

DREXEL UNIVERSITY
Thomas R. Kline
School of Law

Student Handbook
Academic Year 2026-2027

JD Students

Revised August 2026

DREXEL UNIVERSITY THOMAS R. KLINE SCHOOL OF LAW
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A NOTE ABOUT THIS HANDBOOK

This handbook will be effective for JD students at the Drexel University Thomas R. Kline School of Law for the 2026-2027 academic year.

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 are 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.

Throughout the handbook, "ABA" refers to the American Bar Association, which governs certain aspects of legal education programs.

Student Classifications

For the purposes of this handbook, a "first-year student" or the "first year" of law school is defined as follows:

3-Year ("traditional") Fall Start students: Fall admit term through subsequent Spring term

3-Year Summer Start students: Summer admit term through subsequent Spring term

2-Year Accelerated students: Summer admit term through subsequent Fall term

For JD students with advanced standing through the Global Access pathway (hereafter "Global JD students"), the "first year" refers to the first two semesters of attendance at the Drexel Kline School of Law.

Upper-Level Students are defined as students in at least their second year of attendance in a United States JD program.

INTRODUCTION TO STUDENT SERVICES

The Drexel University Thomas R. Kline School of Law ("Drexel Kline School of Law" or "Law School") seeks to serve the needs of its students and to assist with students' academic, financial, and personal needs.

Senior Associate Dean of Students and Administration

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

The Senior Associate Dean of Students and Administration 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 student leaves of absence, visitorships, and withdrawals. He also oversees the facilities both at the main Law Building and at the Kline Institute of Trial Advocacy.

Contact Information:

> **Kevin P. Oates**, Senior Associate Dean of Students and Administration, kevin.p.oates@drexel.edu, 215.571.4719
>
> **Rashira Rice**, Academic Coordinator, shira.rice@drexel.edumailto:, 215.571.4812

Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs oversees the development and implementation of graduation requirements, grading and academic policies, and the development of the JD and American Legal Practice curricula, including decisions about course offerings and implementation of dual degree programs. He also oversees the Academic Skills and Bar Support program and the International Student programs.

Contact Information:

> **Donald Tibbs,** Associate Dean for Academic Affairs, donald.tibbs@drexel.edu, 215.571.4726
>
> **Tiffany Adams**, Administrative Coordinator, tiffany.monique.adams@drexel.edu, 215.571.4802

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, and locker distribution. OSA serves as a liaison to other offices in the university (e.g., Drexel Central, Disability Resources, health insurance and immunizations), and houses a financial aid manager.

Contact Information:

All general inquiries: lawosa@drexel.edu

Theresa Gallo, Assistant Dean of Academic & Student Services, theresa.gallo@drexel.edu, 215.571.4716

Mary de Rivera, Student Financial Aid Manager, mary.m.derivera@drexel.edu, 215.895.1044

Rashira Rice, Academic Coordinator, shira.rice@drexel.edu, 215.571.4812

Assistant Dean of Student Life

The Assistant Dean of Student Life strives to foster a culture where everyone within the Law School community feels respected, valued, accepted, cared for, and included. In addition to facilitating DiveIN initiatives, she is a point of contact for accessing several community-partnered supports such as the Kline Cabinet, the Kline Closet, and emergency funds for students who are experiencing financial difficulty. She is also available to all students who want to discuss concerns about overwhelm, belonging, or academic setbacks.

Contact Information:

Danielle Boardley, Assistant Dean of Student Life, danielle.b.boardley@drexel.edu, 215.571.4754

Tyra Mwai, Administrative Coordinator, tyra.mwai@drexel.edu, 215.571.4715

I. ACADEMIC RULES AND POLICIES

A. Graduation

Graduation Requirements

The degree of Juris Doctor (JD) will be awarded to candidates who have successfully met the requirements for graduation, set forth below:

1. successfully completed 85 semester credits;
2. achieved a minimum cumulative grade point average of 2.20 at the time of graduation;
3. been in full-time residence (at least 9 credits) for 5 semesters;
4. completed all graduation requirements within 72 months of the date the candidate first matriculated at the Law School;
5. successfully completed 64 credit hours of "in-class" [1] credits;
6. fulfilled 50 hours of qualifying pro bono service; and
7. participated in those non-credit-bearing programs designated as required by the Law School, unless granted an exception by the Senior Associate Dean of Students or Associate Dean for Academic Affairs.

Required Courses for Graduation

Students who matriculated in May 2018 or later have the following course requirements to be eligible to graduate:

1. Required Core Courses

LAW 550S	Torts
LAW 552S	Contracts
LAW 554S	Civil Procedure
LAW 565S	Legal Methods I
LAW 556S	Property
LAW 558S	Criminal Law
LAW 555S	Legislation and Regulation
LAW 566S	Legal Methods II
LAW 560S	Constitutional Law
LAW 830S	Professional Responsibility

Students must complete the courses listed above on the timetable prescribed by the Law School. The Senior Associate Dean of Students, or Director of International Programs where applicable, may permit students to take a reduced load or withdraw from a course in the regularly offered semester on a case-by-case basis, but all courses listed above are required for graduation.

[1] The following are not "in-class" credits: the experiential component of co-ops; independent study and colloquia; Field Practica; courses not offered by a law school; and co-curricular teams and journal(s). Most online Kline School of Law courses are "in-class" credits.

2. Additional Required Courses

   a. Upper-Level Writing Requirement: At least one legal writing course designated in the registration materials as meeting the standard of the Upper-Level Writing requirement [WUL], or an approved and qualifying Law Review note.

   b. Statutory Requirement: At least one Statutory course, as designated in the registration materials.

   c. Professional Practice Requirement: One co-op (regular or intensive) or one clinic (field or in-house).

3. Requirements for Concentrations

   The Drexel Kline School of Law offers optional concentrations in five areas: Business and Entrepreneurship Law, Civil Litigation and Dispute Resolution, Criminal Law, Health Law, and Intellectual Property Law. Concentration requirements are listed on the school's website, and directors are listed below:

   Business & Entrepreneurship Law: Prof. Eamon Gallagher, eg395@drexel.edu
   Civil Litigation & Dispute Resolution: Dean Richard Frankel, rhf24@drexel.edu
   Criminal Law: Dean Daniel Filler (interim director), dmf55@drexel.edu
   Health Law: Prof. Barry Furrow, brf26@drexel.edu
   Intellectual Property Law: Prof. Amy Landers, all328@drexel.edu

   To be awarded, concentrations must be declared prior to applying for graduation.

Pro Bono Service Requirement

All students are required to perform a minimum of 50 hours of pro bono service to graduate. In general, students can begin performing pro bono service in their second full-time semester; transfer students from U.S. law schools may begin earlier, and visa regulations may limit timing of pro bono work for international students. A maximum of 50 hours of pro bono work completed during the summer semester can be counted towards the requirement. 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.

Pro Bono 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 working for the district attorney or public defender (or their federal/local equivalents) qualifies for credit towards the Pro Bono Service Requirement under the Law School's definition. Judicial clerkships and internships, including those with administrative law judges, do **NOT** qualify for credit towards the Pro Bono Service Requirement.

Written documentation of completed pro bono service must be submitted to the Pro Bono Director within 60 days of completion of a service project, and no later than the last day of classes in the student's final semester at the Law School. Students interested in receiving pro bono honors at graduation must complete all hours **and** submit documentation of all qualifying hours by the first Friday in April prior to the commencement ceremony.

If you have questions about the Pro Bono Service Requirement, please visit http://drexel.edu/law/academics/public-interest-law-pro-bono-service/pro-bono/ or contact the Director for Pro Bono and Public Interest Programs, Rashida West, rashida.t.west@drexel.edu, 215.571.4722. International students should consult the Director of International Student Programs before pursuing pro bono work.

Completion of Degree Requirements

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

Degree Conferral

Students in their last term must apply for their degree through DrexelOne by the published deadline to be considered for degree conferral in that term. Once the application has been processed, the student is considered a degree candidate. Successful candidates will be awarded the *Juris Doctor* (JD) by Drexel University.

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").

Commencement

The Law School has one commencement ceremony in May. Students may participate in the current year's Commencement ceremony only if they have graduated after the prior Fall Semester, are graduating after the current Spring Semester, or will be within 25 credits of completing their JD degree at the time of the ceremony. Students who have not yet graduated must notify the Office of Student Affairs of their intention to participate by January 31 of that year. Students with unresolved Code of Conduct allegations may be ineligible to participate in Commencement.

B. Grades

Grading System

A. **Grade Point Equivalent.** The Drexel Kline 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
W	Withdrawal
CR	Credit
NCR	No Credit

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 Drexel Kline 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 Not Included in Cumulative GPA.** The Kline School of Law does not include grades earned outside the Drexel Kline School of Law, including those earned at other law schools, in the calculation of cumulative grade point averages. Further, grades earned in the Drexel Kline School of Law's non-JD courses are not included in a JD student's GPA.

Grade Distribution Policies

A. Torts, Contracts, Civil Procedure, Criminal Law, Property, Legislation & Regulation, and Constitutional Law:

Class Mean: 3.00 – 3.10
Distribution: 15 – 20% = A, A-
10 – 15% = C and below

B. Legal Methods:

Class Mean: 3.00 – 3.10
Distribution: No specified distribution

C. Other classes of 40 students or more:

Mean: 3.00 – 3.10
Distribution: 15 – 20% = A, A-
10 – 15% = C+ and below

D. Other classes of 17-39 students:

Mean: 3.00 – 3.10
Distribution: 15 – 25% = A or A-

E. Other classes below 17 students, plus co-op classes, upper-level writing courses, skills classes, and clinic classes:

Mean: 3.30 – 3.50
Distribution: No specified distribution

Grading policies are mandatory but may be waived in extraordinary circumstances with the approval of the Associate Dean for Academic Affairs.

Many courses include an anonymously graded final examination. Professors may incorporate a variety of anonymous or non-anonymous assessment tools in their classes such as short papers, presentations, group projects, and midterm examinations. Professors will typically set forth the precise method of assessment, including the components of the final grade, in their syllabi. When published, grades are available through the student's DrexelOne account.

Grade Appeals

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 the University's Policy on Prohibited Discrimination, Harassment, and Retaliation (https://drexel.edu/civil-rights/policies). The burden of proof is on the student to prove the allegations.

In all cases other than those being adjudicated pursuant to the University's Discrimination, Harassment, and Bias Incident Prevention Policy, students must petition the Associate Dean for Academic Affairs in writing. Her decision is final.

Professors may apply to the Associate Dean for Academic 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 is final.

Students and/or faculty must petition for a change of grade by the last day of classes in the term following the term of the graded course.

Incomplete Grades

Students who will not complete their work by the required deadline for the course or for-credit project may take a temporary grade of Incomplete ("INC") upon arrangement with the instructor. The terms and conditions for the completion of the course are at the discretion of the instructor and must be agreed upon in writing by the instructor and the student. If the student fails to meet the terms and conditions for a grade within the time established by the instructor, or within one year, whichever is earlier, the "INC" will be changed to an "F" on the student's record and will be reflected on the student's record and in the student's GPA. The grade of "F" is a permanent grade, and the student will not receive academic credit for the course.

