



Earle Mack
School of Law

Drexel University

Student Handbook

Academic Year 2011-12

EMSOL STUDENT HANDBOOK

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A NOTE ABOUT THIS HANDBOOK

This handbook applies to all students enrolled for the 2011-2012 academic year. Given the transition from semesters to quarters, some policies may vary for the Class of 2012. These changes are summarized in Appendix A for Class of 2012. Other changes for the Class of 2013 are summarized in Appendix B.

To the degree there are any conflicting policies, the decision of the Senior Associate Dean of Students is final.

Earle Mack School of Law

Academic Calendar: 2011–2012

All dates are subject to change. Please visit our website at <http://www.earlemacklaw.drexel.edu/> for any updates.

Orientation Monday, August 15 – Friday, August 19

Fall Semester 2011 ¹

Classes Begin Monday, August 22
 Labor Day Holiday Monday, September 5
 Thanksgiving Holiday Thursday, November 24 – Friday, November 25
 Classes End Wednesday, November 30
 Reading Period Thursday, December 1 – Sunday, December 4
 Examination Period Monday, December 5 – Thursday, December 15

Spring Semester 2012 ²

Interviewing, Negotiation, & Counseling Course (1Ls) Tuesday, January 3 – Friday, January 6
 Classes Begin Monday, January 9
 Martin Luther King Holiday Monday, January 16
 Spring Break Holiday Saturday, March 10 – Sunday, March 18
 Classes End Friday, April 20
 Reading Period Saturday, April 21 – Tuesday, April 24
 Examination Period Wednesday, April 25 – Friday, May 4
 Graduation Thursday, May 17

Summer Semester 2012 ³

Classes Begin Monday, May 21
 Memorial Day Holiday Monday, May 28
 Independence Day Holiday Wednesday, July 4
 Classes End Tuesday, July 17
 Reading Period Wednesday, July 18 – Sunday, July 22
 Examinations Begin Monday, July 23 – Friday, July 27

¹ Fall semester legislative days: November 29 follows a Thursday class schedule and November 30 follows a Friday class schedule.

² Spring semester legislative days: April 20 follows a Monday class schedule. Upper-level classes that meet on Fridays in Spring semester will have one makeup class during the semester. First-year classes that meet on Fridays in Spring semester will not have a makeup class.

³ Summer semester legislative days: July 17 follows a Wednesday class schedule.

INTRODUCTION TO STUDENT SERVICES

The Earle Mack School of Law at Drexel University (“School of Law”) seeks to serve the needs of its students and to assist with students’ academic, financial, and personal needs.

Senior Associate Dean of Students

The Senior Associate Dean of Students oversees offices that serve students, including the Office of Student Affairs and the Academic Skills program.

The Senior Associate Dean of Students provides students with personal and academic advice, and receives complaints and investigates possible violations of the Code of Conduct. He works with the governing board of the Student Bar Association on issues of student governance and the functioning and funding of student organizations. He also grants approvals for leaves of absence, visitorships, and withdrawals.

Contact Information:

Kevin P. Oates, Senior Associate Dean of Students, kpo25@drexel.edu, 215.571.4719

Alanna Bridgett, Administrative Assistant to the Senior Associate Dean of Students, abridgett@drexel.edu, 215.571.4708

Senior Associate Dean for Academic and Faculty Affairs

The Senior Associate Dean for Academic and Faculty Affairs oversees the development and implementation of graduation requirements, grading and academic policies, and the development of the School of Law’s curriculum, including decisions about course offerings and implementation of dual-degree programs.

Contact Information:

Daniel M. Filler, Senior Associate Dean for Academic and Faculty Affairs, dmf55@drexel.edu, 215.571.4705

Leanne M. Marshall, Administrative Assistant to the Senior Associate Dean for Academic and Faculty Affairs, lm368@drexel.edu, 215.571.4739

The Office of Student Affairs

The Office of Student Affairs (OSA) provides a number of services to students including assistance with course registration, advising, exam administration, academic record-keeping, grade processing, student programming, and locker distribution. OSA serves as a liaison to other offices in the university (e.g., bursar’s office, financial aid, health

insurance and immunizations), and houses a financial aid advisor from the Drexel University Office of Financial Aid.

If you have a question and are not sure where to go, please contact the Administrative Assistant to the Office of Student Affairs.

Contact Information:

Theresa Gallo, Director of Academic Services, tg337@drexel.edu, 215.571.4716

Clare Coleman, Director of Student Advising, Writing Specialist, and Assistant Professor of Law, ckc32@drexel.edu, 215.571.4731

Mary de Rivera, Assistant Director of Financial Aid, mmd88@drexel.edu, 215.895.1044

Nora Olsewski, Administrative Assistant to the Office of Student Affairs, lawosa@drexel.edu, 215.571.4756

I. ACADEMIC RULES AND POLICIES

A. Graduation

Graduation Requirements¹

The degree of Juris Doctor (J.D.) will be awarded to candidates who:

1. have successfully met the course requirements for graduation, set forth *infra*;
2. have successfully completed 85 semester credits;
3. have achieved a minimum cumulative grade point average of 2.20 at the time of graduation;
4. have been in full-time residence (at least 9 credits) for 5 semesters;
5. have completed all graduation requirements within 72 months of the date the candidate first matriculated at the School of Law;
6. have successfully completed 61 credit hours of “in-class” coursework²; and
7. have fulfilled 50 hours of qualifying pro bono service.

Required Courses for Graduation³

A. First-Year Required Curriculum 31 credits

Fall Semester

LAW 550S	Torts	4 credits
LAW 552S	Contracts	4 credits
LAW 554S	Civil Procedure	4 credits
LAW 565S	Legal Methods I	3 credits

Spring Semester

LAW 568S	Introduction to Interviewing, Negotiation, and Counseling (one-week course)	1 credit
LAW 558S	Criminal Law	4 credits
LAW 560S	Constitutional Law	5 credits
LAW 566S	Legal Methods II	3 credits
LAW xxxS	First-Year Elective Course	2 credits

B. Other Required Upper-Level Courses

1. LAW 830S: Professional Responsibility
2. LAW 556S: Property

¹ Requirements vary slightly for the Class of 2012. See Appendix A.

² The following are not considered in-class coursework: the field component of co-ops and field clinics; independent study and Student-Faculty Colloquium courses (e.g. LAW 800S and 801S); courses not offered by a law school; and co-curricular programs such as Law Review; Moot Court; and Trial Team. In-house clinics are considered in-class credits.

³ The required courses for graduation vary slightly for the Class of 2013. See Appendix B.

3. At least one legal writing course designated as meeting the standard of the Upper-Level Writing requirement [WUL], as indicated by the course materials.
4. At least one Skills course, as indicated by the course materials.
5. At least one Statutory course, as indicated by the course materials.

C. Requirements for Concentrations

The School of Law offers optional concentrations in three areas: Health Law, Business and Entrepreneurship Law, and Intellectual Property Law. Concentration requirements are listed on the school's website, at <http://www.earlemacklaw.drexel.edu/academics/concentrations/>. If you have any questions about a concentration, please contact the appropriate concentration director:

Health Law

Prof. Barry Furrow, brf26@drexel.edu, 215.571.4706

Business and Entrepreneurship Law

Prof. Karl Okamoto, ko54@drexel.edu, 215.571.4761

Intellectual Property Law

Dean Daniel Filler (interim director), dmf55@drexel.edu, 215.571.4705

Pro Bono Service Requirement

All students are required to perform a minimum of 50 hours of pro bono service. Students can begin performing pro bono service in the Spring Semester of the 1L year and can receive credit for up to 25 hours of pro bono service performed during the Spring Semester of the 1L year. Starting in the summer after the 1L year, the cap is lifted, and students must complete the remaining 50 hours of pro bono service by the end of their final year to be certified to graduate.

In order to qualify for credit towards the requirement, the pro bono service must be law-related. In addition, students may not receive financial compensation or academic credit for providing pro bono service. Moreover, a licensed attorney or other qualified supervisor must adequately supervise and review any and all work. The service must be:

- a) On behalf of people who cannot afford to pay for legal services, have limited access to legal services, or are underserved by the private bar, or
- b) Aimed at protecting the rights of an individual or individuals in situations raising important public interest concerns and/or important rights belonging to a significant and underserved segment of the public.

Government work, including judicial clerkships/internships, generally does not qualify; however, working for the district attorney or public defender (or their federal/local equivalents) does qualify.

If you have any questions about the Pro Bono Service Requirement, please visit <http://www.earlemacklaw.drexel.edu/academics/pro-bono/> or contact the Pro Bono Coordinator, Karen Pearlman Raab, kpearlman@drexel.edu, 215.571.4722.

Completion of Coursework

In the term in which you intend to graduate, all coursework must be submitted no later than 5:00 p.m. the last day of the term, i.e., the last day of the published examination period. Exceptions to this policy will be made only in extraordinary circumstances and with approval of the Dean of the School of Law.

Degree Conferral

Students in their second to last term should submit an Application for Degree form through DrexelOne by the published deadline. Once the application has been processed (i.e., the information verified and recorded by OSA and the University Registrar), the student is considered a degree candidate. Successful degree candidates will be awarded the *Juris Doctor* (J.D.) by Drexel University. The University Registrar's Office will send diplomas to all law graduates through the mail approximately one month after graduation.

A list of degree candidates is presented to the faculty for approval prior to commencement. The Senior Associate Dean of Students shall, at this time, identify any students whose personal conduct or academic performance merits special concern or praise by the faculty.

Graduation Honors

Upon successful completion of all graduation requirements:

1. Graduating students whose cumulative grade point average falls within the top 3.000% will be awarded the honorary designation, *summa cum laude* ("with highest distinction");
2. Graduating students whose cumulative grade point average falls between the top 3.001% and 10.000% will be awarded the honorary designation, *magna cum laude* ("with high distinction");
3. Graduating students whose cumulative grade point average falls between the top 10.001% and 25.000% will be awarded the honorary designation, *cum laude* ("with distinction").

While transfer students are eligible to receive honors based solely on coursework completed at the School of Law, no student who completes the full program at the School of Law will be displaced from their numerical class ranking by the inclusion of transfer students. Students who graduate in a term other than the Spring Semester will be ranked and considered for honors with the next Spring's graduating class.

Early Graduation

A student must complete at least 5 semesters in residency prior to graduation¹. A semester in residence includes any semester during which a student successfully completes 9 or more credits, including a semester at another law school. Students who plan to graduate early (i.e., in less than three years) must notify the administration of this fact by submitting an [Intent to Graduate Early form](#) to the Office of Student Affairs and applying for graduation on DrexelOne no later than the published deadline.

Please note, while it may be possible for some students to complete the graduation requirements in only five semesters, the School of Law cautions all students against early graduation. It is important to consider the consequences of leaving the academic environment early, especially in terms of: (a) the legal job market and employment cycles; (b) loan deferment and repayment obligations; (c) bar prep courses and the bar exam; and (d) the opportunity to broaden one's formal legal education. If you are considering early graduation, please speak with the Director of Student Advising.

Commencement

Students may participate in the current year's Commencement ceremony if they have graduated after the prior Fall Semester, are graduating after the current Spring Semester, or expect to graduate after the following Summer Semester. Students with outstanding Code of Conduct issues may not participate in Commencement.

B. Grades

Grading System

A. **Grade Point Equivalent.** The School of Law uses a letter grading system, in which each letter grade is assigned a numerical grade point equivalent, as follows:

Grade	Value
A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D	1.00
F	0.00
INC	Incomplete
INP	In Progress

¹ See Appendix A for Class of 2012 residency requirements.

- B. **Cumulative Grade Point Average.** A student's cumulative grade point average is arrived at by multiplying the grade point equivalent for the letter grade received in each course by the number of credits assigned that course, adding those products, and dividing that sum by the total number of credits completed in School of Law courses for which letter grades are assigned.
- C. **Credit/No Credit Courses.** Some courses are graded on a credit/no credit basis and those classes are not included in the cumulative grade point average, although the credits received in those courses will be counted toward the required credits for graduation.
- D. **Grades from Outside the School of Law.** The School of Law does not include grades earned outside the School of Law, including at other law schools, in the calculation of cumulative grade point average.

Grade Distribution

First-Year Grade Distribution

- A. Grade Distribution for All Courses Except Legal Methods:

Class Mean: 2.8 – 3.0
Distribution: 15 – 20% = A, A-
10 – 15% = C and below

- B. Grade Distribution for Legal Methods:

Class Mean: 2.8 – 3.0
Distribution: No specified distribution

Upper-Level Grade Distribution

The grade distribution for upper-level courses depends primarily on the number of students in the class and the type of class.

- A. Classes of 40 or more:

Mean: 2.9 – 3.1
Distribution: 15 – 20% = A, A-
10 – 15% = C+ and below

- B. Classes of 17-39:

Mean: 2.9 – 3.1
Distribution: 15 – 25% = A or A-

C. Classes below 17, plus co-op classes, upper-level writing courses, skills classes and clinic classes:

Mean: 3.3 – 3.5

Distribution: No specified distribution

Grading policies are mandatory but can be waived in exceptional circumstances with the approval of the Senior Associate Dean for Academic and Faculty Affairs.

Many courses in the School of Law include an anonymously graded final examination, although professors may incorporate a variety of assessment tools in their classes such as short papers, presentations, group projects, and mid-term examinations. Professors will typically set forth the precise method of assessment, including the components of the final grade, in their syllabi and course materials.

Grades will be posted online and the Office of Student Affairs will announce the time and manner of distribution of grades.

