

## Table of Contents

Section 1.....	3
ACADEMIC CALENDAR.....	3
2018 Fall Semester .....	3
2019 Spring Semester ( <i>Tentative</i> ).....	5
Section 2.....	6
COLLEGE OF LAW DEANS, DIRECTORS, FACULTY & STAFF DIRECTORY.....	6
Section 3.....	11
ACADEMIC REGULATIONS .....	11
I. Preamble.....	11
II. Student Conduct .....	11
III. Academic Program .....	13
IV. Grading Rules and Practices.....	17
V. Academic Probation .....	19
VI. Academic Exclusion.....	20
VII. Graduation Requirements .....	21
VIII. Registration for Classes .....	24
IX. Double Credit for Academic Work.....	25
X. Credit for Courses Taken at Summer School and Other Schools .....	25
XI. Leave of Absence or Withdrawal .....	28
XII. Academic Counseling.....	28
XIII. Students With Disabilities .....	28
XIV. Transcripts .....	29
Section 4.....	30
GRADUATION WRITING REQUIREMENTS .....	30
I. Professional Skills Writing Requirement.....	30
II. Research Writing Requirement.....	31
Section 5.....	34
EXAMINATIONS .....	34
I. Regulations Applicable to Both Flex and Non-Flex Examinations .....	34
II. Problems or Irregularities with Examinations .....	35
III. Rescheduling a Scheduled Examination .....	35
IV. Flex Examinations .....	36
Section 6.....	37
WILLAMETTE UNIVERSITY PART-TIME ENROLLMENT IN THE JD PROGRAM.....	37
Section 7.....	39
WILLAMETTE UNIVERSITY JOINT DEGREE JD/MBA PROGRAM .....	39
Section 8.....	41
MASTER OF LAWS PROGRAMS .....	41
I. LL.M PROGRAM IN TRANSNATIONAL LAW .....	41
II. LL.M PROGRAM IN DISPUTE RESOLUTION .....	44
Section 9.....	46
MASTER OF LEGAL STUDIES .....	46
Section 10.....	48
CERTIFICATE PROGRAMS .....	48
I. Certificate Program in Law and Business.....	48
II. Certificate Program in Dispute Resolution.....	49
III. Certificate Program in International & Comparative Law .....	50
IV. Certificate Program in Law & Government.....	51

V.    Certificate Program in Sustainable Environmental, Energy & Resources Law .....	52
Section 11 .....	54
TUITION & FEE CHARGES PER SEMESTER .....	54
Full-Time Program.....	54
Part-Time Program.....	54
Joint Degree JD/MBA Program .....	54
Section 12 .....	59
STUDENT CONDUCT .....	59
I.    College of Law Honor Code .....	59
II.   Willamette University Code of Student Conduct.....	72
III.  College of Law Grievance Procedures.....	72
Section 13 .....	74
FEDERAL EDUCATION REGULATIONS .....	74
I.    Family Educational Rights and Privacy Act (FERPA) .....	74
II.   Statement of Equal Opportunity and Compliance.....	75
III.  Statement of Title IX Compliance.....	76
Section 14 .....	77
STUDENT APPEARANCE RULE & ADMISSION TO THE BAR .....	77
State Bar and MPRE Information .....	81
Subjects Covered on the Bar Examination of the Five Western States .....	82
Types of Examination Used in the Five Western States.....	83
Section 15 .....	86
J.W. LONG LAW LIBRARY .....	86
Section 16 .....	90
COLLEGE OF LAW ADMINISTRATION & SERVICES.....	90
I.    Deans' Offices .....	90
II.   Office of Student Affairs .....	90
III.  The Placement Office .....	91
IV.   Office of Development and Alumni Relations.....	92
V.    Office of Admissions .....	93
Section 17 .....	94
COLLEGE OF LAW BUILDING .....	94
Building Regulations.....	94
Section 18 .....	97
GENERAL INFORMATION .....	97
I.    Academic Life .....	97
II.   Life Outside the Classroom.....	98
III.  Complaints About Actions of Fellow Students, Faculty, or Staff .....	99
IV.   Other Complaints .....	100
Index .....	102

## Section 1

### ACADEMIC CALENDAR

---

#### 2018 Fall Semester

August 15-17	Wednesday - Friday	Law I Orientation
August 20	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>
August 31	Friday	Last day to ADD or DROP Classes
September 3	Monday	LABOR DAY (NO CLASSES)
October 4-5	Thursday - Friday	MID-SEMESTER BREAK (NO CLASSES)
October 4	Thursday	First-Year Practice Exams
October 24	Wednesday	Last day to WITHDRAW from classes
October-November		Web Registration for Spring 2019 for all students.
November 19	Monday	Class schedule follows a regular Monday schedule (Substitute for Labor Day)
November 20	Tuesday	Class schedule follows a regular Thursday schedule. (Substitute for Mid-Semester Break)
November 21	Wednesday	Last day of classes. Class schedule follows a regular Friday schedule (Substitute for Mid-Semester Break)
November 22-23	Thursday-Friday	THANKSGIVING BREAK (NO CLASSES)
November 26	Monday	First day of final examinations
December 7	Friday	Last day of final examinations
December 10, 2018 - January 11, 2019		WINTER BREAK (NO CLASSES)

January 2, 2018

Wednesday

Fall 2018 grades due.  
*ETA for online viewing is Fri,  
January 4, 2019*

## ACADEMIC CALENDAR

---

### 2019 Spring Semester (*Tentative*)

January 14	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>
January 25	Friday	Last day to ADD or DROP courses
February 5	Tuesday	Deadline to complete “Incomplete” grades from Fall 2018
February		Registration for Summer 2019 courses
March 15	Friday	Last day to WITHDRAW from classes
March 25-29	Monday-Friday	SPRING BREAK (NO CLASSES)
March - April		Web Registration for returning students for the Fall 2019 semester.
April 19	Friday	Last day of classes.
April 22	Monday	First day of final examinations
May 3	Friday	Last day of final examinations
May 19	Sunday	Commencement for the Class of 2019
May 20 - August 23		SUMMER BREAK
July 2	Tuesday	Deadline to complete “Incomplete” grades from Spring 2019

## Section 2

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

---

#### I. Faculty

A. Full-Time Faculty	Office Numbers
Laura I Appleman, Associate Dean for Faculty Research and Van Winkle Melton Professor of Law .....	449
W. Warren H. Binford, Professor of Law and Director, Clinical Law Program .....	OCJC* 111
Curtis Bridgeman, Dean and Professor of Law.....	409
Gilbert P. Carrasco, Professor of Law .....	451
Vincent F. Chiappetta, Professor of Law, Co-Director of Business Lawyering Institute .....	OCJC 203
David S. Clark, Maynard & Bertha Wilson Professor of Law .....	459
Keith C. Cunningham-Parmeter, Professor of Law .....	422
Caroline Davidson, Associate Professor of Law.....	457
Paul A. Diller, Professor of Law and Director, Certificate Program in Law & Government .....	444
Jeffrey C. Dobbins, Associate Professor of Law .....	460
David A. Friedman, Professor of Law .....	440
Andrew Gilden, Assistant Professor of Law.....	442
Steven K. Green, Fred H. Paulus Professor of Law and Director, Center for Religion, Law & Democracy .....	OCJC 204
Edward J. Harri, Assistant Dean for Student Affairs and Professor of Legal Research & Writing .....	430
Ann C. Kitchel, Law Library Director and Assistant Professor of Law.....	245
Amy Meyers, Instructor of Legal Writing and Director of Bar Preparation ..	429
Robin Morris Collin, Norma J. Paulus Professor of Law .....	431
James A.R. Nafziger, Thomas B. Stoel Professor of Law .....	427
Terrance O'Reilly, Associate Professor of Law.....	453

\* Oregon Civic Justice Center

Karen E. Sandrik, Associate Professor of Law, Co-Director of Business Lawyering Institute.....	OCJC 209
Aaron Simowitz, Assistant Professor of Law .....	456
Susan L. Smith, Professor of Law and Director, Certificate Program in Sustainable Environmental, Energy & Resources Law .....	428
Symeon C. Symeonides, Alex L. Parks Distinguished Professor of Law and Dean Emeritus .....	OCJC 206
Yvonne A. Tamayo, Professor of Law .....	447
Norman R. Williams, Associate Dean for Academic Affairs, Ken & Claudia Peterson Professor of Law and Director, Center for Constitutional Government .....	415
Miriam Werner, Instructor of Legal Research & Writing.....	420
Michael B. Wise, Professor of Law.....	426
 <i>B. Distinguished Jurist in Residence</i>	
The Hon. Paul J. De Muniz .....	OCJC 205
The Hon. Jack L. Landau .....	455
 <i>C. Visiting Faculty</i>	
Kara Bruce, Visiting Professor of Law	
Susan Cook, Visiting Professor of Clinical Law	
Patricia Sindel, Visiting Instructor of Legal Research & Writing	