Dean's List

Students who earn a term GPA of at least 3.30 in a semester in which they completed at least 5 letter-graded credits will be named to the Dean's List for that term. Dean's List will be applied retroactively where appropriate for terms where INP or INC grades were given.

C. Registration and Coursework

Advisors

Incoming students are assigned a faculty advisor by the Office of Student Affairs. The advisor will contact their advisees at the beginning of the semester. The faculty advisor is a resource for students, especially with regard to academic questions. Faculty advisors will give guidance on upper-level course selection for the second and third years and serve as a resource for students as to services available within the Law School and the University.

In addition to assigned faculty, the Assistant Dean of Academic & Student Services, Associate Dean for Academic Affairs, and Senior Associate Dean of Students are available to provide guidance on course selection and law school resources.

Maximum/Minimum Credits

Program	Maximum Credits	Minimum Credits for Full-Time	Minimum Credits for Federal Aid
3-Year JD	Fall, Spring: 16 Summer: 11	9	4.5
Accelerated JD	Fall, Spring: 17 Summer: 13	9	4.5

Students should recognize that 9 credits is a *minimum* for full-time status, and that timely completion requires taking substantially more credits per term.

Students may register as part-time students with fewer than 9 credits with the permission of the Senior Associate Dean of Students. Term enrollment of fewer than 9 credits will be billed at a per-credit rate.

International students should discuss the implications of part-time enrollment with the International Students and Scholars Services (ISSS) office and the Director of International Student Programs. While the Summer Semester is only required for Accelerated JD students, international students should contact ISSS regarding a "vacation term" if they do not plan to enroll.

Online Courses[1]

A maximum of 19 credits of online coursework may be counted toward the JD degree. Students are not permitted to take online coursework until they have completed at least 28 credits toward their JD degree.

Registration and Course Changes

The Office of Student Affairs will administratively register all JD students for all required core courses, with the exception of Professional Responsibility. Information about self-registration will be distributed to students when appropriate.

Students who self-register will do so online via DrexelOne during the prescribed registration period. Registration materials will be posted online in advance. Students will be permitted to add and drop *self-registered courses* on DrexelOne from the time registration opens for the term through the first two weeks of the semester. No credits may be added following the end of the second week of the semester.

[1] Courses with section numbers beginning with 9 (e.g. LAW 884S **900**) are counted toward this limit. Courses delivered remotely solely due to COVID-19 between Spring 2020 and Spring 2023 will not be counted toward this limit.

Students who wish to drop or withdraw from a *required core course*, other than Professional Responsibility, must make a written request to the Senior Associate Dean of Students, and permission will be granted only upon a showing of extraordinary circumstances.

Dropping a course following the second week of the semester is considered a course withdrawal and requires the permission of the Senior Associate Dean of Students. A grade of "W" will be recorded on the transcript. Requests for withdrawal must be submitted in writing to the Senior Associate Dean of Students. No withdrawals are permitted after the date of the final major assessment in a course, or the last day of classes in the term, whichever is earlier, except in extraordinary circumstances and with the approval of the Senior Associate Dean of Students. If a withdrawal is not requested and approved by the Senior Associate Dean of Students, a failing grade will be entered for every course in which the student has not completed all course requirements.

Students who withdraw from courses may be liable for all or part of the tuition for those courses, in accordance with Drexel University's tuition refund and credit policy, and must comply with all financial aid rules with respect to any loan monies they may have received. Students should be aware that if their credit load for the semester drops below 4.5 credits, they may no longer be eligible for federal financial aid and that any aid distributed to them may have to be returned immediately. Students should also be aware that withdrawals may cause other financial aid implications, such as failure to meet Satisfactory Academic Progress. Any student considering a withdrawal should arrange a meeting with the Financial Aid Manager before finalizing their withdrawal.

Global JD students in their first two semesters must seek permission from the Director of International Student Programs to add, drop, or withdraw from a course. In subsequent semesters, the rules for upper-level students, stated above, will apply.

Other policies may apply to courses that do not meet for the full semester, or to Intensive Courses Abroad.

Registration Eligibility and Holds

Students may be precluded from registration if there are holds on their accounts for reasons including, but not limited to, 1) failure to remit tuition payment, 2) failure to comply with required health and immunization policies, 3) failure to agree to the Student Financial Obligation statement, or 4) failure to submit prior school transcripts. In accordance with ABA guidance, students who have not submitted final transcripts showing appropriate degree conferrals by the corresponding deadline (October 15th for Fall matriculants, and within 4 weeks of the start of classes for Spring and Summer matriculants) will be restricted from any future registration.

Credit Hour Policy

Pursuant to ABA Standard 310, one credit hour is an amount of work that reasonably approximates not less than one hour of direct faculty instruction and two hours of out-of-class student work for fifteen weeks (including one week for final exams), or the equivalent amount of work over a different period of time. In-class or direct faculty instruction is calculated for this purpose as a fifty-minute hour. Out-of-class work, and other academic activities, including simulations, co-op placements, clinical, co-curricular, and other academic work leading to the award of credit hours, are calculated using a sixty-minute hour. At a minimum, students must complete 42.5 hours of work for each credit hour.

Attendance

Pursuant to ABA Standard 308(a), the Law School requires regular and prompt attendance in all courses. Students are permitted absences up to, but not exceeding, 20% of the regularly scheduled meetings 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.

Attendance in any format that differs from the regular course modality will be considered an absence. Any student with medical absences that approach 20% should work with the Senior Associate Dean of Students. Any class recording that may be permitted at the instructor's discretion is for the individual student's educational use and is not to be shared.

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 enrolled in experiential courses must ensure that their obligations do not conflict with their scheduled classes.

Auditing Courses

Students wishing to audit a course must receive prior permission from the instructor and the Associate Dean for Academic Affairs. Students will be billed for audited courses. The student's transcript will reflect a grade of "AUD" for audited courses, and those courses will not be counted towards the Juris Doctor degree. Students may not attend courses unless they are enrolled for credit or audit. Students may not switch between Credit and Audit after the add/drop period.

Repeating Courses

If a student receives a failing grade ("F") in a required course, the student must retake the course to graduate. Except where subject to 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.

With permission of the Senior Associate Dean of Students, who will confer with the faculty member teaching the course, a law student may retake a non-required 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, except where subject to the Code of Conduct. Students may only retake such a course once.

Students may not retake any course in which they have already received a passing grade unless required to do so as part of a reinstatement or readmission decision.

Co-Curricular Credits

Students are entitled to credit for participating in the Law School's four designated co-curricular experiences: Alternative Dispute Resolution Team, Law Review, Moot Court, and Trial Team. The number of credits awarded depends on the co-curricular and the student's role. Students have the option of waiving their credit for these experiences, but may not move or defer the credit to any other term unless there is an administrative reason or error. Students may not apply more than 6 credits in a single co-curricular toward their credits for graduation. Finally, students may not participate in more than two co-curriculars in the same term.

Independent Study

An independent study permits a student to work closely with a full-time faculty member to complete a significant research project or engage in one-on-one academic activities. Students seeking these opportunities must meet with a faculty member to consider possible projects and submit a proposal to the faculty member to obtain 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 Associate Dean for Academic Affairs – no later than the end of the add/drop period.

Students may complete no more than 6 credits of Independent Study in total and no more than 3 credits of Independent Study in any semester. The Student-Faculty Colloquia are included under "independent studies" and count toward these limits. Exceptions to these limits will only be granted in extraordinary circumstances by the Associate Dean for Academic Affairs. Students may not satisfy specific course requirements (e.g., Upper-Level Writing) through an Independent Study. Students are required to record their hours to ensure that independent study work complies with the Credit Hour Policy (at least 42.5 effort hours per credit).

Dual Degree Programs

The Drexel Kline School of Law has agreements with other academic units within Drexel University for specific dual degree programs. More information about programs currently offered is available at https://drexel.edu/law/academics/dual-degrees/. Law students may apply for admission to these programs during their first or second year at the Law School.

To the extent that the academic rules and requirements of this handbook conflict with the rules for a dual degree program, the rules for the dual degree program control.

Program Changes

Change from Accelerated to Three-Year Program

Students admitted to the Accelerated JD track may choose to change to the three-year program ("decelerate"). Students must decelerate by the beginning of their first Spring semester to avoid complications with program changes (financial aid, classification and priority, etc.). Students must meet with the Senior Associate Dean of Students and the Financial Aid Manager to complete the change.

Change from Global Access to LLM

Foreign-educated students holding LLBs who are in good academic standing in the JD program may withdraw from the JD program and enroll in the LLM in American Legal Practice program. This withdrawal and enrollment will be treated as a program change rather than a readmission. Any such program change will become effective in the following semester – that is, students may not switch programs mid-semester. Credits for courses completed in the JD program may be used toward completion of the LLM degree if the student received a grade of C+ or better, or received CR in a CR/NCR course. If a student has been dismissed and reinstated to the JD program and seeks to make a program change to the LLM program, the Director of International Programs may impose conditions under which the student may make such a program change and pursue the LLM degree.

Foreign-educated students holding LLBs who have been academically dismissed from the JD program are permitted to apply to the LLM in American Legal Practice program. No application will be acted upon while dismissal from the JD program is pending. Note this is an application process, and not a program change. If the student is accepted to the LLM, credits for courses completed in the JD may be used for the LLM if the student received a grade of C+ or better or received CR in a CR/NCR course.

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. Students will be held to the withdrawal dates and tuition refund and credit policy. Any student who receives a military leave of absence will be entitled to return to the Drexel Kline 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 contact the Manager of Financial Aid and the Senior Associate Dean of Students before the end of the second week of the effective term[1]. OSA will then initiate the leave in DrexelOne. Students who request a leave of absence must comply with all financial aid rules with respect to any loan monies they may have received.

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

A leave of absence may be granted for no more than one year. An extension may be granted with the approval of the Senior Associate Dean of Students. A student who wishes to return from a leave of absence must notify the Office of Student Affairs 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 Law School. The Law School and/or University may request documentation, where appropriate, of the student's ability to resume studies (e.g., documentation from medical provider). Returning students must comply with all required documentation.

Students must take a formal leave of absence for any required term in which they are not enrolled.

Withdrawal from the Law School

A student who wishes to withdraw from the Law School must contact the Manager of Financial Aid and the Senior Associate Dean of Students before the final class session of any term. The student will meet with the Senior Associate Dean of Students before OSA initiates the withdrawal. If the student does not notify the Senior Associate Dean of Students in writing by the last day of classes in the term of their intent to withdraw, a failing grade will be entered for every class in which the student has not completed all course requirements. 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.

A student who withdraws from the Drexel Kline School of Law will not be readmitted, except under extraordinary circumstances and with the permission of the Senior Associate Dean of Students, who may impose conditions of readmission (e.g., documentation from medical provider). In all other situations, the withdrawn student

[1] After the second week of the term, a decision to leave is considered a withdrawal from courses, and not a Leave of Absence term.

must reapply to the Law School through the Admissions Office, which may also impose conditions of readmission (e.g., documentation from medical provider).

Tuition Refund and Credit Policy

Course withdrawals are subject to the University's tuition refund and credit policy found at http://drexel.edu/drexelcentral/billing/refunds/policies/[1]. The first week of classes is the first week in which student attendance is required. The dates will vary depending on student registration and may in some cases be orientation week.

