

**Wake
Forest
University
School of Law**

Student Handbook

**Academic Rules and Information
Law School Policies**

2021-2022

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1: MISSION, VISION, & CORE VALUES

MISSION

The mission of Wake Forest Law is to advance the cause of justice by creating knowledge and educating students to meet the legal needs of the world with confidence, character, and creativity. We instill in students a respect for the law, a devotion to the ideal of service, and a commitment to professional values. We educate students from around the world in a richly diverse, equitable, and inclusive community.

VISION

Wake Forest Law graduates will be prepared to manage and create change in increasingly complex environments where their ability to communicate across differences will bring about lasting, meaningful solutions that are supported by the rule of law. They will go on to have a positive impact at the local, state, national, and international levels.

CORE VALUES

Character

Character shapes our actions. At Wake Forest Law, we value acting with honor and integrity, appreciating expertise, embracing different perspectives, and following an ethical compass that is guided by the calling of the University's *Pro Humanitate* motto. We expect members of our community to use their knowledge and talent with compassion, being deliberate and thoughtful in advancing the values and goals of the legal profession while respecting the wide diversity of traditions on which communities are built.

Collaboration

Collaboration connects us. We provide a personalized experience that enables our students to learn from each other and engage in respectful discussion of differences and tension, improving their ability to reach productive resolutions of conflict. Whether they pursue careers in non-profit or governmental organizations, law firms, as in-house counsel, or in practices anywhere in the world, their ability to effectively collaborate will lead them to produce informed and sustainable solutions.

Creativity

Creativity unlocks potential. We encourage an interdisciplinary, all-inclusive view of the world that recognizes the law's potential to offer novel solutions to seemingly intractable problems. We value agile, inventive thinking that accelerates the pace of innovation. Our students graduate with skills that empower them to create the legal frameworks needed to invent the future.

Diversity, Equity, and Inclusion

Diversity, equity, and inclusion empower everyone. We pursue equity and equality as goals for our community. We strive to critically examine different perspectives and experiences, to treat people with dignity, and to listen to every voice in order to arrive at a deeper understanding of problems and possible solutions. We believe that understanding, respecting, and promoting these values is paramount to developing culturally competent legal professionals who are able to engage with an increasingly diverse and globalized community.

Leadership

Leadership paves the way to success. We produce legal professionals who recognize strengths, explore options, and strive for equitable solutions that have a positive impact on all stakeholders. We encourage strategies for learning from experience, an appreciation of the need to listen to others while evaluating facts, and an ability to lead with confidence through any challenge.

Resilience

Resilience gives us power. Disruption, polarization, and complexity demand perseverance, problem-solving, and agility. Our students learn that adversity and defeat are inevitable but not determinative. They are trained to embrace change, meet challenges with conviction, learn from failure and success, and begin again with resolve.

Service

Service is a calling. Our students learn the importance of service and the need to serve the needs of clients — whether they are individuals, businesses, communities, or entire nations. Our graduates will serve the community by promoting access to the legal system and the fair, orderly administration of justice and their clients by providing vigorous, ethical, professional legal representation.

2: DEGREE REQUIREMENTS

JURIS DOCTOR DEGREE

General Requirements for the Juris Doctor Degree

To earn a JD degree, students must (1) enroll in Wake Forest Law as a full-time student after completing their undergraduate degree; (2) attain a cumulative weighted average of at least 2.33 (C+); and (3) successfully complete at least 90 hours of law study, including all required courses. Of these 90 hours, 60 percent (54 hours) must be completed at Wake Forest Law to qualify for a degree from Wake Forest Law. This applies to students who transfer to Wake Forest Law, and to students given permission to do a portion of their work at another law school.

Students are expected to monitor their academic progress toward the requirements for a JD degree. Degree Works (available through WIN, the Wake Forest Information Network) can help students with this responsibility.

Credit Hour Requirements

The faculty follows the ABA standard for determining credit hours for each course. One credit hour represents an amount of work that reasonably approximates (1) at least one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for the semester or (2) at least an equivalent amount of work performed in simulation, field placement, clinical, or co-curricular academic work.

Fall and Spring Course Load

A full-time student must enroll in a minimum of 13 credit hours in Fall and Spring semesters. In extraordinary circumstances, the Executive Associate Dean for Academic Affairs may grant permission for students to enroll in as few as 10 credit hours in a Fall or Spring semester and the student will still pay full tuition for that semester.

A student may be enrolled in a maximum of 16 credit hours in Fall and Spring semesters. In extraordinary circumstances, the Executive Associate Dean for Academic Affairs may grant permission for students to enroll in up to 18 credit hours. Students need not seek permission to enroll in up to 18 credit hours due to Spring semester law journal credits.

Summer Course Load

Full-time for summer enrollment is defined as six credit hours. To be eligible for financial aid, students must be enrolled at least half-time. Half-time for the summer term is defined as three credit hours. Tuition for summer courses is billed per credit hour.

Classification

The presumption is that a non-transfer student will be classified as part of the class of students with which they began their law school education. A student who at the beginning of the semester has completed fewer than 25 hours of work is typically a first-year student. One who at the beginning of the semester has completed not fewer than 25 and not more than 54 hours is typically a second-year student. A third-year student is typically one who at the beginning of the semester has completed 55 or more hours.

First-year Curriculum

The first-year curriculum for all JD students includes the following:

Fall Semester:

Civil Procedure I
Criminal Law
Contracts I
Legal Analysis, Writing and
Research I
LAWR I (Research)
Torts
Professional Development

Spring Semester:

Civil Procedure II
Constitutional Law I
Contracts II
Legal Analysis, Writing and
Research II
LAWR II (Research)
Property
Professional Development

Except as noted below, a student must take and pass all the courses in the first-year curriculum to graduate. The Executive Associate Dean for Academic Affairs will ordinarily exempt students who transfer to Wake Forest Law from another law school or from another degree program from the requirement to complete the course in Professional Development.

A student who receives a failing grade in a first-year course must retake the course unless the Executive Associate Dean for Academic Affairs, upon the recommendation of the instructor, grants a waiver. Waivers are granted when (1) justification is shown for the failure; (2) there is cause to believe that the students' learning experience in the course was adequate; and (3) the student would be better served by being allowed to take another course that would otherwise be missed. The recommendation must be made no later than the semester following the semester in which the failure occurred.

A student who receives a failing grade in a first-year course or who withdraws after the add/drop period may not take that course with the same professor without that professor's written consent unless the course is not offered (excluding summer courses) with another professor before the student is expected to graduate.

Upper-level Required Courses

In addition to the first-year curriculum, a student must take and pass the following four courses: Constitutional Law II, Evidence, Legislation and Administrative Law (required during the second year of study), and Professional Responsibility. Each student also must satisfy each of the following three course requirements: (1) the Legal Analysis, Writing and Research III requirement (required during the second year of study), (2) the Legal Analysis, Writing and

Research IV requirement, and (3) the Experiential Learning requirement. More information on these three requirements is below.

A student may not use the same course to satisfy more than one of these three requirements. The Dean's Office will not waive any of these requirements.

As with first-year courses, a student who receives a failing grade in an upper-level required course must retake the course, subject to the same possibility of waiver. A student who receives a failing grade in an upper level course or who withdraws after the add/drop period may not take that course with the same professor without that professor's written consent unless the course is not offered (excluding summer courses) with another professor before the student is expected to graduate and the course is required for graduation.

LAWR III

A student must satisfy the LAWR III requirement by passing a [designated](#) LAWR III course during the second year of study. The LAWR III courses pick up where the LAWR II course leaves off to continue improving students' skills in legal analysis, writing and research. Various courses fulfill the LAWR III requirement, including 219 Appellate Advocacy. Note that the LAWR III Business Drafting is course number LAW 420, not to be confused with Business Drafting LAWR IV, course number LAW 541.

Individual LAWR III courses have specific and individually tailored course-specific objectives. Despite this variety, however, the courses in the LAWR III curriculum as a whole are carefully constructed to achieve common overall goals and outcomes. Within the various courses comprising the LAWR III curriculum, all LAWR III courses have the following common course goals and associated learning objectives:

Goal 1: Students will develop effective research, analysis, and communication skills to solve legal problems.

Goal 2: Students will consider the purpose, structure, audience, and applicable rules (i.e., the Rules of Civil or Criminal Procedure, Rules of Evidence, Rules of Appellate Procedure, regulations, etc.) when drafting a legal document.

Goal 3: Students will improve their techniques for writing precisely, clearly, concisely, and for self-editing, incorporating feedback, and revising.

Goal 4: Students will develop a strong sense of professional values and recognize common ethical problems in drafting legal documents.

LAWR IV

To satisfy the LAWR IV requirement, a student must engage in a "rigorous writing experience" supervised by a Wake Forest Law professor, which produces a work product that:

1. is a substantial scholarly, academic paper, or practice-oriented work product of

approximately 5,000 to 7,500 words, including citations (which may be satisfied by a series of shorter papers if, taken as a whole, they satisfy all of these requirements);

2. makes a contribution appropriate to the topic of law or legal policy;
3. demonstrates a thoughtful and accurate analysis of the legal or policy issues involved;
4. is supported by comprehensive research; and
5. otherwise satisfies the supervising professor's criteria for depth of research, analysis, accuracy and clarity.

During the process of writing the LAWR IV work product, the student must consult with the faculty supervisor, who will review and provide feedback on an outline or other pre-writing product, and a draft of the final work product. In addition, the student must consult with a research faculty member about matters such as topic selection, development of a research plan, and research process unless that requirement is waived by the faculty supervisor because, for example, the faculty supervisor has subject-matter expertise in the area.

A list of courses that satisfy the LAWR IV requirement can be found in the [course catalog](#). Other courses or practice-oriented work products may also qualify if the Executive Associate Dean for Academic Affairs certifies, before registration, that the rigorous writing experience satisfies the goals and objectives of the LAWR IV requirement.

To satisfy the LAWR IV requirement, the course cannot be taken on a pass/fail basis. At the conclusion of the course, the supervising professor will grade the student's paper and make a separate determination and certification concerning whether the student satisfied the LAWR IV requirement.

Experiential Learning Requirement

Students must satisfactorily complete one or more experiential course(s) totaling at least six hours. An experiential course is typically a simulation course, law clinic, or field placement. A list of experiential courses can be found in the [course catalog](#). Other practice-oriented work products may also qualify if the Executive Associate Dean for Academic Affairs certifies, before registration, that the course satisfies the goals and objectives of the Experiential Learning requirement.

Multiple Experiential Learning Experiences in the Same Semester

A student seeking to enroll in the same semester in more than a single clinic, single practicum extension, single field placement, or single externship must receive the approval of all supervising faculty.

Limits on Hours Earned Through Field Placements, Other Study Outside the Classroom, and in Another Department, School, College, or University

Students may earn no more than 20 hours of credit for study outside the classroom, which includes field placements (such as externships or practicums), co-curricular activities (such as journals or moot court-related activities), and non-JD courses earned in other departments or schools at this University or another institution of higher learning.

Students who earn their JD degree through a dual or concurrent degree must earn at least 64 credit hours in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction, as defined in ABA Standard 311. This 64-credit requirement may prevent dual-degree students from enrolling in the full 20 hours of credits permitted by this policy.

Students may not enroll in clinics, externships, field placements, or practicums until the student has successfully completed 28 credit hours toward the JD degree.

A JD student can earn up to four hours of academic credit for non-JD, graduate-level (or the equivalent) courses taken at Wake Forest University, including foreign language classes. Any such course must be approved by the Executive Associate Dean for Academic Affairs as being appropriate to the student's goals with regard to the practice of law. A student seeking to take such a course must obtain the approval of the professor teaching the course. Such courses will be graded on a pass/fail basis, and credits earned *will count* towards the 20-hour limit on study outside the classroom. An approval [form](#) must be completed and returned to the Registrar's Office.

Wake Forest JD Students Visiting Away

The Executive Associate Dean for Academic Affairs may grant a Wake Forest JD student the right to visit at another law school for one or two semesters if the student can show special need. Examples of special need include, but are not limited to: engagement or marriage to a person who lives a sufficient distance from Winston-Salem so that continued enrollment at Wake Forest Law constitutes a hardship and specialized training available at the other school that is not available at Wake Forest Law. Examples that would *not* constitute special need include, but are not limited to: a desire to study closer to home; lower tuition at another school; greater ease in preparing for another state's bar exam; and placement opportunities.

Grades earned as a visiting student do not transfer to a student's Wake Forest Law record, nor are they included in the student's record for purposes of calculating rank in class. Only course credits earned at the visited law school are transferred to the student's record and only if the student earned a grade of "C" or better. Visiting students must obtain approval of all courses taken at the visited school from the Executive Associate Dean for Academic Affairs.

JD Degree Transfer Students

A student from another law school who is otherwise qualified for admission may, at the discretion of the Dean, be admitted to advanced standing for the JD degree, provided:

- (a) the law school is a member of the Association of American Law Schools or approved by the ABA, with preference given to students from AALS member schools;
- (b) all procedures for admission of beginning students have been followed, and
- (c) a transcript of such law school work, class rank, and a certification of good standing by

the Dean of such law school previously attended have been received.

A graduate of the LLM program at Wake Forest Law may apply for admission to the JD degree program with advanced standing.

To be awarded a JD degree from Wake Forest, a student who transfers from another law school must successfully complete a minimum of 54 credit hours while enrolled at Wake Forest Law as a full-time student for not less than four semesters and must fulfill all other degree requirements.

The Executive Associate Dean for Academic Affairs determines the amount and type of credit given for work done in other law schools. This determination is typically based on an interview with the transfer student, a review of curriculum information from the previous law school, and in some cases, consultation with faculty members who taught the transfer student at the previous law school.

The Executive Associate Dean for Academic Affairs will determine the overall number of credits earned, the number of credits to be attributed to each course, and the number of graduation requirements that the transfer student has satisfied. The transfer of credits usually results in the loss of some credit because of differences in graduation requirements and course credits. The Executive Associate Dean's decision is based on the similarity in subject matter and academic rigor between the course as taught at the previous law school and the course as taught at Wake Forest Law. The Executive Associate Dean's objective is to grant each transfer student the number of credits and fulfillment of degree requirements that students would receive for completing comparable work at Wake Forest Law.

If a transfer student completes courses on a pass/fail basis at the previous law school after the first two full-time semesters are complete (for instance, a pass/fail course completed during the summer after the first year), the Executive Associate Dean for Academic Affairs may award credit for the course, but deduct the credit hours from the pass/fail hours available to the student going forward.

Minimum Grade Requirement

A cumulative weighted grade average of 2.33 (C+) is required by all JD students at the end of their first year and at the end of every academic year thereafter to continue their enrollment and to graduate from Wake Forest Law. Otherwise, the student is academically ineligible, as explained in the next chapter.

Presence at Hooding and Graduation Ceremonies

All students who have completed their other degree requirements and maintained academic eligibility are required to attend hooding and graduation ceremonies to be awarded their degree(s). The Executive Associate Dean for Academic Affairs may grant a waiver of this attendance requirement in hardship or special cases. Students graduating in August or December are excused from this requirement.

Accounts Payable to Law School

All amounts owed by the graduating student to Wake Forest Law or the University must be paid or otherwise approved by the Dean and the treasurer of the University before the student may graduate.

Accelerated Graduation

By taking a total of 9 summer-term credit hours, students may accelerate graduation by one semester if they meet the 90-credit hour graduation requirement and have also been in residence for five regular semesters. Any student who is interested in accelerating graduation must confer with the Executive Associate Dean for Academic Affairs and must complete and submit to the Registrar an Application for Accelerated Graduation form no later than the end of the spring semester of the student's second year. Students enrolled in a dual-degree program (described more fully below) may not use summer school work to accelerate graduation dates.

Visiting JD Students

A student who is in good standing and eligible to re-enter a law school which is a member of the AALS or is approved by the ABA may, with the permission of the Dean of such law school, attend Wake Forest Law without becoming a degree candidate with the approval of the Dean of Wake Forest Law. The student must pay the appropriate tuition and fees.

CONCURRENT AND DUAL DEGREES

The JD/MBA Concurrent Degree program allows a student to combine the three-year JD curriculum and the two-year evening MBA curriculum into a four-year course of study. Students will spend their first and second years in the Wake Forest Law. During their third year, students will take classes in Wake Forest Law and the School of Business. Students then will spend the summer after their third year and their fourth year taking evening MBA classes in the School of Business. The JD degree requires completion of 75 hours of law coursework, including the JD degree requirements prescribed by Wake Forest Law for graduation, as well as satisfactory completion of 15 credit hours of MBA coursework transferred to Wake Forest Law at the completion of the MBA degree requirements. The MBA requires 36 hours of business coursework, including the MBA core courses, as well as satisfactory completion of 9 credit hours of law coursework transferred to Wake Forest Business School at the completion of the JD requirements. Graduation and conferral of both degrees will occur in May at the end of the fourth year pending successful completion of all coursework and requirements for both programs.

Students must notify the Registrar of Wake Forest Law of their [intention](#) to pursue the concurrent degrees before undertaking the program. In addition, students in the program will have a law faculty advisor, with whom they will meet before undertaking the concurrent degrees and at least once per semester. Further information is found [here](#).

The JD/MA in Bioethics Dual Degree program facilitates an interdisciplinary and comparative study of law and bioethics and encourages students whose academic or career interests require

gaining competence in both disciplines. The dual-degree program will save students a semester plus a summer of enrollment by granting 12 hours of law credit for bioethics coursework, and granting 6 hours of bioethics credit for law coursework. Students will generally spend their first year full-time in Wake Forest Law. Students in this dual-degree program will complete 78 credits of law coursework, including the JD degree requirements prescribed by Wake Forest Law for graduation, and 12 additional bioethics hours during their second and third years of law school. Graduation and conferral of both degrees will occur in December at the end of the seventh semester pending successful completion of all coursework requirements for both programs.

Students must notify the Registrar of Wake Forest Law of their [intention](#) to pursue the dual degree before undertaking the program. In addition, students will have a law faculty advisor, with whom they will meet before undertaking the dual degree and at least once per semester. Further information is found [here](#).

The JD/MDiv Dual Degree program promotes an interdisciplinary conversation between religion and law. Students interested in the dual JD/MDiv program can combine the three-year law curriculum and the three-year divinity curriculum into a five-year program. Students will first complete two years of work in either Wake Forest Law or the School of Divinity. Years 3 and 4 will be completed in the alternate school. For the fifth year, students will enroll in each school for one semester, completing any remaining degree requirements and elective courses that are dual-degree appropriate. When undertaken as part of the dual JD/MDiv program, the JD degree requires completion of 75 hours of law course work and the other degree requirements prescribed by Wake Forest Law for graduation. Graduation and conferral of both degrees will occur in May at the end of the fifth year pending successful completion of all coursework and requirements for both programs

Students must notify the Registrar of Wake Forest Law of their [intention](#) to pursue the dual degree before undertaking the program. In addition, students will have a law faculty advisor, with whom they will meet before undertaking the dual degree and at least once per semester. Further information is found [here](#).

The JD/MA in Religious Studies Dual Degree program similarly promotes an interdisciplinary and comparative study of law and religion. Students accepted to this four-year program spend the first year in the Department of Religion and must complete 18 hours by the end of their second semester. (It is possible, however, for a law student to apply for the program after matriculating.) Assuming the student's first year is in the MA program, the student spends the second and third years in Wake Forest Law. During their fourth year of study, students enroll in the graduate school during one semester and in Wake Forest Law during the other semester. When undertaken as part of the dual JD/MA Religious Studies program, the JD degree requires completion of 75 hours of law coursework, including the degree requirements prescribed by Wake Forest Law for graduation. Graduation and conferral of both degrees will occur in May at the end of the fourth year pending successful completion of all coursework and requirements for both programs.

Students must notify the Registrar of Wake Forest Law of their [intention](#) to pursue the dual degree before undertaking the program. In addition, students will have a law faculty advisor, with whom they will meet before undertaking the dual degree and at least once per semester. Further information is found [here](#).

The JD/MA in Sustainability Dual Degree program promotes interdisciplinary learning in the law and sustainability, and allows students to earn a JD degree and a MA in Sustainability in three years (plus one summer). Students must complete 78 credit hours in Wake Forest Law, including specified sustainability-related law courses and the satisfaction of all degree requirements prescribed by Wake Forest Law for graduation, and 22 credit hours in the Graduate School of Arts and Sciences (GSAS), including intra-semester sustainability workshops and the core curriculum in sustainability designed by the Wake Forest Center for Energy, Environment and Sustainability (CEES). Students may elect to enroll in the dual-degree program in their first or second year of law school. Graduation and conferral of both degrees will occur in August at the end of the seventh semester pending successful completion of all coursework and requirements for both programs.

Students must notify the Registrar of Wake Forest Law of their [intention](#) to pursue the dual degree before undertaking the program. In addition, students will have a law faculty advisor, with whom they will meet before undertaking the dual degree and at least once per semester. Further information is found [here](#).

DEGREES FOR INTERNATIONAL LAWYERS

Two-Year JD for International Lawyers

The Two-Year JD for International Lawyers is a degree designed for students who have received their legal education outside of the U.S. and now want to pursue a JD degree. Students admitted into the program receive up to 30 hours of law school credit for certain courses in their previous legal education. The Executive Associate Dean for Academic Affairs will determine which courses previously taken will receive transferred credit. Students must complete a minimum of 60 credit hours in residence at Wake Forest Law to graduate with the JD degree.

