



*Scientia, Ars, Officium*

**DREXEL UNIVERSITY COLLEGE OF LAW**

# **2007-2008**

# **Student Handbook**

## COLLEGE OF LAW STUDENT HANDBOOK

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# College of Law

## Academic Calendar: 2007–2008

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All dates are subject to change. Please visit our website at [www.drexel.edu/law](http://www.drexel.edu/law) for any updates.

### Orientation

.....Monday, August 20 – Friday, August 31

### Fall Quarter 2007

Classes Begin.....Tuesday, September 4  
Last Day of Classes .....Monday, November 5  
Reading Period .....Tuesday, November 6 –Wednesday, November 7  
Final Examinations Begin .....Thursday, November 8  
Final Examinations End .....Friday, November 16

### Winter Quarter 2007–2008

Classes Begin .....Monday, November 26  
Winter Holiday Break Begins .....Saturday, December 22  
Classes Resume .....Monday, January 7  
Martin Luther King, Jr. Day (University Holiday) .....Monday, January 21  
Last Day of Classes.....Monday, February 11  
Reading Period .....Tuesday, February 12 – Wednesday, February 13  
Final Examinations Begin.....Thursday, February 14  
Final Examinations End.....Saturday, February 23

### Spring Quarter 2008

Classes Begin .....Monday, March 3  
Last Day of Classes.....Friday, May 2  
Reading Period .....Saturday, May 3 – Tuesday, May 6  
Final Examinations Begin.....Wednesday, May 7  
Final Examinations End .....Saturday, May 17

### Summer Quarter 2008

Classes Begin .....Monday, June 2  
Independence Day (University Holiday) .....Friday, July 4  
Last Day of Classes.....Monday, July 21  
Reading Period/Final Examinations Begin .....Tuesday, July 22  
Reading Period/Final Examinations End .....Thursday, July 31

## **INTRODUCTION TO THE OFFICE OF STUDENT AFFAIRS**

The College of Law seeks to serve the needs of its students and to assist with students' academic, financial, and personal needs.

### **Office of Student Affairs**

The Office of Student Affairs provides a number of services to students including registration for courses, exam administration, academic record keeping, processing and posting grades, locker distribution, and serves as a liaison to other offices in the university (e.g., bursar's office, financial aid, health insurance and immunizations).

The office also is in charge of room reservations for the College Of Law. If you have a question and are not sure where to go, please see the Administrative Assistant to the Office of Student Affairs.

#### Contact Information:

Assistant Dean for Student Services (To Be Announced)

Juanita Womack, Assistant Registrar/Director of Academic Operations,  
[jw348@drexel.edu](mailto:jw348@drexel.edu), 215.571.4709

Danielle Lewis, Administrative Assistant to the Office of Student Affairs,  
[dbl34@drexel.edu](mailto:dbl34@drexel.edu) , 215.571.4756

### **Senior Associate Dean for Student Affairs**

The Senior Associate Dean for Student Affairs oversees a number of offices that serve students including the Office of Student Affairs, the Career and Professional Development Office, Admissions, and the Academic Support program.

The Senior Associate Dean for Student Affairs grants approvals for leaves of absences, withdrawals, and exam deferrals. She also works with the governing board of the Student Bar Association on issues of student governance and the functioning and funding of student organizations. She provides personal and academic advice, and receives complaints for possible violations of the Code of Conduct.

#### Contact Information:

Jennifer Rosato, Senior Associate Dean for Student Affairs,  
[jlr59@drexel.edu](mailto:jlr59@drexel.edu), 215.571.4707

Alanna Bridgett, Administrative Assistant to the Senior Associate Dean for Student Affairs, [abridgett@drexel.edu](mailto:abridgett@drexel.edu), 215.571.4708

### **Senior Associate Dean for Academic and Faculty Affairs**

The Senior Associate Dean for Academic and Faculty Affairs oversees the development and implementation of graduation requirements, grading and academic policies, and the development of the College of Law's curriculum, including decisions about course offerings.

