

From the Associate Dean for Admission and Student Affairs

Dear Students,

As the Associate Dean for Admission and Student Affairs, it is my pleasure and responsibility to serve the needs of students in every possible way. I oversee the Office of Admission and Financial Aid, the Academic Services Office, the Career Services Office, as well as the Office of Student Affairs. It is my strong belief that we must all work together to give you every advantage that the school has to offer. Please know that my door is open to you, and my staff will always be available to assist you and to address your concerns.

If you have any questions, please do not hesitate to contact me.

I look forward to helping you face the challenges of your law school experience.

Sincerely,



William B. Powers
Associate Dean for Admission and Student Affairs

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I. Purpose

The purpose of the Student Handbook is to provide members of The John Marshall Law School student body with information about the law school's rules and regulations, and academic programs. Each section of the handbook contains useful information that will increase your opportunities for a well-rounded educational experience here at John Marshall.

II. Programs of Study & Degrees

Degrees are ordinarily conferred upon students who meet the prescribed academic requirements. However, the law school reserves the right to withhold a degree whenever it appears that the character or conduct of a student, or the quality of work the student has completed, will prevent acceptable representation of the law school or compromise the legal profession. Diplomas will be withheld if a student has an outstanding balance or obligation with the law school.

A. JD Degree Core Curriculum

To be eligible for the degree of Juris Doctor (JD), a student must meet the graduation requirements of the law school by: (1) having successfully completed at least 90 credits with a cumulative grade point average of 2.25 or above; (2) having obtained the last 30 credits in residence at the law school; and (3) having completed academic requirements within seven years of first matriculation.

The initial program consists of a required core curriculum which all students must pass in order to graduate. These courses provide students with a fundamental store of knowledge about substantive legal concepts and rules. This knowledge includes analysis of cases, statutes, and other sources of law; recognition of relevant facts from a mass of raw data; effective oral and written communication; advocacy; and organization and management of legal work and ideas.

This store of knowledge is the core of information that all lawyers must possess and that all students must obtain before they can progress to the second and third years of legal education. The core curriculum consists of the following courses:

- Contracts I & II (3–3) • Torts (4) • Professional Responsibility (3)
- Lawyering Skills I, II, III, & IV (9) • Property (4) • Trial Advocacy (3)
- Civil Procedure I & II (3–3) • Criminal Law (3)
- Constitutional Law I & II (3–3) • Evidence (4)

Although the core consists of the courses above, the following courses are considered general prerequisites for all elective courses: Civil Procedure I, Constitutional Law I, Contracts I and II, Criminal Law, Lawyering Skills I and II, Property, and Torts. Therefore, with respect to each listed course, each J.D. student must either (a) have satisfactorily completed the listed course prior to taking any elective course; or (b) be enrolled in the listed course during the same term, including a summer term, that the student is taking his or her first elective course. If a student is taking his or her final listed course(s) during the same term, including summer term, that the student is taking his or her first elective course(s), the student may not withdraw from any listed course above while remaining enrolled in any elective course.

Students may defer completing these required courses only for sufficient cause and upon permission of the academic dean. Sufficient cause is limited to situations involving (a) serious health issues or equally important issues or (b) circumstances when the law school schedule makes it impracticable for a student

to complete these courses in sequence. This policy will be implemented in compliance with state and federal law, including the requirements of the Americans with Disabilities Act. Students who are permitted to take any of these courses out of sequence may only register for electives that are approved by the academic dean.

1. Day Division – Full-time Program

Full-time study requires registration for 12 or more hours per semester. Students may not enroll for fewer than 12 hours or more than 16 hours without advance approval from the Assistant Dean for Academic Services. A full-time student may not be employed in excess of 20 hours a week.

Proposed Full-time Track

Estimated Completion: 6 Semesters

First Semester (14 Hours)

Contracts I	3
Property	4
Torts	4
Lawyering Skills I	4

Second Semester (15 Hours)

Contracts II	3
Civil Procedure I	3
Criminal Law	3
Constitutional Law I	3
Lawyering Skills II	3

Third Semester (16 Hours)

Civil Procedure II	3
Constitutional Law II	3
Evidence	4
Professional Responsibility	3
Lawyering Skills III	1
Elective	2

Fourth Semester (13-15 Hours)

Lawyering Skills IV	2
Electives	11-13

Fifth Semester (15 Hours)

Trial Advocacy	3
Electives	12

Sixth Semester (15 Hours)

Electives	15
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2. Evening Division – Part-time Program

The purpose of the part-time program is to provide students with an opportunity to pursue an alternative program that will lead to a JD degree. Part-time division study requires registration for eight to 11 hours per semester. The part-time program can be successfully completed in four years and two summer sessions.

Proposed Part-time Track

Estimated Completion: 8 Semesters + 2 Summer Sessions

First Semester (10 Hours)

Contracts I	3
Torts	4
Lawyering Skills I	3

Second Semester (10 Hours)

Contracts II	3
Property	4
Lawyering Skills II	3

Third Semester (11 Hours)

Civil Procedure I	3
Constitutional Law I	3
Criminal Law	3
Elective	2

Fourth Semester (10 Hours)

Civil Procedure II	3
Constitutional Law II	3
Lawyering Skills III	1
Professional Responsibility	3

Fifth Semester (10 Hours)

Evidence	4
Electives	6

Sixth Semester (11 Hours)

Lawyering Skills IV	2
Trial Advocacy	3
Electives	6

Seventh Semester (11 Hours)

Electives	11
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Eighth Semester (11 Hours)

Electives	11
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Ninth Semester/Summer Sessions (6 Hours)

Electives

6

B. JD Certificate Programs

In selected areas of concentration, students may receive a certificate, indicating successful completion of a focused curriculum. Certificates are available in:

- Alternative Dispute Resolution
- Elder Law
- Health Law
- Intellectual Property Law
- Sustainability
- Trial Advocacy
- Human Rights

1. Alternative Dispute Resolution

The JD Certificate in Alternative Dispute Resolution distinguishes JD graduates by honing their practical skills in arbitration, client counseling, mediation, and negotiation. In addition to designated and elective coursework, degree candidates must complete an approved externship in order to earn the certificate.

2. Elder Law

The JD Certificate in Elder Law distinguishes JD candidates in the emerging field of elder law by developing the necessary skill set to advocate for the elderly immediately upon passing the bar. In order to earn the certificate, candidates must complete a clinical offering, a required course in document drafting, and required classes that address advanced planning, protecting dignity and mitigating abuse of the elderly, legal issues concerning guardianship, and the federal and state government benefits available to the elderly.

3. Health Law

The JD Certificate in Health Law offers JD candidates seeking to practice health law competitive distinction by developing concentrated understanding in the areas of administrative law, health and health fraud law, and medical negligence. In addition to required courses, certificate candidates will distinguish their specialization in a broad range of interdisciplinary areas, including assisted reproductive technology, bioethics and aging, disability law, environmental law, health information privacy, public health emergency law, and others.

4. Intellectual Property Law

The JD Certificate in Intellectual Property Law offers JD candidates seeking to practice intellectual property law professional distinction by developing a concentrated understanding in either patent law or general intellectual property law issues. In addition to the required courses, certificate candidates can tailor their course selections to meet their career goals by selecting courses dealing with advanced patent law topics, trademark and copyright law, entertainment and cultural property issues, information technology, and/or international intellectual property rights.

5. Sustainability

The JD Certificate in Sustainability offers degree candidates competitive specialization in the emerging, interdisciplinary area of sustainability and its increasing importance in real estate, environmental, and regulatory legal work. In addition to required courses in energy law, environmental law, local government law, real estate transactions, and sustainability in modern real estate transactions, candidates will tailor their specialization with electives from a broad range of disciplines.

6. Trial Advocacy

The JD Certificate in Trial Advocacy provides degree candidates career distinction in litigation by developing practical courtroom-ready skills. In addition to designated coursework, degree candidates seeking the trial advocacy certificate will benefit from completing an approved externship (requiring a 711 license) that hones the candidate's practical courtroom experience.

7. Human Rights

The JD Certificate in International Human Rights Law offers JD candidates degree distinction in human rights law. In addition to required courses in international law, candidates will select specialized elective courses addressing constitutional law, human rights issues in specific geographic regions, and issues of gender, race, and sexual orientation, as they pertain to human rights.

For information on required courses for each of the individual certificate programs, please visit the program's webpage.

C. Joint JD/LLM/MS Programs

Some students know early on in law school that they wish to specialize in a particular area of law. For qualified students, The John Marshall Law School offers the Joint JD/LLM Degrees in:

- Employee Benefits
- Information Technology and Privacy Law
- Intellectual Property Law
- International Business and Trade Law
- Real Estate Law
- Tax Law

The program builds upon John Marshall's broad base of required courses-both in substantive areas and in skills training-to permit students to specialize in one of six areas of law, without giving up the benefits of a traditional legal education.

Joint degree students are permitted to apply the first 10 credit hours satisfactorily completed in the LLM program toward the 90 credit hours required for the JD degree. Thus, joint degree students, in most circumstances, will be able to complete the requirements of both programs with 104 credit hours (80 JD + 24 LLM). A JD student must have at least a 2.5 grade point average, and must have completed 29 credit hours to be considered for admission to the Joint Degree Program. Each of the Joint JD/LLM degree programs has different qualifications beyond these minimum requirements.