All Two-Year JD students are required to participate in the first-year law student orientation programming prior to the start of classes. In some cases, it may also be required that students participate in an earlier orientation for international students. Wake Forest Law's [Legal English Summer Program](#) may also be required for students who do not meet TOEFL or IELTS requirements or for those that have not previously studied law in the U.S. Orientation and English language requirements will be determined by the Admissions Review Committee at the time of application review.

During the first year of study at Wake Forest Law, Two-Year JD students will take required courses in Civil Procedure, Constitutional Law, Contracts, LAWR, Property, and Torts.

During the second year they will take Constitutional Law II, Evidence, Legislative and Administrative Law, Professional Responsibility, LAWR III, and LAWR IV, along with the necessary experiential learning courses.

Exceptions to required coursework may be made for students who have previously studied in the LLM Program at Wake Forest Law.

During the second year, it is also strongly encouraged that students take courses that are tested on the bar exams, such as Decedent's Estates, Family Law, Sales, and Secured Transactions.

Further information is found [here](#).

Masters of Laws (LLM) Degree

The Master of Laws (LLM) Degree is designed for students who have received a first degree in law in a country other than the United States.

General Requirements for the LLM Degree

To earn the LLM degree, a student must (1) be admitted to Wake Forest Law as a full-time student; (2) spend the equivalent of one academic year (two semesters) in residence in the LLM program; (3) attain a cumulative average of at least 2.0 in all work; and (4) successfully complete at least 24 hours of courses, including all required courses. Transfer credits will not be accepted.

The LLM can be completed in as few as two semesters, but no more than three semesters. Students who plan to extend their program to three semesters must receive approval from the Director of Graduate Programs before the add/drop period ends for the second semester of study. Students must submit a request for the extension that includes the reasons for the request as well as their planned course of study for the remainder of their program. Failure to receive approval for the extension prior to the end of the add/drop period in the second semester of study could result in students not being allowed to finish their program.

Minimum and Maximum Course Load

A full-time LLM student must be enrolled in a minimum of 9 credit hours in each semester. In extraordinary circumstances, the Executive Associate Dean for Academic Affairs may grant permission for students to enroll in fewer than 9 credit hours in one semester and the student will still pay full tuition for that semester.

A student may be enrolled in a maximum of 16 credit hours each semester. In extraordinary circumstances, the Executive Associate Dean for Academic Affairs may grant permission for students to enroll in additional credit hours.

Required Courses

All LLM students must choose either the Thesis Track or the Seminar Paper Track. An approved seminar paper or thesis is required to graduate with the LLM degree.

During their first semester, all LLM students are required to take Legal Analysis, Writing and Research for International Lawyers (LAW 121) and Introduction to American Law (LAW 851), each for two credit hours, if the courses are offered; otherwise, the student will take the courses the following semester.

LLM students must successfully complete at least three (3) credit hours from 1L JD curriculum.

The LLM Committee may allow a student interested in business law to take up to six credits towards the LLM from approved courses in the Wake Forest University School of Business.

Additional information regarding LLM degree requirements is found [here](#).

Specializations

In addition to the requirements above, students wishing to specialize in a specific area of law must take at least nine (9) credit hours of approved courses in that area. The required first-year curriculum class may be used towards the required credit hours in the chosen specialization if it falls under that specialization's list of approved courses or is approved by the Executive Associate Dean for Academic Affairs to meet the specialization's requirements.

Candidates for the LLM degree may choose to specialize in Business Law, Criminal Law, Intellectual Property Law, or Technology Law. They may also choose to specialize in other areas of law with the guidance of their faculty advisor and permission of the Executive Associate Dean for Academic Affairs. Candidates may only specialize in one area of law during their program.

Minimum Grade Requirement

A cumulative grade average of 2.0 (C) or above is required by all LLM students at the end of their first year and at the end of every academic semester thereafter to continue their enrollment and to graduate from Wake Forest Law.

Presence at Hooding and Graduation Ceremonies

All students who have completed their other degree requirements and maintained academic eligibility are required to attend hooding and graduation ceremonies to be awarded their degree(s). The Executive Associate Dean for Academic Affairs may grant a waiver of this attendance requirement in hardship or special cases. Students graduating in August or December are excused from this requirement.

Accounts Payable to Law School

All amounts owed by the graduating student to Wake Forest Law or the University must be paid or otherwise approved by the Dean and the treasurer of the University before the student may graduate.

Scientiae Juridicae Doctor (SJD) Degree

Scientiae Juridicae Doctor (SJD) Degree is designed for scholars and teachers of law and is most often obtained by international attorneys who are pursuing academic or high-ranking governmental careers in their home countries. The SJD is not a course-oriented degree but rather is directed towards scholarly research and producing a dissertation of publishable quality that contributes in an original manner to the law. SJD students must have a degree in law in their home country and an LLM degree from an ABA accredited law school. The Executive Associate Dean for Academic Affairs and the Admissions Review Committee may grant an exception to allow a non-US LLM to be approved as part of the admissions requirements.

General Requirements for the SJD Degree

To earn the SJD degree, a student must (1) be admitted to Wake Forest Law as a full-time student; (2) spend the equivalent of one academic year (two semesters) in residence in the SJD program; (3) attain a cumulative average of at least 2.0 (C) or Pass on all work; (4) spend at least two academic years (four semesters) in the program; and (5) successfully defend a dissertation to a committee of faculty members. Transfer credits will not be accepted. Students must complete the SJD program within five academic years (10 semesters). The Executive Associate Dean for Academic Affairs may grant an exception to program limits.

Required Courses

SJD students must spend their first year in the program (two academic semesters) in residence on the campus of Wake Forest Law. During this year of residency, SJD students must enroll in at least one law course directly related to their topic of study each semester, and Supervised Dissertation (LAW 890) for six credit hours. After completion of the year in residence, students must enroll in Supervised Dissertation (LAW 890) each semester to be enrolled in the program. Students may also continue to enroll in other Wake Forest Law courses or choose to work on their dissertation from abroad.

Degree Length and Graduation Requirements

Students may complete the SJD in as little as two years (four academic semesters), but must complete it in no more than five years (ten academic semesters) unless the Executive Associate Dean for Academic Affairs grants an exception. Students may graduate in May or December. August graduation dates are strongly discouraged. Graduation requires that students successfully defend a completed dissertation to a committee of faculty members and complete a public presentation.

Presence at Hooding and Graduation Ceremonies

All students who have completed their other degree requirements and maintained academic eligibility are required to attend hooding and graduation ceremonies to be awarded their degree(s). The Executive Associate Dean for Academic Affairs may grant a waiver of this attendance requirement in hardship or special cases. Students graduating in August or December

are excused from this requirement.

Accounts Payable to Law School

All amounts owed by the graduating student to Wake Forest Law or the University must be paid or otherwise approved by the Dean and the treasurer of the University before the student may graduate.

MASTER OF STUDIES IN LAW (MSL) PROGRAM

The MSL is designed specifically for and uniquely tailored to working professionals who need to better understand the law in order to more efficiently and effectively manage risks.

Course Load and Continuous Enrollment

MSL students may take between three and six credit hours per semester. To maintain status as a full-time student for financial aid purposes, MSL students must register for at least six credit hours per semester. Students may take less than three credits or more than six credit hours per semester only with the permission of the Director of Graduate Programs.

All MSL students must maintain continuous enrollment during their program of study, taking at least three credit hours every Fall and Spring semester until completion of their program. A one-time Leave of Absence, in accordance with the policy at Academic Eligibility applicable to all Wake Forest Law students, may be granted with permission of the Director of Graduate programs and the Executive Associate Academic Dean for Academic Affairs. Students who do not register for a course as required and who do not request a leave of absence will be dropped from their program and must reapply to re-enter the program in accordance with the law school's re-admission policy.

MSL Degree

The 30-credit, fully-online, part-time master's degree includes 13.5 hours of required core courses (Legal Foundations, Private Law, Public Law, Unauthorized Practice of Law, and Business Law & Literacy), at least 10.5 hours in the selected track, and up to 6 hours of electives. Students transferring credit may complete the degree in as little as 21 months (five semesters). Students without transfer credit may complete the degree in as little as 24 months (six semesters). No more than six years may elapse between the commencement and completion of the requirements for the MSL degree unless an exception has been granted by the Director of Graduate Programs and the Executive Associate Dean for Academic Affairs.

A cumulative grade average of 2.5 or above is required by all MSL students at the end of their second academic semester and at the end of every academic semester thereafter to continue their enrollment and to graduate from Wake Forest Law.

With approval by the Executive Associate Academic Dean for Academic Affairs, degree-seeking students may transfer up to 6-hours of graduate-level academic coursework relevant to the student's track. These credits must be completed prior to matriculation or prior to completion of

the MSL degree.

No more than six credit hours of transfer and capstone hours, total combined, may be applied towards the MSL degree.

MSL Graduate Certificate

Students may earn one of four Graduate Certificates upon completion of 12 hours of requisite coursework. A student may: (1) apply directly to the Graduate Certificate program; or (2) enroll in the MSL degree program, completing 12 hours of the requisite courses, opting not to continue on to completion of the degree.

Students seeking the Graduate Certificate have the same application requirements as degree seekers. The same grading policy and academic standards (including standards for enrollment, grade point average, and academic good standing) apply to Graduate certificate students.

The certificate may be completed in as little as 9 months (two semesters). No more than two years may elapse between the commencement and completion of the requirements for the MSL certificate.

MSL degree courses of study for each track are found [here](#). MSL graduate certificate courses of study for each track are found [here](#).

MSL Tracks

All MSL students in the degree or certificate seeking programs will choose a track (specialization). This track will be notated on the student's final transcripts. Only one track specialization may be earned in either the degree or certificate program. Students are not eligible to receive a certificate in one track and a degree in another, nor are they eligible to receive two certificates in different tracks. Students may change their track selection mid-enrollment with approval from the Director of Graduate Programs and the Executive Associate Academic Dean for Academic Affairs.

Presence at Hooding and Graduation Ceremonies

MSL students who have completed their program requirements and maintained academic eligibility are permitted and encouraged to attend hooding and graduation ceremonies.

Accounts Payable to Law School

All amounts owed by the graduating student to Wake Forest Law or the University must be paid or otherwise approved by the Dean and the treasurer of the University before the student may graduate.

3: ACADEMIC ELIGIBILITY

Exclusion for Academic Reasons

Students who fail to achieve the cumulative grade point average outlined in the degree requirements of their program, as outlined in the previous Chapter, will be ineligible to continue in law school. Grades earned in summer school after the end of an academic year are not taken into account for the purpose of determining a student's cumulative average as of the end of that year. Any student ineligible to continue in law school may petition for readmission through the process described later in this Chapter.

Continuing Duty of Disclosure

In the Wake Forest Law Application for Admission, applicants were asked to state if they were subject to any disciplinary action for academic or other reasons, as well as criminal investigation, arrest, or prosecution (apart from traffic tickets).

During their enrollment in law school, students continue to have a duty to disclose to the Executive Associate Dean for Academic Affairs or the Dean of Students any action or event of a similar nature which may occur after admission **or** was previously not disclosed when it should have been. Failure to do so may result in expulsion from Wake Forest Law or other appropriate disciplinary action.

Graduates seeking admission to the bar should also be aware that boards of law examiners ask Wake Forest Law to certify the character and fitness of recent law school graduates. Boards will also closely examine whether applicants to the bar disclosed to their law schools matters that may reflect on their character or fitness to practice law.

Leave of Absence

The Executive Associate Dean for Academic Affairs or the Dean of Students may allow students to take a leave of absence for one or two semesters. In extraordinary circumstances, the Executive Associate Dean for Academic Affairs may grant a leave of more than two semesters. To take a leave of absence, students should notify either the Executive Associate Dean of Academic Affairs or the Dean of Students of their request to take a leave of absence.

No more than five years may elapse between the commencement and completion of the requirements for the JD degree. No more than three years may elapse between the commencement and completion of the LLM degree. No more than seven years may elapse between the commencement and completion of the SJD degree. No more than six years may lapse between the commencement and completion of the MSL degree; no more than two years may lapse between the commencement and the completion of the MSL certificate.

Tuition refund information can be found in Chapter 10.

Students who have received a leave of absence and who wish to re-enroll must notify the Executive Associate Dean for Academic Affairs at least one month prior to their projected date of re-enrollment. The Dean retains the right to deny re-enrollment to a student granted a leave of absence where re-enrollment will not be in the best interest of the student or the Wake Forest Law community.

Second Medical Leave of Absence

The following procedures must be followed if a student requests and is granted a second leave of absence for medical reasons. These criteria are designed to ensure that the student has overcome the medical condition(s) and is capable of functioning in a demanding, high-stress environment.

1. All law students who apply for readmission after a second medical leave must demonstrate the ability to maintain regular, full time employment (generally for at least 9 consecutive months) prior to returning to academic studies. The employment setting must require demands and rigor that would assist in predicting a student's success in the challenging, high-stress environment of law school. The student must obtain a letter from the student's employment supervisor stating that the student attended work regularly and adequately performed all assignments. This letter cannot be provided by a parent or relative of the student.
2. The physician(s) or therapist(s) who treated the law student during the second leave period must document appropriate and adequate treatment of the condition(s). In certain cases, the law school may also require the same documentation from the physician(s) or therapist(s) who treated the student during the first leave period to ensure that those medical conditions remain stable.
3. The physician(s) or therapist(s) who treat the student during the second leave period must provide a letter giving an opinion concerning whether or not the student should resume academic work at Wake Forest Law and explain why the student is ready to return to the stressful demands associated with legal education. The same information may be required from physician(s) or therapist(s) who treated the student during the first leave period.
4. The Director of the Student Health Service and the Director of the University Counseling Center (when appropriate) will review this information and make an independent recommendation to the Executive Associate Dean for Academic Affairs and the Dean of Students. These deans will consult with the Law School Admissions Committee in making the decision regarding readmission. The final readmission decision will be based upon the information provided by the required treating physician(s) and therapist(s), the employer information, as well as the student's medical and psychological history prior to each withdrawal.
5. All law students who are readmitted following a second withdrawal for medical, psychiatric or psychological reasons will be required to follow the recommendations of the physician or therapist who provides care during the absence as well as the recommendations of the Student Health Service and the University Counseling Center.
6. In addition to the recommendations of the physician or therapist who cared for the

student, each returning law student must be re-evaluated by the Student Health Service or the University Counseling Center within three weeks of returning to Wake Forest Law. This will ensure that the transition back to academic life is going well and that no additional resources or additional treatment(s) are necessary.

The final readmission decision will be made by the Executive Associate Dean for Academic Affairs. If a student previously had a scholarship and is readmitted, the student's scholarship will be renewed when readmitted. Should the student need to take a third medical leave, generally the scholarship will only be renewed upon return if the student has made adequate academic progress by completing at least one semester prior to the second leave.

All documentation from the treating physician(s) or therapist(s) must be submitted to the Student Health Service at least 2 months prior to the start of classes for the semester in which the student desires to re-enroll. Documentation of the student's employment progress from the student's supervisor must be submitted to the Dean's Office at the same time.

Withdrawal

A withdrawal may be granted for students who are not subject to exclusion, dismissal, or suspension and who wish to withdraw permanently from Wake Forest Law. To withdraw, students should notify either the Executive Associate Dean of Academic Affairs or the Dean of Students of their intention to withdraw.

Tuition refund information can be found in Chapter 10.

Readmission for Academically Ineligible Students

A JD, LLM, or SJD student who becomes academically ineligible may petition the Academic Rules & Discipline Committee (ARD) and in extraordinary cases may be readmitted under the conditions determined by the ARD. An MSL student who becomes academically ineligible may petition the ARD and may be readmitted under the conditions determined by the ARD so long as readmission is in the best interests of both the student and Wake Forest Law.

Academically ineligible students must remain ineligible for at least one academic year and may only petition once for readmission.

The petition for readmission must clearly explain the reason(s) for academic failure and establish by clear and convincing evidence the causal link between the reason(s) and the failure and why the asserted reason(s) will not constitute a bar to success in the future.

ARD will investigate the petition and will have final decision-making authority. There is no appeal. ARD will notify the faculty regarding each pending petition coming before it and will invite interested faculty to provide pertinent information.

ARD will decide the terms and conditions of any readmission with the presumption that any JD student readmitted must repeat the entire first year of law school.

Students who withdraw from Wake Forest Law before completing one semester of work must apply for readmission through the admissions office.

Students who withdraw from Wake Forest Law after completing one semester of work, with a grade point average of less than that required by their program must apply for readmission through the admissions office.

4: CLASSES & ACADEMIC CALENDAR

Registration and Scheduling

Information about how to register for classes and course offerings can be found on the Registrar's [webpage](#). Every effort is made to schedule classes so that required and heavily subscribed courses do not conflict. Students should take special care to plan schedules for both semesters in each academic year to achieve their curricular objectives. Planning Your Course of Study, also on the Registrar's webpage, provides course selection advice specific to particular areas of legal practice.

Add/Drop Policy

The first week of each semester is designated as an add/drop period, during which students may add or drop courses without first obtaining the approval of the instructors involved.

A student is not permitted to add or drop a course after the add/drop period absent unforeseen and exigent circumstances, and not without the permission of both the instructor and the Executive Associate Dean for Academic Affairs.

If a "drop" is approved after the add/drop period, it will be reflected by a "W" for withdrawal on the student's transcript.

Once a final grade has been entered for a given course, retroactive drops/withdrawals will not be considered under any circumstances.

Auditing Courses

A graduate of an approved law school (AALS or approved by ABA) who wishes to audit a course at the law school may do so with the permission of the Executive Associate Dean for Academic Affairs and the professor teaching the course and with the payment of an audit fee based upon a pro rata portion of tuition.

Wake Forest Law students who are full-time may audit any law course, with the permission of the Executive Associate Dean for Academic Affairs and the professor teaching the course. No additional charge will be made.

Others within or without the University may audit a course only if the Executive Associate Dean for Academic Affairs determines there is sufficient reason for such audit commensurate with the general purposes of Wake Forest Law and then only with agreement of the professor teaching the course. There will be a fee charged for such audit unless waived by the Executive Associate Dean for Academic Affairs.

Wake Forest law students who wish to audit a course in another division of the University must

obtain approval and information from the University Registrar's office or, if a business school course, the Business School Registrar's office. Law students may *not* register for any course in another division of the University via WIN (the Wake Forest Information Network).

Limits on Distance Education Courses

A "distance education" course is one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member.

JD, LLM, and SJD students are limited in their distance education courses only to the extent required by ABA regulations and allowed by variances on the regulations received by Wake Forest Law. The ABA has permitted Wake Forest Law to put no limits on such courses since Spring 2020. Courses taken in Spring 2020 and Academic Year 2020-21 will not count toward any future limits, unless required by the ABA for accreditation reasons.

Class Attendance and Participation

To gain the maximum benefit from their legal education, students must attend class regularly and must be thoroughly prepared for each class. Regular and punctual attendance at scheduled classes, whether virtual or in person, is required by the law school, as well as by ABA law school standards. If a student is absent from class excessively, the professor may give the student a reduced or failing grade, or the professor may exclude the student from the course and/or the final exam, the result being that the student will receive no credit for the course.

BEING ABSENT FOR MORE THAN 15% OF SCHEDULED CLASSES IS PRESUMED TO BE EXCESSIVE

Professors are required to determine how best to assure compliance with this policy. If the professor decides to deduct grade points for inadequate classroom attendance or performance or impose some other penalty, the professor must notify the class within the first two weeks.

Canceling Classes Because of Weather

The Dean has the discretion to cancel or reschedule classes if inclement weather would prevent a significant number of students and faculty from attending class or might prove unreasonably dangerous. The ordinary practice of Wake Forest Law is to follow the class cancellation policy for the University. Students should monitor their Wake Forest e-mail accounts for cancellation notices; text and voice messages are also sent to phone numbers registered for this purpose with the University.

Using and Misusing Computers and Other Electronic Devices in Class

In legal education (and in the practice of law generally) it is necessary to make good use of technology. Wake Forest Law recognizes this fact by requiring all students to possess laptop computers. The laptop computer and other electronic devices can be valuable educational tools; however, these machines can also be misused. Computer games and other technologically

enabled distractions can affect the classroom negatively and hamper education.

If a professor allows laptops or other technology in the classroom, it is the student's responsibility to use the technology in an appropriate manner and for class purposes only.

Professors may determine the best method of assuring compliance with this policy in their courses. If a professor finds that a student is misusing a laptop computer or other electronic device in class, the professor may take appropriate action. The following measures, among others, may be appropriate: the professor may require the student to leave the class for the day or may require the student to discontinue using the computer or device in the class or in other classes during that semester. The professor may also establish a policy of deducting points from a student's final grade for technology misuse. Professors who wish to establish a policy of deducting points from a student's final grade for technology misuse must advise their class of the policy during the first two weeks of the semester.

Smartphone and Electronic Device Sounds

You must silence your smartphone or electronic devices when you are in the law school classes or programs.

Dismissal of Classes

Professors have the discretion to dismiss any class meeting in a course the professor is teaching, provided such professor is in a position through make-up classes or other work to certify that the students have had instruction that substantially meets the requirements of the ABA and AALS.

The Dean decides whether classes should be dismissed for programs outside Wake Forest Law, and dismissal will be approved only on the basis of the utility of the program in relation to the educational program of the Wake Forest Law or University.

If a professor does not arrive for class at the scheduled time, a class representative should consult the Dean's Office before students leave the class.

Class Size

Unless approved by the Executive Associate Dean for Academic Affairs, a course will not be taught in which fewer than eight students have enrolled. These limitations do not apply to clinical programs, field placements, or to independent study courses.