#### Contact Information:

Daniel M. Filler, Senior Associate Dean for Academic and Faculty Affairs,  
[dmf55@drexel.edu](mailto:dmf55@drexel.edu), 215.571.4705

Anne Marie Binns, Administrative Assistant to the Senior Associate Dean for  
Academic and Faculty Affairs, [amb93@drexel.edu](mailto:amb93@drexel.edu), 215.571.4701

# I. ACADEMIC RULES AND GRADUATION REQUIREMENTS

## Graduation Requirements

The degree of Juris Doctor (J.D.) will be awarded to candidates who:

1. have successfully met the course requirements for graduation;
2. have successfully completed 130 Quarter credits;
3. have achieved a minimum cumulative grade point average of 2.200 at the time of graduation;
4. have been in residence for eight (8) Quarters while registered for at least nine (9) but no more than seventeen (17) credits;
5. have completed all graduation requirements within 72 months of the date the candidate first matriculated at the law school;
6. have successfully completed ninety-five (95) hours of “in class” coursework; and
7. have fulfilled fifty (50) hours of qualifying pro bono service.

## Grades

- A. **Grading System.** The College of Law utilizes a letter grading system, in which each letter grade is assigned a numerical grade point equivalent. Grades and grade point equivalents are as follows:

| Grade | Value      |
|-------|------------|
| A+    | 4          |
| A     | 4          |
| A-    | 3.67       |
| B+    | 3.33       |
| B     | 3          |
| B-    | 2.67       |
| C+    | 2.33       |
| C     | 2          |
| C-    | 1.67       |
| D     | 1          |
| F     | 0          |
| INC   | Incomplete |

- B. **Cumulative Grade Point Average.** A student’s cumulative grade point average is arrived at by multiplying the grade-point equivalent for the letter grade received in each course by the number of credits assigned that course, adding those products, and dividing that sum by the total number of credits completed in courses for which letter grades are assigned.

- C. **Pass/Fail Courses.** Some courses are graded on a pass/fail basis and those classes are not included in the cumulative grade point average, although the credits received in those courses will be counted toward the required credits for graduation.

## **Grade Distribution**

### **1<sup>st</sup> Year Grade Distribution:**

#### A. Grade Distribution for All Courses Except Legal Methods:

Class Mean: 2.8 – 3.0  
Distribution: 15 – 20% = A, A-  
10 – 15% = C and below

#### B. Grade Distribution for Legal Methods:

Class Mean: 2.8 – 3.0

### **Upper-level Grade Distribution:**

The grade distribution for upper-level courses depends primarily on the number of students in the class and the type of class.

#### A. Classes of 40 or more:

Mean: 2.9 – 3.1  
Distribution: 15 – 20% = A, A-  
10 – 15% = C+ and below

#### B. Classes of 17-39:

Mean: 2.9 – 3.1  
Distribution: 15 – 25% = A or A-

#### C. Classes below 17, plus co-op classes, upper-level writing courses, skills classes and clinic classes:

Mean: 3.3 – 3.5  
Distribution: No specified distribution

Grading policies are mandatory but can be waived in exceptional circumstances with approval of the Senior Associate Dean for Academic and Faculty Affairs.

## **Maximum/Minimum Credits**

### **Fall, Winter, and Spring Quarters:**

Maximum number of credits for these Quarters is 16 (sixteen); minimum number of credits is 9 (nine). The maximum number of credits may be increased to 17 (seventeen) with permission of the Senior Associate Dean for Student Affairs based on exceptional circumstances.

### **Summer Quarter:**

The maximum number of credits for Summer Quarter is 7 (seven), minimum is 4 (four).

## **Probation (Academic)**

**A. Academic Good Standing:** All students must maintain a cumulative grade point average of 2.200 in order to remain in academic good standing.

**B. Academic Probation:** Students who have cumulative grade point averages below 2.200 will be placed on academic probation and will be required to meet with the Director of the Academic Support Program and to participate in any programs he/she requires for that student.

**C. Co-op and Clinical Participation by students on Academic Probation:** Students on academic probation are not eligible to participate in co-op or clinical programs.

**D. Academic Probation:** All students (other than first year students discussed below) may remain on academic probation for only one Quarter. In order to avoid academic dismissal, a student on academic probation must achieve a cumulative grade point average of 2.200 or higher by the end of the next Quarter in which they are registered for 12 (twelve) or more credits. If a student who has been on academic probation previously (including during the first year) later achieves a cumulative grade point average below 2.200 again, the student will be academically dismissed at that time.

### **E. First Year Students**

1. First year students must achieve a cumulative grade point average of 2.200 at the end of the Spring Quarter of their first year. Failure to achieve a 2.200 grade point average will result in academic dismissal.
2. First year students who fail to achieve a 2.200 cumulative grade point average after the Fall and/or the Winter Quarter will be placed on academic probation and will be required to meet with the Director of the Academic Support Program and to participate in any programs he/she requires for that student.



