



SCHOOL OF LAW

CASE WESTERN RESERVE
UNIVERSITY

2021 - 2022
STUDENT
HANDBOOK

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2021 – 2022 STUDENT HANDBOOK

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ACADEMIC REGULATIONS, POLICIES, AND PROCEDURES

The faculty has adopted the Academic Regulations listed below as AR 1 through AR 20. Policies and procedural clarifications complement these provisions. Both the Academic Regulations and the policies and procedures are subject to change by the faculty. Unless otherwise stated, the “Academic Dean” refers to the Associate Dean for Academic Affairs. The “Dean of Students” refers to the Assistant Dean of Student Services. “CWRU” refers to the Case Western Reserve University School of Law or to Case Western Reserve University.

This publication has the limited purpose of providing information concerning the Law School’s policies and programs for the period listed. The publication should not be construed as a basis of an offer or contract between the University and any present or prospective student. The Law School and the University have the right to amend, add, or delete any information in the publication, including any course of study, program, or regulation of the Law School or University. Announcements of such changes are made on a routine basis within the University or the Law School.

Due to the extraordinary and dynamic circumstances of the coronavirus pandemic, students should regularly check the [CWRU COVID-19 website](#) and [COVID-19 communications website](#) for the most current information that may, in some instances, vary from the contents within.

AR 1. Registration

Students must register for each semester before the first day of classes. During any semester, a student enrolled in the Law School may not register in another college or university or in another division of this University without special permission of the Academic Dean. To enroll in the Law School as a candidate for the J.D. degree, a student must be a graduate of an accredited undergraduate institution. By August 15 of the year in which the student commences the J.D. program, the student must furnish two official transcripts showing such graduation, with degree and date awarded, and one official transcript from any institution from which a graduate degree was obtained. Failure to submit transcripts as required may result in severe penalties, including suspension or dismissal.

This regulation applies to students registered in the Master of Arts in Financial Integrity Program (hereinafter “MAFI”) except that MAFI students will be registered for MAFI courses by the Case Western Reserve University School of Law, and except that in exceptional circumstances individuals without a bachelor’s degree, but with extensive professional experience in the AML field, may be admitted to the MAFI program and allowed to enroll in the MAFI program.

AR 2. Financial Obligations

Students are considered registered only after tuition and fees have been paid. The discharge of all financial obligations to the University is a prerequisite for graduation, for obtaining academic transcripts, and for subsequent attendance. Checks and money orders should be made payable to Case Western Reserve University and should include the name and student ID number of the student for whom payment is made. Students can access their bursar accounts through the online Student Information System (SIS).

See also University Policy on Past Due Debts.

For information on Tuition Invoices and Billings, see section on Law Student Financial Services Office.

Related Policies and Procedures

Returning students who have unpaid tuition and fees owed to the University may not register for any subsequent coursework. For this purpose, fees include the student activity fee, the health insurance fee, housing fees, and library fines.

This regulation applies as written to MAFI students.

AR 3. Course Selection

After the first year, students must select their courses before the beginning of each semester. During the first week of each semester, students may drop or add courses (subject to enrollment restrictions). Courses may not be added after the first week of classes. Courses may be dropped after the first week of classes only in the event of exceptional circumstances and only with permission of the Academic Dean. See also AR 6.

Related Policies and Procedures

1. Drop/Add Policy

For most courses, the drop/add period lasts the entire first week of the semester. The drop/add option does not apply to Clinic or Capstone placements. Classes that meet outside the standard academic calendar dates might have special drop/add deadlines; information about those deadlines is available from the Academic Services Office. Courses that are officially dropped from a student's schedule before the drop/add deadline will not appear on the student's academic transcript. Students are requested to make decisions to drop a class as early as possible, in order to allow other students to take a seat that is being vacated.

Students are reminded that attendance during the drop/add period is important. Students should attend any class they are considering adding, to the extent that course conflicts permit. If a student misses a class in a course before adding it, the student will start the class with a significant disadvantage relative to other students. It is not the responsibility of the instructor to try to offset or ameliorate this disadvantage. In addition, students are urged to contact the instructor before adding a class late in the drop/add period to discuss the effects of any absences

that have already occurred. Faculty members may choose to count absences during drop/add period toward the allotment of excused absences for the semester.

The Associate Dean for Academic Affairs is available to advise students who are unsure of which courses to take.

2. Limits on Clinics, Externships, and Capstone Externships

A student may take only one Clinic, Externship or Capstone Externship in any given semester. A student is limited to receiving credit at a particular placement for a single semester/summer. In some circumstances the Associate Dean for Experiential Education may approve a second semester at the same placement upon a showing that the experience in the second semester will involve significant additional development of the student’s knowledge, experience, and skills beyond what the student achieved during the first semester.

A student may not apply for Field Placements (Externships and Capstone Externships) that will result in a conflict of interest based on other work in which a student is engaged such as simultaneous work for a public defender’s office or a prosecutor’s office or a judicial Field Placement in the same court system.

A student may earn all their required Experiential Education credits by completing a 12-credit Capstone Externship or two 6-credit Clinic Capstones after the second year. Other permitted and prohibited credit combinations are as follows:

<u>Permitted</u>	<u>Prohibited</u>
Two 6-credit Capstone Externships, one each semester.	Two 12-credit Capstone Externships.
One 12-credit Capstone Externship and one 6-credit Clinic Capstone, one each semester.	One 12-credit Capstone Externship and one 6-credit Capstone Externship.
One 12-credit Capstone Externship and one 3-credit Externship, one each semester.	
Two 6-credit Clinic Capstones, one each semester.	

3. Application and Selection Process for Externship, Capstone Externship and Clinic Experiences.

- a. Students apply for Externships through the Career Development Office’s online job portal, CDOonline. There is an official, two-week application period for each Externship Program, during which time students may apply to a variety of Externship postings. Students interested in applying for an Externship must complete and submit an application via CDOonline by the deadline date determined by the CDO each semester or

summer. Each application will specify the Externship site's required application documentation. The Externship sites will contact the selected students to schedule interviews and extend Externship offers.

- b. Students apply for Capstone Clinics and Capstone Externships through the Career Development Office's online job portal, CDOonline. There is an official, two-week application period for the Capstone Program during which time students may apply to a variety of Capstone Externship and Clinic opportunities. Each application will specify the Capstone site's required application documentation. Capstone Externship sites will contact the selected students to schedule interviews and extend Capstone Externship offers.
- c. Students apply to earn experiential credit for an Externship or Capstone Externship placement at a site outside of the law school's current Field Placement Externship Program by submitting a student-initiated application. Students seeking more information and the student-initiated application should contact the Director of Experiential Opportunities and Outreach.
- d. Clinics and some Capstone Externships have prerequisites or co-requisites that students should take into consideration when planning their schedules and selecting courses.

This regulation does not apply to students registered in the MAFI Program.

AR 4. Rules of Conduct

A. Codes of Conduct

Each student admitted to the Law School is subject to three separate codes of conduct. Enforcement procedures are found in the Law School Code of Conduct, III. Disciplinary Procedures.

1. University Rules of Conduct

Conduct that is subject to University disciplinary action includes the following:

1. Interference with freedom of speech or movement, or intentional disruption or obstruction of teaching, research, administration, or other functions on University property
2. Any actual or threatened physical harm or mental abuse of any person on University premises or at functions sponsored or supervised by the University
3. Failure to comply with the directions of University officials, instructional or administrative, acting in performance of their duties
4. Theft or vandalism of University property or that of a member of the University community or campus visitor
5. All forms of dishonesty, including cheating; plagiarism; knowingly furnishing false information to the University; forgery; and the alteration or misuse of University documents, records, or instruments of identification
6. Falsification, distortion, or misinterpretation of information before a hearing body
7. Unauthorized carrying or possession on University premises of firearms or of any weapon with which injury, death, or destruction may be inflicted

8. Violations of law on University premises or in connection with University functions
9. Violation of published University rules and regulations

2. ABA Model Rules

To the extent it is applicable, every law student must abide by the American Bar Association's Model Rules of Professional Conduct, copies of which are available in the law library and online at the following link:

https://www.americanbar.org/groups/professional_responsibility/publications/model_rules_of_professional_conduct/model_rules_of_professional_conduct_table_of_contents.html

3. Law School Code of Conduct

All law students are subject to the Law School Code of Conduct, which appears in this handbook on pp. 35-45.

This provision applies as written to MAFI students, except that MAFI students are not subject to the ABA Model Rules of Professional Responsibility by virtue of being a MAFI student. (MAFI students may be subject to these Rules by virtue of their status as an attorney or otherwise.)

B. Continuing Obligation to Disclose

In their application for admission to CWRU, students are required to disclose incidents of misconduct (as specified in the application for admission). Failure to disclose information can be grounds for denial of admission, revocation of an offer of admission, dismissal, or suspension after matriculation and may be reported to the state bar.

1. Late Disclosure

Students who after matriculation disclose information that should have been disclosed on the application will be subject to review which could lead to discipline, dismissal from the Law School, or revocation of the diploma if the individual has graduated.

2. Continuing Duty

Students have a continuing duty to disclose incidents of misconduct that occur after the student has applied for admission. Whether the incidents occur before or after matriculation, students should notify the Dean of Students in writing with a full explanation of the circumstances, including dates. Students have a continuing duty to disclose the types of misconduct specified in the application for admission that would change any answer originally given on the application.

This provision applies as written to MAFI students except that failure to disclose information will not be reported to the state bar unless the student is also an attorney.

AR 5. Student Class Responsibilities

A. Classroom Attendance and Responsibilities

Regular class attendance, a high degree of preparation for class, a high degree of participation in class discussions, and diligent execution of class exercises or assignments are required of every student. At the option of the instructor and after notification to the student, one who violates this

regulation shall be withdrawn from the course, and the grade WF shall be entered on the student's transcript. A student who is thus removed from three or more courses in the same semester shall be removed from school for the balance of the semester.

Note: This rule is automatic. If a student does not live up to the obligations imposed, the instructor need only notify the student of that fact and inform the administration that the student is dropped from the course. The administration must then drop the student from the class and enter the WF on the student's transcript. The administration may not exercise discretion in deciding (a) whether to drop the student from the class or (b) what penalty to impose. Notice at the beginning of the semester about the class attendance and class requirements and responsibilities policy will suffice as notice to the student under this rule; no further notice is necessary.

Students who have a combination of four or more grades of W or WF in the most recent two semesters must meet with the Academic Dean before registering and must obtain the Academic Dean's written approval of their course selections.

See also University Policy on Religious Holidays and Student Absence.

MAFI-Applicable Policy

Regular class attendance, a high degree of preparation for class, a high degree of participation in class discussions, and diligent execution of class exercises or assignments are required of every MAFI student.

- MAFI students are expected to attend all classes in person unless they have obtained written permission from the MAFI Executive Director to attend all classes, or a particular class, remotely (i.e. via Zoom). Such permission shall be granted liberally upon good cause. Remote attendance without prior written permission shall be treated the same as an absence.
- When attending a class remotely, MAFI students are required to have their cameras on to ensure active and engaged class participation, and are expected to participate in the class as fully as if they were attending in person.
- If a MAFI student is unable to attend all or part of a class in person or remotely, the student must obtain written prior permission from the MAFI Executive Director to miss the class or part of the class. Missing more than 20% of a class is considered an absence. In order to get credit for a class in which a MAFI student has missed more than 20% of the class, a MAFI student must have obtained permission from the Executive Director to miss the class, and will be required to watch all class sessions, turn in all required work for the class, and will be assigned supplemental work to be completed before credit will be given for the class. A MAFI student who misses all or part of a class and fails to complete all required work by the required deadline will be given a grade of "F" in the course, pursuant to AR13, and will be required to repeat the course pursuant to AR 18.
- Any student enrolled in a MAFI cohort that meets for intensive sessions (i.e. once per month, or 3-4 days in a row for most of the day) who fails to attend (in person, or remotely with prior approval) more than one weekend of class in a given semester, or two weekends of class during the course of the entire degree program, must meet with the

Academic Dean before being registered for the next semester, and must obtain the Academic Dean's written approval to continue with the program.

B. Classroom Use of Computers and Electronic Devices

Students may use portable computing or other electronic devices in the classroom for educational use only. Students shall not use portable computing or other electronic devices in an inappropriate manner during class. Inappropriate uses include any and all uses of a portable computing or other electronic device not directly related to the class in session. Examples include, but are not limited to, the following:

displaying web pages; receiving, reading, composing, or sending e-mail or instant messages; making or receiving phone calls; playing video or audio files; and playing games.

Each class instructor retains the right to set a more or less restrictive class policy.

This provision applies as written to MAFI students.

AR 6. Withdrawal from Courses or from the Law School

A. Withdrawal during Drop/Add Period

A student may withdraw from one or more Law School courses, or from the Law School, during the registration period, either through the on-line enrollment system or by written notification to the Academic Services Office. Tuition charges for the semester will be based on the student's enrollment status at the close of the drop/add period.

B. Withdrawal after Drop/Add Period

From the end of the drop/add period through the last day of classes, a student may withdraw from Law School or from a class only with permission of the Academic Dean and only for pressing personal or medical reasons. For these purposes, dropping a class after the drop/add period for any reason other than to correct a registration error will be deemed a withdrawal with permission. A student who withdraws with permission receives a W.

C. Involuntary Withdrawal from Courses and Co-Curricular Activities before the End of Classes

A student withdrawn from a course pursuant to AR 5(A) or who, without permission of the Academic Dean, fails to complete obligations imposed by a co-curricular activity which is not graded but for which academic credit is awarded, shall have a grade of WF recorded on the student's transcript for that course or activity. A WF grade shall not be included in the computation of the student's grade point average, nor shall it affect the student's class rank.

D. Withdrawal after the End of Classes

A student may not withdraw from a course or from the Law School after the last day of classes without permission of the Academic Dean. If a student withdraws without permission after the end of classes, a grade of F is recorded on the official transcript for all courses, unless the Academic Dean later decides that the student's withdrawal was for pressing medical or personal reasons. A student may not withdraw from a course after taking the final exam or submitting the final draft of a paper.

E. Refund of Tuition

Permission to withdraw from a course or from the Law School does not affect the policy on refund of tuition. Students must arrange for the payment of all financial obligations to the University.

Note: Withdrawal from Law School after the drop/add period may disqualify the student from receiving scholarship, grant, and or loan assistance for any tuition obligations for that semester. See the section on the Law Student Financial Services Office, which begins in this handbook at p. 50.

Additional information concerning the withdrawal and refund schedule may be found here: <https://case.edu/studentaccounts/tuition-fees/withdrawal-refund-schedule>.

F. Leave of Absence from the Law School

A student must submit a written request and obtain written permission from the Academic Dean before beginning any leave of absence. Leaves of absence are normally granted only to allow a student to complete another educational program elsewhere, or for pressing personal or medical reasons, and are usually limited to one academic year. A student who takes a leave without obtaining the Academic Dean's written permission forfeits the privilege of enrolling for subsequent terms.

Note: A leave of absence is likely to have substantial consequences in terms of financial aid, including both scholarship grants and loans. Students contemplating a leave are advised to discuss with the law student finances administrator the implications for financial aid.

This regulation applies as written to MAFI students. MAFI students should note that MAFI courses have special drop periods that will be published with each course's introductory documentation.

AR 7. Graduation Requirements

This regulation does not apply to MAFI students except for paragraph G.

A. Basic Requirements

Case Western Reserve University confers the degree of Juris Doctor, at the recommendation of the Faculty of Law, on all students who have:

1. completed all required courses, as designated by vote of the faculty, including the first-year courses, Constitutional Law 1, Professional Responsibility, and the entire LLEAP program (LLEAP 1, 2, and 3); and 12 credits of experiential education, including a minimum 6-credit Capstone Experience during the third year;¹
2. completed at least 88 credit hours in a minimum of six semesters in residency as full-time students, at least four of which are in residency at Case Western Reserve University;
3. attained a cumulative grade point average of at least 2.325; and
4. completed a substantial research paper that satisfies the writing requirement set out in AR 15.

B. Specific Requirements

1. Students must take Constitutional Law 1, Professional Responsibility, and LLEAP 3 in the second year, and a Capstone Experience during the third year.
2. Students must satisfy the general education requirement by taking at least four of the following nine courses: Business Associations; Conflict of Laws; Constitutional Law 2; Criminal Procedure 1; Evidence; Family Law; Sales; Secured Transactions; and Wills, Trusts & Future Interests.
3. At least 70 credit hours counted for the J.D. degree must be earned in classroom experiences.*
4. At least 66 credit hours counted for the J.D. degree must be graded.²

C. Residency Requirement

To receive credit for a semester in residence, a student must enroll in 10 or more credits, and must earn 9 or more credits. Two eight-week summer sessions with a combined total of at least 10 credit hours are equivalent to one semester in residence.

Note: Not more than one semester in residence may be earned by completion of two eight-week summer sessions, regardless of the number of credits completed.

¹ For dual-degree students, an individualized plan is developed to ensure sufficient experiential education, taking into account field placement or other experiential requirements from the other degree program. Students participating in CWRU-sponsored study-abroad programs need to complete only 6 credits of experiential education.

² In the case of dual-degree students, a minimum of 64 credit hours counted for the J.D. degree must be earned in classroom experiences and 57 of the credit hours counted for the J.D. degree must be graded.

D. Remote Course Enrollment

Enrollment in a CWRU Law School course via synchronous, online participation will be permissible for those students who are enrolled in a Capstone outside of Cleveland or otherwise outside of Cleveland for a semester, provided the following conditions are met:

1. In the judgment of the course instructor and the Academic Dean, the course substance, format, and teaching style are suitable for online participation (For example, courses in which there are off-site visits or extensive use of small group work may not lend themselves to remote participation.);
2. The request for remote participation is approved by the course instructor;
3. The course instructor and the Academic Dean are assured all technological and technical needs for synchronous, online participation can be met, including a sufficiently robust internet connection on the part of the participating student;
4. The Capstone site supervisor explicitly consents to the student's participation in the online course during the Capstone semester; and
5. There are no other reasons for denying a specific request.

E. Credit for Courses Taken outside CWRU

Students may receive credit toward the J.D. degree for courses taken outside CWRU only as provided in this subsection. (Credit for courses taken outside the Law School but within CWRU is covered in AR 8.)