Students who were awarded financial aid should meet with the Manager of Financial Aid to discuss the financial implications of withdrawal. Questions about the refund policy linked above should be directed to Drexel Central.

Satisfactory Academic Progress/Time to Completion[2]

Failure to achieve "satisfactory academic progress" (SAP) may result in loss of eligibility for federal financial aid. To achieve SAP, JD students must

1) maintain good standing (cumulative GPA of 2.20);
2) complete 75% of the credits they attempt; and
3) earn their JD within 150% of the published program time to completion (e.g., 4.5 years for a three-year program). Note that while the Law School allows a maximum of 72 months for degree completion, SAP standards apply separately to financial aid eligibility.

Students can read more about SAP guidelines and the SAP appeal process at https://drexel.edu/drexelcentral/finaid/eligibility/terms-and-conditions/satisfactory-academic-progress

Credit for Non-JD Courses at Drexel University

Subject to the requirements set out below, students who have completed at least 28 credits at the Drexel Kline School of Law may apply up to 4 semester credits (6 quarter credits) towards their JD requirements for courses taken at another Drexel University college, or up to 6 semester credits (9 quarter credits) from courses in the Drexel Kline School of Law's Masters programs.

A. Before registering for a non-JD course at Drexel University, the student must obtain the approval of the Associate Dean for Academic Affairs and complete the appropriate paperwork with the Office of Student Affairs and the host department. A non-JD course will not be approved for credit toward the JD degree unless it bears a close relation to the student's future legal practice or the study of law in

[1] The Accelerated JD program follows the regular semester refund schedule, and not the "Accelerated Programs" or "Accelerated Courses" schedule.
[2] At the time of this Handbook's publication, new regulations are being promulgated regarding Federal financial aid eligibility. If there is any concern you will not complete a degree in the published program length, please consult with the Manager of Financial Aid.

general. Except in extraordinary circumstances, any such course must be a graduate-level course.

B. Upon successful completion of a non-JD course, 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 the JD. 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. With certain exceptions for foreign legal education, students may not apply credits earned in non-JD courses before matriculation into the JD program toward fulfillment of the requirements for the JD degree.

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

E. Students may also be permitted, with the approval of the Associate Dean for Academic Affairs and the host college, to take a non-JD course without seeking credit toward the JD.

Transfer Credits

Of the 85 required credits for the JD degree, a minimum of 50 credits must be completed at Drexel University in order for students to receive their JD degree from the Drexel Kline School of Law. In other words, students may transfer up to 35 credits worth of eligible coursework toward their degree. A maximum of 28 of those credits may be transferred from non-U.S. law schools.

Visitorships and Summer Terms/Study Abroad at Other Law Schools

Students who have completed at least 28 credits at the Drexel Kline School of Law may earn academic credit for courses taken while "visiting" at a law school approved by the ABA. Grades received in courses taken through another law school are not included in the computation of a student's cumulative GPA at the Drexel Kline School of Law. No credit will be awarded by the Drexel Kline School of Law unless the following conditions have been met:

A. Before commencing study through another law school, the student must request a letter of good standing from the Office of Student Affairs. The letter of good standing request acts as a written request for permission to visit another law school and provides the necessary release for application materials to the host school. The request must indicate what courses the student anticipates taking, 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 Associate Dean for Academic Affairs. If a student is

participating in a Study Abroad opportunity through another law school, the course plan must be approved by the Director of International Programs.

B. For credits earned at another school to be counted toward the JD degree at the Drexel Kline School of Law, the Office of Student Affairs must receive an official transcript from the school, after the student completes each visiting term, showing final grades. Academic credit may be awarded at the Drexel Kline School of Law for courses that the student passed with a grade of D (or its equivalent) or above. The Assistant Dean of Academic & Student Services will notify the student of the number of transfer credits recognized by the Drexel Kline School of Law.

C. The total credits applied to any semester must be within the student's permitted maximum for that semester.

D. Students may not receive transfer credit for a course deemed to be duplicative of coursework already completed at the Drexel Kline School of Law. Conversely, students may be prohibited from completing a course for credit at the Drexel Kline School of Law if they have already received transfer credit for a similar course. The decisions of the Associate Dean for Academic Affairs in these matters are final.

D. Assessments

General Examination and Assessment Policies

Anonymous Numbers

Many, but not all, courses will have anonymously graded components. For these assignments, students will be assigned an anonymous number to be used for identification purposes. Students are responsible for completing the Exam Policies and Procedures Verification and retrieving their anonymous numbers from DragonNet each term.

Students receive multiple anonymous numbers every semester. One is a Finals Exam ID, to be used for final exams and assessments. The others may be used to the extent that instructors require anonymous assessments during the term (e.g., midterms or interim papers), so as to allow instructors to provide feedback without breaking anonymity for subsequent assignments.

For any anonymously graded examination or assignment, students should write only their anonymous number – and no other identifying information – on their materials. To retain anonymity, students must not reveal their anonymous numbers to other students or to faculty, as doing so may be a violation of the Code of Conduct.

Limitations in the online platform make anonymity difficult to achieve, and these courses may not be graded anonymously. Similarly, courses with research papers or other extensive feedback processes may not be graded anonymously.

Communication During Exams

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

Honor Code

An honor code is appended to all in-person exams, and may also be applied to designated assignments. Students are asked to affirm their compliance with the honor code for these exams and assignments. The text of the honor code is appended on p. iii of this Handbook.

Exam Submissions

Once a student ends an exam in progress (i.e., clicks End Exam and confirms ending), the exam is considered concluded, and the student may not make any changes or additions to the exam answer. This rule does not apply if the student is specifically instructed to end an exam by exam personnel, including suspending remote exams.

Exam Accommodations and Adjustments

Disability Accommodations

Students seeking exam accommodations due to a disability must follow the procedures and deadlines outlined in the Disability Accommodations section of this handbook, listed under General Policies.

ESL Adjustments

Students for whom English is not a first language and who do not hold a bachelor's or advanced degree from an institution where English is the primary language of instruction will be given the following exam adjustments:

1. One-and-one-half (1.5) time on exams for the first two semesters of attendance at the Law School; and
2. The use of an English language translation dictionary (i.e., a dictionary which translates English into the student's first language) with no personal notes for the first four semesters of attendance at the Law School.

Students for whom English is not a first language and who do not qualify for exam adjustments under these guidelines may petition the Director of International Student Programs for adjustments, and the Director may grant such adjustments in extraordinary circumstances.

Deferral of Examinations

Except as set out in the examination deferral policy below, a student enrolled in a course that requires an examination must take the examination(s) as scheduled.

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 officially dropped or withdrawn from the course by the last day of classes for that semester.

Students with scheduled exams should not plan to travel until the end of the exam period due to the possibility of weather rescheduling or other unforeseen circumstances.

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, defined as two or more in-class examinations scheduled to occur **on the same calendar day**. Take-home and online exams scheduled to be available for multiple days generally are not considered to cause a conflict under this definition.

Also, at the discretion of the Assistant Dean of Academic & Student Services, certain extraordinary circumstances – e.g., significant personal or family event scheduled before the announcement of the examination schedule – may be considered to 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 Assistant Dean of Academic & Student Services in writing, using an Examination Conflict/Deferral Form, by the deadline stated for that term. The Assistant Dean of Academic & Student Services will 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 before the regularly scheduled exam.** Additionally, depending on the student's exam schedule, a deferred exam may be scheduled after the last day of the published exam period. Students will be notified about the date, time, and location of the makeup examination no later than the last day of classes. The decision of the time and place for the makeup exam by the Assistant Dean is final.

Emergency Deferral
If an emergency or unanticipated problem arises immediately before an examination is scheduled to begin, the student should contact the Assistant Dean of Academic & Student Services directly to request an emergency deferral. Examples of emergencies or unanticipated problems 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 must provide documentation of the emergency or problem within 48 hours or as soon as reasonably possible. While students may be permitted to take an examination pending documentation if the timeline is out of their control (e.g., police report), failure to provide the documentation will result in the exam grade being voided.

Furthermore, any doctor's note provided must base the student's return date on their prognosis and not on an expectation of the University's operations or the student's personal plans, and it will be the Law School's decision whether to make an exception to operations. For example, if the student experiences a 48-hour illness on December 22nd, the note should not indicate excused absence until January simply because of the holiday.

Emergency deferrals will only be granted when communication is received prior to the start of the exam, except in circumstances where the student was unable to communicate.

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 Assistant Dean of Academic & Student Services. The Assistant Dean will let the student know of any documentation needed depending on the circumstances.

A makeup examination replaces the examination originally scheduled for the course and carries the same consequences. The conditions for the makeup examination are identical to those established by the course instructor for their in-class examination. Students who fail to sit for a makeup examination at the prescribed time will receive a failing grade on the examination.

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, 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. Further, it is a violation for any student who has deferred an exam to seek or obtain information about the exam from a student who has taken the exam.

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 the Writing Specialist are available to provide additional support. Exam review is primarily designed to help students improve their work. Grade changes are permitted only in extremely rare circumstances (see section on Grade Appeals).

In-Person Examinations

Examination Materials Policy

For ALL in-person exams:

a. Pockets must be empty.
b. Students are not permitted to access any prohibited material or device during an exam, regardless of location.
c. Backpacks and other bags that will not fit in lockers may only be stowed in a designated area (e.g., not in hallways, lounges, study rooms, or other common areas). This area may be unsecured and unsupervised, and the Law School takes no responsibility for belongings left in this area.
d. No electronic devices other than a laptop running the current version of the exam software and an instructor-approved calculator are permitted in the exam room. This includes, but is not limited to: "smartphones," "smart watches," tablets, e-readers, Bluetooth-enabled devices, any other device that is capable of accessing the internet (even if the device is powered off or otherwise not connected to the internet); and, any device that is capable of storing text, video, or audio.
e. Food and beverages are permitted, provided they are small and non-disruptive. They must be visible on the desk, and no notes or other unauthorized materials may be made on or attached to these items. The Senior Associate Dean of Students may remove items deemed disruptive at his discretion.

1. For closed book/no materials exams, students may only bring into the exam room:
   a. Laptop
   b. Writing implements (such as pens and highlighters)
   c. A small, clear plastic bag (no larger than one-quart size), which must be displayed on the desk, containing factory sealed or unwrapped food items such as candy, cough drops, mints and/or chewing gum; individual feminine hygiene products; individual cigarettes; and individual tablets of medicine.
   d. A beverage.

   Thus, all materials (such as notes, casebooks, study aids), electronic devices, and purses, backpacks, and the like may not be brought into the exam room.

2. For all other exams administered at the Law School: Students may only bring with them into the exam room:
   a. Laptop
   b. Writing implements (such as pens and highlighters)
   c. A small, clear plastic bag (no larger than one-quart size), which must be displayed on the desk, containing factory sealed or unwrapped food items such as candy, cough drops, mints and/or chewing gum; individual feminine hygiene products; individual cigarettes; and individual tablets of medicine.
   d. A beverage.
   e. Permitted exam materials per the exam conditions posted for the term.

Thus, prohibited reference materials, electronic devices, and purses, backpacks, and the like may not be brought into the exam room.

Possession of unauthorized materials or electronic devices after the exam has commenced will be treated as an act of cheating and pursued under the Code of Conduct, regardless of whether there is direct proof of use of the prohibited material or device to access information during an exam.