Interested students should meet with the director of the program they wish to enter. With quality counseling and careful planning, JD students can complete coursework that enables them to participate equally with the lawyer students in LLM courses. The completion of the Joint JD/LLM degree program will not only provide an in-depth educational experience in a particular area of the law, but it will allow

law students to distinguish themselves from other recent graduates in order to compete successfully for jobs.

1. Employee Benefits

The John Marshall Law School offers the only Graduate Employee Benefits Programs in the nation, taught by experienced tax and employee benefits practitioners, including former IRS attorneys. Students will gain a solid foundation in retirement planning, welfare benefits, and executive compensation. Students will learn to combine practical business applications with theoretical legal concepts to deal with today's employee benefit problems. Both LLM and MS programs are available for interested professionals. Additionally, degree candidates can earn their employee benefits degree entirely online through eCourses distance education—anytime, anywhere.

2. Global Legal Studies (LLM Only)

John Marshall's LLM program in Global Legal Studies provides a flexible program of study for foreign lawyers who wish to deepen their knowledge of specific areas of US law. The program can be completed in two semesters. Students take several required courses and then select the remaining credits from the JD curriculum or other LLM curricula (e.g., Information Technology and Privacy Law, Intellectual Property Law, and International Business and Trade Law). International students are able to develop customized courses of study that will meet their own interests and career goals.

3. Information Technology and Privacy Law

Technology and privacy issues affect virtually every aspect of our lives. John Marshall's Graduate Information Technology and Privacy Law Programs were among the first in the nation to recognize the need for programs specializing in information technology, and remain today among the few programs that include a focus on privacy. Our LLM and MS programs examine the influence of technology and privacy on all areas of law and practice from the practical, as well as the scholarly, perspective. Our flexible year-round course schedule and dynamic, up-to-date curriculum allow students to gain broad exposure to IT and privacy law and policy applicable to any area of practice, or focus on a specialized area such as transactional law, global commerce, litigation, criminal law/law enforcement, corporate and IT management, consumer privacy, or corporate privacy and security. Whatever your professional goals may be, we can help you design a course track that will meet your needs and career trajectory and help you distinguish yourself in today's legal environment.

4. Intellectual Property

The nationally renowned Graduate Intellectual Property Law Programs at John Marshall offer comprehensive training in both patent law and general intellectual property law. We offer an extensive selection of courses in all areas of patent, copyright, trademark law, and trade secret law as applied to technology, business, arts, professionals. Both LLM and MS programs are available for interested professionals.

5. International Business and Trade Law (LLM Only)

John Marshall provides an exciting opportunity for US and international students to study international business and trade law in Chicago, one of the world's great commercial cities. Our LLM in International Business and Trade Law draws upon the rich resources of Chicago's legal, banking, and international business and trade communities to provide a practical learning environment for dealing with the many challenges of global business. Students are given a strong, practice-oriented foundation in the rules,

regulations, and legal approaches underlying international economic law. We offer students an experienced US and international faculty, extensive course offerings, and an externship with a law firm or corporation.

6. Real Estate

John Marshall's Graduate Real Estate Law Programs, the only ones of their kind in the Midwest, address the demands of the increasingly complicated practice of real estate law. In addition to the more traditional areas of real estate finance and commercial leasing, real estate attorneys must possess skills in negotiating and drafting and be knowledgeable in emerging areas such as sustainability in commercial real estate transactions, bankruptcy, and work-outs. Our programs offer you the opportunity to learn these skills from attorneys who are involved in transactions on the cutting edge of real estate law, and who are active members of the ABA Real Property Section and the American College of Real Estate Lawyers. Both LLM and MS programs are available for interested professionals.

7. Tax Law

Among the nation's oldest tax programs, the Graduate Tax Law Programs provide a practical grounding in all major areas of taxation, and specialized expertise in particular areas. Our programs stress a transactional approach and deal with actual problems encountered in the practice of tax law. Experienced practitioners teach courses in such areas as corporate taxation, partnership taxation, estate and personal financial planning, foreign taxation, civil and criminal, and tax procedure. Both LLM and MS programs are available for interested professionals.

8. Trial Advocacy and Dispute Resolution (LLM Only)

John Marshall's LLM in Trial Advocacy and Dispute Resolution prepares degree candidates to become highly skilled advocates. Our program immerses the degree candidate in skills training that otherwise is not acquired through the traditional classroom setting. Each course has been carefully crafted to deliver a fully integrated approach to skills development sought after by advocates and employers alike, with a focus on current application of technology in the courtroom, the formation of effective trial strategies, and a high level of competency in all aspects of dispute resolution. The Center's faculty is composed of experienced litigators and judges who are knowledgeable in all areas of trial work, abreast of current trends, and committed to providing John Marshall degree candidates with cutting-edge instruction.

III. Academic Rules for the JD Program

A. Good Academic Standing

To be in good academic standing, a student must maintain a grade point average of 2.25 in all work undertaken. C, C-, and D grades earn the stated academic credit. However, an F grade earns no academic credit and the course, if required, must be retaken immediately. These grades fall below the required 2.25 average for graduation. The school uses a mandatory grading curve that is adjusted from time to time.

Registration, class attendance, and participation in law school activities are conditioned upon good academic standing.

Students whose cumulative average at the end of their first year (two semesters for day students, three semesters for night students) places them in the lowest 20 percent of their class or students who were dismissed and readmitted shall:

1. Repeat any required courses where they earned an F, and
2. Successfully complete *Corporations, Estates and Trusts, Legal Fundamentals, Writing for the Practice of Law*, and one of the following: *Sales, Payment Systems Law, or Secured Transactions*, before graduation. Any student who fails one of these courses must repeat the course before he or she will be permitted to graduate.

Any student who knowingly fails to comply with these rules may have additional requirements imposed on him/her as a condition of graduation.

B. Probation & Academic Dismissal Policy

A student who attains a grade point average of below 1.75 in the first semester of law school will be dismissed. A student whose cumulative grade point average is below 2.25, but above 1.75, at the end of any fall or spring semester will be placed on academic probation, and must raise his or her cumulative grade point average to at least 2.25 by the end of the next semester and summer adjoining the next semester in which the student enrolls. A student is eligible for probation only once; if a student's cumulative grade point average again falls below 2.25 after any subsequent fall or spring semester, the student will be dismissed.

C. The Grading Curve

1. Curve I

In *Civil Procedure I, Constitutional Law I, Contracts I & II, Criminal Law, Property, and Torts*, provided the enrollment is 20 or more students, faculty shall conform their grades to the following standards:

Required Grades

Grades of A+, A, and A- shall be awarded to no fewer than 20% and no more than 30% of the class.
Grades of B+, B, and B- shall be awarded to no fewer than 35% and no more than 45% of the class.
Grades of C+, C, and C- shall be awarded to no fewer than 15% and no more than 25% of the class.
Grades of D and F shall be awarded to no fewer than 10% and no more than 20% of the class.

Required Cumulative Average

For the class as a whole, the cumulative average grade shall fall between 2.40–2.80, inclusive.

2. Curve II

In every JD course not subject to Curve I, other than *Lawyering Skills* and *Trial Advocacy*, provided the enrollment is more than 30 students, faculty shall conform their grades to the following standards:

Required Grades

Grades of A+, A, and A- shall be awarded to no fewer than 25% and no more than 40% of the class.
Grades of B+, B, and B- shall be awarded to no fewer than 35% and no more than 50% of the class.
Grades of C+, C, and C- shall be awarded to no fewer than 10% and no more than 25% of the class.
Grades of D and F shall be awarded to no fewer than 0% and no more than 10% of the class.

3. Required Cumulative Average

For the class as a whole, the cumulative average grade shall fall between 2.70 and 3.10, inclusive.

D. Other Provisions

Because of the required 2.25 cumulative grade point average, a student must earn a number of grades above C to remain in school and graduate. A student who receives only Cs during the first two semesters and summer will have a cumulative average of 2.00 and will be ineligible to continue in school. For these reasons, any grade of C is considered marginally acceptable.

A student on probation must take a minimum of 12 semester hours in the full-time program or eight semester hours in the part-time program. Failure to register for the required number of hours without prior approval of the Assistant Dean for Academic Services will be treated as the equivalent of failure to attain a 2.25 grade point average for the semester.

E. For More Information

Students with questions about grade point averages or other academic matters should make an appointment to see Assistant Dean for Academic Services Jodie Needham (3rd floor of the 315 S. Plymouth Ct. Building).

F. Repeating Courses

A student who receives a failing grade (F or WF) in a required course must repeat that course at the earliest opportunity; there is no restriction on the grade level that can be earned upon repetition. Otherwise, a student may not repeat for academic credit any course in which a grade has been received. All grades received by the student, including failing grades, will be computed in the grade point average. Tuition will be charged for repetitions.

G. Class Rank

After grades have been issued at the end of each semester, students are ranked according to their respective class level and their cumulative grade point average. The highest grade point average is ranked number one, followed by the rest of the class, with the lowest grade point average ranked last. The percentage is derived by dividing the rank by the total number of students. (For example: A student in the class level 2L1 had a cumulative grade point average of 3.24. There were 238 students in that class level. The student was ranked 80/238; 80 divided by 238 is .33, so the student was in the top 33 percent of the class).