After a student has been admitted to candidacy for the J.D. degree, all courses that count toward the degree must be taken at CWRU, unless the Academic Dean grants prior written permission to take courses for credit elsewhere.

1. Summer Sessions at Another Law School

With the approval of the Academic Dean, students in good standing may, during their enrollment, take up to 6 credit hours in a summer session at an ABA-approved law school other than CWRU so long as it is a member of the Association of American Law Schools (AALS). Such approval is routinely granted provided there is no duplication of courses already taken. The 6-hour limitation may be waived for part-time students only if they can conclusively demonstrate that graduation is otherwise impossible within the 6 years prescribed in AR 12.

Online summer courses for which students register through CWRU are treated as CWRU courses, not as summer courses taken at another law school. In fulfilling the requirements for the J.D. degree, a student may take no more than 2 such online summer courses. In addition to this limitation, a maximum of 15 credits counted toward the J.D. degree may be taken via distance learning. "Distance learning" includes online courses and any other courses taken remotely.³

2. Visiting at Another Law School

A student may visit at another AALS-member law school only with the consent of the Academic Dean and only if the student has completed all required courses, including the writing

³ Credits earned via distance learning provided due to the Covid-19 pandemic during the 2020 spring, 2020 summer, 2020-21 academic year, and 2021 summer should not be considered as part of the maximum credits permitted.

requirement. All requests to visit at another school must be submitted in writing to the Academic Dean and must include any supporting documents. Permission to attend another law school as a visiting student may be granted only for the most exceptional reasons, usually one of the following:

- a. The student must live elsewhere because of serious long-term illness of an immediate family member.
- b. The student must finish another (non-law) advanced degree program and cannot transfer to a graduate degree program at Case Western Reserve University.
- c. The student's spouse has or will have a job at a location beyond commuting distance.

Visiting status is not granted where the reason is to improve the employment prospects of the student or for bar examination reasons.

In deciding whether to approve a visit under this rule, the Academic Dean shall consider the student's academic record and whether the student has completed all required courses (i.e., first-year courses, Constitutional Law, Professional Responsibility, the LLEAP program, the general education requirement, the experiential education requirement, and the upper-level writing requirement).

A student may visit at another law school for no more than 2 semesters and may earn no more than 15 credits per semester towards the J.D. degree. Credit will not be awarded for any courses that duplicate or substantially overlap with courses that the student has taken or will take at CWRU. The Academic Dean must approve the courses taken at the other law school.

3. Study Abroad

With the approval of the Academic Dean, a student who has successfully completed three semesters in residence at CWRU may participate in a comprehensive academic semester study-abroad program. The student must show a well-developed career interest in the country or area in which the program is held and the relevance of the program to that interest. A student may participate in only one study-abroad program, whether the program is offered by CWRU or by any other law school.

See also AR 20 relating to Student-Initiated Study Abroad.

4. Grades and Credit

Grades in courses taken at another law school are not recorded on the Law School transcript and are not used in computing the student's current or cumulative grade point average or class rank.

For purposes of these rules, credits earned in a CWRU-sponsored study-abroad program, whether an exchange program or concurrent degree program, shall be treated as graded, classroom credits. However, grades earned in the foreign institution will not appear on the student's transcript and will not be counted in the student's GPA.

F. Special Rules for LL.M. and S.J.D. Degrees

1. LL.M. Requirements

Case Western Reserve University confers the degree of Master of Laws, at the recommendation of the faculty of law, on all students who have:

- a. completed all required courses, including the Foreign Graduate Seminar and U.S. Legal Writing; and
- b. completed at least 24 credit hours in a minimum of two semesters in residence.

2. S.J.D. Requirements

Case Western Reserve University confers the degree of Doctor of Juridical Science, at the recommendation of the faculty of law, on all students who have fulfilled the following requirements:

- a. All candidates for the S.J.D. must submit a dissertation as evidence of their ability to conduct independent research at an advanced level. The dissertation must represent a significant contribution to knowledge in the student's field, and at least a portion of the dissertation must be suitable for publication.
- b. Only members of the faculty who are authorized to supervise student writing under AR 15 or AR 19(C) may supervise an S.J.D. dissertation.
- c. S.J.D. students must be registered for three academic years and must complete four semesters in residence, except that students pursuing the S.J.D. in Health Law must be registered for two academic years and must complete two semesters in residence. In special circumstances, the semesters-in-residence requirement may be waived for students pursuing the S.J.D. in Health Law at the discretion of the Director(s) of the Health Law S.J.D. program.
- d. All requirements for the S.J.D. must be completed within three calendar years from the date of matriculation. A student may be granted one additional year for good cause shown.
- e. S.J.D. students who have completed four semesters in residence may, with the approval of the dissertation advisor and the Academic Dean, register for fewer than 10 credits during the third year.

G. Special Rules for Master of Arts in Financial Integrity Students

Case Western Reserve University confers the degree of Master of Arts in Financial Integrity, at the recommendation of the faculty of law, on all students who have:

1. Completed all required courses; and
2. Submitted a capstone project that meets all of the requirements set out in the MAFI Program capstone rules, which will be provided to each MAFI student.

The MAFI degree must be completed within 6 years, except in exceptional circumstances and with written permission of the Executive Director of the MAFI program.

Related Policies and Procedures

1. Classroom Credits

Classroom experiences are those that involve regularly scheduled Law School class meetings (including clinics, seminars, and labs). All other credits are non-classroom experiences. Non-classroom experiences include credit hours awarded for supervised research, externships (including Capstone externships), journal editorial boards, mock trial and moot court teams, moot court advisors, and non-law courses taken at CWRU.

2. Ungraded Credits

Ungraded credit hours include those awarded for student-initiated study abroad, summer school credits from another AALS-member school, externships (including Capstone externships), journal editorial boards, mock trial and moot court teams, moot court advisors, courses that are graded only on a Credit/No Credit basis, and all non-law courses taken at CWRU.

For purposes of calculating the number of graded credits, all credits that are accepted as transfer credit when a student who matriculated at another law school transfers to CWRU will count as graded credits if they were graded hours at the original school, even though they are not factored into the student's GPA at this Law School. Likewise, when a CWRU student visits at another law school or studies at another university as part of an exchange or concurrent-degree program, courses that are graded at the other school will count as graded credits, even though they are not factored into the student's GPA here. Other coursework from another law school (such as summer school or other incidental coursework) will not be counted as graded credits, even if the courses are graded at the school where they were taken.

3. Graduation Check

At the start of the final year of study, all students should carefully review their advising transcript and planned schedule to be certain that they will meet all requirements for graduation. Any errors or omissions on the transcript should be reported to the Academic Services Office immediately. Upon request, the Academic Services Office will help students complete this graduation check.

4. Financial Aid for Students Studying Elsewhere

Note: Becoming a visitor at another law school may have a serious impact on the availability and timing of financial aid. For example, grants awarded at CWRU are not transferable to another institution. There may also be a difference in available loan funds. Anyone contemplating a visit elsewhere should discuss with the law student financial services director the financial aid implications of such a visit.

AR 8. J.D. Credit for Courses Taken in Other Divisions of CWRU

Students may receive credit toward the J.D. degree for courses taken in other divisions at Case Western Reserve University. Students may receive credit toward the J.D. for other courses at CWRU in several ways: through formally established dual-degree programs, individually designed dual-degree programs, and the graduate school option. (Credit for courses taken outside the University is covered above in AR 7(D) and below in AR 19.)

This regulation does not apply to MAFI students.

A. Formally Established Dual-Degree Programs

Students at the Law School may enroll in a formally established dual-degree program in which they are concurrently candidates for the J.D. and for another degree of this University provided that:

1. the Law School has entered into an agreement with the other school on the content and administration of a dual-degree program;
2. the academic component of the dual-degree program has been approved by the Law School faculty;
3. courses taken outside the Law School for credit toward the J.D. degree have been approved by the Academic Dean as consistent with the academic component approved by the faculty and as not being duplicative of courses previously taken in the Law School;
4. enrollment at the second school commences in the academic year immediately following completion of the first year in the program (although the Academic Dean may permit deviations from this sequencing in exceptional cases); and
5. both degrees are awarded simultaneously.

Note: The faculty has formally established the following dual-degree programs: J.D./M.D.; J.D./M.B.A.; J.D./M.S.S.A.; J.D./M.P.H.; J.D./M.A. (art history and museum studies); J.D./M.A. (bioethics); J.D./M.A. (history); J.D./M.A. (political science); J.D./M.Acc. (accountancy); J.D./M.N.O. (nonprofit organizations); and J.D./M.S. (biochemistry).

B. Individually Designed Dual-Degree Programs

Outside of a formally established dual-degree program, a student at the Law School may concurrently enroll in an advanced degree program offered by another school of the University provided that:

1. courses taken outside the Law School for credit toward the J.D. degree have been approved by the Academic Dean as having a close relation to the study of law and as not being duplicative of courses offered in the Law School;
2. no such course is taken before completion of all required first-year courses; and
3. both degrees are awarded simultaneously.

C. Graduate School Option

A law student who is not enrolled in a dual-degree program may enroll in a graduate-level course in another graduate or professional school of the University with the permission of the other school. That permission does not require admission to the other school but is generally granted on a space-available basis. In addition, such credit may be applied to the J.D. degree provided that:

1. such courses have been approved by the Academic Dean as having a close relation to the study of law and as not being duplicative of courses offered in the Law School; and
2. no such course is taken before completion of all required first-year law courses.

D. Grades and Credit

Credit for non-law courses may be applied to the J.D. degree only if a grade of C or higher is earned. Grades in these courses will be recorded on the Law School transcript, but they will not be computed in the student's grade point average, nor will they be computed in the class ranking.

For students who complete a formally established dual-degree program, no more than 12 credits earned in the other program may be applied toward the J.D. degree. For all other students, no more than 9 credit hours earned at another school of the University may be applied toward the J.D. degree..

AR 8.1 MAFI Credit for Courses Taken Outside CWRU, in Other Divisions of CWRU, or at CWRU School of Law

1. Students may not receive credits toward the MAFI degree for courses taken outside CWRU or in other divisions of CWRU.
2. Students may not receive credits toward the MAFI degree for courses taken at CWRU School of Law except that MAFI students may apply up to 6 credits towards the MAFI degree as follows:
 - a. Any student who has taken and received a passing grade in LAWS ____, "Law, Legislation, and Regulation in Practice" within the preceding two years is not required to retake the course and may apply the three credit hours from this course toward the MAFI degree;
 - b. Any student who has taken and received a passing grade in LAWS ____, "Governance, Risk Management, and Compliance" within the preceding two years is not required to retake the course and may apply the three credit hours from this course toward the MAFI degree;
 - c. Any student who has taken and received a passing grade in LAWS ____, "Law, Legislation, and Regulation" is not required to take LAWS ____, "Law, Legislation, and Regulation in Practice" and may apply the three credit hours from this course toward the MAFI degree;
 - d. Any student who received a J.D. degree from an ABA accredited Law School in the United States, and received a grade of B- or higher in the student's first year criminal law class is not required to take LAWS _____, "Introduction to Criminal Law and Procedure" and may apply one credit hour toward the MAFI degree.
3. Students who take a full MAFI curriculum course for a Document of Completion, and receive a grade of B- or better, will be given credit for the course and be exempt from taking the course again if they apply to, are accepted by, and begin the MAFI degree program within five years of completing the course.

AR 9. Grading

The following letter grades are used to record the quality of a student's academic work: *A*, *A-*, *B+*, *B*, *B-*, *C+*, *C*, *C-*, *D+*, *D*, *D-*, *P* (pass), *F* (failure), *CR* (credit), *NC* (no credit), *WF* (withdrawal failure), *W* (withdrawal), *I* (incomplete), and *R* (temporary grade for multi-semester course).

Grade point averages are computed by dividing the student's quality points by the hours attempted. Averages are calculated and recorded to three decimal places.

The following scale per credit is used in figuring quality points:

A = 4.000
A- = 3.666
B+ = 3.333
B = 3.000
B- = 2.666
...
F = 0.

CR (Credit) awards credit for a course that is not offered on a letter grade basis; such coursework is not factored into the grade point average.

NC (No credit) awards no credit for a course this is not offered on a letter grade basis; such coursework is not factored into the grade point average.

P (Pass) adds credit toward graduation but does not affect the grade point average.

WF (withdrawal failure) indicates that the student was withdrawn from the course or activity by the instructor or activity advisor pursuant to AR 5(A) or AR 6(C).

W indicates withdrawal with permission. Neither the *W* nor the *WF* affects the grade point average.

I indicates that a student, with permission, has not completed one or more requirements of a course within the time allowed for recording grades. An *I* is assigned when a student has made significant progress, but not fully completed the requirements for a course. A student must petition for the assignment of an incomplete grade, in advance, from the Instructor. Both the Instructor and Academic Dean must approve the assignment of an incomplete grade. If granted, the course requirements must then be completed in full by the extended deadline as established by the course Instructor, but in no case can the deadline be extended beyond the last day of the next succeeding semester (which may be the summer semester). If the requirements are not completed by the deadline, the Incomplete grade will revert to a grade of *F* (JD and MAFI students) or *U* (LLM/SJD students).

R is a temporary grade given for a course that extends beyond one semester in length.

This regulation applies as written to MAFI students.

Related Policies and Procedures

Paragraphs 1-3, and 8-9 of the Related Policies and Procedures under this regulation do not apply to MAFI students.

1. Grade Distribution in First-Year Courses (other than LLEAP)

The grade distribution in all first-year courses other than LLEAP shall be in substantial compliance with the following distribution. The target mean GPA for courses subject to this policy shall be 3.10. In no event shall the mean GPA exceed 3.20.

<i>Grade</i>	<i>Percentage</i>
A/A-	30%
B+/B/B-	55%
C+ and below	15%

2. Grade Distribution in Other Courses

The grading policy in all other courses focuses on the mean GPA. Grades in those courses shall be as close as possible to the target mean GPA based on the class size. In no event shall the mean GPA exceed the maximum for the size of the class. In multi-section courses, the target and maximum mean is based on the total enrollment across all sections.

<i>Class Size</i>	<i>Target Mean GPA</i>	<i>Maximum Mean GPA</i>
Over 30	3.10	3.30
17–30 and LLEAP 1–3	3.20	3.40
16 or fewer	3.50	3.70
journal seminars and clinics	N/A	N/A

3. Grades for LL.M. Students

LL.M. students will receive grades of H (Honors), S (Satisfactory), or U (Unsatisfactory). For all classes in which both LL.M. and J.D. students are enrolled, the instructor must give the LL.M. students (in addition to the formal grade on an H/S/U basis) a “shadow” grade based on an evaluation of their performance as if they were J.D. students, and using the same grading system (A, A- etc.) that is used for J.D. students. The shadow grade will not be recorded on an LL.M. student’s transcript and will not be disclosed to third parties. It will be used solely for admissions purposes if the student applies for admission to the CWRU J.D. program. The shadow grade may be disclosed to the student on request.

4. Approval of Grades by the Academic Dean

Before final grades are posted, each instructor shall present to the Academic Dean a proposed distribution of grades. If the grades do not conform to the applicable grade distribution policy, the Academic Dean shall consult with the instructor to bring about compliance. If this process is unsuccessful, the Academic Dean shall have the authority, after further consultation with the instructor, to assign grades that are consistent with the raw scores and other relevant factors.

5. Exam Grading Period

Grades for each course are due for approval by the Academic Dean 25 days after the exam is given. Additional time thereafter may be required for review of the grades under the grade distribution policy set out above. Grades are posted approximately 30-35 days following the end of the exam period.

6. Grade Posting

Students have confidential access to their grades through the Student Information System (SIS). Upper-class grades are posted as they are received and approved. First-year grades are usually posted simultaneously for all courses.

7. Anonymous Grading

All exams are graded anonymously. Once instructors have finished grading the exams for a particular course, they may access examination numbers and corresponding names. The instructor may then adjust grades for class participation and attendance.

8. Class Rankings

- a. Each student is ranked in relation to classmates, based on grade point averages. Rankings are calculated annually each June, after all spring grades have been posted and recorded on the official transcripts.

There are separate rankings as follows:

- i. Following completion of the first year, based on first-year grades.
 - ii. Following completion of the second year, based on cumulative grades through the end of the second year.
 - iii. Following completion of the third year, based on cumulative grades through graduation.
- b. Grades earned at other law schools, or in non-law courses offered by other schools or departments within CWRU, are not included in the calculation of a student's Law School grade point average and thus do not affect a student's rank.
 - c. Students must have completed at least 24 credits to be ranked as completing their first year and at least 54 credits to be ranked as completing their second year. Credits earned at other institutions or at other schools at CWRU, including credit awarded transfer students for courses taken elsewhere, will be included in computing the minimum hours for ranking.
 - d. Students are ranked with their class. The Academic Services Office determines each student's class based on the number of credit hours earned. A student's class may change, depending on individual progress in fulfilling graduation requirements.

9. Honors

a. Dean's Honor List

J.D. students who achieve a GPA of at least 3.395 for a semester that includes at least 9 earned and averaged Law School credits will be placed on the Dean's Honor List.

Designation of Dean's Honor List is shown on the official transcript. Ungraded credits in the first semester of a full-year course are ignored for purposes of determining the Dean's Honor List. At the end of the year, when the grade for the prior semester is officially posted,

students who achieve a GPA of 3.395 or higher for the prior semester are also designated as having been placed on the Dean's Honor List for that period.

LL.M. students who receive grades of H in all of their Law School credits and earn at least 9 Law School credits will be placed on the Dean's Honor List. Designation of Dean's Honor List will be shown on the official transcript.

Note: Members of the Dean's Honor List will receive a letter of congratulations and will have their names posted publicly in the School of Law. Students have the right to request that their names be withheld from the public posting.

b. Honors at Graduation

Students who have a final cumulative GPA that ranks in the top 30% of their graduating class will graduate with honors (*cum laude*). Students who have a final cumulative GPA in that ranks in the top 10% of their graduating class graduate with high honors (*magna cum laude*). The students with the two highest GPAs in the graduating class will graduate with highest honors (*summa cum laude*).*

LL.M. students who receive grades of H in all courses or who receive no more than one grade of S and all other grades of H graduate with honors.