## **Pro Bono Service Requirement**

All students are required to perform a minimum of fifty (50) hours of pro bono service prior to graduation. Students can begin performing pro bono service during the Spring Quarter of their first year and can receive credit for up to twenty-five (25) hours of pro bono service prior to the Fall of their second year.

In order to qualify for credit towards the requirement, the pro bono service must be law-related. In addition, students may not receive financial compensation or academic credit for providing pro bono service. Moreover, a licensed attorney or other qualified supervisor must adequately supervise and review any and all work. The service must be:

- a) On behalf of people who cannot afford to pay for legal services, have limited access to legal services, or are underserved by the private bar, or
- b) Aimed at protecting the rights of an individual or individuals in situations raising important public interest concerns and/or important rights belonging to a significant and underserved segment of the public.

Government work, including judicial clerkships/internships, generally does not qualify; however, working for the district attorney or public defender (or their federal or local equivalents) does qualify.

## **Reinstatement**

### **A. Notice**

1. **Dismissal Notice from Senior Associate Dean for Student Affairs.** A student who has been dismissed for academic reasons shall be notified of the dismissal in writing by the Senior Associate Dean for Student Affairs. The notice of dismissal shall include an outline of the procedure for filing a petition for reinstatement.
2. **Effective Date for Notice.** Dismissal notices will be sent by both regular and certified mail to the student's local and permanent addresses. The notice will be deemed effective five calendar days after the date of mailing.

### **B. Petition for Reinstatement**

1. **Students who may Petition for Reinstatement.** Any student dismissed for academic reasons may file a petition for reinstatement to the Faculty Committee on Scholastic Standing.
2. **Content of Petition.** The petition for reinstatement must be filed within fifteen calendar days after the dismissal notice is deemed effective and must include the following information:

- a. **Specification of Reason for Academic Failure.** The student must establish that the student possesses the requisite ability to perform satisfactorily in law school and that the student's current grade point average does not indicate a lack of capacity to satisfactorily complete legal studies at the College of Law.
- b. **Circumstances Beyond Student's Control Caused Failure.** In addition to (a), the student must also establish that academic poor performance was the result of non-recurring circumstances beyond the student's control, and thereby rebut the presumption raised by the student's record that the student's poor scholarship was due to lack of ability or failure to apply oneself diligently to the study of law.
  - i. **Medical or Psychological Causes.** If the extenuating circumstances raised by the student are related to a physical or psychological incapacity suffered during the course of a Quarter or before or during an examination, convincing medical proof of the existence of the condition must accompany the petition for reinstatement. The student must also demonstrate that the incapacity has been remediated and will not further impede the student's academic performance.

### 3. Consideration of the Petition for Reinstatement

- a. **Review by Committee.** The Faculty Committee on Scholastic Standing will consider the petition for reinstatement and any supporting written materials. The Faculty Committee, in its discretion, determines whether to allow the student to present his/her reasons for reinstatement in person, and will consider (though not necessarily grant) the student's request for an in-person presentation. At the presentation, the student may provide any evidence he or she wishes relevant to the standard set forth above in B2 (a) and (b).
- b. **Members of the Committee.** The Faculty Committee on Scholastic Standing shall consist of the Senior Associate Dean for Student Affairs and two members of the faculty. The Assistant Dean for Student Services shall serve as an ex officio member of the committee.
- c. **Standards for Readmission.** The committee will review the petition for reinstatement and all supporting materials. If the committee finds that the student has made a satisfactory showing that the student has the capacity to satisfactorily complete legal studies at the College of Law and that the student's academic failure was due to circumstances beyond the student's control, the committee may recommend to the Dean of the College of Law that

the student be reinstated and on what conditions reinstatement should be imposed.

- d. **Final Decision on Reinstatement by Dean.** Upon receipt of the committee's recommendation, the Dean will make the final decision on whether to deny the petition or to reinstate the student, subject to any conditions that the Dean may impose. The Dean's decision is final and the student will be notified in writing of the decision.