Class rankings are unofficial until the date of graduation. After graduation, final ranks are a part of a student's transcript.

H. Residency Requirements

To be eligible for the JD degree, a John Marshall student must complete the course of study required for the degree in no fewer than 27 months and no more than 84 months after the student has commenced law study at the law school or at a law school from which transfer credit has been accepted. No student shall be permitted to be enrolled at any time in coursework that, if successfully completed, would exceed 20 percent of the total coursework required for graduation.

I. Interruption of Study

Applicants who seek to take a leave of absence or resume their legal studies will be evaluated according to the length of the absence, their college record, and law school performance. Those interested must speak with the Assistant Dean for Academic Services for more information.

J. Employment Policy

Full-time JD students should remember that classes require substantial time for preparation. They may not be employed more than 20 hours per week according to Standard 304(f) of the American Bar Association Standards for Approval of Law Schools. Each semester, full-time students are required to certify at the time of registration that they will not be employed for more than 20 hours per week.

K. Enrollment in Another Law School

With prior approval, John Marshall students may take up to six hours of elective credit at another American Bar Association-approved law school. Credit for the work is subject to certain restrictions, including a requirement that the student achieve a minimum grade of C. Courses in which students received grades lower than C will not be accepted. Credit accepted from other approved law schools is not computed in the John Marshall cumulative average. Approval will not be granted if the same course is given at John Marshall, except for summer programs offered by a law school in another city.

L. Dean's List

Students qualify for the Dean's List at the completion of each fall and spring semester. To qualify, a student's semester GPA must be in the top 25 percent of his or her class level.

M. Graduating with Honors

Summa cum laude: JD graduates in the top 1 percent of their class level will earn this honor.

Magna cum laude: JD graduates in the top 4 percent of their class level will earn this honor.

Cum laude: JD graduates in the top 15 percent of their class level will earn this honor.

Order of John Marshall: JD graduates in the top 15 percent of their class level will earn this honor.

N. Joint Degree Programs

Joint degree (JD/LLM) students remain subject to applicable academic rules of the JD program.

IV. Academic Rules for the LLM/MS Programs

A. Good Standing

The academic rules of the JD program will apply to the LLM programs except to the extent that the following is different from the JD program academic rules:

Academic standing will not be determined until the student completes his/her first six hours of credit (referred to as the "first trial period"). Upon the completion of the first trial period, a student must achieve a cumulative grade point average (CGPA) of 2.5 or better in order to be in good standing. If, at any time after the first trial period, the student's CGPA falls below 2.0, he/she will automatically be academically dismissed.

A student whose CGPA is between 2.0 and 2.499 after the trial period will be placed on academic probation and must raise his/her CGPA to 2.5 or better by the time he/she completes the next six credit hours (referred to as the "second trial period"). If such a student does not raise his/her CGPA to 2.5 or

better within the second trial period, that student will be academically dismissed. Probation status will remain in effect until the student completes the second trial period. During the second trial period, the student must take a minimum of four credit hours and maximum of six credit hours unless otherwise approved by the Center director.

If such a student on probation raises his/her CGPA to 2.5 or better within the second trial period, the student will be in good standing. However, if a student has once been on probation and successfully raised his/her CGPA to 2.5 but has his/her CGPA go below 2.5 at the end of any subsequent semester, the student shall be academically dismissed at the end of that semester.

B. Classes Outside the Program

With the approval of the program director, an LLM student may take up to six credit hours in classes outside his/her own program. A student may take more than six credit hours of classes outside his/her own program only with permission of the program director and the Associate Dean for Advanced Studies and Research.

C. Time to Complete Program

A student will have five years from the date of matriculation to complete the LLM program. A student cannot take off more than two consecutive semesters without permission of the program director.

D. Transfer Credits

A program director may accept up to nine transfer credit hours from a matriculated student seeking to enter The John Marshall Law School LLM program from another institution. Under special circumstances, the program director may allow a student to take one or more courses at other institutions toward completion of the program's requirements for graduation from The John Marshall Law School.

E. Minimum Grade Point Average to Graduate

A student must have a cumulative grade point average of 2.5 to receive a degree in the LLM program.

F. Honors

A student with a grade point average of 3.6 or higher will graduate with Honors.

G. Repeating "F"

Each student shall repeat a required class in which he/she has received a failing grade. A student may repeat an elective class in which he/she has received a failing grade. All grades received by the student, including failing grades, will be included in the computation of grade point averages.

H. Full-Time Student Definition

For administrative and financial aid purposes, a student taking five or more hours in a semester is counted as a full-time student.

I. Transfers

Transfers from other external programs and from other internal programs must have approval of the Associate Dean for Advanced Studies and Research and the Center Director.

J. Student Code of Conduct

The Student Code of Conduct for the JD students shall apply to all LLM and MS students.

V. Academic Rules for All Students

A. Examinations and Grades

A written examination at the conclusion of each course will ordinarily be the principal determinant of a student's grade. However, interim examinations, briefs of cases, and other assignments may be taken into account.

Class preparation and participation are essential components of the educational process. Individual professors may develop class rules and grading procedures that take into account a student's fulfillment of those responsibilities.

Each student is responsible for verifying the date, time, and place of his or her examinations, and for taking them at the scheduled times, unless there is a direct conflict in scheduling (see exam policy for definition of direct conflict located at the registrar's page on the John Marshall website: http://www.jmls.edu/registrar/exam_conflict_spring_2011.asp).

A student who, for good cause shown in writing, fails to take a course examination with the class will be required to take the examination the next time it is given. A grade of "Incomplete" will be given in the course until the examination has been written. The grade of "Incomplete" shall automatically convert to an "F" at the end of classes for the following semester, unless the student shall, before such date, either have taken the examination or arranged for a certain date to take the examination. This rule will also apply to courses in which a trial is the primary basis for the grade. Failure to write an examination at the designated time will result in an automatic grade of "F" being entered on the record.

A student who, for good cause shown in writing, does not complete a paper in a semester by the end of classes for that semester will receive a grade of "Incomplete." If the paper is not completed by the end of classes for the following semester, the grade of "Incomplete" will automatically convert to an F. It is each professor's responsibility to notify the Registrar that the work has been completed.

A student who does not officially drop a course, drops without permission, fails to take an examination, or fails to complete course work receives a grade of "WF" for that course.

Please examine the final exam schedule carefully and retain it for your information. Each student is responsible for verifying the date, time and place of his/her examinations and for taking them as scheduled by the law school.

During the exam period, students may check the monitors throughout the school two hours before each scheduled exam time to verify assigned room numbers.

- *Conflicts*: Defined as two examinations taking place 1.) on the same calendar day or 2.) at 6:00 pm one evening and 9:30 am the next morning, OR three examinations taking place within four consecutive calendar days.
- *Disability*: Granted after the student has contacted Dan Lacy the Disability Accommodations Coordinator, completed the disability accommodation process and received approval for accommodations. You will receive an email from Kay Joy if you are granted disability accommodations for exams.
- *Personal Emergency*, such as hospitalization or a death in the family. Authority to grant/deny accommodation requests resides within the office of Academic Services. **Documentation is required. Please contact Kay Joy at kjoy@jmls.edu for rescheduling exams due to personal emergencies.**

Students who fail to take an examination or complete requirements for their course will receive a grade of "WF," unless prior accommodations have been granted due to personal hardship. If accommodations have been granted, the grade of "NG"(Incomplete) shall stand on the student record for no longer than one semester. The grade of Incomplete shall automatically convert to an "F" at the end of classes for the following semester unless the student has taken, before such date, the examination or has arranged for a definite date to take the examination.

B. Examination Review

A student who wants to review his/her examination booklet after the grades have been submitted to the Registrar's Office should make an appointment with his/her professor.

C. Grading System

The grading system of The John Marshall Law School (at all academic levels, including JD, LLM, and MS programs) shall be:

A+	4.01
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D	1.00
F	0.00
WF	0.00

D. Attendance

The Board of Law Examiners in each state requires a certificate of attendance from the law schools attended by the applicant in order to take the bar examination. To execute this certificate faithfully, the school must insist on regular attendance. Therefore, students are required to attend all classes scheduled. A student absent for more than 25 percent of the total number of class meetings will not be allowed to write the examination and will receive a grade of WF (withdraw/fail) for the course, unless

permission has been granted by the Assistant Dean for Academic Services. The number of absences permitted may be reduced by the professor on notice to the class.

The John Marshall Law School recognizes the diversity of religious practices of its students, faculty, and staff. Therefore, we have established a new policy of attendance to accommodate religious observance. In addition to the 25 percent allowed, students are excused for religious observance from two class sessions in each course enrolled in every semester.

E. Disability Policy

There are a number of students with disabilities in the law school. The law school works with these students to accommodate their individual needs. A student who asks for reasonable accommodations due to a specific disability must provide acceptable evidence of the disability. The law school may require the student to take designated tests at his or her expense from a qualified medical or educational professional chosen by the school. Please stop in the Academic Services Office for more information.

F. Transcripts

No official transcript of record is given directly to a student or to a graduate. An official transcript will be sent to another school or to any authorized agency upon request to the Academic Services Office. A transcript will not be issued unless all fees owed to the law school are paid.