The **Order of the Coif** is a national law honor society, founded to encourage scholarship and to advance the ethical standards of the legal profession. It admits students in the J.D. graduating class whose grades rank them in the top 10 percent. No more than three students who are tied for the last eligible position may be elected to membership.

* Students graduating in August or January will be awarded the honor of *summa cum laude*, *magna cum laude*, or *cum laude* based on whether their GPAs would have qualified them for that honor if they had graduated in the May preceding their actual graduation.

AR 10. Transcripts

CWRU considers the grades earned by a student and other information about the student's performance here to be a private matter. But the University reserves the right to release such information in circumstances deemed proper by the Academic Dean or upon written request of the student. Transcripts will not be issued for students who have failed to discharge all financial obligations to the University.

See also University Policy on Confidentiality of Student Information, and University Policy on Past Due University Debts.

This regulation applies as written to MAFI students.

Related Policies and Procedures

1. Grade Reports

Current students may access grade reports at any time through the Student Information System. Any errors or omissions on this report should be brought to the attention of the Academic Services Office immediately.

2. Official Transcripts

Official transcripts are produced through the University Registrar. Students must order official transcripts through the Registrar using the transcript order form, or the online order system. Transcripts are not available through the School of Law. The University charges a fee for each transcript that is issued. The fee varies based on the method of ordering and the mode of transcript delivery.

3. Disclosure of Student Information

- a. The University Policy on Confidentiality of Student Information forbids disclosure of transcript information except with the written permission of the student. No grade or class ranking information will be given to anyone (including the student) by telephone or e-mail.
- b. The Law School cannot release—to a student or to any third party—transcripts from other institutions that are in a student's admissions file. When interviewing for employment, students may be asked to provide a copy of their undergraduate transcript. We suggest that students order a few official transcripts from their undergraduate college and keep several photocopies on hand.

AR 11. Academic Standing

1. Dismissal after First Year

A student whose term GPA is below 2.325 in both semesters of the first year will be dismissed.

2. Probation during Third Semester

A student whose cumulative GPA is below 2.325 at the end of the first year and who earned a term GPA of at least 2.325 in either semester of the first year will be placed on academic probation in the third semester. If the student's cumulative GPA remains below 2.325 at the end of the probationary semester, the student will be dismissed. The Academic Dean must approve the class schedule of any student who is on probation. A student who is on probation during the third semester must enroll, on a graded basis, in at least 14, but no more than 16, credits and must fulfill such other requirements as are designated by the Academic Dean.

3. Probation during Fourth or Later Semester

A student whose cumulative GPA is less than 2.325 during the fourth or later semester will be placed on academic probation for the following semester. The Academic Dean must approve the class schedule of any student who is on probation. If the student's cumulative GPA remains below 2.325 at the end of the probationary semester, the student will be dismissed. A student whose cumulative GPA at the end of the fourth or any subsequent semester is below 2.325 and who has been on academic probation during any previous semester will be dismissed. If, during the final semester (the semester in which the student completes the number of credits required for graduation), the student's cumulative GPA falls below 2.325 and the student has not previously been on probation, the student may be granted readmission for a single probationary semester during which the student must bring the cumulative GPA back up to 2.325 and be graduated. If the student fails to bring the cumulative GPA back up to 2.325 at the end of the probationary semester, the student will be dismissed.

Paragraphs 1-3 of this regulation apply to MAFI students.

4. Academic Supervision and Course Requirements

If a student's cumulative GPA is less than 2.795 at the end of the first year or at the end of either semester of the second year, then:

- a. An academic supervision letter is to be sent, indicating that the student is at risk with respect to passing the bar.
- b. The Academic Dean must approve the class schedule of any student whose cumulative GPA is less than 2.795 at the end of first year or at the end of either semester of the second year;
- c. If a student's cumulative GPA is below 2.795 at the end of the first year, at some time before graduation the Academic Dean may require any student on Academic Supervision to take other requirements designated by the Academic Dean and will strongly encourage all students under Academic Supervision to take and receive credit for Entering the Profession.

Any MAFI student who receives a grade lower than "C" in any MAFI course must consult with the Academic Dean regarding continuation in the MAFI program.

5. Dismissal from the LL.M. Program

An LL.M. student who receives more than two grades of U will be dismissed.

6. Dismissal from the S.J.D. Program

An S.J.D. student who receives a grade of NC for the S.J.D. thesis seminar in any two semesters will be permanently dismissed.

Related Policies and Procedures

Students on academic probation must meet with the Director of Academic Support before the start of each academic term.

AR 12. Maximum and Minimum Hours per Semester

After the first year, full-time students may take no fewer than 10 credit hours per semester except with the permission of the Academic Dean and may not take more than 18 credit hours in any semester.

Some qualified students may be permitted to enroll on a part-time basis. All students must complete the J.D. program within six years.

See also AR 7(C), Residency Requirement; and AR 17, Full-Time Study.

This regulation does not apply to MAFI students.

AR 13. Examinations

A. Each student at the Law School will take examinations under the standards and principles that apply to members of the legal profession. This places on the student a responsibility to meet the highest degree of honor and integrity. Students who fail to meet these standards will be considered to lack a necessary qualification for membership in the profession, and appropriate sanctions will be applied.

B. All students must take examinations at the designated times. Failure to do so will result in an F in the course unless the reason is illness or another emergency. In the event of such illness or emergency, the student must immediately notify the Dean of Students and also have the illness or emergency appropriately verified. Only if the illness or emergency is established to the satisfaction of the Dean of Students may the student be authorized to take a makeup examination. Any student seeking to take a makeup exam must not notify the professor, since doing so may compromise the integrity of the anonymous grading process.

C. The makeup examination ordinarily will be the original examination if the student certifies no knowledge of its contents. With the approval of the instructor, the Academic Dean may require that another examination be used or may recommend other appropriate action. In the event that an examination is postponed beyond the date on which grades for the course must be given to the

Office of Academic Services, a grade of Incomplete will be entered on the student's record. If the student, without first having received the permission of the Dean of Students, fails to take the makeup examination on the appointed date, an I grade will be changed to F.

D. Students who require accommodations because of mobility, sensory, or learning disabilities should make such arrangements with the Dean of Students at least four weeks prior to the start of exam period. Request for special accommodations must be made directly to the University's Disability Resources Office. See also University Policy on Persons with Disabilities, which appears in this handbook on p. 66.

E. If a paper is required in a course or seminar, the paper must be submitted at or before the time set by the instructor. No paper shall be submitted after the end of the term, which is the last day of scheduled examinations, unless the instructor grants leave to submit a paper after that date. Leave may be granted by the instructor for good cause. Failure to submit a paper by the applicable deadline will result in a failing grade.

Note: Students are advised to read carefully the Law School Code of Conduct before each examination period.

This regulation applies as written to MAFI students.

Related Policies and Procedures

1. General Policy

- a. Students should report to the assigned examination room 15 minutes before the examination is scheduled to begin. Bluebooks and scrap paper will be provided in the exam room.
- b. Timely appearance at the exam is the student's responsibility. Oversleeping, car trouble, missed transportation arrangements, and the like are not normally excusable, and extensions beyond normal due times will usually not be allowed.
- c. Exams are graded anonymously. The Law School issues a special "Examinee ID number" for identification of all exam materials. Students are responsible for obtaining their Examinee ID numbers from the Law School Intranet before the start of each exam. Students receive a new exam number each semester. This Examinee ID number should be entered on all bluebooks and on the distributed exam. Student names should not appear on any of the examination materials.
- d. Exams begin promptly. It is the student's responsibility to allocate the time allowed for the exam and to complete the exam on time. Late arrivals will not be given makeup time.
- e. Each instructor is required to announce to the class, well in advance of the exam, what materials and aids are permitted in the exam room. These instructions cover, for example, the use of calculators, books, class notes, and handouts, and whether books used may be annotated. These instructions will be repeated on the exam and should be read with care. Unless otherwise instructed by advance announcement and exam instructions, students are not permitted to bring anything into the exam room except writing instruments and personal essentials such as handbags, tissues, or coffee.

- f. Students must write their exams in the room in which the exam was distributed or in the designated alternate room. For those who prefer to use computers for their exams, the Law School uses a software package that blocks access to material (class notes, outlines, etc.) on the computer's hard drive. That means that notebook computers owned or rented by students may be used for all essay exams, including closed-book exams (unless the instructor specifically prohibits the use of computers). Students must register in advance to use the special exam software. The Academic Services Office will establish installation procedures and deadlines each semester.
- g. Communication with and among students taking an exam is prohibited.
- h. If there is an announcement during an exam concerning the content of that exam, it will be made orally and then written on the blackboard in the room(s) designated for that exam.
- i. Exam rooms are staffed by proctors. Completed exams may be returned to the proctor before time expires. A student who chooses to submit an exam early must leave the exam room and will not be permitted to re-enter for any reason. At the end of the time allocated, the proctor will call time and collect all remaining exams. Penalties may be assessed for the late return of exams.
- j. Both the examination questions and the exam bluebooks or electronic file containing the student's answers must be identified with the examinee ID number and turned in at or before the expiration of the time allowed for the exam. All unused and/or discarded examination books, scratch paper, and unused blue-books must also be returned to the proctor. No materials may leave the exam room at any time during or after the exam.
- k. If any problem—e.g., illness, error in a question—arises during the exam, the proctor is to be notified immediately. Proctors are responsible for reporting any irregularity that occurs during the exam.
- l. Each student is considered to be taking exams subject to the Law School Code of Conduct (see pp. 35-45, for further information).
- m. No electronic devices of any type are permitted in exam rooms, other than pre-approved laptop computers that are running the special exam software. All electronic devices must be left outside of the exam rooms. This prohibition includes phones, headphones, electronic dictionaries, personal stereos, and calculators. Students should instruct their family members to call the Academic Services Office in case of emergency. That office will retrieve students from the exam room in such a situation.
- n. Students for whom English is not their native language, who have not received a degree in an English-speaking country, and who have not lived in an English-speaking country for the preceding ten years may request a time extension on exams in the first year of the J.D. program. The Dean of Students will consider each request on an individual basis.

2. Exam Conflict Policy

Students are required to take exams at the designated times published on the exam schedule. Failure to appear for an exam will normally result in an F for the course. If necessary, however, an exam may be postponed and a makeup exam scheduled by the Academic Dean for any student under the following circumstances:

- a. Students who have two exams scheduled to take place on the same calendar day may have one of the exams rescheduled by the Academic Services Office.

- b. Students who have three exams scheduled on three consecutive calendar days may have one of the exams rescheduled by the Academic Services Office.
- c. No exam may be given before the day and time originally scheduled, unless no other rescheduling possibility exists, including scheduling after the exam period ends.
- d. All makeup exams are scheduled as authorized by the Academic Dean or Dean of Students. Exam conflict forms are available at the Academic Services Office and must be completed by the posted deadline.
- e. Makeup exams will be scheduled on the earliest day possible. Students receive notice of makeup exam dates and times via e-mail. Once a makeup has been scheduled, a student must take the exam at the makeup session, and may not take the exam as originally scheduled.
- f. Students who have an exam scheduled on a religious holiday may arrange a makeup exam, pursuant to the University Policy on Religious Holidays and Student Absences.

3. Scheduling Activities during Reading and Examination Periods

A reading period will be scheduled at the end of semester, before the beginning of exams. Many, if not most, students use this time to outline their courses in preparation for exams. Indeed, the reading period was designed to serve as an intensive period of synthesis, reflection, and learning. Students may not be deprived of this valuable learning time by take-home exams or makeup classes unless:

- a. They are informed in the registration materials or at the beginning of the course during the drop/add period that a take-home exam will be given in the course. (See item 6 below relating to self-scheduling of take-home exams.)
- b. It is absolutely impossible to schedule a makeup class at any other time. However, since students reasonably expect to use the reading period for exam preparation and not class makeups, makeups should be scheduled as soon as possible after class cancellation.

Review classes may be scheduled during the reading period. Such classes are helpful to students in preparing for exams and are consistent with the purposes of the reading period.

4. Course Evaluations

All students are required to complete a standard course evaluation for each Law School course taken. The evaluation forms are completed anonymously and are typically completed on-line during a designated evaluation period during the last two weeks of classes.

Information provided by course evaluations is available to instructors and the Law School community only after all final grades have been posted. Student course evaluations are an important part of the Law School's continuing effort to improve its course offerings. Most faculty review these evaluations and work to incorporate many of the suggested changes. Student evaluations also play a role in the promotion and tenure process and in the selection and retention of adjunct faculty.

5. Deadlines for Papers

The following policies apply to seminar papers, supervised research papers, and papers submitted to satisfy the writing requirement.

- a. The deadline for submission of the final (i.e., graded) version of any paper submitted in satisfaction of the writing requirement, a seminar requirement, or supervised research shall be no later than the end of the term of the seminar, course, or supervised research. For these purposes, the end of the term is the last day of scheduled examinations of the relevant term.
- b. Requests for extensions or exceptions to this policy must be made to the instructor before the deadline. The instructor may grant extensions or create exceptions for good cause shown. Before granting such extension or exception, the instructor should consider the impact of such extension or exception on the fair treatment, and the perception of fair treatment, of other students, including students enrolled in other seminars and courses.
- c. A paper submitted for purposes of grading may still not meet the minimum requirements of the writing requirement. In such cases, the instructor to whom a paper has been submitted in satisfaction of the writing requirement may and normally should grant the student additional time beyond the grading deadline to enable him/her to revise the paper so that it may meet the standards of the writing requirement. In no event, however, should the extension for purposes of satisfying the writing requirement extend beyond the end of the following term. For papers begun in the spring semester, extensions may not extend beyond the final day of the summer semester.
- d. Instructors in seminars and courses may set earlier deadlines than provided here. But any instructor setting a deadline earlier than that stated here must give prompt notice of the earlier deadline.
- e. Instructors may, and customarily will, set interim deadlines for outlines and preliminary drafts. Instructors should announce such deadlines, normally early in the term.
- f. In the event that a student fails to meet any of the deadlines provided here or by the instructor, the instructor may impose sanctions, including but not limited to a reduction in grade, failure in the course or seminar, denial of credit, or withdrawal from the course pursuant to AR 6.

6. Work-at-Home Exams

- a. Work-at-home exams, other than first-year exams, are self-scheduled—i.e., each student chooses, within prescribed limits, when to take the exam. Students will be notified of the dates on which at-home exams will be available and the duration of the exams.
- b. All at-home exams must be downloaded from the school's exam server and the final answer file must be uploaded to the server, unless specific alternative arrangements are approved in advance.
- c. Students in upper-level classes may work on at-home exams on any day of reading period or any day on which exams are scheduled as long as the return date is not later than the last day of scheduled examinations. Individual instructors may place more restrictive times on the availability of exams if they notify the class well in advance of the exam period.
- d. Exams must be completed and submitted within the time limit determined by the instructor. Students must allow sufficient time for the file upload process. Exam files that are uploaded late will be marked as such and will have points deducted.
- e. Problems with the exam server or any other aspect of at-home exams should be reported to the Academic Services Office. Students should not contact instructors directly to ask questions about at-home exams, as this causes problems regarding anonymity and equity for students who have already completed their exams.

AR 14. Auditors

An official auditor is a student who is enrolled in a course, attends regularly, and participates in class discussions and other class activities, but is not required to submit written work or to take the examination. Auditors do not receive a letter grade but will have record of their successful or unsuccessful auditing of the course notated on their transcripts (indicated by "AD"). Students must discuss with the instructor what the expectations are regarding class attendance and participation.

Students who are enrolled as degree candidates in the Law School or in any school of the University may audit law courses by registering as auditors with the advance written approval of the instructor. Auditors are allowed on a space-available basis and may not displace a student who is seeking to take the course for credit. Law students are not permitted to audit non-law classes.

Audited courses do not count as prerequisites for law school courses.

This regulation applies as written to MAFI students.

AR 15. Writing Requirement

This regulation does not apply to MAFI students.

A. As a requirement for graduation, each student must complete a substantial research paper or equivalent writing project that meets the criteria set out below.

B. In order to fulfill the writing requirement the paper must demonstrate that the student has:

1. framed a thesis;
2. supported that thesis with a credible sustained argument;
3. identified and engaged with the relevant legal authorities and academic literature necessary to understand the topic and test the thesis;
4. grappled with the arguments supporting and opposing the thesis; and
5. developed a critical understanding of a legal issue or legal institution.

C. Additionally, the paper must show the earmarks of good writing. The student's writing must be grammatical, clear, concise, and effective. The paper must have a coherent and logical organization. The student must credit sources relied upon for the paper and must use proper citation form.

D. Satisfaction of the writing requirement will ordinarily entail an outline, at least one preliminary draft, and a final draft. The supervising instructor will review and comment upon the outline and any preliminary drafts.

E. The writing requirement paper must be written under faculty supervision. Most students will fulfill the requirement in the setting of a seminar. Ideally, students fulfilling the requirement with a seminar paper should do so after they have satisfactorily completed three semesters of the LLEAP program. In other words, in most cases, students will undertake the writing requirement in the spring semester of their second year or the fall semester of their third year. Students are encouraged to complete the writing requirement before their final semester. Students who are journal members will typically fulfill the requirement through the successful completion of their Note during their second year. Students may also fulfill the requirement in the setting of courses, whether seminars or regular courses, for which the faculty has approved conferral of writing credit for writing that meets the requirements of paragraphs B, C, and D even though it takes a form different from the traditional seminar paper. Finally, students may fulfill the requirement as a supervised research project or in certain labs.

F. A student who wishes to use a seminar, lab, or course paper or supervised research project for satisfaction of the writing requirement must obtain the approval of the supervising faculty member before the student begins work. Individual faculty may (1) limit the number of students who may use a particular seminar, lab, or course to satisfy the writing requirement and (2) require completion of the writing requirement as a condition for satisfactory completion of the seminar, lab, course, or supervised research project. When students undertake the writing requirement in a seminar, lab, or course they must fulfill all other class requirements.

G. After the student has successfully fulfilled the writing requirement, the supervising faculty member will so notify the Director of Academic Services. The student's transcript will include a notation that the student has fulfilled the requirement. This notation will be independent of the course, seminar, or supervised research grade and the award of academic credit for the work. Because satisfaction of the writing requirement may entail some additional revision of work that has been accepted for academic credit, certification of satisfaction of the writing requirement need not be submitted to the Academic Services Office with the course grade. The revision process must be completed by the end of the semester or summer session following the one in which the paper was undertaken. For these purposes, the end of the summer semester is the Friday before the start of fall semester classes.