Grade Changes

A student may only apply for a change of grade on the grounds that the grade was awarded contrary to the provisions of this handbook, or was the proximate result of discrimination initiated by the faculty member responsible for issuing the grade on account of race, religion, national origin, gender, sexual orientation, or disability. The burden of proof is on the student to prove the allegations. Any petition for change of grade under this subsection shall be made to and considered by the Senior Associate Dean for Academic and Faculty Affairs, and his decision shall be final.

Professors may apply to the Senior Associate Dean for Academic and Faculty Affairs for a change of grade only upon a showing that there was a clerical error in recording a grade or other similar situation, and his decision shall be final.

C. Registration and Coursework

Advisors

Incoming first-year students are assigned a faculty advisor by the Senior Associate Dean of Students. The advisor's name will be distributed to students during the first weeks of the semester.

The faculty advisor is a resource for students, especially with regard to academic questions. Faculty advisors will give guidance on course selection in the second and third years and serve as a resource for students as to services available within the School of Law and the University. In addition, Prof. Clare Coleman serves as Director of Student Advising, and is available to provide guidance to students on course selection and law school resources.

Registration Procedures

All first-year students will be administratively registered for their Fall and Spring term classes by the Director of Academic Services. Details about Spring first-year electives will be disseminated in the prior Fall term. Information about registration for the following Summer and Fall Semester will be distributed to students during their first-year Spring Semester.

All upper-level students are required to register online via DrexelOne during the prescribed registration period. Registration packets will be posted online in advance of the Fall, Spring, and Summer Semesters. Students will also be permitted to add and drop courses during the designated add/drop period at the beginning of each semester. See the section on Withdrawal from Courses for further information on late course drops.

Maximum/Minimum Credits

Fall and Spring Semesters:

The maximum number of credits for these semesters is 15; the minimum number of credits to be considered full-time is 9. The maximum number of credits may be increased to 16 with permission of the Senior Associate Dean for Academic and Faculty Affairs based on exceptional circumstances. Students may register as part-time students with less than 9 credits with the permission of the Senior Associate Dean of Students. Note that the minimum amount of credits to qualify for federal aid is 4.5.

Summer Semester:

With the exception of co-op, students may take a maximum of 7 credits for Summer Semester. Note that the minimum amount of credits to qualify for federal aid is 4.5.

Attendance

Regular and prompt attendance is required in all courses. Students shall be permitted absences up to, but not exceeding 20% of the regularly scheduled classes in any course. Individual faculty members may set attendance and class preparation policies for their classes that require greater than 80% attendance; such policies must be set out in writing on the first day of class.

Any student who fails to comply with law school attendance policies in a given course may be withdrawn from that course.

Students may not enroll in courses where the class schedules conflict and therefore will preclude full attendance in all classes. Students engaged in co-ops must insure that their co-op obligations do not conflict with their regularly scheduled classes.

Auditing Courses

Students wishing to audit a course must receive prior permission from the instructor and the Senior Associate Dean for Academic and Faculty Affairs. Students will be billed on a per-credit basis for audited courses. The student's transcript will reflect a grade of "AUD" for audited courses.

Students may not attend courses unless they are enrolled for credit or audit.

Repeating Courses

If a student receives a failing grade ("F") in a required course, the student must retake the course in order to graduate. Both the failing grade and the grade from the retake will appear on the student's transcript and both grades will be factored into the student's cumulative grade point average.

With permission of the Senior Associate Dean of Students, who will confer with the faculty member teaching the course, a law student may retake an upper-level course for credit if the student received a failing grade ("F") in the course on the first attempt. If a student retakes an upper-level course after receiving a failing grade on the first attempt, both the failing grade and the grade from the retake will appear on the student's transcript and both grades will be factored into the student's cumulative grade point average.

No student may retake any course in which they have already received a passing grade (D or above) unless required to do so by the Faculty Committee on Scholastic Standing.

Independent Study

An independent study permits a student to work closely with an individual professor to complete a significant research project. Students seeking these opportunities must meet with a faculty member to consider possible research projects and be prepared to submit a proposal prior to approval. Independent study may be pursued in any semester, although faculty members can only supervise a limited number of students each term. To enroll, a student must submit an Independent Study Proposal form to the Office of Student Affairs, including a description of the project, a proposed due date, and the signatures of the supervising faculty member and the Senior Associate Dean for Academic and Faculty Affairs.

Students may complete no more than 6 credits of Independent Studies prior to graduation and no more than 3 credits of Independent Studies in any semester. The Student-Faculty Colloquia are included under "independent studies" and count toward the limits stated above. Exceptions to these limits will only be granted in exceptional circumstances by the Senior Associate Dean for Academic and Faculty Affairs.

Joint Degree Programs

Drexel University currently offers four joint degree programs with the School of Law: a JD/PhD in Psychology; a JD/MBA; a JD/MSPP; and a JD/MPH. Students must be admitted to the JD/PhD program prior to matriculation to the School of Law. Law students may apply for admission to the other three programs during their first year of law school.

Students should contact Leanne M. Marshall (lm368@drexel.edu), the law school's joint degree liaison, for more information. To the extent that the academic rules and requirements of this handbook conflict with the rules for a joint degree program, the rules for the joint degree program control.

Student Practice

Individual law students are permitted to participate in legal matters under limited circumstances designated by the Commonwealth of Pennsylvania. In order to serve as a "certified legal intern," a student must complete all of his or her first-year classes, at least 42.5 semester credits overall, and both Professional Responsibility and Evidence. He or she also must be certified by the Associate Dean for Experiential Learning as being of good character and competent legal ability, and as being adequately trained to perform as a legal intern. Students may only engage in these activities under the supervision of an approved attorney.

For further information about qualifications for the student practice rules, please visit <http://www.earlemacklaw.drexel.edu/studentLife/intern/>.

Withdrawal from Courses

First-Year Students

First-year students who wish to drop a course must make a written request to the Senior Associate Dean of Students and permission will be granted only upon a showing of extraordinary circumstances. The School of Law may adopt separate add/drop policies for first-year elective courses.

Upper-Level Students

Upper-level students will be permitted to add or drop classes online through the first week of the semester. To add or drop a course after the first week of the semester, students must obtain permission from the Director of Student Advising, and requests will only be granted for good cause. No requests to add classes will be granted following the end of the second week of the semester. Dropping a course following the second week of the semester is considered a Withdrawal and a grade of "W" will be recorded on the transcript, unless exceptional circumstances are found by the Director of Student Advising. Other policies may apply to courses that do not start at the beginning of the semester.

Students who request to withdraw from individual courses should be aware that if their credit load for the semester drops below 4.5 credits, they will no longer be eligible for federal financial aid.

Leaves of Absence

- **Military Leave of Absence**

A student may request a leave of absence to fulfill a military service obligation at any time and the leave will be granted upon submission of the appropriate documentation. Any student who receives a military leave of absence will be entitled to return to the School of Law within a reasonable time after discharge from service or deployment.

- **Leaves of Absence for Any Other Reason**

A student who wishes to take a leave of absence for any reason other than military service must submit a written request for a leave of absence to the Senior Associate Dean of Students prior to the final class session of any term. The written request should set forth the requested length of leave, the reasons for the leave, and if appropriate, include any documentation in support of the leave. Once the reading period and examinations have begun, a student may not take a leave for the term except under extraordinary circumstances and with permission of the Senior Associate Dean of Students. If the student does not notify the Senior Associate Dean of Students of his or her intent to take a leave of absence in writing, a failing grade will be entered for every class in which the student has not completed all course requirements.

A leave of absence may be granted for no more than three semesters, exclusive of the Summer Semester. Returning students must comply with all required documentation. Students who request a leave of absence may be liable for all or part of the tuition for that term in accordance with the tuition refund and credit policy set forth *infra*, and must comply with all financial aid rules with respect to any loan monies they may have received.

A student who wishes to return from a leave of absence must notify the Senior Associate Dean of Students in writing before the date designated when the leave was granted. Failure to submit notification of the intent to return in a timely manner will result in withdrawal from the School of Law.

Leaves of absences will be granted for first-year students only in extraordinary circumstances, and the length of any leave may be limited by course sequencing.

Withdrawal from the School of Law

A student must submit a notice of withdrawal in writing to the Senior Associate Dean of Students prior to the final class session of any term. The student will meet with the Senior Associate Dean of Students before the withdrawal is processed by the University. Once the reading period and examinations have begun, a student may not

withdraw except under extraordinary circumstances and with permission of the Senior Associate Dean of Students. If the student does not notify the Senior Associate Dean of Students of his or her intent to withdraw in writing, a failing grade will be entered for every class in which the student has not completed all course requirements.

A student who withdraws from the School of Law will not be readmitted, except under extraordinary circumstances and with the permission of the Senior Associate Dean of Students. In all other situations, the withdrawn student must reapply to the School of Law through the Admissions Office.

Tuition Refund and Credit Policy

Students who withdraw from all courses for the semester are subject to the following tuition refund and credit policy:

	Credit Amount
1st week of semester	100%
2nd week of semester	100%
3rd week of semester	50%
4th week of semester.....	25%
5th week of semester.....	25%
6th week of semester	0%

Please note that for first-year students, the first week of the Fall Semester is Orientation week, and the first week of Spring Semester is the INC class. For all other students, it is the first week of classes.

Students who were awarded financial aid should meet with the Assistant Director of Financial Aid to discuss the financial implications of withdrawal.

Credit for Courses Taken at Other Drexel University Colleges

Subject to the requirements set out below, students who have completed their first year of legal education may apply up to 4 semester credits towards their J.D. requirements for courses taken at another Drexel University college.

A. Prior to registering for a non-School of Law course at Drexel University, the student must obtain the approval of the Senior Associate Dean for Academic and Faculty Affairs. A course outside the School of Law will not be approved for credit toward the J.D. degree unless it bears a close relation to the student's future legal practice or the study of law in general. Except in exceptional circumstances, any such course must be a graduate level course.

B. Upon successful completion of a course taken outside the School of Law, the grade achieved is recorded in the student's academic records and credit is awarded; however, the grade is not averaged into the student's cumulative grade point average. For purposes of this Section, "successful completion" of a course is defined as receipt of a grade not lower than C or its equivalent.

C. Credits earned in courses outside the School of Law prior to the completion of the first year shall not be applied toward fulfillment of the requirements for the J.D. degree.

D. This section does not prevent a student enrolled in a concurrent degree program approved by the faculty from taking courses outside the School of Law in accordance with the provisions of that concurrent degree program. To the extent that these rules conflict with the rules for a concurrent degree program, the rules for the concurrent degree program control.

E. Students are also permitted, with the approval of the Senior Associate Dean of Academic and Faculty Affairs and the host college, to take a course at another Drexel college without seeking credit toward the J.D.

Transfer Credits

No more than 35 transfer credits may be received from courses taken at other law schools. Students are required to complete a minimum of 50 credits at Drexel University to receive their JD degree from the Earle Mack School of Law.

Visitorships and Regular Terms at Other Law Schools

Students who have completed their first year of legal education may earn academic credit for courses taken during the regular academic year while visiting at a law school approved by the American Bar Association. Grades received in courses taken at another law school are not included in the computation of a student's cumulative grade point average at the Earle Mack School of Law. No credit will be awarded by the School of Law unless the following conditions have been met:

A. A student requesting approval to visit at another school must file a written request with the Senior Associate Dean of Students, showing good cause and detailing the student's plans and the reasons for the request to visit. If seeking to fulfill specific course or graduation requirements while visiting, this intention must be explicit in the request.

B. Prior to the commencement of a visitorship, the student must request a letter of good standing from the Office of Student Affairs, indicating anticipated courses to be taken, and whether the student intends for any courses taken as a visitor to satisfy graduation requirements. Satisfaction of graduation requirements with outside courses requires the approval of the Senior Associate Dean for Academic and Faculty Affairs.

C. After completion of each visiting term, the Office of Student Affairs must receive an official transcript from the law school at which the student is visiting in order for credits earned at that institution to be added to the student's record at the School of Law. Academic credit may be awarded at the School of Law for courses that the student passed with a grade of C (or its equivalent) or above. The

Director of Academic Services will notify the student of the number of transfer credits recognized by the School of Law.

D. Students may not receive transfer credit for a course that is deemed to duplicate coursework already completed at the School of Law. Conversely, students may be prohibited from completing a course for credit at the School of Law if they have already received transfer credit for a similar course.

Study Abroad and Summer Terms at Other Law Schools

A student may earn academic credit for courses taken during the summer term at other law schools approved by the American Bar Association. Grades received in courses taken at another law school are not included in the computation of a student's cumulative grade point average at the School of Law. A student may only earn up to 7 transfer credits for courses taken during a summer term. No credit will be awarded by the School of Law unless the following conditions have been met:

A. Prior to the commencement of summer study at another law school, the student must request a letter of good standing from the Office of Student Affairs, indicating anticipated courses to be taken, and whether the student intends for any courses taken as a visitor to satisfy graduation requirements. Satisfaction of graduation requirements with outside courses requires the approval of the Senior Associate Dean for Academic and Faculty Affairs.

B. After the summer term is completed, the Office of Student Affairs must receive an official transcript from the law school at which the student visited in order for credits earned at that institution to be recognized by the School of Law. Academic credit may be awarded at the School of Law for courses that the student passed with a grade of C (or its equivalent) or above. The Director of Academic Services will notify the student of the number of transfer credits recognized by the School of Law.

C. Students may not receive transfer credit for a course that is deemed to duplicate coursework already completed at the School of Law. Conversely, students may be prohibited from completing a course for credit at the School of Law if they have already received transfer credit for a similar course.

