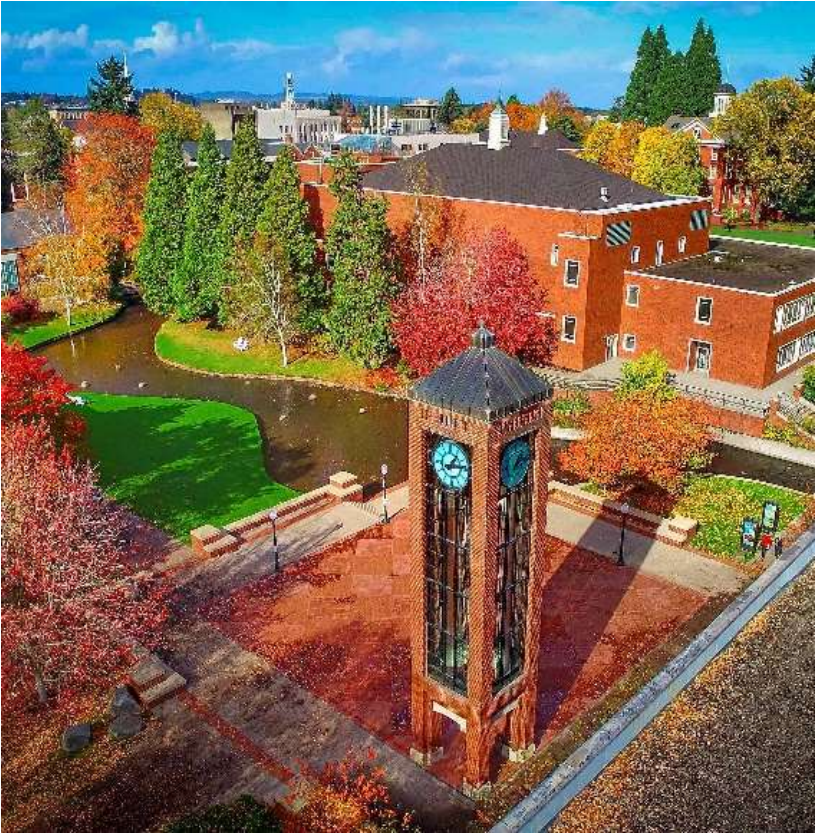




**WILLAMETTE  
UNIVERSITY**

**LAW**



**COLLEGE OF LAW  
2022/23 STUDENT HANDBOOK**

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## Section 1

### ACADEMIC CALENDAR

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#### FALL 2022

August 15-17	Monday-Wednesday	Law 1 Orientation
August 22	Monday	First day of classes <i>Students who have not made arrangements for paying tuition and fees by 4:00 pm will be charged a late payment fee.</i>
September 1	Thursday	Graduation applications due for January 2023 graduates
September 2	Friday	Last day to ADD or DROP classes
September 5	Monday	Labor Day (NO CLASSES/offices closed)
October 7	Friday	Fall Break Day (NO CLASSES)
October 21	Friday	Last day to WITHDRAW from classes
November 2	Wednesday	3L Registration for Spring Semester
November 3	Thursday	2L Registration for Spring Semester
November 21-25	Monday-Friday Wednesday-Friday	FALL BREAK (NO CLASSES) Offices closed early Wed thru Fri
November 28	Monday	Open Registration
November 29	Tuesday	Last day of classes <i>Class schedule follows a regular Friday schedule (Substitute for Fall Break Day)</i>
November 30	Wednesday	First day of final examinations
December 1	Thursday	Graduation applications due for May 2023 graduates
December 9	Friday	Last day of final examinations
December 10, 2022-January 15, 2023		WINTER BREAK (NO CLASSES/offices closed)
December 30	Friday	Fall 2022 grades due

## ACADEMIC CALENDAR

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### SPRING 2023

January 16	Monday	Martin Luther King Jr. Holiday (NO CLASSES/offices closed)
January 17	Tuesday	First day of classes <i>Students who have not made arrangements for paying tuition and fees by 4:00 pm will be charged a late payment fee.</i>
January 27	Friday	Last day to ADD or DROP classes
February 1	Wednesday	Willamette Day (181 years)
February 7	Tuesday	Deadline to complete “Incomplete” grades from Fall 2021
March 1	Wednesday	Registration for Summer 2023 courses
March 17	Friday	Last day to WITHDRAW from classes
March 27-31	Monday-Friday	SPRING BREAK (NO CLASSES)
April 3	Monday	2L Registration for Fall 2023
April 4	Tuesday	1L Registration for Fall 2023
April 17	Monday	Open registration begins
April 24	Monday	Last day of classes
April 25	Tuesday	Study Day
April 26	Wednesday	First day of final examinations
May 5	Friday	Last day of final examinations
May 14	Sunday	Spring 2023 grades due for 3L’s
May 6 – Aug. 18		SUMMER BREAK
May 21	Sunday	Commencement for the Class of 2023
May 26	Monday	Spring 2023 grades due for 1L’s & 2L’s

## **ACADEMIC CALENDAR**

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### **Tentative SUMMER 2023**

May 22-July 5	Monday-Wednesday	Summer Session 1
May 24	Wednesday	Last day to ADD or DROP classes
May 29	Monday	Memorial Day (NO CLASSES/offices closed)
June 19	Monday	Juneteenth (NO CLASSES/offices closed)
July 4	Tuesday	Independence Day (NO CLASSES/offices closed)
July 7-14	Friday-Friday	Summer Session 1: Final Exams
July 17-August 15	Monday-Tuesday	Summer Session 2
July 19	Wednesday	Last day to ADD or DROP classes
August 1	Tuesday	Graduation Applications due for August 2023 Graduates
August 16-18	Wednesday-Friday	Summer Session 2: Final Exams

## Section 2

### COLLEGE OF LAW DEANS, DIRECTORS, FACULTY & STAFF DIRECTORY

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#### I. Faculty

A. Full-Time Faculty	Office Numbers
Laura I. Appleman, Van Winkle Melton Professor of Law .....	449
Curtis Bridgeman, Roderick & Carol Wendt Professor of Law & Dean Emeritus of Law .....	OCJC* 208
Sheryl Buske, Assistant Professor of Legal Research & Writing .....	423
Susan Cook, Distinguished Professor from Practice .....	OCJC* 110
Keith C. Cunningham-Parmeter, Professor of Law .....	422
Caroline Davidson, Professor of Law .....	457
Stephanie Davidson, Law Library Director and Assistant Professor of Law ..	245
Paul A. Diller, Professor of Law .....	444
Jeffrey C. Dobbins, Professor of Law & Associate Dean for Academic Affairs .....	415
David A. Friedman, Professor of Law & Associate Dean for Strategic Initiatives .....	440
Brian Gallini, Dean and Professor of Law .....	409
Kelly Gamble, Assistant Professor of Legal Research & Writing .....	421
Andrew Gilden, Associate Professor of Law .....	442
Steven K. Green, Fred H. Paulus Professor of Law and Director, Center for Religion, Law & Democracy .....	OCJC* 204
Rohan Grey, Assistant Professor of Law .....	426
Sarah Matsumoto, Assistant Professor of Clinical Law .....	OCJC* 109
Robin K. Maril, Assistant Professor of Law .....	430
Amy Meyers, Professor of Legal Research & Writing and Director of Academic Skills and Bar Success .....	432
James A.R. Nafziger, Thomas B. Stoel Professor of Law .....	427
Terrance O'Reilly, Associate Professor of Law .....	453
Karen E. Sandrik, Professor of Law and Associate Dean for Faculty .....	459
Aaron Simowitz, Associate Professor of Law, and Co-Director of Business Lawyering Institute .....	456
Susan L. Smith, Professor of Law .....	428

\*Oregon Civic Justice Center



Symeon C. Symeonides, Alex L. Parks Distinguished Professor of Law and Dean Emeritus.....	OCJC* 206
Yvonne A. Tamayo, Professor of Law & General Counsel .....	447
Miriam Werner, Assistant Professor of Legal Research & Writing.....	420
Norman R. Williams, Ken & Claudia Peterson Professor of Law & Director, Center for Constitutional Government.....	OCJC* 209
Terry Wright, Director of Externships.....	203
Beth Zilberman, Assistant Professor of Clinical Law .....	OCJC* 111

*B. Distinguished Jurist in Residence*

The Hon. Paul J. De Muniz.....	OCJC* 205
The Hon. Jack L. Landau .....	455

*C. Emeritus & Leave of Absence Faculty*

Dick Breen, Library Director Emeritus	
Gilbert P. Carrasco, Professor Emeritus	
Vince Chiappetta, Professor Emeritus	
David Clark, Maynard and Bertha Wilson Professor Emeritus	
Kathy Graham, Professor Emeritus	
Richard Hagedorn, Roslind Van Winkle Professor Emeritus	
Robin Morris Collin, Norma J. Paulus Professor Emeritus	
Danny Santos, Associate Dean Emeritus	
Leroy Tornquist, Professor & Dean Emeritus	
Valerie Volimar, Professor Emeritus	
Mike Wise, Professor Emeritus	

*D. Lecturers and Part-Time Faculty*

Scott Beckstead

Sean Brennan

Nick Cady

Nichoel Casey

The Hon. James C. Edmonds

The Hon. Christopher Garrett

Nicholas Grier

The Hon. Norman Hill, Distinguished Professor from Practice

Bruce Howell, Distinguished Professor from Practice

Scott Hunt

Kristin LaMont

Sharia Mayfield

The Hon. Darleen Ortega

Rebecca Plaza

Helen F. Russon

Lauren Saucy

Larry Schucht

Ed Sullivan

Kate Wilkinson

## II. Administrative Staff

### *Deans' Office*

Brian Gallini	Dean, College of Law
Jeffrey C. Dobbins	Associate Dean for Academic Affairs
David A. Friedman	Associate Dean for Strategic Initiatives
Melodye Mac Alpine	Associate Dean for Student Affairs & Administration
Karen Sandrik	Associate Dean for Faculty
Jessica Rotter	Communications Manager
Jennifer Ori	Executive Assistant to the Deans

### *Admissions*

Leah Straley	Assistant Dean of Admissions
Jordan Hurd	Associate Director of Admissions
Jessica Klierer	Assistant Director of Admissions

### *Advancement*

Tiffany Newton	Director of Alumni & Parent Engagement
John Beyer	Director of Development
Abby Kahl	Associate Director of Alumni & Parent Engagement, Admissions & Career Volunteers

### *Clinical Law Program*

Susan Cook	Interim Director & Professor from Practice
Sarah Matsumoto	Assistant Professor of Clinical Law
Beth Zilberman	Assistant Professor of Clinical Law
Margaret Schue	Administrative Assistant for Clinical Law Program

### *Accessible Education Services*

Sue Minder	(University) Director, Accessible Education Services
Melodye Mac Alpine	Law School Liaison

### *Externship Program*

Terry Wright	Director of Externships
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### *Faculty Assistants*

Athena Scruton Lathos	Faculty Support
Betsy Yager	Faculty Support

*Office of Career Planning & Development*

Phylis C. Myles	Assistant Dean for Career Planning & Development
Vacant	Associate Director for Career Planning & Development
Bev Ecklund	Career & Externship Program Coordinator

*Multicultural Affairs*

Melodye Mac Alpine	Associate Dean for Student Affairs & Administration
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*Student Affairs*

Maegan Dunlap	Assistant Director of Student Affairs
Enam Al Bustami	Student Services Coordinator
Andrea Saele	Student Services Coordinator

*WITS*

Edgar Nevarez Lechuga	User Services Consultant
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**III. J.W. Long Law Library**

Stephanie Davidson	Director of the Law Library & Assistant Professor of Law
Mary Rumsey	Reference Librarian, part-time
Galin Brown	Access Services Manager
Samiyah Foster	Cataloging Specialist

## Section 3

### ACADEMIC REGULATIONS

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#### I. Preamble

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

#### II. Student Conduct

- A. **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 12 of this *Handbook*.