H. As is true for all student academic work, the Law School Code of Conduct applies to writing requirement work. Students are advised to read carefully the Law School Code of Conduct, particularly the sections relating to plagiarism and the prohibition on the reuse of papers.

Related Policies and Procedures

1. Deadlines for Papers

See AR 13 (Related Policies and Procedures 5, Deadlines for Papers).

2. Supervision of the Writing Requirement

Only tenured, tenure-track, clinical, or lawyering skills faculty members and those holding the rank of senior instructor may supervise written work submitted to satisfy the writing requirement. Adjunct and visiting faculty members may not supervise writing requirement projects. This policy recognizes the deliberative process that generated the writing requirement and does not make a judgment about the capability of special or adjunct faculty. AR 15 is the culmination of extended faculty discussion on the writing requirement, and subsequent discussions have focused on the rigorousness and uniformity of standards for evaluating written work under this rule. The integrity of the writing program requires that supervisors be participants in these deliberations. Secondly, there are practical constraints that limit the availability of special or adjunct faculty to do extended supervision of student writers. For these reasons, the policy is enforced except in exceptional cases where the Law School faculty has specifically voted to approve for writing-requirement credit a seminar taught by a special or adjunct law faculty member or other University faculty member.

In some cases, students want to take advantage of distinctive resources outside the regular faculty. We have been able to accommodate these students within the guidelines of this policy by having them secure a regular faculty member as the supervisor and a special or adjunct faculty member as a resource person. This accommodation seems to work well in balancing institutional concerns with the needs of students and is consistent with the writing program under AR 15.

3. Writing Requirement Declaration and Workshops

Students must file a writing requirement declaration during the semester in which they begin work on the writing requirement project. They also must attend a writing requirement workshop before becoming eligible to earn writing credit. The declaration period will take place the fourth week of each semester; the Academic Services Office will distribute information about the declaration process and the writing requirement workshops.

AR 16. Grievance Procedures

Any student or faculty member who has been a victim of unfair, oppressive, or illegal acts, or of unlawful discrimination, on the part of a faculty member or a member of the administrative staff, may file a written grievance with the Academic Dean. If the grievance cannot be settled by informal agreement among the grievant, the Academic Dean, and the faculty or staff member, the grievance will be referred to a fair hearing before the Faculty Committee on Appeals and Rules.

Any student may appeal to the Faculty Committee on Appeals and Rules, any administrative decision of the Academic Dean or his designee that implements academic policies (except for decisions on violations of the Law School Code of Conduct, which are subject to section III. Disciplinary Procedures of the Code of Conduct). The decision of the committee on such appeals is final within the Law School, subject only to appeal procedures at the University level.

This regulation applies as written to MAFI students.

AR 17. Full-Time Study

Our graduation standards require six semesters in residence as a full-time student and specify that “a full-time student means a student who devotes substantially all working hours to the study of law.”

The Law School recommends that full-time students not seek any employment for their first year and that they limit their extracurricular activities that year. Full-time students (i.e., students enrolled in 10 or more credit hours per semester or 5 per summer semester) may not engage in more than 20 hours of employment per week.

For the purpose of this regulation, employment is construed to include work for which no remuneration is received, such as volunteer activity in a political campaign. It also includes employment within the University or the Law School, such as work as a library assistant or a dormitory counselor.

This regulation does not apply to MAFI students.

AR 18. Repeating Required Courses

A. A student who receives a grade of F or WF in a course that is required for graduation must repeat and pass that course in the next term in which the course is offered. A grade of F or WF on the second attempt will result in the student’s dismissal. A student may not otherwise repeat a course.

B. When a student repeats a required course because of a failure the first time both the failing grade and the later grade will be averaged in computing the cumulative average and class rank.

This regulation applies as written to MAFI students. MAFI students should take into consideration the fact that MAFI courses are not offered with frequency, and so granting a degree to a MAFI student who is required to repeat a course may be significantly delayed.

AR 19. Supervised Research

This regulation does not apply to MAFI students.

A. Student Eligibility

Only candidates for the J.D. degree may enroll. First-year students are not eligible; a student must have completed two semesters in residence and 24 credit hours. This requirement may be waived by the Academic Dean in special cases.

B. Grades

Supervised Research is graded like any other course. Grades are based on the instructor's evaluation of the work done.

C. Faculty Supervision

No faculty member may supervise more than three Supervised Research students at any given time. In exceptional circumstances, this rule may be waived by the Academic Dean upon request of the faculty member.

Students may enroll in Supervised Research only with faculty members who are eligible to supervise writing requirement projects under AR 15, unless the Academic Dean specifically waives this restriction. Academic credit is not given to students who do research for practicing attorneys who will use the research product as part of their regular law practice (except to the extent that such work is done in the context of a laboratory course, under the direct supervision of a faculty member).

Students may enroll in Supervised Research with a member of the CWRU faculty outside the Law School only with the Academic Dean's approval. Except in very unusual cases, such permission will be granted only for students in a dual-degree program. In such a case, the credit awarded will be treated as part of the hours permitted to be taken outside the Law School under AR 8(D).

The degree of supervision depends upon the nature of the research project. Normally, supervision entails, at a minimum, submission and approval of a detailed outline early in the semester, a first draft and a detailed review of that draft, and submission of the final draft by the end of the semester so that the instructor can grade it during the examination period.

D. Acceptable Research Projects

The project must be an individual effort of scholarly depth and scope. The result should be a single paper or a series of connected papers. Work produced by a compensated research assistant does not qualify. Isolated memos of a routine nature, such as the kind of work normally done by a research assistant, do not qualify.

Most projects are based on legal research, and the final product is a paper in essay form substantially equivalent to a law review article. But the project may be based on field research (questionnaires, observations of trials, etc.), and the final form may be something other than an essay, such as a draft statute or regulation with commentary, or an appellate brief in major litigation.

E. Administration

Students enroll in Supervised Research through the Academic Services Office, but the instructor's permission is required. This is recorded on a form that names the project, the student, the semester, and the number of credits to be awarded. The form must be signed by the instructor. The student must return this form to Academic Services by the end of the drop/add period.

Occasionally, a student may be unable to complete the research project in one semester. If the student has, in the opinion of the instructor, made substantial progress during the semester and wishes to complete the project during the next semester (or summer session), the project may be spread over two semesters. If the student completes the project, the instructor reports the grade as a late grade for the first semester. If the student fails to complete the project by the extended deadline, the grade of I automatically converts to an F for the prior semester. A student who is completing a project begun the previous semester is not listed as enrolled in Supervised Research during the current semester and may not enroll in another Supervised Research course during the current semester.

Note: Students are advised to read carefully the Law School Code of Conduct, particularly the sections relating to plagiarism and to the prohibition on the reuse of papers. See also AR 13, Related Policies and Procedures 5, for information about deadlines for Supervised Research papers.

AR 20. Student-Initiated Study Abroad

The Law School has numerous formalized study-abroad programs. The specific requirements of those programs may differ from the requirements stated in this rule. Students interested in studying abroad should consult with Sarah Polly, Managing Attorney, Milton A. Kramer Law Clinic Center and Keith Dye, Director of Student Services and Career Development.

This regulation does not apply to MAFI students.

This regulation governs the process for students to study abroad for Law School credit in programs that are neither a part of formal exchange programs nor summer study abroad.

The purpose of study abroad is to give a student access to courses that are not otherwise available in our curriculum, and to provide an opportunity to study a foreign legal system in the educational environment in which most lawyers in that country are trained. Our purpose is not to make students experts in the law of a foreign country, but to provide them with an important comparative perspective and an immersion in the legal culture of a foreign country. Because our graduates will be called on to interact with foreign lawyers and foreign legal systems, training in a foreign legal culture, when done in the context of the education we provide in international and transnational law, will enhance the ability of our students to serve their clients well.

A. General Prerequisites

Students are not permitted to take courses at foreign universities that are equivalent to those taken at the Law School. Moreover, students seeking to study abroad are expected to complete international or comparative law courses at the Law School, preferably before they go abroad.

B. Credit

Twelve hours of credit may be given for study abroad. Regulations of the American Bar Association restrict the number of credit hours the Law School may award for study abroad and strictly limit the award of credit for externship placements.

C. Requirements

A student seeking to study abroad must file documents with the Academic Dean showing that the student meets the following requirements.

Student Standing. The student must be in good standing at the time of applying for, and undertaking, the foreign study.

Contemporaneous Writing. While studying abroad, the student must keep complete class notes and a formal diary of assignments undertaken and completed, including briefs of cases, summaries of articles or treatises read, and summaries of extra seminars and discussion groups attended. This dossier shall be submitted upon return and shall be the basis upon which credit is awarded.

Fluency of Language. A student seeking to take courses in a foreign language must prove fluency in that language. Proof may be supplied by showing adequate educational background, experience in living or working in a country, or proof that the foreign university has certified the student as meeting the requirement.

Accreditation. The student must supply proof that the foreign university is accredited by the accrediting agency designated or established by the foreign government and should otherwise endeavor to establish the status and legitimacy of the foreign university.

Curriculum and Course of Study. The student must supply a list of courses to be taken and the means of evaluation of those courses. A course description or a brief syllabus should be supplied, if possible. Where there is likely to be a question about overlap between that course and a course taught at CWRU Law School, the course description and syllabus should offer more detail.

Foreign Supervisor. The student must identify a faculty member at the foreign institution who will be that student's supervisor. The faculty member need not be a professor in one of the courses that the student is taking, but should agree to be an adviser to the student and certify to us that the work has been completed satisfactorily. The student should supply a resume of the supervising faculty member at the foreign institution and a brief statement from that faculty member signifying that this person undertakes the responsibilities.

CWRU Law School Supervisor. The student must secure a faculty supervisor at CWRU Law School who will review the curriculum and certify that credit should be granted for the experience.

Statement of Evaluation. The student must submit a statement of the goals to be achieved through the experience as well as a plan for the evaluation of the experience and the granting of credit. This plan must articulate the method by which the student will be evaluated at the foreign university and a description of how that evaluation is to be reviewed and evaluated by the CWRU supervisor. The student should state how much credit is being sought for the foreign experience and why the credit is substantially equivalent to that which would be earned in a course at CWRU. Grades will not be counted in the student's cumulative average.

Prenotification Form. At least 45 days before enrolling in a foreign university, the student must fill out a prenotification form required by the American Bar Association and submit it to the Academic Dean, who will transmit it to the ABA's consultant on legal education. That form can be obtained from the Academic Services office.

Attendance. The student should ensure that the foreign program offers a sufficient number of hours of in-class and out-of-class study to fulfill the credit hour requirements imposed by the ABA. (See ABA Standards for Approval of Law Schools 310 and 311.)

D. Reporting Requirements and Approval of Credit

After returning from the study abroad, the student seeking credit must submit a written report evaluating the experience and summarizing the basis on which the evaluation of the student was made. If the student undertook written work as part of the program, that written work must also be submitted (even if it is in a foreign language). The Academic Dean shall determine if the student has met the requirements and, if so, shall approve the granting of credit.

E. Fees

The Law School will charge its regular tuition and no additional fees with respect to the term of foreign study. If the student is required by the foreign institution to pay any fees or charges, the Law School will be sure those fees or charges are fully disclosed to the student before any commitment to the visit. The Law School will attempt to arrange student exchanges with the foreign university in order to avoid such fees.

THE LAW SCHOOL CODE OF CONDUCT

I. Introduction

Every student admitted to the Law School is subject to three separate codes of conduct:

1. To the extent it is applicable, every law student must abide by the Model Rules of Professional Conduct adopted by the American Bar Association. The decision to adopt the Model Rules of Professional Conduct was made by the Faculty of Law and by the Student Bar Association.
2. All members of the University community, including law students, are subject to the University Standards of Conduct and related University policies and procedures (e.g., Sexual Assault Policy, Sexual Harassment Policy). The University Standards of Conduct and related policies and procedures were promulgated by the President of the University on the direction of the Board of Trustees. They are available at <http://students.case.edu/handbook/policy/>.
3. All law students are subject to the Law School Code of Conduct. This code addresses student conduct, including academic dishonesty such as cheating on examinations, plagiarism, etc., and supplements the first two codes. The Law School Code of Conduct has been adopted the Faculty of Law and by the Student Bar Association.

II. Substantive Violations

1. Cheating

Unless specifically permitted by the instructor, no student shall give or receive aid during any examination or other required class project, including but not limited to any regularly scheduled class examination or take-home examination. “Aid” means information or help of any nature and from any source. “Give or receive” means voluntary transmission or receipt of aid in any manner, and includes receipt of aid from persons, notes, books, or objects.

2. Improper Cooperation on Work

No student shall cooperate with another student, or solicit cooperation from or offer cooperation to another student, in the preparation of any written work submitted for credit, unless cooperation is specifically allowed by the instructor or by the program in which the student is participating.

3. Plagiarism

No student shall submit any written academic work that is plagiarized.

Plagiarizing is knowingly copying or paraphrasing words or appropriating ideas from another’s work without clearly identifying them as the work of another.

“Written academic work” is all writing for which there is the expectation of originality, and which is submitted to the school or under the auspices of the school, whether or not it is submitted for academic credit.

See Commentary on Plagiarism (pp. 42-44) and Interpretive Statement on the Academic Significance of Plagiarism (pp. 44-45).

4. Misappropriation or Defacement of Property

No student shall misappropriate or deface property of the University or of another member of the University community. "Misappropriation" means the intentional and unauthorized taking, carrying away, or keeping or concealing of property with or without the intent to deprive permanently. "Defacement" means the intentional and unauthorized writing in or marking of property, destruction of property in whole or in part, or damage to or abuse of property.

5. Improper Knowledge of Contents of Examination

a. No student shall voluntarily acquire any knowledge of the content of a forthcoming examination without authorization from the instructor.

b. Any student who has voluntarily or involuntarily acquired knowledge of the contents of any forthcoming examination without authorization from the instructor shall report this fact to the instructor immediately.

c. No student who has acquired knowledge of the contents of an examination or who has taken an examination, and who knows that one or more other students are to take the same examination at a later time, shall directly or indirectly disclose the contents of said examination to a student who has yet to take the examination.

d. No student shall make any unauthorized copy of any examination that is to be turned in at the end of the examination period, nor shall any student retain possession of any such examination, or any portion thereof, after the examinations have been collected.

6. Nondisclosure

A student shall report immediately any violation of this code that he or she knows or reasonably believes to have occurred. Reports may be made to the Dean's office, to the Law School Office of Student Services, or to the University Office of Student Affairs.

7. Giving False Information and Failure to Assist Enforcement

No student shall knowingly give false information, refuse to give information, refuse to testify, or otherwise refuse to cooperate in any investigation or hearing involving a charge of misconduct under the Model Rules of Professional Conduct, the University Standards of Conduct, or the Law School Code of Conduct.

8. Unauthorized Alterations

After the deadline for completion has passed, unless a student receives authorization from an instructor, a student shall not alter any writing or examination that has been submitted as a course requirement.

9. Misrepresentation

No student shall intentionally misrepresent to anyone, whether within or outside the Law School, his or her or any other student's grades, class rank, personal references, employment records, activities, or any other material facts regarding his or her academic and personal achievements. This section shall apply to misrepresentation in areas including, but not limited to, admission, financial aid, and placement.

10. Reuse of Papers

No student shall use the same or essentially the same paper, or a substantial part thereof, for two courses without notifying the person or persons who are responsible for awarding credit for the courses. If the courses in which the paper is to be submitted are not taken concurrently, then only the person responsible for awarding credit in the course last taken must be notified. For purposes of this section, "course" means any endeavor for which Law School credit is received. For purposes of this section, "paper" means any written material submitted for credit (e.g., briefs, memoranda, articles).

11. Examination Rules

No student shall intentionally violate examination policies, procedures, rules, or instructions that have been announced or published, either in general or for a specific examination.

III. Disciplinary Procedures

The purposes of these disciplinary procedures are to hold students accountable for misconduct, to deter misconduct, and, when appropriate, to provide remedial and rehabilitative assistance to aid in the ethical development of the student. The Dean of the Law School (hereinafter "the Dean") makes the ultimate decision with respect to all disciplinary matters and sanctions to be imposed, if any, upon the recommendation of the Associate Dean for Academic Affairs (hereinafter the "Academic Dean") or Dean of Students in cases resolved by admission, or the hearing panel in cases resolved through the Hearing Process described below. In addition, notwithstanding any provision in these procedures or the Law School Code of Conduct generally, the Dean of the Law School may exercise his plenary authority at any time to withdraw any pending matter from the investigation or hearing process described below, and dispose of any such matter in any way he or she deems appropriate at the time, subject only to review by the President of the University. The Dean's decision-making authority and disciplinary process stated herein do not automatically preempt the jurisdiction and disciplinary procedures of other University bodies (e.g., the University Appeals Board) that retain their own concurrent jurisdiction to investigate and enforce their own rules and impose their own disciplinary measures. In circumstances where different findings and/or disciplinary measures may be imposed by different bodies, the more severe disciplinary findings and/or measures shall control.

1. Referrals

Members of the Law School community should bring evidence of violations of the Law School Code of Conduct, the Law School Academic Regulations, or the University Standards of Conduct and related policies (hereinafter “Codes of Conduct”) to the Academic Dean, the Dean of Students, or the University Office of Student Affairs. If uncertain whether a violation of the Codes of Conduct has occurred, members of the Law School community are encouraged to consult with the Academic Dean or the Dean of Students. It is helpful if the member making the referral provides a description of the possible misconduct including name(s), date(s), and location(s). Referrals need not be in writing. If a referral is made directly to the Law School, the Law School shall notify the University Office of Student Affairs, and if a referral is made directly to the University Office of Student Affairs, that office shall notify the Law School. The Law School and the University Office of Student Affairs will work collaboratively to the extent appropriate.

2. Law School Representative

When a matter has been referred to the Academic Dean or the Dean of Students (hereinafter the “Investigating Dean”) for investigation as a possible violation of the Codes of Conduct, the Dean may designate a faculty member as Law School Representative to assist the Investigating Dean in investigating a possible violation of the Codes of Conduct.