*D. Adjunct Faculty*

Scott Beckstead

Sean Brennan

Susan P. Cook

Scott Davidson

James C. Edmonds

The Hon. Chris Garrett

The Hon. Norman Hill

Bruce Howell

Scott Hunt

The Hon. Mary James

Rod Jones

Kristin LaMont

Cecilia Lee

Sharia Mayfield

Susan Myers

Melissa Parker

Brooks Peacock

Mary Rumsey

Helen F. Russon

Lauren Saucy

Larry Schucht

Patrick Sherwood

Ed Sullivan

Terry Wright

Todd Zilbert

Maria Zlateva



**II. Administrative Staff**

*Deans' Office*

- Curtis Bridgeman ..... Dean, College of Law
- Norman R. Williams.....Associate Dean for Academic Affairs
- Melodye Mac Alpine... Associate Dean for Student Affairs & Administration
- Ashley Stovin.....Executive Assistant to the Deans
- Kathleen Fitzgerald ..... Senior Assistant to the Deans

*Admissions*

- J.R. Tarabocchia.....Director of Recruitment & Student Activities
- Leah Straley .....Associate Director of Admissions
- Katherine Hoehne.....Admissions Counselor and Events Coordinator

*Alumni Affairs & Development*

- TBD.....Director of Alumni Relations
- Rebecca Lerback ..... Director of Development

*Clinical Law Program*

- W. Warren H. Binford..... Director of Clinical Law Program
- Margaret Schue ..... Administrative Assistant for Clinical Law Program

*Disability Services*

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

*Faculty Assistants*

- Marisa Walker .....Administrative Assistant
- Betsy Yager.....Administrative Assistant

*Placement Office*

- Phylis C. Myles ..... Assistant Dean of Placement
- Marti McCausland.....Associate Director of Placement
- Bev Ecklund ..... Placement Coordinator

*Multicultural Affairs*

- Melodye Mac Alpine... Associate Dean for Student Affairs & Administration

*Publications and Communications*.....

- Logan English .....Manager of Communications

*Student Affairs*

Maegan Dunlap..... Student Services Manager  
Ann Allen ..... Student Services Coordinator  
Andrea Saele..... Student Services Coordinator

**III. J.W. Long Law Library**

Ann C. Kitchel..... Director of the Law Library & Assistant Professor of Law  
Mary Rumsey ..... Reference & Instructional Services Librarian  
Galyn Brown ..... Access Services Manager  
Samiyah Foster ..... Cataloging Specialist  
Elaine Goff ..... Collection Maintenance & Serials Specialist

## Section 3

### ACADEMIC REGULATIONS

---

#### I. Preamble

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

#### II. Student Conduct

1. ***Standards of Conduct.*** Willamette University College of Law expects a high standard of conduct from its students. A student's registration is a pledge to abide by the WUCL *Honor Code*. The *Code* is reproduced in Section 12 of this *Handbook*.

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

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

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

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

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

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

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

### III. Academic Program

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

<i>Fall</i>	<i>Spring</i>
Civil Procedure-Law 101 (4) Contracts I-Law 103 (4) Legal Research & Writing I- Law 105 (3) Torts-Law 109 (4)	Constitutional Law I-Law 111 (3) Contracts II-Law 104 (2) Legal Research & Writing II-Law 106 (2) Property-Law 108 (4) Criminal Law-Law 114 (3) Law 119 (if required) or 2 credit elective (optional)
<i>Total Hours (15)</i>	<i>Total Hours (14-16)</i>

2. ***Applied Legal Analysis***
  - (a) 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.
  - (b) Upon the completion of their first year curriculum, 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 the student was required to take ALA Spring.
  - (c) 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 will be required to register for the Applied Legal Analysis course offered in the next semester, either LAW 119 or LAW 279.

### 3. *Upper-Class Required Courses.*

(a) *All Students.* During their second year, all students must enroll in and complete Professional Responsibility. Students should also note Section 3.VII.3 (the Experiential Learning Requirement), and the Writing Requirements set forth in section 4, Parts I and II.

(b) *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 (d), below.

(c) *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 (b). 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 (b) prior to graduation.

(d) *Students with a Cumulative GPA of 2.8 or Lower.* In addition to the requirements of (b), 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

(e) *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 (b) or (d) 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 (b) that they have not already taken and passed, or, if all those have been taken and passed, any class in (d) that they have not already taken and passed. Students should also note the obligation

to maintain a 2.3 cumulative GPA in their final two semesters, per Section 3.VII.4.

- (f) Required courses must be taken at Willamette University College of Law.
- (g) *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.

#### 4. *Grades in Required Courses*

- (a) 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 must retake the course at WUCL. When a student retakes a course, the F will remain on the transcript but will not be included in 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.

#### 5. *Letter-Graded Courses.*

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

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

- (a) The total number of credit hours required for graduation is 90, of which 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.
- (b) For letter-graded courses, a student must earn a grade of D- (. 60) or higher to have the hours count toward the 70 letter-graded hour graduation requirement. A grade below D- is a failing grade and is recorded as 'F'. It is computed into the student's GPA, but the hours for that course are not counted toward the 90-hour graduation requirement.

- (c) For courses graded on an Honors/Credit/No Credit basis, a grade of “No Credit (NC)” means that the hours for that course will not count towards the 90-hour graduation requirement.
7. ***Courses After the First Year.*** 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.3, *supra*.
8. ***Maximum Number of Credit Hours Per Semester.*** The ABA Accreditation Standards provide that, during a single semester, “[a] law school shall not permit a student to be enrolled in coursework that exceeds 20 percent of the total credit hours required by that school for graduation.” In our case, this means that a student may not enroll in more than 18 credit hours per semester. Enrollment of 17 or 18 credits must be approved by the Associate Dean for Student Affairs and is billed at the per credit rate for each credit in excess of 16 credits for that semester in addition to the full-time tuition rate. This includes credit received from all sources, including externships, co-curricular credits such as moot court competitions, law journals, and courses taken at AGSM or other institutions.



#### IV. Grading Rules and Practices

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

<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 student's record are:

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

Courses which are graded on a letter-graded versus non-letter-graded basis are described in III.6, *supra*.

2. ***Uniform Grading Standards.*** The faculty has adopted the following policy:
  - (a) All first-year classes with an enrollment of 20 or more students, with the exception of Law 105 and 106 Legal Research and Writing I and II (LRW) and Law 119 Applied Legal Analysis, must have a mean grade within the range of 2.70-2.90.
  - (b) The LRW classes, regardless of class size, must have a mean grade within the range of 2.80-3.00.
  - (c) In all first-year courses (with the exception of Law 105, 106, and 119):
    - (1) 10-15% of the grades must be a C (2.00) or below; and
    - (2) at least 5% of grades must be below C (2.00).
  - (d) All second and third-year classes with an enrollment of 20 or more students must have a mean grade within the range of 2.80-3.00 except Law 279 and Law 640.
  - (e) Any non-JD students enrolled in a class shall be ignored for purposes of determining the applicability and content of these grading standards.
3. ***Grades May Not be Changed.***
  - (a) After submission to the Registrar, a grade may not be changed.
  - (b) A grade may be corrected in the case of a computational or clerical error certified in writing by the professor and verified and approved by the Dean.
4. ***Miscellaneous.***
  - (a) ***Incomplete.*** A student who receives an incomplete ('I') grade must satisfactorily complete the requirements for that course by 60 calendar days after the end of the semester (after final exams). If the student fails to do so, the 'I' grade is automatically converted to a grade of 'F' in the case of a letter-graded course and to an 'NC' grade in the case of a course graded on an H/CR/NC basis. In both instances, the credit hours do not count toward the 70- or the 90-hour graduation requirement.

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

maximum of 2 credits of independent research can be applied towards graduation requirements.

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

## V. Academic Probation

1. ***When a Student is on Academic Probation***. A student is 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 the cumulative GPA is 2.30 or above.
2. ***Required Courses for Students on Academic Probation***.
  - (a) Students on academic probation must have their course selection approved by the Associate Dean for Student Affairs.
  - (b) 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 class, SBA, or student organizations.

## VI. Academic Exclusion

1. ***When a Student is Ineligible to Continue.*** A student is permanently excluded from WUCL if he or she has a cumulative grade point average below:
  - (a) 2.10 after completing two semesters; or
  - (b) 2.25 after completing three or more semesters.
  - (c) Transfer students are excluded if their cumulative GPA falls below 2.25 after any semester.
2. ***Petitions for Readmission.***
  - (a) A student who has been excluded for failure to maintain the required GPA 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.
  - (b) 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.
  - (c) Possible decisions from the committee are:
    - (i) Affirmation of academic exclusion, with no opportunity for readmission. "Ineligible to Continue" will be noted on the student's transcript.
    - (ii) 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 the cumulative GPA is below 2.30.
    - (iii) 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.
  - (d) Decisions of the Student Petitions Committee are final.

3. **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 most recent catalog.