Laptop Use and Assistance Policy

All students are permitted to take their examinations using laptop computers, provided the laptop meets the standards set forth by the Law School's technology staff (Lawtech) and the student uses school-designated examination software during the examination. A student who opts to take an examination using a laptop computer must provide their own laptop computer.

Students must adhere to any laptop restrictions designated for specific exams, including exam modes and use of electronic materials; failure to do so may be a violation of the Code of Conduct.

Any student who plans to use a laptop in conjunction with the Exam4 software must 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 with computer problems during the exam period. More information about Exam4 is posted at https://drexel0.sharepoint.com/sites/LawExamCenter. Lawtech will notify students when new versions of the software are available and can assist any students that have difficulty downloading or installing the software.

While an in-person 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 doing so may compromise the anonymity of the examination and may result in possible sanctions under the Code of Conduct.

If a 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 has two options: to use an in-exam emergency laptop, if eligible (see below); or to continue handwriting the exam.

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 has 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 before 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 handwrite the remainder of the exam 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 student gathering their materials, going to the crash room (which may be on a different floor in the building from the exam room), opening a new blank exam document, and Exam4 start up time. The student will not lose time from the exam for this switch.

As in the switch to bluebook, the student may not have access to anything previously typed. If Lawtech is able to retrieve any part of the exam typed before the crash, it will be added to the materials given to the professor, and, <u>if possible within the timeframe of the exam,</u> it will be given to the student as they continue the exam.

Lawtech maintains only three in-exam emergency laptops; therefore, only the first three eligible students who opt to use the laptops at a given time will receive them. Any other students who cannot continue on their computers must use bluebooks.

The in-exam emergency laptops will <u>not</u> be given out in the following situations:
1) The loss or theft of a student's own laptop;
2) Computer malfunctions before the student arrives in the exam room and commences the login process for the exam;
3) Personal mishaps (e.g., spills);
4) Take-home exams;
5) Not having access to a laptop that supports the exam software; or
6) 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.

Desktop Monitoring

For in-person exams, the Law School may have in use the Exam4 Environment Monitoring System (EMS). This system captures screenshots of the student's computer display at random intervals to ensure prohibited materials are not being accessed and collaboration is not occurring.

EMS by design requires two initial photos and will take webcam photos at random intervals. While students will not be able to continue into the exam without taking

these initial photos, the Law School **does not** require students be visible in these photos, and students may keep their webcams covered for the entirety of the exam.

Handwritten Exams

Students are permitted to handwrite their in-class exams. Students choosing to handwrite their exams may be permitted, with the direct approval of exam administrators, to have a laptop in the room for OPEN or multiple-choice exams. In these cases, students must have the Exam4 software enabled throughout the exam until final submission and may not access the internet or any unauthorized materials while in the exam room.

Students may not handwrite take-home exams, unless a need exists due to a disability. Such an exception requires appropriate paperwork from the University's Disability Resources Team (see Disability Accommodations).

Emergency Notifications During Exams

In the case of an emergency notification such as a fire alarm, all students are to stop their exams and exit the building immediately upon the sounding of the alarm or other notification. Students should follow appropriate evacuation procedures to exit. Students must leave all exam materials, including their laptops, in the exam room, and may not discuss the exam with anyone during the time the exam is stopped.

Once the building has been deemed clear for re-entry, students may re-enter the exam room, but may not resume work on the exam until the proctor has indicated they may do so. The exam will then proceed for the amount of time that was remaining in the exam at the time the notification was issued. In the event the exam cannot be restarted within a reasonable time, the administration will confer with the faculty member to decide an appropriate course of action.

Take-Home and Online Examinations

Students in a course in which a take-home or online examination is given must retrieve and submit the examination according to the procedure established by the course instructor. This may be through the secure exam software (e.g., Exam4) or through the learning management system (e.g., Canvas).

Online examinations may be subject to remote proctoring or other methods of ensuring academic integrity of online assessments, including student identity verification or honor statements.

Unless arrangements have been made for the temporary grade of Incomplete, a take-home or online examination submitted after the deadline 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 name or anonymous number where appropriate) to the instructor, and subject to penalty at the instructor's discretion.

Alternative Assessments

Assessments other than examinations, such as papers, projects, or quizzes, should be submitted through the learning management system (e.g., Canvas), or as otherwise instructed. Deadline extensions may only be granted at the discretion of the instructor, or with appropriate paperwork from Disability Resources if the request is related to a disability.

E. Academic Standing

Letters of Good Standing

Students who require a letter of good standing should complete the appropriate Letter of Good Standing request form (available in the Office of Student Affairs or on DragonNet) and submit it to the Office of Student Affairs. Students who need only enrollment verification should obtain said verification from DrexelOne.

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 2.80 may be required to meet with the Director of Academic Skills, Director of Bar Support, 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 to remain in academic good standing.

B. **Academic Probation:**

1. First-Year and Global JD Students:

    a. Students must achieve a grade point average of 1.85 or above at the end of their first semester. Failure to achieve a 1.85 grade point average or above will result in academic dismissal.
    b. Students must achieve a cumulative grade point average of 2.20 or above at the end of their first year. Failure to achieve a 2.20 grade point average or above will result in academic dismissal.
    c. Students who achieve between a 1.85 and 2.19 cumulative grade point average, inclusive, after their first semester will be placed on academic probation and must meet with the Director of Academic Skills and participate in any programs she requires for that student.

2. Upper-Level Students:

Students who have a cumulative grade point average (GPA) below 2.20 will be placed on academic probation and must meet with the Director of Academic Skills and participate in any programs she requires for that student.

a. Students who fall below a 2.20 cumulative GPA, who are therefore on probation, must achieve a cumulative GPA of 2.20 or above in the semester in which they are next enrolled in order to regain good standing. Students who do not achieve a cumulative GPA of 2.20 or above in that semester will be academically dismissed.
b. Students who are enrolled in a Regular or Intensive Co-op in the semester immediately following the semester in which they fell below a 2.20 cumulative GPA will be allowed one additional semester of enrollment to achieve a 2.20 cumulative GPA or above, such that they may remain on probation for two successive semesters. Students who fall under this subsection will be permitted to remain on probation for a maximum of one additional semester, regardless of the composition of their enrollment in the second semester of their probation. (This means a year-long Co-op or second semester of Co-op will not further extend the probation period.) Students under this subsection who do not achieve a 2.20 cumulative GPA or above at the end of the second semester in which they are on probation will be academically dismissed.
c. Students who are enrolled in a year-long Clinic beginning in the semester immediately following the semester in which they fell below a 2.20 cumulative GPA will be allowed one additional semester of enrollment to achieve a 2.20 cumulative GPA or above, such that they may remain on probation for two successive semesters. Students who fall under this subsection will be permitted to remain on probation for a maximum of one additional semester, regardless of the composition of their enrollment in the second semester of their probation. Students under this subsection who do not achieve a 2.20 cumulative GPA or above at the end of the second semester in which they are on probation will be academically dismissed.
d. Students who have otherwise completed all other graduation requirements but whose cumulative GPA falls below 2.20, for the first time, in their final semester must enroll in an additional semester to achieve the required cumulative GPA for degree conferral. (Note that this may mean the student must enroll for some number of credits beyond the minimum needed to graduate.) Students who do not achieve a cumulative GPA of 2.20 or above by the end of the additional semester will be academically dismissed. Students who fall under this subsection will have a maximum of one semester to achieve the required GPA.
e. A student who has otherwise completed all other graduation requirements but is subject to academic dismissal in their final semester may petition for reinstatement, and must meet all conditions set forth by the Senior Associate Dean of Students and/or the Readmission Committee in order to graduate. These conditions may require a set number of additional credits, minimum course grades, or other requirements that exceed those needed for graduation.

f. Students who were previously on academic probation, regained good standing, and then again fall below a 2.20 cumulative GPA in a later semester will be academically dismissed (i.e., they will not be placed on probation a second time). This subsection applies to students under all other subsections of this policy.

C. **Co-op and Clinic Participation:** Students on academic probation are not eligible to participate in co-op or clinical programs. In extraordinary circumstances, the Associate Dean for Academic Affairs may waive this prohibition for a student who has completed at least 60 credits, to allow them to fulfill the Professional Practice Requirement.

Academic Dismissal

A. **Dismissal Notice from Senior Associate Dean of Students.** A student who has been dismissed for academic reasons will be notified of the dismissal in writing by the Senior Associate Dean of Students. The notice of dismissal will 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 is deemed effective upon mailing.

Reinstatement

A. **Students Who May Petition for Reinstatement.** Any student dismissed after their first semester for failure to achieve a 1.85 grade point average may petition the Senior Associate Dean of Students in writing for reinstatement, which shall only be granted based on a showing of extraordinary circumstances and will be subject to any conditions determined by the Senior Associate Dean of Students. His decision is final.

Any student dismissed for failing to achieve a 2.20 cumulative grade point average after their first year and whose cumulative grade point average after one year is below a 2.00 may petition the Senior Associate Dean of Students in writing for reinstatement, which shall only be granted based on a showing of extraordinary circumstances and will be subject to any conditions determined by the Senior Associate Dean of Students. His decision is final.

Any student dismissed for failing to achieve a 2.20 cumulative grade point average after their first year and whose cumulative grade point average after one year is 2.00 or higher may file a petition for reinstatement to the Readmission Committee. Petitions should be sent to the Senior Associate Dean of Students who will forward them to the Readmission Committee.

B. **Content of Petition.** Any petition for reinstatement to either the Senior Associate Dean of Students or the Readmission Committee must be filed within

10 calendar days of the effective date of the notice 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 Drexel Kline School of Law.

2. **Circumstances Beyond Student's Control Caused Failure.** In addition to (1), the student must also establish that poor academic 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 academic performance was caused by lack of ability or failure to apply oneself diligently to the study of law.

   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 Petitions for Reinstatement by the Senior Associate Dean of Students**

1. **Review by Senior Associate Dean.** The Senior Associate Dean of Students will consider the petition for reinstatement and any supporting written materials. The Senior Associate Dean, in his discretion, will determine whether to allow the student to present their reasons for reinstatement in person. At the presentation, the student may provide any evidence they believe is relevant to the standard set forth above in B (1) and (2).

2. **Standards for Readmission.** If the Senior Associate Dean of Students finds that the student has the capacity to satisfactorily complete legal studies at the Drexel Kline School of Law and that the student's academic failure was a result of extraordinary circumstances, the Senior Associate Dean may determine that the student should be reinstated and what conditions may be imposed on reinstatement.
3. **Terms of Readmission.** The Senior Associate Dean of Students may impose conditions of reinstatement that may include that the student retake all or some of the required first-year courses. If a student retakes a first-year course in which the student received a passing grade, the student's transcript will reflect both the initial grade and the grade from the retake. However, the student will 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 from 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,[1] 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.

If circumstances are found by the Senior Associate Dean of Students whereby he considers it advisable for the student to restart the curriculum in its entirety, he may impose this condition and the prior course grades may be excluded from the student's cumulative grade point average, though they will still appear on the student's transcript.

4. **Final Decision on Reinstatement.** The decision of the Senior Associate Dean of Students is final, and the student will be notified in writing of the decision.