### **Required Courses for Graduation**

A. First Year Required Curriculum 48 credits

#### Fall Quarter

|         |                                       |           |
|---------|---------------------------------------|-----------|
| Law 511 | Introduction to Law and Legal Methods | 2 credits |
| Law 601 | Legal Methods I                       | 3 credits |
| Law 604 | Torts I                               | 3 credits |
| Law 606 | Contracts I                           | 4 credits |
| Law 608 | Civil Procedure I                     | 4 credits |

#### Winter Quarter

|         |   |           |
|---------|---|-----------|
| Law 605 | Torts II  | 4 credits |
| Law 607 | Contracts II  | 3 credits |
| Law 609 | Civil Procedure II  | 3 credits |
| Law 610 | Property I  | 4 credits |
| Law 616 | Introduction to Interviewing, Negotiations,<br>And Counseling | 2 credits |

#### Spring Quarter

|         |                      |           |
|---------|----------------------|-----------|
| Law 603 | Legal Methods II     | 3 credits |
| Law 611 | Property II          | 3 credits |
| Law 612 | Criminal Law         | 5 credits |
| Law 614 | Constitutional Law I | 5 credits |

B. Other Required Upper-level Courses

1. Professional Responsibility

2. At least two legal writing classes, which must include:
  - a. At least one qualifying seminar or independent study with a faculty member, or completion of a Law Review note (with faculty acquiescence). These courses are marked as [W1] in the course catalog.

*Note that the Lawyering Practice Seminar and Supreme Court Seminar do not fulfill this requirement.*

- b. At least one other upper-level writing class, which may include any [W1] course or any other upper-level writing class which is marked as [W2] in the course catalog.
3. At least three credits of Skills classes. Courses satisfying this requirement are marked [Sk] in the course catalog.
4. At least one statutory course. Courses satisfying this requirement are marked [S] in the course catalog.

#### C. Requirements for Concentrations

The specific requirements for the three initial concentrations—Health Law, Intellectual Property Law, and Business and Entrepreneurship Law—are currently under review by the faculty. If you have any questions about the Health Law concentration, contact Professor Barry Furrow at [barry.r.furrow@drexel.edu](mailto:barry.r.furrow@drexel.edu); if you have any questions about the Business and Entrepreneurship Law or the Intellectual Property Law concentrations, contact Professor Karl Okamoto at [karl.okamoto@drexel.edu](mailto:karl.okamoto@drexel.edu).

D. Total Credits Required for Graduation 130 credits

### **Modifications of Academic Rules and Policies**

All rules governing academic performance and student conduct may be modified or amended under the authority of the Dean and the faculty. Modifications or amendments to rules governing academic performance and student conduct shall be applicable to students currently enrolled when the Dean and the faculty determine that such modifications are necessary and appropriate and will not cause undue hardship to students currently enrolled.

## II. ACADEMIC POLICIES

### Accommodations

In compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), and applicable federal and state laws, Drexel University ensures people with disabilities will have an equal opportunity to participate in its programs and activities. Members and guests of the Drexel community who have a disability need to register with the Office of Disability Services (ODS), if requesting auxiliary aids, accommodations, and services to participate in Drexel University's programs. All requests for reasonable and appropriate auxiliary aids and services will be considered on a case-by-case basis and in a timely manner.

The ODS facilitates disability services for all colleges and campuses, including our Drexel E-learning participants. Auxiliary aids, academic adjustments, and services are modifications to the physical, learning, and/or living environments provided by Drexel University.

Accommodations/modifications facilitated and provided by the ODS are based on:

- Whether an individual has a disability;
- Whether the impact and severity of the condition provides a substantial limitation to the participation in the Drexel environment;
- Documentation from an appropriate professional evaluator, which includes the functional limitations presented by the condition;
- The person with a disability's written request; and
- The reasonableness and appropriateness of the modification at Drexel University.

Reasonable auxiliary aids, academic adjustments, and services are those modifications that do not require a substantial change to the essential elements of a program and one that does not provide an undue burden on the University. If a person with a disability poses a direct threat to the safety of themselves or others, accommodations will not be provided by the University. For additional information about the accommodation/modification process, go to [www.drexel.edu/ods](http://www.drexel.edu/ods).