## VII. Graduation Requirements

1. **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.**

2. **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. Students enrolled in the BA/JD program with the Willamette University College of Liberal Arts, Oregon State University, University of Alaska Anchorage, or Portland State University may substitute a senior capstone or thesis course for an elective course.
3. **Experiential Learning Requirement.** Per ABA Standard 303(a)(3), students must complete one or more experiential course(s) totaling at least six (6) credit hours. A student satisfies this requirement by successfully completing a total of six (6) credit hours from the following courses at WUCL:

- Law 278 - Negotiations
- Law 321 - Civil Trial Practice
- Law 366 - Will & Trust Drafting
- Law 374 - Pre-Trial Civil Litigation
- Law 379 - Business Lawyering
- Law 396 - Oregon Criminal Procedure & Practice
- Law 398 - Deposition Skills
- Law 478 - Part-time Externship
- Law 480 - Full-time Externship
- Law 618 - Legal Clinic
- Law 619 - Mediation and Mediation Advocacy
- Law 633 - Contract Drafting
- Law 634 - Advanced Legal Clinic
- Law 3016 - Negotiating a Business Transaction
- Law 3020 - Deals

4. **GPA Requirements.** To be eligible to graduate, a student must earn:
- (a) a cumulative GPA of C+ (2.30) or higher in all courses the student has taken in law school; *and*
  - (b) a cumulative GPA of C+ (2.30) or higher in all courses the student has taken in the last two full-time semesters of law school.

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

- (1) The student must return as a full-time student;
- (2) The student must include any courses listed under Section 3.III.4(b) and (d) that the student has not already taken, though the student need not take more than two such classes per semester.
- (3) Courses taken must be letter-graded courses and taken at the College of Law (i.e., AGSM courses, CLA or other courses, summer school courses, courses at other law schools are not allowed).
- (4) The Associate Dean for Student Affairs approves the course selection.

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

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

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

5. **Graduation Writing Requirements.** To graduate, students must complete an additional Professional Skills Writing Requirement described in Section 4.I of this *Handbook, infra* and satisfy the Research Writing Requirement described in Section 4.II of this *Handbook, infra*.

6. ***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.
7. ***Petition for Graduation.*** A student who meets the above Requirements must submit a petition for the law degree, affirming that the candidate has met the various requirements for graduation. Petitions are distributed at the beginning of the student's last semester.
8. ***Honors at Graduation.***
  - (a) The faculty may award academic honors to members of a graduating class based on the guiding principles outlined in this section.
  - (b) Academic honors shall be determined anonymously, based on grade point averages and the guiding principles set forth below. Once the faculty completes its selection on the basis of cumulative GPA, the names of students receiving such honors may be revealed.
  - (c) Notwithstanding the first sentence of subsection (b), if any student selected for academic honors has, since their first enrollment at the College of Law, been found guilty of violations of the Honor Code or subjected to a sanction as a result of a violation of the Willamette University Standards of Student Conduct, a majority of the faculty must specifically vote to award honors to such a student.
  - (d) Cumulative GPA for determining academic honors shall be determined to the closest 0.01 grade point.
  - (e) For the purpose of conferring academic honors, the number of students in a graduating class is the total number of students being awarded Juris Doctor degrees in a given academic year. The number of students that correspond to a particular percentage of the graduating class is the number of students in the class that are necessary to come closest to, but not to exceed, the specified percentage. Example: In a graduating class of 139 students, 5% is 6.95 students; therefore, "5 percent of the graduating class" would be six, not seven, students. If, in this example, the sixth and seventh students have identical GPAs, "5 percent of the graduating class" shall be five, not seven, students.
  - (f) Absent exceptional circumstances, the faculty will confer honors based on the following principles:
    - (i) *Summa Cum Laude* shall be awarded to the student (or students) with the highest cumulative GPA(s) in the class.
    - (ii) *Magna Cum Laude* shall be awarded to the students not receiving *Summa Cum Laude* whose cumulative GPA places them in the top 7% of the class.
    - (iii) *Cum Laude* shall be awarded to the students not receiving *Magna* or *Summa Cum Laude* whose cumulative GPA places them in the top 16% of the class.
    - (iv) Discretionary Honors: Breaks between categories of honors should match significant gaps in the listing of all cumulative GPAs.

In order to take advantage of those natural gaps, the faculty may award additional honors to students with GPAs below the levels set in subsections (f)(i)-(iii), taking into consideration significant breaks in the entire list of cumulative GPAs. If there are no such gaps between categories of honors (taking into account the limits in subsection (f)(v)), the default levels set forth in subsection (f)(i)-(iii) should govern. As a general matter, “significant gaps” are those of 0.03 grade points or more, although for the award of additional *Summa Cum Laude* awards, additional awards may be conferred across gaps of up to 0.08 grade points.

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

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

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

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

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

## VIII. Registration for Classes

1. **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.
2. **Co-Curricular Offerings.** Students are expected to register prior to the beginning of the semester for any moot court competitions and/or journals for which they intend to seek academic credit. Students cannot register for these offerings after the add/drop deadline for the semester in which they are completing the work. Failure to register for these types of co-curricular credits may result in no credit being awarded.
3. **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.



4. ***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.
5. ***Summer School.*** Students who are on academic probation at the end of the fall or spring semester may not enroll at a summer program offered by another law school. They may enroll at the WUCL summer program only with the prior permission of the Associate Dean for Student Affairs. For full-time student status during the summer, a student must be enrolled in at least five credit hours. Any summer program enrollment exceeding seven credit hours per session must have prior approval from the Associate Dean for Student Affairs.

## **IX. Double Credit for Academic Work**

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

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

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

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

1. ***Transfer Students.*** WUCL accepts a limited number of 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.

## 2. *Visiting Students.*

- (a) *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. 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, 2 and 3.
- (b) *Transfer of Credit.* WUCL will accept credit for law courses in which the student has received a grade of C (2.00) or higher (or equivalent) at the other school. The courses will count 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 of the Associate Dean for Student Affairs, WUCL will also accept credit for courses taken on a credit/no credit basis if the student received credit at the other school. These courses will be treated as non letter-graded courses for purposes of WUCL's graduation requirements.

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

## 3. *Summer School.*

- (a) *Summer Program at Another School.* Students who are in good academic standing at WUCL may apply for permission to attend a summer program offered by another ABA accredited law school. The Associate Dean for Student Affairs has absolute discretion in granting the permission and in approving the student's course selection. Permission will not be granted for courses that overlap with courses for which the student has already received credit. The transfer of credit is governed by the same rules as the transfer of credit for visiting students. See X.2(b), *supra*.
- (b) *Summer School and "Residency."* The Associate Dean for Student Affairs has discretion to allow a student to accumulate two full-time summer sessions (taken at WUCL) into one semester for purposes of meeting the five-semester residency requirement (VII.5, *supra*), provided that:

- (1) The two summer sessions comprise at least 65 days in which classes are regularly held;
- (2) The student was cumulatively enrolled for at least 10 semester credit hours and received credit for at least 9 of those hours; and
- (3) The student did not engage in remunerative employment for more than 20 hours per week while attending summer school.

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

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

- (a) Candidates for the Doctor of Jurisprudence (JD) degree, or joint JD and Masters of Business Administration (JD/MBA) degrees, Master of Law (LLM) degrees, or Master of Legal Studies (MLS) degree, may not receive credit for a bar subject taught at AGSM. Students must contact the Registrar at AGSM to register for an AGSM course.
- (b) Candidates for the JD degree may take up to 6 credit hours of course work at AGSM, which may be used to satisfy the 90-credit hour graduation requirement of WUCL if the student receives grades equal to or higher than AGSM’s graduation requirement in those courses (ie, B (3.00)). AGSM courses do not count toward satisfying the 70 letter-graded hour graduation requirement of WUCL.
- (c) WUCL requires law students to attend 5 semesters of course work and to complete at least 10 semester hours of work at WUCL in each of those semesters. Law students must remain enrolled for 10 credit hours for the entire semester in order to receive credit for any AGSM class for that semester.
- (d) Candidates for the joint JD/MBA degree may combine AGSM and WUCL credit hours in the same semester to fulfill the WUCL graduation requirement of 5 semesters in residence, each consisting of enrollment in not less than 10 semester hours.
- (e) Grades earned at AGSM may not be used in calculating WUCL grade point averages, nor in calculating WUCL class standings.
- (f) WUCL students should assume that AGSM courses will not satisfy WUCL prerequisite requirements for advanced courses at WUCL.
- (g) Students enrolling in both WUCL and AGSM courses in the same semester cannot exceed a total of 18 credit hours.

5. ***WUCL Courses Taken by AGSM Students.***

- (a) AGSM students who enroll in a letter-graded course who wish to be graded on a letter-graded basis must submit their election to the Office of Student Affairs no later than the end of business on Friday of the fourth week of classes. If no election is made by the specified

deadline, AGSM students will be graded on an Honors/Credit/No Credit basis.