If a case is to be resolved through a hearing, the Dean shall designate a faculty member as Law School Representative to present information, question witnesses, and argue the case on behalf of the Law School.

3. Investigation and Initiation of Charge

After receiving a Referral, the Investigating Dean will investigate whether a charge that the Codes of Conduct have been violated is warranted. During such investigation, the Investigating Dean or his/her designee may interview the student or students who may have violated the Codes, interview witnesses to the possible violation, and gather other appropriate evidence. Any student whose conduct is under investigation shall be provided a reasonable opportunity to address the alleged violations.

If the Investigating Dean determines there is not sufficient evidence to support a charge that the Codes have been violated, the referral and investigation shall be closed.

If there is sufficient evidence to support a charge that the Codes have been violated, the Investigating Dean shall initiate a charge by setting forth the alleged violation and a list of possible sanctions in writing to be delivered to the student suspected of the violation. The Investigating Dean also shall give any student charged a copy of the Disciplinary Procedures and answer any questions the student may have about the Procedures.

4. Treatment of Information

Deans and faculty members who receive information during the course of an investigation or hearing should exercise care in relation to such information out of regard

for its sensitive nature. Deans and faculty members ultimately cannot refrain from revealing or using information provided by a student for appropriate reasons, such as a disciplinary proceeding, either for the purpose of establishing a violation or choosing an appropriate sanction, finding appropriate counseling or treatment for a student, or admission to the bar.

In order to inform the Law School community of the nature of student misconduct under the Academic Rules and Codes of Conduct and to deter such misconduct, each academic year the Academic Dean will prepare and circulate to the Law School community a report of student misconduct during the preceding three academic years. The report will describe offenses, sanctions, and the terms and conditions of such sanctions in general terms. The Academic Dean shall describe the offenses with sufficient specificity to educate and inform the Law School community while maintaining the privacy of the individual student(s) to the extent possible. The report will not mention the names of the students involved or any personally identifiable information.

5. Resolution of the Charge

A charge may be resolved by Dismissal, Admission, or one of the Hearing Processes described below.

1. *Dismissal.* The charge may be dismissed by the Investigating Dean if new factual information indicates that the charge is unwarranted.

2. *Resolution by Admission.* The charge may be resolved by admission. If, in response to the charge, the student admits misconduct in violation of the Codes of Conduct, the Investigating Dean shall consult with the Dean. The Dean shall prepare a letter to the student stating the facts constituting misconduct and setting forth proposed sanctions. The student shall have five working days to respond to the letter. If the student agrees to the accuracy of the statement of facts and agrees to accept the sanctions, the student shall sign the letter to indicate agreement to the facts and imposition of the proposed sanctions. The sanctions then shall be imposed. The letter shall serve as the record with respect to the misconduct and the Law School's disposition of the charge in the event of inquiry by bar authorities or by others authorized by the student to receive information about the misconduct. A misconduct charge may not be resolved through admission unless the student admits the charged misconduct.

If a student admits the charged misconduct but does not agree to the proposed sanction, the choice of sanction will be resolved through the Hearing Process. The Investigating Dean shall prepare a written stipulation stating the facts constituting misconduct, which shall be signed by the student and submitted jointly to the hearing panel. In a hearing in which the student disputes only the proposed sanction and not the charged misconduct, the student shall only be allowed to present arguments and evidence related to the sanction.

3. *Hearing Process.* Unless both the charge and sanction are resolved by dismissal or admission, these issues shall be resolved through a hearing before a three-member panel.

If both the issues of misconduct and sanction are contested, the Investigating Dean shall prepare a summary statement including: the charge of misconduct; evidence supporting the charge, including but not limited to the names of witnesses and copies of documents that support the charge. The statement shall summarize the testimony of the witnesses and the substance of any documents. The student charged has a right to be present at the hearing, to question witnesses, and to present evidence on his or her behalf. The student charged does not have an obligation to testify, but the student's failure to answer questions at the hearing may be considered, but not solely relied upon, in the panel's finding. The student may be accompanied by an advisor chosen by the student. The student's advisor may consult with and advise the student and may also question and cross-examine witnesses, present evidence, address the panel, and otherwise participate as an advocate in the hearing. The charge shall be resolved using a preponderance-of-the-evidence standard. Formal rules of evidence and civil procedure do not apply at the hearing.

The hearing shall be recorded by a court reporter and shall be closed except for the following: the panel, the student charged and his/her advisor, the Investigating Dean, the Law School Representative, the court reporter, and witnesses.

The panel shall consider all evidence submitted during the hearing and shall determine whether a preponderance of the evidence supports a finding that the student violated the Codes of Conduct as charged. If only sanction is at issue, the Stipulation shall constitute the basis for a finding of misconduct for which the sanction shall be imposed. At the conclusion of all proceedings, the panel shall submit a report to the Dean setting forth its findings and, if misconduct was found or stipulated by the student, a recommendation for sanction. The Dean has ultimate authority regarding sanctions imposed for misconduct.

Composition of the Panel. One member of the panel shall be a student chosen by the Dean from Student Bar Association's Honor Court. The other two members of the panel shall not be students and shall be chosen by the Dean from a panel named annually by the Dean. The Dean may, but is not required to, choose faculty members to serve in these positions. The Dean shall designate one of the non-student members to serve as the panel Chair to preside at the hearing. The panel Chair shall resolve any procedural issues or questions of interpretation of the Codes of Conduct that may arise.

The Law School Representative shall call and question witnesses, present information, and argue the case on behalf of the Law School. The panel members may question witnesses, call additional witnesses, and request that other evidence be brought before the panel for consideration. All members of the panel shall vote

on the issue of whether a violation of a Code of Conduct has been proven by a preponderance of the evidence and on the appropriate sanction to recommend to the Dean. These decisions will be made by majority vote of the panel.

IV. Penalties

1. Range of Penalties

The following penalties, either singly or in combination, may be imposed upon a student under Section III. Disciplinary Procedures of the Law School Code of Conduct for violations of the Model Rules of Professional Conduct, the University Code of Conduct, or the Law School Code of Conduct. In determining the penalty, the nature of the offense and the entire record of the student involved shall be considered.

2. Penalties in Increasing Order of Severity

a. *Informal Private Reprimand.* The student may be given a private letter from the court stating that he or she has violated one of the Codes of Conduct, and that if repetition of the conduct should occur, a more severe penalty may be imposed. This reprimand does not become part of the student's permanent Law School record and is not reported to the Law School community.

b. *Formal Reprimand.* A formal reprimand is identical to a private reprimand, except that a copy of the reprimand shall be included in the student's permanent Law School record.

c. *Disciplinary Probation.* Disciplinary probation is a formal reprimand that also imposes disabilities upon the student for a specified period of time, not to exceed two years. The terms of the probation may limit participation by the student in co-curricular activities, such as SBA office or Law Review, or may disqualify the student from honors, such as Coif. A copy of the reprimand, containing the terms of the probation, shall be included in the student's permanent Law School record.

d. *Suspension.* The student may be suspended for up to two semesters, commencing immediately or in the following semester. The effect of immediate suspension is to prevent the student from receiving any course or residence credit for that semester. Suspension excludes the student from all classes, exams, the use of the library, and all other Law School activities. The suspension will be entered on the student's transcript.

e. *Indefinite Suspension.* The student may be suspended for an indefinite period. Readmission is possible, but only upon approval by the Appeals and Rules Committee. The indefinite suspension will be entered on the student's transcript.

f. *Dismissal.* The student may be expelled. The expulsion will be entered on the student's transcript.

3. Additional Penalties

In addition to the penalties set forth in Section 2 above, the following penalties may be imposed in appropriate cases.

- a. *Restitution*. Upon a conviction of an offense involving property, the student may be ordered to repair or replace the property or to reimburse the University or the party whose property was damaged.
- b. *Grade Reduction and Withholding Credit*. Where misconduct is committed in connection with the grading of a specific course:
 - i. The Dean or hearing panel may recommend to the faculty member involved that the grade for that course be reduced. The Dean or hearing panel shall not have the power to lower a grade.
 - ii. The Dean or hearing panel may order that no credit be given for the course. In such case the fact that credit was denied for violation of one of the Codes of Conduct may be noted on the student's transcript.

Commentary on Plagiarism

1. This commentary is intended to be an aid to the interpretation of the rule against plagiarism [Law School Code of Conduct II.3].

2. Plagiarism is one of the most serious forms of academic dishonesty. It is destructive to the institution in which it takes place. It is dishonorable conduct that justifies disciplinary action. It is also conduct that is inconsistent with the award of academic credit. Plagiarism can result in the denial or revocation of academic credit by the appropriate faculty member or faculty committee whether or not disciplinary action is taken.

3. The rule forbids submitting work that copies or paraphrases words or appropriates the ideas of another without clearly identifying them as the work of another. Of course, some ideas have such wide currency that all may use them freely; some words, such as proverbs and clichés, are public property. But words or ideas that are clearly identifiable as the work of another may not be copied, paraphrased, or appropriated without proper attribution.

This does not mean that the words or ideas must be the most important ones or essential either to the work that is plagiarized or to the written academic work that uses them. It does not matter whether they are considered to be descriptive or analytical.

The random use of a few words that are the same as those found in another's work does not constitute plagiarism. However, copying or paraphrasing even a short passage or appropriating a single idea without identifying it as the work of another can constitute a violation of the rule.

4. There are few truly original ideas. But that is not a defense to a charge of plagiarism. The rule is defined by the interests it protects. The rule is not so much intended to protect someone else's work as it is to foster academic honesty in individuals and protect the integrity of the institution. Thus, it is no defense that the material copied, paraphrased, or appropriated was not "original" itself. Whether written academic work copies or paraphrases another's words or appropriates

another's ideas is a question of fact that takes into account all the relevant surrounding circumstances.

5. The rule requires that the words copied or paraphrased or the ideas appropriated must be clearly identified as the work of another.

This rule does not command the use of any particular system of citation. Plagiarism is not committed simply by mistakes in or deviation from accepted citation form. On the other hand, the failure to indicate quotations with quotation marks, indentations, or some other method, which clearly indicates that the other person's words are being quoted, can be plagiarism even if the source for the quotation is cited in the text or in a footnote. A proper citation to the source of an idea is not sufficient to show that language is being quoted.

Similarly, it is not a defense to a charge of plagiarism that the written academic work contains some reference to the material that is copied or paraphrased. Whatever citation form is employed must be sufficient to clearly alert the reader that the words are copied or paraphrased or that the idea is appropriated from another's work.

6. The expectation of originality is an element of the offense. Some academic work may require copying other materials without any attribution. A pleading prepared at the legal clinic, for example, might receive academic credit and yet it might be expected that the student would write the pleading drawing on form books or other pleadings in the files of the clinic without giving attribution to the source. Similarly, an instructor in a seminar might require early drafts of a paper in which the ideas were to be developed, but in which attribution was not required.

These examples are exceptions. Unless the instructor clearly states that there is no requirement of attribution, all written work, including preliminary drafts, is done with the expectation of originality. The expectation of originality means the expectation that the work will be the student's effort. Originality in the sense that a scholar submitting a paper for publication should be making an "original contribution" to the field is not pertinent to the inquiry whether a student's paper plagiarizes another's work.

7. Plagiarism requires knowingly copying, paraphrasing, or appropriating. The purpose of the word "knowingly" is to ensure that no one will be disciplined for an act done because of mistake, accident, or other innocent reason.

Knowingly copying, paraphrasing, or appropriating may be shown by direct or circumstantial evidence. The written academic work itself, together with materials that it draws on, can be sufficient evidence to show the offense was committed knowingly.

No other intent is required to establish the offense. The intent to deceive or mislead is not required, although the intent or lack of intent to deceive or mislead may be considered as a matter of aggravation of the offense or mitigation of punishment. As with other offenses, ignorance of the rule against plagiarism is not a defense.

8. Written academic work includes all academic writing, whether or not submitted for credit. It includes research papers or memoranda submitted for academic credit. It includes Law Review notes and articles submitted to our or to other Law Reviews. It includes essays, papers, briefs, or other documents submitted in contests and competitions under the auspices of the school. Any contest or competition that requires or recognizes the status of the author as a student in this school is under the auspices of the school.

On the other hand, research work prepared for a private law firm and not presented for credit to the school is not covered by this rule.

9. Normally, work done in an inside final examination is not governed by the plagiarism rule, but by the rules against cheating in examinations. Take-home examinations, however, are considered written academic work. They are governed by the plagiarism rule as well as the other rules pertaining to examinations unless the instructor specifically indicates to the contrary.

10. The rule forbids submitting work written in whole or in part by another person without clearly identifying it as the work of another. Payment or expectation of any sort of consideration is not an element of the offense, but may be considered as a matter of aggravation of the offense or mitigation of punishment.

11. One who writes in whole or in part a paper for another, knowing it is to be submitted by another without proper attribution, is guilty of plagiarism.

Interpretive Statement on the Academic Significance of Plagiarism

The faculty retains jurisdiction to grant, withhold, or withdraw academic credit or status based on credit. The faculty's jurisdiction in plagiarism cases is independent of any action that might be taken under the Code of Conduct or other applicable disciplinary regulations.

Plagiarism is a form of behavior or conduct that has substantive significance in two separate dimensions, one being its "dishonorableness" and the other being its negation of the fulfillment of academic requirements—in the case of a research submission: that it be the product of substantial efforts exerted by the student submitting it; that it form a basis for evaluating the efforts and thought product of the student submitting it; and, in the case of a submission that may be published, that it contain no obstacles to publication.

A finding that credit has been requested or granted on the basis of a plagiarized submission constitutes an exceptionally strong academic ground upon which the faculty may, and usually will, deny or rescind credit and deny or revoke academically significant status that is contingent upon the earning of credit. Whenever credit or academically significant status is gained on the basis of a plagiarized submission, continued possession of such credit or status constitutes a misrepresentation of academic achievement. Because plagiarism negates fulfillment of academic requirements, faculty authority to withhold or rescind credit or status is not affected by such factors as: the absence of a system to discover plagiarism; student ignorance of, or unwillingness to abide by, the academic requirements, fulfillment of which is negated by plagiarism; failure, on the part of students who participate in the granting of credit or status, to perceive the academic significance of plagiarism or to seek denial or rescission of credit or status when plagiarism

appears; or student complicity in the submission of plagiarized work. Neither the nature nor the frequency of such factors can cure the false signals sent by the possession of credit or status gained on the basis of a plagiarized submission.

STATEMENT OF STUDENT RESPONSIBILITIES

It is important to realize that your legal career begins on your first day at CWRU School of Law. Here you will start to establish a professional reputation. The Law School encourages students to achieve their best, and fulfilling all your student responsibilities is a good place to start.

Many sections of this Handbook speak to the responsibilities of students. As members of the Law School and University communities, students must comply with the Law School Code of Conduct and Academic Regulations, the University Standards of Conduct, and the ABA Model Rules of Professional Conduct. In addition, each of the faculty responsibilities set forth on the prior pages suggests a corollary student responsibility. Finally, set out below are a few of what might be called “administrative” responsibilities of students. Some of these derive from the other codes and rules. They are highlighted here because they seem to be problem areas for many students each year.

1. Class Attendance and Deadlines

Students should strive to be active participants in their learning experience. This includes consistent and thorough preparation for class, participation in class discussion, adherence to paper and assignment deadlines, and regular class attendance pursuant to Academic Regulation 5.

2. Courtesy to Others

Students should treat fellow students, faculty, administrators, and staff members with the utmost courtesy and respect.

3. Respect for Property

Students should treat Law School and University property, equipment, and grounds with care and respect. This includes especially the materials and equipment housed in the library and the computer labs, as well as shared student spaces.

4. Financial Obligations

Students should arrange for prompt payment of tuition, fees, and any other amounts owed to the University. If payment is being made by a third party, it is the student’s responsibility to advise the payer of the amounts and due dates. The Financial Services Office provides assistance, but students must take primary responsibility for completion and submission of financial aid information and forms.

5. Staying Informed

Students should keep themselves informed about events and services sponsored or offered by the Law School and about changes of schedule, policy, or procedure within the Law School. Information is communicated within the Law School via email and by posters, handouts, and

materials placed in student mail folders. Important notices from the Dean's office, the Academic Services Office, the Student Services and Career Development Office, and other offices will be communicated via email to students at the CWRU User ID assigned at the time of matriculation at the University. Students should check their CWRU email account and their mail folders at least daily.

6. Personal Information

It is sometimes necessary, or indeed urgent, that we be able to reach students by telephone or by U.S. mail. Students should update SIS immediately with changes in address (local or permanent) and telephone numbers. Changes in name should also be reported promptly to the Academic Services Office, together with supporting documentation.

7. Personal Emergencies and Changes in Status

Students should advise the Law School immediately in the event of personal illnesses, injuries, or emergencies that affect the student's ability to meet academic requirements. Students should report immediately to the Dean of Students or the Academic Dean any extended absence from class or exams or a failure or inability to meet any deadlines in courses or credit-bearing co-curricular activities. The student bears the burden of establishing and documenting a satisfactory excuse for each such absence or failure or inability.

8. Graduation Requirements

Students should regularly monitor their progress toward meeting requirements for graduation. The Academic Services Office, Academic Dean, and Dean of Students will assist with a review of graduation requirements, but students must take primary responsibility. It is each student's responsibility to notify the Academic Services Office of errors or omissions on his/her transcript. It is also the student's responsibility to confirm with faculty the completion of course requirements, supervised research projects, and the writing requirement, and to make sure that this information is reported to the Academic Services Office. Each student is required to provide to the Admissions Office two official transcripts from his/her undergraduate college or university, showing date of graduation and the degree granted, as well as one official transcript from any graduate degree-granting institution. In addition, any student seeking to have credits transferred to CWRU from another law school must provide an official transcript showing courses, credits, and final grades.