D. Final Examinations and Papers

Preparation for the Examination Period

Prior to each examination period, the Office of Student Affairs will post detailed policies and procedures for that exam period on the School of Law's website. Students are responsible for familiarizing themselves with these policies and procedures. Unfamiliarity with these policies will not excuse noncompliance.

Anonymous Numbers

Every student will be assigned an anonymous number to be used for identification purposes on all examinations and papers that will be graded anonymously that semester, unless otherwise instructed for a specific in-class assignment. Students will be notified via e-mail when anonymous numbers are available in Community Property, the law school's intranet. Students are responsible for completing the Exam Policies and Procedures Verification and retrieving their anonymous numbers prior to the start of the examination period.

For any anonymously graded examination or assignment, students should write only their anonymous number – and no other identifying information – on their materials.

In order to retain anonymity, students should not reveal their anonymous numbers to other students or to faculty.

Examination Materials

The Director of Academic Services will post the authorized materials for each examination prior to the examination period. Use of unauthorized materials during an examination is a violation of the Code of Conduct.

Use of Laptop Computers for In-Class Examinations

All students are permitted to take their in-class examinations using laptop computers, provided the laptop meets the standards set forth by the School of Law technology staff (Lawtech) and the student uses School of Law-designated examination software (currently Exam4) during the examination. Students are required to use their computers for any multiple choice components of in-class exams.

Students must adhere to any laptop restrictions designated for specific exams; failure to do so will be considered as a possible violation of the Code of Conduct.

A student who opts to take an examination using a laptop computer with the designated examination software must provide his or her own laptop computer. That laptop computer must meet all requirements designated by Lawtech.

In addition, any student who wishes to use a laptop in conjunction with the Exam4 software is required to upgrade to the latest version of the software, as designated by Lawtech, and test the software each semester by submitting a practice exam. Those who fail to do so are not entitled to technical assistance during the exam period. More information about Exam4 is posted at http://earlemacklaw.drexel.edu/studentLife/studentAffairs/exam_software/. Lawtech will notify students when new versions are available and can assist any students that have difficulty downloading or installing the software.

Except when expressly authorized by the instructor, electronic devices other than laptop computers (e.g., cell phones, PDAs) may not be used at any time during an in-class examination, including when the student has temporarily left the exam room.

While an in-class examination is in progress, students are not permitted to communicate with anyone other than examination administration staff members. Students may not contact the course instructor(s) directly with questions or concerns about in-class or take-home examinations before grades have been released, as this may compromise the anonymity of the examination, and may result in possible sanctions under the Code of Conduct.

If a technical (computer) problem arises during an examination and the problem cannot be resolved in 5 minutes (or 10 minutes if the exam has not begun), or Lawtech assistance is required a second time, the student will have two options: to use an in-exam emergency laptop, if eligible (see below); or to continue in a Bluebook.

In-Exam Emergency Laptop Program

To be eligible to use the in-exam emergency laptops, a student must have 1) installed the latest version of Exam4 available, as stated by Lawtech; and 2) successfully submitted a practice examination with the latest version of Exam4 at some point during that term before the published deadline.

The in-exam emergency laptops will only be made available to students who meet the above requirements, whose technical issues first occur after the student has arrived in the exam room and begun the process of logging in to take the exam, and only after Lawtech has been unsuccessful in repairing the issue within the allowable time limit (5 minutes during an exam or 10 minutes prior to the scheduled start time of an exam).

After Lawtech has exceeded the allotted time, they will advise the student of the status of the problem, and the student may opt to either continue in a Bluebook, or be escorted to a “crash room” to use one of the in-exam emergency laptops. The process of switching to an in-exam emergency laptop involves the gathering of your materials, going to the crash room (which may be on a different floor in the building from the exam room), re-activation of a blank exam, and Exam4 start up time. As such, the choice to move to an emergency laptop may take up to 15 minutes FROM THE EXAM TIME and the student WILL NOT receive extra time on the exam for the time lost in switching to an in-exam emergency laptop.

As in the switch to Bluebook, the student will not have access to anything previously typed, and will be starting on a blank page. If Lawtech is able to retrieve any part of the exam typed prior to the crash, it will be added to the materials given to the professor.

Only three in-exam emergency laptops will be kept; therefore only the first three eligible students who opt to use the laptops at a given time will receive them.

The in-exam emergency laptops will not be given out in the following situations:

- 1) The loss or theft of a student's own laptop;
- 2) Malfunctions prior to arrival in the exam room and the commencement of the login process for the exam;
- 3) Personal mishaps (e.g., spills);
- 4) Take-home exams; or
- 5) For any personal use, for any length of time, outside of an exam.

This is not a comprehensive or exhaustive list and may be amended as deemed necessary by the Law School Administration. Decisions regarding the distribution of the emergency laptops are made at the discretion of the Senior Associate Dean of Students and the Office of Student Affairs.

Deferral of In-Class Examinations

Except as set out in the examination deferral policy below, a student enrolled in a course that requires one or more in-class examinations must take the examination(s) at the scheduled time.

A student's failure to take or submit an examination at the scheduled time will result in a failing grade ("F") for the examination unless the student (1) has arranged for a rescheduled examination; (2) has arranged for a temporary grade of INC (Incomplete); or (3) has dropped or withdrawn from the course prior to the last day of classes for that semester.

Regular Deferral

Deferral of an in-class examination is permitted only under very narrow circumstances. A student may request to have an in-class examination deferred when there is an examination conflict. **An examination conflict is defined as two or more in-class examinations scheduled to occur on the same calendar day.** Also, at the discretion of the Director of Student Advising, certain extraordinary circumstances – e.g., injury or illness; serious injury, illness or death of a member of the student's immediate family; significant family event scheduled prior to the announcement of the examination schedule – may pose a "conflict" that warrants examination deferral. Requests for examination deferral due to extraordinary circumstances must be accompanied by appropriate documentation, e.g., doctor's note, travel documents.

Requests for examination deferral must be submitted to the Director of Academic Services in writing, using an Examination Conflict/Deferral Form, by the deadline stated in each term. Students may choose which exam is deferred in the case of a conflict. The Director of Academic Services shall designate the time and place for a makeup examination, which will occur on the next available day, unless it results in a student having an exam on three consecutive days. In no case will a student be permitted to take an exam on a date prior to the regularly scheduled time. Students shall be notified about the date, time, and location of the makeup examination no later than the last day of classes. The decision of the Director of Academic Services is final.

A makeup examination replaces the examination originally scheduled for the course and carries the same consequences. The conditions for the makeup examination shall be identical to those established by the course instructor for her or his in-class examination. Students who fail to sit for a makeup examination within the prescribed time period shall receive a failing grade on the examination in question. The makeup examination shall be scheduled so that the instructor has adequate time to evaluate the examination and to submit a grade within the uniform grade deadlines established by the School of Law administration.

Emergency Deferral

Should an emergency or unanticipated problem arise immediately before an in-class examination is scheduled to begin, the student should contact the Director of Student Advising directly to request an emergency deferral. Examples include serious personal injury or illness; serious illness, injury, or death of a member of the student's immediate family; or other similar event beyond the student's control. The student will be asked to bring written documentation of the emergency or problem with them to the makeup examination. Failure to provide adequate documentation will be treated as a possible violation of the Code of Conduct.

Should an emergency or serious illness arise during an examination, the student should immediately bring it to the attention of the proctor, who will notify the Director of Academic Services.

Take-Home Examinations and Papers

Instructors may elect to give a written paper or take-home examination in lieu of an in-class examination. Each student in the course in which a take-home examination is given must retrieve and submit the examination according to the procedure established by the course instructor. Students are required to submit their answers electronically, via Exam4, for all take-home examinations administered by the Office of Student Affairs.

Unless arrangements have been made for the temporary grade of INC, a written paper or take-home examination submitted after the date set by the instructor will be accepted for credit only at the instructor's discretion. Take-home examinations submitted beyond the prescribed time limit will be reported, by anonymous number, to the instructor and subject to penalty at the instructor's discretion.

Disclosure of Information about an Examination

Because of examination deferrals, some students may not have taken an examination when originally scheduled. It is a violation of the Code of Conduct for any student to disclose the form, content, degree of difficulty, or any other information pertaining to the exam, or discuss the exam in any way with any student who has not yet taken the examination.

Exam Accommodations

Students seeking exam accommodations due to a permanent or temporary disability must follow the procedure outlined in the Accommodations section of this handbook, listed under General Policies. Students with disabilities requesting classroom accommodations and services at Drexel University need to present a current accommodation verification letter (AVL) to their instructors. Students with disabilities requesting exam accommodations and services need to obtain an AVL and present it to Prof. Clare Coleman, Director of Student Advising, in the Office of Student Affairs. Individual professors do not have the discretion to accommodate disabilities absent an AVL letter from ODS. The university does not grant retroactive disability accommodations.

Exam Review

The faculty is committed to providing feedback on exams to assist students seeking to improve their performance. Students who receive a grade of C or below may request individual review of their exam with a professor. In addition, faculty may provide other appropriate feedback on exam performance, such as providing model exam answers, holding group review sessions, etc. The Director of Academic Skills and Writing Specialist are available to provide additional support. Exam review is primarily designed for the purpose of helping students improve their work. Grade changes are permitted only in extremely rare circumstances (see section on Grade Changes).

E. Academic Standing

Letters of Good Standing

Students who require a letter of good standing or attendance to be sent to other education institutions, lenders, insurers, or employers, must complete the appropriate Letter of Good Standing request form (available in OSA, or online at <http://www.earlemacklaw.drexel.edu/studentLife/studentAffairs/forms/>) and submit it to the Office of Student Affairs.

Referral for Academic Skills

At the discretion of the Senior Associate Dean of Students, students with cumulative grade point averages above 2.20 and below 2.67 may be required to meet with the Director of Academic Skills and/or the Writing Specialist, and to attend Dean's Scholar sessions.

Probation (Academic)

A. Academic Good Standing: All students must maintain a cumulative grade point average of 2.20 in order to remain in academic good standing.

B. Academic Probation: Students who have cumulative grade point averages below 2.20 will be placed on academic probation and will be required to meet with the Director of the Academic Skills Program and to participate in any programs she requires for that student. All students (other than first-year students discussed below) may remain on academic probation for only one semester. In order to avoid academic dismissal, a student on academic probation must achieve a cumulative grade point average of 2.20 or higher by the end of the next semester in which they are registered for 9 or more credits. If a student who has been on academic probation previously (including during the first year) later achieves a cumulative grade point average below 2.20 again, the student will be academically dismissed at that time.

C. First-Year Students

1. First-year students must achieve a cumulative grade point average of 2.20 at the end of the Spring Semester of their first year. Failure to achieve a 2.20 grade point average will result in academic dismissal.
2. First-year students who fail to achieve a 2.20 cumulative grade point average after the Fall Semester will be placed on academic probation and will be required to meet with the Director of the Academic Skills Program and to participate in any programs she requires for that student.

D. Co-op and Clinic Participation

Students on academic probation are not eligible to participate in co-op or clinical programs.

Academic Dismissal

- A. Dismissal Notice from Senior Associate Dean of Students.** A student who has been dismissed for academic reasons shall be notified of the dismissal in writing by the Senior Associate Dean of Students. The notice of dismissal shall include an outline of the procedure for filing a petition for reinstatement.
- B. Effective Date for Notice.** Dismissal notices will be sent by first-class mail to the student's addresses in DrexelOne, and by e-mail with return receipt requested. The notice will be deemed effective upon mailing.

Reinstatement

- A. Students Who May Petition for Reinstatement.** Any student dismissed for academic reasons may file a petition for reinstatement to the Faculty Committee on Scholastic Standing. Petitions should be sent to the Senior Associate Dean of Students who will forward them to the Faculty Committee on Scholastic Standing.
- B. Content of Petition.** The petition for reinstatement must be filed within 10 calendar days after the dismissal notice is deemed effective and must include the following information:

1. **Specification of Reason for Academic Failure.** The student must establish that the student possesses the requisite ability to perform satisfactorily in law school and that the student's current grade point average does not indicate a lack of capacity to satisfactorily complete legal studies at the School of Law.
2. **Circumstances Beyond Student's Control Caused Failure.** In addition to (1), the student must also establish that academic poor performance was the result of non-recurring circumstances beyond the student's control, and thereby rebut the presumption raised by the student's record that the student's poor scholarship was due to lack of ability or failure to apply oneself diligently to the study of law.
 - a. **Medical or Psychological Causes.** If the extenuating circumstances raised by the student are related to a physical or psychological incapacity suffered during the course of a term or before or during an examination, convincing medical proof of the existence of the condition must accompany the petition for reinstatement. The student must also demonstrate that the incapacity has been remediated and will not further impede the student's academic performance.

C. Consideration of the Petition for Reinstatement

1. **Review by Committee.** The Faculty Committee on Scholastic Standing will consider the petition for reinstatement and any supporting written materials. The Faculty Committee, in its discretion, determines whether to allow the student to present his/her reasons for reinstatement in person, and will consider (though not necessarily grant) the student's request for an in-person presentation. At the presentation, the student may provide any evidence he or she wishes relevant to the standard set forth above in B (1) and (2).
2. **Members of the Committee.** The Faculty Committee on Scholastic Standing shall consist of three members of the faculty. The Senior Associate Dean of Students may provide information to the faculty Committee and may attend student in-person presentations to the Committee. The Director of Academic Services shall serve as an ex officio member of the committee.
3. **Standards for Readmission.** The Faculty Committee on Scholastic Standing will review the petition for reinstatement and all supporting materials. If the Committee finds that the student

has made a satisfactory showing that the student has the capacity to satisfactorily complete legal studies at the School of Law and that the student's academic failure was due to circumstances beyond the student's control, the Committee may recommend to the Dean of the School of Law that the student be reinstated and on what conditions reinstatement should be imposed.