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 may be evaluated by the university's Behavior Review Team and may be further reviewed by the Willamette University Office of Student Affairs. 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 Code of Student Conduct*. This *Code* is published on the Office of Student Affairs website:

<https://willamette.edu/offices/studentaffairs/code-of-student-conduct/rights-reponsibilities.html>

- B. **Class Attendance Policy**

1. **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 are 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 in 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 administratively withdrawn 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.

2. *The Specific Requirements.*
  - a. 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 administratively withdrawn from the course. That administrative withdrawal will be noted on the student's transcript with the symbol "X".
  - b. Each instructor should 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 SAGE.
  - c. 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 SAGE may not always be up to date.
  - d. 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.
- C. ***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.

- D. ***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.
- E. ***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

- A. ***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.

<i>Fall</i>	<i>Spring</i>
LAW 101 - Civil Procedure LAW 103 - Contracts I LAW 105 - Lawyering I LAW 109 - Torts	LAW 104 - Contracts II LAW 106 - Lawyering II LAW 108 - Property LAW 111 - Constitutional Law I LAW 114 - Criminal Law LAW 119 - (if required) or 2 credit elective (optional)
<i>Total Hours (15)</i>	<i>Total Hours (14-16)</i>

- B. ***Applied Legal Analysis***

1. Upon the completion of the first semester of studies at the law school, students who have a cumulative GPA of 2.55 or below are required to take LAW 119 - Applied Legal Analysis (Spring) in the spring semester of their 1L year.
2. Upon the completion of their first year of study, students who have a cumulative GPA of 2.65 or below are required to take LAW 279 - Applied Legal Analysis (Fall) the following semester. This requirement applies whether or not the student was required to take ALA Spring.
3. For part-time students, the requirement for the Applied Legal Analysis courses applies at the end of the semester in which the student has accumulated 15 credit hours. A part-time student who has a cumulative GPA of 2.55 or below is required to register for the Applied Legal Analysis course offered in the next semester, either LAW 119 or LAW 279.

C. *Upper-Class Required Courses.*

1. *All Students.* During their second year, all students must enroll in and complete LAW 206 - Professional Responsibility. Students should also note Section 3.VII.C (the Experiential Learning Requirement), and the Writing Requirements set forth in section 4, Part I.
2. *All students – Other Required Classes.* All students are also required to complete:

LAW 213 - Evidence  
LAW 214 - Real Estate Transactions  
LAW 252 - Constitutional Law II  
LAW 334 - Criminal Procedure I  
LAW 640 - Legal Analysis for the Bar

At least two of these courses should be taken each semester until completed, although Legal Analysis for the Bar must be taken in the year prior to graduation. All students are also strongly encouraged to take the classes listed in subsection 4, below.

3. *Students Maintaining a Cumulative GPA Above 3.1.* If a student has a cumulative GPA above 3.1 after completing their first year curriculum, they are exempt from the requirements in subsection 2. Such students are nevertheless encouraged to take those classes. If a student has a cumulative GPA of 3.1 or below on the first grade report received after they have completed the equivalent of 55 credits, the exemption no longer applies and they must take the classes required in subsection 2. prior to graduation.
4. *Students with a Cumulative GPA of 2.8 or Lower.* In addition to the requirements of 2, above, students who have a cumulative GPA of 2.80 or below after completing their first year curriculum, or in the first grade report received after they have completed the equivalent of 55 credits, are required to complete the following courses:

Law 202 - Business Organizations  
Law 208 – Family Law  
Law 234 - Trusts and Estates.  
Law 246 - Sales  
Law 313 - Conflicts of Law  
Law 337 - Secured Transactions

These courses remain requirements, even if a student raises their cumulative GPA in a subsequent semester.

5. *Students with a Cumulative GPA of 3.1 or Lower Entering Their Final Semester.* Students who have not otherwise been subject to the requirements in subsections 2 or 4 above, but whose cumulative GPA is 3.1 or lower as they begin their final semester prior to graduation, must take LAW 213 – Evidence, LAW 252 - Constitutional Law II, LAW 640 - Legal Analysis for the Bar prior to graduation. If the student has already taken any of those classes, they must instead take, as a substitute for each class already taken, any class in 2 that they have not



already taken and passed; or, if the student has passed all of those courses, they may take any course in 4 that they have not already passed. Students should also note the obligation to maintain a 2.3 cumulative GPA in their final two semesters, per Section 3.VII.D.

6. Required courses must be taken at Willamette University College of Law.
7. *Waivers.* The required courses in this section are required not only because the faculty believes them to be necessary preparation for the Bar Exam, but because they provide a set of fundamental skills necessary for any graduate receiving a J.D. For that reason, waivers will not be granted because a person is not taking a bar, or because they are taking a bar in a jurisdiction where different topics are tested. Generally speaking, only irreconcilable scheduling conflicts with other required classes would justify the grant of a waiver of the required courses listed in this section. Waiver requests are submitted to the Student Petitions Committee via the Associate Dean for Student Affairs. Decisions of the Committee are final.

#### **D. *Grades in Required Courses***

1. To graduate, a student must earn a passing grade of D- (.60) or better for each required course. A student who earns a failing grade in any required course will not earn credit for that course and must retake the course at WUCL. The F will remain on the transcript, but will not be included in a 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.
2. A course cannot be retaken if a passing grade was previously achieved.

#### **E. *Letter-Graded Courses.***

1. 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-grade basis.
2. Most 400-600 series courses other than 618, 634 and 640 are graded on an Honors/Credit/No Credit basis.
3. A JD student may not take a course on an Honors/Credit/No Credit basis if the course is listed as a letter-graded course.

#### **F. *Total Number of Credits Required for Graduation.***

1. The total number of credit hours required for graduation is 90, of which at least 70 must be letter-graded. Students may count no more than seven (7) co-curricular credits towards the 90 total credits required for graduation.
2. For letter-graded courses, a student must earn a grade of D- (.60) or higher to have the hours for that course 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.

3. 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.
- G. ***Courses After the First Year.*** After completion of the first-year curriculum, students are free to plan their own class schedules with the assistance of a faculty advisor, subject to the requirements of III.C, *supra*.
- H. ***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, co-curricular credits such as moot court competitions, law journals, and courses taken at AGSM or other institutions.

#### IV. Grading Rules and Practices

- A. ***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:

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

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

H	Honors
CR	Credit
NC	No Credit
I	Incomplete
*	Best Paper
W	Withdrawn
X	Administratively Withdrawn for Failure to Comply with Class Attendance Policy
NGR	No Grade Received

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

B. ***Uniform Grading Standards.*** The faculty has adopted the following policy:

1. All first-year classes with an enrollment of 20 or more students, with the exception of LAW 105 and 106--Lawyering I and II and LAW 119 Applied Legal Analysis, must have a mean grade within the range of 2.70-2.90.
2. The Lawyering classes, regardless of class size, must have a mean grade within the range of 2.80-3.00.
3. In all first-year courses (with the exception of LAW 105, 106, and 119):
  - a. 10-15% of the grades must be a C (2.00) or below; and
  - b. at least 5% of grades must be below C (2.00).
4. 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 except LAW 279 and LAW 640.
5. Any non-JD students enrolled in a class shall be ignored for purposes of determining the applicability and content of these grading standards.

C. ***Grades May Not be Changed.***

1. After submission to the Registrar, a grade may not be changed.
2. 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.

D. ***Miscellaneous.***

1. ***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). The professor may not extend the 60-day deadline.

If the student fails to complete the work, 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 to the “best paper” in that course.

2. *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. A maximum of 2 credits of Independent Research can be applied towards graduation requirements.
3. *Audit.* Auditors are permitted with the express permission of the professor. Absent special arrangements with the professor, ordinary attendance rules apply.
4. *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%.
5. *Individual Class Rankings.* Each semester, cumulative rankings are noted for those who place in the top 33% of the class. This information is not posted to the law transcript. Rankings are produced as follows:  
*Fall semester* – cumulative rankings for all 1L, 2L, and 3L students  
*Spring semester* – cumulative rankings for all 1L and 2L students.  
Graduation rankings will be produced for all students graduating in August, January, and May in the current academic year.  
*Part-time students* will be included in rankings after completing at least 15 credit hours. Students with 15 – 31 credits will be ranked with the 1L class, 32 – 60 credits with the 2L class, and 61+ credits with the 3L class.
6. *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. This achievement is noted on the student’s transcript.
7. *Good Academic Standing.* A student is in good academic standing if their cumulative GPA is 2.30 or above.

## V. Academic Probation

- A. ***When a Student is on Academic Probation.*** A student is placed on academic probation when their cumulative grade point average falls below C+ (2.30). Academic probation is noted on the student's transcript. A student returns to a status of good academic standing when their cumulative GPA is 2.30 or above.
- B. ***Required Courses for Students on Academic Probation.***
1. Students on academic probation must have their course selection approved by the Associate Dean for Student Affairs.
  2. 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.
  3. Students on academic probation are ineligible to hold any office including in class, SBA, or student organizations.

## VI. Academic Dismissal

- A. ***When a Student is Academically Dismissed.*** A student is permanently dismissed from WUCL:
1. if the student's cumulative grade point average is below 2.10 after completing two semesters;
  2. if the student's cumulative grade point average is below 2.25 after completing three or more semesters;
  3. if, in their first full semester, the student is administratively withdrawn from more than seven credits for failure to meet the attendance requirements of Student Handbook Section 3(II)(B); or
  4. if they are a transfer student and their cumulative GPA falls below 2.25 after any semester.
- B. ***Petitions for Readmission.***
1. A student who has been dismissed under section VI.A may petition for readmission. Readmission is a matter of law school discretion rather than a matter of right. Readmission is allowed only in exceptional cases.
  2. The Student Petitions 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. Possible decisions from the committee are:

- a. Affirmation of academic exclusion, with no opportunity for student’s transcript readmission. “Academically Dismissed” will be noted on the student’s transcript.
  - b. Approval to return with conditions which may include remaining unenrolled for a period of time, up to one year, and may also include a specific action plan designed to maximize the student’s potential for success. “Academic Probation” will be noted on the student’s transcript for any semester when their cumulative GPA is below 2.30.
  - c. Approval to return but with the requirement to restart the program in its entirety. Previous academic work and grades will remain on the academic transcript, but will not count toward degree requirements and will not be factored into the student’s GPA.
4. Decisions of the Student Petitions Committee are final.
- C. **Requirements for Readmitted Students.** Unless otherwise specifically stated in writing at the time of their readmission, readmitted students are subject to all requirements in the student handbook as of the date they restart classes.

## VII. Graduation Requirements

- A. **General.** Willamette University confers the degree Doctor of Jurisprudence (JD) on those students who have been admitted and successfully completed 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.**
- B. **Required Number of Credit Hours.** To be eligible to graduate, a student must successfully complete 90 credit hours of law course work, at least 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.
- C. **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:

- LAW 239 - Arbitration
- LAW 242 - Advanced Legal Research
- LAW 243 - Advanced Legal Writing
- LAW 278 - Negotiation
- LAW 283 - Practical Writing for Lawyers
- LAW 312 - Administrative Practice & Procedure
- LAW 315 - Intellectual Property Law and Practice
- LAW 321 - Civil Trial Practice
- LAW 322 - Intellectual Property Law & Practice
- LAW 323 - Advanced Environmental & Natural Resources Law

LAW 352 - Elder Law  
LAW 366 - Will & Trust Drafting  
LAW 374 - Pre-Trial Civil Litigation  
LAW 395 - Oregon Family Law Practice  
LAW 396 - Oregon Criminal Procedure & Practice  
LAW 398 - Deposition Skills  
LAW 480 - Externship  
LAW 618 - Legal Clinic  
LAW 619 - Mediation and Mediation Advocacy  
LAW 633 - Contract Drafting  
LAW 634 - Advanced Legal Clinic  
LAW 637 - Setting Up a Law Practice  
LAW 3016 - Business Negotiations  
LAW 3018 - Alternative Dispute Resolution  
LAW 3020 - Deals

- D. ***GPA Requirement.*** To be eligible to graduate, a student must earn a cumulative GPA of C+ (2.30) or higher in all courses the student has taken in law school.
- E. ***Graduation Writing Requirement.*** To graduate, students must satisfy the Writing Requirement described in Section 4.I of this Handbook, *infra*.
- F. ***Time to Degree.*** Students must complete all degree requirements within seven years from the date of initial enrollment, subject to any extension granted by federal law.
- G. ***Applying for Graduation.*** A student who meets the above Requirements must submit an application for the law degree, affirming that the candidate has met the various requirements for graduation. Petitions are available on SAGE.
- H. ***Honors at Graduation.***
1. The faculty may award academic honors to members of a graduating class based on the guiding principles outlined in this section.
  2. 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.
  3. Notwithstanding the first sentence of subsection 2, 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.
  4. Cumulative GPA for determining academic honors shall be determined to the closest 0.01 grade point.
  5. 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.