Student Assessment of Courses and Faculty

Student assessments of courses and faculty are compulsory in every semester for all courses. Assessments are conducted in the last few weeks of class. To ensure student anonymity, the assessments are administered online and not released until professors submit their grades to the Registrar.

Student assessments are taken into account in the evaluation of faculty for promotion, tenure, and salary. The integrity of the student assessment process requires that the student give serious and

Careful consideration to the judgments made in assessing courses and faculty.

Recording Class Lectures

Electronic recording of class sessions and reproducing them is not permitted without the express approval of the instructor. Doing so without express permission of the instructor would violate the Student Code of Conduct, which would have to be reported to the bar for a student's bar admission application. Please refer to each course syllabus for more on recordings and distribution.

Alcoholic Beverages and Smoking

Alcoholic beverages are strictly prohibited on Wake Forest Law premises unless permission is first requested and approved by the Dean's Office as required by Chapter 21 of this Handbook.

Smoking is prohibited in all University buildings, as well the porch areas immediately contiguous to the main entrances to the building.

2021-22 Academic Calendar

FALL TERM 2021		
August 2	Monday	LLM Orientation Begins
August 9	Monday	JD 1L Foundations Week Begins
August 16	Monday	Classes Begin JD Upper-Level, LLM, and SJD
August 22	Sunday	Last Day to Add/Drop Courses
August 29	Sunday	Last Day to Change Pass/Fail Grade Mode
September 6	Monday	Labor Day Classes Meet; Offices Closed
September 15	Wednesday	Student Town Hall #1
September 27 - October 8	Monday - Friday	Midterm Exams

October 11 - 12	Monday - Tuesday	Fall Break No Classes
October 20	Wednesday	Student Town Hall #2
November 23	Tuesday	Classes End JD, LLM, and SJD
November 24 - 26	Wednesday - Friday	Thanksgiving Holiday Offices Closed on Thursday and Friday
November 29 - 30	Monday - Tuesday	Reading Days
December 1	Wednesday	Exams Begin
December 15	Wednesday	Exams End
December 16 - January 12	Thursday - Wednesday	Winter Recess
January 3	Monday	Final Grades Due

SPRING TERM 2022

January 12	Wednesday	Classes Begin JD, LLM, SJD Follow Monday Class Schedule on January 12; Thursday Class Schedule on January 13, and Friday Class Schedule on January 14
January 17	Monday	MLK Holiday No Classes

February 21 - March 4	Monday - Friday	Midterm Exams
March 7 - 11	Monday - Friday	Spring Break No Classes
April 27	Wednesday	Classes End
April 28 - 29	Thursday - Friday	Reading Days
May 2	Monday	Exams Begin
May 12	Thursday	Exams End
May 15	Sunday	Hooding
May 16	Monday	Commencement
May 26	Thursday	Final Grades Due

5: EXAMINATIONS

Taking Examinations

Examinations are held at the end of each term in most courses. The dates, times, and locations of examinations are posted on the [webpage](#) of the Registrar's Office, along with detailed exam procedures and rules.

Students are expected to begin their examinations on time. If a student starts an examination late, additional time to complete the examination will be granted. An *Exam Incident Report* noting the late start time and anonymous exam number will be submitted to the Professor and the Executive Associate Dean for Academic Affairs for further action.

Exam Monitoring, Protocol, & Security

The [webpage](#) of the Registrar's Office details how exams are administered and monitored, along with details about exam security.

Exam Hardships

The Executive Associate Dean for Academic Affairs may reschedule examinations in individual cases for exceptional hardship. Final exams in close proximity to one another do not constitute exceptional hardship unless: (a) the student is scheduled for two examinations beginning fewer than 24 hours apart or (b) a student is scheduled for three examinations on three consecutive days. In the event of exceptional hardship, the student will be required to schedule the hardship exam for the next hardship exam day (which are scheduled during the examination period) that would not create a hardship.

For example, a student scheduled to take an examination at 9:00 a.m. on Day 1 and 9:00 a.m. on the following day is **not** a hardship. Hardships will ordinarily not be granted with respect to the five classes with the highest enrollments for the semester. The Executive Associate Dean for Academic Affairs may grant special permission for hardships due to extenuating circumstances.

Hardship petitions may be obtained in the Registrar's Office.

Early Examinations

Except for classes that have been front-loaded for a specific pedagogical purpose, no final exams may be given or handed out to a class (including take home exams) prior to the last day of classes of any semester without the approval of the Executive Associate Dean for Academic Affairs.

Exam Time and Language Barriers

JD students who do not speak English as a first language may request from the Dean's Office additional time to complete their examinations. The Dean's Office will make this determination on an individualized basis to reflect the specific language barrier that the student faces. The amount of extra time granted to the student will ordinarily be reduced during the student's

second year, and the student will receive no accommodations during the third year.

Two-Year JD students who do not speak English as a first language will be granted an additional fifteen extra minutes per each hour of an in-class final exam during their first year in the program. Extra time for 24-hour take-home exams will depend on the discretion of individual professors. After completion of one year (two academic semesters) no accommodations will be given.

LLM and SJD candidates are allowed thirty extra minutes per each hour of an exam, as detailed below:

<u>Exam Time</u>	<u>Extra Time Permitted</u>
1 hour exam	1 hr. + 30 mins.
2 hour exam	2 hrs. + 60 mins.
3 hour exam	3 hrs. + 90 mins.
4 hour exam	4 hrs. + 120 mins.

Extra time for 24-hour take-home exams will depend on the discretion of individual professors.

LLM students and JD or Two-Year JD students who have been granted exam time accommodations are entitled to take into the exams a printed copy of an English translation dictionary or a hand-held electronic style translating dictionary. Students must notify their professor of their intention to use such a dictionary in the exam.

Inability or Failure to Take an Examination

To be excused from an examination, a student must obtain the approval of the Executive Associate Dean for Academic Affairs or the Dean of Students. Approvals will be granted only for compelling reasons. A student who is excused from an examination will be given a grade of “I” for Incomplete. Failure to obtain approval will result in the Registrar recording a failing grade.

A student who is ill or has an emergency prior to the beginning of an examination should notify the Executive Associate Dean for Academic Affairs or the Dean of Students immediately. A student who becomes ill or has an emergency during an examination and is unable to continue should immediately notify any exam monitor, the Executive Associate Dean for Academic Affairs, or the Dean of Students.

Examination Policy Violations

Any violation of exam policies, including those prescribed by an individual professor, should be brought to the attention of the Executive Associate Dean for Academic Affairs or the Dean of Students. Violations may violate the Honor Code, which can result in suspension, dismissal, or other disciplinary action as outlined in Chapter 6.

Anonymous Grading of Final Exams

All final exams in the JD, LLM, and SJD programs must be graded anonymously. Students may not sign their names or otherwise identify themselves on their exams, except by their anonymous exam number. No professor will have any knowledge of any student's anonymous exam number until final grades have been submitted.

Custody and Storage of Exams

Professor will keep students' exams in their possession for a reasonable period following the exam to complete grading and allow student review. Wake Forest Law will store student exams for one year and then will destroy the exams, absent any compelling reason to the contrary.

First-Year JD Exam Preparation Materials

In all first-year JD courses, each professor will make available to the students materials representative of the exam and a model answer. It need not be an entire current exam, but enough will be made available so that students can discern the typical format and content of the exam. Similarly, a professor need not provide actual answers; a detailed outline or an example of a top student paper will suffice. In addition, there should be a written warning to the students that the material on file is not "the answer" and the format of the model question may be different from questions which will appear on the actual examination.

6: GRADES

Anonymous Grading

All final examinations in the JD, LLM, and SJD degree programs are graded anonymously, and all other assessments in the JD, LLM, and SJD degree programs are graded anonymously where practicable. The MSJ program does not utilize anonymous grading.

Grading System for JD Students

All grades in courses for credit toward a JD will be awarded pursuant to one of four grading policies:

1. Mandatory Grading Policy (most courses).
2. Modified Mandatory Grading Policy (LAWR courses, clinics (unless designated Pass/Fail by the professor), and other courses so designated by the Executive Associate Dean).
3. Pass/Fail Grading Policy (certain pre-designated courses (see ¶ 3.a. below) and as designated by faculty member).
4. Professional Development Grading Policy (only the first-year Professional Development course).

A student's GPA will be calculated based on grades awarded in compliance with the Mandatory Grading Policy and the Modified Mandatory Grading Policy. Grades awarded in compliance with the Pass/Fail Grading Policy will be recorded on the transcript and will count toward graduation requirements, but will not affect a student's GPA, class rank, or graduation honors. Grades awarded for Professional Development will be recorded on the transcript but will not affect a student's GPA, class rank, or graduation honors.

1. Mandatory Grading Policy ("MGP")

The Mandatory Grading Policy is the *default* grading system for JD students. All grades awarded in courses for credit toward a JD, whether taught by full-time faculty or adjuncts, will be issued in compliance with the Mandatory Grading Policy *except*:

- Legal writing courses (including LAWR 1, 2, and 3), clinical courses, and other elective courses whose instructional design is equivalent to that of legal writing and clinical courses. All such courses will be governed by the Modified Mandatory Grading Policy ("MMGP") (unless the instructor designates the course to be subject to the Pass/Fail Grading Policy).
- Upper-class single-section elective courses designated by the instructor to be subject to the Pass/Fail Grading Policy; and

- The first-year Professional Development course.

Grading Scale for Mandatory Grading Policy.

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+	1.33
D	1.00
D-	0.67
F	0.00

The grades in a course governed by the Mandatory Grading Policy will have a mean of 3.33. The Academic Dean may approve slight deviations from the Mandatory Mean for good cause at the request of the instructor.

2. Modified Mandatory Grading Policy (“MMGP”)

All legal writing courses (whether or not taken to satisfy LAWR requirements) and clinical courses, as well as all classes deemed by the Executive Associate Dean to have similar pedagogical components, are graded according to the MMGP.

All grades in a course governed by the MMGP will have a mandatory mean of 3.50. The Academic Dean may approve slight deviations from the Mandatory Mean for good cause at the request of the instructor.

3. Pass/Fail Grading Policy (“PFGP”)

An instructor in a single-sectioned elective course may elect to grade the class pursuant to the Pass/Fail Grading Policy. For purposes of this policy, trial practice is treated as a single-sectioned elective course. In addition, all externships, internships and practicum extensions, including the Litigation Externship Clinic, will be graded under the PFGP. Grades issued in compliance with the PFGP will be recorded on the transcript but will not affect a student’s GPA, class rank, or graduation honors.

Grading Scale for Pass/Fail Grading Policy.

- Honors
- Pass
- Low Pass
- Fail

No mandatory mean will be applied to grades issued in compliance with the PFGP.

In addition to courses subject to the PFGP, instructors in other courses may permit individual students to take the class and be graded under the PFGP in similar fashion to the pass-fail policy in place with the number grading system. Professors may limit the number or percentage of PFGP slots in such a class in order to maintain a minimum number of graded students for purposes of creating a meaningful curve.

Students are permitted up to 9 hours of pass/fail credit toward graduation for all regular courses, including independent studies, in which a student receives a pass/fail grade. Credit earned for the following activities DO NOT count toward the 9-hour limitation:

- Trial Practice (3)
- Advanced Trial Practice (3)
- Journals (2 per year) (4)
- Transactional Problem Book (1 per year) (2)
- Moot court competitions (1 per comp.; up to 2)
- National trial team (1 per semester; up to 3)
- DC Summer Externship (6)
- Externships, including the Litigation Externship Clinic, Carolina Externship, and Practicum Extensions (1 or 2)
- Clinical courses that are graded pass/fail
- Applied Legal Concepts
- Transfer credits from another department or school
- CASE
- All semester-long 13 credit externship programs

A student who is registered for a course in which a pass/fail option is available may not change from the pass/fail to the grade option or vice versa except within the first two weeks of the semester, absent extraordinary circumstances and with the permission of both the grading instructor and Executive Associate Dean for Academic Affairs.

Classes taken in Spring 2020 for credit/no credit do not count toward the limit on pass/fail credits.

4. Professional Development Grading Policy

All professional development courses will be graded with the same letter grades that are employed for the MGP. Grades awarded in Professional Development will be recorded on the transcript but will not affect a student's GPA, class rank, or graduation honors. No mandatory mean is required for Professional Development grades.

Grading System for LLM and SJD Students

Students in the LLM and SJD programs follow the JD grading system. The faculty member will

assign a grade of A+/-, B+/-, C+/-, D+/-, or F for any LLM or SJD students enrolled for graded credit in the course. A suggested JD-to-LLM/SJD translation scale is as follows:

<u>JD Grade</u>	<u>LLM/SJD Grade</u>
A+	A+
A	A+
A-	A
B+	A
B	A-
B-	B+
C+	B
C	B
C-	B-
D	C
F	D/F

LLM and SJD students must earn a cumulative grade point average of 2.0 (or a “C” grade) to remain in the program and/or to receive the LLM or SJD degree.

1. Additional Pass/Fail Course for LLM Students

LLM students have the option of taking one otherwise graded course as pass/fail during their program. Courses that are only offered as pass/fail do not impact this option. But, if a student enrolls in a course that offers a graded section as well as a pass/fail section, and chooses the pass/fail section, that course will count towards this option.

Students must notify and receive permission from the professor, as well as the Director of Graduate Programs, by completing the LLM Pass/Fail Form, obtaining the requisite signatures, and submitting it to the Registrar’s Office no more than ten (10) days before the last day of classes.

2. LLM Thesis Optional Grading

LLM students who choose to write a thesis, to satisfy the writing requirements of the LLM degree, may elect to have the thesis graded either with a letter grade or as pass/fail. Students must complete the LLM Thesis Option (850) Registration Authorization form and return it to the Registrar’s Office no more than ten (10) days

before the last day of classes.

3. SJD Dissertation Optional Grading

SJD students may elect to have their final dissertation product graded either with a letter grade or as pass/fail. Students must complete the SJD Dissertation Form and return it to the Registrar's Office no more than ten (10) days before the last day of classes of their final semester.

Grading System for MSL Students

Faculty will evaluate students in the MSL program on a letter grade system that may also include a "plus" or "minus."

MSL students must earn a cumulative grade point average of 2.5 to remain in the program and to receive the MSL degree or the MSL certificate.

The letter grading scale for MSL students is as follows:

MSL grade scale

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+	1.33
D	1.00
D-	0.67
F	0.00

Grade of Incomplete

Students who receive authorization to miss an examination or not to complete work in a course within the prescribed time will be given a grade of "I" for Incomplete instead of an "F."

Students can remove the "I" from their record by taking the examination or completing the required work within the time period specified by the instructor, which will not extend beyond the last day of the next regular semester (Fall or Spring for non-MSL students; Spring, Summer, or Fall for MSL students). If a student fails to remove an "I" within the prescribed time, the "I" will be changed to an "F."

Students who have been excluded for failure to meet academic standards cannot subsequently remove an "I" grade and be readmitted.

Pass/Fail Option for Transfer, Concurrent/Dual Degree, LLM, SJD, and MSL Students

If a student transfers to Wake Forest Law from another law school, no more than the applicable limit on pass/fail credit in upper level courses earned at either school may count toward the minimum hours necessary for graduation.

If a student is enrolled in the JD/MBA program, the JD/MDiv program, the JD/MA in Bioethics program, the JD/MA in Religious Studies program, or the JD/MA in Sustainability program, no more than 12 hours of ungraded credit earned at Wake Forest Law may count toward the number of credits necessary for graduation in that program.

Law students who are *not* enrolled in the JD/MBA program may, with the approval of the Executive Associate Dean for Academic Affairs, earn up to four credit hours in the School of Business to be credited toward their JD degrees. Law students must obtain permission from the Business School professors who teach the courses in which they wish to enroll. These courses will be graded on a pass/fail basis. Business School credits earned under this program *will not count* toward the limits on pass/fail credit allowed for the JD degree *but will count* towards the 20-hour limit on study outside the classroom. An approval form must be completed and can be obtained from the law school's Registrar's Office.

Similarly, students not enrolled in the JD/MDiv, the JD/MA in Religious Studies, the JD/MA in Bioethics or the JD/MA in Sustainability programs may, with the approval of the Executive Associate Dean for Academic Affairs, earn up to four credit hours in the Divinity School or the Graduate School. Credits earned under this program will be graded on a pass/fail basis and *will not count* toward the limits on pass/fail credit allowed for the JD degree *but will count* towards the 20-hour limit on study outside the classroom. Students must complete an approval form, obtained from the Registrar's Office.

MSL courses are not offered on a Pass/Fail basis, with the exception of the Capstone project.

Dissemination of Grades

In compliance with federal statutes, the law school disseminates grades in a manner that ensures privacy and accuracy. Grades are available via WIN, Wake Information Network.

Change of Grades

A final grade submitted to the registrar cannot be changed by a faculty member to reflect a re-evaluation of the student's examination answers or other work without the Executive Associate Dean's authorization. If an arithmetic or transmitting error is discovered, the error can be corrected without the Associate Dean's authorization.

Request for review of an exam or other work

Unless a student is academically ineligible to continue in law school, students who want to review their exam or other work should talk directly to the professor who taught the course. As explained in Chapter 9, answering questions about grades is part of the professor's job. Students

are entitled to review their exams, and professors are required to explain to their students how the exams were graded.

Students who are academically ineligible may not contact a professor directly to ask for review of an exam or other work. They must instead request a review of an exam or other work through the Executive Associate Dean for Academic Affairs or to the Dean of Students.

The Dean's office will forward the academically ineligible student's request for review to the professor, identifying the student requesting review only by anonymous exam number, not by name. The professor will then respond to the request for review to the Executive Associate Dean for Academic Affairs or to the Dean of Students, and that person will convey the results of the professor's review to the academically ineligible student.

Transcripts

Students requesting an official Wake Forest Law Transcript must contact the [Registrar's Office](#), not WIN (Wake Information Network).

Unofficial transcripts of courses taken at Wake Forest Law are available for currently enrolled students at the end of each semester upon written request to the Registrar's office. For informational purposes, students may also print a copy of their transcripts from WIN.

Transcripts of work from other schools should be requested directly from that institution. Wake Forest Law cannot certify work done at another educational institution.

Class Rank

A student's class rank is available only upon written request to the Registrar's Office. Individual ranks are calculated for those in the top 50% of the class only. A percentile rank (in 10% increments) is assigned to all other students.

Students in the SJD, LLM, and MSL degree programs are not ranked.

Graduation Honors for JD Students

Honors at commencement for JD students will be based on the first five semesters of grades, as grades for the last semester are due after commencement. If a graduate's last semester of grades puts the graduate into honors or a *better* category of honors, the graduate's diploma will reflect that recognition. If a graduate was recognized for honors at commencement but then the last semester of grades put that graduate out of honors or into a *lower* honors category, the graduate will get a diploma with the honors received at commencement.

A JD student who has completed all the degree requirements will be eligible for the following honors:

- 1) *Summa Cum Laude*: Awarded to the student(s) with the highest GPA in the graduating class.
- 2) *Magna Cum Laude*: Awarded to the next highest-ranking students who are within the

- top 10% of the graduating class.
- 3) *Cum Laude*: Awarded to the next highest-ranking students who are within the top 25% of the graduating class.

7: WAKE FOREST UNIVERSITY'S COMMITMENT TO DIVERSITY

Diversity, inclusion, equity, and justice are essential to the excellence of the Wake Forest Law. We recognize that the pursuit of this excellence requires thoughtful, deliberate, and sustained action and that this effort is critical to our educational mission, as reflected in our community, culture, and curriculum. Our community shares a tradition that embraces freedom and integrity, acknowledges the worth of the individual, and promotes a democratic spirit arising from open-mindedness and discourse. We seek to give life to the University motto Pro Humanitate, as our members translate a passion for knowledge into compassionate service.

Classrooms filled with a mosaic of personalities, experiences, and outlooks contribute to valuable dialogue in our increasingly multicultural world. We value diversity in all of its dimensions, including ethnicity, gender, gender identity and expression, sexual orientation, learning abilities, physical abilities, race, religion, socio-economic status, veteran status, and viewpoint. We seek to reflect these multiple perspectives, backgrounds, and interests in all facets of our community with respectful dialogue, diversity, and inclusion.

We strive to be an inclusive community in which each individual is safe, respected, and valued. In building a community that values similarities and differences among its constituents, we seek to embody in our actions and in our relations with one another the principles of equity and justice as well as the values of honesty, respect, compassion, responsibility, and fairness. We are proud of the close-knit community we endeavor to create and of our pursuit of Pro Humanitate.

Wake Forest University's Non-Discrimination Statement

Wake Forest University is committed to diversity, inclusion, and the spirit of Pro Humanitate. In adherence with applicable laws and as provided by University policies, the University prohibits discrimination in its employment practices and its educational programs and activities on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability and veteran status. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and veterans through its affirmative action program.

To file inquiries about the non-discrimination statement, go to <http://about.law.wfu.edu/consumer-information/non-discrimination-statement/>

Bias Incident Reporting System

Wake Forest University has adopted a bias incident reporting system. According to Wake Forest's website, a bias incident is an act or behavior motivated by the offender's bias against facets of another's identity. Bias may be directed toward an individual or group. The expression

of controversial ideas and differing views is a vital part of University discourse. While this value of openness protects controversial ideas, it does not protect harassment or expressions of bias or hate aimed at individuals that violate the Student Code of Conduct. If you have experienced or witnessed an incident of bias, you may fill out an anonymous (if you prefer) report at: https://cm.maxient.com/reportingform.php?WakeForestUniv&layout_id=9

8: HONOR CODE

ARTICLE I. INTRODUCTION.