G. Re-admission Policy

Students dismissed for academic reasons may apply for readmission pursuant to the following rules and standards. Readmission is not a matter of right; instead, it is within the sound discretion of the appropriate committee. Any student applying for readmission shall bear the burden of demonstrating that his/her performance to date does not accurately reflect his/her ability to successfully complete law school.

1. Procedures

a. Students dismissed after their first or second semester (fall and spring only)

Any student dismissed for academic reasons may apply no earlier than one semester after dismissal to the faculty committee responsible for readmission decisions (hereafter, the Academic Affairs Committee). If granted, such readmission will be effective no earlier than one year after the student's dismissal. Such a student will start over as a new first-semester student.

b. Students dismissed after three or more semesters

A student dismissed for academic reasons after completing three or more semesters may elect:

i. To apply for readmission under (A) above or

ii. To apply immediately to the Academic Affairs Committee for readmission. Such a student must, however, sit out one semester while his/her petition is being considered. If readmitted, such a student may be allowed to re-enter as a continuing student, with credit for earlier work (assuming the student has 31 or more graded hours), but such a student will be required to repeat all required courses in which

he/she received a grade of C or lower. Any repeated courses will be included in the grade point average calculations, but will count only once toward the 90-hour graduation requirement.

Any student readmitted as a continuing student must raise his/her overall GPA to 2.25 or higher by the end of the semester in which he/she re-enrolls. If a readmitted student has completed fewer than 31 graded hours of earlier work, or if the Academic Affairs Committee for other reasons determines that it would be inappropriate to grant credit for a readmitted student's earlier work, the student must start over as a first semester student.

2. No repeat readmissions

No student readmitted and dismissed a second time will be considered for a second readmission, either by the Academic Affairs Committee or through the normal admission process.

3. Application for readmission was rejected

A student whose application for readmission has been rejected by the Academic Affairs Committee may not submit a subsequent application to the committee, but may seek readmission through the normal admission process (but in no case shall a student be readmitted without the affirmative vote of the Faculty Admissions Committee). Such application may be made no sooner than two years from the end of the semester after which the student was dismissed for academic reasons.

4. Application to the admissions committee after two years

If an eligible student seeking readmission applies two or more years after the date on which the student was dismissed for academic reasons, the student must apply through the normal admission process (but in no case shall a student be readmitted without the affirmative vote of the Faculty Admissions Committee) and, if admitted, must start over as a first-semester student.

5. Standards

In considering any petition for readmission, the Academic Affairs Committee will place particular emphasis on the following factors:

1. How close the student's GPA is to the 2.25 minimum for J.D. students or 2.5 minimum for LL.M. students;
2. Whether the student has shown improvement since the first semester;
3. Whether the student is consistently performing at or below a C+ level, or whether he/she has shown the ability to do B- or better work in at least a few courses;
4. Whether the student has taken clear steps to improve performance, such as participating in academic support programs since first going on probation;
5. Whether specific, unique circumstances may have contributed to the student's unacceptable performance, and whether those circumstances have clearly changed.

VI. Tuition and Fees

A. Tuition

Tuition per semester hour, first professional program except as stated below, and subject to future change: normal full-time division load is 14–15 hours; normal part-time load is 9–11 hours. Students receiving guaranteed loans or rehabilitation funds are required to pay tuition as designated by the Controller. Questions concerning any of the financial policies should be directed to the Business Office (15th Floor CBA Building). Students who believe that individual circumstances warrant exception from the published policy may file a written appeal with the Associate Dean for Administration.

B. General Fees

Application fee, non-refundable \$60

Tuition deposit, non-refundable/applicable to tuition \$400

Registration

JD per semester/non-refundable \$50

LLM per semester/non-refundable \$50

JD summer term/non-refundable \$50

LLM summer term/non-refundable \$50

Late registration fee \$25

Change of registration fee during add/drop period \$30 (on or after the second Friday of class)

Change of registration fee after add/drop period \$50 (on or after the third Monday of class)

Deferred payment charge, per payment \$3

Late payment fee, daily/per payment/per semester/non-refundable \$3

C. Other Fees

Student ID card replacement \$10

Single transcript fee \$5

Transfer credit fee for John Marshall students taking courses at other schools \$50

Transfer packet (price per packet) for students transferring to another \$50 law school: includes letter of good standing, multiple transcripts, immunization records, and a copy of LSDAS summary sheet

Locker rental fee (optional) per semester (fall, spring, summer) \$20

Non-Sufficient Funds (NSF) Penalty \$50

Accelerated Trial Advocacy for IP Law \$90

CTA U-Pass; per semester (mandatory for all full-time students) \$100

LRAP/SBA fee \$12

**Please Note: Book costs will be at least \$700 per year.*

D. Student Insurance

All students registered for at least 12 hours, regardless of their Division, including Evening students registered for 12 hours, are automatically billed each semester (except for summer) for student health insurance. Insurance coverage may be waived by students who have comparable insurance coverage by filing a waiver form with Associate Dean for Admission and Student Affairs.

VII. Miscellaneous

A. Beck's Bookstore

The bookstore is located on Jackson Street (between Plymouth Court and State Street). Items with the school logo are sold here, as well as books. The bookstore hours are as follows:

Mon–Thu: 10 a.m.–6 p.m.

Fri: 10 a.m.–5 p.m.

Look for extended hours at the start of each semester.

Direct Line: 312.913.0650

Fax: 312.913.0527

B. Lost and Found

The law school is not responsible for lost or stolen property. If an item is lost or found, it should be reported to the security guard on the main floor. All items that are turned in to the security guard will be placed in a locked room by the maintenance staff. When trying to locate an item that is lost, please contact the security guard.

C. Identification Cards

Each student is issued an official student identification card. The card is also used to withdraw books from the library. There is a \$10 charge for replacing cards that have been lost or stolen.

D. School Closings/Emergency Notification

For information on school closing, listen to AM radio stations WMAQ 67, WGN 720, WBBM, or FM stations B96, or US 99. Closings will also be announced on *Channel 32 Fox* television station. You can also call 1.900.407.SNOW and enter the school's telephone number to find out if the school is closed. There is a \$.95 charge for each telephone call.

The John Marshall Law School has also adopted a voluntary Emergency Notification System [ENS] that gives you emergency notification of urgent John Marshall community notices. Once a student signs up for ENS, the school can text the student's cell phone with timely information about emergencies. Students can also receive urgent voicemails to their cell phone through ENS. Additionally students can opt to receive these alerts via e-mail. These alerts would be of a critical nature only. The nature of the alerts are below:

- Emergency Broadcasts
- Terrorist Alerts
- Weather Advisories
- School Closings
- All-Points-Bulletin (APB)

E. Smoking Policy

The John Marshall Law School is a smoke-free environment. The smoking, inhaling, exhaling, burning, or carrying of a lighted cigar, pipe, or cigarette is not permitted anywhere on The John Marshall Law School premises or within 15 feet of the school's entrance.

F. Application for Graduation

Graduating students must submit an Application for Graduation to the Registrar's office. It is imperative for graduating students to notify the Registrar if they have changed their schedules and reduced their hours after they have submitted the Application for Graduation.

G. Student Responsibility for Fulfilling Requirements

Each student has the responsibility to make sure that all degree requirements are fulfilled. Anticipated graduates should make an independent review of their records before registering for their final semester. It is the student's responsibility, not the Registrar's, to make sure that all degree requirements will be fulfilled by the end of the final semester.

H. CALI Excellence for the Future Award

The CALI Excellence for the Future Award, sponsored by the Center for Computer-Assisted Legal Instruction, is given each semester to the student or students who receive the highest grade in each section of an exam course. An instructor may elect not to designate a CALI winner.

VIII. Policies

A. The John Marshall Law School Student Code of Conduct

1. Preamble

Each student is admitted to The John Marshall Law School on the condition that his or her conduct meets the standards of conduct established by the law school.

2. Standards of Conduct

a. Examinations

It is a violation of this student code to:

1. Seek, receive, reproduce, or circulate what the student knows to be unauthorized information concerning the content of an examination prior to such examination or a copy of an examination prior to its administration.
2. Bring into an examination room any unauthorized materials.
3. Fail to comply strictly with any examination instructions or procedures, including, but not limited to, the use of materials, collaboration with other students, and time limitations.
4. Use a false excuse to avoid taking an examination at its scheduled time.
5. Engage any person to take an examination in place of oneself or to take an examination for another.
6. Disrupt an examination.
7. Divulge grades or examination numbers without authorization.

b. Academic Honesty

It is a violation of this student code to:

1. Submit for credit work not originally prepared for the course for which it is submitted without explicit permission of the instructor of the course after the instructor has been advised of the origins of the work.

2. Engage in plagiarism as defined and explained in Section VII.B. (*infra*) of The John Marshall Law School Student Handbook.

c. Class Attendance and Course Requirements

It is a violation of this student code to purposely indicate the presence in class of another student whom the student knows not to be actually present in class, or to misrepresent his or her own presence or absence.

d. Misappropriation and Misuse of Property

It is a violation of this student code to:

1. Damage, hide, or otherwise exert unauthorized control over property belonging to another person or the law school

2. Obtain or attempt to obtain unauthorized access to any school record, database, or communication to or from law school personnel, or any student e-mail sent, received, or stored on school servers or computers

3. Use or attempt to use the law school's computer or email systems in violation of the school's regulations, or in furtherance of any conduct that would constitute a violation of this code of conduct.

e. Honesty and Integrity

It is a violation of this student code to:

1. Furnish false information or records including, but not limited to, information relating to admissions, registration, computer services, career services, financial aid, or other law school sponsored activities or programs

2. Forge or alter school documents, records, or identification cards, or use or attempt to use forged or altered documents, records, or identification cards with intent to defraud

3. Falsify a signature on any form, document, or paper

4. Furnish to any person information or records, knowing them to be false or inaccurate relating to the student's academic record or the student's activities at the law school

5. Falsify or misrepresent academic standing or participation in curricular or extracurricular activities in the securing or continuation of employment, externships, or benefits.