6. Absent exceptional circumstances, the faculty will confer honors based on the following principles:
  - a. *Summa Cum Laude* shall be awarded to the student (or students) with the highest cumulative GPA(s) in the class.
  - b. *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.
  - c. *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.
  - d. 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 6.a-c, 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 6.e, the default levels set forth in subsection 6.a-c 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.
  - e. In conferring discretionary academic honors under 6.d:
    - i. No student with a cumulative GPA below the top 4% of the graduating class may receive academic honors of *Summa Cum Laude* or higher;
    - ii. No student with a cumulative GPA below the top 10% of the graduating class may receive academic honors of *Magna Cum Laude* or higher;
    - iii. No student with a cumulative GPA below the top 20% of the graduating class may receive academic honors.
7. The decisions of the faculty, including deviations from these guidelines, are deemed final and unappealable.

## VIII. Registration for Classes

- A. **Variable Credit Courses.** Students may opt to register for between 3 and 12 credit hours for LAW 480 - Externship. Academic credits will be determined by the number of hours the student is scheduled to work at their externship site in consultation with the Director of Externships. Students



may opt to register for between 2 and 4 credit hours for the clinical law courses - LAW 618 and LAW 634. Academic credits will be determined by the number of hours the student is scheduled to work in the clinic in consultation with the Director of the Clinical Law Program. Academic credits to be awarded need to be finalized no later than the add/drop deadline for the semester in which the student is registered. Adjustments to credit hours cannot be made after that time.

- B. **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.

- C. **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. A withdrawal after the add/drop deadline, but before the withdrawal deadline, will result in a "W" on the transcript. Students may not withdraw from any course after the withdrawal deadline. See the academic calendar for specific deadlines each semester.
- D. **Summer School.** The summer semester runs from mid-May to mid-August and consists of two May intersession periods and two summer sessions; Summer I is six weeks and Summer II four weeks. Students are only permitted to take one credit per intersession period. In the Summer I and II sessions, students may register for up to 7 credit hours of regularly scheduled summer school courses in each session. Students registered for a summer Externship (LAW-480) may rarely be permitted to register for up to 10 credits, including Externship, though students registering for more than 7 credits will need permission from the Associate Dean for Academic Affairs, who evaluates, in light of past student performance, whether students can successfully complete all required work in Summer I and Summer II.

Students must enroll in 3 credit hours to qualify for financial aid in the summer. Summer Financial Aid is requested separately from Fall and Spring. A student who is on academic probation may enroll in the summer WUCL program only with prior permission of the Associate Dean for Student Affairs.

## IX. Co-Curricular Credit

- A. Students who participate in school-approved journals with established records of producing regular issues, as well as Willamette Law Online and the Moot Court Board, are eligible to receive ungraded academic credit as follows:

1. Student members of qualifying extracurricular programs may seek one hour of ungraded credit for 52 hours of academic work performed for that program in a given semester.
2. Board members of qualifying extracurricular programs may (in lieu of receiving credit under A.1) seek two hours of ungraded academic credit if they perform 104 hours of academic work for that program in a given semester, but only if they serve as an elected board member during that entire semester.
3. Students may seek credit for work completed in the summer semester, but applicable regulations regarding tuition, financial aid, and other considerations apply.
4. Students intending to receive credit for work on a particular activity must enroll in the relevant course (and for the relevant number of credits) before the drop/add date for the semester in which they anticipate seeking the credits.
5. "Academic work" includes editing, confirming, analyzing, and summarizing propositions in source material, reviewing academic articles for publication, reviewing materials and writing briefs for approved external moot court competitions, and practicing and presenting oral arguments in such competitions.
6. Students must track their work by contemporaneously recording that work using a recording system (online, or using a timesheet) provided for that purpose. Students should complete the vast majority of their work and relevant timesheets prior to the last day of exams for the relevant semester. Students must complete and document all the necessary hours prior to submitting final timesheets for approval for the relevant semester. Submission and approval of timesheets by students are subject to the Student Honor Code.
7. Student groups and faculty advisors should establish internal deadlines for submission, approval, and forwarding of relevant documents for final credit. In no case should final paperwork be forwarded to faculty advisors for final approval and recording of credit / no credit for the relevant course with fewer than three days before the grading deadline for that semester. Where necessary (i.e., not otherwise recorded online), students should also submit a copy of the final approved timesheets to OSA prior to the grade deadline for each semester.
8. Students who have not completed all the necessary hours will be given a "no credit" notation on their transcript for that course.
9. Students may count no more than seven (7) co-curricular credits towards the 90 total credits required for graduation.
10. Students cannot add together activity from different programs to total 52 hours of credit in a given period; each credit applies only for 52 hours of work for a particular program.
11. Participants seeking credit for participation in a specific moot court competition should register for the relevant credit course in the

semester in which they are initially competing in that event, and may include, in recording hours completed, all the time spent on academic work related to that particular competition.

- B. Journals that do not currently have a record of producing regular annual issues may, after establishing such a record but prior to the summer before the academic year in which this policy would apply to their participants, request that the Academic Affairs Committee approve the participation of their members in this process for receiving co-curricular credits.

## X. Double Credit for Academic Work

- A. **The Rule.** Except as provided below, a student may not use work done for one course to fulfill requirements in another course.
- B. **The Exceptions.** A student may receive credit in two distinct courses for the same work if the student:
  - 1. writes two distinct papers on two different aspects of the same general topic; or
  - 2. 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.

- C. **Law Review or Moot Court Work.** In applying the Rule of X.A or the Exceptions of X.B, 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.

## XI. Credit for Courses Taken at Summer School and Other Schools

- A. **Transfer Students.** WUCL accepts a limited number of 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 WUCL 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.
- B. **Visiting Students.**
  - 1. **Required Permission.** After completion of the first year, a student who is in good academic standing may apply to the Associate Dean of Student Affairs for permission to become a visiting student at another

ABA-approved law school, either during a regular semester or a summer term. 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. A student may not use courses from another institution to satisfy requirements outlined in Section 3.III, B and C.

2. *Transfer of Credit.* WUCL may 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 toward 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 by 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 the 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.

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

1. 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.
2. Candidates for the JD degree may take up to 6 credit hours of course work at AGSM, which may be used to satisfy the 90-credit hour graduation requirement at WUCL if the student receives grades equal to or higher than AGSM's graduation requirement in those courses (ie, B (3.00)). AGSM courses do not count toward satisfying the 70 letter-graded hour graduation requirement at WUCL.
3. Grades earned at AGSM may not be used in calculating WUCL grade point averages, nor in calculating WUCL class standings.
4. WUCL students should assume that AGSM courses will not satisfy WUCL prerequisite requirements for advanced courses at WUCL.
5. Students enrolling in both WUCL and AGSM courses in the same semester cannot exceed a total of 18 credit hours.

## **XII. Leave of Absence or Withdrawal**

- A. ***Leave of Absence.*** A student may apply in writing to the Associate Dean for Student Affairs for a leave of absence. The leave, if granted typically does not exceed one academic year.
- B. ***Withdrawal and Readmission.***
1. 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.
  2. A student who wishes to return to WUCL must apply in writing to the Associate Dean for Student Affairs. The letter should explain 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 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.
  3. A student seeking to withdraw for medical reasons should consult with the Associate Dean for Student Affairs. Additional information about this type of withdrawal can be found at <https://willamette.edu/arts-sciences/catalog/archive/2020/policies/medical-withdrawal.html>.

## **XIII. Academic Counseling**

*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.

## **XIV. 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 Accessible Education Services webpage on the Willamette University website.

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 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 considered 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.

## **XV. Transcripts**

- A. ***Obtaining Copies of Transcripts of WUCL Work.*** Currently enrolled students may obtain an unofficial transcript from SAGE. Official transcripts may be obtained online through the University Registrar's Office at: [willamette.edu/offices/registrar/transcripts/](http://willamette.edu/offices/registrar/transcripts/).
- B. ***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 completed. Willamette University does not issue or certify copies of transcripts from other institutions.

## Section 4

### GRADUATION WRITING REQUIREMENTS

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All students must successfully complete a Graduation Writing Requirement in order to graduate from WUCL. This requirement is described below.

#### I. Graduation Writing Requirement

##### A. Description and Purpose.

All students must satisfy the Graduation Writing Requirement as a condition of graduation. A student satisfies this requirement by successfully completing a **substantial written product** under the active supervision of a member of the faculty or other instructor. This product can take a number of forms, but might, for instance, be a research paper on a legal topic, an exhaustive memorandum analyzing a complex legal issue, or a major brief on a motion for summary judgment or on appeal. As described more fully in section C, below, **the paper must be completed 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. The primary purpose of the requirement is to provide compulsory experience in the two closely related skills of legal research and legal writing under the active supervision of a faculty member or other instructor. The requirement should give the student experience in gaining in-depth mastery of a specific subject as well as solving a legal problem without severe time limitations.

##### B. Quality

###### 1. *The written product*

The final product written to fulfill the Writing Requirement should be of the highest quality. Such a product is usually the result of a number of drafts, self-critical revisions by the writer, and corrective work by the advisor. Students are expected to meet instructor deadlines for outlines, drafts, and final papers, and can expect meaningful feedback from the instructor designed to improve the quality of the written work and assist the student in becoming a better writer. Instructors should anticipate providing substantial feedback to the student on at least two significant stages of the project, whether at the topic selection, outline, first draft, or second draft stages.

###### 2. *Length, number of authorities*

Neither length nor number of authorities is the sole indicator of quality. Nevertheless, except in unusual cases, the text and accompanying citations should cover at least 20 double-spaced letter-sized pages of text with normal margins, and should include at least 20 relevant primary authorities (cases, statutes, regulations, and the like). Accurately gathered and analyzed empirical data may also be used as the major part of any final product.

3. *Authorities*  
A qualifying product will use all relevant primary and secondary authorities, articles, and treatises, including the most recent ones, and will give credit where credit is due. A uniform system of citation must be followed.
4. *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.
5. *Communicate*  
Be forceful and direct; be clear; avoid ambiguity; use simple language without simplifying your ideas.
6. *Format and cover*  
The faculty advisor should identify the appropriate format for the student's final submission; it may take the form of an electronic .DOC or .PDF file, or an appropriately-formatted printed copy. Students drafting pleadings or briefs should be expected to follow relevant rules for formatting those documents.

### C. Process for Satisfying the Graduation Writing Requirement

1. *Course Affiliation*  
Students satisfy the Writing Requirement either (a) by completing a **GWR-Approved** course or (b) by enrolling in a **GWR-eligible** course in which the instructor agrees to be a GWR advisor to that student and actively supervise completion of the student's chosen GWR project.
2. *Course Determination*  
Before registration, the Administration should work with course instructors to decide whether courses should be GWR-Approved, GWR-Eligible, or Not GWR-Eligible. Courses are GWR-Approved if the instructor requires all students to complete a project that the instructor will actively supervise in a manner that meets GWR standards. GWR-Eligible Courses are courses in which the instructors are able and willing to serve as a GWR advisor, actively supervising individual student projects in a manner consistent with GWR standards. Registration materials should indicate which courses are GWR-Approved, GWR-Eligible, or Not GWR Eligible. Independent Research with a full-time faculty member is always a GRW-Eligible course. GWR may not be completed through 100-series courses, Externship (other than by enrollment in the optional externship paper), or Legal Clinic. In addition, students may not satisfy GWR by completing Moot Court Competition briefs, nor may they do so through enrollment in a course that they also use to satisfy any credits under the Experiential Course Requirement in Section 3.VII.



