on the web at:

willamette.edu/wits/about_wits/policies/rup/index.html. All students are expected to be familiar with these policies and to abide by them.

The Willamette Store

University Center, first floor, 503-370-6315
thewillamettestore.com

Hours of Operation during the academic year

Monday: 8:30 a.m.–5:30 p.m.
Tuesday-Friday: 8:30 a.m.–4:30 p.m.
Saturday: 10 a.m.–4:30 p.m.

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