Wake Forest University

School of Law

WAKE FOREST
UNIVERSITY

SCHOOL *of* LAW

2016-2017
Student Handbook

Wake Forest University School of Law

Student Handbook

Academic Rules and Information
Law School Policies

2016-2017

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DEGREE REQUIREMENTS

General Requirements for the Juris Doctor Degree

To earn the JD degree, a student entering in the fall semester must (1) be admitted to the School of Law as a full-time student; (2) spend the equivalent of three academic years (six semesters) in residence in a JD program; (3) attain a cumulative weighted average of at least 73.00 on all work; and (4) 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 this school in order to qualify for a degree from Wake Forest. This applies to students who transfer to Wake Forest, as well as to students who are given permission to do a portion of their work at another law school.

It is the responsibility of each student to see that he or she enrolls in and completes the credit hours and types of courses necessary to meet the requirements for the degree.

Residency and Credit Hour Requirements

A student who wishes to earn a Wake Forest JD degree must be enrolled full-time in an ABA accredited law school for the equivalent of six semesters and earn 90 credit hours.

In assigning credit hours to courses in the curriculum, the faculty follows the ABA standard for determining credit hours. 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.

In order to be awarded a Wake Forest JD degree, a student who transfers after completion of first-year studies at another law school must successfully complete a minimum of 54 credit hours while enrolled at Wake Forest as a full-time student for not less than four semesters.

A student who matriculates at another law school during his or her second or third year and wants to earn a Wake Forest JD degree must successfully complete a minimum of 54 credit hours while enrolled at Wake Forest as a full-time student for not less than four semesters.

Minimum and Maximum Course Load

A full-time student must be enrolled in a minimum of 13 credit hours in each of the Fall and Spring semesters. In extraordinary circumstances, the Executive Associate Dean for Academic Affairs may grant permission for students to enroll in 10 credit hours in one semester. However, the student will pay full tuition for a semester with a reduced load where permission is granted.

No student will be granted full-time residency credit for enrollment in fewer than 10 credit hours in either the Fall or Spring 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 17 or 18 credit hours.

Classification

A student who at the beginning of the semester has completed fewer than 25 hours of work is 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 a second-year student. A third-year student is one who at the beginning of the semester has completed 55 or more hours.

First-year Curriculum

The first-year curriculum, which is standard for all JD students, is set out below:

Fall Semester:	**Spring Semester:**
Civil Procedure I	Civil Procedure II
Criminal Law	Constitutional Law
Contracts I	Contracts II
Legal Analysis, Writing and Research I	Legal Analysis, Writing and Research II
Torts	Property
Professional Development	Professional Development

Except as noted below, a student must take and pass all the courses in the first year curriculum to be eligible to graduate. The academic dean will ordinarily exempt students who transfer to Wake Forest law school 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 Dean's Office will not consider a request for waiver later than the semester following the semester in which the failure occurred.

Upper-level Required Courses

In addition to the first-year curriculum, a student must take and pass the following courses: Legislation and Administrative Law (during the second year), Constitutional Law II, Evidence, and Professional Responsibility. Each student also must take a course or courses to satisfy each of the following requirements: (1) the Upper-level Writing Requirement, (2) the Legal Analysis, Writing and Research III requirement (during the second year), and (3) the Experiential Learning or Practical Skills requirement (see *infra*). 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.

LAWR III

A student may satisfy the LAWR III requirement by passing Appellate Advocacy, Business Drafting (Course 420, not to be confused with 541 Business Drafting ULWR), Contracts and Commercial Transactions, Legal Writing for Judicial Chambers, or Litigation Drafting. A list of Experiential Learning and Practical Skills courses may be found on the law school website

at (insert link to experiential learning courses) and http://law.wfu.edu/academics/courses/?req=1, respectively.

ULWR

To satisfy the Upper Level Writing Requirement, a student must write an analytical paper or brief of 5,000 to 6,000 words (including footnotes). A series of shorter papers does not qualify. The student should consult with the professor regarding topic selection, should consult regularly throughout the course of the semester regarding the progress of the research and the writing. The student must submit a rough draft in a timely manner such that the professor has time to evaluate the draft and the student has time to respond to the professor's critique prior to the due date. A list of courses that satisfy the Upper-level Writing Requirement appears on the website at http://law.wfu.edu/academics/courses/?req=2. A student who takes a course for the purpose of satisfying the Upper-level Writing Requirement should notify the instructor at the beginning of the term. The course may not be taken on a pass/fail basis. On completion of the course, the instructor will grade the student's paper and make a separate determination as to whether it satisfies the requirement. There is a presumption that the paper will satisfy the writing requirement if it receives a grade of 73.00 or higher, but the instructor may announce at the beginning of the term that (1) a higher grade will be required in order for the paper to be certified, or (2) the certification of the paper for the writing requirement will be independent of the grade received in the course.

Experiential Learning and Practical Skills Requirements

The Practical Skills requirement remains in place for JD students who entered law school prior to the 2016-17 academic term. These students must satisfactorily complete one Practical Skills course. For JD students entering in the 2016-17 academic year and thereafter, the practical skills requirement adopted by the faculty on April 25, 2005, is repealed.

First year JD students entering in the 2016-17 academic year and thereafter must satisfactorily complete one or more experiential course(s) totaling at least six hours. An experiential course must be a simulation course, a law clinic, or a field placement. A list of experiential courses may be found on the law school website at http://academics.law.wfu.edu/courses/?req=5.

A course certified by the Registrar as Experiential Learning can satisfy the experiential learning requirement if it is offered for a numerical or letter grade or pass/fail. For JD students who entered law school prior to 2016-17, a course certified by the Registrar as Experiential Learning or Practical Skills can satisfy the practical skills requirement if it is offered for a numerical or letter grade or pass/fail.

Instructor Approval Required

Approval by all instructors is required for a student to enroll in a single semester in more than one clinic, more than one practicum extension, more than one field placement, or two or more clinic, practicum, and field placements.

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, internships, or practicums), co-curricular

activities (journals and 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 joint 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 requirement will prevent joint degree students from enrolling in the full 20 hours of credits described in this policy.

Students may not enroll in field placements or clinics until the student has completed instruction equivalent to 28 credit hours toward the JD degree.

Minimum Grade Requirement

A cumulative weighted grade average of 73.00 or above is required by every JD student at the end of his or her first year and at the end of every academic year thereafter in order to remain in law school and to qualify for graduation from Wake Forest University School of 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 in order to be awarded the degree. The Dean may grant a waiver of this attendance requirement in hardship or special cases.

Accounts Payable to Law School

All amounts due from the graduating student to the law school or the University for tuition, or other outstanding obligations must be paid or otherwise approved by the Dean and the treasurer of the University before such student may graduate.

Accelerated Graduation

By taking a total of 9 summer-term credit hours, a student may accelerate graduation by one semester if he or she meets the 90 credit hour graduation requirement and has 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" no later than the end of the spring semester of the student's second year. Students enrolled in joint degree programs may not use summer school work to accelerate graduation dates.

Joint Degree Programs

The JD/MBA Concurrent Degree program allows a student to combine the three-year law school curriculum and the two-year management school curriculum into a four-year course of study. Students will spend their first and second years in the School of Law. During their third year, students will take classes in the School of Law and Schools of Business. Students will spend their fourth year taking MBA classes in the Schools of Business. The JD degree requires completion of 75 hours of law course work including the degree requirements prescribed by the law school for graduation, as well as satisfactory completion of 15 credit hours of MBA course work transferred to the law school. Graduation from both schools will happen, except in special circumstances, after completion of four years of course work.

A student must maintain a satisfactory academic level at both schools to remain in the program. For further information, see http://law.wfu.edu/academics/degree/mba/.

The JD/MA in Bioethics 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 joint 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 the law school. They will complete 12 additional bioethics hours during their second and third years of law school.

The JD/MDiv program promotes an interdisciplinary conversation between religion and law, provides a different vocational perspective not found in the single law or divinity concentration, and enriches the professional knowledge and experience of students who want to pursue careers in law or divinity.

Students interested in the joint 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 the School of 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 joint-degree appropriate. When undertaken as part of the joint JD/MDiv program, the JD degree requires completion of 75 hours of law course work and the other degree requirements prescribed by the law school for graduation. For further information, see http://law.wfu.edu/academics/degree/mdiv/.

The JD/MA in Religion program similarly promotes an interdisciplinary and comparative study of law and religion. Students accepted to this 4 year program would spend the first year in the Department of Religion and must complete 18 hours by the end of the second semester. (However, it would be possible for a law student to apply for the program after matriculating.) Assuming the first year was in the MA program, the student would spend the second and third years in the law school. During their fourth year of study, students enroll in the graduate school during one semester and in the law school during the other semester, so that they satisfy all degree requirements for both degrees by May of their fourth year.

The JD/MA in Sustainability 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 earn 78 credit hours in the School of Law, including all required JD courses, and 22 credit hours in the Graduate School of Arts and Sciences (GSAS), including the core curriculum in sustainability designed by the Wake Forest Center for Energy, Environment and Sustainability (CEES). Students may elect to enroll in the joint-degree program in their second year of law school.

For further information, see http://academics.law.wfu.edu/degrees/sustainability/

ACADEMIC ELIGIBILITY

Exclusion for Academic Reasons

A student who fails to achieve a cumulative grade point average of at least 73.00 after completion of his or her second semester will be ineligible to continue in law school. To remain eligible a student must maintain a cumulative average of 73.00 at the end of every academic year thereafter. 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 on page 2-3 of this chapter.

Continuing Duty of Disclosure

Every student has a continuing duty to disclose any information that may reflect on his or her character or fitness to practice law. This duty extends to conduct occurring both before and during enrollment. In the Wake Forest University School of Law Application for Admission, each applicant was asked to state if he or she was subject to any disciplinary action for academic or other reasons, as well as criminal investigation, arrest or prosecution (apart from traffic tickets).

During his or her enrollment in law school, each student continues to have a duty to disclose to the Dean, the Executive Associate Dean for Academic Affairs, or the Associate Dean for Administrative and Student Services any action or event of a similar nature which may occur after admission. Failure to do so may result in expulsion from law school or other appropriate disciplinary action.

Students should also be aware that the Dean is asked by the boards of law examiners of the states to certify the character and fitness of recent law school graduates and that these boards take a very dim view of failure to disclose these matters to the law school. (See Honor Code, Chapter 6 of this Handbook.)

Leave of Absence or Withdrawal

A leave of absence may be granted by the Associate Dean for Administrative and Student Services when a student must interrupt his or her studies but wishes to re-enroll at Wake Forest. A leave of absence may be granted for one or two semesters. In extraordinary circumstances, the Executive Associate Dean for Academic Affairs may grant a leave of more than two semesters. No more than five years may elapse between the commencement and completion of the requirements for the JD degree. See the refund policy in chapter 8 for tuition refund information.

A student who has received a leave of absence and who wishes to re-enroll must notify the Executive Associate Dean for Academic Affairs at least one month prior to his or her projected date of re-enrollment. The Dean of the law school 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 law school community.

The following procedures must be followed if a student requests and is granted a second medical leave of absence:

READMISSION TO LAW SCHOOL AFTER SECOND MEDICAL LEAVE

The procedures for readmission to the law school after a second medical leave are stated below. These criteria are designed to ensure that a student has overcome his/her 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 his/her 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 insure 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 school 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 Law School's Executive Associate Dean for Academics and the Associate Dean for Administrative and Student Services. 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 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. 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 law school deans. If a student previously had a scholarship and is readmitted, the student's scholarship will be renewed when he/she is 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 reenroll. Documentation of the student's employment progress from his/her supervisor must be submitted to the Law School Dean's Office at the same time.

A withdrawal may be granted when a student who is not subject to exclusion, dismissal or suspension wishes to withdraw permanently from the school. See the Refund Policy in Chapter 8 for information on tuition refunds.

Readmission

A student who becomes academically ineligible to continue in law school as described on page 2-1 may petition the Faculty Readmission Committee and in extraordinary cases may be readmitted at such time and under such conditions as the committee shall prescribe, but every ineligible student must remain ineligible for at least one academic year. No student shall be permitted more than one such readmission petition.

The petitioner must clearly explain the reason(s) for academic failure and establish by clear and convincing evidence the causal link between the reason and the failure. In addition, the petitioner has the burden of convincing the committee that the asserted cause will not constitute a bar to success in the future.

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

The committee shall decide the terms and conditions of any readmission with the presumption that any student readmitted must repeat the entire first year of law school.