6. Engage in other acts of dishonesty, fraud, deceit, or misrepresentation that are prejudicial to the mission or operation of the law school.

f. Respect for Others

It is a violation of this student code to:

1. Engage in threatening, intimidating, or disruptive conduct or comments of any kind on campus or engage in such conduct off campus if it interferes with the rights of others to participate fully and freely in the educational process
2. Engage in conduct or comments that reasonably could be expected to or that do result in the harassment, intimidation, or stigmatization of an individual because of race, national origin, ethnicity, religion, sex, sexual orientation, immigrant status, or disability. Statements made in the context of a class discussion or exchange of ideas is not sanctionable.
3. Obstruct, impair, or interfere with sponsored or authorized activities, including classroom discussion, in a manner likely to deprive others of the benefit or enjoyment of the activity
4. Use or attempt to use force against any member of the law school community, or his or her family; or to threaten the use of force against any member of the law school community, or his or her family, in circumstances that create a reasonable fear that actual force is likely to follow
5. Engage in conduct which threatens or endangers the health or safety of any person on school premises, or at school-sponsored or school-supervised functions at any place.

g. Illegal and Criminal Conduct

It is a violation of this student code to:

1. Possess, use, or distribute illegal drugs on law school property or during law school-sponsored activities
2. Violate the Illinois Criminal Code or other penal laws of the State of Illinois, of any other state, or of the federal government. A judgment of conviction is conclusive for purposes of this section.
3. Fail to report a criminal conviction¹ to the Dean or Associate Dean for Academic Affairs within five days of judgment.

h. Obstruction of Disciplinary Proceedings

It is a violation of this student code to:

1. Testify falsely or provide false information during a disciplinary violation process
2. Bring a charge in bad faith under this Code or the Rules for Student Disciplinary Proceedings
3. Harass any person who provides information or testimony pertaining to an alleged violation of this Code, or who participates in the enforcement of this Code.

¹ Supervision is considered a conviction for purposes of this code.

4. Submit to persons participating in a disciplinary investigation any allegation of misconduct that is false and that the complaining student knew to be false at the time it was submitted

5. Breach the confidentiality requirements relating to disciplinary proceedings under this Code.

i. Disciplinary Code Standards and Ethical Obligations

It is a violation of this student code to:

1. Violate published law school regulations or policies, or engage in conduct that is prejudicial to the mission or operation of the law school or the rights of others in the law school community to participate fully and freely in the educational process

2. Assist any other student in any violation or attempted violation of this Code, or to combine, agree, or confederate with other students to engage in conduct that violates this Code.

B. Plagiarism

Plagiarism is an extremely serious offense that may result in disciplinary action. There are two major types of plagiarism:

1. Failure to cite the source of an idea; and

2. Failure to use quotation marks around a direct quote.

a. Use of an idea. If you use the idea (or an organization) of another author, you must attribute that idea to the other author. Merely paraphrasing the other author's words is not sufficient. You must also cite to the other source.

b. Use of the same words. If you use the idea and the words of another author, you must put quotation marks around those words and cite to the source. Both are required. If either the quotation marks or the citation is missing, you have plagiarized the other author's work.

Intent is not required for a writing to be plagiarized.

Using the ideas or words of another student may also be plagiarism.

Regardless of what rules you may have followed on this subject before law school, or what practices you may observe elsewhere, this is the standard that you must adhere to in all of your Lawyering Skills classes, in all seminar papers, and in all honors programs. This definition may be supplemented for Lawyering Skills classes.

C. Recording Policy

Application: This policy applies to the recording of any live or online class except mock depositions, oral arguments and trials where recording is part of the pedagogical process.

Definitions:

Attendance. For the purpose of this policy, attendance means in-class presence for traditionally taught (i.e., live) courses or synchronous and/or asynchronous participation for distance education courses as required by the American Bar Association, JMLS and the course instructor.

Recording. Unless specifically noted, this policy applies to both audio and video recording on any medium through the use of any technology.

1. Recording by Students

Consistent with our mission of training lawyers who act with the highest standards of professionalism and honesty, students are not permitted to audio or video record a class, seminar, meeting or teacher conference without authorization obtained in accordance with this policy. The unauthorized or surreptitious recording, copying, uploading, downloading, distribution, or use of all or any portion of an unauthorized recording will be deemed a violation of the JMLS Student Code of Conduct. It is further prohibited for any JMLS student to record any communication with another person at the School or in connection with any School-related activity without the knowing consent of all persons who are being recorded.

2. Recording at the Request of an Individual Student

All students are expected to attend class regularly and to miss class only in exceptional circumstances. Students may request that classes be recorded only for the reasons set forth below:

- (1) absence because of serious medical situation or family emergency;
- (2) absence because of religious observance;
- (3) other exigent circumstances which does not include job interviews, vacations, minor illness, or work conflicts.
- (4) as a reasonable accommodation for a student with a disability.

A student who wishes to have a class recorded for the reasons set forth in (1), (2), or (3) above shall make such request to the faculty member who is responsible for teaching the class.

Absent good reason to disapprove, the faculty member should grant such request and, in all cases, should decide such requests on a consistent and fair basis taking into account the individual circumstances.

A student who wishes to have a class recorded for the reason set forth in (4) above shall make such request to the School's Disability Accommodations Coordinator or Assistant Dean for Student Services. Such requests shall be treated in confidence and, if allowed, shall be implemented to the extent possible in a manner that is designed to protect the identity of the student requiring the accommodation. The faculty member teaching the class must abide by the decision of the Disability Accommodations Coordinator or Assistant Dean for Student Services.

A student who is permitted to record a class under this provision shall not copy, share or distribute the recording or any portion thereof to other persons not authorized to receive it.

3. Recording by a Faculty Member or Administrator

A faculty member, or JMLS administrator, with the faculty member's permission, may record his/her own class or classes for a legitimate purpose related to the School's educational mission. A faculty member's consent is not required if the recording is necessary to comply with the School's obligation to provide reasonable accommodation.

A faculty member who records a class and provides it to one or more students for a reason other than the four reasons set forth in section 2., shall make the recording available to all students enrolled in the class. Students are prohibited from recording, copying, uploading, downloading, distributing, and/or sharing the recording or any portion thereof to persons not authorized to receive it.

4. Retention of Recordings

Except for distance education courses, the default rule is that class recordings will be made available to students only until they have taken their final exam or submitted their final semester project in that course.

Recording may be retained for a longer period only if a faculty member specifically asks the Associate Dean of Academic Affairs to retain the recording for a longer, reasonable period of time.

5. Notice and Consent to Recording

JMLS students will be informed at registration every semester that live and online classes may be audio recorded for legitimate educational purposes without further notice and that any student who objects to being audio recorded should inform the Assistant Dean for Student Services. The Assistant Dean and faculty member will work with the student on alternative arrangements.

6. Recording for Security Purposes

Nothing in this policy shall prohibit or restrict the Administration from video recording any School-related activity for security purposes or require the Administration to provide notice or obtain consent prior to such recording.

7. No Transfer of Property Rights

Nothing in this policy is intended by the School to waive or transfer any of its interest in copyrighted material or works for hire.

D. Rules for Student Disciplinary Proceedings

1. Application of Rules

a. These Rules are intended to provide a procedure to receive, investigate, and decide charges alleging violation of the Student Code of Conduct. Any time limits under these Rules may be waived or extended by the Dean or chair of the Discipline Committee.

b. These Rules apply to all students and former students, if the charge against them relates to their conduct while they were students of the law school. The law school administration retains the right consistent with these Rules to initiate or continue an investigation, notwithstanding a change from

student to non-student status, and to take appropriate action including deferring, revising, or revoking grades or matriculation and amending a student file to reflect disciplinary action.

c. These Rules apply to conduct occurring on and off campus, so long as any off-campus conduct complained of has a substantial impact on the law school or a member of the law school community.

d. The Dean, or if the matter is pending before it, the chair of the Discipline Committee, shall have the authority to stay an investigation or proceeding under these Rules due to the pendency of external proceedings related to the same subject matter; provided, however, that it is usually in the interests of the law school community not to delay proceedings alleging violation of the Student Code of Conduct; provided, further, that the law school shall not be bound by the results or determinations made by any other entity or forum. The law school may also refer a matter to other appropriate authorities, including, but not limited to, a criminal justice agency or an attorney disciplinary committee and, in such a case, may decide not to proceed or to stay an investigation or other proceeding under these Rules.

e. All persons involved in this process have the right to be represented by counsel or other representative at all stages of this procedure; provided, however, that no person employed full time by the law school or any adjunct faculty member may act as a student's representative.

