

From the
Associate Dean for
Admission and Student Affairs



Dear Students,

As the Associate Dean for Admission and Student Affairs, it is my responsibility and pleasure 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 us.

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

2007-2008 Academic Calendar

FALL 2007

Accelerated Trial Advocacy	August 1-10
Orientation for new JD	August 13-16
Orientation for new LLM & MS	August 14
First day of regular classes	August 20
Last day to drop individual courses with tuition refund	August 31
Labor Day (no classes)	September 3
Yom Kippur (no classes)	September 22
Last Day to withdraw pass from a course	September 28
Thanksgiving recess (no classes)	November 21-24
Make-up day (no Tues. classes held)	November 27
Last day of regular class	December 1
Reading Period	December 2-3
Final Exams	December 4-18
Make-up exam day	December 19
Commencement	January 27, 2008

SPRING 2008

Accelerated Trial Advocacy	January 2-11
Orientation for new JD	January 7-10
Orientation for new LLM & MS	January 8
First day of regular classes	January 14
Martin Luther King Jr. Day (no classes)	January 21
Last day to drop individual courses with tuition refund	January 25
Last day to withdraw pass from a course	February 22
Spring Break (no classes)	March 16-22
Last day of regular classes	April 28
Make-up class days	April 29-30
Reading Period	May 1-2
Final Examinations	May 3-16
Make-up exam day	May 17
Commencement	May 18

SUMMER 2008

First day of early session	May 27
First day of regular Summer	June 9
Last day to withdraw pass from a course	June 13
Holiday (no classes)	July 4
Last day of early session	June 30
Last day of regular session	July 25
Regular session final exams	July 28-31

Note: Only those holidays listed above will result in class cancellation.

2008-2009 Academic Calendar

FALL 2008

Accelerated Trial Advocacy	August 5-14
Orientation for new JD	August 13-19
Orientation for new LLM & MS	August 19
First day of regular classes	August 20
Labor Day (no classes)	September 1
Last day to drop individual courses with tuition refund	September 5
Last Day to withdraw pass from a course (no tuition refund)	September 26
Yom Kippur (no classes)	October 8-9
Thanksgiving recess (no classes)	November 26-29
Make-up day (no Tues. classes held)	December 2
Last day of regular class	December 4
Reading Period	December 5-7
Final Exams	December 8-20
Make-up exam day	December 20
Commencement	January 28, 2008

SPRING 2009

Accelerated Trial Advocacy	January 6-15
Orientation for new JD	January 12-15
Orientation for new LLM & MS	January 13
Martin Luther King Jr. Day (no classes)	January 19
First day of regular classes	January 20
Last day to drop individual courses with tuition refund	February 2
Last day to withdraw pass from a course (no tuition refund)	February 20
Spring Break (no classes)	March 15-21
Last day of regular classes	May 4
Make-up class days	May 5-6
Reading Period	May 7-10
Final Examinations	May 11-23
Make-up exam day	TBA
Commencement	May 18, 2008

SUMMER 2009

First day of early session	May 26
First day of regular Summer	June 8
Last day to withdraw pass from a course	June 12
Last day of early session	June 26
Last day of regular session	July 24
Regular session final exams	July 27-30

Note: Only those holidays listed above will result in class cancellation.

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I. PURPOSE

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

II. REGISTRATION

A. Procedure

Registration takes place two to three months before the start of each semester or term. Incoming first-semester students will be given a password at orientation to access the *LegalEase* web portal. This password will remain your property throughout your career at The John Marshall Law School.

B. Course Changes

During the fall and spring semesters, a student may drop or add a course during the first week of the semester with the permission of the Associate Dean for Academic Services.

Students who desire to withdraw from a course during a semester must inform the Registrar's Office. After six weeks from the beginning of the semester, permission will be granted only upon proof of extraordinary circumstances, such as grave illness. Failure to attend classes or make payment does not constitute a withdrawal. An automatic grade of "Failure" will be recorded for any unauthorized or unapproved withdrawal.

III. PROGRAM OF STUDY

Degrees are ordinarily conferred upon students who meet the prescribed academic requirements. The law school reserves the right however, to withhold a degree whenever it appears the character or conduct of a student or the quality of work completed will prevent acceptable representation of the law school or compromise the legal profession.

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.

A. Day Division – Full-time Program

In order to meet residency requirements, you must pursue the entire study of law for six semesters or the equivalent. Full-time study requires registration for 12 or more hours per semester. You may not enroll for fewer than 12 hours or more than 16 hours without advance approval from the Director for Academic Services.

B. Part-time Program

The purpose of the part-time program is to provide you with an opportunity to pursue an alternative program that will lead to a JD degree. In order to meet residency requirements, you must pursue the entire study of law for eight semesters or the equivalent. Part-time division study requires registration for eight to 11 hours per semester.

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The part-time evening division program can be successfully completed in four years and two summer sessions. Classes normally meet Monday through Thursday, from 6:00 p.m. to 9:00 p.m., but may occasionally be scheduled on Saturday mornings.

The part-time day program can be successfully completed in four years and two or three summer sessions. If you are interested in this program, please see the Director for Academic Services for assistance in planning your schedule each semester.

IV. COMPUTER USE POLICY & RULES

The John Marshall Law School maintains, for the benefit of its academic community, an extensive system of computer and communication facilities (CCF). Users are expected to use the CCF in an efficient, effective, ethical and lawful manner.

The following policies and rules govern use of the CCF by students. Conduct in violation of these guidelines will be subject to disciplinary action by the law school, and will be dealt with in the same manner as violations of other law school policies. These rules apply to electronic data bases, information and software, as well as to physical equipment.

Penalties for violations range from limitation or withdrawal of CCF account privileges, to dismissal from John Marshall, and may expose a user to other civil or criminal liability under federal or state law. CCF users are charged with knowledge of the appropriate laws.

GENERAL USES AND PROCEDURES

1. Use of CCF is limited to John Marshall-related activities; use for commercial, unethical or unlawful purposes is prohibited.
2. Users must not knowingly tamper with or manipulate the CCF to compromise systems security, obstruct legitimate use by others or degrade the system's performance or capability.
3. Users may occupy only one terminal at a time, and may not reserve or obstruct the use of any terminal during periods of absence.
4. Users, or others, must not eat, drink, or smoke at or near any John Marshall terminal.
5. Users must store their files on their own removable disks; users authorized to store files on the CCF are responsible for monitoring their space allocations on systems disk drives and for backing up their own files and data.
6. E-mail is intended for the express purpose of official communications for the law school. Any use of e-mail for BULLETIN BOARDS, DISCUSSION GROUPS, FOR SALE ITEMS, etc. is strictly prohibited. Only students who have been granted permission from a Dean will be permitted to contact all students with pertinent information.

LOG-IN, USER ACCOUNTS AND PASSWORDS

7. Each user will be assigned a separate account and password and is responsible for their proper use and protection. Any suspected compromise or misuse of an account or password should be reported to the CCF Operations Staff.
8. Users who log-in on the CCF must log-off when finished and should not leave an active computer terminal untended.

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9. A user must not examine, copy, alter, or otherwise use an account, file or password that does not belong to him/her unless such use has been specifically authorized. One claiming such authorization has the burden of proving it.

10. E-mail or other messages must be signed and traceable to the sender. Anonymous messages are specifically prohibited.

PROHIBITED USES AND PROCEDURES

11. It is a violation of the rules for a user to send a message for the purpose of abusing or harassing an intended receiver which will likely have an ill-effect.

12. Students are prohibited from using their own software or devices on the CCF without authorization from the sysop (CCF Operations Staff).

13. It is a violation to knowingly make unauthorized copies of CCF programs or data which have been obtained under restrictive contracts or licenses. Users must determine if programs or data on the CCF are restricted in any manner before copying them.

14. Students cannot gain access to restricted computer files without authorization, decrypt/encrypted material, or obtain privileges or to attempt to gain unauthorized information to which they are not entitled.

RESERVATION OF RIGHTS; LIMITATION OF LIABILITY

15. The John Marshall Law School is not responsible for lost files or data; any such loss shall not be considered a justification for late or incomplete class work except at the discretion of the faculty member concerned. John Marshall is not liable for any losses, including lost revenues, claims or demands against any user by any other party.

16. To protect the integrity of The John Marshall Law School, CCF and its authorized users, John Marshall reserves the right, without notice, to restrict or deny any person's use of the CCF and to inspect, copy, seize, remove or alter any data, file, program or device suspected by John Marshall of being inconsistent with the authorized use of the CCF. The law school also reserves the right to periodically monitor, examine, copy or audit any data, communications, files or accounts on the CCF for the purpose of safeguarding the integrity of the system and its users.

17. The John Marshall Law School reserves the right, from time to time, to review and revise CCF use policies and rules.

V. ACADEMIC RULES FOR THE JD PROGRAM

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 (i.e., same day, same time). In this case, the special exam must be worked out upon the student's registration for the courses in question. Adjustments will not be made to accommodate students with more than one examination per day or with other objections to the examination schedule.

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, have either taken the examination or arranged for a date certain 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 time designated 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.

B. Examination Review

A student who wants to review his/her examination booklet after the grades have been submitted to the Director for Academic Services should make an appointment with his/her professor.

C. Academic Requirements

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. A copy of the curve is available in the Academic Services Office, room 301.

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:

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1. Repeat any courses where they earned an “F.”
2. Successfully complete Corporations, Estates and Trusts I, Payment Systems Law, Remedies, and Writing for the Practice of Law before graduation. Any student who fails one of these courses must repeat the course before he or she will be permitted to graduate.
3. Take no more than one seminar course and one practice course in a calendar year. A seminar course is a course with a limited enrollment and a publishable paper as a grade requirement. A practice course is a course oriented toward dealing with such problems as pretrial practice or counseling and negotiations.

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

Individual students whose overall class rank after completion of the required first-year classes (second semester day division, third semester evening schedule) indicates that they will have difficulty doing adequate work in upper division classes and are at considerable risk of failing pertinent licensing examinations, shall be considered “at risk.” The faculty may, by rule, establish special academic rules and requirements for “at risk” students. The Dean may require “at risk” students to take the Writing for the Practice of Law* course.

**This course develops and enhances effective legal writing under pressure. Students write for 90 minutes in class every week. Illinois Civil Procedure is the substantive basis of the problems.*

PROBATION AND 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 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.

THE GRADING CURVE

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 2.70 and 3.10, inclusive.

CURVE II

In every JD course not subject to Curve I, other than Lawyering Skills and Trial Advocacy, provided the enrollment is 25 or more students, faculty shall conform their grades to the following standards:

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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.

Required Cumulative Average

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

GRADING SYSTEM

Effective with the fall 2003 term, the grading system of The John Marshall Law School (at all academic levels, including JD, LLM, and MS programs) shall be:

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

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 C’s during the first two semesters 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 Director for Academic Services will be treated as the equivalent of failure to attain a 2.25 grade point average for the semester.

FOR MORE INFORMATION

Students with questions about grade point averages or other academic matters should consult the current Catalog or make an appointment to see Jodie Needham Panariello in the Academic Services Office (3rd floor of the 315 Building).

RESERVATION OF RIGHTS

The law school reserves the right to change its academic rules from time to time as is specified in the Reservation of Rights provision set out in the current Catalog (page 133).