D. **Consideration of Petitions for Reinstatement by the Readmission Committee**

1. **Review by Committee.** The Readmission Committee will consider the petition for reinstatement and any supporting written materials. The Committee, in its discretion, determines whether to allow the student to present their reasons for reinstatement in person. At the presentation, the student may provide any evidence they believe is relevant to the standard set forth above in B (1) and (2).

2. **Members of the Committee.** The Readmission Committee consists of up to five members of the faculty. The Senior Associate Dean of Students may provide information to the Committee and may attend student in-person presentations to the Committee. The Assistant Dean of Academic & Student Services serves as an ex officio member of the committee.

3. **Standards for Readmission.** The Readmission Committee 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 Drexel Kline School of Law and that the student's academic failure was caused by circumstances beyond the student's control, the Committee may recommend to the Dean of the Law School that the student be reinstated and what conditions may be imposed on reinstatement.

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 will reflect both the initial grade and the grade from the retake. However, the student will not receive academic credit for both the initial course and the

[1] Policies regarding failing grades given for conduct violations are covered in the Code of Conduct.

retake, and for purposes of calculating the student's cumulative grade point average, both the initial grade and the grade from 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,[1] 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.

If circumstances are found by the Committee whereby the Committee considers it advisable for the student to restart the curriculum in its entirety, the Committee may impose this condition and the prior course grades may be excluded from the student's cumulative grade point average, though they will still appear on the student's transcript.

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 and Practice

Employment During Law School

First-year students may not be employed in excess of 20 hours in any week of any semester in which they are taking 11 or more credit hours. Students are required to sign an affidavit upon matriculation confirming compliance with this provision.

Student Practice (Certified Legal Internship)

Individual JD students are permitted to participate in legal matters under limited circumstances designated by the Commonwealth of Pennsylvania. To serve as a "certified legal intern," a student must have completed at least 43 semester credits. They 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, visit https://drexel.edu/law/academics/kline-difference/clinics/certified-legal-internships/

[1] Policies regarding failing grades given for conduct violations are covered in the Code of Conduct.

II. GENERAL POLICIES

Non-Discrimination Policy

Drexel University Kline School of Law prohibits harassment, discrimination, retaliation, and bias incidents in any form. The School of Law fosters and maintains equality of opportunity for students, faculty, and staff, without discrimination or segregation on the basis of race, color, ethnicity, national origin, religion, gender, gender identity and/or expression, sex, sexual orientation, disability, age, status as a veteran, military status, socioeconomic status, and/or any characteristic prohibited by law (i.e., creed, marital status, citizenship status, etc.).

Financial Aid Information

Applying for Financial Aid

All law students are required to file the Free Application for Federal Student Aid (FAFSA) each year to be evaluated for federal aid eligibility. A FAFSA is not required in order to be considered for Law Merit Scholarships or awards.

Students can file the FAFSA online at https://studentaid.gov/. Remember to include Drexel's federal ID number (#003256) when filing the federal form. If additional documentation is needed, the student will see the request as a financial aid requirement on their Drexel One account. The priority deadline for the FAFSA is March 1st.

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 directed by the SAR as soon as possible.

Drexel will receive the student's FAFSA information approximately 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 be able to view their financial aid package on their DrexelOne accounts in mid- July. This package will list all federal funds that the student is eligible to receive as well as any scholarship awarded by the Drexel Kline School of Law.

Loan funds are available to students whose need is not met by other sources. Students who file a FAFSA may be eligible for Unsubsidized Direct Loan up to $50,000. These Federal Loans are awarded by the school as part of packaging.

A legacy student, not affected by changes from the OBBBA, may be eligible for Unsubsidized Direct Loan up to $20,500 and may also apply for a Federal Graduate Plus Loan at http://www.studentaid.gov each year. Some students may want to consider private student loans. ELM Select (https://www.elmselect.com/v4/school/1252/program-select) is a tool Drexel students can use to find information about possible lenders. Please contact the Law School's financial aid manager for more information. Both Federal Graduate Plus loans and private education loans require a clean credit record. Any credit problems should be resolved by students before the start of the academic year.

Funding for External Programs

Study Abroad
Students who wish to pursue Drexel study abroad opportunities can use their law scholarship and/or education loans to help with funding. Students should meet with the Manager of Financial Aid and provide documentation of the costs of the program. The Manager of Financial Aid representative will review the documentation and may increase the student's budget if necessary 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 eligible for and 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 Finance and Budget beginning in February of each year. The student's FAFSA must be submitted to the Office of Financial Aid by March 1st and will be reviewed by that office for federal work study eligibility.

Bar Exams
Students can 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. Students may apply for bar loans during their last year at the Law School and up to twelve months 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 (https://one.drexel.edu) to access financial aid account information online at any time. There, students can view their financial aid award information, requirements associated with financial aid, and billing information.

Refund Process
All processed financial aid will disburse to students' accounts the week before each term starts. Once the charges billed by the University are covered, students will automatically receive the excess of funds in the form of "refunds" to assist with other education-related expenses.

Refunds are disbursed to students as checks or direct deposit. It takes two weeks to process refund checks, so direct deposit is highly recommended. Checks are always mailed to the student and may not be picked up. Students may elect to receive refunds via

direct deposit by following the steps outlined at http://drexel.edu/drexelcentral/billing/refunds/direct-deposit/. The system requires 24 hours to initially verify a student's account. Processing of direct deposit refunds takes two to three business days.

Late Fees
Drexel University may assess a late fee of 1% on any charge that remains unpaid after a due date, as specified by the student's billing statement (eBill). Students should be sure to pay all bills on time to avoid late fees. If students have questions regarding late fee(s) that have been assessed to their account, they should contact the Law School's financial aid office directly at 215.895.1044.

Eligibility Requirements (to maintain loans and scholarships)

Law School scholarship recipients may be required to maintain a minimum cumulative GPA to retain their scholarship, per their scholarship award letter. Students should refer to the terms of their scholarship award letter and/or consult with the Senior Associate Dean of Students.

Students who drop below 4.5 credits in any semester will not be eligible for federal aid. Law students should be aware that their financial aid award – both loans and scholarships – can be affected by academic performance and other factors. Further, students must make "satisfactory academic progress" to remain eligible for federal financial aid (see section on Satisfactory Academic Progress).

Students who enroll beyond 150% of the published program length without graduating may no longer be eligible for federal financial aid. Because the time permitted for full-time JD study is 3 years, students who have not graduated 4.5 years from their matriculation date will lose eligibility. Students may continue in the JD program beyond 4.5 years, if all other requirements are met; however, they will no longer be eligible for federal financial aid.

Course Program of Study (CPoS)
The U.S. Department of Education requires that institutions distribute federal and state financial aid funds only for courses that apply to a student's specific degree program. Students will be notified by Drexel Central if their registration may affect their eligibility for financial aid. The student should seek assistance from their academic advisor. See the Drexel Central CPoS page for full information: https://drexel.edu/drexelcentral/registration/enrollment/course-plan-of-study/

Information about eligibility for federal aid, including descriptions of the types of federal loans available, can be found on the Financial Aid Page of the Drexel website at http://drexel.edu/drexelcentral/finaid/loans/.

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 their legal studies, and others require students to have completed certain courses while in law school. In addition, a number of states have adopted the NextGen Uniform Bar Exam (UBE). A score from one UBE jurisdiction can be used to apply for admission in other UBE jurisdictions. For more information on the UBE and which jurisdictions have adopted it, please visit http://www.ncbex.org/exams/ube/

Most jurisdictions, including Pennsylvania, require the Multistate Professional Responsibility Exam (MPRE) as part of bar admission. Some jurisdictions (e.g., New Jersey) will waive the MPRE requirement if a student receives a satisfactory score in a law school professional responsibility course. Some jurisdictions have time parameters for earning a passing score on the MPRE. The National Conference of Bar Examiners offers a helpful chart in their Bar Admission Guide.

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 the Law School's Bar Preparation page. Students who intend to take the bar exam in New York should review the eligibility requirements and consult with the Director of Bar Support before their third semester. Furthermore, any student who expects to seek disability accommodations on the bar exam should meet with the Director of Bar Support in their third year and consider arranging objective testing (if not already done).

Students 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 students 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 Drexel Kline 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 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.

We encourage all students to consult with the Director of Bar Support as early as possible to make sure you are meeting the intended jurisdiction's requirements and covering as many bar tested topics as possible.

Disability Accommodations

The mission of the Disability Resources team (DR) 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. DR also provides guidance and education to the campus community.

All members and guests of Drexel University who have a disability must contact the DR if requesting auxiliary aids, accommodations, or services 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. The process for requesting and receiving an Accommodations Verification Letter (AVL) is outlined at https://drexel.edu/disability-resources/support-accommodations/student-family-resources/.

Students with disabilities requesting classroom accommodations and services at Drexel University must have a current accommodation verification letter (AVL) sent to each of their instructors and to the Assistant Dean of Academic & Student Services. Students with disabilities requesting exam accommodations and services must have a current AVL sent to the Assistant Dean of Academic & Student Services.

Once an approved and current AVL is received by the Law School for the term, accommodations for graded assessments will be set up by the Office of Student Affairs.

Due to the need to plan for and properly allocate resources, including rooms and proctors, for accommodated exams, the latest day that AVLs for exams given during the final exam period will be accepted is 30 days prior to the start of the final exams period for that term. AVLs received after the deadline will not be honored. Exceptions to this deadline will only be granted in extraordinary circumstances and with the approval of the Senior Associate Dean of Students, whose decision is final. A student failing to timely seek accommodations or otherwise failing to act before the deadline does not constitute extraordinary circumstances.

For any assessment in a class period prior the exam period, including ungraded assessments, or assessments graded only for completion, the Law School requires 5 calendar days' notice (i.e., receipt of an AVL, or opt-in request for an ungraded assessment) to implement any accommodation.

Individual professors do not have the discretion to accommodate disabilities absent an AVL from the University's Disability Resources team (DR). Drexel University does not grant retroactive disability accommodations, and the Law School cannot grant exam or classroom accommodations absent an AVL.

Updating with Disability Resources Each Term

AVLs are only valid for one term. If a student plans to continue using accommodations in a subsequent term, a new request for accommodations must be submitted to DR. The student should then schedule a follow-up appointment with a DR staff member to discuss the request. The deadlines set forth *supra* to implement accommodations for the term applies regardless of any prior term accommodations. To avoid any interruption of accommodations or services, the request to renew accommodations should be submitted to DR at or before the start of the new semester.

Confidentiality

DR is charged with the responsibility for maintaining disability-related documentation of all students and employees of Drexel University. At the Law School, the Assistant Dean of Academic & Student Services maintains these files. Both DR and the Law School 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, staff, and/or parents who require further information.

Contact Information

DR is located at 3141 Chestnut Street, Suite 228, 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 DR website at https://drexel.edu/disability-resources/about/overview/. Students should also feel free to contact the Assistant Dean of Academic & Student Services with concerns.

International Students and Scholars Services

International Students and Scholars Services (ISSS) provides assistance to all 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 in the U.S. to ISSS to register passports and attend the required international student orientation. Students can schedule a virtual or in-person appointment with an International Student Advisor by signing into DrexelOne and navigating to the My Success Team channel.

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 their academic career in the U.S. USCIS and DOS regulations supersede University departmental policies, rules, regulations, and standards of conduct.