2. Initiation of Discipline Proceeding

a. Any member of the faculty, administration, staff, or student body may initiate a discipline proceeding (hereinafter referred to as the "Complainant") against a student or former student (hereinafter referred to as the "Respondent") by filing a charge with the Associate Dean for Academic Affairs. A charge may be filed by more than one Complainant.

b. The charge shall be filed within 180 days after the Complainant knows or should have known about the conduct complained of. The charge shall identify the Complainant, the Respondent and state in plain language and with reasonable particularity the date, place, and act complained of, and if possible, identify the standard of conduct which had been violated.

c. Within 20 days after a charge is filed, the Associate Dean for Academic Affairs should inform the Respondent of the charge against him/her by providing a copy of the charge to his/her last known address, or, if appropriate to protect the confidentiality of the Complainant or third persons, a summary of the charge allegations.

3. Investigation and Resolution by the Associate Dean for Academic Affairs

a. The Associate Dean for Academic Affairs may attempt, in the exercise of his/her discretion, to investigate and resolve the charge before referring it to the Discipline Committee for formal investigation. If the Associate Dean for Academic Affairs resolves the charge at this stage, the matter shall be concluded subject to the provisions in this paragraph. If not resolved, the Associate Dean for Academic Affairs shall refer the charge to the Discipline Committee no later than 60 days after the charge is filed. The Associate Dean for Academic Affairs shall inform the chair of the Discipline Committee of any charge intended to be resolved at this stage of the process and seek his/her counsel before entering into a final resolution. Any student or former student who the Associate Dean for Academic Affairs believes should be suspended, expelled, or subject to revocation of a degree has the right to have the charge referred to the Discipline Committee for investigation and subsequent proceedings in accordance with these Rules.

b. The Associate Dean for Academic Affairs, after consultation with the chair of the Discipline Committee, shall have the discretion and authority to take any interim actions/he believes is in the best interest of the law school or any member of the law school community after a charge is filed and before it is finally resolved. Such interim action may include, but is not limited to, removing the Respondent or other student from a particular class or from the school.

4. Referral to the Discipline Committee for Investigation and Reasonable Cause Determination

a. There shall be a Student Discipline Committee comprised of nine members: six from the full-time faculty and three students in good standing. The Student Discipline Committee shall elect a faculty member as the chair. The three student-members shall be selected by the Student Bar Association president-elect for one-year terms.

b. When a charge is referred from the Associate Dean for Academic Affairs to the Discipline Committee, the chair of the Discipline Committee shall appoint one faculty member to the committee (which may include the chair) as the "Investigator" who, along with the Associate Dean for Academic Affairs, shall have responsibility to investigate the charge allegations. Their investigation may, but is not required, to include interviews with the Complainant, Respondent, and other witnesses and to review documents, including any investigation previously conducted. The Complainant and Respondent have a duty to fully cooperate in the investigation of the charge.

c. The Investigator and Associate Dean for Academic Affairs should attempt to complete their investigation within reasonable time, but in no event more than 120 days. After they complete their investigation, the Investigator and Associate Dean for Academic Affairs shall make a written determination whether there is reasonable cause to believe a rule violation or other misconduct has occurred and shall send their determination to the Associate Dean for Academic Affairs and chair of the Discipline Committee. There shall be no reasonable cause determination made without first providing the Respondent an opportunity to respond in writing or orally to the charge allegations. If it is determined there is not reasonable cause, the matter shall be terminated. If reasonable cause is found, the chair of the Discipline Committee shall convene a Hearing Panel.

d. The Respondent should be informed in writing within 20 days after a reasonable cause determination is made.

5. Referral for Hearing

a. If reasonable cause is found, the chair of the Discipline Committee shall select by lot two faculty members (which may include the chair) and one student member from the Discipline Committee to constitute a Hearing Panel (HP); provided, however, that the Investigator who conducted the reasonable cause investigation shall be excluded from consideration. The Hearing Panel shall select one of the faculty members to chair the Hearing Panel. Any member of the Discipline Committee who may be a witness shall be excluded from consideration for the Hearing Panel and shall not participate in any decisions made by the Hearing Panel. The chair of the Discipline Committee has the discretion to appoint interim members to the Discipline Committee in the event members are excluded under this Paragraph.

b. Within 10 days after the Respondent is informed of a finding of reasonable cause, she/he shall respond in writing to the Hearing Panel by admitting, denying, or otherwise responding to each factual matter charged. The chair of the HP may extend the time for such response.

c. The chair of the HP shall set a date for hearing within a reasonable time and issuance of the reasonable cause determination; provided, further, that the hearing date may be extended by the chair in his/her discretion for good cause shown.

d. Either the Associate Dean for Academic Affairs or Investigator shall be responsible for presenting the facts and evidence in support of the charge to the Hearing Panel (hereinafter referred to as the "Presenter").

e. Pre-hearing discovery shall be limited to the following. Upon request to the chair of the Hearing Panel, the Respondent shall be given all evidence which support the reasonable cause determination and any evidence which will be offered at the hearing to support the charge, except for evidence protected by attorney-client privilege or otherwise prohibited from disclosure by law. Upon request by the Presenter to the Respondent, the Respondent shall provide to the Presenter all evidence which support any denial of the charge allegations and any evidence which the Respondent will offer at the hearing in his/her defense, except for evidence protected by attorney-client privilege or otherwise prohibited from disclosure by law. The chair of the HP may place restrictions on the use and disclosure of any evidence as a condition to the production of such evidence to protect the confidentiality or privacy interests of the law school or members of the law school community, or for other bona fide reason. Unless the chair of the HP sets a different date, the production of information required under this Paragraph should occur no later than 10 days after the request for production is made or five days prior to hearing, whichever comes first. The Hearing Panel may draw an adverse reference from the failure to produce any evidence required under this Paragraph.

f. The Investigator, Presenter, or Associate Dean for Academic Affairs shall have the authority at any time to Final Decision to discuss the Respondent a stipulated disposition of the charge. Any stipulated disposition after a charge is referred to the Discipline Committee but before a reasonable cause determination is made must be approved by the Dean and the chair of the Discipline Committee after consultation as appropriate with the Associate Dean for Academic Affairs, Investigator and/or Presenter. Any stipulated disposition after reasonable cause is found and prior to a Final Decision under these rules must be approved by the Dean and a majority vote of the Discipline Committee members, excluding members sitting on the Hearing Panel who shall now participate in any consideration of a stipulated disposition. If a stipulate disposition is approved as provided in this Paragraph, the matter shall be concluded. If a stipulated disposition is not approved, the matter shall proceed in accordance with these Rules.

6. Hearing and Recommended Decision

a. The hearing shall be conducted in such manner as to provide a full and true disclosure of the facts and do substantial justice. The rules of evidence shall not apply at hearing and the Hearing Panel may consider written and oral statements and documents which may be hearsay. The chair of the Hearing Panel has the discretion and authority to decide all procedural issues that may arise in connection with the hearing process.

b. The hearing shall not be open to third persons.

c. The Respondent, Presenter, and Hearing Panel members or their attorneys, or representatives may question witnesses and offer other evidence during the hearing. No person may be compelled to present evidence at hearing; provided, however, that an adverse inference may be drawn by the failure of the Respondent to speak on his/her own behalf at hearing. The chair of the Hearing Panel has discretion to limit the number of witnesses and questions. The chair may allow opening and closing statements and such other presentation of evidence or argument that she/he believes would be useful to the Hearing Panel.

d. Hearings shall be recorded on tape or by stenographer, and shall remain the property of the law school and shall be made available to the Respondent for review or copying, subject to any restrictions the chair of the Hearing Panel may impose to protect the confidentiality or privacy interests of the law school or members of the law school community, or for other bona fide reason. The transcript shall not be made available to third persons except as required by legal process.

e. After the presentation of evidence, the Hearing Panel shall decide by majority vote whether the charge allegations have been proven by clear and convincing evidence, shall issue a Recommended Decision and shall send the decision to the Respondent, Presenter, Associate Dean for Academic Affairs, and Dean. The Hearing Panel should attempt to issue its decision within 30 days after the hearing concludes.

f. If the Hearing Panel finds against the Respondent, it may, but is not required to, recommend a sanction. The recommended sanction shall be included in the Hearing Panel's Recommended Decision. The Hearing Panel may seek the input of any relevant faculty member, student, or administrator before recommending a sanction which may include, but is not limited to:

i. Written Warning or Censure

ii. Disciplinary Probation: Exclusion from participation in school privileges or extracurricular activities for a specified period of time

iii. Change in grade. Entry of a reduced or failing grade in a course.

iv. Restitution: Financial reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

v. Suspension: Exclusion from classes and other privileges or activities for a specified period of time.

vi. Expulsion: Termination of the student's status of an indefinite period of time. The conditions for readmission, if readmission is contemplated, shall be stated in the order of expulsion.

g. A Recommended Decision by the Hearing Panel in favor of the Respondent shall terminate the proceeding and constitute a Final Decision.