4. **Terms of Readmission.** The Committee's recommendation may include that a student retake all or some of the required first-year courses. If pursuant to the Committee's recommendation a student retakes a first-year course in which the student received a passing grade, the student's transcript shall reflect both the initial grade and the grade from the retake. However, the student shall not receive academic credit for both the initial course and the retake, and for purposes of calculating the student's cumulative grade point average, both the initial grade and the grade for the retake will be used.

A student who receives a failing grade in a first-year course must retake the course. If the student received a failing grade for reasons other than a violation of the Code of Conduct, both the failing grade and the grade from the retake will appear on the student's transcript and both grades will be factored into the student's cumulative grade point average.

5. **Final Decision on Reinstatement by Dean.** Upon receipt of the Committee's recommendation, the Dean will make the final decision on whether to deny the petition or to reinstate the student, subject to any conditions that the Dean may impose. The Dean's decision is final and the student will be notified in writing of the decision.

F. Student Employment

Employment During Law School

Students may not be employed in excess of 20 hours in any week of any semester in which they are taking 9 or more credit hours. First-year students, in particular, are discouraged from engaging in outside employment. Every student taking 9 or more credits is required to sign an affidavit each year confirming that he or she is in compliance with this provision. The form is available in OSA or online.

Modifications of Academic Rules and Policies

All rules governing academic performance and student conduct may be modified or amended under the authority of the Dean and the faculty. Modifications or amendments to rules governing academic performance and student conduct shall be applicable to students currently enrolled when the Dean and the faculty determine that such modifications are necessary and appropriate and will not cause undue hardship to students currently enrolled.

II. GENERAL POLICIES

Financial Aid Information

Applying for Financial Aid

Continuing law students are required to file the Free Application for Federal Student Aid (FAFSA) and Drexel University's Institutional Financial Aid Application each year in order to be evaluated for federal aid eligibility. Students can file the FAFSA online at <http://www.fafsa.ed.gov> beginning January 1st. Remember to include Drexel's federal ID number (#003256) when filing the federal form. The Institutional Financial Aid Application can be found at <http://drexel.edu/src/financialaid/forms/>. If additional documentation is needed, the student will be contacted directly by the Office of Financial Aid.

After filing the FAFSA, students will receive a copy of their Student Aid Report (SAR). Students should check the SAR for accuracy and make any necessary corrections. Corrections should be submitted as soon as possible.

Drexel will receive the information about three business days after a student has filed the FAFSA. The information in the FAFSA is used to determine a student's eligibility for federal financial aid funds. Continuing students will receive a financial aid package in the mail sometime in July. This package will include all federal funds that the student is eligible to receive as well as any scholarship awarded by the School of Law.

Loan Funds

Loan funds are available to students whose need is not met by other sources. Students who file a FAFSA may be eligible for loans in the Federal Direct Loan program. These loans are awarded by the school.

A student may also apply for a Graduate Plus Loan at <http://www.studentloans.gov>. Some students may want to consider private student loans especially if they are unable to file a FAFSA. A good place to start the research on these loans is <http://www.simpletuition.com/drexel>. Both Graduate Plus loans and private education loans require a clean credit record. Any credit problems should be resolved by a student prior to the start of the academic year.

Funding for External Programs

Study Abroad

Students who wish to pursue summer study abroad opportunities can use education loans to help with funding. Students should meet with the Financial Aid representative and provide documentation of the costs for the program. The documentation will be reviewed and the student's budget may then be increased to accommodate for additional borrowing.

Visitorships

Students may use their federal and private loan funds to fund visitorships to other colleges and universities. Funds will still disburse to Drexel, based on Drexel's schedule

of disbursements. Students may then use refunds from their aid to pay the host school's tuition and fees.

Summer Work Study Program

Students interested in participating in the Law School's Summer Work Study Program must fill out a Request For Work Study Form available in the Office of Student Affairs during February of each year. The student's FAFSA and Institutional Financial Aid Application must be submitted to the Office of Financial Aid by March 1st and will be reviewed for federal work study eligibility.

Bar Exams

Students are able to borrow funds in the form of a private education loan to assist with costs associated with taking a Bar Exam. Bar loans are available through private lenders and eligibility is based on a student's credit. These loans can assist students with the cost of taking the exam, bar prep courses, and living expenses between the time of graduation and taking the bar. Students may apply for bar loans no sooner than six months before graduation and up to a year after graduation. Before applying for a bar loan, students should speak with the Financial Aid office to insure there is no further eligibility in the Federal Direct Loan program.

Managing Your Drexel Financial Aid Account

Viewing Account Information

Students can use DrexelOne (<http://one.drexel.edu>) to access financial aid account information online at any time. Students will be able to access their financial aid award information, requirements associated with financial aid, and billing information.

Eligibility Requirements (to maintain loans and scholarships)

Law students should be aware of the fact that their financial aid award, both loans and scholarships, can be affected by academic performance and other factors. Students who drop below 4.5 credits in any semester will not be eligible for federal aid.

Information about eligibility for federal aid, including the descriptions of the types of federal loans available can be found on the Financial Aid Page of the Drexel website at the following link: <http://drexel.edu/financialaid/loans/>. Law school scholarship recipients must retain a minimum cumulative as per their scholarship letter. If a scholarship is reduced or lost for the second year due to first-year grades, that scholarship can be regained for the third year if the student's cumulative GPA reaches the specified GPA at the end of the Spring Semester of the second year. No adjustments to a student's scholarship will be made following the Summer or Fall Semesters.

Refund Process

Law students can receive refunds of their federal and private financial aid to assist with other education-related expenses. Aid will disburse to students' accounts the week before each term starts. Once the billed charges are covered, students will automatically receive the excess of funds. Refunds are processed by the Office of Student Financial Services (Bursar's Office).

Refunds are disbursed to students as checks or direct deposit. The time frame on processing checks is five to seven business days and checks are always mailed to the student and may not be picked up. The time frame on processing direct deposit is two to three business days. Students who wish to receive refunds via direct deposit should follow the steps outlined at http://www.drexel.edu/bursar/Electronic_Refunds.pdf. The process initially takes 24 hours to verify a student's account.

Late Fees

The Drexel Bursar's Office may assess a late fee of 1% on any charge that remains unpaid after a due date, as specified by your billing statement (eBill). Students should be sure to pay all bills on time to avoid late fees. However, a situation may arise in which a student is not able to make a timely payment, either due to personal circumstances or because of some institutional delay. Students may request to have a late fee removed by submitting a Late Fee Dispute to the Bursar's Office. While the matter is being reviewed, students should still pay any undisputed portion of their bill. Contact the Bursar's Office directly at 215.895.1445 for more information about this process.

Bar Requirements

Students should be aware that each state sets its own rules for admission to the bar and that these standards vary significantly state to state. For example, certain states require that students register their intent to take the bar in that jurisdiction at the beginning of the legal studies, and others require students to have completed certain courses while in law school. Students are responsible for learning the admission rules in the jurisdiction or jurisdictions in which they intend to practice. For a list of links to all state bar examiner's web pages and other information, please visit <http://www.earlemacklaw.drexel.edu/academics/skills/>. Students also should be aware that all jurisdictions impose character and fitness requirements, which differ from jurisdiction to jurisdiction. All students should familiarize themselves with the requirements in any jurisdiction in which they intend to practice.

Students should be aware that many jurisdictions verify bar applications and criminal background checks against disclosures made by students on their application to law school to determine if the student disclosed fully on their law school applications. If the bar authorities discover that a candidate was not candid in the law school admissions process, even if the candidate discloses voluntarily to the bar authorities, this lack of candor may pose a significant obstacle in gaining admission to the bar. Please be sure that you have been completely candid in your application to the School of Law and contact the Senior Associate Dean of Students to determine the process for amending your application if an omission was made.

Matriculated law students are required to report in a timely manner any arrest, written warning, or any incident in which they are taken into custody, or accused formally or informally of any offense (other than a minor traffic violation for which they received a citation or ticket), regardless of disposition of the matter. Failure to make a timely report to the Senior Associate Dean of Students may constitute a violation of the Code of Conduct.

Accommodations

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and applicable federal and state laws, Drexel University ensures people with disabilities will have an equal opportunity to participate in its programs and activities.

The mission of the Office of Disability Services (ODS) at Drexel is to advocate for people with disabilities and to provide equal opportunities and equal access to education, employment, programs and activities at Drexel University. ODS also provides guidance and education to the campus community.

All members and guests of Drexel University who have a disability need to register with the Office of Disability Services if requesting auxiliary aids, accommodations and services in order to fully participate in Drexel University's programs and activities. All requests are considered on a case-by-case basis and in a timely fashion.

Registering with ODS

Registration includes six main components, each explained in more detail below:

- Requesting Accommodations
- Engaging in the Interactive Process
- Submitting Documentation
- Determination of Reasonable and Appropriate Accommodations
- Receiving and Delivering the Accommodation Verification Letter (AVL)
- Updating with ODS each term

Requesting Accommodations

Students who are seeking accommodations in education (including co-op placements), employment, programs, and activities at Drexel University due to a disability, must make a formal request for accommodations with ODS.

Engaging in the Interactive Process

Once a formal request for accommodations has been submitted to ODS, the student should schedule an appointment to discuss their request with ODS. The interactive process is designed to be an engaging experience, allowing students to work directly with the ODS staff in discussing the specific impact of their condition, identifying barriers that exist for them in the given environment and determining possible accommodations that could provide them with equal access at Drexel University.

Submitting Documentation

Along with the request for accommodations, the student needs to submit appropriate medical or psycho-educational documentation. The documentation must present an impairment or condition that substantially limits one or more major life activities. The documentation must also be up-to-date, addressing current levels of functioning and the current impact of the impairment or condition in the academic environment. ODS documentation requirements can be found at <http://www.drexel.edu/ods/documentation.html>.

Determination of Reasonable and Appropriate Accommodations

ODS considers all requests on a case-by-case basis and in a timely fashion. ODS will make a determination of reasonable and appropriate accommodations based on the request for accommodations, the supporting documentation, the interactive discussion between the student and ODS staff, and the essential learning outcomes of the relevant programs, courses and activities at Drexel University.

If a student fails to submit the required documentation to ODS, the request may be denied. If the documentation submitted does not sufficiently support the requested accommodation, the request may be denied. Once ODS obtains complete documentation and has engaged in the interactive process with the student to discuss the request, ODS will determine if the individual is entitled to reasonable and appropriate accommodations.

Approved accommodations are intended to minimize the impact of the disability in the given environment while maintaining the academic integrity of the course, program or activity. Should the student be granted accommodations by ODS, an Accommodation Verification Letter (AVL) will be issued to the individual, specifying the accommodations to which they are entitled for the given term.

Receiving and Delivering the Accommodation Verification Letter (AVL)

All approved accommodations are written into the AVL by ODS staff. AVLs given to students in the School of Law are only valid for one term (the term is indicated on the AVL above the listing of accommodations). The student must submit their AVL to anyone who will be administering the accommodations listed within a reasonable period of time, if they are to receive those accommodations. When a student has been granted testing accommodations by ODS, the AVL must be given to the Director of Student Advising by the last day of classes for the term, in order for the student to be guaranteed the accommodation(s).

Updating with ODS Each Term

AVLs given to students in the School of Law are only valid for one term. If the student wishes to continue using accommodations in a subsequent term, a new request for accommodations should be submitted to ODS. The student should then schedule a follow-up appointment with an ODS staff member to discuss the request made. In order to avoid any interruption of services, the Request for Accommodations should be submitted to ODS within a reasonable period of time.

Temporary Conditions

Impairments and conditions that last less than six months are considered “transitory”, and therefore not covered under the ADA. ODS staff, however, may be able to arrange services as a courtesy to students requesting adjustments due to temporary impairments. Arrangements are made on a case-by-case basis.

Confidentiality

The Office of Disability Services is charged with the responsibility for maintaining disability-related documentation of all students and employees of Drexel University. In the School of Law, the Director of Student Advising maintains these files. Both ODS and the School of Law are committed to ensuring all records are kept confidential as required by law. Information will not be released without consent unless federal or state law

requires or permits it. Information will be shared with others in the university community on a need-to-know basis only. However, a student may sign a written consent form giving permission to discuss the disability and limitations with faculty and staff, and/or parents who require further information.

Contact Information

The Office of Disability Services is located on main campus at 3201 Arch Street, Suite 210 and can be contacted at 215.895.1401(V), 215.895.2299 (TTY), 215.895.1402 (Fax), or disability@drexel.edu. For additional information, students can also access the ODS website at <http://www.drexel.edu/ods>. Students should also feel free to contact the Director of Student Advising with their concerns.

International Students

International Students and Scholars Services (ISSS) provides assistance to all non-immigrant visa holders at Drexel University. ISSS advises international students and scholars on immigration-related and cross-cultural adjustment issues. The international student advisors in ISSS assist with work authorization, program transfers and extensions, reinstatements, and other immigration-related advising. Additionally, ISSS provides cultural and educational enrichment activities throughout the year.

All new international students and scholars must report upon arrival to the U.S. to ISSS to register passports and attend the required international student orientation. The University City Main Campus ISSS is located in Suite 210 of the Creese Student Center. Office hours are Monday through Thursday from 8am to 6pm, and 9am to 5pm on Friday. They can be reached by telephone at 215.895.2502.

International Advising

ISSS has the responsibility to be aware of and abide by the University's policies, rules, regulations and standards as well as the regulations set forth by the United States Citizenship and Immigration Services (USCIS) and the Department of State (DOS). Immigration regulations change with little or no advance notification. Although the University, through ISSS, attempts to notify non-immigrant visa holders of these changes, it remains the student's responsibility to know the immigration regulations and policies that affect her/his academic career in the U.S. USCIS and DOS regulations supersede University departmental policies, rules, regulations, and standards of conduct.