Students who withdraw from law school before completing one semester of work must apply for readmission through the admissions office.

Students who withdraw from law school after completing one semester of work, with a grade point average of less than 73.00 must apply for readmission through the admissions office.

Students who have withdrawn from law school after successfully completing one or more semesters (i.e., with a grade point average of at least 73.00) should apply for readmission to 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 (however, preference will be 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 LL.M. program at Wake Forest may apply for admission to the JD degree program with advanced standing.

A transfer student must take, at Wake Forest, at least sixty (60%) percent (54 credit hours) of the minimum credit hours required by Wake Forest for the JD degree.

Grades earned by a transfer student at another law school are not included with grades obtained at Wake Forest University for purposes of determining class rank. Transfer students are ranked unofficially after completion of the first semester of enrollment at Wake Forest. At that time the rank is established by a dual rank procedure. Hence, if a transfer student receives the same GPA as the 32nd ranked person in his class, he will also be ranked 32nd in his class. If the GPA is not identical, ranking is based on best fit. Transfer students are officially ranked cumulatively with their graduating class.

Transfer of Credits

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 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. The 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.

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.

Visiting 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 University School of Law without becoming a degree candidate. He or she must obtain the approval of the Dean of Wake Forest University School of Law and pay the appropriate tuition and fees.

Wake Forest Students Visiting Away

The Executive Associate Dean for Academic Affairs may grant a Wake Forest 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 constitutes a hardship; specialized training available at the other school that is not available at Wake Forest. 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; placement opportunities.

Grades earned as a visiting student do not transfer to a student's Wake Forest 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. However, in order for course credits earned elsewhere to transfer as course credits for the Wake Forest JD degree, a visiting student must earn a grade of "C" or better in the course. Visiting students must obtain approval of all courses taken at the visited school from the Executive Associate Dean for Academic Affairs.

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. There will be an audit fee based upon a pro rata portion of tuition for that academic year.

Wake Forest law students (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, in his or her discretion, determines there is sufficient reason for such audit commensurate with the general purposes of the law school 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 (except the Babcock Graduate School of Management) must obtain approval and information from the University Registrar's office. Law students may *not* register for any course in another division of the University via WIN (the Wake Forest Information Network).

CLASSES

Registration and Scheduling

Registration for classes occurs via WIN (Wake Information Network) on the Internet. Registration materials will be posted to the law school's web site. Every effort is made to schedule classes so that required and heavily subscribed courses do not conflict, but each student must take special care to plan schedules for both semesters in each academic year that achieve the student's curricular objectives.

Sectioning of Classes

Heavily subscribed courses are sectioned to provide flexibility in curriculum planning. Whenever possible, they are offered in both semesters.

Add/Drop Policy

A designated add/drop period is scheduled after registration and at the beginning of each semester, via WIN, in which students may add or drop courses without first obtaining the approval of the instructors involved.

A student is not permitted to *add* a course after the add/drop period without the permission of both the instructor and the Executive Associate Dean for Academic Affairs, and no later than two weeks following the first class meeting in any event.

A student is not permitted to *drop* a course after the end of the third full week of classes, except with permission from the instructor and the Executive Associate Dean for Academic Affairs. If a "drop" is approved after that date, it may be reflected by a "W" in the student's transcript.

Limits on Distance Education Courses

The law school follows the ABA standards that limit the hours of distance education that may count towards the JD to 15 hours. 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.

No student may earn credit towards the JD degree for distance education courses until that student has completed 28 credit hours.

The above limits on distance education do not apply to students in the MSL degree program.

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 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 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.

Each professor is required to determine for his or her class the best method of assuring 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 is authorized in his or her 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 the law school is to follow the class cancellation policy for the university as a whole. Students should monitor the website, local broadcast media, and Wake Forest e-mail accounts for cancellation notices.

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. The law school recognizes this fact by requiring all of its 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.

Each professor is required to determine the best method of assuring compliance with this policy in his or her 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 the professor may require the student to discontinue using the computer or device in the class or in other classes during that semester. Furthermore, the professor may establish a policy of deducting points from a student's final grade for computer misuse. A professor who wishes to establish a policy of deducting points from a student's final grade for computer misuse must advise his or her class of the policy during the first two weeks of the semester.

Dismissal of Classes

A professor may, in his or her discretion, 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.

It is the prerogative of the Dean to determine whether classes should be dismissed for programs outside the law school, and dismissal will be approved only on the basis of the utility of the program in relation to the educational program of the law school 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 ten students have enrolled. A summer school course will not be taught in which fewer than six students have enrolled. These limitations do not apply to clinical programs, field placements, Appellate Advocacy, or to individual study and research 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 remain confidentially stored until grades are submitted to the registrar by the professor.

Student assessments are taken into account in the evaluation of faculty for promotion, tenure, and salary advance. 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 approval of the instructor.

Alcoholic Beverages and Smoking

Alcoholic beverages are strictly prohibited on the law school premises unless permission is first requested and approved by the law school. No requests will be granted to allow the use of alcoholic beverages in the building or the courtyard during the academic year during regular daytime class hours. The law school's Alcohol Policy is set out in this Handbook (Chapter 22) and is available from the Associate Dean for Administrative and Student Services and the law school's Event and Travel Coordinator.

Smoking is prohibited in the classrooms, library, lounges, hallways and public areas of the building. Moreover, smoking should not take place on the porch areas immediately contiguous to the main entrances to the building.

Smartphone and Electronic Device Sounds

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

EXAMINATIONS

Taking Examinations

Examinations are held at the end of each term in most courses. The dates, times, and locations of examinations are distributed through the registrar's office.

It is the responsibility of each student to be in the assigned room when the examination begins, although the student may thereafter move to a designated overflow room with the consent of the instructor or exam monitor. If a student arrives late for an examination, the student will be allowed the full amount of time for the exam. An *Exam Incident Report* noting the start time will be submitted to the Registrar's Office by the Exam Monitor. This report, stating the anonymous exam number of the student, will then be forwarded to the Professor and the Executive Associate Dean for Academic Affairs for further action.

First-Year Exam Preparation Materials

In all first-year courses, each professor shall 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 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.

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 Associate Dean for Administrative and Student Services. Such approvals will be granted only for compelling reasons. A student who is excused from an examination will be given a grade of "I" (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 professor, the Executive Associate Dean for Academic Affairs, or the Associate Dean for Administrative and Student Services immediately. A student who becomes ill or has an emergency during an examination and is unable to continue should immediately notify the examination monitor, the Executive Associate Dean for Academic Affairs, or the Associate Dean for Administrative and Student Services.

Exam Scheduling

A student has a right to take an examination at the time for which it is scheduled, and the examination shall be held at that time unless rescheduled at a time during the examination period with the consent of the Associate Dean for Academic Affairs and all affected students.

The Dean may, in his or her discretion, 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 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 does **not** constitute a hardship. Hardships will ordinarily not be granted with respect to the minimum five courses (sections) with the highest enrollments for the semester. Also, the Executive Associate Dean, Academic Affairs may grant special permission for hardships not to be granted for a course due to extenuating circumstances.

Hardship petitions may be obtained in the registrar's office. They should be completed by the student and then returned to the registrar's office for consideration by the Executive Associate Dean for Academic Affairs or his or her representative. Hardships must be avoided in a manner that minimizes the total number of hardships in the petitioner's exam schedule. In selecting, scheduling, and assigning qualified hardships, the registrar will not create additional hardships.

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 deans 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 each year of the student's enrollment at Wake Forest.

LL.M. candidates are allowed thirty extra minutes per each hour of an exam.

Exam Time	Extra Time Permitted
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 may or may not be allowed, depending on the discretion of individual professors.

LL.M. students are entitled to take a hardback or printed copy of an English translating dictionary into their exams and may use hand held electronic style translating dictionaries. L.L.M. students are responsible for providing advance notice to their professor if the student intends to use such a dictionary in the exam.

Make-Up Examinations

Examination make-up (hardship) days are scheduled during the exam period in the fall and spring examination periods. During the spring semester, only third-year students are permitted to take early make-up exams.

Exam Monitoring

All examinations will be monitored by the faculty member or, in his/her discretion, by a staff person assigned by the Dean. Students will not talk with any other students during the course

of the examination without the instructor's permission. Faculty members will ordinarily be available for consultation during the exam period.

Exam Security

Students are not permitted to bring anything into the examination room other than the materials required for the examination, as specified in advance by the faculty member.

Early Examinations

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

Grading By Anonymous Exam Numbers

All exams must be graded anonymously. No later than one week prior to the examination period during the fall and spring semesters an anonymous exam number will be assigned by the registrar's office to each student for that exam period. It is the responsibility of each student to obtain his/her exam number prior to exams via the Law School Intranet.

Each number will be different for each student and will be confidential. No professor will have any knowledge of any student's number. The number will be used by the student to identify his or her exam paper. Students may not sign their names or otherwise identify themselves on their exams, except by their exam number. It is imperative that the student use the anonymous number assigned to that student during the respective semester, and that number only, for his or her exams. Using numbers not officially assigned to the student for that specific semester seriously hampers the grading process and actually endangers anonymity, since the user must be specifically identified, sometimes prior to the completion of the grading process.

The complete list of current *Exam Policies* as well as *Self Scheduled Exam Procedures and Rules* may be found on the Registrar's page of the Law School website at: http://registrar.law.wfu.edu/exams/.

Examination Policy Violations

Any violation of these policies should be brought to the attention of the Executive Associate Dean for Academic Affairs or the Associate Dean for Administrative and Student Services. Student violations are considered honor code offenses which can result in suspension, dismissal, or other disciplinary action. (See Chapter 6 of this Student Handbook.)

Custody and Storage of Exams

The professor shall keep students' exams in his or her possession for a reasonable period following the exam, in order to complete grading and student review. The law school will store student exams for one year and then will destroy the exams, absent any compelling reason to the contrary.

GRADES

Anonymous Grading

To provide proper conditions for the evaluation of examinations, the school has adopted an anonymous grading policy. (See page 4-2 of this Handbook.)

Upon completion of grading, the instructor will submit to the registrar a final grade for each numbered examination including class participation and/or class attendance.

Grading System or Grade Scale

The numerical grading system for the JD students in the law school is as follows:

A (90 to 100)
B (80 to 89)
C (70 to 79)
D (66 to 69)
F (Below 66)

The highest grade given in the normal situation is 98. However, in exceptional circumstances a high grade of 100 may be given.

The lowest grade given is 61. However, in exceptional circumstances a low grade of 59 may be given.

A cumulative weighted grade average of 73.00 or above is required of every student at the end of the first year and at the end of every academic year thereafter in order to remain in law school and to graduate.

Students in the LLM and SJD programs will be evaluated on a letter grade 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.

LLM students must earn a cumulative grade point average of 2.0 (or a "C" grade) to receive an LLM degree.

The letter grading scale for LL.M and SJD students in the law school is as follows:

LLM/SJS grade conversion table:

JD Grade	LLM/SJD Grade
86-100	A = 4.0
71-85	B = 3.0
66-70	C = 2.0
60-65	D = 1.0
59 or below	F = 0.0

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 good standing in the program and to receive the MSL degree.

The letter grading scale for MSL students in the law school is as follows:

MSL grade scale
A+ = 4.3
A = 4.0
A- = 3.7
B+ = 3.3
B = 3.0
B- = 2.7
C+ = 2.3
C = 2.0
D = 1.0
F = 0.0

Grade of Incomplete
If a student receives authorization to miss an examination or not to complete work in a course within the prescribed time, he or she will be given a grade of "I" (Incomplete) instead of an "F."

A student can remove the "I" from his or her record by taking the examination at a time specified by the instructor or by completing the required work within the time period specified by the instructor, which time period will not extend beyond the last day of the next regular semester. If a student fails to remove an "I" within the prescribed time, the "I" automatically will be changed to an "F". Such a change may adversely affect not only the student's academic eligibility but also the number of residence weeks earned during the semester in which the "I" was recorded.

If a student has been excluded for failure to meet the school's academic standards, he or she cannot subsequently remove an "I" grade and be readmitted.

Pass/Fail Option
A JD student may take certain upper-level, non-required courses on a pass/fail basis. Only courses listed by the registrar as available for pass/fail are eligible to be taken pass/fail.

No more than seven hours of ungraded credit for course work may count toward the 90 hours required for graduation. Additional credits may be earned on a pass/fail basis as long as the student has successfully completed the 90 hours required for graduation. Ungraded credits earned in Trial Practice, externships, internships, and practicum extensions, as well as credits earned for work on law journals, trial team, or moot court, do not count toward the limit of seven hours.