- (b) In courses in which enrollment is limited, law students shall have preference in enrolling for WUCL courses and management students shall have preference in enrolling in AGSM courses.

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

1. ***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, normally will be for a period not to exceed one academic year.
2. ***Withdrawal and Readmission.***
  - (a) A student who withdraws from WUCL without a previously approved leave of absence is not entitled as a matter of right to return to WUCL.
  - (b) A student who wishes to return to WUCL must 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 the withdrawal; (2) the reasons for withdrawal; (3) the length of time between withdrawal and application for readmission; and (4) whether the applicant meets the admission standards at the time of readmission.
  - (c) 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 <http://willamette.edu/cla/catalog/resources/policies/medical-withdrawal.html>

## **XII. 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.

## **XIII. Students With Disabilities**

The University maintains an office of services for students with disabilities. The Accessible Education Services (AES) Director can be reached at 503-370-6471. Students who have a disability that may require auxiliary services should make an appointment with the AES Director to learn about eligibility and available services as soon as possible, preferably at or before

the beginning of the semester. For further information, see the section on Accessible Education Services 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 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.

#### **XIV. Transcripts**

1. ***Obtaining Copies of Transcripts of WUCL Work.*** Currently enrolled students may obtain an unofficial transcript copy from the OSA. Official transcripts may be obtained online through the University Registrar's Office at: [willamette.edu/offices/registrar/transcripts/](http://willamette.edu/offices/registrar/transcripts/).
2. ***Undergraduate Transcripts.*** Transcripts of secondary or higher education study that have been submitted to WUCL as a requisite for admission cannot be returned to the student. Students desiring transcripts from other institutions must order official transcripts directly from the institution at which the work was taken. Willamette University does not issue or certify copies of transcripts from other institutions.

## Section 4

### GRADUATION WRITING REQUIREMENTS

---

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

#### I. Professional Skills Writing Requirement

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

Law 223 - Environmental Law & Policy  
Law 239 - Arbitration: Theory & Practice  
Law 263 - Animal Law  
Law 277 - Endangered Species Act  
Law 321 - Civil Trial Practice  
Law 366 - Will & Trust Drafting  
Law 374 - Pre-Trial Civil Litigation  
Law 375 - Wildlife Law  
Law 379 - Business Lawyering  
Law 390 - Appellate Theory & Process\*  
Law 395 - Oregon Family Law Practice  
Law 396 - Oregon Criminal Procedure & Practice  
Law 398 - Deposition Skills  
Law 416 - Int'l Law Moot Court Competition  
Law 478 - Part-Time Externship\*  
Law 480 - Full-Time Externship\*  
Law 618 - Legal Clinic\*  
Law 633 - Contract Drafting  
Law 637 - Setting up a Law Practice  
Law 639 - Judicial Opinion Writing  
Law 3014 - Healthcare Transactions  
Law 3015 - Business Reorganizations  
Law 3016 - Negotiating a Business Transaction  
Law 3018 - Alternative Dispute Resolution  
Law 3020 - Deals

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

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

## II. Research Writing Requirement

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

### **Purpose**

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

### **Quality**

#### *The paper*

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

#### *Length, number of authorities*

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

#### *Authorities*

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

#### *Style*

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

#### *Communicate*

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

#### *Format and cover*

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

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

### *Faculty advisor*

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

### *Courses*

All WUCL courses taught by full-time faculty may be used to satisfy the Research Writing Requirement with the exception of the 100 series courses, Externship (other than the optional externship paper), and Legal Clinic. Moot Court Competition Briefs may not be used. Students may not work together on the Research Writing Requirement paper.

### *Academic credit*

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

## **Completion of the Research Writing Requirement**

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

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

## **Deadlines**

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

### *January graduates*

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



*May graduates*

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

*August graduates*

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

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

Articles submitted to either publication by student authors enrolled in the respective organizations may be used to satisfy the Research Writing Requirement. Instructions and completion forms are available in the Law Review Office. The completion form needs to be signed by the Editor-in-Chief, and the faculty advisor and submitted to OSA by the appropriate deadline

## Section 5

### EXAMINATIONS

---

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

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

##### *Exam4 software*

Exams are administered through Exam4 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.

##### *Examination numbers*

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

##### *Rooms*

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

##### *Distribution of examinations*

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

##### *Timing of examinations*

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

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

##### *Return of examination questions at the end of the examination*

Examination questions must be turned in with the answers at the end of the

examination time. There will be a box for your completed examinations in the lobby area outside the OSA.

### *Use of various devices during the examination*

Any material or instrument which, if used by a person, would give or appear to give that person an unfair advantage for the purposes of testing must be considered to be in violation of the spirit of the WUCL Honor Code. With the exception of a laptop computer, 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, iPods, 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. 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 any professor.

## **III. Rescheduling a Scheduled Examination**

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

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

Circumstances allowing for rescheduling are as follows:

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

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

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

#### **IV. Flex Examinations**

Flexible examinations can be taken at any specified date and time listed on the Examination Schedule as "flex." "Flex" times will only be available during the first week of the exam period. The student is responsible for the timing of the "flex" examinations, which includes the clocking "in" and "out" of the examination at the time clock station.

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

## Section 6

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

---

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**

##### 1. *Course of Study*

- (a) 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: Legal Research & Writing I & II (Law 105 and Law 106).
- (b) 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.
- (c) Part-time students are subject to the same degree requirements as full-time students.
- (d) Part-time students are not eligible to participate in co-curricular activities until they have completed 30 credits.

##### 2. *Academic Standards and Regulations*

- (a) 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.
- (b) Academic Probation and Academic Exclusion: The full-time provisions will apply, as modified below.
  - (1) The standards governing and the requirements applicable to academic probation shall apply at the end of every semester for part-time students.
  - (2) 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 in for part-time students.
  - (3) The graduation GPA requirement set out in Rule VII.4(b) of the Academic Regulations in Section 3 shall apply to the last two semesters in which a part time student is enrolled and shall apply in accordance with its terms (including the obligation to return as a full-time student).

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

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

## Section 7

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

---

#### **I. College of Law and Atkinson Graduate School of Management**

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

1. Students must complete 120 hours of course work which must be taken over no less than three-and-a-half academic years. An academic year consists of a fall and spring semester.
2. All Joint Degree JD/MBA students must complete all required courses for the Doctor of Jurisprudence degree (JD), 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. As a condition of graduation, WUCL requires Joint Degree JD/MBA students to be enrolled for 5 semesters of course work in the law school totaling 10 credit hours for each of those semesters. After year 2 of the program, Joint Degree JD/MBA students may combine AGSM and WUCL credit hours in the same semester to fulfill the requirement of enrollment in not less than 10 credit hours per semester.
5. All Joint Degree JD/MBA students must complete at least 72 credit hours of course work at WUCL, 59 hours of which must be letter graded. Co-curricular and transfer courses do not count toward the 72 credit requirement.
6. Students should consult with staff at AGSM regarding MBA degree requirements.
7. Grades received in either of the two schools shall not be used in arriving at grade point averages or class standings in the other school. Students in their dedicated year at AGSM will not receive a Law School ranking.
8. Regulations governing the courses for the Doctor of Jurisprudence (JD) or the Master of Business Administration (MBA) program at either school shall apply unless inconsistent with these joint regulations.
9. As WUCL is on a 60-minute class schedule and AGSM is on a 90-minute class schedule, class overlaps may exist. WUCL policy prohibits concurrent registrations. Thus, no Joint Degree JD/MBA student may enroll in courses having overlapping schedules.

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

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

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

**Tuition and Charges**

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



## Section 8

### MASTER OF LAWS PROGRAMS

---

#### I. LLM PROGRAM IN TRANSNATIONAL LAW

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

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

#### CURRICULUM

To be eligible to graduate, candidates for the LLM degree must successfully complete a total of 25 credit hours. In shared classes, LLM students will be graded separately from JD students. Students will be identified by exam number only, but should be aware that when the number of LLM students in a class is small, blind grading may be difficult to maintain. Candidates with a foreign law degree are required to complete Introduction to American Law (Law 150), Legal Research and Analysis (Law 151), and English Methodologies for Lawyers (Law 152)

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

#### *OPTION 1 - FOR CANDIDATES WITH A FOREIGN LAW DEGREE:*

##### **REQUIRED COURSES:**

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

##### **LIMITED ELECTIVE COURSES:**

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

Admiralty (Law 210)  
Comparative Constitutional Law (Law 358)  
Comparative Law (Law 320)  
Conflict of Laws (Law 313)  
European Union Law (Law 383)  
Human Rights (Law 373)  
Immigration Law (Law 350)  
International Business Transactions (Law 318)  
International Environmental Law (Law 363)

International and Domestic Sports Law (Law 224)  
International Law and Dispute Resolution (Law 316)  
Journal of International Law & Dispute Resolution (Law 420)  
International Law Moot Court Competition (Law 416)  
International Litigation and Arbitration (Law 372)  
Refugee Law (Law 3003)  
Selected Problems in International Law (Law 359)

**GENERAL ELECTIVE COURSES:**

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

***OPTION 2 – FOR CANDIDATES WITH A FOREIGN LAW DEGREE:***

**REQUIRED COURSES:**

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

**LIMITED ELECTIVE COURSES:**

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

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

**GENERAL ELECTIVE COURSES:**

Students must select additional credit hours to reach 25 credit hours in total from the following courses:

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

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

**REQUIRED COURSE(S):**

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

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

**ELECTIVE COURSES:**

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

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

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

*Track A (primarily for candidates with a foreign law degree):* Students must take 12 hours of credit of “domestic law” courses. The remaining one hour of credit may be from other domestic or transnational law courses offered at Willamette.