### **What Constitutes the Physical, Learning, and/or Living Environments?**

Any program, course, or event provided by Drexel University, such as:

- College exploration and admissions process
- Orientation, enrollment, and registration
- On-campus living and food plans
- Disabled parking (part of the documentation process can include disabled placards or license plates issued by the Pennsylvania, or appropriate state issued, Department of Motor Vehicles)
- Campus sponsored events and activities
- Academic classrooms
- Academic and non-academic locations, policies, procedures, and services
- Cooperative education experiences

- On-campus employment
- University sponsored events, including Athletics
- Commencement exercises

The ODS has been identified by Drexel University as the office responsible for:

- Collecting and securing medical information and documentation
- Determining if a physical or mental condition is a disability
- Determining if a student, employee, or guest is eligible for auxiliary aids, academic adjustments, and services
- When a person is eligible, approving recommendations for modifications at Drexel University

### **How Do Students Register For the Receipt of Reasonable Accommodations and/or Modifications?**

- Plan ahead for accommodation/modification needs by completing the registration process with the ODS well in advance of the beginning of each Quarter/period of study
- Meet with the staff of the ODS. Appointments are often necessary
- Complete the Intake and other registration forms
- Submit documentation for each disability in which modifications are being sought. The ODS has the right to request additional documentation from the student or professional evaluator, if the information presented is not complete
- Request auxiliary aids, academic adjustments, and services
- Participate in the interactive process with the staff of the ODS
- Obtain an Accommodation Verification Letter (AVL) from the ODS each Quarter
- Share the AVL with the Senior Associate Dean of Student Affairs and professors, or other campus officials in advance of the accommodations/modifications being needed
- Contact the ODS if there are any questions or concerns about the receipt of accommodations/modifications
- Direct questions regarding accommodations in a student employment setting to the ODS
- Review the ODS policies and procedures with ODS staff members or via [www.drexel.edu/ods](http://www.drexel.edu/ods).

### **Confidentiality**

Student records in the ODS are confidential information and will not be released without the student's written permission, unless otherwise required by law. Consent to release forms are available as needed, i.e. for campus members, parents or guardians, and professional evaluators.

Students are encouraged to share their AVL in a confidential manner. Rather than sharing the AVL before or after class, students are encouraged to share their AVL during office hours or by appointment with the professor or campus member.

## **Temporary Conditions**

Students with medical conditions or illnesses may have modification needs, although the conditions are not considered a disability by the University. Students requesting temporary modifications need to submit documentation from a professional evaluator and meet with the staff of the ODS. Assistance is facilitated by the ODS and appropriate modifications are provided on a case-by-case basis.

## **Contact information for the Office of Disability Services**

For additional information, students can also access the ODS website at [www.drexel.edu/ods](http://www.drexel.edu/ods).

The ODS is located at 3201 Arch Street, Suite 210 and the mailing address is 3141 Chestnut Street, 81-210, Philadelphia, PA 19104. The ODS can be contacted at:

215.895.1401(V);  
215.895.2299 (TTY);  
or 215.895.1402 (Fax)

## **Advisors**

Incoming first year students are assigned a faculty advisor by the Assistant Dean for Student Services. The advisor's name will be distributed to students during orientation.

The faculty advisor is a resource for students, especially with regard to academic questions. Faculty advisors will give guidance on course selection in the second and third years and serve as a resource for students as to services available within the College of Law and the University.

## **Attendance**

Regular attendance is required in all courses. Failure to attend at least 80% of the regularly scheduled classes in any course will result in withdrawal from that course, and if repeated in more than one class, may result in dismissal from the College of Law for failure to progress.

Individual faculty members may set attendance and class preparation policies for their classes, so long as all students are required to attend at least 80% of regularly scheduled classes.

Students may not enroll in courses where the class schedules conflict and therefore will preclude full attendance in all classes. Students engaged in co-ops must insure that their co-op obligations do not conflict with their regularly scheduled classes.

## **Employment During Law School**

Students taking nine (9) or more credits may not be employed in excess of twenty (20) hours per week during any academic Quarter. First year students, in particular, are

cautioned to undertake outside employment with particular care. Every student taking nine (9) or more credits is required to sign an affidavit each Quarter confirming that he or she is in compliance with this provision.

## **Examinations**

### **General Regulations**

Prior to each examination period, the Assistant Dean for Student Services and the Assistant Registrar/Director of Academic Operations for the College of Law will post detailed policies, procedures, and regulations for that exam period on the College of Law website. Students are responsible for familiarizing themselves with these policies, procedures, and regulations; unfamiliarity with these policies will not excuse compliance.

### **Examination Numbers**

In general, examinations in the College of Law are graded anonymously. Every student will be assigned an anonymous number to be used for identification purposes on all examinations and papers that will be graded anonymously that Quarter. Only examination numbers, and not names or other identifying information, must be written on examination bluebooks, answer sheets, or other examination materials.