7. Review by Dean and Final Decision

a. A Recommended Decision by the Hearing Panel against the Respondent shall be reviewed in all cases by the Dean. The Respondent shall have seven days after receipt of the Recommended Decision to state his/her position in writing to the Dean concerning the decision. Failure by the Respondent to object to the Recommended Decision may be construed by the Dean as Respondent's agreement with Recommended Decision. The Dean may review the entire record presented to the Hearing Panel as part of his/her review.

b. The Dean shall make a non-reviewable Final Decision, giving appropriate deference to the factual findings of the Hearing Panel; provided, however, the Dean has the authority to reject or revise the Recommended and/or sanctions of the Hearing Panel, and, if necessary, to remand the matter to the Hearing Panel to consider additional evidence or to cure a material procedural error. If the Hearing Panel has not recommended a sanction, the Dean shall make that decision. The Dean may seek the input of any relevant faculty member, student, or administrator before deciding a sanction. The Dean shall issue a Final Decision within a reasonable time and receipt of the Recommended Decision of the Hearing Panel.

c. The Dean shall send his/her Final Decision in writing to the Respondent, Discipline Committee, Associate Dean for Academic Affairs and, as appropriate, any other member of the law school community who has a legitimate interest in knowing the Final Decision.

8. Effect and Disclosure of Disciplinary Decision

a. The Dean or Associate Dean for Academic Affairs may publish a written summary of the charge and Final Decision to faculty, students, and/or administrators. In such event the names of the Complainant and Respondent shall not be disclosed.

b. The law school reserves the right to (i) make full disclosure about disciplinary charges and findings to administrators, trustees, faculty, staff, and students (including all Disciplinary Committee Members) who need to know to process any disciplinary charge and disposition; (ii) advise all or select administrators, trustees, faculty members, students, and media of the charges, process, and disposition of a disciplinary matter without disclosing the name of the Respondent; (iii) make full disclosure in the context of any litigation involving or relating to a disciplinary matter; (iv) make full disclosure in response to legal process.

c. Any charge, resolution, stipulated disposition, Final Decision and sanction shall be placed and retained in a student's official law school file. Any suspension from attending school, expulsion or revocation of a degree for disciplinary reasons shall be recorded on a student's transcript. Further, the law school will respond truthfully to questions or other inquiries from other law schools, educational institutions, courts, bar admission committees, employers or other parties who have a legitimate interest in learning about any disciplinary charges, findings, and sanctions involving a student or former student and, in that respect, will respond truthfully to questions about allegations of dishonesty, character, or disciplinary proceedings brought against a student or former student.

E. Student Complaints – Compliance with ABA Accreditation Standards

1. Reporting a Complaint

The John Marshall Law School wishes to hear any student questions or concerns about significant problems you may have that directly implicate the Law School's compliance with the ABA's Accreditation Standards. Any student having such a question or concern should submit a written

complaint to the Associate Dean for Admission and Student Affairs as soon as possible, but in no event later than 30 days after the occurrence of the subject of the written complaint.

Your complaint must be filed and submitted online through the “Student Complaints – Compliance with ABA Accreditation Standards” form available on the Student Resources page on the Law School website or through the following link:

<http://www.jmls.edu/students/handbook/aba-complaint-form.asp>.

When you file and submit a complaint, you must provide your: full name, official law school e-mail address, telephone number, and street address, for further communication about the complaint.

The John Marshall Law School is accredited by the American Bar Association. Your complaint must identify the specific ABA Accreditation Standard at issue. The ABA standards can be found at http://www.americanbar.org/groups/legal_education/resources/standards.html.

Your complaint should describe in detail the behavior, program, process, or other matter that is the subject of your complaint.

2. Resolving the Complaint

When a formal written complaint has been made, the Associate Dean for Student Affairs and Admission shall investigate and attempt to resolve the complaint as soon as possible. The Associate Dean for Student Affairs and Admission shall respond to the complaint no later than 30 days after the filing of the written complaint.

Upon completing the investigation of the complaint, the Law School shall communicate its findings and, if appropriate, its intended actions to the complainant.

3. Appeal Process

If a complainant is dissatisfied with the response or outcome, that individual has the right to appeal the decision. The complainant should submit a written appeal to the Dean no later than 7 days from the date of the original response. The Dean shall respond to the appeal no later than 21 days after the filing of the written appeal. The Dean’s decision shall be final.

4. Maintaining a Written Record of the Complaint

A copy of all complaints and a summary of the resolution of the complaint shall be maintained in the Office of the Associate Dean for Student Affairs and Admission for up to eight years from the date of final resolution of the complaint.

5. Protection Against Retaliation

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

6. Other complaints

This policy does not alter other complaint procedures which the law school provides for in other policy statements and procedures. You may find them in the Student Handbook.

F. Non-Discrimination Policy

The John Marshall Law School, finding any invidious discrimination inconsistent with the mission of free academic inquiry, does not discriminate in admission, services, or employment on the basis of sex, sexual orientation, race, color, religion, national origin, ancestry, age, or disability in accordance with provisions of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other existing federal and state laws and executive orders pertaining to equal rights. The Associate Dean for Academic Services is responsible for coordinating the law school's compliance with Section 504 of the Rehabilitation Act of 1973.

G. Campus Crime and Security Policies

To ensure that The John Marshall Law School is a safe and secure environment for all students, employees and visitors, and to comply with the Crime Awareness and Campus Security Act (the Act), the law school has instituted policies and procedures related to campus security. Under the Act, the law school is required to disseminate its relevant policies and procedures and to publish a campus security report related to certain on-campus crimes and violations.

During the hours that the law school is open, the security desk is staffed by individuals trained by the Chicago Police Department (either active or retired police officers). Any individual who witnesses a crime or suspects that a crime has been committed should first attempt to report the matter to the Security Director (ext. 339) or the security desk (ext. 507). The Security & Safety Department will contact the proper authorities should such an action be deemed necessary by the administration.

An important aspect of the law school's security program is the strict enforcement of the local and federal laws regarding the possession, use, or sale of illegal drugs on the law school premises. In that regard, the law school will pursue disciplinary or other legal measures where an individual has been found to have possessed, used or sold illegal drugs or to have engaged in the unauthorized consumption of alcohol on the school premises. Please refer to the law school's posted policy on Drug and Alcohol Abuse. The law school has been reporting statistics related to the occurrence on campus of the crimes of murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft since July 1, 1993. The law school also has been reporting statistics reflecting the number of arrests for liquor law violations, drug abuse violations, and weapons violations since July 1, 1993.

H. Campus Crime Report

In compliance with the Act, the law school makes the following disclosures:

Incidents	2005	2006	2007	2008	2009	2010
Murder	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor-vehicle theft	0	0	0	0	0	0
Arrests						
Liquor-law violations	0	0	0	0	0	0
Drug-law violations	0	0	0	0	0	0
Weapon violations	0	0	0	0	0	0

Each year, The John Marshall Law School is required to assemble, report, and publish statistics related to certain crimes that were reported to local police, campus security, or law school officials. Those crimes are: murder, aggravated assault, burglary, forcible and non-forcible sex offenses, and motor vehicle theft. The John Marshall Law School is also required to assemble, report, and publish statistics reflecting the number of arrests for liquor law violations, drug abuse violations, and weapons violations annually.

The DOE definitions of two of the required crimes are as follows:

1. Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
2. Burglary: The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

I. Drug and Alcohol Abuse Policy

It is the policy of The John Marshall Law School to create a drug-free environment in keeping with the spirit and intent of the Drug-Free Schools and Communities Act. The unlawful manufacture, distribution, dispensation, possession, sale, or use of illicit drugs and alcohol on the law school premises or while engaged in the law school's business off premises is strictly prohibited. The illegal use of drugs does not include the use of a drug taken under the supervision of a licensed health care professional or other uses authorized by law. The illegal use of drugs and alcohol is inconsistent with the behavior expected of employees and students, subjects all employees, students and visitors to unacceptable safety risks, and undermines the law school's ability to operate effectively and efficiently. Compliance with the standards of conduct described above is mandatory. The legal consequences of drug abuse and dealing are substantial. With respect to drug dealing, the penalties range from a Class B misdemeanor to a Class 2 felony for any person convicted of dealing cannabis, depending on the amount involved. Fines of up to \$100,000 may be imposed. Depending on the amount and type involved, the penalties for dealing controlled substances range from a Class 3 felony to a Class X felony. Fines of up to \$500,000 may be imposed. With respect to drug possession, possession of any substance containing cannabis can range from a Class C misdemeanor to a Class 3 felony. Depending on the amount or type of substance involved, the penalties for possessing a controlled or counterfeit substance range from a Class 4 felony to a Class 1 felony. The offenses carry a maximum prison sentence of 50 years and a fine of up to \$200,000 or the full street value of the substance, whichever is greater.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol. Alcohol consumption in even low doses causes a number of marked changes in behavior. Repeated use of alcohol can lead to dependence. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can lead to permanent damage to vital organs such as the brain and liver.

To educate employees and students on the dangers of drug abuse, the law school has established a drug-awareness program. As part of the law school's program, materials are periodically made available to all employees and students, describing the dangers of drug and alcohol abuse, the law school's policy regarding drugs and alcohol, and the availability of counseling. The law school will impose disciplinary sanctions consistent with local, state and federal laws on students and employees who violate the standards of conduct outlined above. Students who violate rules prohibiting illicit drug and alcohol possession or distribution are subject to expulsion. Employees who violate any aspect of this policy are

subject to dismissal. At its discretion, the law school may require employees or students who violate this policy as a condition of remaining employed by or enrolled in any law school program to successfully complete a drug-abuse assistance or rehabilitation program. Sanctions under the Act may also include referral to appropriate authorities for prosecution. The Associate Dean for Academic Services is responsible for enforcement of the law school's Drug and Alcohol abuse policy.