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

## **ALL OPTIONS - WRITING REQUIREMENT**

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

The Associate Dean for Student Affairs may substitute appropriate courses based on the availability of faculty to teach existing courses or based on individual circumstances that apply to an individual LLM candidate.

## **II. LLM PROGRAM IN DISPUTE RESOLUTION**

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

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

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

## **CURRICULUM**

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

Candidates with a foreign law degree are required to complete Introduction to American Law (Law 150) and Legal Research and Analysis (Law 151) and English Methodologies for Lawyers (Law 152).

*FOR CANDIDATES WITH A U.S. LAW DEGREE:*

**REQUIRED COURSES**

Mediation and Mediation Advocacy (Law 619)

Negotiation I (Law 609) **OR**

Advanced Negotiation (Law 635)

Arbitration Theory and Practice (Law 239) **OR**

Int'l Law and Dispute Resolution (Law 316)

LLM Practicum (Law 539)

Alternative Dispute Resolution (Law 3018)

*FOR CANDIDATES WITH A FOREIGN LAW DEGREE:*

**REQUIRED COURSES**

Introduction to American Law (150)

English Methodologies (Law 152)

Legal Research and Analysis (Law 151)

Mediation & Mediation Advocacy (Law 619)

Negotiation I (Law 609) **OR**

Advanced Negotiation (Law 635)

Arbitration Theory & Practice (Law 239) **OR**

Intl Law & Dispute Resolution (Law 316)

LLM Practicum (Law 539)

Alternative Dispute Resolution (Law 3018)

**ELECTIVE COURSES**

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

The Associate Dean for Student Affairs may substitute appropriate courses based on the availability of faculty to teach existing courses or based on individual circumstances that apply to an individual LLM candidate.

## Section 9

### MASTER OF LEGAL STUDIES

---

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

#### I. ELIGIBILITY

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

#### II. REQUIREMENTS

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

#### III. CURRICULUM

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

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

#### **IV. TRANSFER FROM THE JD PROGRAM**

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

#### **V. TRANSFER TO THE JD PROGRAM**

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

## Section 10

### CERTIFICATE PROGRAMS

---

#### I. Certificate Program in Law and Business

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

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

##### *A. Admission to the Program*

To be admitted to the Certificate Program, a student must (1) have a cumulative GPA of 2.70 or higher and (2) apply and be admitted to the Certificate Program. Students are selected based on cumulative GPA; their personal statement explaining their background, their interest in business practice and the program; and such other considerations as the Program Director deems appropriate.

##### *B. Requirements for the Certificate of Business Law*

Students must complete the following requirements with a cumulative GPA of 2.8.

#### **REQUIRED CORE COURSES**

Business Organizations (Law 202)

#### **DISTRIBUTIONAL REQUIREMENT**

Any **four** of the following courses:

Accounting for Lawyers (Law 220)

Antitrust Law (Law 314)

Business Entities Tax (Law 360) **OR** Corporate Tax (Law 236)

Corporate Finance (Law 203)

Debtor and Creditor (Law 303)

Employee Benefits (Law 273)

Employment Law (Law 225) **OR** Employment Law & Discrimination (Law 249)

Federal Income Tax (Law 215)

Insurance Law (Law 218)

Intellectual property: Any **two** of the following

Patent Law (Law 354), Copyright Law (Law 260), and Trademark Law (Law 258)

International Business Transactions (Law 318)

Labor Law (Law 205)

Mergers and Acquisitions (Law 349)

Payment Systems (Law 338)



Real Estate Transactions (Law 214)  
Secured Transactions (Law 337)  
Securities Regulation (Law 309)

Other courses may be substituted provided the PRIOR approval of the Program Director is obtained.

**Capstone:** Any **ONE** of the following

Business Lawyering (Law 379)  
Deals (Law 3020)  
Entrepreneurship & Law (Law 271)  
Healthcare Transactions (Law 3014)

If more than one of the above courses is taken, the additional course(s) may be used in partial satisfaction of the Distributional Requirement above.

### **3L Writing Requirement**

The research writing requirement described in Section 4.II of the Student Handbook must be completed within the business law field. The Program Director must approve the topic of the paper written for the purpose of qualification for the Certificate and its completion.

## **II. Certificate Program in Dispute Resolution**

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

The Willamette CDR was founded in 1983, the longest established program west of the Mississippi, and the second in the nation (after Harvard's Program on Negotiation).

### *A. Entry into Program*

Interested students must apply for admission to the Program. To be admitted to the program, a student must at least have a 2.50 GPA following completion of the first-year curriculum (or 30 credits for part-time students).

*Courses Required for the Certificate Program in Dispute Resolution*

*Course Requirements\**

## **INTRODUCTORY COURSE**

## **CORE COURSES**

Alternative Dispute Resolution (Law 3018)  
Arbitration (Law 239)  
Mediation & Mediation Advocacy (Law 619)  
Negotiation I (Law 278)

## **CAPSTONE SEMINAR**

Negotiating a Business Transaction (Law 3016) **OR**

Int'l Litigation & Arbitration (Law 372)

**LAW ELECTIVES** (Students select one of the listed courses or may substitute another course as approved by the Director.)

Civil Practice Clinic (Law 618)  
Approved Externship\*\* (Law 478)  
Civil Trial Practice (Law 613)  
International Litigation & Arbitration (Law 372) (If not taken as Capstone)  
Pre-Trial Civil Litigation (Law 374)  
Negotiating a Business Transaction (Law 3016) (If not taken as Capstone)

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

\*\* Approval of the externship is required by the Program Director.

### **III. Certificate Program in International & Comparative Law**

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

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

Interested students must apply for admission to the Program. To be admitted to the program, a student must at least have a 2.50 GPA

following completion of the first-year curriculum (or 30 credits for part-time students).

**B. *Course Requirements***

Students must complete a total of sixteen hours in the Certificate Program courses listed below, with a cumulative Program GPA of 2.80 or higher in the graded courses:

**REQUIRED COURSES:**

International Law & Dispute Resolution (Law 316)

Comparative Law (Law 320)

Selected Problems in International Law (Law 359)

Plus one of these courses:

International Litigation & Arbitration (Law 372) **OR**

International Business Transactions (Law 318)

**ELECTIVE COURSES:**

Admiralty Law (Law 210)

Bucerius Law School courses, with approval of the Program Director (Law 378)

Immigration Clinic (Law 618-09 and 634-09)

Human Rights Law (Law 373)

Independent Research, with approval of the Program Director (Law 470)

Immigration Law (Law 350)

International Law Moot Court (Law 415 or 416)

International Law Journal (Law 420)

International Criminal Law (Law 265)

With Program Director approval, international courses at AGSM may be taken for certificate credit as an elective.

**IV. Certificate Program in Law & Government**

From its inception, WUCL has maintained a unique relationship with the leading legal and governmental institutions in the state. Located across the street from the Oregon Capitol and the state Supreme Court, the college has a long history of translating the capital city's rich political and legal environments into a living laboratory for students.

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

**A. *Entry into the Program***

Interested students must apply for admission to the Program. To be admitted to the program, a student must at least have a 2.50 GPA following completion of the first-year curriculum (or 30 credits for part-time students).

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

1. In addition to Constitutional Law I and II, students must complete a minimum of sixteen credits in the Certificate Program courses listed below; and
2. Receive a cumulative GPA of 2.80 in the Certificate Program courses, including Constitutional Law I and II.

**REQUIRED COURSES & RECOMMENDED SEQUENCE:**

State & Local Government Law (Law 304)  
Legislation & Regulation (Law 3019)  
Statutory Interpretation (Law 216)  
Administrative Law (Law 255)

Sequence: Students are urged to take Legislation & Regulation before Statutory Interpretation and Administrative Law.

Students are also encouraged to take Advanced Legal Research (Law 242)

At least one Public Law Seminar (consult with the Program Director to determine whether a seminar qualifies); Eligible public law seminars include:

Civil Rights Litigation (Law 231)  
First Amendment (Law 381)  
Public Health Law (Law 397)  
Selected Issues in Consumer Law (Law 264)  
Selected Topics in Constitutional and Legal History (Law 385)  
State Constitutional Law (Law 355)  
U.S. Supreme Court Seminar (Law 382)

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

**REQUIRED PRACTICUM PROJECT**

Students must complete an externship approved by the Program Director.