The Assistant Registrar/Director of Academic Operations will notify students via e-mail and on the College of Law website when anonymous numbers are available. Students are responsible for picking up their anonymous number prior to the examination; numbers will not be distributed on the day of the examination.

### **Materials**

Each professor will specify the authorized materials and equipment for each examination in their examination instructions. In addition, the Assistant Dean for Student Services and the Assistant Registrar/Director of Academic Operations for the College of Law will post the authorized materials for each examination in the regulations for the exam period. Use of unauthorized materials during an examination is a violation of the Code of Conduct.

Students may not bring cell phones and other electronic devices of any kind into examination rooms during examinations, unless the professor has expressly designated them as authorized materials.

### **Time and Place**

The time and place for each examination will be posted well in advance of the examination. In order to allow for adequate time to set up the exam and distribute instructions, students taking examinations in bluebooks must report to their examination room at least 20 minutes prior to the posted starting time for the examination. Students taking their examinations on their laptops must report to their examination room at least 30 minutes prior to the posted starting time of the examination.



## **Disclosure of Information about the Examination**

Because of exam deferrals, illness or other legitimate reasons, some students may not have taken exams that the majority of students in the course have completed. It is a violation of the Code of Conduct for any student to disclose the form, content, degree of difficulty or any other information pertaining to the exam, or discuss the exam in any way with any student who has not yet taken the examination.

## **Computer Use During Examinations**

The Assistant Dean for Student Services and the Assistant Registrar/Director of Academic Operations for the College of Law will publish the policies and regulations authorizing students to take their examinations on their laptop computers. All students who wish to take their exams on their personal computers must comply with all of these regulations including completion of any tutorials required prior to the start of the examination period. Failure to comply with these requirements will preclude the student's use of the laptop for that examination period.

Computers may be used as a resource during an examination only if the professor expressly allows it.

## **Take Home Examinations**

Professors may elect to give a take home examination. Such examinations must be given during the regularly scheduled examination period. Each student in the course in which a take home examination is given must pick up the examination and return the exam as instructed by the Assistant Dean for Student Services and the Assistant Registrar/Director of Academic Operations for the College of Law. These instructions will be published with the examination policies for that Quarter.

## **Exam Conflicts**

Students will not be required to take two exams in one day. If two exams are scheduled on one day, the Office of Student Affairs will schedule one exam for a later date during the exam period or, if necessary, during the exam make-up period. Notice of the exam make-up date will be provided to the student by the Assistant Registrar/Director of Academic Operations.

## **Examination Deferral**

Students are required to take their examinations when scheduled; examination dates will be posted at the time students register for classes. No examination will be deferred because a student has chosen to register for classes that have posted examination conflicts except as set forth above in the Exam Conflicts policy.

Students may request an exam deferral for good cause. Examples of good cause include serious personal injury or illness; serious illness, injury, or death of a member of the student's immediate family; significant family events scheduled prior to the announcement of the exam schedule during the registration period; and any other similar

event beyond the student's control which prevents the student from sitting for the examination when scheduled. All requests for non-emergency deferrals must be made to the Senior Associate Dean for Student Affairs in writing no later than three weeks prior to the last day of classes and will require documentation (e.g., doctor's note, travel documents). Students may make such requests by e-mail or by submitting a "Request for Dean's Approval" form to the Senior Associate Dean for Student Affairs and the decision of the Senior Associate Dean is final. No exam will be rescheduled prior to the scheduled exam date.

Should an emergency or serious illness arise that prevents a student from taking the examination on the day and time scheduled, the student must immediately contact either the Assistant Registrar/Director of Academic Operations or the Assistant Dean for Student Services. The student must not speak to the professor whose exam is affected as this may compromise the anonymity of the exam. The student must provide written documentation of the emergency within 48 hours of the scheduled day and time of the examination. Failure to provide the documentation will prevent the rescheduling of the examination.

Should an emergency or serious illness arise during the examination, the student must immediately contact the proctor assigned to that examination room or location, and the proctor will contact the exam supervisor.

Deferred examinations must be taken 1) on the scheduled examination make-up date for that semester; 2) at a time approved by the Assistant Dean for Student Services; or 3) the next time a regularly scheduled examination is given for that course. Students who fail to sit for a make-up examination within the prescribed time period shall receive a failing grade on the examination in question.