3. *Other Requirements*

Students may not work together on the Graduation Writing Requirement. Students may not complete their GWR in their first year of study. Students are responsible for submitting all necessary written approvals to OSA in a timely manner.
4. *GWR-Approved Courses*

Students who enroll in a GWR-Approved course automatically complete the GWR upon receipt of a passing grade in that course. Instructors who agree to teach a GWR-Approved course may cap the enrollment to as few as 14 JD students.
5. *GWR-Eligible Courses with Advisor*

Instructors in GWR-Eligible courses have discretion to decide if they will serve as GWR advisor for students, and should agree to do so only if they are able and willing to actively supervise a student in completing a project in a manner consistent with the GWR requirements. Enrolled students seeking to complete their GWR requirement in a GWR-Eligible course must secure a written agreement from the course instructor to serve as GWR advisor, and must submit that approval to the Office of Student Affairs no later than the end of the second full week of classes. Full time faculty members not offering a GWR-Approved course should generally agree to serve as advisor to students who request they do so, although they should generally not supervise more than 15 student GWR projects each year.
6. Unless a student is completing their GWR in their final semester at WUCL (see Part C.7), GWR projects should be completed, and written approval submitted to OSA, by the deadline for submission of grades in the relevant course. Advisors should confirm completion of the GWR only if they believe a student has produced a final project consistent with GWR Guidelines. Under circumstances that would permit entry of an “incomplete” grade for the course, students may complete GWR requirements up to 60 days after the last day of exams of the semester in which they took their GWR course.
7. *GWR completion for Willamette Law Review (WLR) and Willamette Journal of International Law & Dispute Resolution (WJILDR) members*

Members of WLR or WJILDR may register for credit associated with the completion of a substantial writing project that can also be GWR-Eligible. Students seeking to complete their GWR via this path must review and comply with any Journal requirements for the completion of such credits. They should also receive written approval from the Faculty Advisor for the Journal indicating that the Faculty Advisor is willing and able to serve as a GWR advisor. The Journal Advisor may allow another faculty member or, in consultation with the administration, any other regular instructor, to serve as GWR advisor for journal members electing this option.

8. *Graduating Student Deadlines*

For graduating students, the deadline for submitting a GWR completion form is set forth below. If the completion form has not been received by the specified deadline, a student may be denied the right to graduate:

1. *January graduates*

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

2. *May graduates*

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

3. *August graduates*

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

## Section 5

### EXAMINATIONS

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

#### I. Examination Administration

A. *ExamSoft software*

Exams are administered through ExamSoft software. Instructions for downloading the appropriate software will be provided in advance of the final exam period each semester. Students may choose to handwrite rather than type their exams. Students should request blue books from OSA if they are choosing to hand write. Scratch paper is provided by the OSA. Students are not permitted to bring their own scratch paper.

B. *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.

C. *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.

D. *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, wireless keyboard and mouse, 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, “smart” devices (i.e. Apple watch or fitness tracker), 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. Calculators may be used if permission is given by the professor; however, students may not use the calculator function on their phone. Baseball caps, hats and hoodies are also prohibited.

#### II. Problems or Irregularities with Examinations

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

If a student presents a credible, evidence-based claim that a technical failure materially affected the quality of the exam answers transmitted for grading, we will reach out to the relevant faculty member in order to further evaluate the claim and assess further appropriate steps.

### **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.

Exams that are rescheduled will need to be taken in the next make-up time after the original exam date.

Circumstances allowing for rescheduling are as follows:

1. Two examinations scheduled at the same time, or two examinations within a 24-hour period.
2. Death in the immediate family.
3. 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. Provide the OSA with a doctor's note.
  - d. If a student fails to sit for an examination at the scheduled time, it is within the discretion of the professor to deduct points.
4. Other extreme and unforeseen cases.

## Section 6

### **WILLAMETTE UNIVERSITY PART-TIME ENROLLMENT IN THE JD PROGRAM**

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WUCL offers students the option to pursue the JD degree through part-time enrollment.

#### **I. Academic Program, Academic Standards and Program Residence and Completion Requirements**

##### **A. *Course of Study***

1. 1L students enrolled on a part-time basis must begin their studies in the fall semester and must register to take at least the following courses during the first year: LAW 105 and LAW 106 - Lawyering I & II.
2. All remaining required courses from the 1L curriculum must be completed within two years following enrollment, unless otherwise approved by the Associate Dean for Student Affairs.
3. Part-time students are subject to the same degree requirements as full-time students.
4. Part-time students are not eligible to participate in co-curricular activities until they have completed 30 credits.

##### **B. *Academic Standards and Regulations***

1. Part-time 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.
2. Academic Probation and Academic Exclusion: The full-time provisions will apply, as modified below.
  - a. The standards governing and the requirements applicable to academic probation shall apply at the end of every semester for part-time students.
  - b. The standards governing academic exclusion apply when a part-time student has completed 30 credits. The standards governing academic exclusion will thereafter apply at the end of each following semester for part-time students.

#### **II. Administration of the Program**

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

## Section 7

### **WILLAMETTE UNIVERSITY JOINT DEGREE JD/MBA PROGRAM**

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#### **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 coursework which must be taken in 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), including experiential learning, writing, and bar class requirements as applicable.
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. All Joint Degree JD/MBA students must complete at least 72 credit hours of coursework at WUCL, 59 hours of which must be letter-graded. Co-curricular and transfer courses do not count toward the 72 credit requirement
5. Students should consult with staff at AGSM regarding MBA degree requirements.
6. 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.
7. 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.
8. 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 with overlapping schedules.
9. 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.

## **II. 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

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#### I. LLM Programs

WUCL's LLM program combines the strengths of the school's comprehensive curriculum in domestic law with its 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 law. Foreign lawyers will also have the opportunity to prepare themselves to take an American state bar exam where available.<sup>1</sup>

Upon enrollment, LLM candidates at Willamette are matched with a faculty advisor whose academic interests and experience will provide guidance to the LLM student throughout their time at the College of Law. Students may develop their own program of study with the approval of the director of the LLM program and in consultation with their faculty advisor. For students preferring a more guided program of study, the College of Law offers six LLM concentrations that emphasize specialized coursework within one of the College of Law's Signature Strengths. The Signature Strengths include Business Law, Advocacy, International Law, Public Service, and Health law. LLM students without a JD from a United States law school may also concentrate in U.S. Law which entails studying the core curriculum of an American legal education and gaining a comprehensive understanding of American law.

#### A. Curriculum

To be eligible to graduate, candidates for the LLM degree must successfully complete a total of 25 credit hours in courses offered at the College of Law. The curriculum of each LLM candidate is subject to approval by each student's faculty advisor and the Director of the LLM program.

Students with foreign law degrees must complete the following **Required Courses**:

- Legal Research and Writing and Analysis (LAW-151) (4 credit hours)
- Introduction to American Law (LAW-150) (3 credit hours)

In addition, all LLM students seeking to complete an LLM concentration will need to complete an additional 16 credits in their respective concentrations. Students who have developed their own course of study should work with their faculty advisor and the Director of the LLM program to ensure that they are planning to take at least 16 credits in their area of focus. The LLM Director

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<sup>1</sup> Some state bars permit graduates of foreign law schools to take the bar and, upon passing the bar, to practice law in their states. These state bars may impose requirements related to the curriculum of the foreign law degree and/or specific course requirements in an LLM program. LLM students wishing to take a bar of such a state should consult the requirements of the state and, if necessary, apply for and complete the evaluation of their foreign law degree with the desired bar, prior to beginning their LLM program. Students should be aware that a state bar's review of their foreign law degree may take many months and state bars may require that students take certain courses in their LLM program to sit for the bar.



may waive required courses or obtain recognition of alternative elective courses to be used towards completion of the LLM where appropriate.

For students with foreign law degrees, the two required courses above count towards the required 16 credits. Students seeking to complete requirements necessary to take a state bar exam should consult with their advisor, and recognize that completing a concentration as well as necessary requirements for the bar may require more credits than 16 or 25 total.

In addition to the required 16 credits, students must complete elective classes in order to reach the total of 25 credit hours taken at the College of Law. In courses in which enrollment is limited, JD students may have enrollment priority.

## **B. Writing Requirement**

In order to graduate, LLM candidates must complete a carefully supervised paper on a topic related to their program option. In preparation of the required paper, the candidate will work with a faculty member in the substantive field of the proposed paper. At a minimum, the paper must comply with the requirements of the Graduation Writing Requirement for JD students. See Section 4 of the Student Handbook. The LLM Director retains complete discretion to determine whether a paper meets the equivalent requirements of a GWR work in an appropriate subject area.

## **C. Advising**

Each student enrolled in the LLM program will have a specific faculty member assigned as their primary academic advisor. These faculty members will often be certificate program directors, but can be any faculty member whose expertise is consistent with the student's interests. The Director of the LLM Program will serve as a secondary advisor for every LLM student. Students shall take steps to consult with their advisor and, where appropriate, the Director of the LLM program, prior to registering for classes to ensure that they are on track for completion and receive broader counsel on academic and career success. Students have primary responsibility over planning their LLM curriculum and ensuring that they complete enough credits in each area. Ordinarily, students will meet with or otherwise communicate with their advisor at least once per semester.

Students with a foreign law degree must begin their course of study for the LLM in the fall semester.

## **D. Grading**

LLM Students will be graded separately from JD students, and may be offered different modes of assessment from JD students (i.e., a paper, rather than a final exam; that said, students planning to take a state Bar Exam should take exams in their courses). WUCL uses a letter grading system, with the range A+ to F, including pluses and minuses for each letter grade. There are a limited number of courses in the course catalog which are graded on an Honors/Credit/No Credit scale. Students may apply no more than six hours of non-letter-grade

credits in satisfaction of the total requirements of 25 credit hours for the LLM degree. Students may not convert non-letter grades to letter grades. To be eligible to graduate, a student must earn a cumulative GPA of C+ (2.30) or higher.

## Section 9

### MASTER OF LEGAL STUDIES

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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 four 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 eligible to take the first-year Lawyering 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 necessarily count against the cap, although in courses in which enrollment is limited, JD students may have enrollment priority. 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.

#### **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

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The College of Law offers six specialty certificate programs that emphasize the unique and comprehensive training that participants complete in these areas. These programs are each offered as a way for students to enjoy the benefits of the College's Signature Strengths through a structured pathway of coursework. Students need not choose a Certificate Program, but if they are interested in pursuing a certificate, they should consult with their faculty advisor or the director of the program.

#### I. Available Certificates

The Programs are each linked to one of the Signature Strengths.

##### A. Business Law

###### *Certificate in Law and Business*

The program takes an interdisciplinary approach to the study of business law. The certificate seeks to give students a firm understanding of the relationship between law and business, thereby enabling graduates to advise business clients.

##### B. Advocacy

###### *Certificate in Advocacy & Dispute Resolution*

The program is designed to provide students with real-world skills needed to avoid or end legal conflicts. In addition, the program provides students with curricular opportunities to develop the skills that they will need to advocate on behalf of clients both inside and outside of court.

##### C. International Law

###### *Certificate in International Law*

The program allows students to engage in an intensive study of international law, conflicts of laws, international business transactions, and private international law.

##### D. Public Service

###### *Certificate in Law & Government*

Drawing on the College of Law's unique connection to state government institutions, the certificate allows students to engage in an intensive study of public law. The program seeks to help students develop skills for making and influencing public law and policy.