Maintenance of Status

All non-immigrant visa holders at Drexel University must meet certain conditions as set forth by the U.S. government in order to study in the U.S. as a student or scholar. By signing the Form I-20 or Form DS-2019, students or scholars agree to meet the following conditions for the duration of their studies. They must:

- Have a valid passport all times;
- Be enrolled full-time (at least 9 credit hours per semester for Law students);
- Initiate and complete program extensions if remaining in the U.S. longer than the length of time originally estimated for completion of studies;

- Obtain a new Form I-20 or Form DS-2019 to reflect changes in majors, academic levels, and institutions of learning in the US;
- Follow school transfer procedures as set forth by the USCIS;
- Limit on-campus employment to a total of 20 hours per week while school is in session (on-campus means Drexel University only);
- Refrain from off-campus employment without written authorization from a Drexel foreign international advisor in ISSS and/or the USCIS; and
- Report address changes to ISSS within 10 days of the change.

Class Cancellations and Rescheduled Classes

The Director of Academic Services will notify students of class cancellations via email and/or in the classroom, if there is insufficient time for students to receive the information via email. Faculty will notify students directly regarding the rescheduling of individual classes. If inclement weather or other emergency results in the cancellation of all scheduled classes, information will be posted on the school's website.

Observance of Religious Holidays

The School of Law respects students' observance of major religious holidays. While school remains in session, the faculty is sensitive to the observance of these holidays and will work with students to minimize the effects of student absences. Students who plan to be absent for religious holidays should notify their professors as soon as possible so that the faculty can make any necessary arrangements. Students with concerns about attendance and religious holidays should contact the Senior Associate Dean of Students.

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. For complete information about FERPA rights, please visit <http://www.drexel.edu/provost/registrar/ferpa.asp>. Students may also contact the Office of Student Affairs with any specific questions regarding viewing, obtaining, or correcting their record.

Libraries

Legal Research Center (LRC)

LRC Hours (during the academic year):

Monday through Thursday, 7:30 am – 10 pm
 Friday, 7:30 am – 8 pm
 Saturday, 10 am – 8 pm
 Sunday, 10 am – 10 pm

The LRC is open reduced hours when classes are not in session, and extended hours during reading and exam periods. Current hours are always posted on the LRC website at <http://www.earlemacklaw.drexel.edu/lrc/hours>.

The LRC offers a completely wireless work environment with high speed network printers. Law students receive \$10 of free black and white printing or copying per semester and after that pay 10¢ per black and white page (50¢ for color) using their DragonCards. Students may add value to their DragonCards in the LRC. Photocopies are 10¢ per page. The LRC also has dedicated Westlaw and Lexis printers; students can send their Westlaw and Lexis print jobs to those printers without charge.

The LRC has five group study rooms, and three additional study rooms in the Law Building, that may be reserved at the circulation desk.

Current information about the LRC, its services, and staff is available at <http://www.earlemacklaw.drexel.edu/lrc/>. The LRC's main telephone number is 215.571.4772.

Hagerty Library

Hagerty Library Hours:

Monday through Thursday, 7:30 am-2 am
Friday, 7:30 am-10 pm
Saturday, 10 am-10 pm
Sunday, 10 am-2am

Hours vary on holidays, between University quarters, and during University exam periods. Reference/information desk hours are somewhat shorter.

Photocopiers (10¢ per copy) are located on each floor. A color copier is available on the first floor (50¢ per copy). Visit <http://library.drexel.edu> for a complete description of services, collections, and policies, or call 215.895.1500 for more information.

Computer and Laptop Policies

Computer Accounts

The Accounts Administration Office, located in the Korman Computing Center, handles all requests for accounts on the IRT-supported servers. All members of the University community are eligible for accounts, which include DrexelOne, e-mail, Academic UNIX, and network access. Account activation may be accomplished through the web-based computer accounts management service at <http://accounts.drexel.edu>. Single-portal access to most Drexel computing services is through DrexelOne at <http://one.drexel.edu>.

Acceptable Use Policy

Drexel University's Acceptable Use Policy (AUP) sets forth the standards by which all students, faculty, staff and authorized guests may use their assigned computer accounts, e-mail services and the shared Drexel University network. The use of Drexel's computer and network resources including all electronic communication systems is a revocable privilege. By using or accessing the Drexel network, users agree to comply with this

and other applicable Drexel policies, as well as all federal, state, and local laws and regulations. Using and/or accessing the Drexel network without proper authorization is strictly prohibited.

The complete Acceptable Use Policy is published at:

<http://www.drexel.edu/irt/org/policies/acceptableUse/>

This section is a synopsis, and is meant for summary purposes only. Users are responsible for being aware of any changes to the AUP. The Drexel network is provided to support the business of Drexel University and its mission of education, service and research. Any other uses that jeopardize the integrity of the Drexel network, the privacy or safety of other users, or that are otherwise illegal are prohibited. Penalties for violating this policy may include restricted access or loss of access to the Drexel Network, termination and/or expulsion from the University and in some cases, civil and/or criminal liability.

The University reserves the right to update or revise the AUP or implement additional policies in the future. The user shares the responsibility of staying informed about University policies regarding the use of computer and network resources and complying with all applicable policies. See: <http://www.drexel.edu/irt/org/policies/>.

General guidelines for acceptable use of the Drexel network are based on the following principles:

- Users are expected to behave responsibly with respect to the Drexel Network at all times.
- Users are expected to respect the integrity and the security of the Drexel Network.
- Users are expected to behave in a manner consistent with Drexel's mission and comply with all applicable laws, regulations, and Drexel policies.
- Users are expected to be considerate of the needs of other users by making every reasonable effort not to impede the ability of others to use the Drexel Network and show restraint in the consumption of shared resources.
- Users are expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.

Activities specifically prohibited are enumerated completely at:

<http://www.drexel.edu/irt/org/policies/acceptableUse/>. They include:

- Use of the Drexel Network for a private business;
- Attempting to bypass network security systems;
- Forging, altering, destroying or intercepting communications;
- Attempting to disguise one's identity, the identity of an account or a computer;
- Intentionally or negligently revealing one's password; and
- Infringing upon the intellectual property rights of others.

Drexel will not impose any restraints on, nor make any efforts to monitor, the content of communications except:

- When required to do so by applicable federal, state and local laws, including those regarding the right to privacy and laws that prohibit defamatory material;

- To maintain the security and integrity of the Drexel network, including the investigation of any AUP or other Drexel policy infractions; and
- When such communication violates the Code of Conduct.

Laptop Use in Class

Individual professors may set rules and requirements for the use of laptop computers in their classrooms. The use of laptops in any class should be limited to activities directly related to the class, including taking notes and the use of the internet as directed by the professor. Accessing non-course related websites or otherwise using the internet during class may be disruptive to other class members and may result in sanctions by the professor.

Community Property: School of Law Intranet

Students can log into the Community Property, the law school's intranet site in Sharepoint, to obtain information posted by different departments and student organizations. Students will also retrieve their anonymous exam IDs through the Community Property each term. To log into Community Property, go to <https://colleges.moss.drexel.edu/law/SitePages/Home.aspx>, enter your username (in the format "*username@drexel.edu*") and password.

E-mail

Each student is assigned a Drexel University e-mail account and is required to check this account daily. Faculty and administration use e-mail to communicate with students and official notices will be provided by e-mail to the student's Drexel account. Students are deemed to have knowledge of all communications sent from the faculty and the administration which are sent to their Drexel University e-mail account. Additionally, individual professors may have specific requirements with respect to e-mail and BbVista and/or TWEN accounts. A student's failure to obtain notice from the School of Law - including administrators, faculty, and staff - due to failure to check, read, forward, or maintain the student's Drexel University e-mail account will not be accepted as a defense for any student's failure to timely act in response to any notice sent to the student's Drexel University e-mail account.

Cell Phones and Other Electronic Devices

Cell phones and other electronic devices must be turned off in classes, lectures, the Legal Research Center, and other School of Law presentations or formal activities. If an emergency situation requires a cell phone to be on, it must be placed on a silent mode and the student should exit the classroom as quietly as possible to take the call outside. Students should remember that cell phone conversations can be extremely distracting to others and should not engage in conversations where those who are studying or working may be disturbed.

With the exception of a laptop running the approved exam software, students may not have cell phones and other electronic devices of any kind at their seat or on their person

at any time during examinations, unless the professor has expressly designated them as authorized materials.

DragonCards

The DragonCard is the official ID card of Drexel University. The DragonCard is property of Drexel University and is governed by University regulations. It serves to identify students, staff, and faculty of Drexel University and is used to access buildings, the Legal Research Center, meal plans, Dragon Dollars, and other on-campus services as deemed appropriate. The DragonCard Office on the Main Campus is located at:

124 Creese Student Center
3210 Chestnut Street
215.895.6095
Hours: M-Th 8am-5pm // Fr 8am-5pm

DragonCards are issued only to students who are registered for classes for the current term. In order to receive a DragonCard, students must show a valid photo ID. Recipients must physically visit one of the DragonCard Offices in order to have the DragonCard ID picture taken and receive the ID card. DragonCards are not mailed and cannot be issued to another person on the cardholder's behalf.

Temporary ID cards are issued as a service at the request of the student. For any given term, a student, staff, or faculty member may receive one temporary ID valid for seven days or two temporary IDs valid for one day each. In order to receive a temporary ID card, students must be registered for the current term.

Card Possession

Students may only have one DragonCard in their possession. Additional DragonCards must be turned in to the DragonCard Office. The DragonCard must be carried at all times while on University-owned property, as students may be required to produce proper Drexel ID to a Public Safety officer or University official. The DragonCard is not transferable and not permitted to be used by anyone other than the cardholder. The DragonCard must be surrendered on demand if requested by a Public Safety officer or University official.

Each calendar year, it is the responsibility of the student to bring their DragonCard to one of the validation locations to have their registration status verified and receive a validation sticker noting the current calendar year. Students without validated DragonCards are not permitted access to most buildings and services on campus.

Card Replacement

There is a \$20 fee to replace a lost, stolen, or damaged DragonCard. Examples of damaged cards include, but are not limited to, punched holes, bends, cracks, and tears. DragonCards that no longer work, but show no visible damage to the card, will be replaced at no cost. Faded cards with no visible damage will also be replaced at no cost. There is a \$20 fee to replace a card due to a name change.

Card Access

Students use the DragonCard to gain access to the following buildings:

Law Building-

Students must present their DragonCard to the security desk upon entrance.

Legal Research Center and Other Libraries-

A valid DragonCard is required for entrance into the library and to checkout materials.

Parking Garage-

Once the proper arrangements to park in the Drexel Garage are made with the Parking Services office, access will be granted on the DragonCard.

Drexel Recreation Center-

Drexel students are automatically given access to the Rec Center based on their primary status of "Student".

Drexel Shuttles-

All Drexel University students, staff, and faculty gain access to the Drexel Shuttle service using their DragonCard.

Students who are inactive, or have a hold on their account, will not be able to use their DragonCard for access to buildings, meal plans, Dragon Dollars, or other University services. If your DragonCard is not working for access, please visit one of the DragonCard Offices to troubleshoot and resolve the issue.

Books

The Drexel University Bookstores are operated by Barnes and Noble College Bookstores. The bookstore for the University City Campus is located at 33rd & Chestnut Streets. The store stocks new and used textbooks, as well as school supplies and emblematic clothing.

The School of Law publishes the required booklist for each term on the school's website, well in advance of the start of classes. Students can conveniently order their textbooks online through the Barnes & Noble Drexel University Bookstore website at <http://drexel.edu/dbs/bookstores/>.

Health-Related Policies

All questions related to the policies described below should be directed to the Office of Counseling and Health by visiting Suite 201 of the Creese Student Center, or calling the office at 215.895.1415.

Health Insurance

All full-time students are required to demonstrate proof of coverage under a health insurance plan each academic year. Domestic students may satisfy the requirement by purchasing the Drexel Health Insurance plan or waiving the insurance online. Failure to waive the coverage or purchase the university-sponsored plan will result in a default enrollment into the university-sponsored plan. The charge for this plan will subsequently appear on the university bill. Once this charge has been placed on the student's account it cannot be removed and students will be enrolled in the Drexel Student Health Insurance for the full academic year. All international students holding a J-1 Visa are required to purchase the Drexel plan. This plan meets all of the requirements for students on J-1 Visas, and all recommendations for international students on F-1 Visas. The policy covers students in our local area as well as worldwide. The plan must be purchased immediately upon entrance into our university and must be purchased for the full academic year.

Immunization Policy

Drexel University requires all entering full-time students to complete the following immunization schedule:

- MMR vaccine: measles, mumps, rubella;
- Hepatitis B vaccine (2 doses, 3 preferred);
- PPD screening within 12 months of enrollment (PPD required regardless of prior BCG inoculation. Test must be performed in the United States);
- Varicella (chicken pox);
- Diphtheria/Tetanus (within the past 8-10 years); and
- Meningococcal (for students living in University housing). Drexel University highly recommends, but does not require, the meningitis vaccine for commuter students.

The immunization requirement is based on the recommendations of the Commonwealth of Pennsylvania Department of Health Immunization and the American College Health Association. Students can satisfy this requirement by completing the health history form, that will be mailed to students prior to entering Drexel. This form is also available on-line at www.drexel.edu/ch.