J. Discrimination/Harassment Prevention Policy

It is the policy of The John Marshall Law School to provide an educational and work environment free from offensive, harassing, or discriminatory behaviors on the basis of sex, sexual orientation, race, color, religion, national origin, ancestry, age, disability, or any other legally protected characteristic.

This prevention policy applies to all aspects of employment including, but not limited to recruiting, hiring, promotion, and discipline, as well as all aspects of the educational process including, but not limited to recruiting, admission, evaluation, and participation in educational activities. *A violation of this policy does not necessarily rise to the level of a violation of law.*

K. Prohibited Behaviors

An essential element of this policy is the prohibition against offensive, disrespectful, or demeaning behaviors and/or communications that are sexual in nature or context. Prohibited behaviors include, but are not limited to:

1. Making unwelcome sexual advances, requests for sexual favors, or engaging in other offensive verbal or physical conduct of a sexual nature when the conduct is sufficiently severe, persistent, or pervasive to either limit an individual's ability to participate in (or benefit from) an educational or work program or activity or create a hostile educational or work environment.
2. Explicitly or implicitly conditioning an individual's participation in an educational or work program or activity, or basing an education or work-related decision on an individual's submission to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Prohibited behaviors can be verbal, non-verbal, or physical. Examples of prohibited verbal behaviors include, but are not limited to sexual innuendo, sexual propositions and comments, insults, threats, and jokes about gender-specific traits. Examples of prohibited non-verbal behaviors include, but are not limited to sexually suggestive or insulting noises, obscene gesture, and display of sexually suggestive objects or pictures. Examples of prohibited physical behaviors include, but are not limited to unwelcome touching and coercive sexual contact.

L. Application to all Persons

This policy prohibits all students, employees, and faculty from engaging in behaviors inconsistent with this policy and protects all students, employees, and faculty from prohibited behaviors by other students, employees, and faculty, or third persons. The law school will take reasonable care to prevent and eliminate behaviors inconsistent with this policy. Once notified of such behavior, the law school will take prompt and effective action.

M. Reporting and Investigation

Persons who experience offensive behaviors inconsistent with this policy may report it by any one of the following methods:

1. Leaving a voicemail report on the John Marshall Law School Harassment Prevention Hotline: 312.427.2737 ext. 506.

2. Reporting behaviors to any dean, manager, or supervisor, including the offending employee's supervisor.

3. Contacting the Security Director (ext. 339).

Reports of offensive behaviors inconsistent with this policy should be made promptly after the alleged policy violation occurs. The submission of an internal report does not preclude the complainant from seeking relief elsewhere.

N. Confidentiality

All such reports will be handled as promptly and confidentially as possible. Although information will be limited to those with a need to know, the law school cannot guarantee anonymity or confidentiality.

O. Enforcement Assignments

The Associate Dean for Academic Affairs shall enforce this policy as it applies to students and faculty. The Associate Dean for Administration will enforce this policy as it applies to non-faculty employees and other individuals. The Associate Dean for Academic Services is responsible for coordination of the law school's compliance with Section 504 of the Rehabilitation Act of 1973.

P. Violations of Policy

Any individual whose behavior is found to be inconsistent with this policy shall be subject to appropriate corrective and/or disciplinary action, including, but not limited to reprimand, additional training, demotion, transfer, expulsion, or discharge, subject to applicable faculty and student disciplinary procedures. Violations of this policy do not necessarily rise to the level of a violation of any law.

Q. Non-Retaliation

The law school will take reasonable care to protect persons who report behaviors inconsistent with this policy or who cooperate in the investigation from retaliation or other adverse action. No such individual will be adversely affected in the terms and conditions of his or her employment or education for either making such a report or cooperating in the investigation of a report. Reports of retaliation will be investigated as promptly as is practical and corrective action will be taken as appropriate.

R. Dissemination of Policy

A copy of this policy is given to students in the student handbook, posted in areas where all persons may review it, including the law school's Business Office Intranet site, and may be obtained upon request from any Dean, department head, or supervisor.

IX. Safety Procedures

A. Emergency Evacuation Guide

The purpose of this document is to describe the procedure for the safe evacuation of The John Marshall Law School facility in the case of an emergency. This is accomplished by everyone learning how to exit the building quickly and calmly, ensuring unobstructed exit paths, appropriate emergency lighting,

prompt evacuation, allowing immediate access for emergency response personnel and identifying designated personnel to assist in the evacuation.

B. Background

It is the policy of the law school to take reasonable steps to protect the safety and health of every student, faculty, staff, contractor, guest, and visitor. Evacuation of the building may be required for a number of reasons including fire or smoke, utility failure, chemical spill, explosion, bomb threat, or gas leak. This plan describes the evacuation procedures for the John Marshall buildings and the responsibilities of all personnel involved in the evacuation.

The John Marshall Law School has a Fire Safety Plan, a Building Evacuation Team (Floor Wardens, Sweepers, and Elevator Monitors), smoke detectors, fire extinguishers, alarm pull stations, and evacuation routes. Scheduled building evacuation drills will be held twice per year.

C. Evacuation Guide – Fire

In case of fire on campus, dial 9-911, then security at ext. 507.

Stay calm, keep others calm.

1. Learn the location of fire extinguishers, fire exits, and alarm pull stations in your area and know how to use them. Fire extinguishers are usually near the elevators or stairwells.
2. If a minor fire appears controllable, IMMEDIATELY contact the fire department (9-911) and security (ext. 507). Then pull the fire extinguisher from the wall and promptly direct its discharge at the base of the flame, sweeping back and forth. Begin at a safe distance (6-8 feet), and never let a fire get between you and your exit. Even if you are able to completely extinguish a fire, the fire department still needs to be notified for an inspection.
3. If an emergency exists, activate the building alarm.
4. For large fires that do not appear controllable, IMMEDIATELY notify the fire department by calling 9-911. Give the address, floor, and nature of the emergency. Do not enter a room with fire; close all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS. Pull the fire alarm if the alarm is not already going off.
5. If you hear the building alarm, or are instructed to evacuate, walk quickly to the nearest marked exit and alert others to do the same.
6. In-class faculty members are responsible for directing students to the nearest exit and confirming that all students have exited. If you are not in a classroom when an alarm sounds, evacuate the building via the nearest interior staircase. An open staircase is a better choice than a closed staircase. Fire drills will be conducted semiannually; to help building occupants learn their escape routes. Evacuation maps are posted near the elevator lobbies on each floor.
7. ONLY USE THE EXTERIOR FIRE ESCAPE IF ALL INTERIOR ESCAPE ROUTES ARE BLOCKED BY SMOKE OR FLAME.

8. Remember that elevators are reserved for disabled persons. DO NOT USE AN ELEVATOR IN CASE OF FIRE. STAY CALM. KEEP OTHERS CALM. Many building occupants do not recognize their own need for assistance. Encourage your friends and colleagues to identify themselves, if you think they may need specific assistance during an emergency. Let people know that while self-identification is voluntary, you can ask that the information be kept confidential and that it only be shared with those who have responsibilities for emergency response.

9. Once outside, move to the designated meeting area, which is in the alley between the park and the parking garage. If the gate is unlocked, proceed into the field area.

10. Follow the directions of faculty and Building Evacuation Team members until you are outside and at the meeting point. Building Evacuation team members can be identified by a neon-orange arm band labeled "Evacuation Team."

11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an authorized school official.

****Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.***

D. Utility Failure

In the event of any building-wide loss of power or water, all students, faculty, and staff are to evacuate the law school immediately and efficiently.

Use the interior stairs to evacuate the building. If you hear someone trapped in an elevator, please inform security as soon as possible. Ask persons who are disabled how you can best assist them in the evacuation.

In the event of a power loss, emergency lighting will provide sufficient illumination in corridors and stairs for safe exiting for a short time, though elevators will not function. Everyone must evacuate the law school if a power loss occurs.

Once outside, move south to the alley area between the parking garage and the park (the designated area). Keep the walkways, fire lanes, and hydrants clear for emergency crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an authorized school official. Information about the evacuation and possibility of reentering the building will be announced in the designated area.

X. Reservation of Rights

The material contained in this handbook is for information only and does not constitute a contract between the student and the law school. The John Marshall Law School reserves the right to: 1) modify the requirements for admission or graduation; 2) change the tuition and fees; 3) change the assignment of teachers, arrangement of courses, content of courses, or materials used at any time; 4) change the calendar year; 5) refuse admission or readmission to any student at any time; 6) dismiss any student at any time for either academic or disciplinary reasons; 7) modify, add to, or delete academic policies and other rules and regulations affecting students, which may be made applicable to all students regardless of the date of matriculation; 8) modify, add to, or delete any other provisions within this handbook.

Notice: Pursuant to the “Family Educational Rights and Privacy Act of 1974,” 20 U.S.C 1232g, The John Marshall Law School may disclose the following “directory information” about a student to any person without prior notice to or consent from the student: his or her name, address, telephone listing, date and place of birth, major field of study, photograph, participation in officially recognized activities, dates of attendance, degrees, and awards received, and the most recent previous educational agency or institution attended by the student. Any student who does not want any directory information about himself or herself released without his or her prior consent shall so indicate in a signed letter to the Registrar’s Office. A new letter must be submitted at the beginning of each academic year.