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.

D. Class Rank

After grades have been issued at the end of each semester, students are ranked according to their respective class designation 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. (e.g. A student in the class of June 2005 had a cumulative grade point average of 3.24. There were 238 students in that class

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designation. 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. Afterward rankings become official and are computed to the fifth decimal point to lessen the possibility of a tied grade point average.

E. Residency Requirements

To receive residence credit for an academic semester, a student shall be enrolled for not fewer than eight credit hours. In order to graduate in six semesters a student shall be enrolled in each semester for not fewer than 10 credit hours and must receive credit for nine credit hours. If a student fails to receive credit for the specified number of hours, the student may receive residence credit only in the ratio that the hours enrolled in or in which credit was received, as the case may be, bear to the minimum specified. Pro rata residence credit may be awarded for study during a summer session on a basis that fairly apportions a student's effort to the usual residence period.

F. Attendance

The Board of Law Examiners in each state requires a certificate of attendance from the law schools attended by the applicant 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 Associate Dean for Academic Affairs. The number of absences permitted may be reduced by the professor on notice to the class.

G. 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, room 301, for more information.

H. Interruption of Study

Applicants who seek to resume their legal studies will be evaluated according to the length of the absence, their college record, and law school performance. Those interested must write to the Registrar for instructions.

I. Employment Policy

Full-time 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 more than 20 hours per week.

J. 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.

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

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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. The student's last 30 semester hours must be taken at The John Marshall Law School. Students who have transferred into John Marshall may not subsequently take additional hours at another law school. In order to participate in summer abroad programs at another law school, a student must have completed a minimum of 30 semester hours and be in good academic standing.

L. DEAN'S LIST

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

M. GRADUATING WITH HONORS

Summa cum laude – Juris doctorate graduates in the top 1% of their class designation will earn this honor.

Magna cum laude – Juris doctorate graduates in the top 4% of their class designation will earn this honor.

Cum laude – Juris doctorate graduates in the top 15% of their class designation will earn this honor.

Order of John Marshall – Juris doctorate graduates in the top 15% of their class designation will earn this honor.

With Honors – Master of Science and Master of Laws graduates with a GPA of 3.6 or higher will graduate with this honor.

VI. 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.

PROCEDURES

A. Students dismissed after their first or second semester

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:

- (a) to apply for readmission under (A) above or
- (b) 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

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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.

C. No repeat admissions

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.

D. Rejected Application for Readmission

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.

E. 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.

STANDARDS

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

- How close the student's GPA is to the 2.25 minimum;
- Whether the student has shown improvement since the first semester
- 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;
- Whether the student has taken clear steps to improve performance, such as participating in academic support programs since first going on probation;
- Whether specific, unique circumstances may have contributed to the student's unacceptable performance and whether those circumstances have clearly changed.

VII. ACADEMIC RULES FOR THE LLM PROGRAMS

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:

A. 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.

B. 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.

C. 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.

D. Degree Completion

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. Academic Probation and Dismissal for Poor Scholarship

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.

G. Honors

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

H. 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.

I. 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.

J. Transfers

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

K. Student Code of Conduct

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

L. Joint Degree Students

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

VIII. 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. \$1,120.00

Graduate School tuition, (LLM & MS) per semester hour. \$1,120.00

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, (9th floor, CBA). 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	\$ 60.00
Tuition deposit (JD)	
Non-refundable/applicable to tuition	\$400.00
Tuition deposit (LLM)	
Non-refundable/applicable to tuition	\$200.00
Foreign applicants	\$500.00
Registration, student activities, law review, library	\$ 50.00
Late registration fee	\$ 25.00
Change of registration fee during add/drop period (on or after the second Friday of class)	\$ 25.00
Change of registration fee after add/drop period (on or after the third Monday of class)	\$ 25.00
Accelerated Trial Advocacy/non-refundable	\$ 90.00
Deferred payment charge, per payment	\$ 3.00
Late payment penalty, daily/per payment	\$ 3.00
NSF penalty	\$ 50.00

C. Graduation Fees

Cap & gown rental fee	\$ 40.00
Diploma mailing/handling fee for in absentia graduates	\$ 5.00

D. Other Fees

Exam fee for deferred, special, or make-up exams	\$ 30.00
Student ID card replacement	\$ 10.00
Single transcript fee	\$ 5.00
Time certificate/Certificate of Good Moral Character/ Transcripts/or other required papers for bar admission for non-graduates	\$ 5.00
Transfer credit fee (for John Marshall students taking courses at other schools)	\$ 35.00
Transfer packet (price per packet)	\$ 50.00
(for students transferring to another 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)	\$ 5.00
Per year	\$ 15.00
Accelerated Trial Advocacy for IP Law	\$ 90.00
Note: Book costs will be at least \$700.00 per year	
CTA U-Pass; per semester (mandatory for all full-time students)	\$ 70.00

IX. RETURN OF TITLE IV FUNDS/INSTITUTIONAL REFUND POLICY

A student who withdraws from The John Marshall Law School for whatever reason may be entitled to a refund calculated in accordance with the law and applicable regulations.

For students who withdraw from The John Marshall Law School, the law school retains the following tuition:

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For students who withdraw from The John Marshall Law School, the law school retains the following tuition:

Withdrawal after registration but before classes begin -\$400

During the first two weeks of class -----10%

After the end of two weeks of class, but before the end of the fourth week -----20%

After the end of four weeks of class, but before the end of the fifth week -----30%

After the end of five weeks of class, but before the end of the seventh week -----40%

After the end of seven weeks of class, but before the end of the eighth week -----50%

After the end of eight weeks of class, but before the end of the ninth week -----60%

After the end of nine weeks of class -----100%

**The John Marshall Law School refund policy set forth above applies to the spring and fall semesters. The John Marshall Law School refund policies for the summer sessions are included in summer registration packets.*

RETURN OF TITLE IV FUNDS

If a student who withdraws is receiving Title IV Financial Aid (Federal Stafford Loans), the following rules regarding the return of Title IV funds apply:

A student's withdrawal date will be the last date the student attended classes.

The percentage of the semester the student completed is determined by dividing the number of calendar days in the term up until the withdrawal point by the total number of calendar days in the term (excluding scheduled breaks of five or more days):

Days student attended/Days in term = Percentage of semester completed.

The amount of Title IV aid the student has earned is dependent upon the percentage of the semester completed. If the percentage of the semester completed is less than 60 percent, the percentage of Title IV aid earned by the student equals the percentage of the semester completed. If the percentage of the semester completed is greater than 60 percent, the percentage of Title IV aid earned equals 100 percent. This 60 percent threshold cannot be reached by rounding up.

The amount of Title IV aid disbursed minus the amount of Title IV aid earned equals the total Title IV aid to be returned, either by the school or by the student. If the school holds the funds that are to be returned, the funds will be sent directly to the student's lender. If the student holds the funds that are to be returned, the return of funds will be rolled into the student's repayment of the Stafford Loan.

This return of funds policy is effective beginning with the fall 2000 semester. This policy replaces all previous policies regarding the return of Title IV funds.

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If a student has unpaid charges that are owed to the law school at the time of withdrawal, any refund calculated as owing to the student under the applicable refund policy will be reduced by the amount of these unpaid charges.

Any refund to which a student is entitled will be mailed to the student within 30 days of the date the student officially withdraws or the date the law school determines the student has unofficially withdrawn. With the exception of the Accelerated Trial Advocacy course, tuition will not be charged for courses dropped before the end of the second week of the semester or the first week of the summer term.

No student will be permitted to re-register, graduate, view grades online, or receive a transcript or proof of legal study unless all tuition and fees have been paid.

X. SATISFACTORY ACADEMIC PROGRESS POLICY

Revised policy effective August 2001

For students who began attending The John Marshall Law School in August 2000 or later

The Education Amendments of 1976 require institutions to limit federal financial aid to those students who, according to institutional standards, are matriculants in good standing and making satisfactory academic progress. Satisfactory academic progress requires the following:

The JD student may receive federal financial aid for a maximum of 4-1/2 years if a full-time student, or six years if a part-time student. The LLM student may receive federal financial aid for a maximum of 2-1/2 years if a full-time student, or five years if a part-time student.

The full-time JD student must complete a minimum of 24 credits per year and the part-time JD student a minimum of 16 credits per year. The full-time LLM graduate student must complete a minimum of 10 credits per year, or six credits if a part-time student.

A student whose academic progress is being evaluated after only one semester of attendance must complete at least half of the annually required credit hours.

In order to participate in the federal loan program, one must maintain a 2.25 cumulative grade point average.

Financial Aid staff will review satisfactory academic progress at the end of each student's loan period (June for students whose loan period runs from August to May, or January to May; January for students whose loan period runs from January to December).

All the student's grades, including failing grades, will be included in the computation of grade point averages and, therefore, are considered for satisfactory progress.

A student repeating his or her first year or years will be eligible for federal loans during the years being repeated, but is eligible for federal financial aid for only the maximum time period stated above. Years being repeated are included in the maximum time frame.

The student who withdraws is not making satisfactory progress toward his or her degree.

The student who has not met the Satisfactory Academic Progress requirements may not participate in the federal loan program for the next semester. Upon the student's written request, his or her progress will be evaluated at the end of the unaided semester.

For purposes of assessing satisfactory academic progress, prior written approval from the Director for Academic Services will override the above state criteria.

The student may appeal in writing the denial of federal student loans to the Director for Academic Services in the case of medical emergency or other extenuating circumstances. All appeals must be in writing.

XI. JOINT JD/LLM DEGREE PROGRAM

Some students know early on in law school that they wish to specialize in a particular area of law. For those qualified students, The John Marshall Law School offers Joint JD/LLM Degrees in global legal studies, employee benefits, information technology law, intellectual property law, international business and trade law, real estate law, and tax law. The programs build upon John Marshall's relatively broad base of required courses – both in substantive areas and in skills training – to permit students to specialize in one of seven 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 30 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.

A. Joint Degree Program in Employee Benefits

John Marshall's LLM Program in Employee Benefits is the only one of its kind in the nation. Responding to the high demand for qualified practitioners, the program focuses on the legal, business and policy aspects of employee benefits. Qualified JD degree candidates interested in this field of law may apply for admission to the Joint Degree Program that results in the conferment of both degrees. Students may begin taking LLM courses in their second year, and in most cases, can meet both JD and LLM requirements in 3-1/2 years. Students entering the Joint Degree Program in their second year of law school can take advantage of a wide selection of specialized courses offered within the Center. Most LLM courses are taught in the late afternoon or evening, and on Saturday. For more information, contact Professor Kathryn Kennedy at extension 515, 7kennedy@jmls.edu, or our Program Coordinator Kathy Winiczay at extension 380, 6winicza@jmls.edu. The Center's offices are located on the 16th floor of the CBA building.