###### *Certificate in Environmental Law, Justice, and Sustainability*

The certificate seeks to provide students with an opportunity to engage in the intensive study of environmental and natural resources law

##### E. Health Law

###### *Certificate in Health Law*

The health law certificate is designed to provide students with a rigorous and comprehensive study in the statutes, rules, and regulations affecting the health

care industry. The program focuses on regulatory issues governing the daily structure and operation of the health care industry, as well as administrative law, medical malpractice, bioethics and biomedical law, health care employment matters, and criminal law and procedure.

## **II. Admission to Certificates**

Each spring, prior to fall enrollment, Program Directors will make a presentation to students of how certificates function, their benefits, and their requirements.

All students are eligible to apply for the programs. Students must submit an [online application](#). In that application, students must attest to their academic good standing (i.e., cumulative GPA above 2.30), and provide a 250-word personal statement explaining why they wish to pursue their certificate. The Directors of the programs reserve the discretion to cap the size of the programs, based on advising capacity and capstone course availability.

## **III. Advising**

Program Directors, upon admission, will function as the primary formal Academic Advisors to Certificate Students. Students shall take steps to consult with advisors prior to registration to ensure that they are on track to completion and receive broader counsel on academic and career success. Students have primary responsibility over planning their certificate completion. Ordinarily, students will meet with or otherwise communicate with their Program Director at least once per academic year.

## **IV. Uniform Completion Requirements**

Each program requires:

- Completion of 14 credits in the certificate area. At registration each term, pre-approved certificate courses will be listed in registration materials. In addition to these courses, Program Directors may approve non-listed courses prior to the student's enrollment in the courses. However, Program Directors also retain discretion to audit a student's transcript and approve previously taken courses that will count toward the 14-credit certificate requirement. Although students may apply to multiple certificate programs, credits earned for one certificate cannot count toward a second certificate.
- Completion of a capstone requirement. Students can complete the capstone requirement in one of two ways: (1) complete the Graduation Writing Requirement (GWR) in a course that is both certificate-approved and GWR-approved; or (2) complete an experiential learning course that is both certificate-approved and experiential-learning approved. A course's eligibility for these capstone requirements will be listed in the registration materials. Alternatively, students may satisfy the capstone requirement by obtaining the Director's approval of: (1) experiential learning that was conducted in another course; (2) a paper that was written in another course; or (2) a paper that was written as part of an Independent Research project. The Director retains complete discretion to determine whether a course or paper satisfies the capstone requirement. Credits earned in an approved GWR-eligible course will count toward the 14-credit certificate requirement.

## Section 11

### TUITION & FEE CHARGES PER SEMESTER COLLEGE OF LAW 2022-2023

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#### **Full-Time Program (10-16 credit hours)**

ABA rules limit semester credits to no more than 18. Each credit over 16 incurs an additional cost per credit hour based on the current tuition rates. These costs can be viewed in the table under “Part-Time Program” below. Credits between 16 and 18 must be approved by Dean Mac Alpine.

	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Total Annual</b>
Tuition	\$24,500	\$24,500	\$49,000
Fees <sup>1</sup>	40	40	80
Health Insurance (estimated) <sup>2</sup>	1,724	2,242	3,966
CAFES Fee (opt-out available)	25	25	50
<b>TOTAL (estimated cost)</b>	<b>\$26,289</b>	<b>\$26,807</b>	<b>\$53,096</b>

#### **Part-Time Program (5-9 credit hours)**

1 hour	\$1,922	4 hours	\$7,688	7 hours	\$13,454
2 hours	\$3,844	5 hours	\$9,610	8 hours	\$15,376
3 hours	\$5,766	6 hours	\$11,532	9 hours	\$17,298

**TOTAL: Per Credit Cost + Fees + Health Insurance<sup>2</sup>**

#### **Joint Degree JD/MBA Program**

Tuition rate is based on enrollment. Joint degree JD/MBA students who are enrolled full-time at WUCL will be charged Law tuition rates. Joint degree JD/MBA students who are enrolled full-time 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.

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<sup>1</sup>Fees here consist of the activity fee passed through to the Student Bar Association. Willamette is no longer charging any additional fees, having eliminated the Wellness Fee and all Graduation Fees.

<sup>2</sup>Students are required to have health insurance. If you have comparable coverage to the Willamette Student Health Insurance, then you may waive this premium. The health insurance rates for international students may differ from the rates for domestic students listed above.

**To learn more about the Willamette Student Health Insurance Plan, including waiver\* information:**

Domestic Students: [Health Services: Domestic Students \(willamette.edu\)](https://willamette.edu/health-services/domestic-students)

International Students: [Health Services: International Students \(willamette.edu\)](https://willamette.edu/health-services/international-students)

\*Enrollment/waivers for eligible students meeting the corresponding credit hours is/are annual and will apply for the entire 2022-2023 policy year. **Students who waive/enroll Fall 2022 semester are choosing to waive/enroll for both Fall and Spring**

**Semester** (if eligible both Fall and Spring semester based on credit requirements., **The opportunity to waive/enroll will NOT be provided again in Spring 2023 semester. The Spring open enrollment and waiver period is only applicable to new incoming students or students NOT enrolled in classes Fall 2022 semester. Late enrollment or waiver requests will not be accepted, no exceptions.**

## **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 10<sup>th</sup> 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. Additional information about this type of withdrawal can be found at: <http://willamette.edu/cia/catalog/resources/policies/medical-withdrawal.html>



- 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 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 website: <https://willamette.edu/offices/finaid/graduate-students/index.html>.

Law students wishing to receive loans and/or work-study 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 <https://studentaid.gov/h/apply-for-aid/fafsa>. Students who file their FAFSAs 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 at least one month prior to the start of the academic year. 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. You can find more information about tuition refund policies and procedures on the Student Accounts Website at: <https://willamette.edu/offices/studentaccounts/information/index.html>

Questions regarding this refund policy should be directed to the Director of Student Accounts.

Student Accounts Email: <[student-accounts@willamette.edu](mailto:student-accounts@willamette.edu)>

#### C. *Scholarships*

Scholarships awarded by WUCL are governed by the principles and process described below. Scholarships are awarded on a full-time basis, and are prorated for part-time students. Scholarships are available only for regular term tuition (fall and spring semesters), and cannot be applied to Intersession or Summer classes. 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 11 (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), unless the terms of the scholarship have been specifically modified in written communications with the Administration of the College of Law.

1. *Requirements for scholarship renewal.*

a. Students who hold scholarships pursuant to a conditional requirement must have a cumulative GPA of 2.90 or above at the close of each Spring Semester, and (for first year students) successfully complete Lawyering I and II by the end of the spring semester of their first year.

b. Students who hold durable scholarships subject to a good standing requirement must maintain good academic standing (cumulative GPA of 2.30 or higher) in order to maintain their scholarships.

c. Students may not be in good standing if they are found responsible for violations of the WUCL Honor Code or other University conduct standards. Based on recommendations by the Honor Code Committee and the College of Law Administration, such students may have their scholarship reduced or eliminated.

d. Students with Yellow Ribbon veteran's scholarships must be in good academic standing (cumulative GPA of 2.30 or higher) to maintain the Yellow Ribbon portion of their scholarship. Questions regarding veterans' 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. *Scholarship amounts.* Students who receive a scholarship award upon admission should not expect the amount of the award to be increased in future years even if the student performs exceptionally well academically. For that reason, students may not petition for an adjustment in their award.

3. *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.

## Section 12

### STUDENT HONOR CODE

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#### General Principles

Willamette University College of Law expects that students, as future attorneys, will exceed the requisite character and fitness standards for admission to a state bar and aspire to be honorable and impeccably ethical members of the legal profession and their communities. This Honor Code is the mechanism for WUCL community members to exercise responsibility for ensuring academic and professional integrity. It provides a method for submitting allegations of academic dishonesty, misconduct, and unprofessionalism, determining whether alleged actions violate the Code, and imposing sanctions. The purposes of the Code are to uphold positive standards of student behavior and to provide fair, accessible, timely, and transparent procedures that protect student rights, while promoting community ideals.

The WUCL Honor Code encompasses academic standards, which are informed by relevant professional standards. The Oregon State Bar Essential Eligibility Requirements guide expectations for conduct. The Oregon Board of Bar Examiners requires “demonstration of [certain] attributes,” deeming them “essential for all applicants seeking admission to the Oregon Bar.” These attributes include the “ability to:

1. Communicate honestly, candidly, and civilly with clients, attorneys, courts, and others;
2. Conduct financial dealings in a responsible, honest, and trustworthy manner;
3. Conduct oneself with respect for and in accordance with the law;
4. Demonstrate regard for the rights, safety, and welfare of others;
5. Demonstrate good judgment on behalf of clients and in conducting one’s professional business;
6. Act diligently, reliably, and punctually in fulfilling obligations to clients, lawyers, courts, and others;
7. Comply with deadlines and time constraints;
8. Comply with the requirements of applicable state, local, and federal laws, rules, and regulations; any applicable order of a court or tribunal; and the Rules of Professional Conduct.”<sup>2</sup>

Accordingly, WUCL expects that students will affirmatively demonstrate academic and professional integrity, in the College of Law and beyond.

WUCL embraces the ideal that law school is a place for debate and contending with competing ideas and perspectives. WUCL expects that the College of Law community will have a vibrant dialogue that encourages respectful disagreement, tolerance of different viewpoints, and embraces a collective commitment to engage in productive discourse about the difficult and often divisive issues that perpetually pervade the law. WUCL recognizes that notions of civility and professionalism must be forward-looking, and not used as a barrier to perpetuate inequities. We commit to challenging destructive biases.

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<sup>2</sup> Oregon State Board of Bar Examiners, Rules for Admission of Attorneys, 1.25(c) (2019).

Compliance with the Honor Code is also not a perpetual “safe harbor.” Some problematic behavior may not rise to the level of an Honor Code violation.

WUCL students are also governed by the rules and processes of the Willamette University Code of Student Conduct (WUCSC), which all WUCL students shall read in conjunction with the Student Handbook. The University has specific WUCSC procedures for reporting, investigation, and enforcement at the University level. Some conduct issues must be handled at that level. However, WUCL will also enforce WUCSC violations through the Honor Code process, if they take place within the WUCL community or if they implicate the student’s professionalism, including the character and fitness requisite for the practice of law. WUCL has higher standards for conduct for its students, who are aspiring professionals, than an undergraduate college. Stricter penalties for misconduct may be meted out by WUCL for that reason. The determination of whether a matter falls within this Honor Code shall be made by the Dean or Associate Dean of Student Affairs, in consultation with appropriate University officials. When the University or WUCL asserts discretion over jurisdiction, resolution of the matter may rest at either or both levels. For example, a student in University housing may face sanctions at the university level for a housing-related violation, but if the violation implicates Honor Code or professionalism issues, WUCL may need to address them as well.

The University will apprise the Associate Dean of Student Affairs of all University matters, actions, and proceedings involving WUCSC. The Associate Dean will then follow the procedures outlined in Section I.A.

## **I. Honor Code Reporting Process**

Responsibility for academic integrity, student conduct, and professionalism rests with the students, faculty, administration, and staff. All who have reasonable grounds to believe that an Honor Code violation has been committed shall report the violation to a faculty member or the Associate Dean of Student Affairs upon discovery, or as soon as reasonably possible, and with minimal delay. Violations that fall within the WUCSC or Honor Code IV.B. should be immediately reported to the Associate Dean or directly to the University. Any delay in reporting, however, shall not preclude investigation and enforcement of the Honor Code in any matter.