If a student transfers to Wake Forest University from another law school, no more than a total of

seven hours of 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 Religion program, or the JD/MA in Sustainability program, no more than four hours of ungraded credit earned at the law school may count toward the number of law school hours 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 the 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 seven hours of 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 Religion, 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 seven hours of 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.

LL.M. students are permitted to take one 3-hour course (in addition to the thesis and scholarly writing course) as pass/fail during the course of their studies. The course need not be listed by the registrar as being available for pass/fail; however, the student must gain the written permission of the faculty member.

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 during the final two weeks of the semester.

Uniform Grading Policy

All courses shall have a mean or average grade of 85. Any deviation from this must be explained by letter to the Dean. Examples of appropriate basis for deviation from the approved grade range would include: unusually small number of students (so that there can be no presumption of random distribution); the class as a whole performed on the exam in a manner justifying deviation from the mean. This uniform grading policy does not apply (1) to non-multiple section upper level elective courses taught by full-time members of the faculty in which the class size is less than 20 students, or (2) to a paper course (apart from LAWR I, II, or III).

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

Grades are not considered final until a signed grade verification report has been submitted by the instructor. Thus, although grades are immediately available via WIN, they are subject to change.

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 Dean's authorization. If an arithmetic or transmitting error is discovered, the error can be corrected without the Dean's authorization.

Request for review of an exam or other work

Unless a student is academically ineligible to continue in law school, a student who wants to review his or her exam or other work should talk directly to the professor who taught the course. A student who is academically ineligible must follow the procedure described below to request review of his or her exam or other work.

Special procedure to request review of an exam or other work
for a student who is academically ineligible

If a student is academically ineligible to continue because he or she has a cumulative weighted average below 73.00, the student may not contact a professor directly to ask for review of an exam or other work. The only way an academically ineligible student may request a review of an exam or other work is to submit a request for review to the Executive Associate Dean for Academic Affairs or to the Associate Dean for Administrative and Student Services.

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 carefully review the exam. The professor will then respond to the request for review to the Executive Associate Dean for Academic Affairs or to the Associate Dean for Administrative and Student Services, and that person will convey the results of the professor's review to the academically ineligible student.

Transcripts

Unofficial transcripts of courses taken at Wake Forest University School of Law are available for currently enrolled students within a reasonable time upon final completion of end of term processing each semester via each student's personal profile of the Law School Intranet or upon written request to the Registrar's office. Request forms are available on the Registrar's page of the law school website and in the Registrar's office. There is no fee for an unofficial transcript. For informational purposes, a student may also print a copy of his/her transcript from WIN.

Official transcripts must be obtained from the Law School Registrar's Office. Written, signed requests for official transcripts must be made directly to that office via completion of a *Transcript Request Form* which may be obtained either on the Registrar's page of the law school website under the "Forms" tab or in the Registrar's office . Transcripts of work from other graduate or undergraduate schools should be requested directly from that institution. *All* transcripts, both official and unofficial, *must* be obtained from the school of origin. The law school cannot certify to any third party work that was done at another educational institution.

Class Rank

A student's class rank is available only upon the student's written request. After the student submits the request via a completed *Transcript Request form* the Registrar will provide the class rank to the student in a timely manner. Individual ranks are calculated for those in the top 50% of the class only. A percentile rank (in 5% increments) is assigned to all other students.

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

Graduation Honors

A JD student who has completed all the degree requirements with a cumulative weighted grade point average of 90.00 through 91.99 will graduate with the distinction *cum laude*. A student whose cumulative weighted grade point average is 92.00 through 93.99 will graduate with the distinction *magna cum laude*. A student whose cumulative weighted grade point average is 94.00 or above will graduate with the distinction *summa cum laude*.

HONOR CODE

ARTICLE I. Preamble and Purpose

These rules apply to all students enrolled at Wake Forest University School of Law. The officers of the Honor Council shall ensure that new students are adequately informed of key provisions, including, but not limited to, the affirmative duty, the scope and limits of the Honor Code, and the names of the current officers. New students shall be required to electronically acknowledge that they have read the Honor Code prior to signing into the law school's intranet. Changes in the Honor Code will be published and distributed to students upon adoption. Students are charged with notice of, and are bound by, these rules. Copies of these rules are available from the Student Bar Association, the school's admissions office, and the Office of the Dean of the Law School. The Honor Code may be accessed online through the Student Handbook, of which the Honor Code is Chapter 6, located at http://studentlife.law.wfu.edu/handbook/ or as otherwise made available through the Law School website.

These rules apply only to alleged misconduct identified in Article III or Article IV which occurs in academic pursuits or within the university community. All other misconduct of students remains the full responsibility of the faculty, the law school administration, the civil and criminal litigation systems, or some combination of them, as the circumstances may suggest.

The purpose of this Honor Code is to develop professional legal standards and to provide guidelines for student conduct with respect to academic matters.

ARTICLE II. Scope and Jurisdiction

Section 1. Honor Council Original Jurisdiction

The Honor Council shall have original jurisdiction to hear and to determine charges of lying, cheating, stealing, vandalism, or computer misuse by any law student in his academic pursuits or within the university community.

Section 2. Faculty Retention of Jurisdiction

The faculty and administration retain jurisdiction over the conduct covered by this Code which shall be exercised only in situations that do not allow for timely disposition by the Honor Council where, in the opinion of the faculty and administration, the interests of the institution require it. In the event any alleged misconduct occurs in which the jurisdiction of the Honor Council is contested or in doubt, the question of jurisdiction shall be referred to the Preliminary Hearing Panel.

ARTICLE III. Prohibited Conduct

The following enumerated acts and knowing assistance in such acts constitute violations of the Honor Code. Violations of an instructor's rules that are not also an Honor Code violation are to be addressed by the instructor in accordance with other Law School policies, including the Student Code of Conduct.

Section 1. **Lying.**

Lying is the intentional statement of an untruth made with the intent to mislead another concerning non-trivial matters.

Forgery is considered an act of lying and is an honor offense. It includes the unauthorized signing of a University document.

Misrepresentation before the Honor Council, any of its members, or Student Solicitors, is itself an honor offense.

Misrepresentation in the job search process is also an honor offense.

Section 2. **Cheating**.

Cheating includes only intentional or reckless conduct. Negligent conduct is not included in the definition of cheating and is not an Honor Code offense.

Cheating is defined as intentional or reckless:

a. Use of materials (including cell phones, computers, and other electronic devices), forbidden by the instructor in an examination, paper, or project.

b. Unsanctioned collaboration on any examination or other academic endeavor.

c. Discussion of an examination by a student who has taken the examination with, or in the proximity of, a person who has not yet taken the exam.

d. Sequestration, mutilation, or destruction of library materials needed by students for a specific academic endeavor such as, any academic writing, any moot court program or competition, journal or law review competition.

e. Plagiarism. Plagiarism is the intentional or reckless act of incorporating into one's own work the work of another, without indicating that source. Not indicating the source is appropriate only when incorporating an idea which is common knowledge.

   i. Intent or recklessness may be inferred from the circumstances. Under appropriate circumstances, intent or recklessness may be inferred from the evidence that the student incorporated a substantial portion of the work of another without attribution.
   ii. In case of doubt, a question about whether an idea is "common knowledge" should be addressed before a paper is submitted, by consulting with the professor of the course or the chairperson of the non-academic activity, such as moot court competition.

f. Any other act not defined in sections a through e that constitutes intentionally or recklessly depriving someone of something valuable by the use of deceit, fraud or improperly taking advantage of a situation in derogation of stated rules.

Section 3. **Stealing.**

Stealing is the intentional taking or appropriating the property of another without right or leave and with intent to keep or make use of it wrongfully. Stealing includes, but is not limited to:

a. Taking any property of another, whether a member of the University community or otherwise.

b. Removing books from the library without checking them through proper channels.

c. The sequestration, mutilation, or destruction of another student's textbooks, notes, outlines or other materials.

Section 4. **Vandalism**.

Vandalism is the act of destroying or defacing any material or property owned by or in the custody of the University, an employee, agent or guest thereof, or any other student.

Section 5. **Computer Misuse.**

Computer misuse is intentionally impairing the integrity of any University computer equipment or related software. Computer misuse includes but is not limited to:

a. Copying, modifying, or transferring any software or related documentation licensed to or developed by the University in violation of a software license or confidentiality agreement.

b. Use of computer facilities to gain or attempt to gain unauthorized access to data or programs.

c. Sequestering, mutilating or destroying any program or application on a University computer system.

d. The unauthorized sharing or transfer of any user or system password.

e. Any act which a student knows or should know, would assist another in committing a violation described in subsections 5a through 5d.

f. Failure to report immediately to the director of information technology or the IT department help desk any unauthorized access to data or programs stored in a University computer system.

ARTICLE IV. Affirmative Duties

Students who have direct knowledge of, have witnessed or reasonably believe that they have witnessed an Honor Code violation have the duty to take action in one of the following ways (the flagrancy and/or certainty of the violation determines the choice):

1. Report the questionable occurrence to the Chairperson, Vice Chairperson or the Secretary of the Honor Council within a reasonable time, not to exceed five days; or

2. Offer the accused student (hereafter, the Respondent) the opportunity to report himself to the Chairperson or Vice Chairperson of the Honor Council. If the Respondent does not report himself to the Chairperson or Vice Chairperson within five days, the accuser must report the offense to either the Chairperson, Vice Chairperson or the Secretary of the Honor Council.

The five-day requirement does not apply during examination periods. Instead, any report which arises during an examination period must be made either within five calendar days or by the end of the examination period, whichever is longer. If the Chairperson, Vice Chairperson, or Secretary cannot be reached to make a report, then the student should report to the Executive Associate Dean for Academic Affairs or the Associate Dean for Administrative and Student Services.

The willful failure of any student to comply with these affirmative duties shall be a violation of the Code. Failure or refusal to testify before the Honor Council is also an honor offense. No person shall be compelled to be a witness against himself, or to testify against his spouse. However, all statements made at a Preliminary Hearing may be used for impeachment purposes at the Hearing. Furthermore, any admission made at the Preliminary Hearing is admissible into evidence at the Hearing.

ARTICLE V. Pre-Hearing Procedures

Section 1. Referral to Student Solicitor

When it comes to the attention of the Chairperson of the Honor Council that an Honor Code accusation has been made, the Chairperson shall order one of the Student Solicitors to conduct an investigation. The Student Solicitor shall prepare a written report containing: (1) all facts and evidence discovered during the investigation and (2) conclusions regarding the alleged dishonorable conduct.

Section 2. Notice to Respondent

a. It shall be the duty of the Student Solicitor to notify the Respondent immediately that an accusation has been made against her. The notice to the Respondent shall be in writing and shall specify the nature of the offense charged, the time and place of the alleged occurrence, full notice of the rights to which she will be entitled, and the fact that the Honor Code requires that a Preliminary Hearing be held within five academic days (as defined in Article X) after notice of an accusation is given to the Respondent.

b. Respondent's Summer Option

If Respondent receives such notice less than 10 academic days before the end of classes during the Spring term, or within 3 calendar days after the end of examinations for the Spring term, then the Respondent shall have the option to require, by written notice to the Student Solicitor within 3 calendar days of such receipt, that a Preliminary Hearing be held within 14 calendar days (not including holidays) after the end of the examination period. If Respondent makes such an election, and, during the investigation period preceding the Preliminary Hearing, the Student Solicitor reasonably believes that the election of this Summer Option will prejudice Respondent due to the lack of witnesses or evidentiary materials, the Student Solicitor shall so inform Respondent by written notice. Upon being so informed, Respondent shall have the option of withdrawing such election.

Section 3. **Purpose of Preliminary Hearing**

The purpose of the Preliminary Hearing shall be to determine whether the accusation made against the law student (1) is within the jurisdiction of the Honor Council, (2) has a reasonable basis in fact, and (3) warrants a Hearing before the Honor Council.

Section 4. **Structure of Preliminary Hearing Panel**

The Preliminary Hearing shall be held by the Preliminary Hearing Panel which shall consist of the Chairperson or Vice Chairperson and Secretary of the Honor Council and three faculty members selected by the faculty. If a faculty member is unable to attend a Preliminary Hearing, the Dean shall appoint a temporary replacement. If the Chairperson or Vice Chairperson of the Honor Council is unable to attend the Preliminary Hearing, the Honor Council shall appoint a temporary replacement. The decision that the accusation warrants a Hearing before the Honor Council shall be made by a majority vote of the Panel. The Panel shall have the authority to direct the Student Solicitor to amend the charge and give notice thereof to the Respondent.