**RESEARCH WRITING REQUIREMENT**

Certificate students must satisfy their research writing requirement through a public law seminar listed above or approved *in advance* by the director.

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

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

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

A. *Entry into the Program*

Interested students must apply for admission to the Program. To be admitted to the program, a student must at least have a 2.50 GPA following completion of the first-year curriculum (or 30 credits for part-time students).

A. Program Requirements

This certificate program requires completion of 15 hours of coursework as described in the chart below. A student must receive an average grade of a B (3.00) in each course required to complete the certificate.

**REQUIRED COURSES**

International Law & Dispute Resolution (Law 316) **OR** Alternative Dispute Resolution (Law 3018)  
Administrative Law (Law 255)  
Environmental Law & Policy (Law 223) **AND**  
Sustainable Natural Resources Law (Law 348) **OR**  
Global Sustainability (Law 386)

Plus a minimum of 6 additional hours of coursework in any of the following courses:

Animal Law (Law 263)	Native American Law (Law 237)
Energy & Climate Law (Law 387)	Sustainable Nat. Res. Law (Law 348)
Global Sustainability (Law 386)	Water Law (Law 356)
Land Use Planning (Law 222)	Wildlife Law (Law 375)

**REQUIRED PRACTICUM PROJECT**

Certificate students must complete a substantial, professional work product concerning environmental, energy or natural resources during an externship as approved by the Director.

**RESEARCH WRITING REQUIREMENT**

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

## Section 11

### **TUITION & FEE CHARGES PER SEMESTER** **COLLEGE OF LAW 2018-2019**

---

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

*Enrollment of 17 or 18 credits must be approved by the Associate Dean for Student Affairs and is billed at \$1,635 per credit in excess of 16 credits for that semester in addition to the full-time tuition rate.*

Tuition / Semester	\$21,995.00
Student Body Fee	195.00
Graduation Fee*	Variable - See Below
Health Insurance**	Variable - See Below
<b>TOTAL (estimated cost)</b>	<b>\$23,253.00</b>

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

1 hour	\$1,692	4 hours	\$6,768	7 hours	\$11,844
2 hours	\$3,384	5 hours	\$8,460	8 hours	\$13,536
3 hours	\$5,076	6 hours	\$10,152	9 hours	\$15,228

**TOTAL: Per Credit Cost + Student Body Fee + Graduation Fee\* + Health Insurance\*\***

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

Tuition rate is based on enrollment. Joint degree JD/MBA students who are enrolled 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.

---

\*Graduation Fee per semester (non-refundable):

First Year	\$10.00
Second Year	30.001
Third Year, LLM, & MLS	60.00

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

2018/Fall Semester \$1,063 (For coverage beginning 8/1/18 through 1/5/19)

2019/Spring/Summer Semester \$1,377 (For coverage beginning 1/6/19 through 7/31/19)

All eligible students are enrolled in the Willamette Student Health Insurance Policy (Willamette Plan) every academic year. Domestic students with health insurance that is comparable to the Willamette Plan offered through a different insurance company (i.e., through a parent/guardian, employer, spouse, or other source) and DO NOT want to take part in the Willamette Plan, you must complete the online waiver petition by September 10, 2018 (5:00 p.m.) or the charge for the Willamette Plan will remain on your student account. Questions? Contact the Student Insurance Department at 503-370-6972. Visit the Student Health Insurance web site to access the online waiver petition: [willamette.edu/dept/health/insurance/domestic/waive.html](http://willamette.edu/dept/health/insurance/domestic/waive.html)

## I. Late payment

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

## II. Refund policy

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

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

- A. A student's withdrawal date is the last day of class attendance, or the date on which the student notifies the OSA that he/she is withdrawing from class, whichever is later.
- B. Refunds for tuition for full withdrawals will be prorated, per day, based on the academic calendar up to the 60% point in the semester. If a student drops below full-time (10 credit hours) but remains enrolled, after the 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/cla/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, financial need, and enrollment. Aid may take one or more of the following forms: scholarship, loans, and part-time employment. The College of Law determines scholarship decisions. The Office of Financial Aid determines loan and work-study employment eligibility. For those law students who receive a Willamette College of Law scholarship offer at entrance, the scholarship is renewable in subsequent years provided the required cumulative Grade Point Average is met and the student continues in good academic standing.

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

Law students wishing to receive loans and/or work-study in their second and/or third year must annually file the Free Application for Federal Student Aid (FAFSA). This should be done by May 1 of each year for the following academic year. You may file via the web at [fafsa.ed.gov](http://fafsa.ed.gov). 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 during May/June. The renewal of loan eligibility depends on timely application (FAFSA) and response to any requests for documentation, as well as timely response to the award notification.

#### B. *Financial aid refund procedure*

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

- Title IV<sup>1</sup> aid and all other aid is earned in a prorated manner on a per day basis based on the academic calendar up to the 60% point in the semester. After the 60% point, no refunds are granted for tuition.
- Recalculation of financial aid is based on the percent of earned aid using the following formula:

Percent Earned = Number of days completed up to the withdrawal date<sup>2</sup> divided by the total days in the semester (105).



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

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

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

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

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

### C. *Scholarship Renewal*

Scholarships awarded by WUCL are governed by the principles and process described below. If a student withdraws for any reason, scholarships awarded by WUCL will be prorated according to the rules for financial aid as described in Section 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).

1. ***Academic requirements for scholarship renewal.*** Conditions for scholarship renewal are that the recipient must earn a minimum cumulative GPA of 2.90 and successfully complete Legal Research and Writing I and II by the end of the spring semester of their first year. Students with Yellow Ribbon veteran's scholarships must be in good academic standing (cumulative GPA of 2.30 or higher) to maintain their veteran's scholarships. Questions regarding veteran's scholarships should be directed to either the Assistant Registrar, Sarah Fisher, in the University Registrar's Office or the Senior Financial Aid Counselor, Shanan Woods, in the Financial Aid Office.
2. ***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.

- <sup>1</sup> The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: subsidized Federal Direct Stafford loans, Federal Direct Stafford loans, Federal Perkins loans, Federal Direct PLUS loans, Federal Pell grants, and Federal SEOG.
- <sup>2</sup> Withdrawal date is defined as the last day of class attendance.

## Section 12

### STUDENT CONDUCT

---

#### 1. College of Law Honor Code

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

##### *Section I: Honor Code*

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

##### *Section II: Composition and Organization*

#### A. Composition of the Grievance Committee

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

#### B. Appointment of Grievance Officer

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

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

C. Replacement of Committee Members and Grievance Officer

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

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

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

#### F. Distribution of the Procedure

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

### *Section III: Jurisdiction*

#### A. Grant of Jurisdiction

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

#### B. Limits on Faculty

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

### *Section IV: Procedure*

#### A. Reporting, Consultation, and Formal Concern

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

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

The Grievance Officer may determine that no investigation is merited.

**B. Grievance Officer's Duties**

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

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

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

### C. The Hearing

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

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

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

#### D. Record

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

#### E. Necessary Votes and Standard of Proof

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

#### F. Rehearing

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

#### G. Report of Decision of the Grievance Committee

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



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

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

#### H. Report to the Law School Community

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

#### I. Internal Procedures

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

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

J. Deviation from Procedure

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

K. Expedited Process

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

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

*Section V: Penalties and Violations*

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

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

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

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

5. Suspension

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

7. Expulsion

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

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

2. To engage in conduct that obstructs the learning efforts of fellow students, such as:
  - a. Stealing or converting a student's books, notes, supplementary study aids, work product.
  - b. Stealing or converting a student's tape recorder, typewriter, computer, computer program.
  - c. Prevention of or unauthorized interference with another student's ability to attend classes.
  
3. To engage in conduct that obstructs the Evaluation Process of the College, such as:
  - a. Communicating to a grader the identity of a student who has taken an exam, or other course-required project that is to be anonymously graded, before grading has been completed.
  - b. Violating the time limits provided for an exam, either by beginning before the stipulated time or by answering after the time set for completion.
  - c. Acquiring or divulging unauthorized information concerning the content of an examination or other graded course material.
  - d. Misrepresenting the identity of the person taking an exam or completing course-required material.
  - e. Falsely representing completion of a course requirement.
  - f. Collaborating upon a course-required project without the authorization of the instructor.
  - g. Falsely representing another's words or ideas as one's own, in any academic work.
  - h. Falsifying or inventing information in an academic work without authorization.
  
4. To engage in conduct that obstructs the provision of Clinical Services by the College, such as:
  - a. Neglect of the affairs of a Clinic client entrusted to the student.
  - b. Unauthorized revelation of a Clinic client's confidences.
  - c. Unprofessional conduct while engaged in representation of a Clinic client.