International students should comply with all requirements set forth by the U.S. government, which are updated on ISSS's website at https://drexel.edu/studentlife/student-success/international-student-support

International JD students who have questions about the Law School, or its program or policies, should contact the Director of International Student Programs.

Class Cancellations and Rescheduled Classes

Students will be notified of individual class cancellations and reschedulings via email and/or in the classroom, if there is insufficient time for students to receive the information via email.

If inclement weather or other emergency results in a University-wide delay or closure, information will be available at 215-895-MELT (6358) and sent over email. In the event of a delayed opening, classes that begin after the delayed time will meet as scheduled, classes that fall fully before the open time will be cancelled, and classes that fall partially within the non-operational time may hold a partial class at their discretion. In the event of a delayed opening, the schedule is not shifted, nor is there a pivot to remote classes. In the event of an early closure, classes will end at the closing time and any classes scheduled beyond that will be cancelled.

In the event of a full-day closure, the Law School may hold classes remotely, and students will be notified of this plan by email as early as practicable.

Observance of Religious Holidays

The Law School respects students' observance of major religious holidays. The faculty is sensitive to the observance of these holidays on days when classes remain in session 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/policies/ferpa.asp. Students may also contact the Office of Student Affairs with any specific questions regarding viewing, obtaining, or correcting their records.

Libraries

Legal Research Center (LRC)

Law students have access to the LRC 24 hours a day, 7 days a week with their DragonCard. Research and circulation desk hours for the current period can be found at https://drexellaw.libcal.com/. Hours may be extended for exam periods and reduced when classes are not in session.

The LRC houses five group study rooms that are available for checkout; three additional study rooms are located on the second floor of the Law Building. Seating in study rooms and in designated quiet areas may be reserved through the LRC at https://drexellaw.libcal.com/reserve/spaces/LRC.

Law students receive $20 of free credit towards printing or copying per semester and may add additional value to their DragonCards in the LRC. Printing and copying costs are listed at http://drexel.edu/law/academics/library/printing-copying/. The LRC also has dedicated Lexis printers, to which students can send their Lexis print jobs without charge.

Current information about the LRC, its services, and staff is available on the LRC website. The LRC's main telephone number is 215.571.4772.

Hagerty Library

Hagerty is the main University library; it is attached to the LRC and also has an entrance on 33rd street between Market and Ludlow streets.

Hagerty Library hours may vary based on individual services, holidays, the University quarter schedule, and changing health guidance. Hours are posted at https://www.library.drexel.edu/about/hours/.

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 Requirements

For purposes of exams, students must have a Windows or Mac computer with currently supported operating systems. The exam software does not run on Chrome OS, iOS, Android, or other systems. The Law School does not loan school-owned laptops for exams based on a student not having a laptop with a supported system.

Computer Accounts

All members of the University community are eligible for accounts, which include DrexelOne, e-mail, Academic UNIX, and network access. Accounts may be activated at

http://accounts.drexel.edu. Single-portal access to most Drexel computing services is through DrexelOne at http://one.drexel.edu.

The Accounts Administration Office, located in the Korman Computing Center, handles all requests for accounts on the IT-supported servers. Lawtech is also available to assist with certain account issues.

Drexel user accounts are assigned to individuals and are not to be shared unless specifically authorized by Drexel University Information Technology. Each User is solely responsible for all functions performed from accounts assigned to them (see http://drexel.edu/it/about/policies/policies/01-acceptable-use/).

Acceptable Use Policy

Drexel University's Acceptable Use Policy (AUP) sets forth the standards by which all students, faculty, staff, and authorized guests (hereafter referred to collectively as "User(s)") may use their assigned computer accounts, email services, and the shared Drexel University network. The use of Drexel's computer and network resources including all electronic communication systems and equipment (hereafter referred to collectively as the "Drexel Network") is a revocable privilege.

The Drexel network is provided to support Drexel University business and its mission of education, service, and research. Any other uses, including uses that jeopardize the integrity of the Drexel Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited.

By using or accessing the Drexel Network, Users agree to comply with the AUP and other applicable Drexel policies which may be implemented from time to time, as well as with all Federal, state, and local laws and regulations. Using and/or accessing the Drexel Network without proper authorization is strictly prohibited. Users should not have any expectation of privacy with regard to communications passed through the network or stored on computers that use it.

The complete Acceptable Use Policy is published at:
http://drexel.edu/it/about/policies/policies/01-acceptable-use/
This handbook section is a synopsis and is meant for summary purposes only. Users are responsible for being aware of any changes to the AUP. 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. Users are responsible for staying informed about University policies regarding the use of computer and network resources and complying with all applicable policies. See: http://drexel.edu/it/about/policies/

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

- Users must behave responsibly with respect to the Drexel Network at all times.
- Users must respect the integrity and the security of the Drexel Network.
- Users must behave in a manner consistent with Drexel's mission and comply with all applicable laws, regulations, and Drexel policies.
- Users must 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 must respect the rights and property of others, including privacy, confidentiality, and intellectual property.

Activities specifically prohibited are enumerated completely at: http://drexel.edu/it/about/policies/policies/01-acceptable-use/. They include, but are not limited to:

- Use of the Drexel Network for a private business, commercial or political activities, fundraising, or advertising on behalf of non-Drexel organizations, unlawful activities or uses that violate other Drexel University policies;
- Attempting to bypass network security mechanisms;
- Disrupting or interfering with others' legitimate use of Drexel systems;
- Forging, altering, destroying, monitoring, or intercepting communications;
- Attempting to disguise one's identity, the identity of an account, or the machine being used;
- Possession or distribution of unlawful communications; and
- Infringing upon the intellectual property rights of others.

Violations of these or other University rules or policies are also violations of the Law School's Code of Conduct.

Laptop Use in Class

Individual professors may set rules and requirements for the use of laptop computers in their classrooms, including prohibiting their use. 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.

DragonNet: Law School Intranet

Students can log into DragonNet, the Law School's intranet site, to retrieve exam information, registration information, forms, and other departmental information. DragonNet is accessible at https://drexel0.sharepoint.com/sites/Law_Hub.

E-mail

Each student is assigned a Drexel University e-mail account. The Law School requires students to check this account at least daily. Faculty and administration use e-mail to communicate with students, and official notices may 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 that are sent to their Drexel University e-mail accounts. Additionally, individual professors may have specific requirements with respect to e-mail or other class communications. Students' failure to obtain notice from the Law School's administrators, faculty, and staff because of their failure to check, read, forward, or maintain their Drexel University e-mail account is not a defense for any failure to timely act in response to any notice sent to the students' Drexel University e-mail account.

For students' own security, all communications to faculty, staff, or administrators should come from the student's Drexel email account, and emails containing personally identifiable information will only be sent to the student's Drexel email account.

The Drexel Kline School of Law expects that all communications between students and faculty members or staff, regardless of modality, will be courteous, respectful, and professional. Accordingly, all communications should be addressed formally (e.g., "Dear Professor") and use professional language, appropriate tone, and proper grammar and spelling.

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 Law School 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 they 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 or 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. Complete exam policies may be found in the Assessments section of this Handbook.

DragonCards

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

Creese Student Center
3210 Chestnut Street, Suite 124
215.895.6095
Hours: https://drexel.edu/business-services/dragoncard/office-hours

DragonCards are issued only to students who are registered for classes for the current term and cannot be distributed prior to the start of the term. To receive a DragonCard, a student must upload a photo per the instructions at https://drexel.edu/business-services/dragoncard/get-a-card/.

DragonCards will be distributed to new JD students at orientation, provided they have uploaded their ID photos by the deadline stated. A student must present a valid photo ID to receive their DragonCard.

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. To receive a temporary ID card, students must be registered for the current term.

Card Possession

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

Each calendar year, students must bring their DragonCards 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

A DragonCard holder may request issuance of a new card because of a name change, a lost card, or a stolen card or for other legitimate reasons. A replacement fee will apply. All members of the University community can immediately mark their DragonCard as "lost" via the GET Portal to prevent unauthorized usage and learn more information about these instances at http://drexel.edu/campusservices/dragonCard/overview/. A new photo is required for all new card issuances.

Card Access

Students who are inactive, or have holds on their accounts, will not be able to use their DragonCards 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 resolve the issue.

Books

The Drexel University bookstore is operated by eCampus. Students may order new and used textbooks online to be mailed to them, or can have their orders shipped to Rally House, at 33rd & Chestnut. Rally House also stocks emblematic clothing.

Students may view and order their textbooks online through the Drexel University Bookstore website at https://drexel.ecampus.com/. They can also follow the course materials links directly from their class schedule in DrexelOne.

The Office of Student Affairs posts first-week assignments for classes on DragonNet as those assignments are received. Instructors may also contact students about first-week assignments separately.

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 by calling the office at 215.895.1415. Students may also visit http://drexel.edu/healthservices/insurance-immunizations/overview/ for more information.

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 by waiving the insurance online. Failure to waive the coverage or purchase the university-sponsored plan will result in the student's default enrollment into the University-sponsored plan. The charge for this plan will subsequently appear on the student's 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 the requirements for students on J-1 Visas and all recommendations for international students on F-1 Visas. The policy covers students in the local area as well as worldwide. The plan must be purchased immediately upon entrance into Drexel University and must be purchased for the full academic year.

Immunization Policy

Drexel University requires all entering full-time students to have or receive certain immunizations. The immunization requirement is based on the recommendations of the Commonwealth of Pennsylvania Department of Health Immunization and the American College Health Association. Though subject to change, the immunization schedule currently requires:

- MMR vaccine: measles, mumps, rubella (2 doses or blood test showing immunity with lab report included);
- Hepatitis B vaccine (2 doses, 3 preferred or blood test showing immunity with lab report included);
- Tuberculosis Questionnaire and testing if necessary;
- Varicella (chicken pox; history of disease or 2 doses or titer showing immunity with lab report included);
- Diphtheria/Tetanus/Pertussis (TDAP) within the past 10 years; and
- Meningococcal (for any student 21 years old or younger and all students living in University housing)

Students must prove fulfillment of these requirements by completing the Immunization Record and Tuberculosis Questionnaire. This form has the most current requirement information and is also available at https://drexel.edu/counselingandhealth/insurance-immunizations/forms/

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.

Smoking Policy

The University smoking 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 (including electronic cigarettes) 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.

Drexel 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 Drexel University-sponsored indoor or outdoor events. All Drexel 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

Pursuant to ABA Standard 510, a law school is required to adopt, publish, and adhere to a policy or policies for addressing student complaints, including complaints from prospective, current, and former students. This section provides those policies.

A. Complaints Involving Faculty, including Academic Complaints/Grievances Other than Grade Appeals[1]

Complaints of discrimination, harassment, gender discrimination, or sexual harassment against Drexel University employees must be filed with the Office of Civil Rights Compliance. Throughout this process, students are free to contact the Senior Associate Dean of Students or the Assistant Dean of Student Life for advice and consultation.

For complaints involving Faculty, but not involving claims of harassment or discrimination, or grade appeals, the following steps should be followed:

Step I: Faculty Member

Students should make every effort to resolve an issue directly with the individual faculty member. When direct communication is not possible and/or does not resolve the issue, students may discuss the complaint informally with the Senior Associate Dean of Students, the Associate Dean for Academic Affairs, or the Assistant Dean of Student Life. If these informal discussions do not resolve the student's complaint, the student may file a complaint, in writing, with the Dean of the Law School.