At least one day prior to the Preliminary Hearing, the Chairperson, or other appropriate Honor Council representative, shall inform the head of the Faculty Panel of the identity of the Respondent. The head of the Faculty Panel shall conduct a conflict of interest check with the Preliminary Hearing Panel to determine if any Panel member has a conflict of interest. A conflict of interest exists 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. If a conflict of interest exists, such Panel member shall recuse himself or herself from participating in the proceeding, and keep any information related to the Respondent's case strictly confidential.

Section 5. **Procedure at the Preliminary Hearing**

The Student Solicitor shall appear before the Preliminary Hearing Panel at the Preliminary Hearing and the Respondent shall have a right to be present at the Preliminary Hearing along with a representative. At the Preliminary Hearing, the Student Solicitor shall present and explain the written report which must include: (1) all facts and evidence discovered during the investigation; and (2) the Solicitor's conclusions regarding the alleged dishonorable conduct.

Section 6. **Referral by Preliminary Hearing Panel**

The Preliminary Hearing Panel shall make a video or audio record of its proceedings and a full and accurate written record of its findings, which shall remain confidential. The recording of the proceedings will end after the conclusion of the presentation of facts and prior to the deliberations of the Panel. In the event that the Panel concludes that a Hearing before the Honor Council is warranted, a transcript of the proceedings before the Panel and a record of the findings of the Panel shall be made available only to the Student Solicitor and the Respondent and/or Respondent's representative. If the Panel finds that a Hearing before the Honor Council for the offense alleged is not warranted, the charge shall be dismissed and all records pertaining thereto sealed and kept by the Office of the Dean. The Panel shall report its conclusion in writing to the Chairperson of the Honor Council and the Respondent within 24 hours of the Preliminary Hearing.

Section 7**.** **Virtual Preliminary Hearings**

Preliminary Hearings may be held by virtual meetings, for example, by teleconferencing.

ARTICLE VI. Hearing Procedures

Section 1. **Name and Purpose**

The Hearing will be an administrative proceeding, the purpose of which is to protect the rights of the Respondent and arrive at the truth.

Section 2. **Time and Place of Hearing**

The Honor Council shall conduct its Hearing within seven academic days (as defined in Article

X) of the Honor Council Chairperson's receipt of the Preliminary Hearing Panel's conclusion that such a Hearing is warranted. Prior to such Hearing, the Honor Council shall give the Respondent a written, particularized statement of the charge against him, reasonable notice as to the time and place of the Hearing and full notice of the rights to which he or she is entitled. The time and/or place of the Honor Council Hearing may with reason be changed by a majority vote of the Council members making up the Jury, provided however, the Hearing may be rescheduled beyond the seven academic day period only with the consent of the Respondent. The Honor Council should endeavor to conduct the Hearing as soon as practicable, and the Hearing need not be held on an academic day. The Student Solicitor, the representative for the Respondent, and the Chairperson shall meet prior to the Hearing to exchange witness lists.

Section 3. **Private or Public Hearing**

The Honor Council Hearing shall be closed to the public, unless the Respondent files a written notice of his election for a public hearing with the Chairperson of the Honor Council prior to the time set for such a Hearing. Such notice is to be given by the Respondent no later than forty-eight (48) hours after the Respondent receives the written charge from the Preliminary Hearing. Once the Respondent gives notice in writing to the Chairperson, the requirement of confidentiality ceases to apply to the case. The Honor

Council may develop procedures for conducting the Hearing that are consistent with this Code.

Section 4. **Procedure at the Hearing**

Every Hearing shall be conducted by the Chairperson of the Honor Council who will not vote, and six voting members. The Secretary of the Honor Council, who shall not vote, will make a summary record of the Hearing. An audio recording, video recording, or comparable recording will be made of the Hearing. This recording will be available only to the Jury during their deliberations, to the Secretary in preparing the summary report, to the Dean for review of the Sanction, to the faculty for the appeals process, and to the Respondent if he or she requests 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 a permanent part of the sealed file to be kept by the Dean. Ordinarily, one member of the Honor Council from the first year class, two members of the Honor Council from the second year class, and three members of the Honor Council from the third year class shall make up the six voting members of the Jury. Should any member of the Honor Council be unable to serve on a Jury as organized by the Secretary, the Chairperson shall appoint any available person of the same class to fill the vacancy on the Jury. The Secretary shall make the selection of the Jury as close as possible to the beginning of the Hearing and no earlier than twenty-four (24) hours before the beginning of the Hearing. In the event that no members of the same class are available to fill the vacancy, the Chairperson shall appoint any available member of the Honor Council. Should the Chairperson and the Vice Chairperson be unable to attend a Hearing, the Jury shall select a third year member of the Honor Council to serve in the Chairpersons absence.

Should any member of a Jury, upon hearing the charge and learning the identity of the Respondent, conclude that he or she cannot render an impartial decision, it shall be his or her duty to notify the Chairperson and withdraw. The Hearing must not go forward until a replacement has been obtained for the withdrawing member.

Section 5. **Chairperson's Duties**

The Chairperson of the Honor Council shall preside at all Honor Council meetings and Hearings.

The Chairperson at a hearing may require any person disrupting the orderly proceedings of a Hearing to leave.

The Chairperson shall have the right to declare a recess at any point in the Hearing. The Chairperson shall insure that the Respondent has been made aware of his rights.

Section 6. **Conduct of the Hearing: the Solicitor's Case**

The Chairperson shall call the Hearing to order by reminding the Respondent and all witnesses that they are honor bound to tell the truth before the Council. Any witness who is not bound by the Honor Code will be sworn in before he testifies. The Honor Council will create and maintain an appropriate oath and affirmation.

Throughout the hearing, hearsay evidence may be heard at the discretion of the Chairperson, when a useful purpose may be served thereby, and there is a guaranty of its reliability. The Chairperson shall rule on all questions raised as to admissibility of proffered evidence.

a. If the Respondent pleads not guilty, the Student Solicitor shall read the charge(s) to the Jury and then present each member with a written copy of the charge(s). The Student Solicitor shall then present evidence in support of the charge(s). The first part of the Hearing shall be limited in scope to a determination of whether the Student Solicitor has proven the charge.

   At the conclusion of the testimony of each witness called by the Student Solicitor in support of the charge, each member of the Jury shall be given the privilege of asking questions. Then, the Respondent or his representative may ask additional questions. Questioning shall proceed until all parties are satisfied that the witnesses can furnish no further relevant information.

b. The Solicitor shall accept a guilty plea only if the Respondent admits that his or her conduct charged as cheating was intentional or reckless.
   (i) If the Respondent pleads guilty to the charge(s) and stipulates to all the facts as presented by the Student Solicitor, the Respondent and Solicitor shall submit to the jury a signed stipulation, indicating agreement with the facts as presented by the Solicitor. The Jury will then only consider the question of sanctions, under the procedure set out in Section 10 of this Article.
   (ii) If the Respondent pleads guilty, but the Respondent and the Solicitor do not agree on all the facts, they shall submit a signed stipulation to the Jury, setting out the facts on which they agree. The Jury shall then determine any disputed facts, under the procedure set out in Setion 6(a) of this Article. After the Jury has determined the disputed facts, the Jury will then consider the question of sanctions, under the procedure as set out in Section 10 of this Article.
   (iii) The signed stipulation in each case shall become part of the record for the purposes of any further appeal.

Section 7. **The Respondent's Defense**

At the conclusion of the Student Solicitors evidence, the Respondent or his representative may present evidence in support of his defense. At the conclusion of the testimony of each witness called by the Respondent or his representative in support of his defense, each member of the Jury shall be given the privilege of asking questions. Then the Student Solicitor may ask any additional questions. Questioning shall proceed until all parties are satisfied that the witnesses can furnish no further relevant information.

Section 8. **Closing Arguments**

Closing arguments shall be given first by the Student Solicitor and then by the Respondent or his representative.

Section 9. **Jury Duties**

Before adjourning the Hearing, the Chairperson shall instruct the Jury as to the charge and the factors to be considered during the deliberation over the guilt or innocence of the accused. Upon the conclusion of such instructions the Chairperson shall adjourn this phase of the Hearing. The Jury shall promptly conduct its deliberations in private and reach a decision of its findings.

A finding of guilt shall require at least a 5-1 vote of guilty. A vote of guilty shall be cast only if the Student Solicitor proved the charge(s) beyond a reasonable doubt. An abstaining vote is a not guilty vote. If there are not five votes to find guilt, then the accused shall be acquitted. In determining guilt or innocence, it shall be improper to consider extraneous matters.

Upon reaching their findings, the Jury shall inform the Chairperson. The findings shall be kept strictly confidential but shall be reported by the Chairperson to both the Student Solicitor and the Respondent. The Chairperson will then dismiss the Jury by reminding each member that he is forbidden to divulge any information about the Hearing without the written approval of the Respondent.

Section 10. **The Sanction Hearing**

If the Jury finds Respondent guilty or the Respondent pleads guilty, the Chairperson shall reconvene the Jury the following day in private so that both the Student Solicitor and the accused or his representative may present arguments related to the sanction to be imposed.

- First, the Student Solicitor shall present facts, evidence, and arguments as to the sanction(s) being sought.
- Second, the accused or his representative may present mitigating facts, evidence and arguments as to an appropriate sanction. In cases of a finding of intentional or reckless cheating, at least the minimum sanction set out below must be imposed.
- At the conclusion of the arguments the Presiding Officer shall adjourn the Jury to deliberate the sanctions to be recommended for imposition. The Jury shall promptly conduct its deliberations in private and shall reach a decision.

Recommendations of a particular sanction shall require at least four members of the Jury voting in favor of the sanction. If a Jury is able to agree upon a particular sanction, they must recommend that sanction. If a Jury is unable to agree upon a particular sanction, then the selection of the sanction shall be made by the Dean. A Jury may not recommend that no sanction be imposed. If a decision as to a particular sanction is reached, the Jury shall announce its finding to the Chairperson. Before releasing the Jury, the Chairperson shall remind the members of the Jury that they are forbidden to divulge information about the findings or sanctions without the written approval of the Respondent.

Section 11. **Referral to the Dean**

The decision of the Jury regarding innocence or guilt and recommended sanctions shall be conveyed immediately to the Respondent by the Chairperson of the Honor Council. The findings and recommended sanctions, if any, shall be reported to the Dean of the Law School along with a report of alleged exceptional circumstances. All copies of the record, findings and recommendations shall be transferred to the Dean for retention. The Dean shall take no action until the Respondent's appeal to the faculty has been concluded.

Section 12. **Final Disposition**

The Dean of the Law School shall consider the finding of guilt, the recommended sanction and the alleged exceptional circumstances and shall either approve or alter the recommended

sanction. The office of the Dean of the Law School shall have the responsibility of processing and supervising the imposition of sanction. [See NOTE, at the end of this HONOR CODE.]

Section 13. **Sanctions**

The sanctions which the Jury shall recommend, if any, and which the Dean of the Law School shall enforce must be selected from the following:

a. **Notice**: Notice, oral or in writing, that continuation of conduct in violation of the Honor Code may be cause for more severe disciplinary sanctions.

b. **Censure**: A written reprimand, which may include a warning or more severe disciplinary sanction in the event of the determination of a subsequent violation within a stated period of time.

c. **Probation**: Exclusion from participation in privileged or extracurricular law school activities for a period not exceeding one year.

d. **Restitution**: Reimbursement for defacement, damage to, or misappropriation of property, whether that of the University, any member of the University community, or any guest or visitor of the University.

e. **Suspension**: Exclusion from classes and other privileges and activities with forfeiture of academic credit as set forth in the notice of suspension from the office of the Dean of the Law School.

(1) Sanctions for intentional or reckless cheating in a course must include a failing grade in the course and authorized withdrawals in the student's other courses. The timing of the imposition of the sanction shall be determined by the Academic Dean.

(2) Sanctions for intentional or reckless cheating in a non-course activity, such as a moot court competition, must include expulsion from the activity and authorized withdrawals in the student's courses for a semester. The timing of the imposition of the sanction shall be determined by the Academic Dean.

(3) If the sanction is imposed for more than one semester, the student shall be suspended for consecutive semesters.

f. **Expulsion**: Termination of student status, subject only to faculty approval for readmission. No petition for readmission may be considered before the expiration of one calendar year from the date of expulsion. Sanctions for the Honor Code violation of cheating shall ordinarily include a recommended F or failing grade in the course involved and authorized withdrawals in the students other courses, regardless of the time in the semester that the offense was committed.