Section 1. Preamble. We, Wake Forest Law students and faculty (hereinafter “students” and “faculty,” respectively), adopt this Honor Code (hereinafter “Code”) as a statement of the minimum standards expected of students in their academic endeavors. In this Code, the faculty recognizes that students share with faculty and administration the responsibility and duty of promoting a climate of academic integrity in all academic endeavors. By sharing this commitment, we best promote the purpose of the Code.

Section 2. Purpose. Wake Forest Law is a community of scholars and learners, committed to the principles of honesty, trustworthiness, fairness, and respect for others. This commitment is particularly important given the mission of Wake Forest Law to prepare its students for the duties of honesty and integrity that they will undertake as professionals. Students share with faculty and administration the responsibility of promoting a climate of academic integrity by practicing honesty, trustworthiness, fairness, and respect for others throughout their time as students and by upholding the standard of the Code.

Section 3. Coverage. The Code applies to academic dishonesty of all students enrolled at Wake Forest Law for all conduct specified and prohibited by Art. III.

Section 4. Publication. Wake Forest Law will post the Code on its website in the Student Handbook. The orientation program for new students will inform these students of their obligations under the Code and require these students to sign a statement promising their commitment to upholding the principles of the Code. It is the responsibility of all students to read and familiarize themselves with the Code. Students are also independently bound by the Student Code of Conduct, which is also posted on Wake Forest Law’s website in the Student Handbook and administered by the faculty.

Section 5. Bar Admissions and Background Inquiries. All students should be aware that a record of academic dishonesty can be an extremely serious obstacle to a student’s gaining admission to the practice of law. A record of academic dishonesty also may hinder employment and clerkship opportunities.

Section 6. Definitions.

a. Academic dishonesty: any conduct specified and prohibited by Art. III.

b. Academic endeavor:

- any work constituting a basis upon which a student will be evaluated to earn credit during the student’s time at Wake Forest Law,
- any work performed in any Wake Forest Law sponsored academic activity in which the student competes against fellow students regardless of whether the student is seeking credit for such academic activity (such as a transactional, moot court, trial team, or journal competitions),
- any work performed in any academic activity in which the student participates on behalf of Wake Forest Law regardless of whether the student is seeking credit for such academic activity, and
- any work performed to influence an academic record.

Academic endeavors include, but are not limited to, in-class examinations; take home examinations; research papers (including topic proposals, outlines, and drafts); other writing assignments; oral presentations; class participation; externships; internships; practicums; work done in clinical programs, law journals, moot court, transactional competitions, and trial bar; and actions influencing the items listed in the definition of academic record.

c. Academic record: includes, but is not limited to, registration and add/drop forms, transcripts, materials submitted in connection with school-sponsored job interviews and school-sponsored competitions, attendance sheets, and correspondence or communication with Wake Forest Law or University (hereinafter “University”) regarding academic matters.

d. Academic day: any day in which classes are regularly scheduled, with the exception of summer school classes.

e. Attempt: attempted violations may be sanctioned in the same manner as completed violations; a student need not complete the intended act to be held accountable.

f. Intentional: conduct that a student wants to perform, with a conscious object to cause a particular result prohibited by the Code. A student’s intent or lack thereof may be inferred from the circumstances.

g. Knowing: conduct performed when the student acts with subjective awareness that to a substantial degree of certainty the conduct would cause a particular result prohibited by the Code. A student’s knowledge or lack thereof may be inferred from the circumstances. A conscious effort to avoid knowledge about the attendant circumstances or results of conduct that is prohibited by the Code may qualify as knowing conduct.

h. Reckless: conduct that reflects a conscious disregard for a substantial and unjustifiable risk that the conduct could cause a particular result prohibited by the Code. A student’s recklessness or lack thereof may be inferred from the circumstances.

i. Negligent: conduct that a student performs despite circumstances that should lead a reasonable student to recognize a substantial and unjustifiable risk that the conduct could cause a particular result prohibited by the Code. A student’s negligence or lack thereof may be inferred from the circumstances.

j. Respondent: a student or students accused of a Code violation.

ARTICLE II. SCOPE AND JURISDICTION.

Section 1. Honor Council Original Jurisdiction. The Honor Council will have original jurisdiction to hear and to determine charges of academic dishonesty, as defined by Art. III, by all students enrolled at Wake Forest Law in any academic endeavor. If the jurisdiction of the Honor Council is contested or in doubt, the question of jurisdiction will be referred to a Preliminary Hearing Panel.

Section 2. Faculty Retention of Jurisdiction. The Dean and faculty retain jurisdiction over conduct covered by the Code only when, in the opinion of the Dean or faculty, the situation does not allow for timely disposition by the Honor Council and is necessary to avoid serious interference with the educational mission of Wake Forest Law. Grading faculty retain the right to conduct their own academic inquiry and impose their own academic penalty regarding a matter referred to the Honor Council once the Honor Council has completed its Code obligations. Any such academic penalty must be consistent with the policies of Wake Forest Law.

ARTICLE III. PROHIBITED CONDUCT.

Section 1. Coverage. Academic dishonesty consists only of conduct, or attempt of such conduct, that violates any provision of Art. III by any student. Ignorance of the Code is no excuse for a violation. Negligent conduct is not covered by the Code but may be subject to an academic penalty by the grading professor consistent with the policies of Wake Forest Law and may also be subject to proceedings under the Student Code of Conduct.

Section 2. Lying. Lying consists only of making a false statement, which the student intends to be false, knows to be false, or which is made with reckless disregard for the truth of the matter asserted to gain advantage in an academic endeavor or to influence a Code proceeding. Lying to influence the outcome of a Code proceeding may result in a separate Code violation.

Section 3. Cheating. Cheating consists only of intentional, knowing, or reckless conduct. Cheating is limited to (1) using or attempting to use forbidden materials or violating the grading professor's written instructions in an academic endeavor with the purpose or practical effect of obtaining an advantage over other students working on the same academic endeavor, (2) unsanctioned consultation or collaboration on any academic endeavor, and (3) discussion of an examination by a student who has taken the examination with, or in the close proximity of, a student who has not yet taken the examination.

Section 4. Plagiarism. Plagiarism consists only of intentional or knowing conduct. Plagiarism is limited to submitting as one's own work the work of another with the intentional or knowing conduct to deceive. Intent or knowledge, or lack thereof, may be inferred based on the extent and context of improperly cited material and of the lack of attribution and whether the student has provided false citation or has manipulated the original text such a reasonable person may conclude that the student did so to avoid detection. Disregard for proper scholarly procedure that is minimal in scope may be addressed solely as an academic matter by the grading professor, and the grading professor may determine whether an academic penalty should be applied without pursuing resolution under the Code.

Section 5. Submitting Work for Multiple Purposes. Submitting work for multiple purposes consists only of intentional, knowing, or reckless conduct. Submitting work for multiple purposes is limited to submitting a student's own work (in identical or similar form) in more than one academic endeavor without the prior and explicit approval of all faculty members to whom the work will be submitted.

Section 6. Abuse of Library Privileges. Abuse of library privileges consists only of intentional, knowing, or reckless conduct involving materials from any Wake Forest Law or University library. Abuse of library privileges is limited to conduct that deprives or attempts to deprive other students of equal access to library materials to gain an advantage over other students. This includes, but is not limited to, the sequestering of library materials; the removal or attempt to remove library materials without authorization; and the defacing, theft, or destruction of library materials.

Section 7. Stealing. Stealing consists only of intentional or knowing conduct. Stealing is limited to taking or misappropriating the notes, papers, written work, books, computer, electronic notepad, or other similar academic materials of other students with the purpose or practical effect of obtaining an advantage over other students.

Section 8. Abuse of Shared Electronic Media. Abuse of shared electronic media consists only of intentional, knowing, or reckless conduct. Abuse of shared electronic media is limited to conduct that deprives other students of equal access to shared electronic media used for academic endeavors, including efforts that result in the damage or sabotage of campus computer systems, with the purpose or practical effect of obtaining an advantage over other students.

Section 9. Failure to Comply with an Affirmative Duty. Failure to comply with an affirmative duty consists only of intentional or knowing conduct. A failure to comply with an affirmative duty is limited to conduct that violates the affirmative duties recognized by Art. IV, Secs. 2, 3.

ARTICLE IV. AFFIRMATIVE DUTIES.

Section 1. All members of the Wake Forest Law community share a responsibility to take appropriate action when academic dishonesty has occurred, including testifying and giving evidence when requested to do so under the Code. Students who have violated the Code are encouraged to report themselves. Self-reporting does not excuse academic dishonesty but may be considered in determining the appropriate sanction.

Section 2. Any student who has firsthand knowledge of facts or events that raise a substantial question of whether academic dishonesty has occurred has the obligation to bring the matter to the attention of the Honor Council. Students with general knowledge of facts or events that they believe violate this Code are encouraged, but not required, to report.

Section 3. Members of the Honor Council are under an obligation to keep all actions taken and all knowledge gained pursuant to the Code about students confidential and will only share any knowledge gained from their Honor Council membership when necessary to fulfill their obligations under the Code and only with their fellow Honor Council members, faculty, administrators, or, in the course of an investigation by Student Solicitors and Respondent's Counsel, with other students. Student witnesses at a Charge Hearing are also under an obligation to keep all actions taken and all knowledge gained pursuant to the Code about students confidential.

ARTICLE V. PRELIMINARY HEARING PROCEDURES.

Section 1. Referral to Student Solicitor. Upon receiving an allegation of academic dishonesty covered by the Code, the Chair of the Honor Council (hereinafter "Chair") will refer the matter to one of the Student Solicitors (hereinafter "Solicitor") for an investigation. The investigation will culminate with a written report by Solicitor with all facts and evidence discovered during the investigation and with Solicitor's conclusions regarding the allegation. If after a full investigation, Solicitor, Chair, and Faculty Advisor to the Honor Council unanimously agree that a preliminary hearing is not warranted, the allegation will be dismissed.

Section 2. Notice of Preliminary Hearing to Respondent. Solicitor must notify Respondent within one academic day of the accusation. The notice will be in writing and will specify:

- the nature of the academic dishonesty alleged;
- the time and place of the alleged occurrence(s);
- the right to a preliminary hearing within eight academic days from the notice;

- the right to exercise the summer option (*see infra* Art. V., Sec. 4), if applicable to the situation;
- the right to be represented by a Respondent’s Counsel of the Honor Council (hereinafter “Counsel”), the right to be represented by another Wake Forest Law student of Respondent’s choice, or the right to self-representation;
- the right to have the same rights of Counsel if Respondent chooses to have another Wake Forest Law student serve as Counsel or chooses self-representation; and
- details about contacting Wake Forest Law’s Dean of Students for support and University resources for students to receive confidential mental health services.

Section 3. Timing of Preliminary Hearing. The Preliminary Hearing will be held within eight academic days from the notice to Respondent, unless Respondent exercises the summer option.

Section 4. Summer Option for Preliminary Hearing. If Respondent receives notice less than ten calendar days before the end of classes during the Spring term, or during the examination period for the Spring term, Respondent may elect to have the Preliminary Hearing held within fourteen calendar days after the end of the Spring examination period. To elect that option, Respondent must notify Solicitor within three calendar days of receipt of notice of Preliminary Hearing. If Respondent makes such an election, and, during the investigation period preceding the Preliminary Hearing, Solicitor reasonably believes that the election of the summer option will prejudice Respondent due to the lack of witnesses or evidentiary materials, Solicitor will so inform Respondent by written notice. Upon being so informed, Respondent may withdraw such election.

Section 5. Membership of Preliminary Hearing Panel. The Chair or Vice-Chair of the Honor Council (hereinafter “Vice-Chair”) and Secretary of the Honor Council and three faculty members selected by the Dean’s Office will typically comprise the Preliminary Hearing Panel (hereinafter “Panel”). Members of the Panel will be told the name of Respondent when the Preliminary Hearing is scheduled. If a Panel member knows of facts or circumstances that would compromise or reasonably appear to compromise the member’s impartiality in a particular case, the Panel member will be excused from participating in the Preliminary Hearing and charged to keep any information related to Respondent’s case confidential. If a member of the Honor Council is unable to attend the Preliminary Hearing, the Honor Council will appoint a replacement. If a faculty member is unable to attend a Preliminary Hearing, the Dean’s Office will appoint a replacement. The members of the Panel will select an Honor Council member to be the presiding member of the Panel, which will typically be the Chair or Vice-Chair.

Section 6. Virtual Attendance. Panel members who cannot attend the Preliminary Hearing in person for good cause may appear virtually by video or audio technology.

Section 7. Procedure at Preliminary Hearing.

a. Beginning. The presiding member of the Preliminary Hearing will begin the hearing by reading the rights of Respondent at the Preliminary Hearing and binding all participants in the Preliminary Hearing to confidentiality as provided in Art. IV., Sec. 3.

b. Solicitor. Solicitor will next present Solicitor’s written report and answer any questions posed by the Panel.

c. Counsel. Counsel will then present evidence in response to Solicitor’s written report and presentation. The Panel may then question Counsel and Respondent.

d. Conclusion. At the conclusion of the presentation of evidence and answering of questions, Solicitor, Counsel, and Respondent will be excused and the Panel will deliberate in private.

Section 8. Decision of the Panel. The Panel will make its decision with twenty-four hours of the conclusion of the Preliminary Hearing. The allegation will be submitted to a Charge Hearing if the Panel makes the following three determinations by a preponderance of the evidence and by an affirmative vote of a majority of members, which must include at least one Honor Council member: (1) the allegation made against Respondent is within the jurisdiction of the Code, (2) the allegation has a reasonable basis in fact, and (3) the allegation warrants an appropriate Charge Hearing before the Honor Council. The presiding member of the Panel will notify Solicitor, Respondent, Counsel, and Chair of the decision within the same day of the Panel’s decision.

Section 9. Record of Preliminary Hearing Panel Proceedings.

a. Recording. The Panel will make a video or audio recording of its proceedings beginning with the reading of Respondent’s rights and ending with the conclusion of the presentation of evidence and answering of questions. In the event that the Panel concludes that the allegation should be submitted to a Charge Hearing, the recording will be made available to Solicitor, Respondent, and Counsel upon written request.

b. Written Report. The Panel will make a written report of its findings, which will be made available to Solicitor, Respondent, and Counsel upon written request.

c. Records. If the Panel decides that the allegation should not be submitted to a Charge Hearing, all attending records will be forwarded to the Dean’s Office for retention consistent with the retention policy for other student records and consistent with applicable student privacy rights.

ARTICLE VI. CHARGE AND SANCTION HEARING PROCEDURES.

Section 1. Name and Purpose. If the Panel decides that the allegation should be submitted to a Charge Hearing, the Honor Council will conduct a Charge Hearing. The Honor Council may develop procedures for conducting the Charge Hearing that are not specifically provided in the Code yet are consistent with the Code.

Section 2. Timing, Notice, and Exchange of Witness Lists.

a. Timing of Hearing. The Charge Hearing must be conducted within seven academic days of notice to the Chair under Art. V., Sec. 8 that a Charge Hearing is needed. The time of the Charge Hearing may be changed by a majority vote of the Honor Council members making up the Jury for good cause, provided that the Charge Hearing may not be rescheduled beyond the seven-day period without Respondent’s consent.

b. Notice. At least five calendar days prior to the Charge Hearing, the Honor Council will give Respondent a written notice of:

- the particularized charges of academic dishonesty;
- the time and place of the Charge Hearing;
- the right to be represented by Counsel, the right to be represented by another Wake Forest Law student of Respondent’s choice, or the right to self-representation;

- the right to have the same rights of Counsel if Respondent chooses to have another Wake Forest Law student serve as Counsel or chooses self-representation; and
- details about contacting Wake Forest Law's Dean of Students for support and University resources for students to receive confidential mental health services.

c. Witness Lists. Solicitor and Counsel will exchange witness lists and so notify the Chair at least three calendar days prior to the Charge Hearing.

d. Stipulations. Solicitor and Counsel will agree on any stipulated facts, which can include a stipulation that Respondent pleads guilty to a charge, and so notify the Chair at least three calendar days prior to the Charge Hearing. Stipulations must be signed by Solicitor and Respondent.

Section 3. Private or Public Charge Hearing.

a. Respondent's Election of Public Hearing. The Charge Hearing will be closed to the public, unless Respondent elects in writing for a public hearing. Respondent's written election of a public hearing must be sent to the Chair no later than two calendar days after Respondent receives written notice of the Charge Hearing.

b. Confidentiality. If Respondent elects a public hearing, no right to confidentiality exists. If Respondent does not elect a public hearing, the hearing will be private and confidential. All persons attending the Charge Hearing (whether as a witness or Honor Council member) will be bound by the confidentiality provisions of Art. IV, Sec. 3.

Section 4. Membership and Voting Rights at the Charge Hearing.

a. Nonvoting Attendance. The Chair or Vice-Chair serves as Marshal of the Charge Hearing, and the Secretary will make a summary record of the Charge Hearing. Neither will have any voting rights at the Charge Hearing. Should neither the Chair nor Vice-Chair be able to attend a Charge Hearing as Marshal, the Jury will select a third-year member of the Honor Council to serve as Marshal.

b. Voting Attendance. The Charge Hearing will consist solely of six voting Honor Council members who will serve as Jury. Ordinarily, the Jury will be comprised of one member from the first-year class, two members from the second-year class, and three members from the third-year class. If Respondent is not a J.D. student, then the Jury will include a representative who shares Respondent's student status and who will replace one of the six members who ordinarily serve, unless the circumstances make such selection unjust.

c. Selection of Jury. The Secretary will select the Jury no earlier than three calendar days before the Charge Hearing. Should any member of a Jury, upon hearing the charge and learning the identity of Respondent, conclude that they know of facts or circumstances that would compromise or reasonably appear to compromise their impartiality in a particular case, the Juror should so notify the Chair and be excused from the Jury, and the Secretary will select another Juror.

Section 5. Recording. The Secretary will make a video or audio recording of the Charge Hearing beginning with the Marshal's reading of the rights of Respondent and ending when the Jury starts its deliberations. The recording will be available only to the Jury during its deliberations, to the Secretary in preparing the summary report, to the Dean for review of the sanction, to the faculty for any appeals process, and to Respondent if requesting an appeal. Except for those stated purposes, the recording will be kept strictly confidential, even if the hearing itself was public. The recording will become part of Respondent's student record

maintained by the Dean's Office consistent with the retention policy for other student records and consistent with applicable student privacy rights.

Section 6. Marshal's Duties at Charge Hearing. The Marshal will begin the Charge Hearing by reading the rights of Respondent at the Charge Hearing and binding all participants in the Charge Hearing to confidentiality as provided in Art. IV., Sec. 3. The Marshal will ask Respondent if any charge will be admitted, in which case a plea of guilty will be entered, or if a charge will be denied, in which case a plea of not guilty will be entered. The Marshal will rule on admissibility of proffered evidence. The Marshal will remind Respondent and all student witnesses that they are honor bound to tell the truth during the Charge Hearing under Art. III, Sec. 2. Any witness who is not bound by the Code will be sworn in before testifying with an appropriate affirmation.

Section 7. Solicitor's Case. After the Marshal has begun the Charge Hearing, Solicitor will present the case against Respondent by reading all charges to the Jury and presenting evidence in support of the charges, including any stipulations of fact. The Jury and Counsel will have the right to ask questions of any witness presented by Solicitor until they are satisfied that the witnesses can furnish no additional relevant information. If the stipulations of fact resolve all factual issues regarding the charges, then Solicitor's case will consist solely of presenting the stipulations of fact.

Section 8. Respondent's Defense. At the conclusion of Solicitor's case, Counsel may present evidence in defense to the charges. The Jury and Solicitor will have the right to ask questions of any witness presented by Counsel until they are satisfied that the witnesses can furnish no additional relevant information.

Section 9. Closing Arguments. At the conclusion of Counsel's case, Solicitor will give a closing argument, followed by a closing argument by Counsel.

Section 10. Instructions to Jury. After closing arguments, the Marshal will instruct the Jury on all charges and the matters to be considered during the deliberation over the guilt of Respondent. The Marshal will also give the Jury a document, for use by the Dean's Office, listing the particularized findings of fact at issue and seeking the Jury's decision on each fact. The Marshal will also instruct the Jury that members must find Respondent guilty beyond a reasonable doubt to cast a vote of guilt and must only consider the evidence presented at the Charge Hearing.

Section 11. Jury Deliberations. The Jury will deliberate in private. A decision of guilt requires at least five votes of guilt. An abstaining vote is a not guilty vote. Without five votes of guilt, Respondent will be acquitted. After reaching its decision, the Jury will inform the Marshal who will then share that decision only with Solicitor, Respondent, and Counsel. The Marshal will then remind all present of their duties of confidentiality under Art. IV, Sec. 3.