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

If the student files a written complaint about a faculty member with the Dean of the Law School, the Dean will determine if the complaint alleges facts implicating the law school's compliance with the ABA Standards and will maintain a record of any student complaints about faculty that implicate the ABA Standards, and resolutions of such complaints, pursuant to Section E (below). The Dean of the Law School will then send the student a final written response to the complaint. The decision rendered by the Dean of the Law School is final, and not subject to appeal.

B. Resolving Complaints Involving Staff and Administrators

Complaints of discrimination, harassment, gender discrimination, or sexual harassment against Drexel University employees must be filed with the Office of Civil Rights Compliance. Throughout this process, students are free to contact the Senior Associate Dean of Students or the Assistant Dean of Student Life for advice and consultation.

For complaints involving Staff and Administrators, but not involving claims of harassment or discrimination, the following steps should be followed:

Step I: Staff or administrator

Students should make every effort to resolve an issue directly with the staff member or administrator. When direct communication is not possible and/or does not resolve the issue, students should discuss the complaint with the staff member or administrator's immediate supervisor to see if an informal solution can be reached. If these informal discussions do not resolve the student's complaint, the student may file a complaint

[1] This section does not apply to grade appeals. Please see the Grade Appeals section for those procedures.

about the staff member or administrator, in writing, to the individual's immediate supervisor, with a copy to the Senior Associate Dean of Administration.

Step II: Filing a complaint with the immediate supervisor

If a student files a written complaint about a staff member or administrator with that person's supervisor, the supervisor will send the student a final written response, with a copy to the Senior Associate Dean of Administration. The Senior Associate Dean of Administration will determine if the written complaint alleges facts implicating the law school's compliance with the ABA Standards and will forward to the Dean's Office a record of any student complaints about a staff member or administrator that implicates the ABA Standards together with any response from the supervisor pursuant to Section E (below).

Step III: Appeal to the Dean of the Law School Unless the Dean is the Immediate Supervisor

If the Dean of the Law School is the immediate supervisor of the staff member or administrator, the decision rendered by the Dean of the Law School is final and not subject to appeal. If a student is not satisfied with the decision of any other immediate supervisor and wishes to pursue the matter further, they may contact the Dean of the Law School, in writing, within five (5) days of receipt of notification of the supervisor's decision. The Dean will send the student a final written response and, if the complaint implicates the ABA standards, will maintain that response pursuant to Section E (below). The decision rendered by the Dean of the Law School is final, and not subject to appeal.

C. Resolving Complaints Involving Fellow Students

All complaints of discrimination, harassment, gender discrimination, or sexual harassment involving fellow students must be filed with the Office of Civil Rights Compliance pursuant to the University's relevant policies. These policies can be found at https://drexel.edu/civil-rights/policies

For complaints involving fellow students, but not involving claims of harassment or discrimination, students should speak to the Senior Associate Dean of Students, who will determine whether the issue will be handled informally, or under the Law School Code of Conduct. The Senior Associate Dean of Students also will determine if the complaint alleges facts implicating the law school's compliance with the ABA Standards and will forward to the Dean's Office a record of any student complaints about another student that implicates the ABA Standards together with any resolution of the complaint pursuant to Section E (below).

D. Resolving More General Complaints

The Drexel Kline School of Law values student input regarding any aspect of the educational experience and encourages students to raise concerns and suggestions at any time with the Dean or any Associate Dean. If a student has a particular concern

regarding the law school that the student is unable to resolve informally, the student should follow the following procedures:

1. Filing a Complaint About the Law School

The student complaint should be submitted in writing to the Senior Associate Dean of Students or the Associate Dean for Academic Affairs. The written complaint should describe in detail the particular concern and must include the student's name and Law School email address to facilitate communication with the student concerning the complaint. The dean who receives such a complaint will determine if the written complaint alleges facts implicating the law school's compliance with the ABA Standards and will forward to the Dean's Office a record of any student complaints that implicate the ABA Standards pursuant to Section E (below).

2. Procedures for Addressing Complaints Implicating Compliance with the ABA Accreditation Standards

The dean to whom the complaint is submitted shall acknowledge the complaint within ten (10) business days of receipt of the written complaint, or as soon as is reasonably possible under the circumstances.

Within ten (10) business days of acknowledging the complaint, or as soon as is reasonably possible under the circumstances, the dean to whom the complaint was submitted shall respond to the substance of the complaint in writing. The student will receive either a substantive response to the complaint or information about what steps are being taken by the school to address or further investigate the complaint. The dean should forward this response to the Dean's Office to be maintained pursuant to Section E (below).

3. Appeal Process for Complaints Regarding Compliance with ABA Accreditation Standards

Within ten (10) business days of receiving a written response to their complaint, the student may submit a written appeal to the Dean of the Law School.

The Dean shall respond to the appeal in writing within ten (10) business days, or as soon as is reasonably possible under the circumstances. Any decision made by the Dean on appeal shall be final. All records relating to the resolution of the student complaint shall be maintained pursuant to Section E (below).

E. Maintaining Records of Complaints that Implicate ABA Standards

A copy of any complaint that is deemed to implicate the ABA Standards, and a summary of the process and resolution of such complaint, shall be kept in a confidential manner in the Dean's Office for eleven (11) years from the date of the final resolution of the complaint.

F. Protection Against Retaliation

The Law School will not in any way retaliate against an individual who makes a complaint under this Section of the Handbook, nor permit any faculty member, administrator, employee, or student to do so.

III. STUDENT SAFETY AND HEALTH RESOURCES

Public Safety

Overview

The Department of Public Safety Operations Unit is responsible for emergency communications; for the design, installation, and maintenance of state-of-the-art electronic security; and for data analysis and crime mapping for the University.

Website: http://drexel.edu/publicsafety/

Police Department

The Drexel University Police Department is composed of full-time sworn municipal police officers certified through the Commonwealth of Pennsylvania Municipal Police Officers Education and Training Commission (MPOETC) with law enforcement authority at Drexel University's three campuses (University City Campus, Center City Campus, and Queen Lane Campus). Officers conduct vehicle, bicycle and foot patrols and regularly meet and consult with students, faculty, and staff regarding crime prevention and safety issues and share tactical, strategic and investigative information with other law enforcement agencies. DUPD Detectives are responsible for investigating crimes, complaints, and incidents that occur on campus property or within the University's patrol boundaries.

Website: http://drexel.edu/publicsafety/policing-security/overview/

Security Services

The Security Services Unit is responsible for security officer management of the University's contracted security partner AlliedBarton Security. Public Safety security officers provide service to the Drexel University 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, provide 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 Drexel University police officer. For violations of the University Student Code of Conduct, Public Safety security officers also make referrals requesting student conduct proceedings.

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

Website: http://drexel.edu/publicsafety/policing-security/overview/

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, seven 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.

Crime Statistics and Daily Crime Log

Drexel University, in compliance with the Clery Act, publishes an annual report for current and prospective students and employees. This report contains important safety information and crime statistics for the previous three years. These statistics pertain to reported crimes that have occurred on campus, in certain non-campus buildings or properties that are owned or controlled by Drexel University, and on public property within, or immediately adjacent to and accessible from the campus. In addition, the Pennsylvania College and University Security Act governs the responsibility of PA institutions of higher education to report crime statistics and rates and to provide descriptions of security policies and procedures to applicants, matriculated students, and employees. Colleges and universities are currently required to collect statistics on and report rates of crimes occurring on campus. The Act requires colleges and universities to keep and maintain a daily log of campus crime activity and make it available for public inspection.

The reports and logs are available at http://drexel.edu/publicsafety/crime-reports-prevention/overview/.

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 Senior Associate Vice President for 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

Emergency call boxes are strategically placed throughout the University City Main Campus for safety and security. 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 of whether someone answers. 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 215.895.2222.

Walking and Medical Escorts

The Drexel University Department of Public Safety provides walking escorts for all Drexel students, faculty, and staff, 24 hours a day, 365 days a year, to allow safe travel from one location to another. Walking escorts are provided on all campuses to any location within the Department of Public Safety patrol area. On the University City Campus, the patrol area covers 30th to 36th streets / Chestnut to Spring Garden streets. Escorts are also available from 10 a.m. until 3 a.m. between 30th St. and 42nd St. and Wallace St. to Woodland Ave. from 42nd St. to 50th St. from Market St. to Woodland Ave. through 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 Public Safety Communications Center at 215.895.2222
- 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 215.895.2222.

Drexel Guardian

The Drexel Guardian system is a smartphone app that can send your information to the Drexel Public Safety Communications Center in an emergency. The system also allows you to set a timer for reaching a target destination and contacts the Drexel University Police Department if the timer is not deactivated. More information about how to set up these services is available at http://drexel.edu/publicsafety/communications-operations/drexel-guardian/

Campus Shuttle

The Department of Facilities Management provides campus shuttle service to the University community. 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://www.drexel.edu/facilities/transportation/busServiceSchedules/

Drexel University also has a reciprocity agreement with the University of Pennsylvania allowing Drexel students to ride the University of Pennsylvania fixed route campus bus service, free of charge. This service generally operates as far west as 48th Street and Woodland Avenue and as far east as 20th and South Streets.

Identification Cards

All current students, faculty and staff are issued identification cards (DragonCards) for the purpose of entering campus buildings and events, as well as to access many University services. All students, faculty and staff are required to produce a proper Drexel ID (DragonCard) upon request from a Public Safety or University official. Individuals are not permitted to lend their ID (DragonCard) to another person, use another individual's Drexel University ID Card or tamper with the ID card in any manner. It is the responsibility of the ID card (DragonCard) holder to notify the DragonCard office if their ID card fails to operate correctly.

If an ID card is lost or stolen it should be immediately reported to the Department of Public Safety at 215.895.2222.

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 Drexel University building is considered to be trespassing. After-hours access to Drexel University 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.

Crime Prevention

A series of crime prevention seminars and orientations are offered throughout the year for all students and employees. Information about the Rape Aggression Defense (RAD) Program, bike registration program, and safeguarding your valuables can be found at http://drexel.edu/publicsafety/crime-reports-prevention/programs/.

The Department of Public Safety, Office of Fire and Life Safety, has also 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://drexel.edu/publicsafety/fire-emergency/drexel-ready/.

Public Safety Alerts

Drexel University has implemented an emergency notification system called DrexelALERT. DrexelALERT is designed to provide emergency information regarding

situations that constitute an ongoing threat to the Drexel community, such as an armed suspect on the loose, active fire, or credible bomb threat, to name a few examples. An "all clear" message will be sent once an emergency situation is stabilized and normal activity can be resumed.

DrexelALERTs are not meant to be news releases regarding incidents that may have occurred or do not amount to an ongoing threat. The effectiveness of this emergency notification system depends upon individuals providing accurate up-to-date personal contact information. The Public Safety Department web site also provides current security and safety-related information to the Drexel community.

Important Contact Numbers

Emergency (all campuses)	215.895.2222 or 911
NON-Emergency	
University City Main Campus Security	215.895.2222
Environmental Health and Safety	215.895.5919
Fire and Life Safety	215.895.1550
Medical and Walking Escorts	215.895.2222
Residential Living and University Housing	215.895.6155
Snow Emergency and Closing Information	215.895.MELT
Medical	
Student Health Services	215.895.5800
Poison Control Center	800.222.1222

Counseling Center

The Counseling Center offers free, confidential counseling services provided by mental health professionals to currently enrolled full-time undergraduate and graduate students in an atmosphere that is welcoming and comfortable for all students.