B. Joint Degree Program in Information Technology Law

John Marshall's Center for Information Technology and Privacy Law offers the first and most comprehensive LLM degree in Information Technology available in the United States. The program focuses on the law and policy of emerging technologies, cyberspace, computer crime, electronic commerce, information exchange and privacy. Qualified students in the law school's JD program who are interested in this field may apply for admission to the joint JD/LLM program after they have completed 30 hours. The Joint Degree Program enables students to earn both degrees in less time than the two degrees would require separately. Also, students who enter the joint program in their second year of law school can take advantage of a wider selection of specialized advanced courses by spreading out their LLM course work over a longer period. Most LLM courses are taught in the evenings or on weekends; many courses are taught in a concentrated and intensive format. The LLM in Information Technology Law requires completion of 24 credit hours, of which 10 may be counted toward the JD degree for students in the Joint Degree Program. For more information, contact Director Leslie Ann Reis at extension 425, 7reis@jmls.edu, or our Program Coordinator Pamela Penczak Potter at extension 419, 6penczak@jmls.edu.

C. Joint Degree Program in Intellectual Property Law

The Intellectual Property Law program at The John Marshall Law School is one of the oldest and most comprehensive programs in the country. JD students who have a serious interest in intellectual property law may participate in the Joint Degree Program that leads to the conferment of both a JD and an LLM degree.

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This program requires students to successfully complete the requirements for both degrees. Up to 10 hours of LLM course credit can be counted toward both the JD degree and the LLM degree in Intellectual Property. Usually, these requirements would be satisfied in 3-1/2 years for full-time students and 4-1/2 years for part-time students. For additional information contact Michele Bridges at extension 581 or 6bridges@jmls.edu.

D. Joint Degree Program in International Business & Trade Law

The LLM Program in International Business & Trade Law was designed for lawyers seeking to advance their knowledge of the rules, regulations and legal approaches underlying international business and trade. The program offers students a selection of more than 35 courses taught by leading international business and trade law practitioners drawn from the Chicago metropolitan area, Washington, D.C., New York and Europe. Qualified JD students may apply to the program upon completion of 30 credit hours. The majority of joint degree students generally begin taking IBT courses in the second semester of their second year. The first 10 LLM credits are also counted toward the JD degree credit requirements. IBT courses are offered in the late afternoon, evening, on weekends and in an intensive format.

Students may elect to pursue a Certificate of Concentration in either International Corporate and Finance Law or International Trade Law. JD students are advised to take International Business Transactions and/or International Trade Law, as well as Corporations Law and Sales Transaction Law at the JD level to provide a solid foundation for their LLM studies. The center holds two information sessions per semester about the joint JD/LLM Program in International Business and Trade Law. For more information, please contact Virginia Russell, associate director, Center for International Business and Trade law at extension 443, vrussell@jmls.edu.

E. Joint Degree Program in Real Estate Law

Students who have a serious interest in commercial real estate practice as JD degree candidates may participate in a combined degree program that leads to the conferment of both a JD degree and an LLM (Real Estate) degree. The program requires students to successfully complete the requirements for both degrees. Up to 10 hours of LLM course credit can be counted towards both the JD degree and the LLM in Real Estate Law. Usually, these requirements would be satisfied in 3-1/2 years for full-time students and 4-1/2 years for part-time students. The first year consists of prescribed required courses in the JD curriculum. By careful selection of elective courses in their second year, under the supervision of the director of the graduate program, JD students would be eligible to elect LLM courses beginning in their third year. Interested students would complete JD courses as soon as possible in real estate transactions and federal income taxation to be eligible. Each candidate is required to meet all graduation requirements of both programs. JD students should make application at the beginning of their second year to the Director of the program. For more information, contact Professor Celeste M. Hammond at 312.987.2366, in Room 1601, 7hammond@jmls.edu.

F. Joint Degree Program in Tax Law

John Marshall's LLM Program in Tax Law accepts qualified students who are pursuing their JD degrees at The John Marshall Law School. The principal benefit of the Joint Degree Program, which is intended for students who have expressed strong interest in the practice of tax law, is the ability to expedite the attainment of both a JD and LLM degree. Students may begin taking LLM courses in their second year and, in most cases, can meet both JD and LLM requirements in 3-1/2 years. Students may pursue a general tax curriculum or specialize in corporate tax, estate planning, closely held businesses, or employee benefits tax. LLM courses are taught in the late afternoon or evenings, and on Saturday. In addition, the first 10 credit hours of the LLM program count toward the JD, as well as the LLM degree requirements. The Joint Degree Program also provides an opportunity for students to be more selective in their LLM courses. For more information, contact Professor Kathryn Kennedy at ext 515, 7kennedy@jmls.edu, or Program Coordinator Kathy Winiczay at ext. 380, 6winicza@jmls.edu. The Center's offices are located on the 16th floor of the CBA Building.

XII. CURRICULUM

CORE COURSES

The initial program consists of a core curriculum. 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)
- Lawyering Skills I, II, & III (8)
- Civil Procedure I & II (3-3)
- Constitutional Law I & II (3-3)
- Professional Responsibility (3)
- Herzog Moot Court (1)
- Torts (4)
- Property (4)
- Criminal Law (3)
- Evidence (4)
- Trial Advocacy (3)

LEGAL WRITING

As part of its curriculum, John Marshall requires four semesters of study in its Lawyering Skills Program. Good lawyering requires many practical skills, including legal analysis and reasoning, analytical writing, persuasive writing, oral advocacy, drafting, and counseling.

The first semester focuses on the structure of the legal system, sources of law, reading and briefing cases, legal reasoning and analysis, predictive writing in law firm memoranda, and basic legal research. The second semester introduces persuasion and brief writing, and includes a discussion of rhetoric, the techniques of persuasive writing, an introduction to oral advocacy, and comprehensive training in online research. In the third semester Herzog Competition is devoted to advanced written and oral advocacy, and incorporates a moot court competition.

For the final semester, students may choose either a general or a specialized drafting course. Each drafting course has prerequisites, and the assignments are rigorous and comparable to the types of projects lawyers will encounter in practice. The general practice drafting course focuses on advising clients and creating documents, including wills, contracts, and other documents the general practitioner works with on a daily basis. The specialized drafting courses include specializations in civil litigation, real estate transactions, intellectual property, information technology, international business law, family law, business planning, and others.

All courses in the Lawyering Skills curriculum are taught in small sections so that faculty can work with students individually. Individual student conferences are an integral part of each Lawyering Skills course.

ELECTIVE COURSES

After completing the core courses, students must complete the third semester of the Lawyering Skills program and take courses they believe best suit their interests and career objectives. Although opinions vary, most agree that the following courses should be seriously considered. They are basic courses in important areas of the law:

- Corporations Law
- Criminal Procedure I
- Family Law
- Estates and Trusts I
- Income Taxation
- Sales Transactions Law

TRIAL ADVOCACY/ACCELERATED TRIAL ADVOCACY

The law school's program in Trial Advocacy is both intensive and extensive. Taught by a faculty of trial lawyers and judges, the program includes instruction in all facets of trial work – from jury selection to

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closing arguments – and is augmented by videotape simulations and performance review recorded in John Marshall's high-technology courtroom. Courses such as Alternative Means of Dispute Resolution, Scientific Evidence, Pretrial Practice, and Counseling and Negotiating are part of one of the nation's most complete and extensive dispute resolution programs.

Each January and August, between academic semesters, Trial Advocacy also is offered in an accelerated format. The 14-week course is compressed into an intensive 9 a.m. to 6:30 p.m., 9-1/2 - day format. Many faculty members and students believe that this concentrated format aids learning and gives students a more realistic understanding of the rigors of trial practice.

DAY DIVISION

Prerequisites to advanced courses

<i>First Semester</i>	<i>Hours</i>
<i>Contracts I</i>	3
<i>Property</i>	4
<i>Torts</i>	4
<u><i>Lawyering Skills I</i></u>	<u>3</u>
	14

First Year

<i>Second Semester</i>	<i>Hours</i>
<i>Contracts II</i>	3
<i>Civil Procedure I</i>	3
<i>Constitutional Law I</i>	3
<i>Criminal Law</i>	3
<u><i>Lawyering Skills II</i></u>	<u>3</u>
	15

Second Year

<i>First Semester</i>	<i>Hours</i>
<i>Civil Procedure II</i>	3
<i>Constitutional Law II</i>	3
<i>*Evidence</i>	4
<i>Professional Responsibility</i>	3
<i>Herzog Moot Court Competition</i>	1
<u><i>Elective</i></u>	<u>2</u>
	16

Second Year

<i>Second Semester</i>	<i>Hours</i>
<i>L.S. Drafting</i>	2
<u><i>Electives(optional)</i></u>	<u>11 – 13</u>
	13 – 15

*These required courses may be taken at any time during a student's second or third year. The sequence listed here is merely suggested. Students should be aware, however, that Evidence is a prerequisite to Trial Advocacy.

The Trial Lawyer course may be taken in lieu of these two required courses.

Third Year

First Semester	Hours
*Trial Advocacy	3
<u>Elective</u>	<u>12</u>
	15

Third Year

Second Semester	Hours
Electives	15

*These required courses may be taken at any time during a student's second or third year. The sequence listed here is merely suggested. Students should be aware, however, that Evidence is a prerequisite to Trial Advocacy.

The Trial Lawyer course may be taken in lieu of these two required courses.

Ninety hours are required for graduation.

EVENING DIVISION

First Year

Prerequisites to advanced courses

First Semester	Hours
Contracts I	3
Torts	4
<u>Lawyering Skills I</u>	<u>3</u>
	10

First Year

Second Semester	Hours
Contracts II	3
Property	4
<u>Lawyering Skills II</u>	<u>3</u>
	10

Second Year

First Semester	Hours
Civil Procedure I	3
Criminal Law	3
Constitutional Law I	3
<u>Elective</u>	<u>2</u>
	11

Second Year

Second Semester	Hours
Civil Procedure II	3
Constitutional Law II	3
Professional Responsibility	3
<u>Herzog Moot Court Comp.</u>	<u>1</u>
	10

Third Year

First Semester	Hours
*Evidence	4
<u>Electives</u>	<u>6</u>
	10

Third Year

Second Semester	Hours
Legal Drafting	2
*Trial Advocacy	3
<u>Electives</u>	<u>6</u>
	11

Fourth Year

First Semester	Hours
Electives	11

Fourth Year

Second Semester	Hours
Electives	11

Ninety hours are required for graduation. An additional six semester hours must be taken during summer terms, or an additional semester may be needed to complete the degree requirement.

AREAS OF CONCENTRATION

While the core courses provide basic knowledge of the law, students may choose to pursue intensive training in one of the substantive areas of the law. The development of such depth provides students with an invaluable learning experience, even if they ultimately choose not to practice in that area of law. For this reason, students may elect to take several courses in one or more of the substantive areas of law listed, or in other areas that the faculty may from time to time suggest. The designated areas of concentration are:

- Advocacy/dispute resolution
- Estate planning
- Public interest law
- Business
- Information technology law
- Taxation
- General practice

Each area of concentration lists the elective courses a student may take. The suggested sequence for taking these courses is shown in the Student Handbook.

ADVOCACY/DISPUTE RESOLUTION

Second Year

Second Semester	Hours
*Trial Advocacy	3
Conflict of Laws	3
Suggested Elective:	
<u>Labor Law</u>	<u>3</u>
	9

*Advanced Trial Advocacy is available in this semester only for students who have completed the Accelerated Trial Advocacy course.