### **A. *Informal Procedures***

Faculty members may choose to resolve an academic Honor Code violation informally, if the violation involves evaluative work, classroom behavior, or other matters relating to their own instruction. The faculty member has discretion to impose the sanction, if any, that they believe is appropriate under the circumstances, including an informal warning, writing a character-and-fitness concern memorandum for the student’s file, issuing a formal reprimand, lowering of a grade beyond that of normal discretion, administering a failing grade, assigning remedial work, or dismissing the student from the course, but not any other formal sanctions like probation, suspension, or dismissal. The faculty member must first give reasonable notice to a student before imposing a sanction and provide the student with a full opportunity to respond to any allegations. The faculty member shall issue a written report to the student, the Associate Dean of Student Affairs, and the Dean, describing the factual basis for the violation and the justification for the sanction. This report will be included in the student’s character and fitness file. The faculty member shall have the discretion to

consult with other faculty and administrators, and the Chair of the Honor Code Committee about the conduct and possible sanctions.

When a possible Honor Code violation is reported to the Associate Dean of Student Affairs because it does not fall into the evaluative or classroom categories above, or the violation transcends those environments, the Associate Dean may resolve the allegation in the same manner as described above or refer it to the Honor Code Committee for resolution. The Associate Dean has discretion to impose the sanction, if any, that they believe is appropriate under the circumstances, limited to the informal warning, writing a character-and-fitness concern memorandum for the student's file, or issuing a formal reprimand. The Associate Dean of Student Affairs must first give notice to a student before imposing a sanction and provide the student a full opportunity to respond to any allegations. The Associate Dean shall issue a written report to the student and to the Dean, describing the factual basis for the violation, and the justification for the sanction. This report will be included in the student's character and fitness file. The Associate Dean has discretion to consult with other administrators and faculty, and the Chair of the Honor Code Committee about the conduct and possible sanctions.

#### **B. *Referral of Violations to the Honor Code Committee***

If the allegation cannot be resolved within 7 calendar days from discovery by or report to the faculty member or the Associate Dean of Student Affairs, or if the faculty member or Associate Dean and student cannot reach an informal resolution, the violation shall be referred to the Chair of the Honor Code Committee for investigation and resolution.

Any student who has received a sanction in accordance with the Informal Procedure set forth above and who wishes to challenge the findings or sanction may have the matter referred to the Chair of the Honor Code Committee by making a written request to the Associate Dean of Student Affairs within 7 calendar days of the report to the student.

## **II. Composition of the Honor Code Committee**

The Honor Code Committee is charged with gathering relevant information relating to allegations about violations of the Honor Code, providing a hearing in which evidence relating to those allegations can be presented, determining whether a preponderance of the evidence supports those allegations, and where and as appropriate, assigning penalties in connection with findings about violations of the Honor Code.

The Committee shall consist of 3 full-time faculty members appointed by the Dean and 2 student members nominated by the Student Bar Association. The student members shall have completed at least two full semesters of work and must be in good standing, without any prior discipline. The Dean will select one of the faculty members as Chair of the Committee. The Dean shall appoint these members no later than July 1 each year, but ongoing matters shall be resolved by the prior year's Honor Code Committee.

### III. Procedure and Resolution

#### A. *Committee Function and Process*

##### 1. Initial Review

When an allegation regarding a violation is brought to the Honor Code Committee, the Chair of the Committee will notify the student of the nature of the violation within 5 calendar days. Prior to a hearing, the Chair will review the allegation with the faculty member or dean that reported the allegation (reporting party) and determine if there are other individuals who might have knowledge of the incident concerned with the allegation.

##### 2. Timing

The Committee shall conduct and conclude the entire Honor Code process in a timely manner, factoring in student and institutional needs for speedy resolution, while preserving the integrity of the process. The Committee shall use reasonable measures to reach a final resolution within 20 calendar days of receiving a matter, recognizing that occasionally, the school calendar may disrupt that timing.

##### 3. Standards of Review

The Committee shall review *de novo* the facts in any case before the Committee that was reviewed pursuant to Informal Procedures. All information surfaced in the Informal Procedures may, however, be brought to the Committee's attention in the process.

If at any point before a hearing is convened, a member of the Committee, including the Chair, believes that the accusation on its face does not constitute a violation, or that no reasonable member of the Committee could find probable cause of a violation, that member may make a motion to terminate the process. If the motion is seconded, the Committee shall convene to confer solely on this question and vote on the motion. If a majority of the Committee votes to terminate the process on this basis and by these standards, the Committee shall provide a written report that summarizes the basis for such a conclusion, and forward the report to the Dean and to the student. This decision shall not be subject to appeal, but any records obtained by the Committee will remain on file until the student has graduated, or within three years of leaving WUCL, whichever is shorter.

##### 4. Witnesses, Conflicts, and Hearing Procedures

If there are possible witnesses, the Chair will meet with those individuals to determine if they should be called as witnesses during the hearing. The Chair will ask the student to provide names of any potential material witnesses for the Chair's consideration. The purpose of this initial meeting with witnesses is not to gather testimony, but to determine whether or not the identified witness has direct knowledge regarding the allegation. Character witness testimony will not be relevant to any proceeding. Contemporaneous notes of all such meetings,

including date, time and place, shall be taken. These notes shall be confidential to the Committee. Potential witnesses are asked, and expected, to cooperate with the investigation.

The reporting party and the student will be required to attend the hearing. The student may request alternative accommodations in lieu of being physically present at the hearing, as may the reporting party and witnesses, if the Chair deems the accommodation non prejudicial to the student.

Within 5 business days of the referral of the complaint to the Committee, the reporting party and the student will be notified of the day and time of the hearing, which will be scheduled for a weekday time that does not conflict with class schedules. The notification should include a list of Committee members who will be in attendance so the parties have an opportunity to identify any conflict of interest. Concurrently, Committee members are given the name of the reporting party and the student to be reviewed in order to identify a possible conflict of interest. Potential conflicts of interest should be disclosed to the Chair within a reasonable time in advance of the hearing to avoid a delay.

Any member of the Committee having information that could impair their impartiality or give rise to a potential or actual conflict of interest shall recuse themselves from decision-making responsibility during the process and be replaced by an alternate. Conflict-of-interest disclosures by a Committee member or alleged by a student must include sufficient detail to persuade a majority of the disinterested members of the Committee that an injustice would result from their service in a decision-making capacity. Disclosures based merely on casual acquaintance or classroom interactions are not recognized as potential biases.

A student may make a written request of the Chair within 3 calendar days of notice of an Honor Code Committee referral to challenge conflicts or bias of a Committee member, and such request shall be presented to the Committee. If for any reason, a member, or the Chair, is unable to deliberate over a particular violation, a replacement shall be chosen by the Dean. A replacement student representative shall be chosen by the Dean from among students elected to the Student Bar Association, if possible. In composing the Committee, the Dean may delegate their role to an Associate Dean.

The student and other witnesses may be given the option of attending in person or by remote technology, when appropriate. If the student chooses not to participate in the process, the hearing will proceed as scheduled. The hearing will be scheduled within 10 calendar days of the date in which the notification to the parties was sent. Should the hearing need to be scheduled when the College of Law is not in session, the date of the hearing may be extended at the discretion of the Chair.

The student may be assisted by one advisor of their choosing and at their expense. An advisor is not permitted to speak or participate in a hearing. Hearings will not be scheduled around the availability of an advisor. An advisor may not appear in lieu of the respondent; however, an advisor may consult with the respondent during a hearing and may assist with preparation for the hearing. An attorney can

be used as an advisor but is also subject to the aforementioned rules. Should an advisor not be able to attend the hearing date, the hearing will still proceed. Because an advisor may be present throughout the hearing, and thereby become aware of new information, an advisor may not testify as a witness during a hearing. The University reserves the right to have legal counsel present at any hearing or involved in any phase of the process.

A typical hearing should follow this sequence:

(1) A preliminary meeting of Committee members is held to review procedures and the allegation.

- The Chair shall preside over all meetings and phases of the proceedings.
- All voting Committee members will be present and participating unless one or more are excused by the Dean for appropriate personal or professional reasons.
- All conflicts of interest and prior discussions with involved parties are disclosed. Persons with conflicts of interest can be excused at their request or by vote of the Committee and replaced by an alternate.
- A maximum of one voting member can be absent for a hearing to be conducted.
- A designated Committee member shall keep written minutes, documents, and records.

(2) After the preliminary meeting, the student may then join the hearing, and the Chair explains that the proceedings will be recorded and recording is started. Recording is stopped during periods in which persons giving testimony are entering and exiting the room. All Committee members introduce themselves for the record. The alleged violation is reviewed with the student.

- During the hearing, the student has the right to be present at all times when evidence or testimony is being received by the Committee.
- The student cannot directly address any person presenting evidence or testimony but may formulate questions in writing and submit them to the Chair who reserves discretion with respect to relevancy and propriety, whether to ask them. All questions must be proper and relevant to the issue at hand. The submitted written questions will be kept for the record.
- The Chair informs the students that they have two options during the hearing: to remain silent or to speak truthfully and completely.

(3) The reporting party is then brought in and introduced by the Chair.

- It is explained that the information they are about to give will be audio recorded, and the recording is started.
- It is also explained that only relevant evidence may be presented. The reporting party is asked about conflicts of interest and may be asked about any substantive interactions with the student other than the specific incident.



- The Chair informs the reporting party that they must speak truthfully and completely.
  - The Reporting party then presents information to the Committee.
  - Following this, Committee members can ask questions and the Chair can ask any questions submitted by the student.
- (4) Witnesses are called individually to provide testimony. Prior to being interviewed, the Chair informs each witness that they must speak truthfully and completely. Committee members may ask questions of the Witness and the Chair can ask any questions submitted by the student. All submitted questions will become part of the record.

Once the Committee has completed its interview of a witness they are excused from the proceedings. Witnesses, other than the student, shall not have the ability to hear statements of other witnesses, and shall not disclose their testimony to others.

- (5) The student is then invited to present information to the Committee. The student is given the opportunity to respond to the allegation and other information presented to the Committee.
- Members of the Committee can then ask questions.
  - Following the conclusion of these questions and answers, the student and reporting party are excused but both must remain available for potential further questions.
  - Audio recording is concluded.
  - The Committee can bring both the students and reporting party back into the hearing room for further questions. Audio recording is resumed during this time.
  - The reporting party and the student can then submit written questions for each other, which will be reviewed by the Chair who reserves discretion with respect to relevancy and propriety, whether to ask them. All submitted questions will become part of the record.
  - The questioning process will continue until the Committee is satisfied that any open issues have been resolved or it has been determined that they cannot be resolved.
  - Should evidence be presented for which the student identifies a need for further investigation the student may request a reasonable delay in the proceedings. The Committee will vote on this request in closed session.
  - If at any time during the proceedings the Committee determines that further investigation is needed or that there are other possible witnesses, it can vote to suspend the hearing to conduct such an investigation.
- (6) The Committee then deliberates in closed session concerning the alleged violation and determines a sanction (if any).

- Committee deliberations are not recorded and may not be disclosed outside of hearing.

- Paper ballots are taken for motions at hearings. Decisions are made based on a majority vote; Committee members will base their individual votes on the weight of evidence presented to them, including witness credibility.
- The Committee initially formulates a motion regarding the merit of the allegation. If a majority of the Committee believes that there is a preponderance of the evidence that a violation has occurred, they shall proceed to the sanction phase.
- The Committee will continue to deliberate in closed session to determine sanctions. Motions are entertained for sanctions.

Upon completion of proceedings, the Committee shall provide a written report that summarizes fact findings, the basis for a conclusion, and the determined sanction, if any, to the Dean and to the student. The report shall also be forwarded to the Associate Dean for Student Affairs, who will implement the sanction, if any. If the student wishes to appeal the findings or sanction, the sanction may be stayed upon request of the Dean, at the Dean's discretion. The Dean has the discretion to direct the Associate Dean for Student Affairs to implement the sanction immediately or suspend it, pending the appeal. In exercising this discretion, the Dean may confer with other administrators and faculty.

The Honor Code Committee retains the ability to implement reasonable and necessary procedures and rules to carry out the provisions of the Code. Procedures or rules adopted shall be communicated to the student. WUCL and the Committee shall make best efforts to substantially comply with the procedures herein. All timelines in the process may be extended at the discretion of the Chair, but such extensions should only be made to ensure the integrity of the process.