Section 12. The Sanction Hearing. If the Jury finds Respondent guilty or Respondent pleads guilty, the Marshal will reconvene the Jury either immediately thereafter or the following day in private, whether the Charge Hearing is private or public, so that both Solicitor and Counsel may present arguments related to the sanction to be imposed.

a. Proceedings. The rules for the Charge Hearing will all apply to the Sanction Hearing, with the following specifications: Solicitor will first present facts, evidence, and arguments as to the sanctions being sought, followed by Counsel who may present facts, evidence, and arguments as to an appropriate sanction.

b. Jury Deliberations. At the conclusion of the arguments, the Marshal will refer the Jury to the sanctions allowed under the Code and adjourn the Jury to deliberate in private. The Jury will promptly conduct its deliberations in private. In reaching a decision on sanctions, the Jury will be guided by the intent of the Code to foster a culture of academic integrity among the student body and by the nature and gravity of the offenses. Recommendations of a particular sanction require at least four members of the Jury voting in favor of the sanction. A Jury must recommend at least one sanction. If a Jury is unable to agree upon any particular sanction, then the Dean will determine the sanction. If a decision as to a particular sanction is reached, the Jury will inform the Marshal, who will share that decision only with Solicitor, Respondent, and Counsel. The Marshal will then remind all present of their duties of confidentiality under Art. IV, Sec. 3.

Section 13. Referral to the Dean. All findings on guilt and recommended sanctions, if any, will be expeditiously reported to the Dean. All attending records for the Charge Hearing and, if applicable, Sanction Hearing will be given to the Dean's Office for retention consistent with the retention policy for other student records and consistent with applicable student privacy rights.

Section 14. Appeals Procedure. A Respondent found guilty may appeal a Jury's decision of guilt to the full-time residential faculty by giving written notice to the Dean within three calendar days of the Jury's sanction decision. The evidentiary record and the recording of the Charge Hearing will be provided to the full-time residential faculty for its use during the appeal. The full-time residential faculty will establish the procedure of the appeal and the rights of Respondent. Such procedures and rights will be consistent with the Code. The decision of the full-time residential faculty concerning an appeal will be made within fourteen calendar days of the appeal and will be final.

Section 15. Final Disposition. After the conclusion of any appeal, the Dean, considering the relevant record and the outcome of any appeal on guilt, will either approve or alter the sanction recommended by the Jury. The Dean may delegate the final decision with respect to a sanction by seeking the full-time residential faculty's recommendation and adopting the faculty recommendation as to the sanction. The Dean will have the responsibility of imposition and supervising the imposition of sanction.

Section 16. Sanctions. Sanctions for academic dishonesty must be selected from the ones identified in this section. More than one of the below sanctions may be imposed when deemed appropriate.

a. Notice: A written warning from the Dean that continuation of conduct in violation of the Code may be cause for more severe disciplinary sanctions.

b. Reprimand: A permanent letter of reprimand from the Dean to be placed in Respondent's law school file maintained by the Dean's Office.

c. Probation: Exclusion from participation in all or certain privileged or extracurricular law school activities.

d. Restitution: Reimbursement for defacement, damage to, or misappropriation of property.

e. Suspension: Suspension from Wake Forest Law for a definite period (*e.g.*, one semester, one year, or two years) with or without conditions of readmission stated in the suspension notice. Suspension also may be given for an indefinite period, provided that the

conditions of readmission will be stated in the suspension notice.

f. Expulsion: Expulsion from Wake Forest Law.

ARTICLE VII. ORGANIZATION OF HONOR COUNCIL.

Section 1. Membership. The membership and election of the Honor Council is limited to eleven third-year students, eight second-year students, five first-year students, one LLM/SJD student, and one MSL student. Students selected for the Honor Council serve as members until they graduate, withdraw from Wake Forest Law, or voluntarily resign. Members who withdraw from Wake Forest Law or voluntarily resign their seat will be replaced by a student of the same class appointed by the Chair until the next regularly scheduled student election. Members may also be removed from the Honor Council upon a vote of three-quarters of the class which elected the member or upon being found guilty of violating the Code or Student Code of Conduct. Members removed from their seat will be replaced by a student of the same class appointed by the Chair until the next regularly scheduled student election.

Section 2. Election. Honor Council members will be elected by majority vote of the student body in the Spring at the same time as new officers for the Student Bar Association are elected. Members of the Honor Council from the first-year, LLM/SJD, and MSL class will be elected when their first SBA representatives are elected in the Fall.

Section 3. Election of Officers. At the first meeting after the election of new members in the Spring, but before the end of the school year, the Honor Council will elect one of its members to serve as Chair for the next academic year. At the same meeting, the Honor Council will elect one of its members to serve in each of the following roles for the next academic year: Vice-Chair, Secretary, Educator, and Treasurer.

Section 4. Roles of Officers.

a. Chair: Orders investigations; presides over all Honor Council meetings, proceedings, and hearings; conveys findings and recommendations of the Honor Council to the Dean; and oversees election and interview procedures.

b. Vice-Chair: Fulfills the Chair's duties whenever the Chair is unavailable and assists the Chair as needed.

c. Secretary: Serves on the Preliminary Hearing Panel; makes a summary record of Preliminary Hearings, Charge Hearings, and Sanction Hearings; appoints Jury members to serve prior to Charge and Sanction Hearings; records Hearings; and takes notes of Honor Council meetings.

d. Educator: Establishes procedures to increase the awareness of the Code throughout the student body, including JD, LLM, SJD, MSL, and any other Wake Forest Law students. The Educator fulfills the Secretary's duties with regards to Hearings if the Secretary is unavailable.

e. Treasurer: Manages the budget and acquires funds as needed.

Section 5. Election of Solicitors and Counsels. When the student body elects members of the Honor Council in the Spring semester, the student body will also elect two students to serve as Solicitors and two students to serve as Counsels for the next academic year. Solicitors and Counsels will serve for a term of one year and may run for re-election. Solicitors and Counsels will have equal authority, although only one will handle each case. Counsels will serve as advisors and representatives to any Respondent if Respondent requests the assistance of Counsel.

Section 6. Jury Selection. The Secretary will designate the members of the Honor Council to serve on a particular Jury. To assure fairness to Respondent and to equalize the burden of members of the Honor Council, the Secretary will maintain a rotating schedule by which the Secretary makes Jury assignments.

ARTICLE VIII. AMENDMENTS.

The Code may be amended by a vote of three-quarters of the votes cast by the student body of Wake Forest Law and upon approval by the faculty. The faculty retains its inherent power to revoke this Code.

Adoption date: April 2020.

9: STUDENT CODE OF CONDUCT

Preamble and Purpose

In addition to following the Honor Code, students must follow this Code of Conduct, which recognizes that Wake Forest Law is a community of scholars and learners, committed to the principles of honesty, trustworthiness, fairness, and respect for others. Students share with the faculty and staff the responsibility for promoting a climate of integrity. Students must adhere to the requirements of the Code in both their academic and non-academic endeavors, on and off campus.

Prohibited Conduct

Violations of the Code of Conduct include the following acts and assistance in such acts.

1. Conduct Affecting Persons

- a. Fighting or other conduct that unreasonably endangers or inflicts physical injury upon another, so as to affect directly or indirectly the Wake Forest Law community.
- b. Disruptive or intimidating behavior that willfully abuses, disparages, or otherwise interferes with another so as to affect adversely another's academic pursuits, position at Wake Forest Law, opportunities for employment, participation in Wake Forest Law-sponsored extracurricular activities, or opportunities to benefit from other aspects of Wake Forest Law life.
- c. Engaging in recklessly dangerous, disorderly, or obscene conduct affecting University and/or Wake Forest Law interests, students, or personnel.
- d. Engaging in conduct within a Wake Forest Law class or program that substantially disrupts the academic environment.

2. Conduct Affecting Property

- a. Destroying, damaging, or misusing property belonging to the University, Wake Forest Law or another individual or entity.
- b. Trespassing upon offices or other facilities owned, leased, or managed by the University or Wake Forest Law.
- c. Misusing, removing, tampering with, or otherwise making less effective, equipment (including but not limited to fire extinguishers, fire alarms, smoke detectors, and emergency call boxes) intended for use in improving or protecting the safety of members of the University or Wake Forest Law community on University or Wake Forest Law premises.
- d. Recklessly or knowingly taking, making, or obtaining a photograph and/or an audio or video recording of a University or Wake Forest Law class, program, or activity when photographs or recordings during the University or Wake Forest Law class, program, or activity were expressly prohibited.

3. Conduct Affecting the Integrity of Wake Forest Law

- a. Abusing a position of trust or responsibility within the Wake Forest Law community.
- b. Failing to comply with Wake Forest Law or University disciplinary proceedings

- or the terms of any sanction imposed pursuant to such proceedings.
- c. Violating the Wake Forest Law Alcohol Policy.
 - d. Violating the University Policy on Responsible and Ethical Use of Computing, available at <https://is.wfu.edu/wp-content/uploads/2016/09/Policy-on-Responsible-and-Ethical-Use-of-Computing-Resources.pdf>.

4. Conduct Implicating Title IX

- a. As students of the University, law students are also governed by University-wide policies, including the [WAKE FOREST UNIVERSITY STUDENT SEXUAL MISCONDUCT & DISCRIMINATION POLICY \(Reynolda Campus\)](#), which will be administered and interpreted by the University according to the rules and policies articulated in that policy. In the event of a conflict with this Student Code of Conduct, the Sexual Misconduct & Discrimination Policy will control.
- b. The Sexual Misconduct & Discrimination Policy defines the prohibited sexual misconduct, and covers sexual/gender-based harassment, sexual assault, sexual exploitation, stalking or cyberstalking, and relationship violence.
- c. In addition, a student may be subject to proceedings under this Student Code of Conduct when information about a possible violation of this Code is brought to the attention of the University or Wake Forest Law during an investigation or hearing under the Student Sexual Misconduct & Discrimination Policy. For example, a student may be charged with a violation of this Code for destruction of property when information about the alleged violation is brought to the attention of Wake Forest Law during an investigation of a possible violation of the Sexual Misconduct & Discrimination Policy involving the same student.

5. Conduct Implicating Wake Forest Law Alcohol and Substance Abuse Policy

A student may be subject to proceedings under this Student Code of Conduct for conduct violating the Wake Forest Law Alcohol and Substance Abuse Policy (“ASAP”). The School of Law will take into consideration whether a reported violation of the ASAP is a student’s first offense when determining whether to proceed with a hearing pursuant to this Code.

6. Group Offenses

Organized groups, including student organizations and clubs recognized by Wake Forest Law, are subject to the same standards as are individual members of Wake Forest Law community. The commission of any offense contained in the Code of Conduct by such a group or its members acting in concert, or the failure of such a group to exercise preventive measures relative to violations of the Code by its members will constitute a group offense that may be sanctioned in addition to sanctions imposed for offenses by individual students.

7. Off-Campus Offenses

Wake Forest Law will have the authority to hold students accountable under this Code of Conduct for certain off-campus conduct (i.e. conduct that does not occur on University premises or in the context of a University, Wake Forest Law, or student organization sponsored event or activity) that adversely affects a substantial University or Wake Forest Law interest. In determining whether the conduct adversely affects a substantial

University or Wake Forest Law interest, the following will be considered:

- a. Whether the conduct constitutes or would constitute a serious criminal offense, regardless of the existence of any criminal proceedings;
- b. Whether the conduct indicates that the student presented or may present a danger or threat to the health or safety of any person;
- c. Whether the conduct demonstrates behavior that impairs the University's or Wake Forest Law's ability to fulfill its mission; and
- d. If the conduct involves a violation of Wake Forest Law ASAP, whether the conduct is the first offense subject to proceedings under this Code of Conduct.

Decanal Authority

The Dean, the Executive Associate Dean for Academic Affairs, or the Dean of Students may temporarily suspend a student if they reasonably believe such action is necessary to protect members of the Wake Forest Law community, visitors, or Wake Forest Law property, or to avoid serious interference with the educational mission of Wake Forest Law. A student who has been temporarily suspended is ineligible to attend classes, to remain on the premises of Wake Forest Law, and to participate in any Wake Forest Law activity. Within five calendar days of the suspension, the Dean's office will notify the student in writing of the reasons for the suspension. This notification will serve as the complaint referenced in the next section and initiate the Preliminary Review proceedings.

Faculty Procedures on Discipline

1. Complaint

Complaints under this Code of Conduct must be in writing and made to the Dean's office. If the Dean or the Dean of Students decides there is sufficient cause for further consideration, the matter will be referred to the Chair of an ad hoc, preliminary review faculty committee ("the PR Committee") constituted by the Dean.

2. Preliminary Review

The PR Committee will review the complaint and any written statements or supporting material provided by the complainant(s) and/or the Dean's Office. It may also question persons alleged to have knowledge of the violation and must afford the student against whom the complaint is made the opportunity to appear and be heard before the PR Committee. If a majority of the PR Committee decides that the charge does not warrant additional faculty action, the PR Committee will inform the Dean in writing of the reasons for its decision and will return to the Dean's office any written statements and/or supporting material. If the PR Committee decides that the charge warrants an adjudication hearing, the Chair of the PR Committee will notify the student in writing of the reasons for its decision and refer the matter to the Academic Rules and Discipline Committee ("ARD Committee"). All preliminary review proceedings must be completed within fourteen calendar days of receipt of the complaint, unless the Dean of Wake Forest Law determines that the PR Committee should await the conclusion of the proceedings taken under separate University policies. In that situation, the fourteen days will begin when the University proceedings have concluded.

3. Hearing

The ARD Committee will hold an adjudication hearing within ten calendar days of the referral from the PR Committee. The student will be given notice of the date of the hearing at least seven calendar days before the hearing. At the hearing, a faculty representative appointed by the Dean will present evidence of the charge. The hearing will be recorded and closed to the public except that the student, the student's representative, and two non-witness Student Bar Association members selected by the student may attend. The student may only select as a representative another student from Wake Forest Law. Rules of evidence applicable in a court of law will not apply, but the Chair or other presiding member of the ARD Committee may exclude proffered evidence on the basis that it is immaterial, irrelevant, not trustworthy, or cumulative. At the hearing, all witnesses will be sequestered prior to their testimony, except that the accused student may be present at all times.

4. Findings and Recommendations

An affirmative vote of a majority of members of the ARD Committee is necessary for an adjudication of responsibility for violating the Code. The vote must be completed within 24 hours of the hearing. Following an adjudication of responsibility, the ARD Committee will proceed to sanctions, hear further evidence relating to the question of sanctions, or continue the hearing for no more than five calendar days for the presentation of evidence relating to sanctions. If an additional hearing on sanctions is held, the vote on sanctions must be completed within 24 hours of the hearing. If a student is found responsible for violating this Code, the ARD Committee, within ten calendar days of its determination of responsibility and recommendation of sanction(s), will present its written findings to the faculty for final action. The written findings will be presented at a faculty meeting. Disciplinary sanctions that may be imposed for a violation of this Code of Conduct include any of the following. More than one sanction may be imposed.

- Written reprimand.
- Denial of specified Wake Forest Law privileges.
- Payment of restitution.
- Educational or service sanctions, including community service.
- Disciplinary probation.
- Imposition of reasonable terms and conditions on continued student status.
- Removal from a course or program in progress.
- Enrollment restrictions on a course or program.
- Suspension for one or more semesters.
- Expulsion.

In imposing sanctions, Wake Forest Law will be guided by the stated purpose of this Code of Conduct. When addressing violations caused in whole or part by alcohol or substance abuse, Wake Forest Law may also consider the role of and need for treatment for any underlying disease of addiction.

The PR Committee and the ARD Committee may request in writing that the Dean or Executive Associate Dean for Academic Affairs grant an extension of time for any of the above proceedings. Upon finding that an extension of time will further a just determination of the matter, the Dean or Executive Associate Dean for Academic Affairs

may grant a reasonable extension of time not to exceed seven calendar days.

5. Faculty Review

Full-time residential faculty (excluding visiting faculty and faculty who have a conflict of interest in the matter) will review and act upon the adjudication of responsibility and recommendation for sanction(s) of the ARD Committee at the faculty meeting when the ARD presents its written findings. The faculty may accept or reject the adjudication of responsibility and/or remand for further proceedings to be completed and presented to the faculty within ten calendar days. The faculty may also accept, reject, or modify the ARD Committee's recommendation for sanction(s).

This Code was approved by the faculty on February 19, 2016, and revised on May 17, 2018.

**Wake Forest Law Student Conduct Code
Public Health Emergency Addendum**

This addendum to the Wake Forest Law Student Conduct Code is in response to the current public health emergency and is intended to increase the safety and accountability among students. This addendum is effective August 10, 2020 and will remain in effect until further notice. Any revisions to this addendum will be communicated immediately through email notice to Wake Forest Law students, faculty, and staff.

About

As members of the Wake Forest community, students are called upon to demonstrate respect and honor towards peers, faculty, and staff. As such, in a time of risk to the health and safety of our fellow community members, we must each be vigilant in our commitment to protecting, encouraging, and supporting each other. All members of the community are asked to respect the health and safety of others. Because we do not know the vulnerabilities, responsibilities, fears, or comforts of the other members of our community, each of us must act out of an abundance of caution and to help keep others safe, comfortable, healthy, and flourishing. Together, we will create a community where each of us knows we are valued and even cherished.

As a community, we will hold ourselves and each other accountable for compliance with University requirements that are intended to help keep the Wake Forest community safe during this pandemic. Our community of honor and integrity will be reflected through our work to challenge and support each other.

Policy

This addendum to the Wake Forest Law Student Conduct Code applies to students who will be attending classes on or accessing the Wake Forest campus for any purpose.

Public Health Policies

Students must comply with all University policies implemented in response to the pandemic. The policies cover conduct both on-campus and off-campus. These policies can be found at

ourwayforward.wfu.edu, and students are encouraged to visit this website frequently. The University's policies may be revised at any time. Should this occur, students will be sent an email notifying them of any substantial changes, and students will be expected to comply with such changes.

Violations of these policies will be reported and handled through the student conduct process for Faculty Procedures on Discipline in the Student Code of Conduct, unless the urgency of the situation necessitates the process for Decanal Authority.

Any situation where a student's conduct may present a danger or threat to the health or safety of themselves or others may result in immediate interim action, including transfer to remote learning only, suspension or expulsion, or other sanctions allowed by the Student Code of Conduct. This situation will be reported and handled through the student conduct process for Decanal Authority in the Student Code of Conduct.

Quarantine/Isolation Policies

Students who are suspected or confirmed to have COVID-19 or any condition requiring quarantine or isolation and who have been instructed by a health care provider or public health official to quarantine or isolate must comply with those instructions. Students must remain in quarantine or isolation until they receive clearance to do so by their medical provider or public health official. Students who have been advised by a health care provider or public health official to quarantine or isolate themselves as a result of a potential exposure to COVID-19 must comply with this recommendation.

Those in violation of quarantine or isolation requirements will be subject to sanctions through the Student Code of Conduct process (either Decanal Authority or Faculty Procedures, depending on the urgency) including possible transfer to remote learning only, suspension or expulsion, or other sanctions allowed by the Student Code of Conduct.

Maximum Group Gathering

Students must comply with limitations established by the University on the number of individuals permitted to gather in indoor and outdoor spaces. These prohibitions on Maximum Group Gatherings apply to social events and activities held on and off-campus. Students are allowed to gather for social purposes so long as they do not exceed the University's gathering limits. Those limits may be the same as or more restrictive than limitations on Maximum Group Gatherings set forth in local or state government orders, and the limitations will be posted on the University's Our Way Forward website. When gathering for social purposes, students must continue to abide by social distancing requirements and wear face coverings.

As of June 21, 2021, the University has imposed no limits on gatherings.

Reports of off-campus parties exceeding large gathering limitations may result in student conduct charges for student groups and individuals. Sanctions may vary from limitations on activities to suspension or expulsion from Wake Forest Law as allowed by the Student Code of Conduct.

Failure to Comply

Students must comply with all University policies implemented in response to the pandemic that pertain to student conduct both on campus and off campus. Examples include but are not limited to face covering requirements and daily symptom screenings. Failure to comply with these policies and to reasonable requests of Wake Forest employees and University Police may result in sanctions through the Student Code of Conduct process.

Student Conduct Process

All students alleged to have violated any public health policies have the rights outlined in the Student Code of Conduct. The conduct system at Wake Forest Law is based on educational aspirations, community care and safety expectations, and our commitment to protecting, encouraging, and supporting each other. The conduct processes and sanctions are based in this framework.

The timelines in the Student Code of Conduct will be shortened to the extent feasible and proceedings may be held virtually.

Addendum above added August 4, 2020 and last modified on July 15, 2021.

10: FINANCIAL INFORMATION

Statements in this handbook regarding expenses are subject to change without notice and are not to be construed to form a contract with the student.

Detailed information for tuition and fees during the 2021 – 2022 academic year can be found at <https://finance.wfu.edu/students-parents/sfs/tuition-fees/#law>.

Student Account Tuition & Fee Due Dates:

- Fall Semester: August 1
- Spring Semester: December 1
- Summer Semesters: June 1

Tuition and Fee Details (2021-2022 Academic Year):

A. Academic Year Tuition (Fall/Spring Semesters)

JD, LL.M, and SJD Programs (Full Time)	\$49,276
SJD (Returning/Part-Time)	\$24,638
MSL Degree Program	\$1,039/credit hour
MSL Certificate Program	\$1,039/credit hour

B. Summer Session Tuition

Summer tuition is charged per credit hour for all programs based on tuition rates for the upcoming regular academic year.

C. Student Health Insurance

Most domestic and international students in the JD, LL.M, and SJD programs are required to carry health insurance while enrolled at Wake Forest University. Please consult the following website for detailed information, enrollment forms, and costs: <http://sip.studentlife.wfu.edu/>. Students who are covered under another plan may waive coverage for Student Health Insurance through the provider website. MSL students are not required to carry student health insurance.

D. Wellness Fee

A wellness fee of \$372 will be charged to all JD, LL.M, and SJD student accounts. This wellness fee grants access to campus wellness, recreation, and fitness facilities, equipment, and programs. Each semester's charge (\$186) will support the overall operation of the state-of-the-art wellbeing center facilities. Graduate students may opt out to have the fee waived online through the Wake Information Network (WIN).