Failure to comply with this policy will result in an administrative hold being placed on the student's record, which will prevent the student from accessing DrexelOne, adjusting their course schedule, and using the Legal Research Center or the Recreation Center. Residential students who have not complied with the stated immunization policy will not be permitted access to their residential hall, and all students will be prevented from receiving their Dragon Card until this requirement is satisfied.

To obtain forms or to read about the Health Insurance or Immunization Policies, please visit <http://www.drexel.edu/ch>.

AIDS Policy

The following policy provides guidance to the University community concerning human immunodeficiency virus (HIV)-infected individuals and acknowledges that such

individuals do not pose a significant risk to students, faculty, or staff in a normal academic or employment setting. The University seeks to eliminate misunderstandings about HIV and those infected by it.

The University will inform the campus community by:

- Making available current, accurate information about HIV infection, thereby reducing misconceptions; and
- Developing educational strategies for the campus, as required, and, as considered appropriate, offering education beyond the campus as a community service.

Through the implementation of this policy, Drexel University will:

- Work to reduce and/or prevent the spread of HIV through awareness and education;
- Provide to all students, faculty, and staff the educational resources and means to deal with real or potential issues associated with the HIV infection;
- Refrain from requiring any individual to undergo HIV medical screening as a condition for enrollment, employment, or financial services;
- Maintain the confidentiality of the HIV testing results and the identity of HIV-infected individuals in accordance with existing law;
- Prohibit discrimination against students, faculty, and staff on the basis of HIV infection in accordance with applicable law;
- Require each University college or department that have students, employees, and faculty handling human blood, blood products, and other body secretions to utilize the Centers for Disease Control (CDC) formal guidelines (this requirement shall apply to on-campus or other academically required off-campus, supervised fieldwork); and
- Make available a list of individuals or agencies that can provide appropriate advice and counsel to those students, faculty, and staff who require general information, as well as those who have concerns about anyone who has or may have HIV infection.

Smoking Policy

This policy was established to maintain a smoke-free environment for students, faculty, staff, contractors and visitors. Consistent with a smoke-free University and in support of a smoke-free Philadelphia, the sale of all tobacco products is prohibited on campus property.

Smoking is prohibited within 20 feet of any entrance, exit, operable window, or air in-take of a University owned and/or operated building to include sidewalks and thoroughfares.

The University prohibits the smoking or carrying of lighted tobacco products in all indoor facilities, including interior connections to buildings, covered walkways, all building stairwells, hallways, restrooms, fire escapes, parking structures, University owned vehicles, outdoor athletic/recreation facilities, and during all University-sponsored indoor or outdoor events.

All University sponsored activities taking place at facilities not owned or operated by the University will be smoke-free in those areas under the University's control.

Grievances

A. Resolving Complaints Involving Faculty, Academic Deans, School Directors, Program Directors or Department Heads, including Academic Complaints/Grievances

Formal complaints of harassment or discrimination against University employees must be processed through the Office of Equality and Diversity. Throughout this process, students may feel free to contact the Senior Associate Dean of Students for advice and consultation.

Step I: Faculty Member/Director

Every effort should always be made to resolve an issue directly with the individual faculty member or director. When this is not possible and/or did not resolve the issue, individuals should file a complaint, in writing, to the Dean of the School of Law.

Step II: Filing a complaint with the Dean of the School of Law

Students may discuss the complaint with the Senior Associate Dean of Students, Senior Associate Dean for Academic and Faculty Affairs, or the Dean of the School of Law informally or choose to file, in writing, a formal complaint. If the student files a formal complaint, the Dean shall send the student a final written response.

Step III: Office of the Provost

If a student is still not satisfied with the result, the student may appeal the decision to the Office of the Provost, in writing, within 5 days of receipt of the final result from the Dean of the School of Law. The student should clearly state the basis on which he/she is appealing the Dean's decision and the reasons why the decision should be amended. The Provost or designee will review the written materials related to the appeal and may make any other inquiries he/she deems appropriate to evaluate the appeal. The decision rendered by the Office of the Provost is final. A faculty member cannot appeal the decision of the Provost.

B. Resolving Complaints Involving Staff and Administrators

Formal complaints of harassment or discrimination against University employees must be processed through the Office of Equality and Diversity. Throughout this process, students may feel free to contact the Senior Associate Dean of Students for advice and consultation.

Step I: Staff or administrator

Every effort should always be made to resolve an issue directly with the individual. When this is not possible and/or did not resolve the issue, individuals should file a complaint, in writing, to the individual's immediate supervisor.

Step II: Filing a complaint with the immediate supervisor

Students may discuss the complaint with the immediate supervisor informally or choose to file, in writing, a formal complaint.

Step III: Appeal to the Dean of the School of Law

If a student is not satisfied with the decision of the supervisor and wishes to pursue the matter further, he/she may contact the Dean of the School of Law, in writing, within 5 days of receipt of notification of the supervisor's decision. The Dean shall send the student a final written response.

Step IV: Appeal to the Senior Vice President

If a student is still not satisfied with the result, the student may appeal the decision to the Senior Vice President who oversees that area, in writing, within 5 days of receipt of the final result from the Dean. The student should clearly state the basis on which he/she is appealing the Dean's decision and the reasons why the decision should be amended. The Senior Vice President or designee will review the written materials related to the appeal and may make any other inquiries he/she deems appropriate to evaluate the appeal. The decision rendered by the Senior Vice President is final. A staff member or administrator may not appeal the decision of the Senior Vice President.

C. Resolving Complaints Involving Fellow Students

The protocol for submitting complaints of harassment or discrimination by other Drexel students is addressed in the School of Law Code of Conduct, set forth *infra*.

III. STUDENT SAFETY AND HEALTH RESOURCES

Public Safety

Overview

The Drexel University Department of Public Safety is a comprehensive public safety organization. The Department of Public Safety is responsible for providing security on all Drexel's campuses. The Department provides numerous safety and security services, safety awareness training and administers many community oriented programs. The Department of Public Safety maintains a close working relationship with local, state and federal law enforcement agencies, local businesses and academic institutions.

The Department of Public Safety is made up of 6 operating units that report to the Senior Associate Vice President for Public Safety. They are: Police, Security, Operations, Fire & Life Safety, Training & Accreditation and Finance & Administration. The Department is staffed by 53 full-time employees and more than 145 contracted security personnel. All Public Safety employees receive a variety of specialized and continuous training including First Aid, Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).

Police Department

The Drexel University Police Department (DUPD) is composed of 29 full-time, armed, sworn police officers who are empowered to enforce Federal and Commonwealth of Pennsylvania laws as well as City of Philadelphia Ordinances at the University's three campuses. DUPD Detectives are responsible for investigating crimes, complaints and incidents that occur on campus property or within the University's patrol boundaries.

Security Services

The Security Services Unit is responsible for security officer management of our contracted security partner AlliedBarton Security. Public Safety security officers provide service to the Drexel community 24/7 and are responsible for enforcing the policies and procedures set forth by Drexel University. Their primary role includes community patrols by vehicle, bicycle and on foot which are coordinated with Drexel University Police. They also provide a security presence in residential, academic and administrative buildings as well as special event security and perform 24/7 Walking Escorts. These officers are unarmed and equipped with two-way radios with which they maintain communication with the Public Safety Communications Center.

Drexel Public Safety security officers may detain individuals for violations, when appropriate, until custody can be transferred to a University police officer. For violations of the University Student Code of Conduct, Public Safety security officers also make referrals requesting student conduct proceedings.

Background investigations are conducted on all officers and include pre-employment and annual criminal history checks, Department of Motor Vehicles operator license

validation, pre-employment drug screening, education level verification, and previous employment history checks.

All security officers receive training in security principles, patrol techniques, authority of arrest, defensive tactics, emergency procedures, crisis intervention, Drexel community orientation and 24 hours of field instruction prior to assignment. Public Safety security officers also receive CPR/First Aid and AED training and are required to complete a certification examination.

Security Services is also responsible for performing security assessments, crime prevention awareness and education and managing the Rape Aggression Defense Program.

Reporting Incidents

Any student, faculty or staff member who is a victim of crime, observes an incidence of crime or witnesses suspicious activity is strongly encouraged to promptly report the information to the Department of Public Safety by calling 215.895.2222, 24 hours a day, 7 days a week, or by using one of the many emergency call boxes that directly establishes communication with the Public Safety Communications Center.

Calls for service will be answered by a certified Department of Public Safety Dispatcher who is trained to gather information and to dispatch the appropriate personnel to the location to take the necessary steps to address the situation and /or document the incident.

Anyone reporting an incident should be prepared to provide as much detailed information as possible such as name, location, time, date, and a description of the incident and to speak in a clear and calm manner.

All calls to the Public Safety emergency number (215.895.2222) or the non-emergency number (215.895.2822) and all emergency call box lines are digitally recorded for safety and quality assurance purposes.

In case of an emergency, students and employees should take the following steps:

Students should report the incident to Drexel's Public Safety Department by calling extension 2222 from a campus phone, or go to the nearest emergency call box, located throughout the campus. The emergency call boxes dial directly to the Public Safety Communication Center. From other phones, the emergency number is 215.895.2222. Communicate as much information about the incident as possible (e.g., location, type of incident, description of those involved).

Crime Statistics

As required in the College and University Security Act of 1988 and the Student Right-to-Know and Campus Security Act of 1990, revised in October 1999 (entitled the Clery Act), the University reports annually to its students and employees, both current and prospective, the incidence of crime on campus, the University's security procedures, policies and the necessary steps to enhance our public safety. The reports are available at <http://drexel.edu/publicsafety/crimereporting/clery/>.

If you believe there has been a violation of one or more of the provisions of the Pennsylvania College and University Security Information Act, you may file a complaint at the Department of Public Safety. The complaint will be forwarded to the Executive Director of Public Safety, who will respond. If, after receiving a reply to the complaint, you still feel that the violation has been committed, you may appeal to the Senior Vice President for Student Life and Administrative Services, who has the ultimate responsibility to receive and resolve such complaints. Information is available by calling 215.895.1550 or online at <http://www.drexel.edu/publicsafety>.

Security Awareness/Crime Prevention Emergency Call Boxes

The University provides emergency call boxes throughout the campus for safety and convenience. These emergency call boxes, when activated, automatically contact the Department of Public Safety Communications Center and notify the dispatcher of the caller's exact location. The Public Safety dispatchers are trained to send officers to call box activations regardless if someone answers or not. Students and staff are encouraged to learn the location of the emergency call boxes and to use them for all security-related and emergency communications. Any problems regarding the condition and/or use of the emergency call boxes should be reported immediately by calling 215.895.2822.

Walking and Medical Escorts

The Public Safety Department is available to provide walking escorts to all Drexel students, faculty and staff, 24 hours a day, every day, to any location on campus, upon request. On the University City Main Campus it is 30th to 36th Streets / Chestnut to Spring Garden Streets. Escorts are also available from 10:00am until 3:00am between 30th & 50th and Spring Garden Street to Woodland Avenue via the University's partnership with the University of Pennsylvania and University City District Ambassador Program. To request a walking escort:

- Ask any Public Safety police or security officer on patrol or inside a building
- Call the Department of Public Safety Communications Center at 215.895.2822
- Use one of the many University emergency telephones located across campus

The Drexel University Department of Public Safety provides medical escorts on all campuses for non-life-threatening medical conditions to Drexel University approved hospitals, emergency rooms and healthcare centers. For additional information, contact the Drexel University Communications Center at 215.895.2822.

Campus Shuttle

The Department of Facilities Management provides campus shuttle service to the University community. Illuminated rooftop signs permit easy shuttle identification from a distance. Members of the Drexel community are permitted unlimited usage at no charge. Upon boarding the shuttle, individuals are required to present a valid Drexel ID card to the driver. Schedules for the shuttle are available at the Creese Student Center and online at <http://webedit.drexel.edu/facilities/transportation/busServiceSchedules/>.

Identification Cards

All current Drexel students, faculty, and staff are issued DragonCards for entering campus buildings and events, as well as access to many University services. All University faculty, staff and students are required to produce a proper Drexel ID upon request from Public Safety officials or University officials when on any University-owned property. If an ID card is lost or stolen it should be immediately reported to the Department of Public Safety at 215-895-2822.

Building Access

All University buildings and residences are the private property of Drexel University and are posted as such. These buildings are opened at a designated time each morning and secured at a designated time each evening by assigned personnel. Any unauthorized person entering a University building is considered to be trespassing. After-hours access to University-owned or managed buildings is determined by the needs of each department. Once a building has been secured for the evening, only authorized individuals are permitted to enter.

Bike Registration

The Public Safety Department, as part of its Campus Security Awareness program, offers members of the Drexel community the opportunity to register their bikes. The goals of this program are to heighten awareness in the University community, deter would-be thieves, and provide law enforcement with valuable crime-solving information. Bicycle registration can be completed 24/7 at 118 North 34th Street. For more information, call 215.895.1550.

Crime Prevention

A series of crime prevention seminars and orientations are conducted at the start of each semester and periodically throughout the year for all students and employees. The Department of Public Safety, Office of Fire and Life Safety, has developed an emergency preparedness and response plan. An outline of the plan along with procedures and tips for dealing with an emergency can be located at <http://www.drexel.edu/publicsafety/emergencypreparedness>.

Public Safety Alerts

Drexel University has implemented an emergency notification system called DrexelALERT. The system would be activated upon confirmation of a significant emergency or dangerous situation posing an immediate threat to the health or safety of the community. DrexelALERT allows Drexel's Department of Public Safety to send alerts in minutes through text messaging, phone, and e-mail. The Public Safety Department web site also provides current security and safety-related information to the Drexel community. The effectiveness of this emergency notification system depends upon individuals providing accurate up-to-date personal contact information.