Third Year

First Semester	Hours
Pretrial Practice in Civil Litigation	3
Federal Courts	3
Suggested Electives:	
Counseling & Negotiating	3
Remedies	3
<u>Clinical Litigation Practicum</u>	<u>3</u>
	15

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Second Semester	Hours
Alternative Means of Dispute Resolution	2
<u>Electives</u>	<u>12</u>
	14

BUSINESS

Second Year	
First Semester	Hours
Electives	2-3
<ul style="list-style-type: none"> • Business Practices for Tax Lawyers (LLM) • Banking Law • Business Franchise Law • International Trade Law • Sales Transaction Law • Secured Transactions • Employment Law • Suggested Elective: • <u>Unfair Competition and Trade Regulation</u> 3 	5-6

BUSINESS

Second Semester	Hours
Agency and Unincorporated	
Business Entities	3
Corporations	3
Suggested Elective:	
Securities Regulation	3
<u>Electives</u>	<u>2</u>
	11

Third Year	
First Semester	Hours
Income Tax	3
Bankruptcy	3
Payment Systems Law	3
Suggested Elective:	
<u>History of American Legal System</u> 2	
	11

Second Semester	Hours
Antitrust	3
Taxation and Corporations	3
Counseling & Negotiating	3
Suggested Elective:	
<u>Business Planning & Drafting</u> 3	
	12

GENERAL PRACTICE

Second Year	
First Semester	Hours
Income Taxation	3
<u>Estates & Trusts I</u>	<u>3</u>
	6

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Second Semester **Hours**

<i>Real Estate Transactions</i>	3
<i>Corporation Law</i>	3
<i>Family Law</i>	3

Suggested Elective:

<u><i>Employment Law</i></u>	2
	11

Third Year

First Semester **Hours**

<i>Pretrial Practice in Civil Litigation</i>	3
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Suggested Electives:

<i>Counseling & Negotiating</i>	3
<i>Sales Transactions Law</i>	3
<u><i>Electives</i></u>	2
	11

GENERAL PRACTICE

Second Semester **Hours**

<i>Remedies</i>	3
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Electives:	9
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- *Administrative Law*
- *Agency & Unincorporated Business Entities*
- *Bankruptcy*
- *Employment Discrimination*
- *Insurance Law*
- *Payment Systems Law*
- *Products Liability*
- *Secured Transactions*

12

PUBLIC INTEREST LAW

Second Year

First Semester **Hours**

<i>Labor Law</i>	3
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<u><i>Public International Law</i></u>	3
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6

Second Semester **Hours**

<i>Administrative Law</i>	3
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<i>Employment Discrimination</i>	3
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<i>Environmental Law</i>	3
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Suggested Electives:

Human Rights in a Changing Society: Lesbians, Gay Men, and the Law
or

<u><i>Fair Housing & Fair Lending Law</i></u>	2
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11

Third Year

First Semester **Hours**

<i>Federal Courts</i>	3
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Suggested Electives:

<i>Immigration Law & Procedure</i>	2
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<i>Local Government Law</i>	3
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<u><i>Electives</i></u>	3
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11

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Second Semester	Hours
Public Law Litigation	3
Electives:	9
• AIDS and the Law	
• Children in the Legal System	
• Collective Bargaining & Arbitration Seminar	
• Comparative Legal Systems	
• Elder Law Seminar	
• Fair Housing & Fair Lending Law	
• Fair Housing Clinic	
• Food, Drug, and Cosmetic Law	
• Immigration Law Clinic	
• Media Law	
• National Security Law	
• <u>Seminar in Public Sector Labor Relations</u>	
	12

ESTATE PLANNING

Second Year

First Semester	Hours
Income Taxation	3
<u>Elective</u>	<u>2</u>
	5

Second Semester	Hours
Estates and Trusts I	3
Electives:	7
Conflict of Laws	
Corporations Law	
Family Law	
<u>Real Estate Transactions</u>	
	10

Third Year

First Semester	Hours
Electives	12
Suggested Elective:	
<u>Counseling & Negotiating</u>	<u>3</u>
	15

Second Semester	Hours
Estate Planning & Drafting Seminar	3
<u>Electives</u>	<u>12</u>
	15

INFORMATION TECHNOLOGY LAW

Second Year

First Semester	Hours
Introduction to Information Technology Law	2
<u>Administrative Law</u>	<u>3</u>
	5

Second Semester	Hours
Trademark & Copyright Law	3
or	
Intellectual Property Law Survey	3
<u>Electives (see suggested electives below)</u>	<u>4</u>
	7

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Suggested Electives:

Constitutional Law Seminar:

<i>The First Amendment</i>	2
<i>Corporations or Federal Courts</i>	3
<i>Media Law</i>	2
<i>* Information Law & Policy</i>	2
<i>or</i>	
<i>*Cyberspace Law</i>	2

Third Year

First Semester **Hours**

<i>Alternate Means of Dispute Resolution</i>	2
<i>Comparative Legal Systems</i>	2
<i>or</i>	
<i>International Trade Law</i>	3
<u><i>Electives (see suggested electives below)</i></u>	<u>4</u>
	9 (8)

INFORMATION TECHNOLOGY LAW

Second Semester **Hours**

<i>Antitrust</i>	3
<i>or</i>	
<i>Unfair Competition and Trade Regulation</i>	3
<i>*Electronic Commerce Law</i>	2
<u><i>Electives (see suggested electives below)</i></u>	<u>2</u>
	7

Suggested Electives:

- *Computer Crime, Information Warfare, and Economic Espionage* 2
- ** Privacy Rights Seminar* 2
- **U.S. Telecommunications Law* 2
- *International IP Law* 2
- *Scientific Evidence Seminar* 2
- *Entertainment Law* 2
- *National Security Law* 2

**Program Director's approval required.*

TAXATION

Second Year

First Semester **Hours**

<i>Income Taxation</i>	3
<i>Taxation of Compensation</i>	3
<u><i>Estates & Trusts I</i></u>	<u>3</u>
	9

Second Semester **Hours**

<i>Corporations Law</i>	3
Suggested Electives:	
<i>Administrative Law</i>	3
<i>Conflict of Laws</i>	3
<i>Employee Benefits Law</i>	3
<i>International Trade Law</i>	3

Third Year

First Semester	Hours
Taxation of Corporations	3
Taxation of Estates and Trusts	3
<u>*Partnership Taxation</u>	<u>2</u>
	8

Second Semester

	Hours
*Business Practices for Tax Lawyers	2
*Tax/Employee Benefits Research	2
*Civil and Criminal Tax Procedure	2

**Graduate level course. *Program Director's approval required*

The Bar Exam Savvy Test (BEST) a/k/a Academic Competition Exam (ACE)

The John Marshall Law School is proud to sponsor the BEST Program. (BEST stands for Bar Exam Savvy Test). This exam replaces the ACE exam that was administered for tuition credit. The Bar Exam Savvy Test is intended to develop awareness among second-year students of the difficulties inherent in the MultiState Bar Examination.

BEST consists of approximately 140 questions covering:

- Contracts
- Property
- Criminal Law
- Torts

Check the law school's web page and/or various monitors around the school later in the semester for additional information. Or contact Corinne Morrissey (Ext. 357).

XIII. CERTIFICATE PROGRAMS

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

- Employee Benefits
- Intellectual Property Law
- International Business & Trade Law
- Real Estate
- Taxation

Each area of concentration lists the elective courses a student may take. The suggested sequence for taking these courses is shown in the *Student Handbook*.

EMPLOYEE BENEFITS

A Certificate in Employee Benefits is available to interested and qualified students. A formal application is required. Completion of the certificate requires 12 credit hours in Employee Benefits courses and a 3.0 average in each course. There are two required courses for the certificate; the remaining six credits may be selected from the Employee Benefits-related courses.

Required courses for the certificate are Employee Benefits Law (3) and Income Taxation (3).

Employee Benefits-related courses include: Survey of Executive Compensation Plans* (2), Survey of Welfare Plan Issues* (2), Administrative Law (3), Elder Law Seminar (2), Employment Law (2), Employment Discrimination (3), Health Law (2), Labor Law (3), Taxation of Corporations (3), and Tax/Employee Benefits Research* (2). (*) denotes LLM courses requiring consent of the Program Director.

INTERNATIONAL BUSINESS AND TRADE LAW

JD students may work toward a Certificate in International Business and Trade Law by successfully completing 12 hours from the following designated courses: Aviation Law (2), Comparative and International Patent Law (3), Comparative Legal Systems (2), Immigration Law and Practice (2), International Business Transactions (3), International Intellectual Property Law (3), International Law Seminar (2), International Trade Law (3), Sales Transactions Law (3), and Admiralty Law (2). In addition, students may elect six hours of elective courses from the LLM Program in International Business and Trade Law, with the approval of the Director. To qualify for the certificate, students must achieve a 3.0 average or better in each of the courses taken.

INTELLECTUAL PROPERTY LAW

A Certificate in Intellectual Property Law is available to interested and qualified students. To qualify for the certificate, students must complete 16 credits of IP course work, maintain a 3.2 average in IP courses, and a 3.0 average in overall course work.

Additional requirements include completion of: Legal Writing for the IP Practice for all students (2); for Patent Track Students — Patent and Trade Secret Law (3) and the Patent Clinic (2) or Patent Planning and Practice (3). For Trademark/Copyright Track Students — Trademark and Copyright Law (3) and Trademark/Copyright Law Planning and Practice (3) or Protection of Intellectual Property in a Global/Digital Environment (3).

REAL ESTATE

Students may begin taking courses leading to a Certificate in Real Estate Law after completing Property I and Property II. To earn a certificate, students must complete 12 credit hours of Real Estate-related courses and maintain a 3.0 average in all courses contributing to the 12 credit requirement for the certificate.

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Required courses for the certificate include: Real Estate Transactions (3), Income Taxation (3) and either Commercial Real Estate Transactions (3) or Real Estate Finance (3). Since Real Estate Transactions and Income Taxation are both prerequisites for Commercial Real Estate Transactions, Real Estate Finance, and all other LLM-level real estate courses, students are encouraged to take both of these courses as soon as possible.

To complete the certificate, students may select from the following JD level and LLM level Real Estate-related courses: Legal Writing for Real Estate Students (new course — Alternative to Lawyering Skills IV (2)), Business Practices for Tax Lawyers (2), Corporations Law (3), Environmental Law (3), Fair Housing and Fair Lending (2), Land Use Control (3), and Secured Transactions (2). Enrollment in these graduate-level courses requires the consent of the Program Director: Alternative Means of Dispute Resolution (2), Federal Income Tax Aspects of Real Estate (2), and Real Estate Industry (2).

XIV. CLINICS, EXTERNSHIPS & HONORS PROGRAMS

A. The Fair Housing Legal Clinic

The John Marshall Fair Housing Legal Clinic provides law students with an opportunity to work on fair housing cases in the federal and state courts and before the U.S. Department of Housing and Urban Development (HUD), as well as with state and local housing commissions. The clinic is partially funded through a Fair Housing Initiatives Program (FHIP) grant from HUD.

The Fair Housing Legal Clinic is located at 28 East Jackson Boulevard, about one city block from John Marshall. The clinic follows the pattern established for law school legal clinics in other functional areas of the law in accordance with applicable rules of the American Bar Association and the American Association of Law Schools.