The type of issues that students most frequently bring to the Counseling Center include anxiety related problems, depression, family concerns, relationship issues, adjustment issues, eating disorders, alcohol and drug related problems, and questions about sexual identity. Students also seek treatment and/or support for significant, previously diagnosed psychological disorders. The professionally licensed staff is trained to manage these issues. A number of resources are listed at http://drexel.edu/counselingandhealth/

The Counseling Center is located at:
201 Creese Student Center
3210 Chestnut Street
215.895.1415
Hours: M- Fr 8am-5pm
After-Hours Emergency: 215.416.3337

Evening hours are available by appointment by emailing counsel@drexel.edu. Walk-ins are accommodated as quickly as possible, depending on counselor availability. Daytime emergencies are seen immediately by the on-call counselor. 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://drexel.edu/counselingandhealth/emergency/overview/

Information and additional self-help resources and screening tools can be found at https://drexel.edu/counselingandhealth/counseling-center/students/

Health Services

Drexel Student Health Center

3401 Market Street, Suite 105B
215.220.4700

The DSHC is staffed with faculty physicians and nurse practitioners and provides a range of health services in a confidential environment.

Visits to the Drexel Student Health Center (DSHC) are by appointment. Students who are sick are encouraged to contact the DSHC as early in the day as possible to receive same day services. Sick or injured students can request medical transport to and from Drexel University Student Health Center by calling Public Safety at 215.895.2222.

A complete list of services offered can be found at:
http://drexel.edu/counselingandhealth/student-health-center/overview/

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 215.895.1415.

Substance Abuse Assistance

Drexel University is concerned about any member of the community 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 at https://drexel.edu/counselingandhealth/counseling-center/students/substances/

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

Lawyers Concerned for Lawyers (Pennsylvania)	888.999.1941
Alcoholics Anonymous (Southeastern PA)	215.923.7900

Al-Anon (for family members/friends of alcoholics)	215.222.5244
Cocaine Anonymous (PA, NJ, DE Area)	610-876-6666
Narcotics Anonymous (Philadelphia)	215.629.6757
Philadelphia Office of Addiction Services	888.545.2600
Women for Sobriety	215.536.8026

Students should also note that The Philadelphia Collegiate Recovery Haven, a residential community on campus for students in recovery, holds regular recovery meetings where all are welcome. More information can be found at https://drexel.edu/counselingandhealth/alcohol-drug-education/haven/

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.

Concerns about the enforcement of Drexel University drug and alcohol policy as it relates to students should be directed to the Office of Student Conduct and Community Standards at 215.895.6856.

Emergency and Support Services for Sexual Assault Victims

The following numbers are 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://drexel.edu/counselingandhealth/emergency/overview/.

Drexel University Public Safety
215.895.2222

Philadelphia Police
911
Should you choose to contact the police, they will interview you, transport you for medical services, and attempt to apprehend the assailant.

Office of Civil Rights Compliance
215.895.1405
This office handles reports of sexual assault or other Title IX offenses and can point the student to resources, regardless of whether the student wishes to file a complaint.

Philadelphia Sexual Assault Response Center (PSARC)
215.425.1625 (on-call nurse examiner)

The center is staffed 24/7 by trained Sexual Assault Examiners who provide forensic rape examinations and evidence collection to people of any gender. The center works closely with the Philadelphia Police Department's Special Victims Unit and other offices, but care is provided regardless of law enforcement involvement.

WOAR-Philadelphia Center Against Sexual Violence
215.985.3333 (call or text)
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 and Policies

Information about other Drexel University offices and policies can be found at https://drexel.edu/policies/ or throughout the Drexel website.

IV. THOMAS R. KLINE SCHOOL OF LAW CODE OF CONDUCT

In addition to the Thomas R. Kline 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 https://drexel.edu/studentlife/community_standards/code-of-conduct/. The provisions of the University Code are enforced by the "Procedures for Actions Under the Code of Conduct" for the Law School, in consultation with the University.

THOMAS R. KLINE SCHOOL OF LAW CODE OF CONDUCT

(adopted as amended by the Law School faculty in September 2024)

General Ethical Principles

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

Honor Code for Exams and Designated Assignments

The student Honor Code applies to all exams and papers/assignments, whether graded or not, regardless of inclusion of this Statement as part of the exam, paper, or assignment.

Student Obligations

Duty to Report

All students have an affirmative duty to report in writing to the Senior Associate Dean of Students, any student, including themselves, who they in good faith and credibly believe violated the law school Code of Conduct, including but not limited to, cheating, or seeking to cheat on any exam/paper/assignment, whether graded or not. Reporting may begin with a verbal conversation with the Senior Associate Dean of Students but must be followed up by the student with a report in writing unless the Senior Associate Dean of Students determines further reporting is not required.

Duty to Cooperate

All students have an affirmative duty to fully cooperate in any investigation regarding allegations of potential violations of the Code of Conduct.

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 possession of unauthorized materials during an examination;

(d) 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;

(e) the unauthorized receipt of assistance from any person not expressly authorized by the professor or supervisor of the activity;

(f) 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 Drexel Kline School of Law officials responsible for such matters; or

(g) 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. Use of Generative Artificial Intelligence. Students may not use generative artificial intelligence (GAI) tools to create any portion of exams, assignments, or any work product for any clinics, co-ops, or pro bono unless explicitly given permission by their instructor or supervisor.

4. 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;

5. 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.

6. 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 Drexel Kline School of Law;

7. 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;

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

9. Discrimination or Harassment. It is a violation of the Code of Conduct to engage in discrimination, harassment, intimidation, or verbal abuse of any faculty member, student, and/or staff member of the Drexel Kline School of Law or Drexel University. Harassment is defined in the University's Policy on Prohibited Discrimination, Harassment, and Retaliation (CR-1). This policy can be found at https://drexel.edu/civil-rights/policies.

All complaints of discrimination or harassment must be filed with the Office of Civil Rights Compliance pursuant to the University's Policy on Prohibited Discrimination, Harassment, and Retaliation (CR-1).

10. Sexual Harassment and Misconduct.

The University is committed to providing an environment free from discrimination, including discrimination based on sex, and has a ***zero-tolerance policy*** concerning any and all forms of sexual harassment and misconduct. The University prohibits sexual harassment and misconduct in any form, including, but not limited to, sexual assault, sexual violence, sexual abuse, and any form of nonconsensual sexual conduct.

The University's Sexual Harassment and Sexual Misconduct Policy (CR-2) can be found at https://drexel.edu/civil-rights/policies.

The University community is strongly encouraged to report incidents of sexual violence and child abuse to Drexel University Police Department, 3219 Arch Street, Philadelphia, PA 19104 by calling 215-895-2222 or to the Philadelphia Police Department by calling 911.

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any federally funded education program or activity.

For additional Title IX, Sex Discrimination, Harassment, and Sexual Assault Resources, please visit https://drexel.edu/civil-rights/reporting.

11. Failure to Report. Failing to report in writing a good faith and credible belief of a violation of the law school Code of Conduct, including but not limited to, cheating, or seeking to cheat on any exam/paper/assignment, whether graded or not, unless the Senior Associate Dean of Students determines reporting in writing is not required.

12. Failure to Cooperate. Failing to fully cooperate in any investigation regarding allegations of cheating or other violations of the Code of Conduct.

13. 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 Law School.

14. 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 for Allegations of Discrimination, or Harassment

All complaints of Discrimination or Harassment must be filed with the Office of Civil Rights Compliance pursuant to the University's Policy on Prohibited Discrimination, Harassment, and Retaliation (CR-1). This policy can be found at https://drexel.edu/civil-rights/policies

Procedure for Actions Under the Code of Conduct for Allegations of Gender Discrimination or Sexual Harassment

All complaints of Gender Discrimination or Sexual Harassment must be filed with the Office of Civil Rights Compliance pursuant to the University's Sexual Harassment and Sexual Misconduct Policy (CR-2). This policy can be found at https://drexel.edu/civil-rights/policies.

Procedure for Actions Under the Code of Conduct for Allegations other than Discrimination, Harassment, Gender Discrimination, or Sexual Harassment

1. Initial Report of Potential Violation. Any student, faculty member or staff member of the Drexel Kline 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 Law School 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 Drexel Kline 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 Drexel Kline School of Law;

(2) Suspension from the Drexel Kline 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 Drexel Kline 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 calendar 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 calendar 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.

(h) **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 ten (10) calendar days of the notice of the decision that the Dean of the Law School 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 for Violations of Discrimination, or Harassment

Sanctions for Discrimination or Harassment will be determined and issued consistent with the University's Policy on Prohibited Discrimination, Harassment, and Retaliation (CR-1). This policy can be found at https://drexel.edu/civil-rights/policies.

Sanctions for Violation of the Code of Conduct for Violations of Gender Discrimination or Sexual Harassment

Sanctions for Gender Discrimination or Sexual Harassment will be determined and issued consistent with the University's Sexual Harassment and Sexual Misconduct Policy (CR-2). This policy can be found at https://drexel.edu/civil-rights/policies.

Sanctions for Violation of the Code of Conduct for Violations other than Discrimination, Harassment, Gender Discrimination, or Sexual Harassment

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 Drexel Kline School of Law;

(b) Suspension from the Drexel Kline 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 Drexel Kline 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.

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Honor Code

The student Honor Code applies to all exams and papers/assignments, whether graded or not, regardless of inclusion of this Statement as part of the exam, paper, or assignment.

The Honor Code states:

1. I understand and accept that I have an affirmative duty to report in writing to the Senior Associate Dean of Students any student, including myself, who I credibly believe cheated or sought to cheat on any exam/paper/assignment, and to fully cooperate in any investigation regarding allegations of cheating or violations of this pledge;
2. In preparing this exam answer/paper/assignment I will comply with the conditions set forth by the course professor including not seeking to or communicating or collaborating with anyone not specifically authorized by the course professor;
3. I did not and will not seek out, receive, or share any unauthorized information regarding the nature or content of the question(s) in this exam/paper/assignment or my own answer(s) or work to or from anyone, unless specifically authorized by the course professor;
4. I certify that I did not use generative artificial intelligence (GAI) (such as ChatGPT, Writesonic, etc.) to create any portion of this exam/paper—including quotations, citations, paraphrased assertions, and legal analysis—without explicit authorization from my professor. I further certify that where I have used GAI per the professor's explicit permission, I have checked all content generated by it for accuracy using traditional research sources (such as Lexis and Westlaw);
5. I will not disclose, directly or indirectly, any matter concerning the exam/paper/assignment questions or my own answer(s) or work to anyone, unless specifically authorized by the course professor;
6. I will delete or destroy any electronic or other copy of the exam/paper/assignment question immediately upon submitting the exam answer/paper/assignment;
7. I understand that in addition to the terms of this pledge, I remain bound by the Thomas R. Kline School of Law Code of Conduct and the Drexel University Code of Conduct.

Type or paste the following as the first line of your exam/paper/assignment to affirm:

"I affirm that I will abide by, and that this exam answer comports with, the terms of the Honor Code Statement."