For all process purposes, a student will be deemed to have been put on notice upon the sending of an email communication to their university account or by the date of sending a paper copy to the address on file with the University registrar.

### ***B. Appeal***

A student may appeal a decision of the Honor Code Committee to the Dean within five business days of notice of a finding and sanction. In order to modify a ruling, the Dean must conclude that a factual finding is clearly erroneous (which would also include the exclusion of exculpatory information that surfaced after the hearing) or that a gross violation of fairness and due process has occurred. Process deviations alone do not provide a sufficient basis for an appeal. The Dean has the discretion to interview the student, review the record, modify the final findings, reduce or eliminate the sanctions, or leave them in place. The Dean may also choose to delegate all of these duties to a panel consisting of two non-Committee faculty members or administrators who will make a recommendation to the Dean.

## **IV. Violations of Honor Code**

As noted above in the preamble to this section, WUCL students should meet the highest standards of personal, professional, and academic conduct. They should strive to be outstanding colleagues, leaders, and trusted members of the legal community, and the community at large. The following delineations of violations of the Honor Code are not exhaustive.

- A. The following are academic violations for which the Honor Code Committee may impose sanctions.
1. Engaging in conduct that violates Willamette’s academic integrity policy or obstructs the instructional process of WUCL, including but not limited to:
    - a. Theft, conversion, or unauthorized use of library, classroom, or faculty teaching materials.
    - b. Falsification of the attendance roster or otherwise falsely representing attendance, either within the default rules of the attendance policy, or within written rules set out by the instructor (e.g., recording tardiness.)
    - c. Obstruction of the learning efforts of fellow students, such as:
      - (1) Theft or conversion of a student’s physical property, notes, supplementary study aids, or work product.
      - (2) Through grossly offensive behavior, interference with another student's ability to attend classes or participate in WUCL functions. The nature and severity of the interference or its repetitiveness will be taken into consideration in determining whether it rises to the level of an Honor Code violation.
      - (3) Disruption, obstruction, or material interference with the classroom process, research, public presentations, administration or any other service or activity provided or sponsored by WUCL.
    - d. Engaging in a pattern of disrespectful or disruptive behavior in the classroom.
    - e. Violating express rules about video or audio recording in the classroom, and any established WUCL or instructor terms of use of recorded material or written classroom materials.
  2. Engaging in conduct that obstructs the academic evaluation process, including but not limited to:
    - a. Violation of examination rules, as provided by WUCL and the instructor.
      - i. Collaboration with another student or person during the administration of an exam.
      - ii. Use of prohibited materials during an examination, as provided in the exam instructions.
      - iii. Violation of time limits or any other time-related restrictions provided for an exam, including beginning before the stipulated time or by answering after the time set for completion.
      - iv. Unauthorized acquisition or divulgence of information concerning the content of an examination or other graded course material.
      - v. Misrepresentation of the identity of the person taking an exam or completing course-required material.
    - b. False representation of the completion of a course requirement.
    - c. Collaboration upon a course-required project without instructor authorization.
    - d. Furnishing materials, services, or assistance to another, knowing that their purpose is to commit an Honor Code violation with the use of such materials, services, or assistance.
    - e. False representation of another's work, words, or ideas as one's own, in any academic project.
    - f. Communication 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.

3. Engaging in conduct that would be tantamount to violating the Oregon Rules of Professional Conduct, in an academic clinical setting, an externship, or a clerkship.
  4. Engaging in conduct that obstructs the operation of the Honor Code, including, but not limited to:
    - a. Failing to respond to or produce information when directed to do so by the Honor Code Committee, a faculty member, or an administrator, as part of this process.
    - b. Giving false or misleading information to the Honor Code Committee or any community member, or concealing information with intent to deceive the Committee or community member. This extends to any process involving Informal Resolution.
    - c. Falsely accusing a student of an Honor Code violation.
    - d. Attempting to tamper with or intimidate any potential witnesses to a potential Honor Code violation.
    - e. Knowingly soliciting, conspiring with, another to commit an Honor Code violation, or aiding or abetting another in commission.
- B. The following are other professionalism and conduct violations for which the Honor Code Committee may impose sanctions, but this list is not exhaustive. Violations of the Willamette University Code of Student Conduct, which may in some cases encompass a broader set of behaviors and actions, can be investigated and resolved at either the University conduct process or through the WUCL Honor Code, and sanctions can be issued at either or both levels, as appropriate.
1. Violation of any federal, state, or local health code laws and regulations, or any additional such rules promulgated by WUCL or Willamette University. Such violations should be reported immediately to the Associate Dean of Academic Affairs, or any faculty, administrator, or staff member. Students are encouraged to use these processes in lieu of personal resolution, when such resolution might heighten conflict.
  2. Abuse of email, social media, or other electronic means of communication in a manner that would raise serious concern about a student’s future ability to “communicate honestly, candidly, and civilly with clients, attorneys, courts, and others,” “demonstrate regard for the rights, safety, and welfare of others,” and future ability to “demonstrate good judgment on behalf of clients and in conducting one’s professional business.” The nature and severity of the abuse or its repetitiveness will be taken into consideration in determining whether it rises to the level of an Honor Code violation.
  3. Using electronic or other means to make a video, audio, or photographic record of any person in a location where there is a reasonable expectation of privacy without the person’s prior knowledge or permission in each instance, when such a recording is likely to cause injury, distress, or damage to reputation. (This includes students, staff, faculty, administrators, and members of the public.). The storing, sharing, or distributing of such unauthorized records by any means is also prohibited.

## V. Sanctions

The sanctions that may be imposed for violations should have a reasonable and proportionate relationship to the gravity of the offense, and the student's history of prior discipline or other character and fitness issues. Additionally, if the violation occurs in a context where the need for integrity is heightened, (e.g., academic dishonesty during remote instruction or exam administration), the Honor Code Committee may consider a more severe sanction. The Honor Code Committee shall discuss all of these factors and consider the consequences, academic and professional, to the student.

One or more of the following sanctions, if any, may be imposed by a majority of the Honor Code Committee upon the finding of a violation, however, any suspension or dismissal sanction requires four vote:

1. An informal warning, which will be expunged from the student's file upon graduation.
2. A written character-and-fitness concern for the student's file.
3. Reduction of the grade in the class to which the violation relates, elimination of class credit, class failure, and class dismissal. However, all of these sanctions for a violation require the advice and consent of the faculty member teaching the class.
4. A reprimand. The reprimand shall be delivered to the Dean with directions to place a copy in the student's academic file. The reprimand can take any form that the Honor Code Committee deems appropriate.
5. 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.
6. Restitution. (Can be in the form of a financial sanction or service, as deemed appropriate.)
7. Suspension. The suspension may be for a fixed period, but shall last no longer than two full terms. (A summer term does not count as a full term.)
8. Dismissal.
9. Any appropriate combination of the above, or such other or additional disposition as appears appropriate.

The Honor Code Committee shall briefly explain the justification of the sanction selected. If the Honor Code Committee is unable to agree upon a sanction upon a finding of a violation, the default sanction shall be an informal warning.

## VI. Disclosures and Recordkeeping

1. The Honor Code Committee shall document its investigation and proceedings as it deems necessary to support its determinations. In any case in which the Committee finds a violation, the Dean's Office shall retain the records securely, including any recordings, minutes, and other relevant documents from the hearing and investigation for a period of 3 years after the student leaves the University. (All ballots and informal notes shall be shredded.) The report recording the finding and sanction shall remain a permanent part of the student's file. In any case in which no violation is found by the Committee, such records shall be retained for at least 3 years after the student leaves the University, but no report shall enter the file permanently.

2. Suspension or dismissal shall be reflected in the student's official transcript.
3. WUCL may be obligated to report Honor Code violations to the bar of a state to which a student applies for admission. Students who are the subject of an Informal Resolution under this Code or who have been the subject of an Honor Code Committee investigation or proceeding may be obliged to disclose that information to a state bar.

## Section 13

### FEDERAL EDUCATION REGULATIONS

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#### 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 website at: <https://willamette.edu/offices/registrar/student-records-privacy/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/](https://willamette.edu/offices/hr/policies/NonDiscTitleIX/contacts/)

## Section 14

### STUDENT APPEARANCE RULE & ADMISSION TO THE BAR

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#### **I. Excerpt from rules for admission of attorneys relating to law student appearances in Oregon (Court Certification)** (Revised February 6, 2018)

##### *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, or (d) any appellate court to make oral argument.
- (5) Subject to the requirement of 13.20(2)(d) as to any law student eligible through 13.20(2), 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; and
  - (d) The taking of depositions or statements under oath, the preparation of affidavits or declarations of witnesses, negotiations and investigations related to an active litigation matter.
- (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) Eligible law students may engage in non-litigation related matters, under the general supervision of a member of the bar, but outside the personal presence of that attorney, including without limitation: client intake, documents related to estate planning, contract drafting and negotiations, documents related to interests in real estate and personal property, and business formation. Any document prepared by the eligible law student must be signed or approved by the supervising attorney before execution by any interested party, and the document must state the extent to which the student was involved in drafting the document. If an activity does not result in a legal document to be reviewed, a memorandum recording the eligible law student's activities must be kept in the file related to the relevant matter.

### *13.20 Requirements and Limitations*

- (1) Unless a law student falls within subsection (2) of this provision, 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, which may include summer, night or externship courses;
  - (c) Be of good character and be adequately trained to perform competently as a legal intern;
  - (d) Certify in writing to the dean of the law school that the student has taken and passed either the Multistate Professional Responsibility Examination (MPRE) or a course on professional responsibility;
  - (e) Certify in writing to the dean of the law school that the student has taken and passed a course on evidence; and
  - (f) Cause the dean of the student's law school to certify that the student is eligible under subsections (a), (b), (c), (d) and (e) substantially in the form set forth in Appendix A.
- (2) A student currently enrolled in a law school approved by the American Bar Association need not satisfy section (1) to be eligible for certification, but the law student must:
- (a) Have completed legal studies amounting to at least two semesters of full-time law study or the equivalent, which may include summer, night or externship courses;
  - (b) Be of good character and be adequately trained to perform competently as a legal intern;
  - (c) Be enrolled in a law school clinic class that trains students about the relevant substantive, procedural and practical issues, including evidence and professional responsibility.
  - (d) Be supervised by an active member of the Oregon State Bar, who will be physically present at counsel table and able to supervise the law student at all court appearances; and
  - (e) Cause the dean of the student's law school to certify that the student is eligible under 13.20(2), substantially in the form set forth in Appendix B.
- (3) A law student's certification and ability to appear under Section 13.20(2) expires at the end of the law school clinic class.
- (4) 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 twelve (12) months following the date the student graduates from the law school. To file a certification with the State Court Administrator, a law school dean may email an electronic version of the signed certification to the Executive Administrator for the Oregon Supreme Court, who acts as the State Court Administrator's designee for the purpose of processing law student certifications.
- (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. These requirements apply regardless of the state the student is seeking court certification.

## II. Bar Exam Prior to Graduation

If certain conditions are met, a student may be able to take the Oregon State Bar Exam in the February prior to May graduation. Please note that these conditions only apply to the state of Oregon; most other state bars do not allow anyone to take the bar exam until after they have graduated.

At minimum, the following conditions must be met:

- Successful completion of all required courses by the end of fall semester of 3L year; this includes bar courses, LAW 640 – Legal Analysis for the Bar, and the Graduation Writing Requirement.
- Successful completion of at least 81 total credits by the end of fall semester of 3L year.
- Students cannot be engaged in more than 2 credits of academic work during January and February; while it is possible to enroll in a 2 credit seminar plus Externship during the spring semester, it is not advisable.
- Ability to enroll in a 7 credit (maximum) LAW 480 – Externship which would begin in March after completing the bar exam. *Note – Externship is an ungraded course, and students can apply a maximum of 20 ungraded credits toward the JD degree.*
- Must be in good academic standing

Students interested in pursuing this option **must** meet with the Associate Dean for Student Affairs no later than April 30 of their 2L year.