Graduate students who elect to opt out of the wellness fee will not have access to campus wellness, recreation and fitness facilities, equipment, and related programs, such as intramurals and club sports. If you opt out and change your mind at a later date, you can obtain a membership fee on a month-to-month basis at a fee of \$35/month.

E. Student Health Fee

A Student Health fee of \$490 will be assessed on JD, LLM, and SJD students. This fee supports the services of the Student Health Center. MSL students are not required to pay the Student Health Fee.

F. University Technology Fee

All students, including MSL students, must pay this \$400 fee to support the use of the technology infrastructure at the University.

G. Student Activity Fee

Law students pay no distinct activity fee. However, student athletic passes to all University athletic events require a validated DeaconOne ID card. DeaconOne cards will not be validated if a student's account has a balance owed.

H. Student Parking Fees

- On-Campus Commuter Permit: \$550
- Off-Campus, Winston-Salem First Church Permit: \$330

Both on-campus and off-campus permits are limited and are sold on a first come, first serve basis.

- Satellite, University Corporate Center (UCC) Permit: \$79

Please note that if you choose an Off-Campus or Satellite/UCC permit, you can bring your vehicle on campus after 4:00pm on weekdays and all weekend. For more information on parking and regulations, visit <http://parking.wfu.edu>.

I. Books and Supplies

While this cost may vary among students, \$1,440 is the Cost of Attendance budget set as an average for JD, LLM, and SJD students, based on student surveys. For MSL students, the average cost of books is \$250 - \$300 for the entire degree program.

Past Due Balances

All amounts due from a student to the law school or to the University for tuition, fees, or other outstanding obligations must be paid by the Student Account Tuition and Fee Due Dates mentioned above. Student accounts must be paid in full before the student is entitled to receive an official transcript, diploma, make changes to current class registrations, or to register for future classes.

Regular Tuition Payment Procedure

Wake Forest's preferred payment method for tuition & fees is the Deacon Electronic Account Center (DEAC), which allows students to make payments via e-check. Student Financial Services accepts payment by check, Flywire, Western Union, or cash paid to the Cashier. Students may also participate in a [monthly payment plan](#).

All payments must be made using U.S. dollars. Student Financial Services only accepts funds that cover a student's educational expenses. If a payment is received that is not for payment of educational expenses for the current term, a student can request to either: (1) Leave the funds on their student account to cover future term educational expenses or (2) Wake Forest will return the funds via the original method of payment to the originator of the payment.

When calculating tuition, students should subtract scholarships and approved loans (Federal Direct Unsubsidized Loan and/or Graduate PLUS Loan, or certified private student loans) to determine the amount, if any, owed. If a balance is owed, a check must be remitted to the University Financial and Accounting Services office to receive clearance.

Debit/credit cards are not accepted to pay charges on student accounts.

If the University deems it necessary to engage the services of a collection agency or attorney to collect, or to settle any dispute in connection with an unpaid balance on a student account, the student will be liable for all collection agency and/or attorney's fees, reasonable expenses, and costs incurred.

DEAC

The Deacon Electronic Account Center (DEAC) is an electronic billing system that allows students and authorized payers to view student account activity in real-time, 24/7. Payments are made via e-check through an Authorized Clearinghouse (ACH). DEAC (Deacon Electronic Account Center) accounts are automatically set up for all incoming law and transfer students. Students access their DEAC accounts by logging into the Wake Information Network (WIN) and clicking on Online Bills. New students will receive information via email from the Office of Admissions & Financial Aid about accessing WIN.

Temporary Tuition Clearance

Students who finance part of their education through any combination of loans sometimes experience delays in the disbursement of loans by the specified deadlines. Students' accounts with loans pending (approved), will receive clearance, permitting the student to register and attend class until the loan funds are disbursed.

If payment is not received by the due date, a registration & official transcript hold will be placed on the student's account. This will prevent the student from confirming the student's

class schedule, making any changes to a schedule, or receiving an official transcript. Non-payment may also result in the cancellation of classes.

Course Cancellation Policy

Unpaid student account balances after the established due dates may result in cancellation of classes. A registration & official transcript hold will be placed on the student's account.

Refund of Charges Policy

A student who officially withdraws or is granted Leave of Absence during a semester may be entitled to a refund of tuition charges depending on the date of withdrawal, date of Leave of Absence status, and/or the last day residing in University housing.

The effective date of withdrawal or Leave of Absence is the last date of class attendance or, in cases of online courses, the last date of academic engagement. Nonpayment for classes for which a student is registered, or non-attendance in a registered class, does not release the student from financial obligations and will not drop the student from the class. Student Financial Services will calculate any refund of charges and will apply any applicable tuition refund per the schedule listed below. Student Financial Services maintains an example of the application of the University Refund of Charges Policy for viewing.

IMPORTANT: A withdrawal, course drop, or Leave of Absence may affect financial aid eligibility. Students should contact the Law School Financial Aid Office to determine any impact to financial aid.

A student using scholarships, grants, or loans to help pay educational expenses, and whose account was paid-in-full prior to withdrawal, is likely to owe the University after withdrawal. Return of Title IV funds are handled in accordance with federal law. If charges originally paid by financial aid funds are no longer covered after financial aid funds are returned to the respective programs, the student is responsible for the remaining balance.

Tuition and Fees Refunds

Tuition refunds are based on the date of official withdrawal or Leave of Absence. Please refer to the official “Schedule of Refunds for Withdrawal or Leave of Absence” below for the respective term of enrollment to determine possible refund. Refunds will be reduced by the amount of any outstanding charges on a student’s account. If refunded charges leave a credit balance on the student account, the student is responsible for completing an online [student refund request](#) or the credit balance will remain on the student account and will be applied for future semesters. If the credit is a direct result of Title IV aid, the credit is automatically refunded to the student.

There are no refunds for mandatory fees after the first class day in a semester as reflected in the academic calendar.

Vehicle registration fees will not be refunded unless the issued permit is returned to Transportation and Parking Services before the first day of class. Students graduating or studying

abroad for spring semester may receive a prorated refund of the vehicle registration fee by returning the issued permits to the Transportation and Parking Services office.

Schedule of Adjustments for Withdrawal or Leave of Absence

Fall/Spring Semesters

Official Date	Percentage of Total Tuition Refunded
Before classes begin	100%, less deposit
First week of classes	85%
Second week of classes	75%
Third week of classes	50%
Fourth week of classes	30%
Fifth week of classes	20%
After fifth week of classes	0%

Summer Half Sessions

Official Date	Percentage of Total Tuition Refunded
First three class days	100%, less deposit
Fourth class day	75%
Fifth class day	50%
Sixth class day	25%
After sixth class day	0%

Summer Full Session

Official Date	Percentage of Total Tuition Refunded
First five class days	100%, less deposit
Sixth - Ninth class day	75%
Tenth - Twelfth class day	50%
Thirteenth - Fifteenth class day	25%
After Fifteenth class day	0%

Conduct or Honor Code Violations

Tuition, fees, housing, dining and all other charges will not be refunded when a student is suspended or expelled from the University as a result of a conduct or honor code violation. Similarly, housing charges will not be refunded when a student is suspended or expelled from

University housing. Any required Return of Title IV funds are handled in accordance with federal law.

University Disruption Refund Policy

Circumstances may arise during a semester that cause significant disruptions to University operations and result in the University closing the campus. These circumstances include, without limitation, extreme weather, fire, natural disaster, war, labor disturbances, loss of utilities, riots or civil commotions, epidemic, pandemic, public health crisis, power of government, or any other circumstance like or unlike any circumstance mentioned above, which is beyond the reasonable control or authority of the University.

In the event of a significant disruption to University operations either:

- During a semester that results in the University closing campus for the remainder of the semester;
- At the beginning of a semester that delays or prevents the University opening campus; or
- During a semester that results in the University closing campus temporarily during the semester.

The University will issue refunds for wellness and parking fees to students where applicable and according to the refund schedule below. There will be no refunds for tuition or Student Health, Student Activity, or any other fees paid by or on behalf of students. Refunds (if applicable) will be calculated at the end of the semester.

This policy applies to significant disruptions where the University closes campus. It does not apply where students officially withdraw from the University or are officially granted Leave of Absence status during a semester. Refunds, if any, in those circumstances are governed by the University's Refund of Charges Policy.

Fall and Spring Semesters

Number of Whole or Partial Weeks (Sunday - Saturday) When Campus is Open	Refund Percentage
0	100%
1	85%
2	78%
3	71%
4	64%
5	57%
6	50%
7	43%
8	36%
9	29%
10	22%
11	15%
12	10%
13	No Refund
14	No Refund
15	No Refund
16	No Refund

Summer Half Sessions

Number of Whole or Partial Weeks (Sunday - Saturday) When Campus is Open	Refund Percentage
0	100%
1	75%
2	50%
3	25%
4	No Refund
5	No Refund
6	No Refund

Full Summer Session

Number of Whole or Partial Weeks (Sunday - Saturday) When Campus is Open	Refund Percentage
0	100%
1	85%
2	75%
3	65%
4	55%
5	45%
6	35%
7	25%
8	15%
9	No Refund
10	No Refund
11	No Refund
12	No Refund

Return of Title IV Program Funds Policy

The 1998 amendments to the Higher Education Act (HEA) of 1965 (Section 484B), and subsequent regulations issued by the United States Department of Education (34 CFR 668.22), establish a policy for the return of Title IV grant and loan funds for a recipient who withdraws. Wake Forest University does not have a leave of absence policy that would either exempt any student from the requirements of the Return of Title IV Funds policy or extend federal student loan deferment benefits. Title IV funds subject to return include the following aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq & Afghanistan Service Grant, Teacher Education Assistance for College & Higher Education Grant, Federal Perkins Loan, Federal Direct Loan (subsidized and unsubsidized), and Federal Direct PLUS Loan.

The percentage of the payment period completed is determined by dividing the total number of calendar days comprising the payment period (excluding breaks of five or more consecutive days) into the number of calendar days completed. The percentage of Title IV grant and loan funds earned is: (1) up through the 60% point in time, the percentage of the term completed, (2) after the 60% point in time, 100%.

The amount of Title IV grant and loan funds unearned is the complement of the percentage of earned Title IV funds applied to the total amount of Title IV funds disbursed (including funds

that were not disbursed but could have been disbursed).

If the amount earned is less than the amount disbursed, the difference is returned to the Title IV programs. If the amount earned is greater than the amount disbursed, the difference is treated as a late disbursement in accordance with the federal rules for late disbursements.

A student who completes all the requirements for graduation from his or her academic program before completing the days in the payment period that he or she was scheduled to complete is not considered to have withdrawn.

In a program offered in modules, a student is not considered to have withdrawn if the student successfully completes:

- i. one module that includes 49% or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules;
- ii. a combination of modules that when combined contain 49% or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or
- iii. coursework equal to or greater than the coursework required for definition of a half-time student for the payment period.

Successful completion of a module requires that the student receive at least one passing grade for that module. Successful completion of coursework equal to or greater than the coursework necessary for half-time enrollment requires that the student receive a passing grade in a sufficient number of credits to comprise half-time enrollment status for the payment period.

Institutional charges include tuition and required fees. When calculating the return of Title IV funds, the University is required to first apply federal aid toward institutional charges, regardless of any non-federal aid received.

Unearned funds, up to the amount of total institutional charges multiplied by the unearned percentage of funds, are returned by the University; the return of Title IV funds may be rounded to the nearest dollar for each aid source. The student returns any portion of unearned funds not returned by the University.

A student repays the calculated amount attributable to a Title IV loan program according to the loan's terms. If repayment of grant funds by the student is required, only 50% of the unearned amount must be repaid. A student repays a Title IV grant program subject to repayment arrangements satisfactory to the University or the Secretary of Education's overpayment

collection procedures.

Funds returned are credited in the following order: Federal Direct Unsubsidized Loans, Federal Direct Subsidized Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Teacher Education Assistance for College & Higher Education Grants, and other Title IV funds for which a return of funds is required.

The Financial Aid Office calculates the amount of unearned Title IV grant and loan funds and can provide an example of the application of this federal policy as well as the relevant section of the Code of Federal Regulations (CFR 668.22).

Academic Engagement for MSL Students Relating to Financial Aid

If an MSL degree student who is utilizing federal loans for tuition and/or fees fails to login, submit an assignment, or meet another online course deadline, and as a result is more than one week behind in coursework, and the student has not contacted the instructor, the Program Director will contact the student via their Wake Forest email, explaining that they have one week to login and participate in the course or they will be subject to withdrawal procedures.

If at the end of week two, there has been no activity and no communication from the student, the Program Director will notify the student that an administrative withdrawal for lack of activity has begun.

If the student responds with plans to continue, they will work with the Program Director and Course Instructor to determine a plan for the student to catch up with any associated deductions for late work and implications for any missing assignments. In this case, the student will be considered active and there would be no financial implications.

If the student responds and decides to withdraw, withdrawal procedures will be initiated. The student will be advised the decision is time sensitive and must be made within two business days. If the student does not reply within this time period, the administrative withdrawal procedure will begin immediately. Please refer to Withdrawals/Refunds for information on tuition refunds.

Federal Loans

To be eligible to receive federal student aid, a student must:

- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security Number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or

- certificate program;
- be enrolled at least half-time to be eligible for Direct Loan Program funds;
 - maintain satisfactory academic progress;
 - not owe a refund on a federal student grant or be in default on a federal student loan
 - use federal student aid only for educational purposes;
 - have a BS or BA degree from an accredited college or university; and
 - not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid.

All students who are interested in borrowing Federal Direct loans or Graduate PLUS loans, or who are participating in the Federal Work Study Program, must complete the Free Application for Federal Student Aid (FAFSA) each year. The FAFSA is a free needs-analysis form distributed by the U.S. Department of Education and determines the amount of your eligibility for federal aid. The renewal can be completed online each year at <https://studentaid.gov/h/apply-for-aid/fafsa>. Your FAFSA should be complete before July to ensure timely arrival of your federal loan disbursements.

Verification

The U.S. Department of Education requires schools to verify certain information of aid applicants who are selected for verification. If your Free Application for Federal Student Aid (FAFSA) is selected for verification by the Central Processing System (CPS), you will be asked to provide additional documentation to the Law School Financial Aid Office to maintain eligibility for federal student aid.

Loan Disbursement

Federal student loan funds are electronically deposited to each Wake Forest student account. Students with a credit balance after tuition and fees are paid may sign up for direct deposit to receive a refund. Reimbursements and student refunds can be deposited directly into your bank account rather than processed through a paper check. You can find instructions for enrolling in Direct Deposit and more information by visiting <http://finance.wfu.edu/sfs/student-refund>. If you do not sign up for Direct Deposit, your refund check will be printed and mailed directly to the permanent address on file.

Title IV Authorization for Use of Federal Funds

When accepting your financial aid awards through WIN, you will be asked to provide authorization for federal student aid funds to pay for allowable, educationally-related charges other than tuition, fees, and room and board. Not providing authorization may result in charges being billed to your student account for health services, computer service, parking fines, automobile registration, emergency loans and returned check charges, which may create a hold on your account. Holds could cause delays in registering for classes or obtaining academic transcripts. You may change your answer at any time by contacting the financial aid office.

Outside/Additional Aid

Recipients of additional aid from any source which is not included on the financial aid award letter must notify the Law School Financial Aid Office of receipt. The total amount of all sources of financial aid may not exceed the Cost of Attendance.

Satisfactory Academic Progress

Section One: Policy for Federal Financial Aid

Federal regulation requires that students maintain Satisfactory Academic Progress (SAP) toward a degree for continued eligibility for federal student aid. The standards of academic progress outlined here are for the purpose of evaluating eligibility to continue receiving financial aid. They do not replace or modify academic standards required for continued enrollment at Wake Forest University. The standards for financial aid eligibility are as strict as, or stricter than, the standards required for continued enrollment.

The Higher Education Act requires that institutions of higher education establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving federal aid. When assessing SAP for federal financial aid, the University reviews all terms of enrollment at Wake Forest University as well as transfer work accepted toward degree requirements at Wake Forest, regardless of whether the student received financial aid during those terms.

Section Two: Qualitative and Quantitative Standards of Satisfactory Academic Progress

Evaluation of students' progress for financial aid purposes is made at the end of each term to determine financial aid eligibility for the upcoming fall, spring, or summer term. Students must meet the minimum standards below at the time SAP is evaluated.

I. Grade Point Average

Students must have achieved the following cumulative grade point average:

- 2.33 for students in the Juris Doctor (JD) program,
- 2.0 for students in the Master of Laws (LLM) program,
- 2.5 for students in the Master of Studies in Law (MSL) program, and
- 2.0 for students in the Doctor of Juridical Science (SJD) program.

II. Credit Hour Completion Rate

Students must have successfully completed 67% of all attempted coursework in a term. Successful completion of a course means receiving one of the following grades: A, B, C, D, H, L, P, S, or CR.

III. Maximum Time Frame

Students must complete the requirements for their degree within the 150% maximum time frame or maximum length of degree program as defined in the Wake Forest

University School of Law Student Handbook. A student becomes ineligible for aid at the point it is determined that they cannot complete the degree requirements within the remaining maximum time frame.

Academic Program	Minimum Requirement for Graduation	Maximum Number of Attempted Credit Hours or Length of Degree Program
Juris Doctor (JD)	90 credits	135 credits
Master of Laws (LLM)	24 credits	36 credits
Master of Studies in Law (MSL)	30 credits	45 credits
Doctor of Juridical Science (SJD)	Four semesters	Ten semesters unless exception granted by the Dean

Incomplete coursework, withdrawals, transfer credits, pass/fail coursework, and course repetitions impact the GPA and Attempted Credit Hours in the following ways:

- Incomplete coursework (grade = I) is not included in the GPA or in the number of credits earned but is counted as attempted credit.
- Courses from which a student withdraws after the Drop/Add period has ended are not included in the GPA or in the number of credits earned but are counted as attempted credit.
- Transfer credits are counted in the number of credits attempted and earned but are not included in the GPA.
- Pass/Fail and Credit/No Credit courses are counted in the number of credits attempted but are not included in the GPA.
- Repeated courses are counted only one time as earned credits. However, credits for each course taken, including all repeated courses, are counted as attempted credit. All grades earned in repeated courses will be calculated in the cumulative GPA.
- Audited courses do not count as credits attempted or earned and are not included in the GPA.

Section Three: Financial Aid Warning and Loss of Eligibility

Students not meeting the SAP requirements for federal financial aid at the end of the term will be placed in a warning status for the following term. During the warning term, students will remain eligible to receive federal student aid during that term. If, at the end of the warning term, students are still not meeting SAP, they will not be eligible for any additional financial aid until

the standards are met.

Section Four: Appeals

Denial of aid under this policy may be appealed by the student, in writing, to the Law School SAP Committee at lawfinaid@wfu.edu within 30 days of notification that the student is no longer eligible for aid. Appeals will be considered for the following circumstances: the death of a relative of the student; an injury or illness to the student; or other special circumstances. A student's appeal must include information regarding why the student is not meeting the SAP standards and what factors have changed that will allow the student's academic progress to improve by the next evaluation.

Section Five: Reinstatement of Aid Eligibility

Successful appeals will lead to one of two SAP statuses: Financial Probation or Academic Plan. A student may be placed on Financial Probation for the subsequent enrolled term if it is determined that the student can regain eligibility after one term. If the student cannot regain eligibility after one term, the student will be placed on an academic plan that outlines future academic progress for the student as established by the Law School SAP Committee. The student will be notified of their SAP status via the student's Wake Forest email based on the outcome of the appeal. If the appeal is not granted, the student will be notified of the decision and will be financially responsible for their educational expenses.

Veterans Benefits & Transition Act of 2018

Pursuant to The Veterans Benefits and Transition Act of 2018 (Public Law 115-407), signed into law on December 31, 2018, Wake Forest University establishes a policy to conform:

GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) may attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or a "statement of benefits" obtained from the VA's eBenefits web site, or a valid VAF 28-1905 form for Chapter 31 authorization purposes, provided that the student beneficiary provides such documentation to the appropriate VA Certifying Official no later than the first day of a course of education, and provided that the student provides any additional payment amount due that is the difference between the amount of the student's financial obligation and the anticipated amount of the VA education disbursement to Wake Forest University.

This policy allows a student to attend the course until VA provides payment to Wake Forest University. Wake Forest University will not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Student Account Refunds

Students whose accounts are left with credit balances after all semester charges have been satisfied may receive a refund for the credit balance. Refunds can be deposited directly into your bank account through Direct Deposit. You can find instructions for enrolling in Direct Deposit and more helpful information by visiting <http://finance.wfu.edu/sfs/student-refund>. If you do not sign up for Direct Deposit, your refund check will be printed and mailed directly to the permanent address on file. Note: Direct Deposit for student accounts is different from direct deposit for student payroll purposes and requires the completion of a Direct Deposit enrollment form for student accounts.

Scholarships, Loans, and Work Study

Financial aid information regarding scholarships, federal and private student loans, and work-study programs are discussed in detail at financialaid.law.wfu.edu. Students who have questions or wish to discuss their individual situations in detail should contact the Financial Aid Office in the law school, and every effort will be made to help resolve these problems.