More than one of the above sanctions may be imposed when deemed appropriate.

ARTICLE VII. Appeals Procedure

A student found guilty of an Honor Code violation may appeal the decision of the Jury to the faculty. Written notice of appeal shall be given to the Dean within fourteen days of the conviction decision.

A copy of the recording made of the Hearing will be provided to the faculty for their use during the appeals process.

The faculty shall have the responsibility for establishing the procedure of the appeals hearing and the rights enjoyed by the student making the appeal. Copies of the faculty's rules of procedure shall be made available in the office of the Dean of the Law School. The decision of the faculty concerning an appeal shall be final.

ARTICLE VIII. Rights of the Respondent

The Respondent shall have the following rights:

1. A right to have the charges against the Respondent reduced to writing and served on him or her by the Student Solicitor before the Student Solicitor begins the investigation. This notice shall conform to the requirements of *Article V, Section 2*.

2. A right to a copy of procedures established by the Honor Code for the investigation of alleged Honor Code violations. This shall be given to the Respondent at the same time that he or she is served with notice of the charge or charges.

3. A right to select any currently enrolled Wake Forest law student to represent him or her at the Hearing and at the Preliminary Hearing.

4. A right to summon witnesses and to testify on the Respondent's behalf, but the number of character witnesses, if any, may be reasonably limited by the Jury.

5. A right to be confronted with the witnesses, and to question them.

6. A right not to be compelled to testify against himself or herself.

7. A right not to be tried for one offense, e.g. stealing, and convicted of another, e.g., lying, before the Council, without the same opportunity to defend against the other charge.

8. A right to know the nature of the evidence and, when practicable, to examine the evidence before the hearing, but not the identity of witnesses.

9. A right to make a closing statement to the Jury.

10. Until the Hearing and Appeals processes are complete, the Respondent has the right to participate in any University function except the following: to participate in graduation exercises, receive a degree, or receive academic credit for courses taken during the semester in which the violation is alleged to have occurred.

11. A right to separate hearings where two or more students are accused of a joint violation. If none of those accused jointly of an alleged joint offense request separate hearings, they may have joint or separate hearings as the Council determines.

12. A right to present evidence of extenuating circumstances.

13. A right, upon the determination of innocence, to have the minutes and recordings of each Hearing sealed promptly after the acquittal.

ARTICLE IX. Organization of Honor Council

Section 1. Membership and Election

The membership and election of the Honor Council shall be determined as follows:

a. The Honor Council shall be comprised of 9 third year students, 6 second year students and 3 first year students.

b. A student elected to the Honor Council serves as a member until he or she leaves the law school by way of graduation or withdrawal. A student member of the Honor Council may voluntarily resign his seat, with the replacement to the Honor Council being the next highest vote getter at the previous election from the same class; if there is none, the Chairperson of the Honor Council shall appoint a member from the same class. A member of the Honor Council may be removed from the Honor Council upon a vote of three quarters of the class which elected him or her or upon being found guilty of an Honor Code violation.

c. New members of the Honor Council shall be elected at the same time as new officers for the Student Bar Association are elected. Members of the Honor Council from the first year class shall be elected when their first SBA representatives are elected.

d. If at the beginning of an academic year, vacant seats exist in the third year or second year classes of Honor Council members, or in the Student Solicitor or Counselor for the Respondent positions, and those seats are not filled through the applicable procedures, the Honor Council shall hold a Special Election to fill such seats. Such Special Election shall be held at the same time as the Members of the Honor Council from the first year class are elected (as set forth in paragraph c. above). In the event that a Student Solicitor or Counselor for the Respondent position is to be filled through a Special Election, only members of the third year or second year classes shall be eligible to run for such positions.

Section 2. Election of Officers

At the first meeting after election of new members, but before the end of the school year, the Honor Council shall elect one of its members to serve as Chairperson for the next academic year. At the same meeting, the Honor Council shall elect one of its members to

serve in each of the following roles for the next academic year: Vice Chairman, Secretary, and Educator.

Section 3. **Counselor for the Respondent**

The Counselor for the Respondent (Counselor) shall be a member of the second or third year class and shall be elected at the same time that the new members of the Honor Council are elected. The Counselor shall serve for a term of one year and may run for re-election. Students in all three classes shall be eligible to vote for the Counselor. The Counselor shall serve as an advisor and a representative to any Respondent if Respondent requests the assistance of the Counselor. The Respondent may also select any member of the student body to represent him or her during the proceedings in place of the Counselor. In the event that the Counselor is unable to continue to serve his or her term, the person who received the next highest number of votes in the election for Counselor shall become the new Counselor and complete the term. If this process fails to yield a new Counselor, then a new Counselor shall be selected at the discretion of the Chairperson of the Honor Council.

Section 4. **Student Solicitors**

There shall be two Student Solicitors. They shall be members of the second or third year class and shall be elected at the time that new members of the Honor Council are elected. The Student Solicitors shall serve for a term of one year and may run for re-election. The Student Solicitors shall have equal authority, although only one will handle each case. Students in all three classes shall be eligible to vote for the Student Solicitor. In the event that one of the Student Solicitors resigns or otherwise becomes incapable of performing his or her duties, the person who received the next highest number of votes in the election for Student Solicitor shall become a Student Solicitor. If this process fails to yield a new Student Solicitor, then a new Student Solicitor shall be selected at the discretion of the Chairperson of the Honor Council. The Student Solicitors shall make a good faith effort to make themselves available for Preliminary Hearings during the summer, should a Respondent elect the Summer Option pursuant to Article V, Section 2(b).

Section 5. **Jury Selection**

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

Section 6. **Maintaining Readiness**

Members of the Honor Council, the Student Solicitor, and Counselor for the Respondent accept the duty of developing and maintaining their understanding of the Honor Code. The Educator shall establish procedures to comply with this requirement and to increase the awareness of the Honor Code throughout the student body.

The Chairperson, Vice Chairman and Secretary shall make a good faith effort to make themselves available for Preliminary Hearings during the summer, should a Respondent elect the Summer Option pursuant to Article V, Section 2(b).

ARTICLE X. Miscellaneous

Section 1. At the beginning of each academic semester, the Chairperson of the Honor Council shall e-mail all law students and faculty a Notice that explains the number of Hearings that occurred in the academic semester just past and the disposition of those Hearings. The notice is to be published for the information of the students and should not contain the names of any Respondent unless the Respondent requested a Public Hearing. The Notice shall also include the Article and Section numbers (if applicable) of the Honor Code under which the Respondent was charged. In the event that no particular Section number is directly applicable, then the Notice shall include a summary description of the offense analogous to the descriptions given in Article III. In no event shall this generic description serve to identify the Respondent. Specifically, the generic description may not contain information about membership in a specific organization or the Respondent's year in school.

Section 2. Any appeals for a Hearing must have concluded prior to the Notice's publication. If the sanction is to be published, the Dean must have approved the sanction prior to publication.

Section 3. **Definitions**

a. **Academic day**: a day on which regularly scheduled classes are held, not including summer sessions. An academic day does not include examination period days.
b. **Code**: this Honor Code.
c. **Respondent**: an individual accused of an Honor Code violation.
d. **Student Code of Conduct**: Chapter 7 of the Student Handbook, located at http://studentlife.law.wfu.edu/handbook/ or as otherwise made available through the Law School website.

Section 4. This Code may be amended by a vote of three-quarters of the votes cast by the student body of the law school and upon approval by the faculty. The faculty retains its inherent power to revoke this Code.

Adoption date: Spring 1986; Amended Spring 1999; Amended Fall 2005; Amended Spring 2013; Amended Spring 2016.

NOTE: The Dean may delegate the final decision with respect to the sanction in an Honor Code case, by seeking the faculty's recommendation and adopting the faculty recommendation as to the sanction.

This Honor Code was approved by students and faculty in April 2016.

STUDENT CODE OF CONDUCT

Preamble and Purpose

In addition to following the Honor Code, students must follow this Code of Conduct, which recognizes that the Law School 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.

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 Law School community.

   b. Disruptive or intimidating behavior that willfully abuses, disparages, or otherwise interferes with another so as to affect adversely his or her academic pursuits, his or her position at the law school, opportunities for Law School employment, participation in Law School-sponsored extracurricular activities, or opportunities to benefit from other aspects of Law School life.

   c. Engaging in recklessly dangerous, disorderly, or obscene conduct affecting University and/or Law School interests, students, or other personnel.

   d. Engaging in conduct within a Law School class or program that substantially disrupts the academic environment.

2. Conduct Affecting Property

   a. Destroying, damaging, or misusing property belonging to the Law School or another Law School individual or entity.

   b. Trespassing upon offices or other facilities owned or managed by the Law School.

   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 Law School community on Law School premises.

   d. Recklessly or knowingly taking, making, or obtaining a photograph and/or an audio or video recording of a Law School class, program, or activity when photographs or recordings during the Law School class, program, or activity were expressly prohibited.

3. Conduct Affecting the Integrity of the Law School

a. Abusing a position of trust or responsibility within the Law School community.

b. Violating the terms of Law School disciplinary proceedings or of any sanction imposed pursuant to such proceedings.

c. Violating the following University policies: Wake Forest University Student Sexual Misconduct Policy (Reynolda Campus), Substance Abuse Policy & Program, and Policy on Responsible and Ethical Use of Computing Resources. All three policies can be found in the Wake Forest University Student Code of Conduct, which is available online and in the Wake Forest University Office of the Dean of Students. *See* http://rlh.wfu.edu/downloads/pdfs/student-code-of-conduct.pdf

4. Group Offenses

Organized groups, including student organizations and clubs recognized by the Law School, are subject to the same standards as are individual members of the Law School 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 shall constitute a group offense that may be sanctioned in addition to sanctions imposed for offenses by individual students.

5. Off-Campus Offenses

The Law School shall have the authority to hold students accountable under the 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, Law School, or student organization sponsored event or activity) that adversely affects a substantial University or Law School interest. In determining whether the conduct adversely affects a substantial University or Law School interest, the following shall 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; and

c. Whether the conduct demonstrates a pattern of behavior that impairs the University's or Law School's ability to fulfill its mission.

Decanal Authority

The Dean, the Executive Associate Dean for Academic Affairs, or the Associate Dean for Administrative and Student Services may temporarily suspend a student if he or she reasonably believes such action is necessary to protect members of the Law School community, visitors, or Law School property, or to avoid serious interference with the educational mission of the Law

School. A student who has been temporarily suspended is ineligible to attend classes, to remain on the premises of the Law School, and to participate in any Law School 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 the Code of Conduct must be in writing and made to the Dean's office.

If the Dean or the Executive Associate Dean for Academic Affairs 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 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 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.

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 the Law School. 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 guilt. Following an adjudication of guilt, 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 guilt is determined, the ARD Committee, within ten calendar days of its determination, will present its written findings to the faculty for final action, along with a recommendation for sanction(s).

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 Law School 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.

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) will expeditiously review and act upon the adjudication of guilt and recommendation for sanction(s) of the ARD Committee. The faculty may accept or reject the adjudication of guilt and/or remand for further proceedings. 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.

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 2016-17 academic year can be found at admissions.law.wfu.edu/apply/costs-aid-scholarships/tuition/.

Tuition payment schedule: Fall: August 1 – Spring: December 1

Routine charges for the 2016-17 academic year are as follows:

A. **Tuition** Regular JD Program **$43,594**

MSL Program **$27,000 ($900/credit hour)**

B. **Summer Session:** The tuition charged for JD students per credit hour will be based upon a pro-rata portion of the upcoming regular academic year tuition. MSL students will be charged the current credit hour rate, which is indicated above.

C. **Student Health Insurance:** Please consult the following web site for detailed information, enrollment forms and costs: http://sip.studentlife.wfu.edu/

MSL students in the full-online degree program are not required to carry student health insurance.

D. **Student Health Center Fee $390:** All students, with the exception of the online-only MSL students, are required to pay this fee to support the services of the Student Health Center.

E. **Student Activity Fee**: Students pay no activity fees per se. However, student athletic passes to all University athletic events require a validated ID card. Identification cards will not be validated if a student owes any portion of tuition, parking fines, etc.