## **Grades**

Most courses in the law school include an anonymously graded final examination, although professors may incorporate a variety of assessment tools in their classes such as short papers, presentations, group projects, and mid-quarter examinations. Professors will set forth the precise method of assessment, including the components of the final grade, in their syllabi and course materials.

Grades will be posted on-line and the Assistant Dean for Student Services and the Assistant Registrar/Director of Academic Operations for the College of Law will announce the time and manner of distribution of grades.

A student may apply for a change of grade on the grounds that the grade was awarded contrary to the provisions of the Academic Code, or was the proximate result of discrimination on account of race, religion, national origin, sex, sexual orientation, or disability initiated by the faculty member responsible for issuing the grade. The burden of proof is on the student to prove the allegations. Any petition for change of grade under this subsection shall be considered by the Senior Associate Dean for Academic and Faculty Affairs, and his decision shall be final.

Professors may apply to the Senior Associate Dean for Academic and Faculty Affairs for a change of grade only upon a showing that there was a clerical error in recording a grade or other similar situation, and his decision shall be final.

### **Independent Study**

Independent study permits student to work closely with an individual professor to complete a significant research paper that will satisfy the W1 writing requirement [see supra for CoL writing requirements]. Students seeking these opportunities must meet with a faculty member to consider possible research projects and be prepared to submit a proposal prior to approval. Independent study may be pursued any Quarter, although faculty members can only supervise a limited number of students each Quarter. To enroll, a student must submit an Independent Study Proposal form, including a description of the project, a proposed due date, and the signature of the faculty advisor as well as the Senior Associate Dean for Academic and Faculty Affairs. The student agrees to all the terms of the independent study contained in the form.

### **Letters of Good Standing**

Students who require a letter of good standing or attendance to be sent to other education institutions, lenders, insurers, or employers, must complete the appropriate request form and submit it to the Assistant Registrar/Director of Academic Operations.

### **Registration**

All first year students will be registered for their Fall, Winter, and Spring Quarter classes by the Assistant Registrar/Director of Academic Operations. Information about registration for Summer Quarter and the next academic year will be distributed to students during the Spring Quarter.

All upper-level students are required to register on-line via DrexelOne during the prescribed registration period. Registration packets will be posted on-line and distributed by e-mail to each student during the Fall, Winter, Spring, and Summer Quarters. Students also will be permitted to add and drop courses during the designated add/drop period at the beginning of each Quarter.

### **Student Practice**

The College of Law is awaiting approval of student practice while its application for provisional accreditation is pending.

If that approval is granted, individual law students will be permitted to participate in legal matters under limited circumstances designated by the Commonwealth of Pennsylvania. In order to serve as a “certified legal intern,” a student must complete all of his or her first year classes, at least 65 Quarter credits overall, and both Professional Responsibility and Evidence. He or she also must be certified by the Dean as being of good character and competent legal ability, and as being adequately trained to perform as a legal intern. Students may only engage in these activities under the supervision of an approved supervising attorney.

For further information about qualifications for the student practice rules, please contact Susan Brooks, Associate Dean for Experiential Learning and Associate Professor, at [susan.brooks@drexel.edu](mailto:susan.brooks@drexel.edu) or 215.571.4784.

### **Summer Abroad Programs**

A student may receive credit for attending an ABA-approved Summer abroad program offered by an accredited U.S. law school. Students will receive credit only for courses in which they receive a grade of C (or its equivalent) or better. Students who wish to enroll in a Summer study abroad program must receive pre-approval from the Senior Associate Dean for Student Affairs. The Senior Associate Dean for Student Affairs will also determine the number of credits which may be transferred to Drexel College of Law upon satisfactory completion of the courses. Grades received in Summer study abroad courses will not be used in the calculation of the student's cumulative grade point average. Student should note that every law school sets their own admission policies for Summer abroad programs and students at the College of Law may or may not be eligible for admission to programs through other law schools.

### **Tuition Refund and Credit Policy**

First year and upper class students who withdraw from all courses for the Quarter are subject to the following Tuition Refund and Credit Policy:

|                           | Credit Amount |
|---------------------------|---------------|
| 1st week of Quarter ..... | 100%          |
| 2nd week of Quarter ..... | 100%          |
| 3rd week of Quarter ..... | 50%           |
| 4th week of Quarter.....  | 25%           |
| 5th week of Quarter.....  | 25%           |
| 6th week of Quarter ..... | 0%            |

Students who were awarded financial aid should meet with a counselor in the Student Resource Center/Financial Aid Office to discuss the financial implications of withdrawal.