The clinic has a full-time clinical director, Professor F. Willis Caruso; two full-time Clinical Professors Damian Ortiz (JD'97/LLM'03) and Joseph Butler (JD '95); Adjunct Clinical Professor, Lewis Powell, III (JD '89); testing coordinator, Lillian Seymore; and Sonja Parks is the clinic's receptionist. For more information, please contact the clinic at 312.786.2267.

Students are assigned to work and assist on fair housing complaints. The complaints are received from persons who suspect they have been discriminated against in their housing. Many clients are referred to the clinic by public and private agencies who work with victims of discrimination. Discrimination may be based on race, sex, national origin, religion, disability, familial status, or any other classification covered by federal, state or local laws. The students draft pleadings and represent clients in administrative proceedings, court trials, and on appeal at both the state and federal levels. The students serve without compensation and, provided all requirements of John Marshall for matriculation and course completion are observed in order to receive academic credit.

B. The John Marshall Law School Fair Housing Legal Support Center

The primary goal of The John Marshall Law School Fair Housing Legal Support Center is to educate the public on fair housing law and to provide legal assistance to those private or public organizations that are seeking to eliminate discriminatory housing practices. The Legal Support Center creates educational materials and training programs, and provides legal assistance and support for projects and organizations needing legal assistance to enforce compliance with the Fair Housing Act. In the long term, such assistance ensures that those involved with the legal duty of combating housing discrimination have the necessary tools to pursue and eradicate housing discrimination. Further information regarding the above programs is available in The John Marshall Law School Catalog.

C. Immigration Law Clinic

Students selected to participate in this program work with attorneys at the Midwest Immigrant & Human Rights Center as well as with other attorneys approved by the law school. The educational objectives of the course include the development of case preparation and litigation skills in the administrative law context,

and the development of professional values through exposure to clients in a multicultural setting. Professor Michael G. Heymann is the director. He may be reached at extension 382.

D. Externships

Department of Labor (DOL) Externship Program (3 - 4)

Students selected to participate in this program work with the attorneys at the Employee Benefits Security Administration of the U.S. Department of Labor's Chicago Regional Office. The educational objectives of this course include practical experience in employee benefits law, development of research, writing and drafting skills, and preparation of memorandum, discovery documents, guidelines to assist pension investigators and auditors. Professor Kathryn J. Kennedy is the director (ext. 515).

Internal Revenue Service (IRS) Externship Program (3 - 4)

Students selected to participate in this program work with the attorneys of the Office of Chief Counsel of the IRS' Small Business/Self-Employed Division Counsel, Large- and Mid-Size Business Division Counsel or Tax Exempt/Government Entities Counsel. The educational objectives of this course include practical experience in tax/employee benefits law, development of research, writing and drafting skills, and preparation of pleadings, discovery documents, stipulations of fact and trial memorandum used in Tax Court cases. Professor Kathryn J. Kennedy is the director.

E. Honors Programs

The Moot Court Honors Program

The centerpiece of the Moot Court Honors Program is participation in interscholastic moot court competitions. The competitions, on topics as diverse as Criminal Procedure and International Environmental Law, are hosted by law schools and bar associations across the country. The two to four student teams write briefs and present oral arguments at the competitions. Students may choose to receive academic credit for participation. All students may try out for these competitions after completing the Dean Fred F. Herzog Competition.

Invitations to participate on the Moot Court Council are extended to students who have completed the Herzog Competition with a grade of 3.0 or better and are in the top 1/3 of their class. Students who are award winners in the Herzog Competition are also invited to participate in the Moot Court Honors Program irrespective of their class rank. Class rank is determined at the time students complete at least 25 but fewer than 38 credit hours.

Students invited to participate on the Council complete a candidacy program on appellate advocacy and assist Board members with their administrative responsibilities. After serving on the Council for one semester, students may apply for positions on the Moot Court Executive Board which consists of a Chief Justice, an Executive Justice, and 10 Associate Justices. All Executive Board members compete on interscholastic teams, judge preliminary rounds of the Herzog Competition and perform a variety of administrative duties. Board members receive partial tuition waivers for their service.

The John Marshall Law Review

The John Marshall Law Review is one of the oldest and most respected honors program at The John Marshall Law School. Membership in the *Law Review* enhances research, writing and editing skills and provides excellent training for the practice of law. The *Law Review's* purpose is to publish scholarly works on a broad range of legal topics in four issues each year. The publication includes works written by judges, legal scholars, noted practitioners and John Marshall students. *The John Marshall Law Review* is proud to be among the top 12-percent of the most-cited American Legal Periodicals.

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Invitations to write for *The John Marshall Law Review* are extended to the top 15-percent of students who have completed at least 25 but fewer than 38 credit hours, and to those who successfully complete the Write-on Program. Those invited to join must write one acceptable article in order to be appointed to the *Law Review* staff. Anyone with questions regarding membership in *The John Marshall Law Review* should contact the Candidacy Editor.

The Journal of Computer and Information Law

As an international publication dedicated to information technology law, *The Journal of Computer and Information Law* is one of the few legal publications of its kind. John Marshall students enjoy editorial responsibility for the *Journal*, with faculty oversight. Subscribers in more than 35 countries read about the latest developments in computer law, information policy, cyberspace governance, electronic databases, intellectual property and privacy. The *Journal* focuses on issues of how technological changes affect such diverse areas as criminal law, torts, contracts, copyright, First Amendment rights, privacy and antitrust. By combining commentary from experts in the technology and privacy fields as well as from students, *The Journal of Computer and Information Law* is able to fully address the techno-legal issues of today. Invitations to write for the *Journal* are extended to IT LLM students, the top 20-percent of JD students who have completed at least 25 but fewer than 38 credit hours and to those who successfully complete the Write-on Program.

The John Marshall Law School Review of Intellectual Property Law

The *Review of Intellectual Property Law* publishes two to three issues per year. Each issue contains scholarly articles discussing intellectual property (IP) law topics in such areas as patent, trademark, copyright and trade secret law. Founded and organized in 2001 by a group of students interested in IP law, the *Review* is an outgrowth of John Marshall's long-standing national reputation as a leader in IP-related academic programs. The *Review* is managed by a student Editorial Board and assisted by several faculty advisors.

Membership on the *Review* as a Candidate, Staff member or Editorial Board member is one of the highest honors offered at John Marshall. The Candidacy Program provides an opportunity for students to join the *Review* and write for and assist in the publication of a scholarly journal. Students are eligible to participate in the Candidacy Program after completing at least 24 credit hours and have at least 52 hours remaining. Students within this range will be invited to become "grade-on" Candidates if they are IP students in the fall-starting class ranked within the top 15 IP students in their class; or IP students in the spring-starting class ranked within the top 7 IP students in their class.

An IP student is any student who possesses a technical- or science-based undergraduate degree qualifying to sit for the USPTO registration exam (or Patent Bar), or who, regardless of the nature of his or her undergraduate degree, is enrolled in either the JD Certificate in IP Law or the Joint JD/LLM in IP Law Programs.

In addition, students within the aforementioned credit range and ranked in the top 50-percent of their class, regardless of the nature of their undergraduate degree, will be invited to participate in the Write-on Program. For the fall-starting class, the Write-on Program is generally conducted during the late summer. The usual duration of the Write-on Program is 10 days. Information is forwarded to all eligible students in July. Eligible students who successfully complete the Write-on Program will be invited to become candidates. A similar opportunity to participate in the Write-on Program is offered to students in the spring-starting class.

All candidates are required to write a scholarly paper to be completed by the end of their Candidacy semester. During the following semester, candidates who have successfully completed the Candidacy Program are invited to become staff members of the *Review*. Thereafter, staff members may run for election to the Editorial Board. Each spring, the *Review* holds an open house to inform interested students of the grade-on procedure, as well as the schedule and expectations of both the Write-on and Candidacy Programs.

XV. THE CAREER SERVICES OFFICE

The staff of the Career Services Office (CSO) is committed to proactively assisting all John Marshall students and alumni secure employment both during law school and after graduation. We help students focus on opportunities, build solid and effective résumés and cover letters, and enhance their job search skills.

It is vital that students begin using the CSO as soon as possible and continue to use its resources and meet regularly with the staff throughout law school. Securing a job after graduation requires effort and dedication, including researching aspects of the legal profession, networking and gaining as much legal experience as possible while in law school. Conducting a job search is challenging, time consuming, and requires learning certain skills, but students ultimately find it rewarding work.

First-year students entering in August may begin meeting with the CSO staff on November 1. Similarly, January entrants can begin meeting with the CSO staff on March 1. All other students may use the CSO year-round. First-year students are strongly encouraged to attend CSO programs and career information panels throughout the year and need not wait until the respective November 1 and March 1 dates to participate. Graduates may continue to use CSO throughout their careers. For students and graduates seeking employment outside Illinois, we maintain national job listings and resources and have reciprocity agreements with law schools across the country.

The CSO staff teaches the practical skills for understanding and making career decisions and conducting a job search. Combined, our counselors have practiced law in the private, public, government, and corporate sectors and have graduate training in law, business and counseling.

Students should take advantage of the following services we offer:

EXPLORING OPTIONS

- Individual career counseling sessions
- Practice area and career-related seminars featuring John Marshall alumni
- Books and other resources on the career planning and exploration process
- Practice Tracks Program (an opportunity to meet with attorneys working in more than 60 practice areas)
- Alumni Mentor Program
- Law Practice Management

SKILLS DEVELOPMENT

- Job search skills workshops and handbooks
- Résumé and cover letter review
- Mock interviews with alumni
- Networking styles and techniques

THE JOB SEARCH

- Programs and individual counseling sessions on structuring an effective job search
- Daily and monthly job postings on Easelaw, the CSO's online career center (www.easelaw.com/jmls) and through exchanges with other law schools.
- Fall on-campus interviewing with large firms and government entities
- Resume collection and forwarding to requesting offices
- Employer directories
- Participation in and organization of local, regional, and national job fairs
- Listings of area law firms (Chicago Law Firms with Four or More Attorneys) and practice area-specific employers
- Guides to practice area-specific job searches
- Access to online databases, including *PSLawNet.org*, *nalpdirectory.com*, LexisNexis, and Westlaw

GENERAL OFFICE INFORMATION

Phone: 312.987.1402

Fax: 312.427.5465

Hours

During the fall and spring semesters:

Monday, Tuesday, and Thursday	8:30 a.m. to 7:00 p.m.
Wednesday	8:30 a.m. to 8:00 p.m.
Friday	8:30 a.m. to 5:00 p.m.
Saturday	Varies each semester

CSO Staff

Laurel A. Hajek, Assistant Dean for Career Services

Pascale Bishop, Associate Director

Rachel Dawson, Associate Director

Stacia Goldstein, Career Planning Specialist

Sue Monette, Office Manager

Dennis Mazur, Career Services Coordinator

XVI. LIBRARY

A. Services

The library provides many services and facilities which support the study of law. Descriptions of the library, its collection, its services and hours, as well as its personnel are available on the library pages of the law school web site, www.jmls.edu. Basic information about library and reference services also is contained in handouts and within a *Library Handbook* available at the Reference Desk on the 6th floor. You are invited to get acquainted with this great resource and its rules and procedures as soon as possible.