F. **Student Parking Fee:** On-campus parking permit- $525 (These permits are limited and are sold on a first come, first serve basis)

- Off-campus: Winston Salem First Church parking permit- $315. (These permits are limited and are sold on a first come, first serve basis).
- University Corporate Center (UCC) parking permit – $75
- Please note that if you choose an off-campus or UCC permit, you can bring your vehicle on campus after 5:00 p.m. weekdays and all weekend. Students will receive information regarding parking regulations in their registration material. For more information on parking regulations see: http://www.wfu.edu/facilities/ParkingManagement.html.

G. **University Technology Fee: $250** *First year students, including MSL degree students, must pay this fee to support the use of the technology infrastructure at the University.

H. **Books and Supplies: $1600:** This cost may vary among students, but $1600 is a good average, based on student surveys.

Accounts Payable

All amounts due from a student to the law school or to the University for tuition, fees, or other outstanding obligations must be paid or otherwise approved by the Dean and University Student Financial Services before such student may register for classes or graduate.

Regular Tuition Payment Procedure

Wake Forest's preferred payment method for tuition & fees is through DEAC. However, Student Financial Services also accepts payment by check, wire transfer or cash paid to the Cashier. Students also have the opportunity to 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 scholarship and approved loans (Unsubsidized Stafford, or GradPlus) 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 freshmen and transfer students. Students access their DEAC accounts by logging into the Wake Information Network (WIN) and clicking on Online Bills. New students should receive information in the mail from the Office of Admissions of their respective schools about accessing WIN.

Temporary Tuition Clearance

Students who finance part of their education through any combination of loans sometimes do not have these funds in hand by the specified deadlines. Students who have loans pending (applied or approved), will receive clearance from the Law School Financial Aid Office. Clearance will permit 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 his/her class schedule, making any changes to a schedule or receiving an official transcript. Non-payment may also result in the cancellation of classes.

Withdrawals/Refunds

During the academic year, students who withdraw receive tuition refunds according to the following schedule. Withdrawals must be official and students must return their ID cards before claiming refunds. Detailed withdrawal refund policy.

Number of Weeks Attendance (Including first day of Registration)	Percentage of Total Tuition to be Refunded
Withdrawal prior to the start of classes	100 percent
1 week	90 percent
2 weeks	75 percent
3 weeks	50 percent
4 weeks	30 percent
5 weeks	20 percent

The effective date of withdrawal is that date on which a written statement of withdrawal is RECEIVED by the Dean's Office. The student must contact the Law School Financial Aid Office to determine federal loan refund amounts. Refunds on federally insured student loans are determined by Title IV of the Code of Federal Regulations.

A student who fails to achieve a cumulative grade point average of at least 73.00 after completion of his or her second semester will be ineligible for federal financial aid. To remain eligible a student must maintain a cumulative average of 73.00 at the end of every academic year thereafter. 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.

Federal Loans

A student is eligible to apply for federal financial aid if he/she:

- is 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***;
- sign statements on the *Free Application for Federal Student Aid* (***FAFSA***®) stating that
- you are not in ***default*** on a ***federal student loan*** and do not owe money on a federal student ***grant*** and
- you will use federal student aid only for educational purposes; and

- have a BS or BA degree from an accredited college or university

All students who are interested in borrowing Federal Stafford loans, Graduate Plus loans (GradPlus) or 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 it determines the amount of your eligibility for federal aid. Please complete the Renewal online each year at www.fafsa.ed.gov. Your FAFSA should be complete before July to ensure timely arrival of your Federal loan disbursements.

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 now be deposited directly into your bank account rather than mailing you a paper check.

Please go to http://finance.wfu.edu/sfs/student-refund. You will find instructions for signing up and more helpful information towards the bottom of the page. If you do not sign up for Direct Deposit, your refund check will be printed and mailed directly to the permanent address the University has on file.

Please do not hesitate to call (336) 758-4603 or email the Financial Aid Office if you have any questions.

Title IV Authorization to use federal funds

When accepting your financial aid awards through WIN, you will be asked to provide authorization to use federal student aid funds to pay for allowable educationally related charges other than tuition, fees, and room and board. A "no" answer may result in charges billed to your student account for health services, computer service, parking fines, automobile registration, emergency loans and returned check charges may create a hold on your account, which could cause delays in registering for classes or obtaining academic transcripts. You may change your answer at any time by contacting the student financial aid office at 336-758-5154 or at financial-aid@wfu.edu.

Student Account Refunds

Scholarship recipients with financial aid or students who have paid tuition in full may have a credit balance on their account. Sign up for direct deposit to receive your refund electronically.

Note: Direct deposit for refunds is separate from direct deposit for Payroll, and requires the student to sign-up in addition to direct deposit for refunds.

Scholarships, Loans, and Work Study

Financial aid information regarding scholarships, federally-insured loans, guaranteed student loans, and work-study programs are discussed in detail at the Law School website, http://admissions.law.wfu.edu/apply/costs-aid-scholarships/. 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.

Student Employment

The law school and accrediting agencies require that a student be in a position to devote most of his or her working hours to the study of law. Therefore, entering students are strongly urged

not to accept any kind of employment during their first academic year, and upper class students are advised not to exceed twenty hours per week of employment. Because of the intense curriculum, work-study funds are not made available to first year students.

The law school has a variety of student employment opportunities. Students interested in student employment must contact the Budget Office for eligibility.

Tax Information

Many tax benefits exist for students attending a higher education institution. Student Financial Services recommends that students consult with a tax professional…..
http://finance.wfu.edu/sfs/tax-information#1098

STUDENT COMPLAINTS

General Complaints related to the Law School's ABA Compliance:

In August of 2011, the ABA adopted a Standard 512 regarding student complaints. Any student or group of students who believes there is a significant problem implicating the school'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 Associate Dean for Administrative and Student Services.

The complaint must be filed in writing and must identify the behavior, action or inaction complained of and the Standard or Standards that is alleged to have been violated. The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html.

Upon receipt of a written complaint, the Associate Dean receiving the complaint shall, within 30 business days, meet with the student or students making the complaint and, if necessary, conduct an investigation into the substance of the complaint. Upon completion of any investigation, the Associate Dean shall prepare a written report of his/her findings. Such a report will include a determination as to whether or not a significant problem that directly implicates the school's program of legal education exists. If such a significant problem is found to exist, a recommendation of action to be taken to resolve the complaint shall be included. The student or students filing the initial complaint shall be given a copy of the report. If the student(s) are dissatisfied with the report of the Associate Dean, the student may request a review of the report by the Dean or his designee.

Student Complaints of Individual Concern:

Please note that in addition to the formal complaint process outlined above and in the Code of Conduct chapter, students are always free to raise matters of individual concern. Those matters will, in most cases, 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 a member of the law school staff, they should talk with one of the Associate Deans. The Associate Dean for Administrative and Student Services is generally responsible for student concerns, along with admissions, career and professional development, and law school public relations. The Executive Associate Dean for Academic Affairs is generally responsible for the academic program, faculty, scheduling, registration, and the Honor Code. The Associate Dean for Information Services is generally responsible for law school technology issues.

When a student has a question or a complaint about or a problem in a course in which he is or she is enrolled, the concern can usually best be handled by talking directly with the professor who teaches the course. A student can also talk with Executive Associate Dean for Academic Affairs or the Associate Dean for Administrative and Student Services about a complaint or a problem in a course.

When a student has a question about a grade that he or she has received 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. [An academically ineligible student with a question about a grade must follow the procedure set out for review, on page 5-3 of this Handbook.] 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.

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.

COURSES OFFERED and PLANNING YOUR COURSE OF STUDY

Course descriptions for the courses offered at the School of Law can be found on the Law School's website: http://law.wfu.edu/academics/courses/.

A helpful detailed Course Planning Guide for JD students can be found on the law school website at http://academics.law.wfu.edu/courses/planning/ Please note that not all the courses listed are taught during every academic year. The School of Law reserves the right to make changes in the content, instructor, and timing of courses offered and in other matters set forth in this handbook and on the website.

COURSES TAKEN IN THE BUSINESS SCHOOLS, THE GRADUATE SCHOOL, AND THE DIVINITY SCHOOL

COURSES IN THE SCHOOLS OF BUSINESS

Concurrent JD/MBA Program

This Concurrent Degree Program allows a student to combine the three-year law school curriculum and the two-year business school curriculum into a four-year course of study. Students will spend their first and second years in the School of Law. During their third year, students will take classes in the School of Law and School of Business. Students will spend their fourth year taking classes in the School of Business. The JD degree requires completion of 75 hours of law course work including the degree requirements prescribed by the law school for graduation, as well as satisfactory completion of 15 credit hours of MBA course work transferred to the law school. Graduation from both schools will happen, except in special circumstances, after completion of four years of course work.

A student must maintain a satisfactory academic level at both schools to remain in the program. For further information, see http://law.wfu.edu/academics/degree/mba/.

Credit for Business School Courses taken by non-JD/MBA Students

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 Business School to be credited toward their JD degrees. Law students must obtain the permission from The Business School's professors who teach the courses in which they wish to enroll. These courses will be graded on a pass/fail basis. The Business School credits earned under this program *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.

COURSES IN THE DIVINITY SCHOOL

JD/MDiv Program

The JD/MDiv program allows a student to 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 the School of 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 joint-degree appropriate. When undertaken as part of the joint JD/MDiv program, the JD degree requires completion of 75 hours of law course work and the other degree requirements prescribed by the law school for graduation. Each student will be provided a faculty advisor from each school for the duration of the degree program to help guide them through the program and its curriculum. To make the most of the degree program, students will meet with both advisors at least once during each semester enrolled in the joint degree program.

Credit for WFU Divinity School Courses taken by non-JD/MDiv Students

A law student can earn up to four hours of academic credit for certain courses taken in the Divinity School. Any such course must be approved by the Executive Associate Dean for Academic Affairs as being appropriate to the study of law. A student seeking to take such a

course must obtain the approval of the Divinity School professor teaching the course. Courses taken in the Divinity School 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 can be obtained from the law school's Registrar's Office.

COURSES IN THE GRADUATE SCHOOL

JD/MA Programs

Students interested in the joint the JD/MA Sustainability, JD/MA in Religion, or the JD/MA in Bioethics programs can combine the three-year law curriculum and the master's degree curriculum into a program requiring less combined credit hours to receive both degrees.

Students enrolled in the JD/MA in Sustainability program will save an academic year. The MA in Sustainability, a 30-credit hour degree, normally is completed in two academic semesters (including inter-session workshops). The joint degree can be earned by completing 78 credit hours in the School of Law over three years, and by completing another 22 credit hours in the Graduate School. These 22 credits are earned as follows: 4 credits for workshops completed during the second year of law school, another 4 credit hours for an externship during the 2L summer, and 14 credits in the core curriculum of the MA in Sustainability. Thus, a student pursuing this joint degree can complete a JD and MA in Sustainability with 100 credit hours, ten more than required for a JD.

Ordinarily, students enrolled in the JD/MA in Religion program will complete one full year in the Graduate School, followed by two full years in the School of Law. In exceptional cases, students may complete the first year in the Graduate School after the second full year in the School of Law. For the fourth year, students will enroll in each school for one semester, completing any remaining degree requirements and elective courses that are joint-degree appropriate. When undertaken as part of the joint JD/MA in Religion program, the JD degree requires completion of 75 hours of law course work and the other degree requirements prescribed by the law school for graduation.

Students enrolled in the JD/MA in Bioethics program will save a semester plus a summer of enrollment. The law school grants 12 hours of law credit for bioethics coursework, and the Graduate School grants 6 hours of bioethics credit for law coursework. It is anticipated that students accepted to the program will spend their first year full-time in the law school, and one extra semester full-time in the Bioethics program. They will complete 12 additional bioethics hours during their second and third years of law school. Assuming the student wishes to graduate with their law school class, the full bioethics semester would come after the third year of law school, but it could come earlier. In either event, students will receive both degrees in seven semesters rather than eight semesters plus a summer. The total number of credits taken at the law school is 78.

Credit for WFU Graduate School Courses taken by non-JD/MA Students

A law student can earn up to four hours of academic credit for certain courses taken in the Graduate School. Any such course must be approved by the Executive Associate Dean for Academic Affairs as being appropriate to the study of law. A student seeking to take such a course must obtain the approval of the Graduate School professor teaching the course. Courses taken in the Graduate School 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 can be obtained from the law school's Registrar's Office.

LANGUAGE COURSES IN THE COLLEGE OR GRADUATE SCHOOL

Students enrolled in the JD program can earn up to four hours of academic credit for foreign language courses offered by the College or the Graduate School. The Executive Associate Dean for Academic Affairs must evaluate any student proposal to enroll in a language course for credit, asking whether the course is appropriate to the student's current professional plans and level of facility in the language.