Scholarship Terms and Conditions

All Wake Forest Law institutional scholarships are subject to the following terms and conditions:

1. Every Juris Doctor scholarship recipient must submit a Need-Based Assessment form.
2. All scholarship recipients must remain in good academic standing. Student Handbook, Section 2, Academic Eligibility, <http://studentlife.law.wfu.edu/handbook/>.
3. The School of Law reserves the right to revoke or reduce any institutional scholarship awarded to a student who violates the student code of conduct, honor code, or other University policies related to student conduct. Student Handbook, Section 7, Student Code of Conduct, <http://studentlife.law.wfu.edu/handbook/>.
4. Institutional scholarships may cover costs up to the total of tuition and established fees. Fees that may be covered by institutional scholarships include Wake Forest University Student Health Insurance, the Student Wellness Fee*, the Student Health Fee, and the required Technology Fee.

If a student receives veterans education benefits (VA benefits), any institutional aid will be deducted from total tuition and fees to determine net tuition and fees (T&F - institutional aid = Net T&F). Net tuition and fees will be used for certifying benefits. VA benefits may only be certified up to the cost of total tuition and fees.

*Students may opt-out of the Student Wellness Fee, which is otherwise automatically applied to student accounts. Opting out of the Student Wellness Fee will restrict a

student's access to the Wake Forest University Wellness Center and services.

5. Institutional scholarships are not subject to negotiation except in cases of material change to a pre-matriculant applicant's file (e.g., increase in LSAT score or cumulative GPA). Scholarships are not subject to negotiation after matriculation.
6. Juris Doctor scholarships will be applied in six equal payments to fall and spring semesters for up to three years. Students completing their course of study in less than six semesters will forfeit any unused award. Master of Laws (LL.M) scholarships will be applied in two equal payments to fall and spring semesters for one year.

Scholarship awards are not available for study abroad, summer or intersession courses, externships, or other credits earned during the summer academic sessions.

7. If the recipient student pursues a joint or concurrent degree, the total amount of the scholarship will be reduced for hours awarded outside of the law program.
8. By accepting an institutional scholarship award, student recipients agree to allow the University to release their directory information to the donor individuals and organizations. The University's definition of directory information can be found at <https://registrar.wfu.edu/academic-records/privacy/>.
9. Student recipients of named scholarships may be required to write a thank you note to the donor as a condition for renewal and may be encouraged to participate in student recruitment activities such as admitted student days and admitted student contact.

Students who withdraw from the School of Law prior to completing exams in any given semester may be required to repay the balance of their scholarship not refunded to the Law School by the University for that semester and could lose whatever portion of the scholarship that is unrecoverable from the University should they return to the Law School. This is dependent on the circumstances of the withdrawal, the School of Law reserves all right in this regard.

Scholarship and Leaves of Absence

Juris Doctor students who are approved for a Leave of Absence by the Executive Associate Dean for Academic Affairs or the Associate Dean of Students may be eligible to extend their remaining six semester scholarship installments beyond the established three-year term. All semester scholarship installments must be utilized within four years of the student matriculation date. If a student is approved for a Leave of Absence and withdraws at a point in the semester when their scholarship cannot be cancelled, that scholarship installment will be counted towards the six total installments.

Master of Laws (LL.M.) students who are approved for a Leave of Absence by the Executive Associate Dean for Academic Affairs or the Associate Dean of Students may be eligible to extend a semester scholarship installment beyond the established one-year term. All semester scholarship installments must be utilized within two years of the student matriculation date. If a student is approved for a Leave of Absence and withdraws at a point in the semester when their scholarship cannot be cancelled, that scholarship installment will be counted towards the two total installments.

Student Employment

Both the law school and accrediting bodies require that students maintain the ability to devote most of their working hours to the study of law. Therefore, first-year students are strongly discouraged from accepting any kind of employment during the first academic year. Similarly, upper-class students are advised not to exceed twenty hours of employment per week throughout the academic year. Due to the intensity of the curriculum, work-study funds are not available to first-year students.

The law school posts student employment opportunities on Simplicity through the Center for Professional Development and through email. Students interested in student employment must contact the Law School Budget Office for eligibility.

Cost of Attendance

The Law School Financial Aid Office establishes the annual Cost of Attendance (COA) budget in accordance with federal aid regulations. The COA is based on the 9-month standard academic year and includes direct expenses such as tuition and fees as well as indirect living expenses. Students who enroll at least half-time in the summer term will have their standard COA increased to include the summer period of enrollment. The COA is the maximum amount of financial aid students may receive for their period of enrollment.

Cost of living allowances in the COA are determined based on student surveys of average costs and other public research data. In limited circumstances, the Law School Financial Aid Office may approve an increase to the COA. Examples of expenses that may be approved include dependent care expenses, unexpected medical bills or disability-related expenses, and one-time computer purchases. Third-year students can request the bar exam fee be added to their COA one time only if the cost is incurred while the student is enrolled. All requests are reviewed on an individual basis and documentation is required. Requests for increases to housing and other costs already included in the COA will not be approved except in extraordinary circumstances.

Loan Exit Counseling

All Federal Direct Loan borrowers are required to complete exit counseling upon graduating, withdrawing, or dropping below half-time enrollment. Exit counseling can be completed online at <https://studentaid.gov>. For more information, please review the Direct Loan Exit Counseling Guide: <https://studentaid.gov/sites/default/files/loan-exit-counseling.pdf>.

Tuition Insurance

Students are encouraged to consider enrolling in tuition insurance. Through a partnership with A.W.G. Dewar Inc., Wake Forest offers students an elective tuition insurance plan which might minimize financial loss if a student suffers a serious illness or accident that forces them to withdraw before the end of a semester.

The plan extends and enhances the refund policy. In cases of withdrawal due to accident, illness or mental health conditions as defined in the plan, the plan assures up to a 75% refund throughout the term. To learn more and to enroll, visit collegerefund.com. Student enrollment must be completed by the first day of classes.

Tax Information

Many tax benefits exist for students attending a higher education institution. Student Financial Services recommends that students consult with a tax professional. For more information: <https://finance.wfu.edu/students-parents/sfs/tax-information/>.

Contact Information

Law School Financial Aid Office
336-758-6103
lawfinaid@wfu.edu

Law School Student Accounts
336-758-3127
lawsfs@wfu.edu

11: STUDENT COMPLAINTS

General Complaints related to the Law School's ABA Compliance

ABA adopted a Standard 512 for student complaints. Any student or group of students believing a significant problem implicates Wake Forest Law's program of legal education and its compliance with the ABA standards has the right to file a complaint regarding that problem. Such a complaint may be filed either with the Executive Associate Dean for Academics or the Dean of Students.

The complaint must be filed in writing and must identify the behavior, action, or inaction complained of and the [ABA Standards and Rules](#) alleged to have been violated.

Upon receipt of a written complaint, the Dean will, within 30 business days, meet with the student(s) making the complaint and, if necessary, conduct an investigation into the substance of the complaint. Upon completion of any investigation, the Dean will prepare a written report determining whether a significant problem that directly implicates the school's program of legal education exists. If such a significant problem is found, a recommendation of action to resolve the complaint will be included. The student(s) filing the initial complaint will receive a copy of the report. If the students are dissatisfied with the report, they may request additional review of the report by the Dean of Wake Forest Law.

Wake Forest University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Wake Forest University.

Student Complaints of Individual Concern

Please note that in addition to the formal complaint process outlined above, students are encouraged to raise matters of individual concern. Those matters may be more appropriately resolved in a less formal way than the complaint process outlined above.

When students have questions or complaints about law school operations or about the conduct of a faculty member, another student, or staff, they can talk with one of the Associate Deans. The Dean of Students is generally responsible for student concerns. The Executive Associate Dean for Academic Affairs is generally responsible for the academic program, faculty, scheduling, registration, and the Honor Code.

When a student has a question or a complaint about or a problem in a course, the concern can usually best be handled by talking directly with the professor teaching the course. A student can also talk with the Executive Associate Dean for Academic Affairs or the Dean of Students about a complaint or a problem in a course.

When a student has a question about a grade in a course, the student should talk directly with the professor who taught the course, except in the case of a student who is academically ineligible. Answering questions about grades is part of the professor's job. Students are entitled to review their exams, and professors are required to explain to their students how the exams were graded. An academically ineligible student with a question about a grade must follow the procedure set out for review in Chapter 5.

Additional Information for Online MSL Students

Wake Forest Law is committed to its online educational programs. If you have a question, concern or complaint about the online MSL program, we encourage you to contact the Assistant Dean for Academic Affairs or the Executive Associate Dean for Academic Affairs. You may also report your complaints to your [local state agency](#).

12: SUMMER PROGRAMS IN LAW

To be eligible for summer sessions (either on or off campus), JD, LLM, and SJD students must have a GPA of at least 2.33 at the end of the previous fall term.

On Campus Summer Sessions

All first and second year JD students and all LLM and SJD students in good standing are eligible to enroll in summer sessions so long as they meet the GPA requirement above. Each summer session is five weeks. First session usually begins in late May and ends in early July. Second session usually begins in early July and ends in early August. Students may register for a maximum of seven credit hours per session. The cost of summer school tuition is prorated per credit hour.

Law school policy requires a minimum enrollment of six students per course for a course to be offered in summer school.

Off Campus Summer Session in England

Most years, Wake Forest Law offers a summer session at the Worrell House at the University's London campus. Two courses are usually offered during a four-week summer program beginning in late May and ending in late June. Each course is two or three credit hours and the subject areas vary. As a rule, the law school seeks to offer a course in the History of the Common Law and a course in the area of international or comparative law. For more information, see [London Summer Program | Study Abroad | Wake Forest School of Law](#)

Off Campus Summer Program in Italy

Wake Forest Law normally sponsors a four-week summer program in Venice. The Italy program is conducted at the University's Venice House (Casa Artom). Two courses are usually offered during a four-week period beginning in early July. Each course is two or three credit hours. Although the specific course offerings vary, comparative and international law topics are usually addressed. For more information, see [The Venice Summer Program | Study Abroad | Wake Forest School of Law](#)

Off Campus Summer Program in Austria

Some years, Wake Forest Law offers a four-week summer session in Vienna, Austria. Two courses will usually be offered during a four-week period beginning in early July. Each course will be two or three credit hours. The course offerings, which vary, will cover comparative and international law topics. For more information, see [The Vienna Summer Program | Study Abroad | Wake Forest School of Law](#)

13: PLANNING FOR THE BAR EXAMINATION

In planning a program of law study, JD and LLM students should consider the requirements for admission to the bar in the jurisdiction where they plan to practice.

The Multistate Bar Examination (MBE) is a major component of the bar exam in almost every jurisdiction. It consists of 200 multiple choice questions. The Multistate Professional Responsibility Exam (MPRE) is also a requirement in most jurisdictions, including North Carolina. The Multistate Essay Exam (MEE) and the Multistate Performance Test (MPT) have been adopted for use by some jurisdictions.

The subjects tested on the MBE are Contracts, Torts, Evidence, Real Property, Criminal Law, Civil Procedure, and Constitutional Law. Contracts includes Sales questions. Criminal Law includes Criminal Procedure questions. To prepare for the Multistate exam, students often enroll in Criminal Procedure during their second or third year. Constitutional Law II and Evidence are required courses.

A number of upper level courses are subjects that are frequently tested on bar exams throughout the country. Before planning your schedule, you should consult the bar requirements of your state. You can access information about subjects tested on each state's bar exam through the National Conference of Bar Examiners' website, [Home - NCBE](#).

You will notice that most states share common subject area requirements, but many states include courses which are unique to practice in the jurisdiction. For example, many states test Municipal Corporations, Conflict of Laws, Federal Jurisdiction, Estate Planning, and Family Law. Some subject areas that are tested may surprise you, because these subjects are not covered by courses at Wake Forest Law. Specifically, some western states test on Community Property and Water Law. Texas tests on Oil and Gas Law, and Oklahoma on Consumer Law. In preparing for bar exams in these states, you may wish to consult the National Conference of Bar Examiners' website, [Home - NCBE](#).

14: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their education records.

Right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be made.

The right to request amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate, misleading, or otherwise in violation of their privacy rights. The student should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify the reason for the request. If the University decides not to amend the record as requested by the student, the University will notify students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the University discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. For example, FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official; or a person, company, or governmental unit with whom the University has contracted to perform duties or services involving education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged

failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.

The following information regarding students is considered directory information:

(1) name, (2) address, (3) telephone number, (4) electronic mail addresses, (5) date and place of birth, (6) major field of study, (7) enrollment status (undergraduate or graduate, full or part-time), (8) class level, (9) participation in officially recognized activities and sports, (10) weight and height of members of athletic teams, (11) dates of attendance, (12) degrees and awards received, (13) the most recent previous educational agency or institution attended by the student, and (14) other similar information such as a photograph. Directory information may be disclosed by Wake Forest University for any purpose in its discretion without the consent of the student. Students have the right to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of the student, or as otherwise allowed by FERPA.

Any student refusing to allow disclosure of any or all of the designated directory information must file a written notification to this effect with the University at the Office of the University Registrar, 110 Reynolda Hall. Forms are available at that office.

If written notification is not filed, Wake Forest University assumes that the student does not object to the release of the directory information designated.

15: LEARNING ASSISTANCE AND DISABILITY SERVICES

Disability Services within the Learning Assistance Center (LAC) exists to enable students with disabilities to experience equal access to the academic, social, and recreational activities and programs at Wake Forest University. The size of Wake Forest University enables the LAC staff to work in an individual manner with students who choose to disclose disabilities. To request academic accommodations:

1. Complete the Request for Consideration form, located [here](#).
2. Submit a copy of the disability documentation. Guidelines for documenting a disability are below. Students may submit documentation electronically to lacds@wfu.edu or through the US Postal Service to Learning Assistance Center & Disability Services, Box 7283, Wake Forest University, Winston-Salem, NC 27109
3. Schedule an appointment with one of the senior staff members to discuss your request for accommodations. This appointment can be made during the summer or early in the first semester of matriculation

If architectural or extensive accommodations are anticipated, early disclosure to the Learning Assistance Center and Disability Services is most helpful.

For more information about LAC office and its services, including address, times, staff and other services, please visit the [LAC-DS homepage](#).

Policies and Procedures

[Rights and Responsibilities of Students and the Institution](#)

[Confidentiality Procedure](#)

[Grievance Procedure](#)

[Accommodation Request Procedure](#) (pdf)

Helpful Guidelines

[Documenting an Attention Deficit Hyperactivity Disorder](#) (pdf)

[Documenting a Learning Disability](#) (pdf)

[Documenting a Physical Disability or Medical Condition](#) (pdf)

[Documenting a Psychiatric Disability](#) (pdf)

[Service Animal Guidelines](#) (pdf)

Temporary Disabilities

[Campus Resources for Students with Temporary Disabilities](#)

16: IMMUNIZATION POLICY

The University has adopted an [Immunization Policy](#) and [COVID-19](#) Immunization Policy. JD/LLM/SJD students must complete the necessary forms prior to July 1.

MSL students in the fully-online degree program who will not attend any classes on campus are not required to comply with the above immunization policies.

17: ALCOHOL AND SUBSTANCE ABUSE POLICY

Wake Forest Law is concerned about the health and welfare of its students. Wake Forest University (“University”) and Wake Forest Law policies and regulations in general—and alcohol and substance abuse policies in particular—reflect that concern. The purpose of the Wake Forest Law Alcohol and Substance Abuse Policy (“ASAP”) is to enable students to make informed—and, it is hoped, intelligent—choices, as well as to enable them to understand the consequences of making unhealthy choices. In compliance with the federal Drug-Free Schools and Campuses regulations, the University and Wake Forest Law have adopted a policy that includes the expectation that students will comply with federal, state, and local laws, including those relating to alcoholic beverages and controlled substances.

To underscore the seriousness with which Wake Forest Law takes the issue of health and welfare of its constituent populations, violations of this ASAP may be addressed in accordance with the same procedures set forth in the Student Code of Conduct and may result in sanctions imposed pursuant to that code.

Students wishing to seek confidential help with alcohol or substance abuse for themselves or their classmates should reference the campus resources at the end of this policy. Use of these resources is strongly encouraged. Students may also request a private consultation with the Dean of Students for help for themselves or their classmates with alcohol or substance abuse.

General Regulations

1. The University and Wake Forest Law prohibit the unlawful: solicitation, possession, use, distribution, or facilitation of the distribution of alcohol and controlled substances by students on University and Wake Forest Law properties, or as part of any University- or Wake Forest Law-sponsored activity. The prohibition extends to off-campus activities that are officially sponsored by the University or Wake Forest Law. The prohibition also extends to off-campus activities, when participation is sponsored by the University or Wake Forest Law, or when the participating student is representing the University or Wake Forest Law.
2. The improper use of prescription drugs can be a serious problem on college and law school campuses. For this reason, it is a violation of this policy for a student to be in unlawful possession of, or use, another person’s prescription medication or for a student to offer, distribute, or solicit medications to or from one person that have been prescribed for another. Note that in addition to being violations of University and Wake Forest Law policy, these practices are also felonies under federal and state statutes.
3. Alcohol and controlled substance misuse prohibited at the University or Wake Forest Law includes without limitation:
 - a. Use of alcohol and/or controlled substance that results in behaviors, physical signs, or medical consequences, including but not limited to: staggering, difficulty

standing or walking, slurred speech, passing out, blackouts (loss of memory), vomiting, retching, bloodshot and/or glassy eyes, strong odor of alcohol and/or other drugs, physical injuries, or other medical problems.

- b. Use of alcohol and/or controlled substance in association with inappropriate action including but not limited to:
 - i. Verbal abuse;
 - ii. Physical abuse;
 - iii. Failure to comply with a lawful command or directive from a University, Wake Forest Law, or law enforcement official;
 - iv. Property damage; or
 - v. Any behavior that violates the Student Code of Conduct.
4. The Wake Forest Law Alcohol Policy also governs use of alcohol at Wake Forest Law, use of law school funds to purchase alcoholic beverages, and other matters addressed in the policy. A violation of the terms of the Wake Forest Law Alcohol Policy is also considered a violation of the Student Code of Conduct and will be addressed in accordance with the procedures set forth in that code.

Federal and State Laws

Federal and state laws provide specific penalties for drug and narcotics offenses. Federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver those drugs designated collectively as “controlled substances.” The punishment includes a term of imprisonment as well as a substantial fine. The penalties for violations of alcoholic beverage regulations are found in Chapter 188 of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

Prescription Drugs

Medications and prescription drugs can be appropriate when used as prescribed for clinical conditions. However, many prescription drugs have the potential for abuse when used recreationally. Those listed below are some of the most frequently misused and can lead to dependence. When abused, these drugs can be dangerous.

- **Adderall, Concerta, Ritalin, Vyvanse, and Provigil**, etc. are stimulants and controlled by the Drug Enforcement Agency (DEA). These drugs are often prescribed for students who have been diagnosed with Attention Deficit Hyperactivity Disorder (ADHD). The risk from misuse of these drugs ranges from lack of sleep, high body temperature, stroke, and irregular heartbeat to anger and hallucinations (psychosis) with severely disorganized

thinking. For individuals abusing these stimulants, abrupt withdrawal may lead to significant mood changes including depression with a risk of self-harm.

- **Codeine, Hydrocodone (Lortab and Vicodin), and Oxycodone (Percocet and OxyContin)** are medications that are prescribed for severe pain. Use can cause drowsiness, nausea, confusion, addiction, and in overdose, may cause slowed breathing and death.
- **Xanax, Valium, and other benzodiazepine** drugs can lead to psychological and physiological dependence. Symptoms associated with withdrawal from these drugs can include seizures. In combination with alcohol, both heart rate and breathing may slow to a degree that can lead to death.

How can you help prevent prescription drug abuse?

- Ask your doctor or pharmacist about your medications, especially if you are unsure about its effects.
- Keep your doctor informed about all medications you are taking, including over-the-counter medications.
- Read the information your pharmacist provides before starting to take medications.
- Take your medication(s) as prescribed.
- Keep all prescription medications secured at all times and properly dispose of any unused medications.
- Do not share your medications with others, or consume medications prescribed for others.

Warning Signs of Possible Alcohol and Controlled Substance Abuse

- Withdrawal from social interaction
- Loss of pleasure in everyday activities
- Change in personal appearance (increasingly unkempt or sloppy)
- Change in friends
- Easily discouraged; defeatist attitude
- Low frustration tolerance (outbursts)
- Unpredictable behavior and/or destructive behavior
- Terse replies to questions or conversation
- Sad or forlorn expression
- Lying
- Poor classroom attendance
- Decline in academic performance
- Apathy or loss of interest
- Change in sleep pattern ranging from excessive sleep to inability to sleep
- Frequent excuses for absences from planned activities
- Change in weight or eating behavior.

When such signs appear in friends or classmates,

DO

- Express your concern and caring using “I” statements
- Be ready to listen
- Communicate your desire to help
- Make concrete suggestions as to where the friend or classmate can find help or how they might cope with a given problem
- Encourage the friend or classmate to seek professional help
- Seek assistance from campus resources
- Be persistent
- Understand that the definition of friendship includes making difficult decisions that may anger your friends

DON'T

- Take the situation lightly or as a joke
- Be offended if the friend or classmate tries to avoid you
- Take “I don’t have a problem” as an answer
- Think the situation can be handled by yourself – instead seek assistance
- Lecture about right and wrong
- Promote feelings of guilt about grades or anything else
- Gossip – instead speak of the situation only to those who can help
- Excuse behavior because “everybody does it”

Medical Situations / Helpful Campus Resources

If students are concerned about their own or a classmate’s alcohol or substance use, several places on campus offer assistance. Many of those places are confidential, as noted below. Wake Forest Law encourages students to get help with alcohol and substance abuse issues as early as possible and to stay healthy.