B. Library Rules

Use of the Louis L. Biro Law Library is a privilege extended to those who comply with the rules and procedures governing its use. Library privileges may be withheld from anyone breaking these rules or exhibiting disrespect for the library, its staff or other patrons. Serious violations of library rules will be reported to the appropriate disciplinary body.

- You are not permitted to smoke or eat in any part of the library. You may drink from containers (bottles, paper cups, etc) which have caps or tops, which are to be closed when not in use. No drinking from cans or other containers which cannot be sealed.
- Quiet must prevail at all times. Please respect others' need for a quiet study environment.
- You must present a current, validated identification card in order to enter and use the library, except the Federal Government Depository collection. If you wish to use the Depository collection, ask to see the reference librarian.
- Failure to return materials at the appointed time subjects you to a strictly-enforced fine. (A complete schedule of fines is available at the Circulation Desk.)
- The John Marshall computer network, including LexisNexis, Westlaw and other subscription databases, is only available to John Marshall students, faculty, and staff.
- Library staff will not attempt to locate patrons in the library.
- Carrels, lounge furniture, study room furniture, and other furnishings of the library are not to be moved from their assigned locations within the library.
- Turn off your portable telephone ringer while you are in the library. If you must use your portable phone in the library, please go to the library stairwell.
- If you have violated Library Rules, you may be asked by a library employee to show your I.D. card. Refusal to do so is a violation of Library Rules.

C. Library Fines

It is your responsibility to return all materials you have borrowed before the loan period expires so that they will be available to others. Failure to do so will result in an assessment of fines as follows:

- One week materials \$1.00 per day overdue
- 24-hour reserve or general reserve \$2.00 per day overdue
- 3-hour reserve \$1.00 per hour overdue

XVII. STUDENT AFFAIRS OFFICE

STUDENT ORGANIZATIONS

Student Bar Association

The 2007-2008 SBA officers are as follows:

President	Holly Grosshans
Vice President	Kelly Heaney
Secretary	Lauren Leonard
Treasurer	Konstantinos Muhtaris
ISBA Representative	Stephanie Kemen
CBA Representative	
ABA Representative	Caitlin Groh
Evening Student Liaison	Pamela Swiatkowski

The John Marshall Law School is proud of its range of diverse student organizations. First-year students are encouraged to attend meetings and become familiar with student organizations of their interest. Since the first year of law school is extremely demanding, it is strongly advised that you minimize “active” organizational participation until after completion of the second semester of law school. The following represents an official list of the student organizations:

Alternative Dispute Resolution Society

This society promotes the study, development, practice, use, teaching, science and art of Alternative Dispute Resolution.

American Constitutional Society

The John Marshall Law School Chapter of the American Constitutional Society is dedicated to maintaining a rigorous exchange of ideas about the law with the focus on its effects on the lives of ordinary people.

Amnesty International

The goal of this organization is to increase student awareness of human rights issues, local, national and international.

Animal Law Society

The Animal Law Society’s goal is to educate and increase the public awareness of how the law pertains to animals and their rights and welfare.

Asian Pacific American Law Students Association

The purpose of this association is to afford Asian Pacific American law students the opportunity to work together to provide services to the Asian Pacific community as well as interacting with the legal community.

Association of Trial Lawyers of America

ATLA is the national organization for law students and lawyers involved in civil litigation.

Association of Western Students

The Association of Western Students has several purposes: to provide camaraderie and fellowship for John Marshall students from Western states; to assist recruitment of students from Western states; to augment alumni activity for students; and to promote Western states for employment.

Black Law Students Association (BLSA)

The purpose of this association is to articulate and promote the professional needs and goals of the African American student body.

Brehon Society

This is an Irish cultural, historical and social club.

Central and Eastern European Student Bar Association

This organization was formed so that students of Bohemian background may have a forum with which to exchange ideas and socialize with fellow students.

Children's Law Society

The Children's Law Society targets programs that review children's rights and the effect that current laws have on their lives.

Christian Legal Society

This society is directed towards students who wish to further their relationship with other Christians through community, fellowship, and accountability.

Corporate Law Association

The focus of the Corporate Law Association includes providing a platform for students interested in corporate law in and outside of the classroom.

Criminal Law Society

This organization strives to increase the awareness of students, faculty, and the legal community in the area of criminal law.

Decalogue Society

This organization promotes networking opportunities to meet lawyers and judges within the Jewish community.

Decisive Utterance

The Decisive Utterance is a student newspaper. Students do not need to have previous writing experience to work on this publication. The Decisive Utterance welcomes all volunteers.

Delta Theta Phi

Principle objectives of the Delta Theta Phi Fraternity are: to unite fraternally congenial students of the law; to lead them and their fellow students to high scholarship and legal learning; to promote justice; and to advance the interest of every college of law.

Employee Benefits Law Student Association

This association strives to provide a forum for John Marshall students in which to network with fellow students, alumni and practitioners in this particular field of law.

Entertainment, Media and Sports Law Society

This organization is interested in all facets of entertainment and media law. It strives to bring together interested students, entertainment lawyers, and members of the entertainment industry.

Environmental Law Society

The society strives to educate The John Marshall Law School community about current environmental issues and also to inform its members of opportunities in environmental law.

Fair Housing Association

The purpose of this organization is to promote student interest in The John Marshall Law School Fair Housing Legal Clinic.

Federalist Society

This group is made up of conservatives and libertarians who believe that the separation of governmental powers is central to our Constitution.

Foreign Law Students Association

The purpose of this organization is to help foreign students adjust to life in the United States.

Gay and Lesbian Legal Alliance

This organization of law students explores the legal issues incident to sexual orientation.

Graduate Tax Society

The Graduate Tax Society will allow John Marshall students to learn about specific tax issues through lectures, and prepare them to seek a career in taxation. Students gain an opportunity to meet outside the classroom. This organization is open to LLM Tax Law students as well as other LLM students interested in tax.

Habitat for Humanity

John Marshall's Habitat for Humanity chapter is the only law school chapter in the Midwest. The chapter will offer real estate legal assistance as well as hands-on assistance for its home building projects.

Health Law Society

The purpose of this organization is to foster the interaction of students with special interests in health-related issues and the law.

Hellenic Law Student Association

This is a student organization comprised of law students of Greek descent. It is both academic and community oriented.

Information Technology Society

This society focuses on issues of interest in the field of computer law, which includes privacy, trademark, copyright, patent, free speech, encryption, clipper chip and information superhighway.

Intellectual Property Society

This society was organized because The John Marshall Law School has a most comprehensive program for the study of intellectual property law and serves a large numbers of students who have an interest in that area of the law.

International Law Society

This organization seeks to promote greater interest in international law.

John Marshall Family Law Society

This organization provides the student body the opportunity to learn more about issues regarding estate planning, elder law, and divorce.

John Marshall National Security Law Group

This organization strives to create an effective, non-partisan forum for informed discourse on U.S. national security policy and foreign affairs.

John Marshall Student American Civil Liberties Union

The purpose of this organization is to raise awareness of civil rights/liberties issues in the law.

John Marshall Students for America's Protection

It is the intent of this organization to address changes in the law regarding the threats of terrorism.

Justinian Society

The Justinian Society is a social organization that gives law students of Italian descent the opportunity to network with their peers and established professionals.

Labor and Employment Law Society

This society's principal goal is to assist its members in understanding and entering the field of labor law.

Later-Day Saint Student Association

This organization proposes to aid students in living a balanced life and provide students with opportunities for service, social and religious activities.

Lambda Alpha Student Real Estate Society

This is an honorary society designed to promote scholarship and networking among students and land professionals in considering problems of land economics.

Latino Law Student Association

This organization is comprised primarily of law students of Latino ancestry. It tries to provide assistance and encouragement to first year students.

Law Enforcement Students Organization

This organization provides networking opportunities for all forms of student law enforcement officers and assistance throughout the law school process.

Lex Liaison Society

The purpose of this organization is to facilitate a deeper understanding between John Marshall students and their spouses or significant others of the challenges and demands of law school.

Middle Eastern Law Student Association

This John Marshall Chapter provides Middle Eastern law students with a place to discuss issues that are particularly relevant to them.

Phi Alpha Delta

This fraternity promotes professionalism by encouraging the interaction between law students with members of the bar and the bench.

Phi Delta Phi

This is an honorary fraternity which strives to instill professionalism and achieve academic excellence.

Polish Law Students Association

This organization consists of lawyers and judges of Polish heritage. The membership is open to law students of that heritage at the school and will enable them to form relationships with each other and the Polish community as a whole.

Public Interest Law Council

The Council encourages students to incorporate into their legal careers the area of public interest law.

Renaissance Society

This society will feature programs and outings emphasizing critical social skills and cultural awareness.

Thurgood Marshall Society

The purpose of this organization is to promote students' accessibility to the legal community in civil rights issues, education, health care, and poverty.

Vocal Ensemble

The Vocal Ensemble is a drama and music group that promotes relations between professors and students in a non-academic environment and provides an atmosphere for relaxation and a departure from the daily rigors of legal study.

The White Collar Criminal Defense Club

This club allows each member the opportunity to make a presentation regarding effective defense strategies for a particular "white collar" criminal charge.

Women's Bar Association/Student Division

The goal of this organization is to help students discover how to deal with issues of women in law.

Women's Law Caucus

The purpose of this organization is to raise awareness about women's issues, promote equality between the genders, and provide a forum to exchange ideas.

TO FORM A NEW STUDENT ORGANIZATION

A student organization is formed by submitting the names of seven students who have expressed an interest in either forming or reactivating a student organization together with a letter of intent to the Associate Dean for Admission and Student Affairs stating the name, purpose, and proposed activities of the organization. A listing of officers of each organization is on file in the office of the Associate Dean for Admission and Student Affairs and with his assistant, Marilyn Criss.

XVIII. MISCELLANEOUS

A. Beck's Bookstore

Direct Line: 312.913.0650
Fax: 312.913.0527

The bookstore is located on the second floor near the student lounge. Items with the school logo are sold here as well as books. The bookstore hours are as follows:

Monday through Thursday 10:00 a.m. to 6:00 p.m.
Friday 10:00 a.m. to 5:00 p.m.

Look for extended hours at the start of each semester.

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 which 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 \$10.00 charge for replacing cards that have been lost or stolen.

D. School Closings

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.