MINIMUM HOURS IN REGULARLY SCHEDULED CLASSROOM SESSIONS

All joint degree students must earn at least 64 credit hours in courses that require attendance inregularly scheduled classroom sessions or direct faculty instruction, as defined in ABA Standard 311.

LL.M. PROGRAM IN AMERICAN LAW, S.J.D. PROGRAM, AND TWO-YEAR J.D. PROGRAM

Each year, students who have received their law degrees in countries other than the United States are admitted to our Master of Laws (LL.M.) Program in American Law.

The LL.M. Program is a one-year program is which foreign law graduates are required to take 24 hours of course work. The LL.M. Committee may allow a student interested in business law to take up to six credits towards the LL.M. from approved courses in the Wake Forest School of Business.

All LL.M. students must choose either the Thesis Track or the Seminar Paper Track. Information regarding these tracks can be found at: http://llm.law.wfu.edu/academics/thesis/.

All LL.M. students also are required to take Legal Analysis, Writing and Research for International Lawyers (Law 121) for two credit hours during the fall semester. All LL.M. students must also enroll in the 2-credit hour Introduction to American Law (Law 851) that meets during the fall. Additional information regarding LL.M. degree requirements may be found at: http://llm.law.wfu.edu/academics/requirements/

The S.J.D. (Scientiae Juridicae Doctor) 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 S.J.D. 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 area of law to which it is directed.

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 J.D. degree. Students admitted into the program receive up to 30 hours of law school credit for certain courses in their previous legal education. The Associate Dean for International Affairs, the Executive Associate Dean for Academic Affairs, and the Director of International Programs will determine courses that will receive credit. Students must complete a minimum of 60 credit hours, in residence at Wake Forest Law, to graduate with the J.D. degree.

All Two-Year J.D. 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 University's English Language Skills Enhancement[2] 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 J.D. students will take required courses in **contracts, torts, civil procedure, property, constitutional law, and legal writing.** During the second year they will take **constitutional law** again (the second part), **legislative and administrative law, evidence, and professional responsibility**. During the second year, however, it is strongly encouraged that students take courses that are tested on

the bar exams, such as secured transactions, sales, and family law. Exceptions to required coursework may be made for students who have previously studied in the LL.M. Program at Wake Forest University School of Law.

For further information, see http://twoyearjd.law.wfu.edu/.

M.S.L. PROGRAM

The M.S.L. Program 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. Students take one or two courses per semester. The program may be completed in as little as 21 months (five semesters). No more than four years may elapse between the commencement and completion of the requirements for the MSL degree.

The 30-credit, fully-online, part-time degree program is comprised of 12 hours of required core courses (Workplace: Its Legal Context, Private Law, Public Law, and Business Law) and 18 hours of electives. Of those electives, 6 credits may be awarded by either or a combination of the following:

(1) Previous graduate-level academic coursework relevant to the student's track (Health Law & Policy or Human Resources), to be determined on a case-by-case basis, just as transfer credit is currently determined for other programs (e.g., 2-year JD for foreign lawyers); Students may, with previous, relevant graduate-level work, transfer up to 6 credits with approval.

(2) A capstone-type course/experience supervised by a law school faculty member, working in tandem with the student's place of work and supervisor. A student would receive credit for: (a) working on a project at their actual workplace during the MSL program, and (b) completing a paper or other deliverable for the faculty supervisor.

For further information, see http://msl.law.wfu.edu/.

Students may earn a Certificate in *Workplace Legal Fundamentals* to students for completion of the MSL Core Curriculum. A student can earn this certificate in one of three ways: (1) Direct application to the Certificate program; (2) by enrolling in the MSL program, completing the Core courses, but opting not to continue on to completion of the degree, or (3) by successfully completing the Core courses on the way to the degree.

Students seeking the Certificate only will have the same application requirements as degree seekers. Certificate-only students also will be graded in the same manner as full-degree students, and all applicable standards for enrollment and good standing, including cumulative GPA, are the same.

SUMMER PROGRAMS IN LAW

On Campus Summer Sessions

All first and second year JD students in good standing are eligible to enroll in summer session. Summer session is divided into two terms. Each term is five weeks. The general practice at the School of Law is to adopt the academic calendar for the College summer sessions. First term usually begins in late May and ends in early July. Second term usually begins in early July and ends in early August. Students may register for a maximum of seven credit hours per term. 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.

The maximum load per five-week summer term is seven credit hours.

Off Campus Summer Session in England

Most years, the law school 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.

To be eligible to attend the program in London, a student must have a GPA of at least 73.00 as of the end of the previous fall term.

For more information see: http://studyabroad.law.wfu.edu/london/

Off Campus Summer Program in Italy

The School of 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.

To be eligible to attend the program in Italy, a student must have a G.P.A. of at least 73.00 as of the end of the previous fall term.

For more information, see http://studyabroad.law.wfu.edu/venice/

Off Campus Summer Program in Austria

Most years, the School of Law offers a four week summer session in Vienna, Austria.

The Austria program is conducted at the University's Vienna house, Flow House. 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 will vary, will cover comparative and international law topics.

To be eligible to attend the program in Austria, a student must have a G.P.A. of at least 73.00 as of the end of the previous fall term.

For more information, see http://studyabroad.law.wfu.edu/vienna/

PLANNING FOR THE BAR EXAMINATION

In planning a program of law study, a JD student should usually consider the requirements for admission to the bar in the jurisdiction where he or she plans to practice.

The Multistate Bar Examination (MBE) is a major component of the bar exam in almost every jurisdiction. The Multistate Professional Responsibility Exam (MPRE) is also a requirement in most jurisdictions, including North Carolina. The Multistate Essay Exam (MEE) has currently been adopted for use by some jurisdictions, and the Multistate Performance Test (MPT) has 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. Criminal Law includes criminal procedure questions. In order to be fully prepared to take the Multistate exam, one should enroll in Criminal Procedure during the second or third year of law school study. 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: http://www.ncbex.org/**

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, Taxation (both federal and state) and Family Law. Some subject areas that are tested may surprise you, because these subjects are not covered by courses at Wake Forest. 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 a faculty member or the Executive Associate Dean, Academic Affairs.

WAKE FOREST UNIVERSITY STATEMENT OF PRINCIPLE ON DIVERSITY

Wake Forest University is a community of men and women that seeks the enlightenment and freedom which come through diligent study and learning. Its higher goal, however, is to give life to the University motto "Pro Humanitate," as members translate a passion for knowledge into compassionate service.

The community shares a tradition that embraces freedom and integrity and acknowledges the worth of the individual. The heritage, established by the school's founders and nurtured by succeeding generations, promotes a democratic spirit arising from open-mindedness and discourse.

Wake Forest fosters compassion and caring for others. Its collective strength and character are derived from the values and distinctive experiences of each individual; therefore, it affirms the richness of human intellect and culture and its contribution to knowledge, faith, reason, and dialogue. Furthermore, it strives toward a society in which good will, respect, and equality prevail. To that end, Wake Forest University rejects hatred and bigotry in any form and promotes justice, honor, and mutual trust.

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.

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 occurs whether the act is intentional or unintentional. Bias may be directed toward an individual or group. The expression of an idea or point of view some may find offensive or inflammatory is not necessarily a bias-related incident. Wake Forest values freedom of expression and the open exchange of ideas. 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. The incident report will be forwarded to the appropriate administrator per the circumstances of the incident.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. 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.

2. 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 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 the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. 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 in performing his or her tasks; 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 his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

   The 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 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.

4. 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.

DISABILITY POLICY

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. To achieve the goal of "equal access," the LAC staff works with students, faculty and staff to implement services and accommodations that are in accordance with both state and federal laws and our own commitment to this goal.

The size of Wake Forest University enables the LAC staff to work in an individual manner with students who choose to disclose disabilities. Once a student is admitted to Wake Forest and contacts the Learning Assistance Center or Student Health Services regarding a disability, he or she is encouraged to set up an appointment with the one of the senior staff members in the LAC to explore his or her needs. The appointment can be made during the summer or early in the first semester of matriculation. If architectural or extensive accommodations are anticipated, then early disclosure to the Learning Assistance Center is most helpful.

For more information about the Learning Assistance Center including address, times, staff and other services, please see the LAC homepage.

Information for faculty and staff

- Working Together: Faculty, Staff and Students with Disabilities

Policies and Procedures

- Rights and Responsibilities of Students and the Institution
- Confidentiality Procedure
- Grievance Procedure

Helpful Guidelines

- Documenting a Learning Disability (pdf)
- Documenting an Attention Deficit Hyperactivity Disorder (pdf)
- Documenting a Physical or Psychiatric Disability (pdf)

A student who is disabled and requires accommodations for the disability should contact the Associate Dean for Administrative and Student Services or one of the following individuals, depending on the nature of the accommodation requested.

Regarding medical or mobility issues:	Cecil D. Price, M.D. STUDENT HEALTH SERVICES (366) 758-5218
Regarding learning issues:	Van D. Westervelt, Ph.D. LEARNING ASSISTANCE CENTER (336) 758-5929 whitedg@wfu.edu

IMMUNIZATION POLICY

Wake Forest University and North Carolina State law (G.S. 130A-152) requires documentation of certain immunizations for students attending a North Carolina college or university. Student must submit certification of these immunizations PRIOR TO REGISTRATION. Documentation should be on or attached to the completed Health Information Summary form provided by the Student Health Service in order to assure correct identification of the student. **YOU MAY NOT ATTEND CLASSES IF YOU HAVE NOT COMPLIED WITH THIS IMMUNIZATION POLICY.** Acceptable documentation is a statement signed by the appropriate official(s) having custody of the records of immunization, such as a physician, county health department director or a certificate from a student's high school containing the approved dates of immunizations.

The American College Health Association recommendations and North Carolina State law require certification in accordance with the following.

REQUIRED:

1. **Tetanus-Diphtheria-Pertussis (Tdap)**. Students must document three doses of a combined tetanus-diphtheria vaccine (DTaP, Td, or Tdap) of which one must be within ten years of enrollment. Tdap should be used if a vaccine is given prior to matriculation to fulfill this requirement.
2. **Rubeola (Measles)**. Students must document two doses of live virus measles vaccine given at least 30 days apart, on or after their first birthday unless (a) they have a physician's certificate which states that they have had measles prior to 1/1/94, (b) they were born prior to 1/1/57, or (c) they have documentation of a titer indicating they are immune.
3. **Rubella (German Measles)**. Students must document that they have had one dose of live virus vaccine on or after their first birthday unless (a) they have documentation of a titer indicating they are immune, or (b) they will be fifty years old before they enroll. History of the disease is not acceptable.
4. **Mumps**. Students must document that they have had two doses of live virus mumps vaccine given at least 30 days apart, on or after their first birthday unless (a) they were born before 1/1/57 or (b) they have documentation of a titer indicating they are immune. History of the disease is not acceptable.
5. **Polio**. Students must document that they have had a trivalent polio vaccine series and a booster on or after their fourth birthday unless they will be eighteen years old or older when they enroll.
6. **Tuberculin skin test** is required within twelve months of the University registration date for (a) students who may have been exposed to tuberculosis or (b) students whose home country is *other than* the United States, Australia, New Zealand, Canada, Western Europe, or Japan. If the student is known to be tuberculin-positive or if this test is positive, documentation of a chest X-ray and appropriate treatment should be sent with the immunization form.

RECOMMENDED:

1. **Hepatitis B -** A three-dose series of the vaccine is recommended.
2. **Varicella -** The two-dose series is recommended.

3. **Meningococcal -** Recommended for first-year undergraduates living in residence halls.
4. **Quadrivalent Human Papillomavirus Vaccine -** A three-dose series is recommended.

Immunizations required under North Carolina law must be documented within thirty days following registration. After that time, students with incomplete documentation of immunizations will not be permitted to attend classes. Please note that some series require several months for completion.

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 policy.

SUBSTANCE ABUSE POLICY

The University recognizes the potential harmful effect that substance abuse can have on the lives of individual members within the Wake Forest community. To that end, the University has adopted a Substance Abuse Policy and Program which addresses the issues of identification, confidentiality, education and treatment and penalties for violation of the policy. The status of any student will not be jeopardized for conscientiously seeking early assistance in the recovery from substance abuse impairment. Students who are identified as possibly having a problem and who are referred to the health educator for assessment may be required to participate in an education and treatment program. To the extent possible, complete confidentiality will be maintained with students seeking assistance and treatment.