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

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

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

#### *Section VI: Appeals*

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

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

*Section VII: Effect on Graduation and Degree*

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

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

## **II. Willamette University Code of Student Conduct**

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

## **III. College of Law Grievance Procedures**

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



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

4. Within 10 class days of receiving a copy of the student's complaint, the faculty or staff member involved shall submit a written response to the Grievance Board Chairperson. Copies of the response shall be given to all persons who received copies of the student's complaint.
5. The Grievance Board will convene within 15 class days of receiving the response. After reading and discussing the complaint and the response, the Grievance Board may request personal interviews with the faculty or staff member and student involved and third parties who are knowledgeable about the matter. Request for a personal interview with the committee may also be made by the faculty or staff member, the student, or by the above-mentioned third parties. In the event that these interviews are conducted so that the parties appear separately before the committee, taped transcripts of such interviews will be available to the faculty or staff member and student involved. If such interviews are not deemed necessary, the Grievance Board shall write a recommendation and rationale upon reading and discussing the initial written complaint and response. Copies will be sent to the student, the faculty or staff member, and the superior.
6. If after 10 days, the Grievance Board is aware that no action has been taken on its recommendation, it may forward its recommendation to other levels for further action (e.g., President, appropriate Vice President).
7. A written appeal to the Chairperson of the Grievance Board may be filed within five days after the receipt of the recommendation. Upon receipt of the written appeal, the Chairperson of the Grievance Board shall submit a copy of the original complaint, response, all testimony, Grievance Board recommendations and rationale, and the appeal to the President of the University.
8. All proceedings of the Grievance Board shall be kept confidential and not noted in the student's permanent record.
9. The student who desires to use the procedures must file a written complaint by the end of the next semester after the time he/she believes his/her rights were violated.

## Section 13

### FEDERAL EDUCATION REGULATIONS

---

#### I. Family Educational Rights and Privacy Act (FERPA)

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

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

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

#### A. Directory Information

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

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

#### B. Limitations on Re-disclosure

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

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

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

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

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

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

## **II. Statement of Equal Opportunity and Compliance**

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

### III. Statement of Title IX Compliance

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

Contacts for Title IX Inquiries:

[willamette.edu/offices/hr/policies/NonDiscTitleIX/contacts/](http://willamette.edu/offices/hr/policies/NonDiscTitleIX/contacts/)

## Section 14

### STUDENT APPEARANCE RULE & ADMISSION TO THE BAR

---

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

### *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 the expiration of the earlier of (a) eighteen months after it is filed or (b) the announcement of the results of the first bar examination following the student's graduation, provided, for any student who passes that examination, the certification shall continue in effect through the date of the first swearing-in ceremony following the examination. 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. State Bar and MPRE Information

### A. Admission to the Bar

#### 1. General

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

#### 2. Subjects covered on bar examinations

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

<u>Bar Subject</u>	<u>College of Law Course Title</u>
Administrative Law & Procedure	Administrative Law
Agency	Business Organizations
Civil Procedure	Civil Procedure
Constitutional Law	Constitutional Law
Contracts	Contracts
Corporations	Business Organizations
Criminal Law	Criminal Law
Criminal Procedure	Criminal Procedure
Decedents' Estates	Trusts & Estates
Evidence	Evidence
Legal Ethics	Professional Responsibility
Partnerships	Business Organizations
Personal Property	Property
Real Property	Property, Real Estate Transactions
Torts	Torts
Trusts	Trusts & Estates
Uniform Commercial Code	
Art. II Sales	Sales
Art. III Negotiable Instruments	Payment Systems
Art. IX Secured Transactions	Secured Transactions
Wills	Trusts & Estates

**Subjects Covered on the Bar Examination of the Five Western States**

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

## Types of Examination Used in the Five Western States

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

\*Two 3-hour performance tests

1. Refer to the individual state bar web site for the application packets for admission to the bar.
2. Certificates of Graduation are required as part of the application for every state bar examination. The certificate forms should come with the application packet or during the application process. As a part of the Petition for Graduation process, the OSA will require that you disclose the bar(s) to which you will be applying. Certificate of Graduation forms which have been submitted in a timely manner will be mailed from the Law School the week following graduation. Please notify the OSA if you do not receive a Certificate of Graduation form with your state bar application packet.
3. Notary services through the OSA will be provided solely for WUCL students and graduates, for the purposes of application for state bar examinations only between 9:00 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.

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

1. *UBE Jurisdictions*  
Currently, the UBE jurisdictions are as follows:

Alabama  
Alaska  
Arizona  
Colorado  
Connecticut  
District of Columbia  
Idaho  
Illinois  
Iowa  
Kansas

Maine  
Maryland  
Massachusetts  
Minnesota  
Missouri  
Montana  
Nebraska  
New Hampshire  
New Jersey  
New Mexico  
New York  
North Carolina  
North Dakota  
Oregon  
Rhode Island  
South Carolina  
Tennessee  
Utah  
Vermont  
Washington  
West Virginia  
Wyoming  
U.S. Virgin Islands

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

2. *How the UBE is Administered*

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

C. *Multistate Professional Responsibility Examination (MPRE)*

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

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

2. *When a student may take the MPRE*

The examination is administered three times per year at established test centers across the country. Check out the Helpful Resources section of the MPRE Services web site at: [ncbex.org/exams/mpre/registration/](http://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

---

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

#### Phone Numbers

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

Library Staff email addresses and phone numbers are available at:  
[willamette.edu/law/longlib/about/library\\_staff/](http://willamette.edu/law/longlib/about/library_staff/)

#### Access to the Library

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

#### Carrels

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

Policy & procedures are available at: [willamette.edu/law/longlib/rooms-equipment/carrel/](http://willamette.edu/law/longlib/rooms-equipment/carrel/)

#### 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.

#### 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)

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/)

### **Conduct**

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

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

### **Copiers/Scanners**

Copiers/scanners are available 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.

### **Databases**

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.

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

The library maintains an online catalog where you can search for books and online resources owned by Willamette libraries including the Law Library and the Hatfield Library, as well as 40 other libraries in the Summit Consortium.

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).

### **Food & Drink Policy**

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

### **Group Study Rooms**

Law student study groups may reserve study rooms in advance for 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)

### **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.

### **Lost & Found**

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

### **Privacy Room for Nursing Mothers**

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

### **Reference**

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

The Reference Desk is staffed during the following hours:

Monday - Friday: 9:00 a.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)

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



**Security**

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

## Section 16

### **COLLEGE OF LAW ADMINISTRATION & SERVICES**

---

#### **I. Deans' Offices**

The Deans' offices are located on the fourth floor.

Curtis Bridgeman, Dean (Room 409)

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

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

Laura Appleman, Associate Dean for Faculty Research (Room 449)

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

#### **II. Office of Student Affairs**

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

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

The OSA staff are:

Maegan Dunlap, Student Services Manager

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

Phone: 503-370-6704

Ann Allen, Student Services Coordinator

Email: [aallen2@willamette.edu](mailto:aallen2@willamette.edu)

Phone: 503-370-6380

Andrea Saele, Student Services Coordinator

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

Phone: 503-370-6380

Office of Student Affairs

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

Website: [willamette.edu/internal/students/osa/](http://willamette.edu/internal/students/osa/)

### III. The Placement Office

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

**Location & Hours:** The office is located on the 2<sup>nd</sup> floor of the law school next to Student Affairs. Hours: 8:30 a.m. to 4:30 p.m.

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

**Professionals and Staff:**

Phylis Myles, J.D., Assistant Dean, Placement Office

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

Phone: 503-370-6596

Marti McCausland, J.D., Associate Director, Placement Office

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

Phone: 503-375-5484

Bev Ecklund, M.L.S., Placement Office Coordinator

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

Phone: 503-370-6057

Terry Wright, J.D., Director of Externship Program

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

Phone: 503-375-5431

[www.willamette.edu/career](http://www.willamette.edu/career)

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

Fax: 503-370-6824

Facebook: Willamette Law Career Advisor

### ***WUCL Placement Office Student Requirements:***

1. All 1Ls and transfer students are required to attend a Career Boot Camp in October or in December the first week after exams, unless excused by the Assistant Dean of Placement or another Dean. If you have concerns about attending, please contact the Assistant Dean of Placement.
2. All 1L students are required to meet in a one-on-one meeting with a Career Advisor during their first year.
3. All students are required to fill out and update their online 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.3 of the College of Law Student Handbook.

### ***Reciprocity***

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

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

## **IV. Office of Development and Alumni Relations**

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

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

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

## 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 BUILDING (TRUMAN WESLEY COLLINS LEGAL CENTER)

---

#### Building Regulations

A. *Room Reservations*

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

B. *Lockers*

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

C. *Lost and Found*

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

D. *Posted Notices*

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

E. *Bicycles; Pets*

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

F. *Fragrances*

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

### G. *Fire Alarms*

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

### H. *Smoke-Free Campus Policy*

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

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:

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

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



**GENERAL INFORMATION**

---

**I. Academic Life**

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

You can ask your faculty advisor. You can also ask the advice of the faculty who teach in an area of interest to you.