9. Educational Use of Computer Equipment, Software, and Resources

Computer equipment, software, and information resources are made available to students to assist them in the pursuit of their educational goals. Students should cooperate with each other in the use of these resources and respect the ownership of work and information in electronic form. Students should follow the Acceptable Use Policy of the University found at [the following link: https://case.edu/utech/departments/information-security/policies/i-1-acceptable-use-of-information-technology-policy-aup](https://case.edu/utech/departments/information-security/policies/i-1-acceptable-use-of-information-technology-policy-aup)

10. Bar Registration

It is each student's responsibility to register with the bar of the state in which he or she expects to practice, and to register appropriately to take the bar examination as well as the Multistate Professional Responsibility Examination. These registration procedures can be lengthy,

cumbersome, and expensive, and often include rigid filing deadlines. The Academic Services Office will help by providing information and forms for Ohio registration, but students must take primary responsibility for these filings, in Ohio and other states. Questions about bar registration can be directed to the Director of Academic Services and the Dean of Students.

11. E-Mail Postings

Student organizations may request that notices of upcoming events and other communications of general interest be posted on the Law School email server. Items which may be posted are: meetings, speakers, evening social events, and information of interest to the general public relating to Law School matters and endeavors.

All email notices must be submitted to the Office of Student Services. Students and student organizations may not send emails to the lawstudent, lawfaculty, or lawstaff listserves.

Email notices will be sent on Monday and Wednesday mornings only. Student organizations are responsible for drafting and submitting the notice text for posting.

12. Activity Calendaring and Scheduling

Room reservation requests for meetings, presentations, and other events in the Law School must be submitted via the Spartan Reservation System: www.case.edu/rooms. Anyone seeking to schedule an event should check the “Reservation Book” on the Spartan Reservation System before scheduling an event or requesting a room for an event. When submitting an event, search for “School of Law” as your group name (do not enter a specific organization as your group). Because of limited space available, all requests should be submitted at least one week in advance. This will allow time for resolution if the requested room is being held for another purpose. **Reservation requests submitted less than 48 business hours in advance will not be accepted.** Classrooms at the School of Law can only be reserved for the current semester. Law classes and academic activities have priority for scheduling in all Law School spaces.

Specific guidelines for scheduling and calendaring events by student organizations and clubs and other student groups can be found in the 2021-22 Student Organization Handbook which is issued to the SBA and the executive board of every student organization and club. This handbook is also available on the intranet (<https://lawhome.case.edu/Departments/Student-Services>). Questions about activity calendaring and scheduling may be directed to the Director of Student Services.

CONCENTRATIONS

The Law School offers the following concentrations.

- Business Law
- Civil Litigation and Dispute Resolution
- Criminal Law
- Environmental Law
- Health Law
- International Law
- Law, Technology, and the Arts
- Public Interest Law

The concentrations share several common features:

1. Each concentration requires completion of a set of required and designated elective courses. Each concentration will have 1 or 2 required courses; students also will complete 2 or 3 elective courses from a list compiled by the concentration advisor.

2. Students must complete a seminar paper, journal Note, or 2-credit supervised research project as part of a concentration. The course in which the paper is written may count as a concentration elective. *Students should consult in advance with the concentration advisor to make sure that the topic will satisfy this requirement.*

3. Students may count only graded courses toward a concentration.

4. A designation of honors in the concentration will be awarded to each student who obtains a grade point average of 3.495 or better in all courses defined by the concentration and who receives a grade of at least B+ on the concentration paper.

5. Students wishing to complete more than one concentration must first obtain the approval of the Academic Dean. In no circumstances may a student complete more than two concentrations. Students who wish to fulfill the requirements of two concentrations must complete the separate paper requirement for each.

6. Students who have successfully completed the concentration will receive a special certificate upon graduation (with a notation of honors, if awarded), and the transcript will record such achievement(s) accordingly.

7. Any change in the required or elective courses must be made by agreement between the Associate Dean for Academic Affairs and the faculty member who serves as the concentration advisor. The concentration advisor will be designated by the dean on an annual basis consistent with the appointment to other service positions (e.g., committees or advisory roles).

8. Students will be asked to consult career advisory memoranda prepared by the concentration advisor. These memos will provide a list of recommended courses both within and outside the defined concentration area that correspond to different types of practice (e.g., transactional, planning, litigation).

9. Students interested in pursuing an optional curricular concentration will have the opportunity to declare a concentration near the beginning of each semester. The deadline to declare a concentration is the fourth week of the student's fourth semester of

study. All concentration requirements must then be certified by the concentration advisor in March of the student's final semester of study (October for students graduating during the fall term.)

Students should contact the sponsoring faculty member to obtain more details about the requirements of each concentration. In 2021-22, the concentration advisors are:

- Business Law: Professor Juliet Kostritsky
- Civil Litigation and Alternative Dispute Resolution: Professor Kathryn Mercer
- Criminal Law: Professor Michael Benza
- Environmental Law: Professor Jonathan Adler
- Health Law: Professor Maxwell Mehlman
- International Law: Dean Michael Scharf
- Law, Technology, and the Arts: Professor Craig Nard
- Public Law: Professor Jessie Hill

These provisions do not apply to MAFI students.

OFFICES AND SERVICES

Law Student Financial Services Office

The Law Student Financial Services Office acts as a liaison between law students and CWRU's central Financial Aid Office. It also serves as a liaison to the University's Office of Student Accounts Receivable. General information about tuition invoices, account balances, and payment is available at the Law Student Financial Services Office.

This office is also available for discussing general financial and budgeting concerns for all CWRU law students. Tonya Phillips, student financial services director, encourages students to see her with any questions they may have about financial aid policies and procedures, payment of tuition and fees, loan indebtedness, or general financial concerns.

Periodic financial aid emails are sent by this office and issued to all students. These emails advise students of financial aid application procedures and deadlines as well as providing information about tuition payment policies and deadlines. General information is also listed on the intranet.

Tuition Invoices/Billings

Tuition and fees are payable in full at the beginning of each semester. Invoice statements will be issued approximately one month before the beginning of the semester. **All tuition bills are processed and delivered through the Student Information System.** If another party is paying your expenses, it is your responsibility to forward the invoice to that party.

Follow-up invoice statements are issued each month after classes begin. The invoice statements will show all charges and credits that have been added to your account since the last invoice date.

If your account shows a zero balance, no invoice will be issued. If you do not receive an invoice by the beginning of each semester, please contact the Law Student Financial Services Office.

Payment of Invoices

CWRU accepts cash, checks, certified bank drafts, Discover, Visa, MasterCard, American Express, and money orders for payment of tuition invoices. Please make all payments to Case Western Reserve University. Payments from a checking/savings account or credit card can be made online through the Student Information System. Official payments can be made in-person at the Cashier's Office, 165 Yost Hall, during regular business hours.

The Law Student Financial Services Office will also accept check payments and will forward them to the Controller's Office, but such payments are not officially posted to your account until they are received in the Controller's Office.

Students with delinquent accounts will be prohibited from registering for subsequent semesters, obtaining school transcripts, obtaining grades, and obtaining diplomas. Continued delinquency may result in dismissal from the University. Delinquent accounts should be discussed with the Law Student Financial Services Office.

See also University Policy on Past-Due University Debts.

Payment of Invoices with Financial Aid

Financial aid will appear as a credit on your invoice only after each component of the award is received. Scholarships will be posted during the first week of classes. Loan funds will be applied to your account as of the date of disbursement.

For the first billing due date of each regular semester, we will honor loan applications as payment for purposes of finalizing your class registration. Therefore, if all of the required forms are on file and you have submitted loan applications of sufficient amount to cover the balance due, your account will remain current for the first payment due date of each semester.

Receiving Loan Proceeds

Most bank loan proceeds are sent electronically by the lender directly to CWRU. Your lender will mail to you a disclosure statement indicating the amount of the loan and the date of disbursement. The loan funds will be sent on the date of disbursement. Allow one-week transit time before checking to see if funds have been posted to your student account. Loan proceeds will be credited to your account three days after the disbursement date.

Late fees resulting from failure to pay outstanding tuition charges will not be removed.

Refund of Credit Balances

All students having credit balances will be issued refunds within two weeks of the credit date. For students receiving federal funds each semester, refunds cannot be processed until after registration closes. Therefore, no refunds will be issued before the third week of classes. Students must arrange to cover personal costs prior to the issuance of refunds. Refer to the information issued by the Law School as to refund schedule guidelines. All refunds are sent via direct deposit. Checks will be mailed to your local address on file with the Academic Services Office if direct deposit is not set up. Checks cannot be sent to the Law School for pickup. Make certain that we have an accurate address for you at all times. Questions about refunds can be addressed to the Law Student Financial Services Office.

Financial Aid Application Procedures

All students applying for any financial assistance—including federal Stafford Loans, private loans, and Graduate Plus loans—must complete the entire financial aid application process as established by the Law Student Financial Services Office. Application materials will be available online after January.

Withdrawals

Partial Withdrawal

A student who drops a course or courses after the normal drop/add period without completely withdrawing from the University is not entitled to a tuition refund for the course or courses dropped. This rule applies to both semesters and summer sessions.

Complete Withdrawal

A student who completely withdraws from a fall or spring semester must pay a percentage of the tuition charge. The amount of the rebate is based on the number of weeks that classes have been in session at the time of withdrawal. There is no tuition rebate after the fourth week of classes.

A student who completely withdraws from a summer session must likewise pay a percentage of the tuition charge. The amount is based on the number of weeks classes have been in session at the time of withdrawal. There is no tuition rebate after the second week of classes.

The University will rebate any tuition paid for a semester by any student in good standing who is inducted into the armed forces before the end of the semester and who does not receive credit for the work completed during that semester.

Students receiving financial aid will have their awards repackaged if they withdraw during the school year. Scholarships, grants, and loan eligibility will be recalculated based on the specific program requirements of each aid type. Students should meet with the Law Student Finance Officer to discuss the financial impact of withdrawal.

Students who received loans at any time during Law School must contact the Law Student Finance Officer for loan exit interview before they leave the Law School. Graduating students will receive information on exit-interview requirements two months before graduation.

Outside Scholarships

Hundreds of organizations sponsor grants and scholarships for legal study. Some scholarships are awarded on the basis of exceptional performance in Law School, others are based on need, and still others are directed to students from a certain locale or ethnic or religious group. The Law Student Financial Services Office will send e-mail notices of outside scholarship programs that are calling for applications.

CWRU financial aid policy requires that students receiving any financial aid through CWRU report receipt of any outside scholarships. Students should speak with Law Student Financial Services Office to discuss the effects of any outside scholarships on their package.

Loan Repayment Assistance Program

The Law School sponsors a loan repayment assistance program for J.D. graduates who use their legal training to benefit the public interest. Applications for the program are accepted each January. Information about the assistance program is given during loan exit interviews or may be obtained from the Law Student Financial Services Office.

Academic Services Office

The Law School Academic Services Office is on the first floor, Room 101. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

The Academic Services Office has primary responsibility for the following functions: maintenance of official student records; special registration problems; examination scheduling

and administration; assignment of lockers and mail folders; calculation of class rankings; distribution of course evaluations; enforcement of academic rules; and processing of documentation for bar applications.

For further information about many of these, see the Academic Regulations and Related Policies and Procedures.

The Academic Services Office maintains official academic records for all students enrolled in the Law School. Official academic transcripts are prepared by the University registrar (Yost Hall) upon written request from the student or graduate. There is a charge for each transcript issued. Detailed information on the process for obtaining an Academic Transcript can be found on the University Registrar's website.

Students should submit all forms requiring school certification for bar licensure applications to the Academic Services Office. Each form must be accompanied by signed, written authorization from the student permitting the University to release the requested data. All forms and authorizations must be delivered to the Academic Services Office at least two weeks prior to the application deadline.

Students are responsible for making sure that the University has current address and phone information at all times. Students can view and update this information at any time through the SIS computer system.

Students needing to change their legal names in University records must contact the Academic Services Office. Legal documentation of the name change is required. The University does not record name changes that occur after a student has left the University. In the SIS, students may choose to record a preferred name, preferred prefix, and gender identity for use on all non-legal documents at the University. Students with questions or concerns about usage of legal/preferred names or gender identity information may contact the Director of Academic Services.

Building Services

Russell Bell is the facilities and building coordinator. His office is Room 228B; he can be reached by phone at 368-3296 or by email at lawfacilities@case.edu.

While school is in session, Gund Hall is open to students as follows:

Monday-Friday	ID Access Only from 7:00 a.m. to 7:30 a.m.; Revolving Doors Unlocked from 7:30 a.m. to 5:00 p.m. (Holiday Hours Differ)
Monday-Thursday	ID Access Only from 5:00 p.m. until Midnight (Holiday Hours Differ)
Friday	ID Access Only from 5:00 p.m. until 10:00 p.m. (Holiday Hours Differ)
Saturday	8:30 a.m. to 8:00 p.m. ID Access Only (Holiday Hours Differ)

Sunday 10:00 a.m. to Midnight ID Access Only (Holiday Hours Differ)

Changes to the schedule may be found on the Law School's Intranet. During periods when school is not in session the building is generally open for more limited hours; a schedule will be announced via email before the start of these sessions. CWRU Security controls building openings and closings.

Any damage or problems with the building should be reported to Russell Bell or via email to lawfacilities@case.edu. There is also a link to report problems on the Intranet under *Report Building Concern*. In an after-hours emergency, call 368-3333 (Security).

If you have problems with your ID card please contact lawreg@case.edu.

Law Library

Director: Joseph Custer, jac311@case.edu

Circulation desk and general information: 368-2792, lawcirculation@case.edu

Reference desk: 368-5206, lawref@case.edu

Web: <http://lawlibrary.case.edu>

The library's regularly scheduled hours appear below. Any changes are posted in advance. The library always extends its hours during reading week and the first week of exams. The library is closed on University holidays. Summer and intersession hours may vary.

Monday-Thursday	7:30 a.m. to 12 midnight
Friday	7:30 a.m. to 10 p.m.
Saturday	8:30 a.m. to 8:00 p.m.
Sunday	10:00 a.m. to 12 midnight

The law library is open to all CWRU law faculty, students, and alumni. Attorneys and other persons may be admitted for legal research as guest users.

The library supports your needs as a CWRU law student through our management of print and electronic collections, provision of group and one-on-one research instruction, and our network of services to help you with your research tasks through your law school career and beyond. Our librarians and staff are here to make your efforts to learn the law (and to navigate the networks of documents and information that comprise "the law") as effective, pleasant, and efficient as possible.

Services

The law library's holdings of print and electronic books and journals are included in the online campus-wide catalog (catalog.case.edu). We also provide organized access to these materials by creating and sharing (primarily via our website) many topical treatise lists, more comprehensive research guides to some legal topics, and an online tool for locating and learning about library-provided databases.

The law library assigns a Personal Librarian to each 1L J.D., L.L.M., and S.J.D. student. The Personal Librarian serves as a “human finding aid” to help students navigate the library’s resources and services effectively. Your Personal Librarian can assist you with questions regarding library policy, help you reserve a study room, or direct you to a Reference Librarian who can help you with your research. You may use your Personal Librarian as often or as infrequently as you like, and, of course, other library staff are available to assist you, as well.

Reference librarians are available for point-of-need consultation at the reference desk in person, by email, and by phone during standard business hours. After-hours phone messages and emails will be addressed the next day. Reference librarians can assist you with general or advanced reference questions, can provide advice or instruction on legal or general research inquiries, and are available to schedule personal consultations, or PERCs, by appointment. PERCs can be scheduled online on the ‘student services’ portion of the law library website or in person at the reference desk.

Electronic databases are indexed in the library catalog and also indexed and linked on the library website. We make them available campus-wide whenever possible. Most often, our networked resources are available to law students from off-campus locations through the University’s VPN network. (Campus ITS provides information about VPN client software and configuration on its website.) On rare occasions, certain databases are available only from certain campus locations or only by means of a password. If you encounter difficulty, please consult the specific resources’ entry in the library’s database-finding tool for guidance or approach the reference department for assistance.

Lexis, Westlaw, and Bloomberg Law (among the premium online research libraries used in law) are exceptions. Instead of shared school-wide access, we provide each law student a personal, password-based, account on each of those services. Your registration information is provided to you during orientation, at the beginning of your first year, and will enable you to establish your own username and password on those systems. Please contact the reference desk for assistance should you lose a password or have other difficulties with Lexis, Westlaw, or Bloomberg during your time here.

Our participation in the statewide OhioLINK network allows our students direct access to borrow circulating print resources from other libraries throughout the state, as well as enhancing the array of online databases and other electronic resources that we can provide. Through additional contacts with other libraries in the United States and abroad, the library can generally help you acquire access, via interlibrary loan, to research materials beyond those available even in the full OhioLINK network. You may place basic ILL requests via the website. We strongly recommend consulting with a reference librarian for advice before placing an ILL request, as we can often help you secure the required information more quickly and accurately.

Borrowing Privileges

CWRU law students may check out circulating books at any CWRU-affiliated library for the duration of the current semester. During the COVID-19 pandemic all returned print material will be quarantined for 72 hours before being re-shelved.-The Judge Ben C. Green Law Library DVD

collection is unavailable for check out until further notice. All materials are subject to recall once the original borrowing period has expired. Fines for most circulating books accumulate at the rate of \$.25 per day. Borrowing privileges are suspended when fines at any campus library total \$15. Fees for lost books are set at the value of the book or a default of \$75 plus an additional \$30 processing fee and a \$5 billing fee. You may pay fines at the circulation desk.

Due to COVID-19, no print Course Reserve material will be available this semester. The law library will provide PDF scans of certain course material at the professor's request.

CWRU law students may also borrow materials from any OhioLINK institution using the shared OhioLINK catalog, linked from our website. (OhioLINK is a consortium of state-affiliated universities, research institutions, and community colleges within Ohio, which share a common union catalog.) Using the OhioLINK shared catalog, patrons may request delivery of circulating materials by entering their school's name (it is listed alphabetically as "CWRU") and regular network login/password. Items requested from other libraries via OhioLINK patron-initiated borrowing will be delivered by courier within two to four days, and students will be notified upon arrival that they may pick them up at the library. Borrowing periods for OhioLINK materials are 21 days, with up to six additional 21-day renewal periods. Fines for overdue OhioLINK materials are \$.50 per day.

CWRU graduate students are responsible for all materials borrowed from all campus or OhioLINK libraries. In addition, while any CWRU-affiliated library will accept return of materials borrowed from another CWRU-affiliated library, borrowers remain responsible for the material until it is returned and discharged at the owning library.