A. Standards of Conduct

Wake Forest University is unequivocally opposed to alcohol and substance abuse and the unlawful possession, use or distribution of drugs by students on the University's property or as any part of the University's activities. Any illegal possession, distribution, and use of alcohol and/or controlled substances are prohibited by the University.

B. State and Federal Sanctions

The local, state, and federal laws provide specific penalties for drug and narcotics offenses. 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 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.

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.

C. Health Risks

Wake Forest University recognizes that the state of an individual's overall health affects academic performance, job performance, and all facets of a student's life. Alcohol and substance abuse rank as one of the major health and economic problems in this society.

The use of the stimulants—cocaine, crack and ice—includes such health risks as central nervous system dysfunctions, convulsions, hypertension, heart irregularities, nasal destruction, and a potential for sudden death. A longer-lasting paranoia and unpredictable violent behavior have been associated with the use of ice. Apathy, decreased visual perception, impaired psychomotor skills, and memory loss may be associated with the use of marijuana. Alcohol is a sedative affecting the central nervous system. In addition to intestinal disorders and liver disease, the abuse of alcohol may lead to unpredictable behavior, the impairment of judgment,

dangerous mob activities such as drinking games, and unwanted sexual behavior (acquaintance rape). The misuse of alcohol has given rise to unwanted pregnancies and a greatly increased number of sexually-transmitted diseases.

D. Treatment and Rehabilitation Programs

The Substance Abuse Program, revised in March 1989 and April 1994, provides a protocol for counseling and treatment of a student identified as having a substance abuse problem. Consultation and assessment with a substance abuse counselor may be required following the report of an incident or the awareness of a problem involving drugs or alcohol abuse. The program sets forth the consequences of violating the treatment and rehabilitation plan. The continued or repeated abuse of substances following initiation into this program will constitute grounds for further disciplinary action by the University or the Law School.

E. University Sanctions

Disciplinary proceedings against a student will be initiated in accordance with the judicial procedures of the appropriate undergraduate or graduate school. When there is a reasonable basis for believing that the person has violated this policy or North Carolina law pertaining to controlled substances and the alleged conduct is deemed to harm the interests of the University, disciplinary action will be instituted. It should be noted that though an offense may be the subject of legal action by the civil authorities, University officials are free to initiate disciplinary actions that may result in additional penalties.

PENALTIES

Penalties may range from written warnings with probationary status to expulsions from enrollment. A student convicted in criminal court of a drug violation will lose his/her eligibility for Federal student aid. The following minimum penalties will be imposed for the particular offenses described:

Trafficking in Illegal Drugs: The term "trafficking" is used in its generic sense, not in its specific application to selling, manufacturing, delivering, transporting, or possessing controlled substances in specified amounts that is the subject of North Carolina General Statute 90-95 (h).

For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), a student will be expelled.

For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, phenobarbital, codeine), the minimum penalty is suspension from enrollment or from employment for a period of at least one semester or its equivalent.

At Wake Forest University, all trafficking activities of any controlled substances have been determined to have a presumptive sanction of expulsion.

Illegal Possession of Drugs: For a first offense involving the illegal possession of any controlled substance identified in Schedule I or Schedule II, N.C. General Statute 90-91, the minimum penalty is suspension.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, the minimum penalty is suspension. A person returning from suspension will be on probation for at least one semester. A person on probation must agree to participate in a drug education, drug assessment and/or counseling program at his/her own expense, consent to regular drug testing at his/her own expense, and accept such other conditions and restrictions, including a program of community service, as the Associate Dean for Academics and the Associate Dean for Administrative and Student Services deem appropriate.

Refusal or failure to abide by the terms of probation will result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.

For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties will be imposed, including expulsion.

When a student has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment before initiation or completion of regular disciplinary proceedings, where the student's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible.

CONFIDENTIALITY IN MEDICAL SITUATIONS INVOLVING SUBSTANCE ABUSE

Students who present at Student Health Service under the influence of alcohol or drugs will receive confidential care and treatment that will not be reported to the Law School. If you know someone who has had too much to drink or is sick as a result of using illegal drugs, please take him or her to Student Health Service. If you cannot get your friend to Student Health Service and are faced with an emergency, please dial 911.

HELPFUL CAMPUS RESOURCES IN MEDICAL SITUATIONS INVOLVING SUBSTANCE ABUSE

Student Health Service; Reynolda Gym; 758-5218

The staff provides confidential care for alcohol related emergencies 24 hours a day during the academic semester. Students can bring a friend who has had too much to drink to Student Health Service. If a student needs medical attention and cannot get to the Health Service, call 911. 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.

University Counseling Center; 118 Reynolda Hall; 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. After-hours and weekend crisis assistance from University Counseling Center staff is available by calling Student Health Service (336.758.5882)

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.

Campus Ministry; Kitchin Residence Hall; 758-5248

Campus ministers are available from a variety of denominations as well as representatives of inter-denominational faith groups for support of spiritual and other matters.

University Police; (Non-Emergency) 758-5591 & (Emergency) 758-5911

The University Police have several resources for students with concerns about alcohol, other drugs, and crimes on campus. Silent Witness, Crimestoppers, and Victims Advocates are available to help students.

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:

The Safe Office 336.758.5285
http://safe.studentlife.wfu.edu

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, 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 University Student Sexual Misconduct Policy.

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:

Tanya L. Jachimiak, JD
Title IX Coordinator
336.758.7258
jachimtl@wfu.edu
titleixcoordinator@wfu.edu

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
Web Site: 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 WFU domain and a variety of WFU 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 http://go.wfu.edu/dv2.

Password Expiration & Lockouts

Your campus computing password expires every six months. Information Systems will notify you by email when it is time to change your campus computing password. The messages are sent from **IS-Communications** with "Wake Forest Password Service" in the subject line. Messages will be sent 9, 6, and 3 days prior your password expiring. Note, once your password is expired, you will lose access to important computing resources.

The WFU 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://deacnetid.wfu.edu/
2. Select "Change Password"
3. Login with your *WFU username and password*
4. Enter the 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 WFU 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.

WFU Google Apps (Email, Calendar, Drive, & More)

Email (Gmail)

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

- http://mail.google.com/
  Note: type in your full email address (incuding @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 with 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 http://law.wfu.edu/intranet/emaillists/.

Google Account Security

For enhanced security for your WFU Google account, you are encouraged 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 http://go.wfu.edu/scb.

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 WFUWireless 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 http://go.wfu.edu/g2z.

Multi-function Devices (Print/Copy/Scan/Fax)

There are multi-function copiers available to law students for scanning, printing and copying. For locations and instruction on using these devices, visit http://go.wfu.edu/df4.

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 checkout 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
- Portable Projectors
- 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 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.

LAW SCHOOL ALCOHOL POLICY

The law school has adopted a formal policy governing the use of alcohol at functions held at the law school, and regulating the extent to which law school funds may be used to purchase alcoholic beverages. The purchase of alcoholic beverages will be available only in limited circumstances, for events that have a purpose clearly related to the law school program.

The policy is set forth below:

WAKE FOREST UNIVERSITY SCHOOL OF LAW ALCOHOL POLICY

Preamble: The Wake Forest University School of 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 Wake Forest Law School community adopts the following alcohol policy as an aid to the development of responsibility in decisions regarding alcohol use and of awareness among our students, faculty, and staff as to the dangers of the misuse of alcohol.

I. Wake Forest University Law School 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 (such as the counseling center) that help students deal with stress and alcohol abuse shall be readily available.

II. 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 first requested and approved by the law school. Requests should ordinarily be made at the beginning of the semester, but in any event at least two weeks before the affected event.

III. At a law school sponsored event, the sponsoring organization shall consider whether providing alcohol is appropriate for the particular event. If alcohol is to be made available:

A. The promotion of the event shall not be done in a manner that encourages excessive consumption of alcohol. Advertising should be limited to a single mention that alcohol is provided, i.e. “keg provided” or “cash bar.”

B. The sponsoring organization shall act responsibly in determining the amount of alcohol to be provided.

C. Non-alcoholic drink alternatives and food must be provided.

D. The sponsoring organization shall take appropriate measures to prevent the abuse of alcohol at the event.

IV. As part of the annual budget process, a representative of each student organization receiving funds shall sign a statement indicating that the representative has read this policy statement and that the organization will comply with the policy.

V. Student organizations wishing to use law school funds should obtain a permit from the Dean's office. Forms are available in the Event and Travel Coordinator'office. Requests for permission should be made to the Event and Travel Coordinator in a timely manner who will review them with the Dean's Office. In general, law school funds for the purchase of alcoholic beverages will be available only in limited circumstances, for events that have a purpose clearly related to the law school program. For events held off-campus, alcohol must be provided by a licensee of the state ABC board on licensed premises.

CAMPUS SECURITY AND PARKING/TRANSPORTATION OFFICE

UNIVERSITY POLICE DEPARTMENT

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.

All Police Officers at Wake Forest University have completed the Basic Law Enforcement Training required by the State of North Carolina which certifies them as sworn police officers. They possess full investigative and arrest authority on any property owned by Wake Forest University and any contiguous streets or highways.

Student Shuttle Service: The University Police Department coordinates an after-hours Student Shuttle Service, for students who need a ride from one part of campus to another. If you need a ride to another part of campus between the hours of 6:00 p.m. to 3:00 a.m., call "RIDE": 7433.

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.

Safetyinformation: The University Police Department's website, at http://www.wfu.edu/police, includes a "Crime Alert" link. This "Crime Alert" link will direct you to (1) information about recent incidents of crime, on or near the campus, and (2) advice about measures you can take to avoid becoming a victim of crime.

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

The fact that 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, about protecting your belongings, and about the safety of others in the building. In order to protect yourself and others, please follow these guidelines:

- If you see suspicious activity or see someone in the building who you believe should not be in the building, call the University Police:
  On-Campus phones: Dial 911
  Off-Campus phones: Dial 758-5911
- Keep your personal belongings locked up when you are not around. Do not leave your laptop computer anywhere in the building, unattended. If you have a laptop with you in the building, you should always have the laptop with you.
- Be careful going to the parking lot at night. Avoid walking to your car alone.
- **Never prop open a locked door when leaving the building.**

All doors to the building will be locked between the hours of 6:30pm - 7 am on weekdays and on weekends from Friday 6:30pm to Monday 7:00am. When the doors are locked, you will need to use your WFU 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.

PARKING and TRANSPORTATION OFFICE

Parking on campus is regulated by the University's Parking and Transportation 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 your 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 http://www.wfu.edu/facilities/ParkingManagement.html 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: http://www.wfu.edu/police/campus_security_authority.php

RESEARCH ASSISTANT AND TEACHING ASSISTANT POLICY

Professors often hire research and assistants during the fall, spring and summer. The cumulative total number of hours that a research or teaching assistant is permitted to work cannot exceed 20 hours per week from all university-related employment (e.g., teaching assistantships, research assistantships, library reference teaching assistantships, and library service desk and IT student work). Where special circumstances are demonstrated and with the approval of the Executive Associate Dean for Academic Affairs, university-related student employment may exceed 20 hours per week but cannot exceed 29 hours per week.

Teaching Assistants are law students who help faculty with the conduct and delivery of courses. Teaching Assistants are supervised by the course instructor and are subject to established policies on student academic employment.

1. Teaching Assistants may only be assigned duties that are adjunct to regular classroom instruction.

2. All duties performed by Teaching Assistants shall be under the supervision and direction of a designated member of the faculty.

3. Teaching Assistant duties may include: discussion sessions; problem practice sessions; assistance in written assignments and exam preparation; grading, review sessions and similar activities, and offering individual assistance to students.

4. Teaching Assistants may be assigned to hold office hours, hold student conferences, evaluate student work, and to perform similar common academic duties.

Teaching Assistants may not be assigned regular classroom instruction duties nor may they serve as an instructor of record for any instructional activity.

As a general matter, it is anticipated that teaching assistants will work per week:

LAWR I, II & III and AEP TAs:	15 hours per week
AEP Study Group Leaders:	6 hours per week
Professional Development TAs:	3 hours per week
Doctrinal TAs:	As approved by the Academic Dean

Given that the scope and nature of assignments vary during the semester, it is anticipated that some weeks teaching assistants will work more or fewer hours than the guidelines set forth above. A teaching assistant, who believes that she/he will exceed the weekly maximum, should seek the permission of her/his supervising professor. In some instances, teaching assistants may serve in that capacity for more than one professor, subject to the total employment hours requirements listed above.