Daily Crime Log

Drexel's Public Safety Department maintains an incident journal in its administrative office, and online at <http://www.drexel.edu/publicsafety/crimereporting/crimelog>.

Important Contact Numbers

Emergency

University City Main Campus Security	215.895.2222 or 911
Center City Hahnemann Campus Security	215.762.7111 or 911
Queen Lane Medical Campus Security	215.991.8132 or 911

NON-Emergency

University City Main Campus Security	215.895.2822
Environmental Health and Safety	215.895.5907
Fire and Life Safety	215.895.1550
Medical and Walking Escorts	215.895.2822
Residential Living and University Housing	215.895.6155
Snow Emergency and Closing Information	215.895.MELT
Victim Support and Intervention Services	215.895.1550

Medical

Student Health Services	215.895.5800
Poison Control Center	800.222.1222

Counseling Center

The Counseling Center provides psychological assistance and support to students enrolled at the University. The Counseling Center staffs licensed psychologists and certified counselors, as well as being a training site for pre-doctoral practicum students. Services include individual, couple, and group counseling; crisis intervention; outreach programs; support groups; education; and referrals to other resources on or off campus. Students using this service have a variety of psychological concerns which range from mild to relatively severe. Psychologists on staff work with other mental health professionals and physicians to coordinate treatment for students when appropriate.

Some of the general counseling issues addressed at the Center include: stress management; depression and anxiety; relationship problems; family problems; substance abuse; eating disorders; grief and loss; loneliness; sexuality and sexually transmitted disease; self-esteem; academic performance; GLBTQ issues; and personal change and growth issues. All counseling services are strictly confidential and free for any student currently enrolled at Drexel University.

The Counseling Center is located at:
201 Creese Student Center
3210 Chestnut Street
215.895.1415
Hours: M-Th 8am-6pm // Fr 8am-5pm

Evening hours are available by appointment. Walk-ins are accommodated as quickly as possible, depending on counselor availability. Daytime emergencies are seen immediately by the on-call counselor. Students in crisis after working hours can reach the on-call counselor at 215.416.3337. Students can also call 911 or go directly to the nearest hospital emergency room for treatment. A list of area emergency resources can be found at http://www.drexel.edu/StudentLife/ch/CC_Emergency.html.

Health Services

Drexel Student Health Center

3201 Arch Street, 2nd Floor
215.895.5800

Hours: M, W, F 8:30am-4:30pm // T, Th 10:30am-7pm

During term breaks and summer term, hours may vary, and the Health Center is closed on holidays. While appointments are available for routine and specialty care, the physician-run DSHC is operated as a walk-in facility.

All students can have their medical concerns evaluated by a DSHC physician for a small fee when presenting a valid student ID. The DSHC physicians provide services from walk-in urgent care, to physicals, gynecological exams, and immunizations. All medical services are confidential. Students with particular needs can be referred out, or seen by the DSHC physicians at their main family practice office in nearby Manayunk. The physician group includes both primary care specialists and specialists in a variety of fields. Students will be charged on a fee-for-service basis for any non-urgent or routine “walk-in” care. All charges for medical visits may be made in cash, by check, in Dragon Dollars, or with a Visa or ATM card. The Drexel student accident and sickness plan and all other insurances are accepted by the physician group. However, HMO insurances usually require a referral from a primary care provider. Students should always bring their insurance cards and their DragonCard to DSHC appointments.

When a student is sick or injured, he or she can request medical transport to and from Drexel University Student Health Center by calling Public Safety at 215.895.2822.

Hours of operation, fees, and a complete list of services offered can be found at: http://www.drexel.edu/StudentLife/ch/HC_Main.html.

Alcohol, Other Drug, and Health Education

The Office of Alcohol, Other Drug, and Health Education provides a variety of educational initiatives on alcohol, other drug, and health issues such as: STDs, eating habits, body image, stress, relationships, date/acquaintance rape, and personal safety. For more information, visit Suite 201 of the Creese Student Center, or call the office at 215.895.6072.

Substance Abuse Assistance

Drexel University is concerned about any student who has a problem with substance abuse. Assistance is available for you through campus and community resources. Please do not hesitate to reach out for support by contacting the people and/or agencies listed. For those who seek to identify treatment resources on their own, contact Focus On Recovery help line at 1.800.234.1253.

If you are a student concerned about your alcohol and/or other drug use or you feel someone close to you may have a problem with alcohol or other drug use, you can contact the Counseling Center. Students whose substance problem may require more extensive treatment will be referred to the appropriate services. Outpatient substance abuse treatment is a covered expense under the Drexel student accident and sickness insurance, for students who are enrolled. Faculty and staff who have concerns about a student who appears to have a problem with substances are encouraged to consult with Counseling Center staff for assistance.

The following numbers may be useful for self-help services in the community:

Addiction Hotline (24 hours)
610.853.7010

Alcoholics Anonymous
215.574.6900

Al-Anon (for family members/friends of alcoholics)
215.222.5244

Cocaine Anonymous
610.325.9134

Narcotics Anonymous
215.496.2826

Women for Sobriety
215.536.8026

Concerns about the enforcement of University drug and alcohol policy as it relates to students should be directed to the Office of Student Conduct and Community Standards at 215.895.6074. Faculty and staff who have concerns about enforcement of the University drug and alcohol policy should contact the Senior Vice President's office at 215.895.2800.

Emergency and Support Services for Sexual Assault Victims

The following numbers will be useful for emergency support services in the local community. For a more complete list of Emergency Services, please refer to the Office of Counseling & Health website at: http://www.drexel.edu/ch/cc_Emergency.html.

Drexel University Public Safety
215.895.2222

Philadelphia Police
911

Should you choose to contact the police, they will interview you, transport you to Jefferson Hospital and attempt to apprehend the assailant.

Victim Support and Intervention Services
215.895.0353

This office deals with not only sexual assault, but also robbery, stalking, and other types of victimization. They also oversee the Rape Aggression Defense program. They are located in Suite 201 of the Creese Student Center.

Thomas Jefferson Hospital Sexual Assault Center
215.955.6840

Should a student choose to use this service, he or she is not required to press charges; however, evidence will be gathered and available if you decide to pursue the option at a later date.

Women Organized Against Rape (WOAR)
215.985.3333

WOAR maintains a 24-hour hotline and provides counseling, emotional support, and advice and will meet you at the hospital if you desire. Should you decide to press criminal charges, they will also assist you through this process.

Counseling Center
215.895.1415

215.416.3337 (after-hours emergencies)

Crisis counseling or follow-up counseling may be obtained at Drexel's Counseling Center at no cost to current students. Students in crisis will be seen immediately, or you may call to schedule an appointment. All counseling services are strictly confidential.

Other University Resources

Information about other Drexel University offices and departments can be found in the Drexel University handbook at <http://www.drexel.edu/studentlife/SLhandbook.htm>.

IV. SCHOOL OF LAW CODE OF CONDUCT

In addition to the School of Law Code of Conduct, law students are subject to the Drexel University Code of Conduct. This Code, which covers non-academic conduct on and off campus, is available at <http://www.drexel.edu/studentlife/SLhandbook.htm>. The provisions of the University Code are enforced by the “Procedures for Actions Under the Code of Conduct” for the School of Law, in consultation with the University’s Dean of Students.

N.B: The faculty and students of the Earle Mack School of Law will be undertaking a review of the School of Law Code of Conduct in the 2011-2012 academic year. Based on this review, changes to the School of Law Code of Conduct may be made. Students will be advised of any changes in the Code of Conduct, including the effective date of any changes.

SCHOOL OF LAW CODE OF CONDUCT

[adopted by Drexel Law faculty during Fall 2006]

General Ethical Principles

All students shall strive to maintain the highest professional and ethical standards while enrolled in the School of Law. All students are governed both by this Code of Conduct and the ethical standards of the legal profession.

Prohibited Conduct

The following acts are prohibited under the Code of Conduct and subject students to the sanctions authorized under this Code:

- 1. Cheating.** Cheating on any examination or other assignment, including but not limited to:
 - (a) the unauthorized giving or receiving of material aid or assistance;
 - (b) the unauthorized use of information;
 - (c) the unauthorized submission of work which has already been submitted to satisfy a course requirement in another class or required as a part of any Law Review or moot court obligation;
 - (d) the unauthorized receipt of assistance from any person not expressly authorized by the professor or supervisor of the activity;
 - (e) beginning an examination before the prescribed time or continuing to work on an examination after the announced conclusion of the examination period, unless authorized to do so by School of Law officials responsible for such matters; or
 - (f) the giving or obtaining of any unfair academic advantage.
- 2. Plagiarism.** Plagiarism is defined as the inclusion of someone else’s words, ideas, or data as one’s own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged

through complete, accurate, and specific citations. If verbatim statements are included, those statements must be clearly identified by the use of quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- (a) the knowing or reckless copying or paraphrasing without citation of any material written by another;
- (b) the knowing or reckless submission of work as one's own if written in whole or in substantial part by someone other than the student submitting the work;
- (c) the knowing or reckless use of the language of another without identification by quotation marks or otherwise, even though the source is cited in the student's work.

3. Misuse of Library Materials. The mutilation, destruction, concealment or wrongful appropriation of any library materials at the Legal Research Center, the Hagerty Library, or the Jenkins Law Library;

4. Recording and Reproduction of Class Lectures and Materials. Except as otherwise provided by each individual professor in their written syllabi, the audio and/or visual recording of class lectures by means of any recording device, and the copying or other form of reproduction (other than in-class notes and the composition of class outlines) of any material in any form used by a professor in a class.

5. Misrepresentation to Gain Admission. The knowing or reckless misrepresentation or non-disclosure of any material fact concerning the student's qualification for admission to the School of Law;

6. Unprofessional Conduct in any Co-Op Placement or Clinical Course. Any act or omission which violates the rules of professional conduct of the state in which the student is serving in a co-op placement or clinical course;

7. False Representation of Attendance in Class. The knowing misrepresentation of any student's attendance in class.

8. Harassment. It is a violation of the Code of Conduct to engage in harassment, intimidation, or verbal abuse of any faculty member, student, and/or staff member of the School of Law or Drexel University. The University considers harassment to be the treatment of, or behavior toward, a student or group of students or University employee or group of University employees that is so abusive as to display a discriminatory hostility, intimidation, or that has the intent or effect of substantially or unreasonably interfering with an individual's educational performance or living or working environment. Harassment can be based on, but is not limited to, race, ethnicity, national origin, religion, gender, sexual orientation, age, or physical or mental disability.

9. Sexual Harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual

nature which has the purpose or effect of unreasonably interfering with an individual's educational experience or creating an intimidating, hostile or offensive environment.

10. General Unfitness. It is a violation of the Code of Conduct to engage in any act which reflects adversely upon a student's fitness to practice law, including violence, dishonesty, breach of trust, or other unprofessional conduct, or any act which interferes with the administration of justice or programs of the School of Law.

11. Violation of Confidentiality of Hearings by the Judicial Panel. It is an independent violation of the Code of Conduct to breach the confidentiality of any hearing of the Judicial Panel.

Procedure for Actions Under the Code Of Conduct

1. Initial Report of Potential Violation. Any student, faculty member or staff member of the School of Law may report a potential violation of the Code of Conduct in writing to the Senior Associate Dean of Students' office for investigation. Reports may be written or e-mailed directly to the Senior Associate Dean of Students. Reports should include as much specific detail as possible, including the name of the potential offender, the date and time of the violation, the nature of the violation, and any evidence of the violation that the reporting individual may have. A complaint must be filed within a reasonable time after the event complained of takes place, in view of all the surrounding circumstances.

Reports may not be made anonymously; any individual who reports a potential violation must sign the report and provide contact information to the Senior Associate Dean of Students. However, the name(s) of individuals reporting a violation will remain confidential in the Senior Associate Dean of Students' office and will be released only with the permission of the reporting individual.

2. Notice. Upon receipt of the complaint, the Senior Associate Dean of Students shall notify the person or persons alleged in the complaint to have violated the Code that a complaint has been filed.

3. Review of the Report of Potential Violation by the Senior Associate Dean of Students. Upon receipt of the written report of a potential violation, the Senior Associate Dean of Students shall investigate the allegations made in the report. The investigation may include interviews with the individual(s) reporting the violation, the accused, as well as any other members of the School of Law community who may have information relating to the allegations. The Senior Associate Dean of Students shall also review any documents or other materials which relate to the allegations, including any materials the student accused of the violation may provide. The Senior Associate Dean of Students may also consult with the University's Judicial Officer on any matter contained in the report of a potential violation.

If the Senior Associate Dean of Students has a conflict of interest with respect to the accused student, either because he is currently teaching the accused student, or he feels that his objectivity with respect to the accused student may be questioned, the Senior

Associate Dean of Students may designate a full-time faculty member or a full-time administrator of the School of Law to investigate the report of a potential violation.

4. Disposition by the Senior Associate Dean of Students.

(a) **Dismissal.** If the Senior Associate Dean of Students determines that there is no probable cause for the complaint, or that the alleged infraction is *de minimis*, or that the complaint was not made within a reasonable time, the complaint shall be dismissed without further proceedings, and no record of the complaint shall be retained in the official file of the student who is alleged to have violated the Code.

(i) When a complaint is dismissed, the Senior Associate Dean of Students shall inform the person filing the complaint, the accused, and the Dean of the decision in writing.