E. Smoking Policy

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

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XIX. CAMPUS PHONE DIRECTORY

The John Marshall Law School: 312.427.2737

*E-mail: @jmls.edu

A. ADMINISTRATION	Ext.	Room	*E-mail
John E. Corkery, Dean	426	309	7corkery
Gerald E. Berendt, Associate Dean for Advanced Studies & Research	424	738	7berendt
Linda R. Crane, Associate Dean for Faculty Development	386	422	7crane
James J. Kreminski, Associate Dean for Administration	407	306	6kremins
William B.T. Mock, Associate Dean for Advanced Studies	383	1216	7mock
William B. Powers, Associate Dean for Admission & Student Affairs	435	1st Fl	6powers
Rory D. Smith, Associate Dean for Outreach & Planning	412	305	6smith
Laurel A. Hajek, Assistant Dean for Career Services	414	405	6hajek
John M. McNamara, Assistant Dean for Institutional Affairs	393	1126/CBA	6mcnamar
Office of the Dean			
Jaime Wesley, Executive Assistant	351	309	6wesley
Christine Cotter, Secretary	352	309	7cotter
 B. ADMISSION & STUDENT AFFAIRS			
WILLIAM B. POWERS , Associate Dean	435	1st Fl	6powers
Admission and Financial Aid			
Tonishea M. Terry-Jackson, Assistant Director, Admission & Financial Aid	403	1st Fl	6terry
Yara Alonzo, Director for Financial Aid	454	402	6alonzo
Christy Urban, Financial Aid Counselor	510	402	6urban
Nancy Scott, Financial Aid Assistant	331	402	6scottn
Daphnee Pierre, Student Accounts & Disability Coordinator	408	402	6pierre
Erik Fagrelius, Admission Coordinator	462	1st Fl	6fagrel
Olga Scott, Admission Assistant	457	1st Fl	6scott
Diane Stary, Admission Assistant	458	1st Fl	6stary
 Registration and Records			
Jodie Needham, Director for Academic Services	775	301	6needham
Anna T. Johnson, Assistant Registrar-Registration	772	301	6johnson
Elizabeth Martin, Academic Services Assistant	773	301	6martin
Olga Losand, Receptionist (p.m.)	774	301	
 Academic Achievement Program			
Corinne Morrissey, Director	357	610	6morris
Eileen Halpin, Clinical Professor	356	601	7halpin
 Writing Resource Center			
Lurene Contento, Director	653	611	9content

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	Ext.	Room	*E-mail
Student Affairs			
Marilyn J. Criss, Administrative Assistant	576	212E	6criss
Nancy Scott, Assistant	331	402	6scottn
C. CAREER SERVICES			
LAUREL A. HAJEK, Assistant Dean			
	414	405	6hajek
Pascale Bishop, Associate Director	572	407	6bishop
Rachel Dawson, Associate Director	502	401	6dawson
Stacia Goldstein, Career Planning Specialist	532	408	6goldste
Sue Monette, Office Manager	505	405	6monette
Dennis Mazur, Career Services Coordinator	402	405	6mazur
D. OUTREACH & PLANNING			
RORY DEAN SMITH, Associate Dean			
	412	305	6smith
Sherri Berendt, Director of Alumni Relations	343	11CBA	6berendt
Vanessa Jackson, Alumni Relations Systems Administrator	350	11CBA	6jackson
Bar Preparation			
Corinne Morrissey, Director	357	610	6morris
Eileen Halpin, Clinical Professor	356	601	7halpin
E. JOHN M. MCNAMARA, Assistant Dean for Institutional Affairs			
	393	1126/CBA	6mcnamar
Public Information & Publications			
Marilyn Thomas, Director for Public Relations	661	534	6thomas
Andrea Koklys, Assistant Director of Public Relations	554	536	6koklys
Lori McDaniel, Web Site Coordinator	438	11CBA	6mcdanie
Bruce Swart, Publications Design Coordinator	586	11CBA	6swart
Peter Beck, Publications Coordinator	353	11CBA	6beck
Antonia E. McBride, Publications Coordinator	660	11CBA	6mcbride
Event Management			
Elinor Kannon, Director	573	1205	6kannon
Katie C. Hammel, Assistant Director	574	1208	6hammel
Kevin Farrell, Support Coordinator	578	1202B	6farrell
F. FACULTY DEVELOPMENT			
LINDA R. CRANE, Associate Dean			
	386	422	7crane
Media Services Department			
Michael Kerwin, Director	522	1201	6kerwin
Jennifer Frantom, Senior Media Technician	527	1201	6frantom
Julie Finchum, Media Technician	401	1201	6finchum

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G. INTERNAL AFFAIRS	Ext.	Room	*E-mail
JAMES J. KREMINSKI , Associate Dean for Administration	407	306	6kremins
Business Office			
Marty D' Ambrose, Director of Human Relations & Auxiliary Services	396	975/CBA	6dambros
Joan Bahaveolos, Accounts Payable	529	975/CBA	6behaveo
Judith Evans, General Bookkeeping	409	975/CBA	6evans
Heather B. Williams, Manager for Information Systems	355	975/CBA	6william
Tiffany Johnson, Assistant	613	975/CBA	6johnsot
Computer Services			
Jim Velco, Head of Computer Services	568	1109	8velco
Chauncey Daspit, Senior PC Specialist	537	621	8daspit
Adam Woolsey, Senior Network Engineer	540	210	8woolsey
Susan Froussine, Network Administrator	539	620	8froussi
Robert Macatangay, PC Specialist	495	622	8macatan
David Martino, Security Systems Manager	339	1st Fl	8martino
Rick Regan, Security	309	6th Fl	6regan
Bookstore			
Fax: 312.913.0527 6books@jmls.edu	358	2-East	
Mail Room/Photocopy			
Theresa Hill	363	1st Fl	6hill
Maintenance			
Anselmo H. Espinar, Supervisor	427.2737 x569		
Armando Soto, Evening Supervisor	Ext. 469/503		
Switchboard			
Olga Losand, Receptionist (p.m.)	774	3rd Fl	
H. CENTERS & SPECIAL PROGRAMS			
GERALD E. BERENDT , Associate Dean for Advanced Studies & Research	424	738	7berendt
Center for Advocacy & Dispute Resolution			
Kenneth Kandaras, Director	421	412	7kandara
Susann MacLachlan, Associate Director	557	411	6maclach
Jai Chavous, Administrative Assistant	473	421	6chavous
Global Legal Studies			
Mark Wojcik, Director	391	219	7wojcik
Center for Asian Alliances			
Dorothy In-Lan Wang Li, Co-director	701	628	8li
Kevin Hopkins, Co-director	392	424	7hopkins
Center for Information Technology & Privacy Law			
Leslie Reis, Director	425	1615	7reis
Richard Balough, Associate Director	445	1619	6balough
Pamela M. Penczak Potter, Program Coordinator	419	1621	6penczak

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	Ext.	Room	*E-mail
Center for Intellectual Property Law			
Richard Gruner, Director	801	1613	7gruner
Michele A. Bridges, Executive Director	581	1609	6bridges
Mary Brassie, Administrative Assistant	521	1606	6brassie
Alejandra Cangiano, Administrative Assistant	422	1608	6cangian
Center for International & Business Trade Law			
Paul Lewis, Director	556	1109	7lewis
Virginia Russell, Associate Director	443	1617	6russell
Lisa Aruldoss, Administrative Assistant	659	1610	6aruldoss
Center for Real Estate Law			
Celeste M. Hammond, Director	366	1601	7hammond
Elizabeth Foubert, Administrative Assistant	500	1602	6estate
<i>Outside access 312.360.2655</i>			
Center for Tax Law & Employee Benefits			
Kathryn J. Kennedy, Chair of Tax/EB Group	515	1623	7kennedy
Barry Kozak, Associate Director of Employee Benefits Law	524	1625	6kozak
Kathy Winiczay, Program Coordinator	380	1616	6winicza
Fair Housing Legal Support Center			
Michael P. Seng, Co-Executive Director	446	1215	7seng
F. Willis Caruso, Co-Executive Director	786.9842	28 E. Jackson	6caruso
J. Damian Ortiz, Clinical Professor	786.9844	28 E. Jackson	6ortiz
Lewis Powell III, Adjunct Clinical Professor	786.2267	28 E. Jackson	
Joseph Butler, Clinical Professor	786.9843	28 E. Jackson	6butler
Lillian Seymore, Testing Coordinator	786.9845	28 E. Jackson	seymore
Rosemarie Knight, Administrative Assistant	452	1211	6knight
Elaine Morey, Secretary	492	1210	6morey
Sonja Parks, Receptionist	786.2267	28 E. Jackson	6parks
Ethics Advisory Panel			
Anthony Zito	370	1107	7zito
Lawyering Skills			
Molly Lien, Director	379	533	7lien
Sonia Green, Associate Director	756	925CBA	7green
Moot Court			
Ardath A. Hamann, Director	410	725	7hamann
Linda McHugh, Secretary	423	608	6mchugh
The John Marshall Review			
Kathryn J. Kennedy, Advisor	515	1623	7kennedy
Donald Beschle, Advisor	376	1111	7beschle
Summer College to Assess Legal Education Skills			
Julie Spanbauer, Advisor	385	931/CBA	7spanbau
The Journal of Computer and Information Law			
David Sorkin, Faculty Advisor	387	1607	7sorkin

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The John Marshall Law School Review of

Intellectual Property Law	Ext.	Room	*E-mail
Doris Long, Faculty Advisor	651	507	7long

John Marshall/ABA National Criminal Justice

Trial Advocacy Competition			
Ronald C. Smith, Director	444	423	7smith

I. LIBRARY

Circulation Desk	987.1413	6th Fl	
Reference Desk	729	6th Fl	

Administration

Assistant Professor June Liebert, Director	361	732	8liebert
Claire Toomey Durkin, Associate Director, Public Services	560	626	8durkin
Thomas Keefe, Associate Director, Instruction and Electronic Services	551	730	8keefe

Librarians

Anne Abramson, Reference, CBA Liaison, Gov't. Documents	702	732	8abrams
Raizel Liebler, Reference	430	731	8liebler
Liping Qin, Cataloger	552	729	8qin
Victor Salas, Reference Assistant, Interlibrary loan	714	6th Fl	8salas
William Wleklinski, Curator	721	627	8wleklin

Support

Thomas Budny, Catalog Assistant	564	734	8budny
Phyllis Finney, Circulation Coordinator	711	6th Fl	8finney
Robert Ilseman, Serials Assistant	561	733	8ilseman
John Park, Circulation Assistant	713	6th Fl	8park
Chantal Ries, Serials Assistant	563	733	8ries
Victor Salas, Circulation Assistant	714	6th Fl	8salas
Adelaide Williams, Senior Acquisitions Assistant	562	728	8william
Catrina Williams, Circulation Assistant	715	6th Fl	8catrina