CWRU Law Library personnel can only waive fines on law library materials. The law library cannot waive OhioLINK or other CWRU-affiliated library's fines for faculty, students, or staff. More detailed information on the CWRU-affiliated libraries' circulation policies is available on the online, campus-wide catalog.

Work and Study Space

Closed carrels and open work tables are located throughout the library. Due to COVID-19 concerns, library seating has been re-designed to ensure social distancing. Additionally, group study rooms on the third floor are available and can be reserved by law students for scheduled periods of time. Rooms can be scheduled ahead of time via the library website. Maximum occupancy signs are posted outside each study room door. Each study room has a large screen monitor equipped for screen sharing and wireless keyboard/mouse – great for group collaboration, web conferencing, recording simulations, and more.

The two computer labs located on the third floor of the library house computers and printers for student use. Due to COVID-19, only seven computers are available in the computer lab. Use of the computer labs is limited to CWRU law students. The computer lab in Room 321 is also a classroom so if you want it for a longer period check to see at the circulation desk if it is available.

Food and Drink

Due to COVID-19 concerns, only beverages in spill-resistant containers such as travel mugs, sports bottles and those with twist off caps are permitted. All food is prohibited.

Other Policies

Be considerate and keep your cell phone use to a minimum in the library. Phone calls are permitted outside the security gates and in the study rooms. Anyone engaging in loud telephone conversations will be asked to leave the library to finish their phone call.

After use, please leave books and other materials out for the library staff to re-shelve. Library materials will be quarantined before returning them to the shelves.

We urge you not to leave personal belongings, especially book bags, purses, laptops, and wallets, unattended in the library. Library staff cannot be responsible for belongings left unattended.

Please cooperate with the staff by showing your CWRU LAW ID card if you are asked to do so. Loud talking or rude, disruptive, or inappropriate behavior may result in a staff request that you leave the library.

Intentional disregard of library policies and procedures is an Honor Code violation and can result in disciplinary action, including suspension.

Computer Lab

Computer lab hours are as follows:

Monday-Thursday	8:00 a.m. to 11:30 p.m.
Friday	8:00 a.m. to 9:30 p.m.
Saturday	9:00 a.m. to 7:30 p.m.
Sunday	10:30 p.m. to 11:30 p.m.

The labs close 30 minutes prior to the library's closing time.

These hours may change during school breaks, holiday weekends, and reading week, but alternative hours will be posted as necessary. Computers in the room 321 instructional room are available to students when the room is not being used for classes, training, or presentations.

The Law School computer labs are provided to aid currently enrolled CWRU Law School students in the preparation of their Law School assignments. To maintain social distancing guidelines, there are 7 socially distanced computers in the main lab and 10 in the instructional room, Room 321. There will be sanitizing wipes available to wipe down the keyboards and mice before use.

The Law School faculty and staff are also welcome to use the computer lab as long as there are enough open workstations. Students currently enrolled in the Law School have priority. Anyone else who wishes to use the computer lab should seek permission from the Computer Lab Supervisor, Jeannette Mazur: 368-0188, jxb713@case.edu.

Getting Help

Lab assistants are usually available while the lab is open to answer questions, change toner cartridges, and fix equipment. They will also do their best to answer your software questions, but remember that we have numerous software applications at CWRU, and they may not know everything about every application. Users should contact an assistant if they need help or need to report malfunctioning equipment. If a lab assistant is not available, users should not try to fix broken equipment themselves. Instead, they should call the UTech CARE Center at 368-4357 (i.e. 368-HELP) to report the issue. CARE Center phone assistance is available 24 hours a day, 7 days a week. Walk-in assistance is available at the Kelvin Smith Library CARE Center. Care Center hours and more information is available at <http://help.case.edu>.

Additional help for legal research is available from the reference librarians (368-5206) or the Lexis and Westlaw student representatives, and the Lexis and Westlaw hotlines. The Lexis and Westlaw student representatives usually post their hours in the computer labs.

Miscellaneous Rules

As stated in the rules of conduct for the Law School library, *users should not bring any food or drinks* into the computer lab areas. Spilled food or drinks can easily ruin the computer equipment. Users should follow the guidelines in the CWRU Information Services Ethics Policy.

Workstations are not reserved, and those left unattended for more than 15 minutes may be used by another student, especially during peak hours. Users who are not doing school-related work may be asked to give up their computers for students who need to do schoolwork. Users may save data to the “Documents” folder located on all computer lab systems. Data in the “Documents” folder is saved to a network folder accessible from any Law School computer.

Please see the Computer Lab Supervisor if you have any questions about the use of the computer labs.

Printing Policies

The Law School places limits on student printing in order to reduce waste and contain costs. The following policies apply to law students printing to Law School owned printers.

Overview

Students who are enrolled in the Law School receive 750 pages (black and white) of free printing for each half year (July 1 to December 31 and January 1 to June 30). The printing system calculates this balance in dollars and cents, with each page given a value of \$0.05. As a result, each half year a student receives a printing allocation of \$37.50. Each page printed on Law School printers is deducted at \$0.05 per page from this allocation. Color printing, if available, is deducted at \$0.15 per page. Double-sided printing is discounted by 20% (i.e., \$0.04 per page) to reflect the actual savings provided by double-sided printing.

If a student exhausts the printing allocation provided by the school, he or she is required to purchase additional pages on a secure web site in order to continue printing. More detailed procedures and instructions are available at <https://lawhome.case.edu/Applications/Check-My-Paper-Cut-Balance>. In order to minimize inconvenience, the system allows a student to accrue a deficit of 100 pages (\$5). Once a student reaches this overdraft limit, printing is immediately cut off and is not restored until the deficit is paid and additional funds are added by means of the secure web site.

At the end of the half-year any unused funds are transferred to the new half-year and an additional \$37.50 is added to the balance to a balance maximum of \$75.00.

Special Circumstances

A student organization, such as journals, SBA, Mock Trial, etc., can request that special shared printing accounts be created for their organization to help offset the increased printing demands of being a member of that organization. To get a special account set up, the leader of the organization should contact Jeannette Mazur, jxb713@case.edu. The organization leader will be required to provide a written request which includes the number of pages desired for the organization, a detailed rationale for the number of pages (e.g. events or projects that require printing), and the names and University network IDs of all of the members of the organization. Ms. Mazur will review the request and forward it to the Chair of the Library and Computers Committee for final approval. At his or her discretion, the Chair of the Library and Computers

Committee can request additional information or documentation or grant fewer pages than requested.

Staff and faculty can send requests to Ms. Mazur for special accounts for students in a class with unusually high printing demands, for student workers, for research assistants, or for any other group of students that needs additional pages. She will review the request and forward it to the Chair of the Library and Computers Committee for final approval. Students are not eligible for printer fund increases for any other circumstances.

Members of a student organization or other group or class with additional printing demands should inquire with the organization leader or supervising faculty member whether a shared account is available. The Library and Computers Committee reserve the right to determine which organizations and classes receive special accounts and the initial balances available in those accounts. It is the responsibility of each organization to manage prudently its own printing account. An organization's balance will not be replenished due to the misuse of the shared account by one student in the organization.

Students can request that Ms. Mazur refund print jobs for situations such as poor print-out quality, damaged print jobs, and print jobs that are charged but don't come out of the printer. Refunds are not provided when the issue is caused by a student's own error (lost print-outs, printing the wrong document, etc.). When granted, refunds are provided as credits in the printing system (restoring pages to a printing balance), not as cash or credit card refunds. Unused funds in the printing system are not refunded, even in cases where the pages were purchased with a credit card. In situations where it is unclear whether a refund should be granted, Ms. Mazur will consult with the Chair of the Library and Computers Committee, whose decision will be final.

Penalties

Students who reach their 100-page (\$5) overdraft limit are immediately denied printing to Law School printers. Printing is not restored until additional funds are added to the balance either by the student purchasing pages on the School's secure credit card site or an automatic deposit of funds at the beginning of a half-year (July 1 or January 1).

If it is determined by the Information Technology Department that a student has intentionally circumvented the school's printing system in order to avoid the limitations placed on printing described in this policy or assisted other students in doing so, he or she may have all Law School computer privileges revoked, including, but not limited to printing, computer lab access, and taking exams on computer, for any period of time as determined by the Associate Dean for Academic Affairs. Intentionally circumventing the printing system may also be determined to be a violation of the Law School's Code of Conduct (Section II.4), with applicable disciplinary procedures and penalties.

Career Development Office

Mission Statement

The Career Development Office (CDO) is committed to assisting students and alumni in all aspects of their career development, from job search strategy and interview preparation to

professional development and career satisfaction and success. We also actively engage with employers globally to promote the School of Law and to encourage them to consider our students when making hiring decisions.

Services

Our staff includes attorney-advisors who provide students with individualized career counseling. We are available for individual consultations and general career advice; assistance with resume and cover letter drafting and review; interview skills and mock interviews; job search strategies; professional training; relationship-building with alumni; exploration of nontraditional uses of a law degree where the JD degree is a distinct advantage; and handling a wide range of other career-related issues and questions. We also host professional development programming and other networking events throughout the academic year that give students the opportunity to enhance their professional growth while building their own networks.

Our employer outreach efforts involve the CDO attorney-advisors meeting with employers of all sizes and types across the country, including private firms, corporations, government agencies, judges, and non-profit organizations, in order to advance employment opportunities for CWRU law students and alumni. CDO services are available to CWRU School of Law students and alumni. We also host robust Recruitment Programs/On-Campus Interviews which are available to currently enrolled students.

CDO services include:

- Individualized career counseling, self-assessment and career exploration, assistance with resume and cover letter writing, interviewing techniques, interpersonal skills, professional development, and job search strategies.
- An extensive Resource Library, available through CDOonline and the CDO Resource Room, containing information on areas of interest to students, such as state and federal judicial clerkships, public interest careers, and government jobs.
- Recruitment of legal employers to participate in our Recruitment Programs/On-Campus Interviews for current students, both in Cleveland and in key cities across the country.
- Detailed employer profiles in CDOonline, including a Leadership Library of both public and private sector employers and their leadership teams nationwide.
- Participation in national and regional off-campus job fairs and recruitment programs.
- A free year-round job postings board in CDOonline.
- Workshops, panel discussions, and presentations on topics such as interviewing skills, judicial clerkships, different practice areas, emerging and “JD Advantage” careers, marketing yourself to employers, networking, and how to launch a successful job search campaign.
- Mock interviews with alumni, local attorneys, and members of the CDO staff.
- Case Connections, a searchable online database that offers students the opportunity to contact alumni practicing in their geographic or legal practice area of interest. Alumni offer advice on job search techniques, cover letter and resume preparation, and networking skills, and share helpful personal experiences for making the transition from law student to lawyer.
- Free use of computer, printer, photocopier, fax machine, and telephone for outgoing local and long-distance calls for job-search-related activities.

- A Mentor Alumni Program for students to connect with practicing alumni in practice areas of interest.
- Post-graduate counseling including exploration of fellowship and residency programs.

A Note to First-Year Students

The CDO is excited to welcome you to the School of Law and we look forward to meeting you! During your first semester, however, one of your most important career strategies is to focus closely on your coursework and acclimate to Law School. Grades will influence future employment opportunities, so work hard to get off to a good start academically. All first-year students are invited and strongly encouraged to attend all the CDO workshops or seminars, and the CDO is happy to provide individual counseling appointments and specific career advice to first-semester students after our mandatory September 17, 2021 Career Kick-Off Event, which takes place from 12:00 until 2:00 p.m.

UNIVERSITY SERVICES

University Health and Counseling Services

The mission of University Health and Counseling Services (UHCS) (<https://case.edu/studentlife/healthcounseling/>) is to advance the well-being, development, and academic success of CWRU's diverse student body through integrated medical, mental health, and wellness services. UHCS collaborates with the entire CWRU community through outreach, education, and services to promote a culture of safety, respect, and global citizenship that fosters lifelong resilience.

Students should check the UHCS website for current health information concerning the COVID-19.

UHCS provides healthcare and counseling for students of CWRU, and values a collaborative, holistic approach to treating the mind and body. Their interdisciplinary team includes physicians, psychiatrists, psychologists, nurse practitioners, social workers, counselors, nurses, medical assistants and for our varsity athletics, athletic trainers. Specialty services are offered for dermatology, allergies, psychiatry, psychometric testing, substance use, and women's health. Wellness and health promotion programs include stress management, vaccinations, healthy sleep and mindfulness. UHCS administrative staff coordinate the Student Medical Plan with Aetna Student Health.

University Health Service (UHS) provides a range of services including primary care, women's health, allergy injections, travel care, and nutrition. **There is no cost to see a provider, regardless of what health insurance you have, if you are a student registered for at least one credit hour.**

UHS is located in the building that was the original home of the Law School, at 2145 Adelbert Road, directly across the street from 1-2-1 Fitness.

The General Medical Clinic at UHS is designed to help students with minor ailments and injuries. We treat a wide range of illnesses, including: fever/cough/sore throats; sprains/cuts/injuries; allergies; urinary tract infections/STI's; headaches; cholesterol; weight-related problems; sleep difficulties; and depression/anxiety.

Appointments can be scheduled on the web by going to myhealthconnect.case.edu or by calling 216.368.2450. Some same day appointments are available or urgent concerns. For emergency problems after normal business hours, call 216.368.2450.

UHS remains open during the summer months. Students enrolled in summer classes may continue to use the service at no charge. Other students may use UHS for a one-time summer fee.

Counseling Services

University Health & Counseling Services (UHCS) has improved access to counseling services with walk-in visits during all office hours. **If you would like to see a counselor, just walk in.**

Individual counseling is offered on a short-term basis (usually between 3 and 12 sessions a year) with a counselor to discuss a personal concern relating to academic difficulties, stress, relationship problems, anxiety, depression or other personal matters. When there is a need for longer-term care, the UCS staff may offer some of our group services. In cases where there is the need for, specialized care or a “higher level of care,” the UCS staff will help students consider options in the community. In addition to individual counseling, services include couples counseling, group counseling, psychiatric services, psychological testing, biofeedback, consultation services, and referrals.

Students can walk in to the Sears Library location (suite 220) between 8:30 a.m. and 4:30 p.m. Monday through Friday. Students will generally be seen in the order that they arrive, although this may vary if there is a student who needs to be seen more urgently.

UCS paperwork is now electronic. Students can complete forms on their phones, laptops, or on the devices available at Counseling Services. At the end of the initial session, appropriate follow-up appointments will be scheduled.

Students in crisis may also walk in anytime Monday through Friday between 8:30 a.m. and 4:30 p.m. Any student in crisis after hours, on weekends, or during holidays, whether they have previously been seen at Counseling Services or not, can call our main number (216.368.5872) and speak to our On-Call Counselor. Anyone who is concerned about a student can call our number (216.368.5872) in order to speak with a counselor for consultation.

UCS offers a variety of services for students concerning the sensitive issues of alcohol abuse, drug abuse, and dependency. More information is available at <https://case.edu/studentlife/healthcounseling/counseling-services/recovery-services>

CWRU Medical Plan. The CWRU Medical Plan fee of \$1,367 is automatically billed each semester to all registered students. All students are eligible for care at the UHS, but if you have the CWRU Medical Plan you should use the UHS as your primary health care facility. For more information about the student medical plan go to <https://case.edu/studentlife/healthcounseling/medical-plan>

If you have other medical insurance that provides coverage for you for the entire semester, you can choose to waive coverage under our Medical Plan and receive a \$1,1367 credit on your tuition account. You can waive coverage through SIS at <https://sis.case.edu/> The deadline to waive coverage for the Fall 2021 semester is September 4, 2021.

The University also offers dependent coverage for those students who wish to purchase coverage for their dependent spouse, domestic partner, and children.

For more information, please contact Ms. Phillips in the Financial Services Office or the Dean of Students.

UNIVERSITY POLICIES AND PROCEDURES

Set out below are a number of important University policies and procedures. These policies and procedures and others apply to the Law School community and can be found at through the University's Office of Student Affairs or at <https://case.edu/studentlife/university-policies>. Law students who have questions about any of these policies are encouraged to talk with Deans Polly or McCarthy.

Discrimination Policy

Student

Case Western Reserve University admits students of any race, religion, age, sex, color, disability, sexual orientation, gender identity or expression, and national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, religion, age, sex, color, disability, sexual orientation, gender identity or expression, or national or ethnic origin in administering its educational policies, admission policies, employment, promotion and compensation policies, scholarship and loan programs, and athletic or other University-administered programs.

General Policy

Case Western Reserve University does not discriminate in recruitment, employment or policy administration on the basis of race, religion, age, sex, color, disability, sexual orientation, gender identity/expression, national or ethnic origin, political affiliation, or status as a disabled veteran or other protected veteran under U.S. Federal Law. In addition, the University expects all employees, students, vendors, and associates to participate in its program of nondiscrimination. The University intends to maintain an environment free of sexual harassment and will not tolerate any form of harassment of employees or students. Retaliation against persons raising concerns about sexual harassment or harassment of any kind is prohibited and will constitute separate grounds for disciplinary action up to and including discharge or expulsion from the University.

Compliance

The [Office of Equity](#) coordinates compliance with Title III (age), Title VI (race), Title IX (sex), Section 504 of the Rehabilitation Act (disability), and the Americans with Disabilities Act (disability) for the university.

Filing a complaint

A student with a complaint on the basis of race, sex, age, or disability may contact either the [Office of Equity](#), 318 Thwing Center (216.368.3066) or the University [Office of Student Affairs](#) (216.368.2020). The Associate Vice President for Student Affairs and Dean of Students, or his/her designee, will investigate student complaints in collaboration with the Office of Equity. In resolving such discrimination complaints, the university will utilize the Grievance Process and/or the Disciplinary Process.

Persons with Disabilities

Case Western Reserve University is committed to providing all students with opportunities to take full advantage of the University's educational programs. We recognize that students with documented disabilities may need assistance or accommodations in order to achieve this objective.

Policies and procedures used to determine a student's eligibility for disability services are outlined at <https://case.edu/studentlife/university-policies/students-disabilities>. Law students with disabilities are encouraged to talk with the School of Law's Dean of Students about assistance and accommodations available for classes, examinations, and study aids.