Student Health Services (Confidential)

GROUND LEVEL, REYNOLDS GYM | 336.758.5218 | SHS@WFU.EDU

The staff provides confidential care for alcohol-related problems 24 hours a day during the academic semester. If a student needs immediate medical attention related to alcohol or other drug use, call 911 or 336-758-5911 to dispatch Wake Forest EMS personnel for assistance including transportation to an appropriate medical facility. Alternatively, students can bring a friend who has had too much to drink to Student Health Service for an evaluation.

Other services include urgent care, illness care, physical examinations, medications, laboratory tests, psychiatric care, allergy injections, routine immunizations, and routine gynecological services. Referrals to community specialists are made when necessary. A nurse is available on site with a physician on call after-hours and on weekends.

Office of Wellbeing

WELLNESS CENTER AT REYNOLDS GYM | 336.758.3089 | THRIVE@WFU.EDU

Thrive is a campus-wide initiative – owned by every member of the Wake Forest University community. The Office of Wellbeing leads the campus in making wellbeing a part of every

experience in the lives of our students, faculty, and staff.

Wellbeing Coaching (Confidential)

OFFICE OF WELLBEING | WELLNESS CENTER AT REYNOLDS GYM | WAKEWELL@WFU.EDU | SCHEDULE AN APPOINTMENT HERE: [WELLBEING COACHING - OFFICE OF WELLBEING](#)

Two Wellbeing Coaches, who are certified health coaches (CHC), are available as confidential resources for questions or concerns on a variety of health and wellbeing topics including alcohol and other drugs. This person is a resource for seminars and individual consultations on health issues such as nutrition, eating disorders, substance abuse, contraception, and sexually transmitted diseases.

Alcohol and Other Drug (AOD) Abuse Prevention

PETER RIVES, THE ASSISTANT DIRECTOR OF WELLBEING | 336.758.4371 | AOD@WFU.EDU

The Office of Wellbeing coordinates the Wake Forest University Alcohol and Other Drug (AOD) misuse prevention, education, and intervention program. The mission of the Wake Forest University AOD is to gain a greater understanding of the dynamics of alcohol and other drug misuse in our community, provide education, counseling, and resources to individuals and groups, and empower students to make healthy choices.

University Counseling Center (Confidential)

117 REYNOLDA HALL | 336.758.5273

The University Counseling Center assists students to deal effectively with personal, interpersonal, vocational and academic issues. The Center offers a wide range of services including individual and group counseling, testing, seminars and workshops, consultation, self-help resources, and referral assistance.

The University Counseling Center provides crisis assistance for urgent mental health needs 24 hours a day. Just call: 336.758.5273. Between the hours of 8:30am – 5:00pm Monday-Friday, walk-in and same-day urgent appointments are available for students who may be at an elevated mental health risk.

Additionally, below are national crisis resources that you may also utilize:

[Crisis Text Line](#) (Text: 741741) to message with a trained crisis counselor

[National Suicide Prevention Lifeline](#) (1.800.273.8255)

For problems related to substance abuse, the Center offers initial consultation and referral for evaluation and treatment; counseling groups for students with family alcoholism or other substance abuse histories; and consultation for those interested in approaching a friend with a substance abuse problem. All services are confidential.

The Office of the Chaplain and Religious Life (Confidential)

Office of the Chaplain | 336.758.5210

CHAPLAIN & ASSOCIATES | SUITE 8, REYNOLDA HALL

PROGRAM DIRECTORS | SUITE 317 & RM 321, BENSON UNIVERSITY CENTER

Campus Ministry

SUITE 40, KITCHIN RESIDENCE HALL (ACROSS THE STREET FROM THE SUTTON CENTER) | 336.758.5248

The Office of the Chaplain and Religious Life seeks to support a diversity of beliefs through the multi-faith character of the chaplaincy and its relationship to numerous religious life affiliates. Acknowledging the importance of faith, both in our individual and collective lives, the Office strives to provide opportunities for members of the Wake Forest community to express and explore their faith in a supportive community. The core work of chaplaincy is rooted in the care of the whole person – body, soul and spirit. As such, a key aspect of our office is to make available pastoral care and advisement for any member of the Wake Forest community – students, staff, faculty, and alumni. This can happen through individual counsel, programming on critical spiritual themes, intervention in medical emergencies, mortality concerns and presiding at key life rituals.

University Police

ALUMNI HALL | 336.758.5591 (NON-EMERGENCY) | 336.758.5911 (ON-CAMPUS EMERGENCY) | 911 (OFF-CAMPUS EMERGENCY) | 24/7 DISPATCH CENTER: DISPATCH@WFU.EDU | ADMIN

OFFICES: POLICE@WFU.EDU

University police have several resources for students with concerns regarding alcohol, other drugs, and crimes on campus. Silent Witness, Crimestoppers, and Victims Advocate are available to help students.

Safe Office (Confidential)

24/7 CONFIDENTIAL HELP LINE 336.758.5285 | FOR URGENT CONCERNS, A PROVIDER WITH THE SAFE OFFICE IS AVAILABLE AFTER HOURS AND ON WEEKENDS

SARAH BROADHURST, LCSWA | COUNSELOR/ADVOCATE | BROADHSF@WFU.EDU | 336.758.4963

STEPH TRILLING, LCSW (MA) | ASSISTANT DIRECTOR | TRILLIS@WFU.EDU | 336.758.2134

The Safe Office provides confidential crisis response and on-going support services to Reynolda Campus students for concerns related to interpersonal violence, including sexual misconduct, relationship violence, and stalking. The Safe Office also serves as a liaison to campus and community resources, offers educational programming, and provides confidential consultations for concerned students, parents, faculty, and staff.

Learning Assistance Center and Disability Services

118 REYNOLDA HALL, HEARN PLAZA ENTRANCE | 336.758.5929 | LACDS@WFU.EDU

The Learning Assistance Center & Disability Services (LAC-DS) provides study skills training and counseling. Students can learn to read critically, take notes effectively, manage their time, improve their motivation, increase their reading speed, and prepare for tests.

Assistance is provided through [academic coaching](#) and individual and group [tutoring](#). Students with a wide range of learning and other documented [disabilities](#) may also receive academic support, training, and advocacy through the LAC-DS.

This policy was approved by the faculty on May 17, 2018.

18: STUDENT SEXUAL MISCONDUCT POLICY AND SEXUAL OFFENSE PREVENTION AND RESPONSE

IMPORTANT INFORMATION FOR STUDENTS WHO MAY BE VICTIMS OF SEXUAL MISCONDUCT:

If you or someone you know may have been a victim of sexual assault or any other type of sexual misconduct prohibited under this policy, you are strongly encouraged to seek immediate assistance. Assistance can be obtained 24 hours a day, 7 days a week, from:

[Home - Safe Office 336.758.5285](#)

Wake Forest University is committed to ensuring an academic and work environment that is free from sex discrimination (including discrimination on the basis of sex, sexual orientation, gender identity, and gender expression) and sexual misconduct (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking). This commitment applies to admissions, employment, and access to and treatment in University programs and activities.

When students, employees, or other individuals experience acts of sexual misconduct or other forms of gender discrimination or harassment, their sense of safety and trust are violated. This may significantly interfere with their success at the University. Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – are based upon values of mutual respect, dignity, responsibility, open communication, and clear consent. The Student Sexual Misconduct Policy and Faculty and Staff Sexual Harassment Prevention Policy have been developed to address all types of sexual misconduct, including sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Please read the complete policies to access critical information, such as: how to report an incident of sexual misconduct; how to get support and assistance; how to request accommodations or other interim measures; steps of a fair, prompt, and impartial investigation and adjudication process; contact information for campus and community resources; and information about individual rights and confidentiality: [Wake Forest Title IX Office and Sexual Misconduct Policies](#).

We take all allegations of sex discrimination and sexual misconduct very seriously. We welcome your involvement in fostering a campus community that strives to prevent unlawful gender discrimination and sexual misconduct in all their forms, to compassionately respond to and support survivors as well as those affected by sexual misconduct, and to ensure the equitable treatment of persons accused of wrongdoing.

For additional information or to report sex discrimination, harassment or other sexual misconduct, please contact: Title IX Coordinator, 336.758.7258, titleixcoordinator@wfu.edu

19: TECHNOLOGY

Information Technology Department

Help Desk Location and Hours

Location: Professional Center Library, Second Floor, Suite 2207
Staff Hours: Monday – Friday: 9:00 am – 5:00 pm

Phone and Email Support

Telephone Number: 336.758.4300
Email Address: lawhelp@wfu.edu
Website: <http://technology.law.wfu.edu/>

Note: Please contact the Help Desk directly for technical support issues.

Account Information

You have been issued an account that provides access to the Wake Forest University domain and a variety of Wake Forest University resources.

- Username Format: [first 4 characters of last name] + [first initial] + [middle initial] + [year of enrollment]
*Due to possible duplications, some accounts may vary from the standard username format.

This information is specific to you and your account at Wake Forest. **Your password should NOT be shared with anyone.** Your user name will remain the same throughout your tenure at Wake Forest.

By using your username and password, you agree to the terms and conditions in the Policy on Responsible and Ethical Use of Computing Resources. Read the full policy at <https://wfu.law/8ea5b6>.

Password Expiration & Lockouts

Your campus computing password expires every 12 months. Information Systems will notify you by email when it is time to change your campus computing password. The messages are sent from **Service Desk (help@wfu.edu)** with “Your Wake Forest Account Password” in the subject line. Messages will be sent 9, 6, and 3 days prior to your password expiring. Note, once your password is expired, you will lose access to important computing resources.

The Wake Forest University network is configured with a security feature that locks a user account if three (3) failed login attempts occur within a specified amount of time. Users cannot log on with a locked account until unlocked by an administrator or until a 15 minute lockout period has expired.

Changing Your Password

1. Navigate to <https://account.wfu.edu/>
2. Select “Sign In to Change Password”
3. Login with your Wake Forest Law username and password
4. Enter the NEW password where indicated
 - a. Note: Password requirements will be presented on this screen.

Allow 60 minutes for your passwords to synchronize across all Wake Forest University systems.

Password Change Checklist

To avoid password synchronization issues, please update your password on all your devices. Failure to update your passwords on all devices may result in account lockouts or loss of access. Synchronization issues on one device may cause problems with other devices.

Wake Forest Law Google Apps (Email, Calendar, Drive, & More)

Email (Gmail)

Wake Forest provides email service to all students, faculty and staff. Your Wake Forest Law email account is powered by Google (Gmail). To access your Wake Forest Law Gmail account, visit:

- <http://mail.google.com/>
Note: type in your full email address (including @wfu.edu) when prompted

Calendar (Google Calendar)

Google Calendar provides calendaring and time-management tools. In Google Calendar, you can manage your personal calendar as well as create invitations when meeting colleagues.

File Storage (Google Drive)

Google Drive provides unlimited online file storage. Your files in Google Drive can be reached from any computer, smartphone, or tablet. You can also invite others to view, download, and collaborate on all the files you want—no email attachment needed.

Distribution Lists (Google Groups)

The law school has a variety of discussion and distribution lists to allow for people to share information. These lists are powered by Google Groups.

For a list of Groups managed by the law school IT department, and a description of their membership, please visit <https://secure.law.wfu.edu/emaillists/>.

Google Account Security

For enhanced security for your Wake Forest Law Google account, you are required to enable Google 2- Step Verification. See <https://support.google.com/accounts/answer/185839> for more information.

Computer Information

Law School students are required to have a laptop computer that meet certain minimum requirements. For the current computer requirements please visit <https://wfu.law/980e3d>.

Support for Student Computers

Students will be responsible for personal hardware and software support. The law school IT department will provide support with the following:

- Connecting to WFU Wireless network
- Installation of printing software
- Installation of exam software

Wireless Network

Wake Forest University is equipped with a campus-wide wireless network. The wireless network requires users to authenticate using their network username and password.

More information about the wireless network is available at <https://wfu.law/p16>.

Multi-function Devices (Print/Copy/Scan)

There are multi-function copiers available to law students for scanning, printing and copying. For locations and instructions on using these devices, visit <https://wfu.law/026>.

Classroom Technology & Video Recording

Recording Technology

All lecture style classrooms have classroom recording hardware installed. The recording platform captures video from a single forward facing camera in the rear of the room, a wireless microphone (worn by the speaker), and a screen capture of the content on the classroom computer. Recordings are typically available 60 minutes after the completion of the recorded class or event.

Expectation of Privacy: Students should not have an expectation of privacy in classrooms, courtrooms, the auditorium or any other public space at Wake Forest Law. All classrooms, courtrooms, the auditorium, and other public spaces at Wake Forest Law may be video recorded at any time when classes or events are or may have been scheduled to occur. Accordingly, private conversations may be inadvertently recorded (and accessed) pursuant to this Policy, even when such conversations occur in an empty classroom or space.

Summary of Class Recording Policy

All classroom recordings must be requested by the faculty member (or appropriate member of the law school administration). Requests should be made at least 3 business days before the recording date. Requests must be submitted via email to lawhelp@wfu.edu.

Audio / Visual Requests

It is important to request A/V support for presentations, guest speakers or special events as early as possible. When scheduling the event, please determine if you will need any A/V support or special equipment. **We require a two-week minimum for AV event support.**

No events will be recorded by the Help Desk without a signed Recording Approval form from all speakers involved in the event.

Checkout Equipment

Equipment Available for Checkout

The Law School Help Desk has the equipment listed below available for checkout. Students can check out this equipment by visiting the Law School Help Desk (Law Library - 2nd Floor).

Note: All checkout equipment is available on a first come, first served basis.

- Laptops (Windows & Mac)
- Conference Cameras
- Conference Phones
- Headphones
- CD/DVD Players
- USB Audio Recorders

Equipment Return Policy

Different types of equipment have different checkout durations. At the time of checkout you will be informed of the checkout duration and expected return date for the items being checked out.

Lost, Damaged or Stolen Equipment

Individuals who borrow equipment are responsible for it during the loan period, and all borrowed equipment must be returned at the agreed time and in good working order. The Law School Help Desk must be informed of any equipment malfunctions as soon as they occur. The Help Desk reserves the right to charge an individual for lost, stolen or broken equipment.

20: WAKE FOREST LAW ALCOHOL POLICY

Wake Forest Law has adopted a formal policy governing the use of alcohol at functions held on campus and regulating the extent to which its funds may be used to purchase alcoholic beverages. Wake Forest Law is an academic professional institution with a mission to educate and prepare students for the intellectually and morally demanding legal profession. Stress is a part of life, not only for the law student, but for the practitioner. Alcohol abuse poses a danger to students and professionals who grow to depend upon alcohol to handle stress. The following alcohol policy is designed to aid responsible decisions regarding alcohol use.

Wake Forest Law will provide an alcohol abuse sensitivity program during the first-year professionalism series. During this program and throughout the year, information about University and community services that help students deal with stress and alcohol abuse will be readily available.

Alcoholic beverages at functions held on campus or funded by Wake Forest Law will be available only in limited circumstances, for events that have a purpose clearly related to the law school program. Alcohol may not be provided or consumed in the building during the academic year during regular daytime class hours. At other times, alcohol may be provided or consumed on school premises or using school funds only with permission; requests should be made to the Dean of Students. Requests should ordinarily be made at the beginning of the semester, but in any event at least two weeks before the affected event. If alcohol is to be made available, the following rules apply:

- The promotion of the event will encourage responsible consumption of alcohol. Advertising should be limited to a single mention that alcohol is provided, i.e. “keg provided” or “cash bar.”
- The sponsoring organization will act responsibly in determining the amount of alcohol to be provided.
- Non-alcoholic drink alternatives and food must be provided.
- The sponsoring organization will take appropriate measures to prevent the abuse of alcohol at the event.
- For events held off-campus, alcohol must be provided by a licensee of the state ABC board on licensed premises.

21: CAMPUS SECURITY AND PARKING/TRANSPORTATION OFFICE

The Wake Forest University Police Department works to provide a safe environment on campus. The Department operates 24 hours a day, 365 days a year. Please visit [Wake Forest University Police](#) for safety information, crime reports and other campus services.

Blue Light Call Boxes: There are Blue Light Call Boxes scattered throughout campus, including locations in parking lots and on trails. These Call Boxes are connected directly to the University Police. Simply pick up the phone, press the button, and you will be connected to University Police Communications, which is staffed 24 hours a day.

TO REACH THE UNIVERSITY POLICE (FOR POLICE, FIRE, OR AMBULANCE):

ON-CAMPUS PHONES

DIAL **911**

FROM OFF-CAMPUS PHONES

DIAL **758-5911** or **758-5591**

SECURITY IN THE WORRELL PROFESSIONAL CENTER

Because our building is easily accessible to our students means that it is also easily accessible to others. As you go through your days, please think about your own safety, protecting your belongings, and the safety of others in the building.

If you see suspicious activity, call the University Police at the numbers above.

Keep your personal belongings secured when you are not close by. Do not leave your laptop computer anywhere in the building unattended.

Be careful leaving the building after dark. Avoid walking to your car alone. University Police will provide an escort to help you to safely get to your car: University Police Escort 336.758.5591

Never prop open a locked door when leaving the building.

When the doors are locked, you will need to use your Wake Forest Law ID card to enter a door with a card-reader (at the center courtyard entrance or at either side courtyard entrance; at the East-side entrance on the first floor; and at the back ground-floor entrance across from the covered bridge).

TRANSPORTATION AND PARKING SERVICES

Parking on campus is regulated by the University's Transportation and Parking Services Office. Please note that University's Automobile Registration regulations (sent to all students each summer) require you to register your car and to park it legally.

Neither the Dean's Office nor the SBA can change parking regulations or "fix" parking tickets. You are encouraged to build in extra time to commute to the law school, to ensure that you will have time to find and walk from a legal parking spot.

You can access a complete version of the University's traffic rules and regulations on-line at [Home - Transportation and Parking Services](#) If you need more information or help, please contact Parking and Transportation at 758-6123.

CAMPUS SECURITY REPORT

The Students Right-to-Know and Campus Security Act requires institutions of higher learning to issue an annual report describing campus security procedures, facilities, policies, crime prevention programs, statistics and other information. A copy of this annual report can be found at the University Police website: [2020 Annual Security & Fire Safety Report](#)

22: RELATIONSHIPS BETWEEN LAW FACULTY AND LAW STUDENTS

No law faculty member may enter into a consensual romantic or sexual relationship with a Wake Forest law student. Accommodations for pre-existing consensual romantic or sexual relationships (that is, a relationship formed before the law faculty member joined Wake Forest Law and/or before a Wake Forest law student was matriculated to Wake Forest Law) between a law faculty member and a Wake Forest law student may be permissible and will be considered on a case-by-case basis. In such circumstances, the following disclosure process must be followed.

Any pre-existing consensual romantic or sexual relationship between a law faculty member and a Wake Forest law student must be disclosed by the law faculty member through submission of the [Workplace Relationship Disclosure Form](#) to Human Resources. The disclosure must occur within 30 days of the start of the law faculty employment with the law school or within 30 days of the Wake Forest law student's matriculation at Wake Forest. A Human Resources Partner or the Conflict of Interest Office will consult with the law school and Human Resources senior leadership to determine if any conflict exists, and if so, the appropriate action for minimizing or removing the conflict of interest risk.

Law students who believe that they have been negatively impacted by a consensual romantic or sexual relationship as described in this policy should contact one of the following: Human Resources (336) 758-4700 or AskHR@wfu.edu, Compliance Office (336) 713-4949 or compliance@wfu.edu, [Compliance Hotline](#) or (887) 880-7888, [Title IX Coordinator](#), or a [Deputy Title IX Coordinator](#).

No retaliation may be directed toward a law student who reports a good faith concern about a law school relationship, as provided in the University's [Whistleblower/Non-Retaliation Policy](#).

Law students who believe they have been sexually harassed by any employee of Wake Forest, including law faculty members, should consult the University's [Sexual Harassment Prevention Policy](#) for how the University defines sexual harassment (which includes sexual harassment, sexual intimidation, stalking or cyberstalking, dating violence, and domestic violence) and how the University protects its students from sexual harassment by all employees of Wake Forest, including law faculty members. That policy also sets forth procedures for filing a complaint with the University, both by individuals who believe that they have been sexually harassed and by individuals who become aware of or witness such harassment.

APPENDIX 1.

Application Requirements

In order for an application to be considered complete at Wake Forest Law, the following materials are required for each of the Juris Doctor, Master of Laws (LL.M.), Scientiae Juridicae Doctor (SJD), and Master of Studies in Law (MSL) programs. More detailed information for each of these requirements can be found on the respective program pages linked below.

Juris Doctor

- Completed Application
- Official Transcripts
- Personal Statement
- Resume
- One Letter of Recommendation

Master of Laws (LL.M.)

- Completed Application
- Official Transcripts
- Proof of English Proficiency
- Resume
- Copy of Passport Bio Page
- Personal Statement
- Two Letters of Recommendation
- Financial Documentation (e.g., Sponsorship Letters, Certified Bank Statements)

Scientiae Juridicae Doctor (SJD)

- Completed Application
- Official Transcripts
- Personal Statement
- Resume
- Two Letters of Recommendation
- Copy of Passport Bio Page
- Writing Sample
- Dissertation Proposal
- Financial Documentation (e.g., Sponsorship Letters, Certified Bank Statements)

Master of Studies in Law (MSL)

- Completed Application
- Resume or CV
- Official Transcripts
- Two Reference Forms