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FACULTY

	Ext.	Room	*E-mail
Acevedo, Art	861	201M	7acevedo
Barksdale, Yvette	388	1106	7barksda
Berendt, Gerald	424	1619CBA	7berendt
Bernabe-Riefkohl, Alberto	390	726	7bernabe
Beschle, Donald	376	1111	7beschle
Bond, Cynthia (visiting)	482	926CBA	7bond
Brody, Susan	400	1115	7brody
Butler, Joseph	786.9843	28 E. Jackson	6butler
Carroll, William	447	508	7carroll
Caruso, F. Willis (adjunct)	786.9842	28 E. Jackson	6caruso
Connor, Susan	375	1213	7connor
Corkery, John	426	309	6corkery
Cornwell, Joel	381	1004	7cornwel
Crane, Linda R.	386	422	7crane
Dolan, Mary Jean (visiting)	867	506	7dolan
Domsky, Ronald	427	414	7domsky
Ford, William	851	1110	7ford
Gorby, John	449	509	7gorby
Green, Sonia (adjunct)	756	925CBA	7green
Gruner, Richard	801	1613	7gruner
Halverson Cross, Karen	652	723	7halvers
Hamann, Ardath	410	725	7hamann
Hammond, Celeste	366	1601	7hammond
Heyman, Michael	382	1112	7heyman
Hodge, Joanne (visitor)	531	214	7hodge
Hopkins, Kevin	392	424	7hopkins
Hunt, Cecil P.	665	1212	7hunt
Ingram, John	428	416	7ingram
Johnston, Robert G.	429	932CBA	6johnsto
Jones, Sam	866	312M	7jones
Kamp, Allen	373	1114	7kamp
Kandaras, Kenneth	421	412	7kandara
Kaplan, Diane	371	1108	7kaplan
Kendall III, Walter J.	377	1217	7kendall
Kennedy, Kathryn J.	515	1623	7kennedy
Kilborn, Jason	860	202M	7kilborn
Kordesh, Maureen Straub	433	722	7kordesh
Lasso, Rogelio A.	465	927CBA	7lasso
Lewis, Paul	556	1613CBA	7lewis
Liebert, June	361	732	8liebert
Lien, Molly	343	533	7lien
Long, Doris	651	507	7long
Lousin, Ann	434	902	7lousin
McGrath, William T.	489	1607CBA	7mcgrath
Miller, Colin	864	316M	7millerc
Mock, William B.T.	383	1216	7mock
Morrissey, Corinne (adjunct)	357	602	6morris
Morrissey, Frank (distinguished visitor)	657	307	7morris
Nagel, Mary (visiting)			9nagel
Nye, Robert	437	1117	7nye
Olken, Samuel	378	724	7olken
O'Neill, Timothy	367	1116	7oneill
Ortiz, J. Damian	786.9844	28 E. Jackson	6ortiz
Peterson, Craig A. (professor emeritus)	439	424	7peterso

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FACULTY

	Ext.	Room	*E-mail
Peterson, Randall	372	1113	7rtp
Polelle, Michael	440	426	7polelle
Reis, Leslie (adjunct)	425	1615	7reis
Ruebner, Ralph	384	1214	7ruebner
Sabin, Arthur R. (emeritus)	441	205M	7sabin
Scheid, John	442	415	7scheid
Schrager, Leonard Jay (emeritus)	432	525	7schrage
Schwartz, Dave	369	313M	7schwartz
Schwartz, Glenn	368	427	7schwartz
Schwartz, Justin	855	314M	7schwartzj
Schwinn, Steve	865	1212	7schwinn
Scott-Rudnick, Cliff (visiting)	868	430	9scott
Seng, Michael	446	1215	7seng
Smith, Ronald	444	423	7smith
Sorkin, David	387	738	7sorkin
Spanbauer, Julie	385	931CBA	7spanbau
Stark, Debra	650	929CBA	7stark
Wangerin, Paul	374	537	7wangeri
Wojcik, Mark	391	219	7wojcik
Yung, Cory	863	311M	7yung
Zito, Anthony	370	1107	7zito

*E-mail: @jmls.edu

**XX. THE JOHN MARSHALL LAW SCHOOL STUDENT
CODE OF CONDUCT**

A. 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.

B. Standards of Conduct

1. EXAMINATIONS

It is a violation of this student code to:

- a. 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.
- b. Bring into an examination room any unauthorized materials.
- c. 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.
- d. Use a false excuse to avoid taking an examination at its scheduled time.
- e. Engage any person to take an examination in place of oneself or to take an examination for another.
- f. Disrupt an examination.
- g. Divulge grades or examination numbers without authorization.

2. ACADEMIC HONESTY

It is a violation of this student code to:

- a. 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.
- b. Engage in plagiarism as defined and explained in Section XX of The John Marshall Law School Student Handbook.

3. 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.

4. MISAPPROPRIATION AND MISUSE OF PROPERTY

It is a violation of this student code to:

- a. Damage, hide, or otherwise exert unauthorized control over property belonging to another person or the law school.
- b. 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.
- c. Use or attempt to use the law school's computer or e-mail systems in violation of the school's regulations or in furtherance of any conduct that would constitute a violation of this code of conduct.

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5. HONESTY AND INTEGRITY

It is a violation of this student code to:

- a. 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.
- b. 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.
- c. Falsify a signature on any form, document, or paper.
- d. 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.
- e. Falsify or misrepresent academic standing or participation in curricular or extracurricular activities in the securing or continuation of employment, externships, or benefits.
- f. Engage in other acts of dishonesty, fraud, deceit, or misrepresentation that are prejudicial to the mission or operation of the law school.

6. RESPECT FOR OTHERS

It is a violation of this student code to:

- a. 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.
- b. Engage in conduct or comments which reasonably could be expected to and which 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.
- c. 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.
- d. Use or attempt to use force against any member of the law school community or his or her family to threaten the use of force against any member of the law school community, or his or her family in circumstances which create a reasonable fear that actual force is likely to follow.
- e. 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.

7. ILLEGAL AND CRIMINAL CONDUCT

It is a violation of this student code to:

- a. Possess, use, or distribute illegal drugs on law school property or during law school-sponsored activities.
- b. Violate the Illinois Criminal Code or other penal laws of the State of Illinois, or of any other state, or of the federal government. A judgment of conviction is conclusive for purposes of this section.
- c. Fail to report a criminal conviction to the Dean or Associate Dean for Academic Affairs within five (5) days of judgment.

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8. OBSTRUCTION OF DISCIPLINARY PROCEEDINGS

It is a violation of this student code to:

- a. Testify falsely or provide false information during a disciplinary violation process.
- b. Bring a charge in bad faith under this Code and the Rules for Student Disciplinary Proceedings.
- c. 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.
- d. 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.

9. DISCIPLINARY CODE STANDARDS AND ETHICAL OBLIGATIONS

It is a violation of this student code to:

- a. 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.
- b. 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.

XXI. PLAGIARISM

Plagiarism is an extremely serious offense that may result in discipline. 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.

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.

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 cite 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, in all Moot Court briefs, and in all Law Review or Computer Journal papers. This definition may be supplemented for Lawyering Skills classes.

XXII. RULES FOR STUDENT DISCIPLINARY PROCEEDINGS

A. Application of Rules

1. 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.
2. 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 retroactively grades or matriculation and amending a student file to reflect disciplinary action.
3. 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.
4. The Dean, or if the matter is pending before it, the chair of the Discipline Committee, shall have the authority to stay in appropriate cases 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.
5. 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.

B. Initiation of Discipline Proceeding

1. 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 Vice Dean or Associate Dean for Academic Affairs. A charge may be filed by more than one Complainant.
2. 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.
3. Within 20 days after a charge is filed, the Vice Dean or 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.

C. Investigation and Resolution by Vice Dean

1. The Vice Dean 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 Vice Dean resolves the charge at this stage, the matter shall be concluded subject to the provisions in this Paragraph. If not resolved, the Vice Dean shall refer the charge to the Discipline Committee no later than 60 days after the charge is filed. The Vice Dean 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 Vice Dean 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.

2. The Vice Dean, 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 school.

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

1. 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.
2. When a charge is referred from the Vice Dean 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 cooperate in the investigation of the charge.
3. 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 Vice Dean 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.
4. The Respondent should be informed in writing within 20 days after a reasonable cause determination is made.

E. Referral for Hearing

1. 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.
2. 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.
3. 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.
4. 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”).
5. 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.

6. 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 stipulated 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.

F. Hearing and Recommended Decision

1. 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.
2. The hearing shall not be open to third persons.
3. 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.
4. Hearings shall be recorded on tape or stenographically, 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.
5. 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, Vice Dean, and Dean. The Hearing Panel should attempt to issue its decision within 30 days after the hearing concludes.
6. 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:
 - a. Written Warning or Censure
 - b. Disciplinary Probation: Exclusion from participation in school privileges or extracurricular activities for a specified period of time.

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- c. Change in grade. Entry of a reduced or failing grade in a course.
 - d. Restitution: Financial reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
 - e. Suspension: Exclusion from classes and other privileges or activities for a specified period of time.
 - f. 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.
7. A Recommended Decision by the Hearing Panel in favor of the Respondent shall terminate the proceeding and constitute a Final Decision.

G. Review by Dean and Final Decision

1. 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.
2. 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.
3. The Dean shall send his/her Final Decision in writing to the Respondent, Discipline Committee, Vice Dean and Associate Dean of Academic Affairs and, as appropriate, any other member of the law school community who has a legitimate interest in knowing the Final Decision.

H. Effect and Disclosure of Disciplinary Decision

1. 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.
2. 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.
3. 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.

XXIII. ACCREDITATION & POLICIES

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.

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; or 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.

AMERICAN BAR ASSOCIATION ACCREDITATION

The John Marshall Law School is accredited by the American Bar Association Section of Legal Education and Admissions to the Bar and by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Higher Learning Commission may be contacted by mail at 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504, or by telephone at 312.263.0456. The original notifications of accreditation may be seen in the Dean's office. Please make an appointment with the Dean's secretary.

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 desk (ext. 507). If that is not possible, the matter should be reported to either a member of the maintenance staff or to the Business Office (located on 3M). The individuals mentioned will contact the proper authorities should such an action be deemed necessary by the administration.

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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.

CAMPUS CRIME REPORT

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

	2001	2002	2003	2004
Incidents				
Murder	0	0	0	0
Forcible sex offenses	0	0	0	0
Non-forcible sex offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor-vehicle theft	0	0	0	0
Arrests				
Liquor-law violations	0	0	0	0
Drug-law violations	0	0	0	0
Weapon violations	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:

- 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.
- Burglary: The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

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 "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

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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.

DISCRIMINATION/HARASSMENT PREVENTION POLICY

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.

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:

- 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.
- 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

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pictures. Examples of prohibited physical behaviors include, but are not limited to unwelcome touching and coercive sexual contact.

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.

REPORTING AND INVESTIGATION

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

- Leaving a voicemail report on the John Marshall Law School Harassment Prevention Hotline: 312.427.2737 x506.
- Reporting behaviors to any Dean, manager, or supervisor, including the offending employee's supervisor.

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.

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.

ENFORCEMENT ASSIGNMENTS

Either the Vice Dean or 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.

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.

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.

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.

XXIV. SAFETY PROCEDURES

EMERGENCY EVACUATION GUIDE – 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 inner 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 re-entering the building will be announced in the designated area.

EMERGENCY 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 systems in your area and know how to use them.
2. If a minor fire appears controllable **IMMEDIATELY** contact the fire department and security. Then pull the fire extinguisher from the wall and promptly direct its discharge at the base of the flame.
3. If an emergency exists, activate the building alarm.
4. On large fires that do not appear controllable, immediately notify the fire department by calling 9-911. Then evacuate the involved room, closing 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 by faculty or staff, walk quickly to the nearest marked exit and alert others to do the same. Faculty in class 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 inner staircase. Only use the exterior fire escape if all interior escape routes are blocked by smoke or flame.
6. Remember that elevators are reserved for disabled persons. Do not use elevators in case of fire. Stay calm. Keep others calm.
7. Once outside, move to the designated meeting area which is in the alley between the park and the parking garage.
8. Follow the directions of faculty and administrative staff until you are outside and at the meeting point.
9. 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. Stay near the floor where the air is less toxic if there is no window. Shout at regular intervals to alert emergency crews of your location.