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

Students can add and drop courses through Webadvisor until 4 p.m. on the Friday of the second week of the semester. Adding or dropping a course after the deadlines requires the approval of the faculty member of the course and the Associate Dean for Student Affairs.

*How do I get a copy of my transcript?*

Official transcripts are ordered through a link on the university registrar's webpage. Unofficial transcripts can be obtained from the OSA.

*How do I arrange to reschedule an examination?*

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

*Where do I pick up examinations?*

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

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

All grades from fall semester will be available online before the beginning of spring semester. Grades from the spring semester are available in the OSA for graduating third-year students on the Friday before graduation. Grades for first- and second-year students are available online the second or third week of June.

*Degree Verification*

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

Web: [degreeverify.org](http://degreeverify.org)

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

## II. Life Outside the Classroom

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

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

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

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

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

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

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

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

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

Students in need are encouraged to contact the Associate Dean for Student Affairs.

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

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

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

#### **Student Complaints Implicating Compliance with ABA Standards**

As an ABA-accredited law school, WUCL is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at [americanbar.org/groups/legal\\_education/resources/standards.html](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 a street address of the complaining student, for further communication about the complaint.
4. The Associate Dean for Student Affairs will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.

5. Within three weeks of receiving the complaint, the Associate Dean for Student Affairs shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within two weeks after completion of the investigation.

6. Appeals regarding decisions on complaints may be taken to the Dean. Any decision made on appeal by the Dean shall be final.

7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean for a period of seven years from the date of final resolution of the complaint.

#### IV. Other Complaints

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

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

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

College of Law students are subject to the Standards of Conduct contained on the Student Rights and Responsibilities online guide. Complaints alleging a Standards of Conduct violation are filed with the Office of Rights and Responsibilities. Email: [orr-info@willamette.edu](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, and 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  
[mvwcs.com/domesticviolence.html](http://mvwcs.com/domesticviolence.html)  
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

## **Off Campus**

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

*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 you wish to file a formal complaint against a faculty member or staff member, the procedure is contained in the College of Law Grievance Procedures in Section 13 of this *Handbook*.

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

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

## Index

ACADEMIC CALENDAR	
2018 FALL & 2019 SPRING SEMESTERS.....	3-5
ACADEMIC COUNSELING .....	27
Academic Advisors.....	28
Academic Probation.....	19
ACADEMIC PROGRAM .....	13-16
ACADEMIC REGULATIONS .....	11-29
Required courses.....	14-16
Class Attendance Policy .....	11-12
Employment During Law School .....	12
Etiquette for Laptop Computer Use in Classrooms .....	13
Etiquette for Cell Phone Use in Classrooms .....	13
Students with Disabilities .....	28
ADMINISTRATION & SERVICES.....	9-10, 90-93
Placement Office .....	10, 91-92
Deans' Offices.....	9, 90
Office of Admission .....	11, 93
Office of Development and Alumni Relations.....	9, 92
Office of Student Affairs .....	10, 90
ATTENDANCE POLICY .....	11-12
ATKINSON GRADUATE SCHOOL OF MANAGEMENT.....	27-28, 39-40
BAR INFORMATION .....	77-85
Admission to the bar.....	77-85
Certificates of Graduation.....	83
Subjects covered on bar examinations .....	81
Subjects Covered on the Bar Examination of the Five Western States.....	82
Type of Examination Used in the Five Western States .....	83
BUILDING REGULATIONS .....	94
Bicycles; Pets.....	94
Fragrances.....	94
Fire Alarms .....	95
Lockers .....	94
Lost and Found .....	94
Posted Notices .....	94
Room Reservations.....	94
Smoke Free Campus Policy .....	95
CERTIFICATE PROGRAM IN LAW AND BUSINESS.....	48-49
CERTIFICATE PROGRAM IN DISPUTE RESOLUTION.....	49-50
CERTIFICATE PROGRAM IN INTERNATIONAL & COMPARATIVE LAW ...	50-51
CERTIFICATE PROGRAM IN LAW & GOVERNMENT .....	51-52
CERTIFICATE PROGRAM IN SUSTAINABLE ENVIRONMENTAL, ENERGY & RESOURCE LAW .....	52-53
COLLEGE OF LAW HONOR CODE .....	20, 59-72
COURT CERTIFICATION.....	77
DEAN'S HONORS LIST .....	19
DIRECTORY .....	6
Adjunct Faculty .....	8
Administrative Staff .....	9-10
Clinical Law Program Staff .....	9

Full-Time Faculty.....	6-7
Law Library Staff.....	10
EXAMINATIONS.....	34-36
Distribution of examinations.....	34
Examination numbers.....	34
Flex Examinations.....	36
Paper/Scratch Paper.....	34
Problems or irregularities with exams.....	35
Rescheduling a scheduled examination.....	35-36
Return of examination questions at the end of the examination.....	34
Rooms.....	34
Timing of examinations.....	34
Use of various devices during the examination.....	35
FEDERAL EDUCATION REGULATIONS.....	74-76
Family Educational Rights and Privacy Acts (FERPA).....	74-75
Statement of Equal Opportunity and Compliance.....	75
Statement of Title IX Compliance.....	76
FINANCIAL AID.....	56-58
FINANCIAL AID REFUND PROCEDURE.....	56-57
GENERAL INFORMATION.....	97-101
Academic Life.....	97
Complaints About Actions of Fellow Students, Faculty, or Staff.....	99-100
Life Outside the Classroom.....	98-99
GRADING RULES AND PRACTICES.....	17-19
Audit.....	19
Dean's Honor List.....	19
Good Academic Standing.....	19
Grade point average ranges.....	19
Honors/Credit/No Credit courses.....	17
Incomplete.....	18
Independent Research.....	18
Individual Class Rankings.....	19
Letter Grades and Grading Scale.....	17
Uniform Grading Standards.....	18
GRADES IN REQUIRED COURSES.....	15
GRADUATION REQUIREMENTS.....	21-24
General.....	21
GPA Requirement.....	22
Graduation Writing Requirement.....	22-23, 30-33
Honors at Graduation.....	23-24
Hours Requirement.....	21
Petition for Graduation.....	23
Professional Skills Writing Requirement.....	22, 30
Research Writing Requirement.....	22, 31-33
GRADUATION WRITING REQUIREMENTS.....	22, 30-33
Completion of the Graduation Writing Requirements.....	32
Deadlines.....	32-33
Experiential Learning Requirement.....	21
Professional Skills Writing Requirement.....	22, 30
Purpose.....	31
Quality.....	31
Writing a paper in conjunction with a course.....	32

Writing an article; submitting it to <i>Law Review</i> or <i>International Law Journal</i> .....	33
GRIEVANCE PROCEDURES .....	72-73
INELIGIBILITY TO CONTINUE .....	20
J.W. LONG LIBRARY .....	86-89
JOINT DEGREE JD/MBA PROGRAM .....	39-40
Regulations .....	39-40
First-year WUCL Program for Joint Degree Candidates .....	40
Tuition & Charges .....	40, 54
LAW LIBRARY STAFF .....	10
LEAVE OF ABSENCE .....	28
LLM Programs .....	41-45
LLM in Dispute Resolution .....	43-44
LLM in Transnational Law .....	41-44
MLS Program .....	46-47
MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE) .....	84-85
States in which the MPRE is required for admission to the bar .....	84
When a student may take the MPRE .....	84-85
PART-TIME JD ENROLLMENT .....	37-38
PETITION FOR READMISSION .....	20
PLACEMENT OFFICE .....	10, 91-92
REGISTRATION FOR CLASSES .....	24
Courses taken at the Atkinson Graduate School of Management (AGSM) .....	27
Credit for courses taken at other institutions and at other colleges .....	25-26
Credit for courses taken during summer school .....	26
Deadline for adding and dropping courses .....	25
Double credit for academic work .....	25
Double registration .....	24
WUCL Courses Taken by AGSM Students .....	27-28
RETAKE POLICY FOR REQUIRED COURSES .....	15
SCHOLARSHIP RENEWAL .....	57
STUDENT APPEARANCE RULE .....	77-80
STUDENT CONDUCT .....	11-12, 59-72
Section I: Honor Code .....	59
Section II: Composition and Organization .....	59-61
Section III: Jurisdiction .....	61
Section IV: Procedure .....	61-66
Section V: Penalties and Violations .....	66-70
Section VI: Appeals .....	70-71
Section VII: Effect of Graduation and Degree .....	71-72
STUDENTS WITH DISABILITIES .....	28-29
SUMMER SCHOOL CREDIT .....	25
TRANSCRIPTS .....	29
TUITION & FEE CHARGES	
College of Law .....	54
Financial Aid .....	56-58
Joint Degree JD/MBA Program .....	54
Late payment .....	55
Refund policy .....	55-56
UNIFORM BAR EXAMINATION .....	84-84
UNIFORM GRADING STANDARDS .....	18
WITHDRAWAL .....	28