## III. 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; links to those associations may be found at the [National Conference of Bar Examiners](#).

#### 2. *Character and Fitness Requirements*

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners, <https://www.ncbex.org/>

Students wishing additional detail regarding this obligation may review the Comprehensive Guide to Bar Admission Requirements at [Bar Admission Guide - NCBE \(ncbex.org\)](#) especially Chart II, which covers requirements regarding character and fitness determinations, and the Moral Character and Fitness section of the Code of Recommended Standards for Bar Examiners, which includes examples of issues that

might be cause for further inquiry before a bar examining authority decides whether the applicant possesses the character and fitness to practice law. Students may also review the Character and Fitness page on the National Conference of Bar Examiners website at [Character and Fitness - NCBE \(ncbex.org\)](#) and the Bar Admissions webpage of the ABA Section of Legal Education and Admissions to the Bar at [Bar Admissions \(americanbar.org\)](#).

3. *Applying for the Bar Exam – Notary Services*

Students should refer to the individual state bar website for the application packets for admission to the bar.

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 a.m. – 3:00 p.m., 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.

4. *Certificates of Graduation*

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.

## B. *Uniform Bar Examination (UBE)*

### 1. *UBE Jurisdictions*

The website of the National Conference of Bar Examiners, <https://www.ncbex.org/> lists all the jurisdictions that currently use the Uniform Bar Exam for purposes of bar admissions. Among those states are Oregon, Washington, Idaho, and Utah.

The UBE was developed by the National Conference of Bar Examiners (NCBE). More information about the UBE can be found at the NCBE website: [ncbex.org/exams/ube/](https://www.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. Website links for many jurisdictions can also be accessed via the NCBE website at: [ncbex.org/exams/mpre/](https://www.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 website at: [ncbex.org/exams/mpre/registration/](https://www.ncbex.org/exams/mpre/registration/) for the schedule of dates. Law students should take the MPRE prior to graduation, and the testing schedule is designed to make this possible. 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 15

### J.W. LONG LAW LIBRARY

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#### I. Library Information and Resources

To access resources and more information, visit the Law Library website at:

[willamette.edu/law/longlib/](http://willamette.edu/law/longlib/)

##### A. *Phone Numbers*

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/](http://willamette.edu/law/longlib/about/library_staff/)

- B. ***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.
- C. ***Carrels.*** Law and joint degree students may request a study carrel. Carrel assignments are issued at the beginning of the school year.
- D. ***Cell Phones.*** Cell phone use is 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 or talk on your cell phone outside the library.
- E. ***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, damage, 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:

[law.willamette.libguides.com/circulation\\_policies](http://law.willamette.libguides.com/circulation_policies)

Computers and printers are available in Room 236 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.

Contact the WITS Help Desk by phone: 503-370-6767 or by email: [wits@willamette.edu](mailto:wits@willamette.edu), or contact Edgar Nevarez Lechuga, 503-370-5411

University policies related to computer use on campus can be found at: [willamette.edu/offices/wits/about\\_wits/policies/rup/](http://willamette.edu/offices/wits/about_wits/policies/rup/)

- F. **Conduct.** In order to maintain a professional library environment and respect the needs of other library users, the following are prohibited:
1. Pets, except for service animals
  2. Excessive noise: quiet is expected on the 1st and 3rd floors
  3. Unsupervised children
  4. Tobacco products & e-cigarettes
  5. Bicycles, skate boards, etc.
  6. Plug-in appliances such as coffee-makers, tea pots, microwave ovens, etc.
  7. Posting materials anywhere in the library
  8. Taking library books out of the library without proper check-out
  9. Intentional damage, destruction or theft of library equipment or property (this is also an Honor Code violation — see Section 14)
- G. **Copiers/Scanners.** Copiers/scanners are available in Rooms 235 & 307. Students may add funds to their student ID card by visiting the Compass Card website [willamette.edu/offices/compasscard](http://willamette.edu/offices/compasscard). Photocopies cost .10 per page. Scanning to email or a flash drive is free.
- H. **Databases**
1. A complete listing of research databases is available at: [law.willamette.libguides.com/lawdatabases](http://law.willamette.libguides.com/lawdatabases). Most databases are available off campus to Willamette students and faculty.
  2. 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.
  3. 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, as well as 40 other libraries in the Summit Consortium.
  4. Search the catalog from the Law Library website: [willamette.edu/law/longlib/](http://willamette.edu/law/longlib/)  
For more information and guidance on using online resources, contact the Reference Desk at 503-375-5330 or email [law-ref@willamette.edu](mailto:law-ref@willamette.edu).

- I. **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.
- J. **Group Study Rooms.** Law student study groups may reserve study rooms in advance for 4-hour blocks. Sign-ups are located on the doors of the rooms. Priority is given to study groups over individual use.

1st Floor: Room 126 & 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)

K. **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 Andrea Saele at [asaale@willamette.edu](mailto:asaale@willamette.edu) to make a reservation.

- L. **Lost & Found.** The library's Lost & Found is located at the Circulation Desk.
- M. **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](mailto:gbrown@willamette.edu) for more information.
- N. **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: 9:00 a.m. – 4:30 p.m.

Friday: 9:00 a.m. – 12:30 p.m.

Sunday: 1:00 p.m. – 5:00 p.m.

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](mailto:law-ref@willamette.edu)

- O. **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.

## Section 16

### COLLEGE OF LAW ADMINISTRATION & SERVICES

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#### I. Deans' Offices

The Deans' offices are located on the fourth floor.

Brian Gallini, Dean (Room 409)

Jeffrey C. Dobbins, Associate Dean for Academic Affairs (Room 413)

Melodye Mac Alpine, Associate Dean for Student Affairs & Administration (Room 406)

David Friedman, Associate Dean for Strategic Initiatives (Room 440)

Karen Sandrik, Associate Dean for Faculty (Room 410)

Jessica Rotter, Communications Manager (Room 412)

Jennifer Ori, Executive Assistant to the Deans

#### 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 5 p.m. The OSA is where students conduct most of their daily business and can obtain locker assignments. Students may reserve rooms for organization meetings, inquire about various deadlines in the academic calendar, and obtain information about graduation requirements.

This is the place to turn if a student has questions about most aspects of WUCL (if the OSA personnel cannot answer the question or handle the request, they will know who can).

The OSA staff are:

Maegan Dunlap, Assistant Director of Student Affairs

Email: [mdunlap2@willamette.edu](mailto:mdunlap2@willamette.edu)

Phone: 503-370-6704

Enam Al Bustami, Student Services Coordinator

Email: [ealbustami@willamette.edu](mailto:ealbustami@willamette.edu)

Phone: 503-370-6380

Andrea Saele, Student Services Coordinator

Email: [asaele@willamette.edu](mailto:asaele@willamette.edu)

Phone: 503-370-6380

Office of Student Affairs

Email: [law-osa@willamette.edu](mailto:law-osa@willamette.edu)

Website: <https://willamette.edu/law/internal/students/osa/index.html>

Phone: 503-370-6380

#### III. Office of Career Planning & Development (OCPD)

The Office of Career Planning & Development helps students advance and achieve their career goals. We provide individualized counseling to strategize how to build your expertise through experience and education. We partner with the externship

program to find experiences that help you develop your skills. We create programs to guide your transition from student to attorney through self-assessment, attorney-mentors, and career exploration. Drop-in or make an appointment on our career platform, [PARTNER](#).

**Location & Hours:** The office is located on the 2<sup>nd</sup> floor of the law school next to the Office of Student Affairs (OSA). Hours: 9:00 a.m. to 4:30 p.m.

**Appointments and Open Hours:** Appointments can be made with OCPD staff on [PARTNER](#), the OCPD online platform. 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 Professor Theresa ‘Terry’ Wright, the Externship Director, please schedule appointments via email.

**Office Team:**

Phylis Myles, J.D, Assistant Dean, Office of Career Planning & Development

Email: [pmyles@willamette.edu](mailto:pmyles@willamette.edu)

Phone: 503-370-6596

Bev Ecklund, M.L.S., Career & Externship Coordinator

Email: [becklund@willamette.edu](mailto:becklund@willamette.edu)

Phone: 503-370-6057

Theresa “Terry” Wright, J.D., Director of Externship Program

Email: [twright@willamette.edu](mailto:twright@willamette.edu)

Phone: 503-375-5431

[www.willamette.edu/law/careers](http://www.willamette.edu/law/careers)

Facebook: Willamette Law Career Advisor

**WUCL Office of Career Planning & Development Student Requirements:**

1. All 1Ls and transfer students are required to attend the Career Boot Camp in either October or December unless excused by the Assistant Dean of OCPD or another Dean. If you have concerns about participating, please contact the Assistant Dean of OCPD.
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 online [PARTNER](#) profile each year.
4. Third-year students are required to fill out the *At Graduation Employment Status* survey as well as update their online profile.
5. All students are required to read the *Employment During Law School*, Academic Regulations Section 3.II.C 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 online job postings. OCPD can also arrange reciprocity with many other law schools nationally. Check with OCPD for more information.

## **IV. Office of Advancement**

The Office of Advancement is responsible for alumni outreach and activities and major gift fundraising in support of the College of Law.

The Office of Advancement 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 Office of Career Planning & Development, the Office of Advancement 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.

The Office of Advancement 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. John Beyer is the Director of Development for the College of Law.

## **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-admissions@willamette.edu](mailto:law-admissions@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 17

### COLLEGE OF LAW BUILDINGS TRUMAN WESLEY COLLINS LEGAL CENTER (Law School) and OREGON CIVIC JUSTICE CENTER (OCJC)

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#### I. Building Regulations

- A. **Room Reservations.** Room reservations within the law school must be scheduled through the Office of Student Affairs (OSA). Room reservations within OCJC and any other University space must be reserved through the Office of Scheduling, Events, and Conferences.
- B. **Lockers.** Lockers are issued in the law school 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 either the law school building or the OCJC. There are bicycle racks located on Winter Street at the south end of the law school and the south end of OCJC, 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 or the OCJC buildings.
- F. **Fragrances.** Please be sensitive to those in the buildings 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 from the law school 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, however OCJC occupants do meet on Winter Street. 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.

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 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 and providing information about the policy benefit to the community and 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:

- a. Those limited occasions when alternative arrangements are impractical or impossible, such as the illness of a daycare provider; AND
- b. 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.

## Section 18

### GENERAL INFORMATION

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#### I. Complaints About Actions of Fellow Students, Faculty, or Staff

##### A. *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](http://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 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 ten years from the date of final resolution of the complaint.

## II. Other Complaints

A. ***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.

B. ***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](mailto:orr-info@willamette.edu);

Phone: 503-370- 6813.

If you think you have been a victim of Interpersonal Violence, including sexual assault, stalking, dating violence, or gender-based harassment, you have choices and access to resources.

### **Confidential Resources On Campus**

Sexual Assault Response Allies  
(SARA)  
[willamette.edu/org/sara](http://willamette.edu/org/sara) (chat  
available)  
503-851-4245

Bishop Wellness Center  
Medical and counseling services  
503-370-6471

Chaplain's Office  
Religious affiliation not required  
503-370-6213

### **Confidential Resources Off Campus**

Center for Hope and Safety  
Local non-profit-24-hour hotline  
<https://hopeandsafety.org>  
503-399-7722

Salem Hospital ER  
Medical Attention and possible  
evidence collection  
890 Oak Street SE (East side of  
main building)  
503-814-1572

### **Non-Confidential Resources On Campus**

Campus staff and faculty  
Campus Safety  
503-370-6911

### **Non-Confidential Resources Off Campus**

Salem Police  
911 (Emergency)  
503-588-6123 (non-emergency)

C. ***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 Academic 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 the above processes do not adequately address your concerns, you may raise them with the Dean who can assist with facilitating the commencement of a formal University process.

D. ***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).

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