(b) **Settlement.** If the Senior Associate Dean of Students determines that there is probable cause to believe that a violation of the Code of Conduct has been committed, and that the alleged infraction is not *de minimis*, and that the complaint was filed within a reasonable time, the complaint may be disposed of on terms satisfactory to the Senior Associate Dean of Students and the accused. These terms may include either individually or in any combination:

- (1) Expulsion from the School of Law;
- (2) Suspension from the School of Law for a specific term of one year or less;
- (3) Assignment of a grade of “F” for any course, seminar, clinic, or Co-Op;
- (4) Withdrawal with prejudice from any course, seminar, clinic, or Co-Op;
- (5) Written reprimand;
- (6) Probation;
- (7) An oral or written admonition;
- (8) Any other conditions deemed appropriate.

If the complaint is resolved in this manner, the Senior Associate Dean of Students shall inform the Dean of the terms of the agreement and shall notify in writing the person filing the complaint of the fact that the complaint has been resolved.

If the student receives a failing grade in a first-year course due to a violation of the Code of Conduct, the student must retake the course. Since the student received a failing grade due to a violation of the Code of Conduct, both the failing grade and the grade from the retake will appear on the student’s transcript, but only the failing grade and not the grade from the retake will be factored into the student’s cumulative grade point average.

(c) **Notice to Accused.** Within a reasonable time from the filing of the complaint, the Senior Associate Dean of Students shall notify the accused in writing either (1) the complaint has been dismissed, or (2) that there is probable cause, the alleged infraction is not *de minimis*, the complaint was filed within a reasonable time, and the Senior Associate Dean of Students has determined that the matter cannot be settled. If the complaint is not dismissed or settled administratively, the Senior Associate Dean of Students shall furnish the accused with a copy of the complaint. The Senior Associate Dean of Students also shall forward a copy of the complaint to the Dean, who shall officially refer the matter to the Chair of the Faculty/Student Code of Conduct committee.

(d) **Temporary Suspension.** Nothing in these rules shall prohibit the Senior Associate Dean of Students from temporarily suspending a student pending adjudication of the charges, requiring a student to cease particular conduct or imposing a temporary suspension.

5. Faculty/Student Code of Conduct Committee. At the beginning of each academic year, the Dean shall appoint at least six full-time faculty members, one of whom will be designated as chair, to the Faculty/Student Code of Conduct committee. The Student Bar Association shall appoint six students to serve on this Committee. The members of the Committee will serve on Judicial Panels as needed.

6. Formation of a Judicial Panel. After referral of the matter by the Dean, the chair of the Faculty/Student Code of Conduct Committee shall appoint a hearing panel consisting of three faculty members from the Committee (one of whom will be designated chair) and two student members of the Committee. The Chair of the Judicial Panel shall insure that the members of the panel are impartial with respect to the matter and the accused. The University's Judicial Officer or his/her designated representative will serve ex officio on the hearing panel.

7. Appointment of a Presenter of Charges. At the time of the referral, the Dean shall appoint a full-time faculty member who is not a member of the Faculty/Student Code of Conduct Committee to serve as Presenter of Charges for the hearing. The Presenter of Charges shall transmit to the accused student the notice of the Dean's decision to refer the matter to a Judicial Panel, along with a copy of the Senior Associate Dean of Students' or designee's investigation report, if the accused has not yet been provided with these materials.

The Presenter of Charges shall be responsible for preparing and presenting the case to the Judicial Panel. The Presenter of Charges may also conduct additional interviews and gather information in connection with the preparation of the case before the Judicial Panel.

8. Accused Student's Representation and Costs. An accused student may be represented before the Judicial Panel by any person other than an employee of Drexel University. Neither Drexel University nor the School of Law is liable for any costs or expenses, including attorney fees and costs, incurred by the accused student in connection with any allegations filed pursuant to the Code of Conduct.

9. Procedures for Judicial Hearing:

(a) **Time and Place of Hearing.** Upon formation of a Judicial Panel by the chair of the Faculty/Student Code of Conduct Committee, the chair of the Judicial Panel shall convene a meeting of the Panel and set a time and place for the hearing and shall transmit written notice of the hearing date to the accused student at least ten School of Law days before the scheduled date. In this notice, the accused shall be given the identity of the members of the hearing panel.

(b) **Challenge to Panel Members.** The accused may challenge for cause any member of the Judicial Panel. The challenge shall be made in writing to the Dean no later than five School of Law days prior to the hearing. The Dean, in his sole discretion, shall determine whether there is good cause to replace a member of the Judicial Panel who is so challenged.

(c) **Pre-Hearing Conference.** The chair of the Judicial Panel may require the accused student and/or the accused student's representative and the Presenter of Charges to attend a pre-hearing conference. At the conference, the chair of the Judicial Panel may require the disclosure of the general nature of the case by both parties, may order discovery if requested, and may require disclosure of any issues of law which the parties anticipate will require a ruling by the chair at the hearing.

(d) **Record of Proceedings.** The Judicial Panel shall insure that the hearing is tape-recorded and the tape is maintained as a part of the permanent record of the matter.

(e) **Procedure for Proceedings.**

(i) The Presenter of Charges and the accused student (or the accused student's representative) shall be allowed to make opening statements.

(ii) The Presenter of Charges will then make the case against the accused student and may present evidence through documents and/or the testimony of witnesses.

(iii) Testimony will be taken under a statement by a witness acknowledging compliance with the duty to tell the truth.

(iv) The rules of evidence will not apply to the hearing. All non-cumulative evidence necessary to reach a fair resolution of the matter shall be admitted.

(v) The accused student has the right to be present at the hearing and to present evidence, cross-examine witnesses, and to have witnesses attend and present testimony on the accused student's behalf.

(vi) The Judicial Panel may also call witnesses to testify at the conclusion of the presentations by the Presenter of Charges and the accused student.

(vii) The Chair of the Judicial Panel may rule on any procedural matter raised prior to or during the hearing. The chair's rulings on procedural and evidentiary matters are final.

(viii) The Presenter of Charges and the accused student, or the accused student's representative, shall have the right to make a closing argument at the conclusion of all testimony.

(ix) The hearing shall be closed to the public. Proceedings shall be confidential for all student members of the Judicial Panel. Violations of confidentiality shall constitute a violation of this Code and may be grounds for a complaint in accordance with the procedures set forth herein.

(x) The Chair shall have the authority to require any person to leave the hearing if that person acts in a disruptive manner.

(f) **Deliberation.** After the close of the hearing, the Judicial Panel shall deliberate on the evidence presented. All decisions of the Judicial Panel shall be reached by simple majority vote.

(g) **Decision of Judicial Panel.** The Judicial Panel shall determine, with respect to each alleged violation, whether the charge or charges have been established by clear and convincing evidence. Such determination shall be made by the affirmative vote of a majority of the Panel. If such determination is not made, then the alleged violation shall be deemed not proved and the charge or charges shall be dismissed.

a. **Notice of Decision.** As soon as the Panel has reached a decision with respect to whether the Code was violated and any sanctions to be imposed, the Chair shall notify, in writing, the accused and the Dean. The notice to the accused shall include a reminder of the accused's appellate rights as set forth in the Code in section (i) below.

(i) **Review by the Dean.** The student sanctioned may request within 10 School of Law days of the notice of the decision that the Dean of the School of Law review the decision. Such a request must be in writing and set forth the reasons for the appeal; oral argument may be requested, and is in the Dean's discretion to allow it. If such a request is made, the Dean shall review the report of the Panel and adopt it as the final disposition of the matter, unless he determines that the findings of fact of the Panel are not supported by substantial evidence on the whole record or that the recommended sanction is excessive, or both. The Dean shall have discretion to adopt the Panel's finding of fact but reject the Panel's recommended sanction, and may substitute such sanction as he

finds to be justified by the record, provided that the Dean shall not adopt any sanction more stringent than that recommended by the Panel.

Sanctions for Violation of the Code of Conduct

Sanctions Available. The following sanctions for violation(s) of the Code of Conduct may be imposed by the Judicial Panel, either individually or in any combination:

- (a) Expulsion from the School of Law;
- (b) Suspension from the School of Law for a specific term of one year or less;
- (c) Assignment of a grade of “F” for any course, seminar, clinic, or co-op;
- (d) Withdrawal with prejudice from any course, seminar, clinic, or co-op;
- (e) Written reprimand;
- (f) Probation;
- (g) An oral or written admonition;
- (h) Any other conditions deemed appropriate.

If the student receives a failing grade in a first-year course due to a violation of the Code of Conduct, the student must retake the course. Since the student received a failing grade due to a violation of the Code of Conduct, both the failing grade and the grade from the retake will appear on the student’s transcript, but only the failing grade and not the grade from the retake will be factored into the student’s cumulative grade point average.

Permanent Record of Violation. If required by the Judicial Panel as a part of the sanctions levied against a student found in violation of the Code of Conduct, the University Registrar shall enter a notation on the official transcript of any student who is found to have violated the Code of Conduct. The entry shall include a summary of the nature of the violation as determined by the Judicial Panel and a summary of the sanctions imposed by the Judicial Panel. If a permanent record of the violation is made, the Dean shall report any such violation shown on a student’s transcript to any jurisdiction responsible for review of the character and fitness of the student for admission to the bar. The transcript notation cannot be expunged or removed.

Publication

The decisions of the Judicial Panel, redacted to protect the identity of the accused and other participants in the proceedings, shall be compiled and maintained by the Office of the Dean, and may be consulted by anyone in the School of Law community. Recognizing that each case presents its unique factual circumstances, the Panel shall not be required to treat as binding precedent any of its prior reports or decisions.

APPENDIX A: CLASS OF 2012 INFORMATION

Graduation Requirements

The degree of Juris Doctor (J.D.) will be awarded to candidates who:

1. have successfully met the course requirements for graduation, set forth *infra*;
2. have successfully completed 85 semester credits;
3. have achieved a minimum cumulative grade point average of 2.20 at the time of graduation;
4. have been in full-time residence (at least 9 credits) for 3 quarters and 3 semesters;
5. have completed all graduation requirements within 72 months of the date the candidate first matriculated at the School of Law;
6. have successfully completed 61 credit hours of “in-class” coursework; and
7. have fulfilled 50 hours of qualifying pro bono service.

Required Courses for Graduation

A. First Year Required Curriculum 48 credits

Fall Quarter

Law 511	Introduction to Law and Legal Methods ¹	2 credits
Law 601	Legal Methods I	3 credits
Law 604	Torts I	3 credits
Law 606	Contracts I	4 credits
Law 608	Civil Procedure I	4 credits

Winter Quarter

Law 605	Torts II	4 credits
Law 607	Contracts II	3 credits
Law 609	Civil Procedure II	3 credits
Law 610	Property I	4 credits
Law 616	Introduction to Interviewing, Negotiation, and Counseling	2 credits

Spring Quarter

Law 603	Legal Methods II	3 credits
Law 611	Property II	3 credits
Law 612	Criminal Law	5 credits
Law 614	Constitutional Law I	5 credits

¹ Not required of transfer students to the Class of 2012

Note the above numbering reflects course numbers and credits under the quarter system. Transfer students or others may have taken these courses under semester numbering and credits.

B. Other Required Upper-Level Courses

1. Professional Responsibility
2. At least one legal writing course designated as meeting the standard of the Upper-Level Writing requirement [WUL], as indicated by the course materials.
3. At least one Skills [Sk] course, as indicated by the course materials.
4. At least one Statutory [S] course, as indicated by the course materials.

C. Requirements for Concentrations

The School of Law offers optional concentrations in three areas: Health Law, Business and Entrepreneurship Law, and Intellectual Property Law. Concentration requirements are listed on the school's website at <http://www.earlemacklaw.drexel.edu/academics/concentrations/>, and differentiated by class year. If you have any questions about a concentration, please contact the appropriate concentration director.

Transition from Quarter to Semester Credits

Quarter credits earned at the School of Law have been converted as follows: 1 quarter credit = 0.6667 semester credit, rounding down from .49 and below, and up from .50 and above. Courses taken on the quarter system at Drexel University, but not within the School of Law, have been converted at the same rate.

Other Policies

Other than outlined in this appendix, the Class of 2012 is bound to the policies found throughout the rest of this handbook, or as amended after its publication and posted on the school's website. Any questions about the differentiation of requirements and policies should be brought to the Senior Associate Dean of Students.

APPENDIX B: CLASS OF 2013 INFORMATION

The graduation requirements found on page 8 of this Handbook apply to the class of 2013, with the exception of the section amended below.

Required Courses for Graduation

A. First-Year Required Curriculum 31 credits

Fall Semester

LAW 550S	Torts	4 credits
LAW 552S	Contracts	4 credits
LAW 554S	Civil Procedure	4 credits
LAW 565S	Legal Methods I	3 credits

Spring Semester

LAW 568S	Introduction to Interviewing, Negotiation, and Counseling (one-week course)	1 credit
LAW 558S	Criminal Law	4 credits
LAW 560S	Constitutional Law	4 credits
LAW 566S	Legal Methods II	3 credits
LAW 556S	Property	4 credits

B. Other Required Upper-Level Courses

1. LAW 830S: Professional Responsibility
2. At least one legal writing course designated as meeting the standard of the Upper-Level Writing requirement [WUL], as indicated by the course materials.
3. At least one Skills course, as indicated by the course materials.
4. At least one Statutory course, as indicated by the course materials.

C. Requirements for Concentrations

The School of Law offers optional concentrations in three areas: Health Law, Business and Entrepreneurship Law, and Intellectual Property Law. Concentration requirements are listed on the school's website, at <http://www.earlemacklaw.drexel.edu/academics/concentrations/>.

Other Policies

Other than outlined in this appendix, the Class of 2013 is bound to the policies found throughout the rest of this handbook, or as amended after its publication and posted on the school's website. Any questions about the differentiation of requirements and policies should be brought to the Senior Associate Dean of Students.