Academic Record Privacy (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) contains several provisions that are important to students. First, the University may not release personally identifiable student records to a third party, with certain specific exceptions, unless the third party has requested the information in writing and the student has consented, again in writing, to its release. The University may release directory information about a student, however, unless the student submits a written request that any or all such information not be released. Second, a student may request, in writing, an opportunity to inspect and review the student's official files and records maintained by the University and may, if appropriate, challenge the accuracy of those records. The University is permitted a reasonable time, not to exceed 45 days, to respond to such a request. Third, a student may file with the Family Policy and Regulations Office of the U.S. Department of Education a complaint concerning what he or she believes to be the University's failure to comply with FERPA. Finally, a student may obtain from the Registrar a copy of this policy, which the University has adopted to meet the requirements of FERPA. The information below is presented in compliance with the provisions of FERPA, which require the University to notify students annually of their rights and the University's policies and procedures. Specific procedures may vary slightly among the schools and colleges of the University, and each student is encouraged to inquire at his or her own dean's office if any question arises.

Access to Files

A student may request, in writing, an opportunity to review the contents of the student's educational file. Certain materials are excluded from review as specified in FERPA. Among these are:

- Records kept in the sole possession of faculty, staff, and other personnel, used only as a personal memory aid, and not accessible to any other person except a temporary substitute for the maker of the record.
- Records created and maintained by law enforcement units solely for law enforcement purposes that are not maintained by persons other than law enforcement officials.
- Records created and maintained by a physician, psychiatrist, psychologist, or other professional or paraprofessional acting in that capacity in connection with the provision of treatment to a student. Such records can, of course, be reviewed by a physician or other appropriate professional of the student's choice.

- Employment records of a student made and maintained in the normal course of business. Such employment records may be obtained in the Student Employment Office or Human Resources under the policies applicable to those offices.
- Financial records of a student's parents, or any information contained therein.
- Confidential letters and statements of recommendation placed in the file before January 1, 1975.
- Records for which the student previously waived his or her right of access.
- Records that contain only information about a person after that person is no longer a student, such as alumni records.

The office to which the request is made will arrange an appointment within a reasonable period of time (not to exceed 45 days) for the student to review the file in the presence of a member of the office staff.

FERPA affords students certain rights with respect to their educational records. Students may ask the University to amend a record that the student believes is inaccurate or misleading. The student should write to the University official responsible for the record, clearly identifying the part of the record the student wants changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The student may request copies of those records to which he or she has access under the terms of FERPA. The student will be charged a nominal fee per page for these copies.

Release of Personally Identifiable Records

FERPA affords the student the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The University also discloses education records to organizations conducting studies for educational agencies or institutions under certain circumstances.

Directory Information

For the convenience of faculty and fellow students, FERPA provides for a category known as directory information which may be released without requesting the eligible student's specific prior consent. Rather, the act requires that students be notified annually of the types of information included in this category and be given an appropriate period in which to express, in writing, any preference that such information about themselves not be released. For this purpose, directory information is defined to include: Name (including both maiden name and married name, where applicable); Address, telephone listing, and electronic mail address; Date and place of birth; Major field of study; Anticipated graduation date; Enrollment Status (undergraduate or graduate, full-time or part-time); Dates of attendance; Degrees and awards received; Participation in officially recognized sports and activities; and Weight and height (members of athletic teams).

Any student who would prefer that the University not release such information about himself or herself can update their FERPA Restriction by going to the Student Information System (SIS) Student Center homepage, selecting Self Service, followed by Campus Personal Information, then selecting FERPA Restrictions.

Transcripts

A transcript of grades will be released only upon written request of the student, either in person, using the online ordering process, or by mail. A fee is charged for each transcript copy. Transcripts will not be issued to, or on behalf of, students who have not discharged all delinquent obligations to the University.

Alcohol

All federal and state regulations regarding alcohol use apply on campus and to all CWRU events. It is illegal in Ohio for alcoholic beverages to be made available by sale or otherwise to anyone under age 21. Failure to adhere to federal and state laws and/or campus policies will result in individuals or organizations being referred to the appropriate disciplinary or oversight process for review. Unacceptable alcohol-related behavior includes, but is not limited to the following: use of alcohol by an individual under the drinking age; possession of alcohol by an individual under the legal drinking age; distribution of alcohol to any individual under the legal drinking age; public intoxication by any individual; use or possession of alcohol in a public space; use of alcohol leading to illness or injury; use or possession of bulk quantity or common sources of alcohol including but not limited to kegs, large open containers, or a large number of individual servings likely for use as a common source; participating in drinking games or other high risk behavior including funneling or other binge-drinking activities; use or possession of alcohol in residential colleges (first or second year housing) unless all assigned residents of the room are of legal drinking age; violation of other University alcohol policy; and use or possession of alcohol by an individual in substance-free University housing.

Alcohol Transports

University community members are encouraged to seek assistance for students due to over-consumption of alcohol. While on campus, contact CWRU Public Safety. While off campus, contact local emergency services. Case Western Reserve University's Medical Amnesty Policy eliminates judicial consequences for students and/or organizations seeking assistance, for the assisted individual and others involved.

Alcohol Use and Guidelines

The Alcohol Use Event Policy is applicable to any events sponsored by University recognized departments or organizations where alcohol service is a part of the event and students are present.

The University conforms to all state and local laws controlling the sale and use of alcoholic beverages. It is illegal to sell, provide, or serve beer, wine, or liquor to anyone who is under the legal age of 21. Servers of alcohol and sponsors of social events must be aware of and comply with all state statutes and with CWRU policies and procedures.

The University expects responsible behavior of students who choose to drink alcoholic beverages and requires an environment free of coercion for those who choose to abstain. Therefore, students must adhere to guidelines provided by the University for responsible and legal consumption of alcoholic beverages. Individual students must accept responsibility for their own behavior and should demonstrate a concern for the safety and well-being of others in the University community.

The following regulations apply:

1. **The sponsors of events where alcohol is served must file an Alcohol Use Report (AUR) on CampusGroups.** Student organizations must complete the AUR at least seven (7) days prior to the event, allowing time to meet with the appropriate office and receive final approval from the Office of Student Affairs. Contact the Law School Student Services office for assistance with filing this report. A copy of the approved form must be posted at approved on-campus events. The approved form must be provided to the key person or people on campus responsible for the event space or building staff.
2. Open containers of alcoholic beverages are generally prohibited in public places according to state law and are specifically restricted in some University areas including Harkness and Amasa Stone Chapels. Restrictions for alcohol inside other facilities may vary. **When alcohol is present at an outdoor public space, the space must be clearly defined by roping off the area and posting appropriate signage.**
3. At all events where alcohol is served, including BYOB and events with 3rd party vendors, an effective identification system (e.g. wristbands, stamps) must be established and adhered to for certifying those legally of age to drink. To obtain alcoholic beverages, a valid driver's license or other approved legal or University document showing proof of age and photo must be presented.
4. The amount of alcohol beverages provided should reflect the proportion of those attending the event who are legally eligible to drink. Therefore, the quantity of alcohol will be determined by using the following formula: **number of standard servings** (e.g. 12oz beer, 5oz wine, 1.5oz liquor) = **number of legal drinkers in attendance x hours of event**. Individuals should not consume more than one alcoholic beverage per hour.
5. When alcohol is sold, temporary F or F-2 permits will be required in accordance with state laws. The sale of alcohol is defined to include such methods for defraying the cost of the beverage or event as sale by the glass or container, advance ticket sales, and cover charges at the door. Please contact the Office of General Counsel for more information.

6. At all events where alcohol is served, **the sponsor of the event must provide an equal or greater number of non-alcoholic beverages.** The amount of non-alcoholic beverage provided should be sufficient to serve the number of people attending the event who are too young to drink alcohol or choose not to drink alcohol.
7. No one should be coerced, even subtly, to drink or overindulge, and the rights of those who choose to abstain must be respected. To that end, **drinking games are not allowed at any University or student group-sponsored events.**
8. When alcohol is served, a sufficient amount of food must be provided by the sponsor of the event throughout in adequate amounts to last through the event. At least half of the food available should be non-salty offerings, to help slow the absorption of alcohol. Non-salty offerings should be substantive, include no or very low sodium, and not increase dehydration. If food runs out, alcohol service must cease.
9. The kind and amount of security required for an on-campus event will be determined according to the Office of Public Safety guidelines. Factors to be used in determining the kind and amount of security are: the nature of the event, the number of people attending the event, whether alcoholic beverages are being served, and whether cash will be on hand. **At an off-campus event the kind and amount of security shall be determined by the third-party vendor providing the alcohol.**
10. **Advertising and marketing for events which encourage drinking or drunkenness as themes and the advertisement of such events are considered inappropriate and will not be permitted.** Be aware that neither the cost nor brand of an alcoholic beverage may be advertised in Ohio on marketing materials. The availability of non-alcoholic beverages at the event should be featured as prominently as alcoholic beverages in all marketing. Marketing should include that proper ID will be required.
11. When beer or malt-based beverages are provided, it must be served to individuals in single serving containers of 16 ounces or less. When wine or liquor is provided, it must also be served in appropriately sized glasses, no greater than six ounces for wine and two ounces of liquor per drink.
12. **The serving of alcohol must cease at least one-half hour before the scheduled end of the event.**
13. When entertainment is included in the event, the type of entertainment and the duration must be listed on the Alcohol Use Report.
14. **The gift of alcohol as a reward for any student activity or contest is prohibited.**
15. Individuals or groups violating state law or the University student alcohol policy will be subject to disciplinary action.
16. The Associate Dean of Students in the Office of Student Affairs, or a designee, has the discretion to approve, deny or otherwise modify the AUR; to limit the amount of alcohol purchased, to restrict the location of the event, and to restrict the time and/or manner in which alcohol is served.

Law School Alcohol Policy

It is an administrative policy of the law school to discourage an open bar that includes hard liquor for events at which students are present.

Drugs

The unlawful manufacture, sale, distribution, use or possession of drugs, except for the use or possession of drugs prescribed by a physician, is prohibited on property owned or operated by Case Western Reserve University or as part of any of its activities. The University provides full information to students about the use and effects of all drugs and makes available sources of counseling to those who are using or have used drugs. The following rules have been adopted by the University:

1. Illegal possession or consumption of drugs is a University offense, and a student's failure to abide by the University's drug and alcohol standards of conduct will result in disciplinary action. Depending on the nature of the offense, the University may impose any of the sanctions which are listed in the Handbook for Undergraduate Students, up to and including separation from the University and expulsion.
2. The illegal provision or merchandising of drugs will ordinarily result in expulsion. Students are reminded that a drug prescribed for one person may be harmful to another and are warned not to offer or provide their own medication to others.

In addition to alcohol, drugs to which these statements and rules apply are currently defined as including, but not limited to: Opiates (such as morphine, heroin, codeine, opium, demerol, and paregoric); Cocaine; Gamma-hydroxybutyrate (GHB); Methylenedioxymethamphetamine (MDMA, Ecstasy); Marijuana; Hallucinogens (such as LSD, DMT, Mescaline, peyote, and psilocybin); Barbiturates (such as nembutal and seconal); Tranquilizers (such as benzodiazepines); Neuroleptics (such as phenothiazines); Amphetamines (such as benzedrine, methedrine, and dexadrine); Methamphetamine in any form.

Past-Due University Debts

Students with outstanding debts to the University (advances, tuition, and other fees) may not register, obtain a transcript, or receive a diploma until the indebtedness has been cleared.

Pets in Building

Dogs, cats, birds and other pets or animals are not permitted in any University-controlled building or on campus grounds, except for those animals that are specifically exempted by this policy. Specifically, animals are prohibited from being in offices, classrooms, hallways, and all other areas in any academic or administrative building.

For more information about exempted animals go to <https://case.edu/studentlife/university-policies/campus-and-resources/pet-policy>

Religious Holidays and Student Absence

Any student who is unable to attend classes or participate in any examination, study, or work requirement on a particular day because of his or her religious beliefs is excused from any such activity. The student will be given the opportunity to make up the examination or work that is

missed, provided that the make-up work does not create any unreasonable burden upon the University. When possible, students should give notice to instructors early in the semester about missing class because of a religious observance.

Severe Weather

Every effort will be made to keep the University open during difficult weather conditions to allow for regularly scheduled classes, food service, residence hall support, ongoing research activities, and normal office and business operations. Case will remain open unless official information to the contrary is disseminated. For up-to-date closing information, tune into Cleveland radio and television stations or go to the University homepage.

Sexual Conduct

Case Western Reserve University is a community based upon trust and respect for its constituent members. Sexual misconduct is a violation of that trust and respect and will not be tolerated. Members of the Case Western Reserve community, guests, and visitors have the right to be free from sexual misconduct, as well as domestic violence, dating violence, and stalking. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The purpose of the University's sexual misconduct policy is to define sexual misconduct and the procedures the University uses to investigate and take appropriate action on complaints of sexual misconduct. When complaints are reported, the University will act to end the discrimination, prevent its recurrence, and remedy the effects on both individuals and the University community. The policy and the accompanying procedures shall serve as the only internal University forum of resolution and appeal of sexual misconduct complaints.

The University's sexual misconduct policy applies to all members of the University community including all students, Post-Doctoral Fellows and Post- Doctoral Scholars, faculty, staff (including administrators), and other University officials, whether full or part-time, and guest lecturers, volunteers, contractors and visitors. The policy is applicable to a student on the date on which the student accepts admission to the University.

The policy governs University-sponsored activities occurring both on and off University property and applies to non-University sponsored or related events that occur off University property that may have a demonstrable and significant disruptive impact on a University community member or on the campus. The work or educational environment includes, but is not limited to: offices, classrooms and clinical settings; residence halls and Greek Houses; on-campus or off- campus interactions between University community members, whether personal or virtual; and all University-sponsored activities, programs, or events (including off-campus activities such as international travel programs).

Sexual misconduct may involve the behavior of a person(s) regardless of the person's gender identity or expression against a person(s) of the opposite or same gender or against a person who is transsexual or transgender.

The University does not discriminate on the basis of sex in its educational program and in other activities operated by the University and is required by Title IX, and specifically 34 C.F.R. Part 106.9, as well as Title VII, not to discriminate in such a manner. This extends to employees of and applicants for employment or admission to the University. Inquiries concerning the

application of Title IX may be directed to the Title IX Coordinator for the University or to the Assistant Secretary for the Office of Civil Rights of the Department of Education.

Title IX Coordinator

Rachel E. Lutner
Senior Associate Vice President for Equity
2120 Cornell rd.
Cleveland, OH 44106
216-368-3066
rachel.lutner@case.edu

The full policy can be found at <https://case.edu/equity/sexual-misconduct-title-ix/sexual-misconduct-policy>

Tobacco-Free Policy

For purposes of this policy, the terms set forth below shall have the following meaning:

- “Tobacco” refers to any product containing tobacco in any form. Tobacco products include, but are not limited to, cigarettes (clove, bidis, kreteks, e-cigarettes); cigars and cigarillos; pipes; all forms of smokeless tobacco; any other smoking devices that use tobacco, such as hookahs; and any other existing or future smoking, tobacco or tobacco-related products.
- “CWRU Property” refers to all interior space owned, rented or leased by CWRU and all outside property or grounds owned or leased by CWRU, including parking areas and private vehicles while they are on CWRU property and CWRU vehicles.

This policy, effective as of July 1, 2017, applies to all persons on CWRU property, regardless of their purpose for being there (e.g., staff, faculty, students, patients, visitors, contractors, subcontractors, etc.).

- CWRU prohibits the use of tobacco products at all times on campus property.
- The University is committed to providing support to the entire population who wishes to stop using tobacco products. Faculty, staff and students should refer to the [Resources section](#) of this website if they need assistance with tobacco cessation.
- The success of this policy requires a collaborative effort of the entire CWRU community. Staff, faculty and students on campus will engage in positive and respectful communication and interactions in regards to this policy. Concerns will be addressed in a respectful and thoughtful manner.
- The sale, advertising, sampling and distribution of tobacco products and tobacco-related merchandise is prohibited on all CWRU property.
- Use of University funds for purchase of tobacco or tobacco-related products is prohibited, unless such use is permitted under the exception stated below.
- Tobacco use may be permitted for authorized research with prior approval of the Office of the Provost, and, in the case of smoking, the review and recommendation of the University's Department of Environmental Health & Safety.

Weapons/Firearms

Unauthorized carrying or possession on University property of any weapon with which injury, death, or destruction may be inflicted is prohibited. The University strictly prohibits the possession of firearms and the selling, discharging, igniting, or exploding of any type of fireworks. Unauthorized weapons and firearms include: air guns, BB guns, Airsoft type pellet guns, clubs, knives, kitchen utensils not used for their intended purpose, swords, ammunition, explosives of any sort, and chemicals. Possession of a weapon may lead to immediate removal from housing, interim separation or possible permanent expulsion from the University.

ACADEMIC CALENDAR 2021 – 2022
FALL SEMESTER 2021

Mon-Fri. Aug. 16-20.	Orientation
Mon. Aug. 23.	Classes Begin
Fri. Aug. 27.	Deadline for registration & schedule assignments
Fri. Sept. 3.	Tuition payment deadline
<i>Mon. Sept. 6 (Labor Day).</i>	<i>No classes (University closed – Labor Day holiday)</i>
Mon. Sept. 20.	Deadline to declare JD Writing Requirement
<i>Mon.-Tues. Oct. 18-19</i>	<i>No classes (Fall break)</i>
Weds. Nov. 24.	Last day of classes
Thurs.-Fri. Nov. 25-26.	University Holidays (Thanksgiving)
Sat.-Weds. Nov. 27-Dec. 1.	Reading period
Thurs.-Weds. Dec. 2-15.	Final Exams

SPRING SEMESTER 2022

Tues.-Fri. Jan. 4-7.	Orientation week for new students
Mon. Jan. 10.	Classes Begin
Fri. Jan 14.	Deadline for registration & schedule assignments
<i>Mon. Jan. 17.</i>	<i>No classes (University closed - Martin Luther King, Jr. holiday)</i>
Fri. Jan. 21.	Tuition payment deadline
Mon. Feb. 7.	Deadline to declare JD Writing Requirement
<i>Mon.-Sun. March 7-13</i>	<i>No classes in session (Spring break)</i>
Mon. April 18.	Last day of classes
Tues.-Sun. April 19-24.	Reading period
Mon.-Fri. April 25-May 6.	Final Exams
Sun. May 15.	Commencement Day; spring degrees conferred