### **Withdrawals and Leaves of Absence**

#### **Withdrawals**

A student must submit a notice of withdrawal in writing to the Senior Associate Dean for Student Affairs prior to the final class session of any Quarter. Once the reading period and examinations have begun, a student may not withdraw except under extraordinary circumstances and with permission of the Senior Associate Dean for Student Affairs. If the student does not notify the Senior Associate Dean for Student Affairs of his or her intent to withdraw in writing, a failing grade will be entered for every class in which the student has not completed all course requirements.

A student who withdraws from the College of Law will not be readmitted, except under extraordinary circumstances and with the permission of the Senior Associate Dean for

Student Affairs. In all other situations, the withdrawn student must reapply to the College of Law through the Admissions Office.

## **Leaves of Absence**

- **Military Leave of Absence**

A student may request a leave of absence to fulfill a military service obligation at any time and the leave will be granted upon submission of the appropriate documentation. Any student who receives a military leave of absence will be entitled to return to the College of Law within a reasonable time after discharge from service or deployment.

- **Leaves of Absence for Any Other Reason**

An upper-class student who wishes to take a leave of absence for any reason other than military service must submit a written request for a leave of absence to the Senior Associate Dean for Student Affairs. The written request should set forth the requested length of leave, the reasons for the leave, and if appropriate, include any documentation in support of the leave. A leave of absence may be granted for no more than four Quarters from the date of the request. Students who request a leave of absence may be liable for all or part of the tuition for that Quarter in accordance with the tuition refund policy set forth supra, and must comply with all financial aid rules with respect to any loan monies they may have received.

A student who wishes to return from a leave of absence must notify the Senior Associate Dean for Student Affairs in writing before the date designated when the leave was granted. Failure to submit notification of the intent to return in a timely manner will result in withdrawal from the College of Law.

Leaves of absences will be granted for first-year students only in extraordinary circumstances.

## **Withdrawal from Courses**

### **First Year Students**

All courses in the first year are required, and first year students may not drop any class in the first year without the permission of the Senior Associate Dean for Student Affairs. First year students who wish to drop a course must make a written request to the Senior Associate Dean for Student Affairs and permission will be granted only upon a showing of extraordinary circumstances.

### **Upper-Level Students**

Students will be permitted to add or drop classes through the first week of the Quarter. To add or drop a course during the second week of the Quarter, students must obtain permission from the Senior Associate Dean for Student Affairs, and requests will only be granted for good cause shown. No requests to add classes will be granted following the

end of the second week of the Quarter. Dropping a course following the second week of the Quarter is considered a Withdrawal and a grade of “W” will be reflected on the transcript.

Students who request to withdraw from individual courses should be aware that if their credit load for the Quarter drops below nine credits, they will no longer be eligible for scholarships and financial aid.

### **III. GENERAL POLICIES**

#### **Bar Requirements**

Students should be aware that each state sets its own rules for admission to the bar and that these standards vary significantly state to state. Certain states require that students register their intent to take the bar in that jurisdiction at the beginning of the legal studies and others require students to have completed certain courses while in law school. Students are responsible for learning the admission rules in the jurisdiction or jurisdictions in which they intend to practice. A list of links to all state bar examiner's web pages and/or other contact information has been posted by the Pennsylvania Board of Bar Examiners at [http://www.pabarexam.org/Links/Other\\_State\\_Offices.htm](http://www.pabarexam.org/Links/Other_State_Offices.htm). Students should also be aware that all jurisdictions impose character and fitness requirements, which differ from jurisdiction to jurisdiction. All students should familiarize themselves with the requirements in any jurisdiction in which they intend to practice.

Students should also be aware that many jurisdictions verify bar applications and criminal background checks against disclosures made by students on their application to law school to determine if the student disclosed fully on their law school applications. If the bar authorities discover that a candidate was not candid in the law school admissions process, even if they disclose voluntarily to the bar authorities, this lack of candor may pose a significant obstacle in gaining admission to the bar. Please be sure that you have been completely candid in your application to the College of Law and contact the Senior Associate Dean for Student Affairs to determine the process for amending your application if an omission was made.

Matriculated law students are required to report in a timely manner any arrest, written warning, or any incident in which they are taken into custody, or accused formally or informally of any offense (other than a minor traffic violation for which they received a citation or ticket), regardless of disposition of the matter. Failure to make a timely report to the Senior Associate Dean for Student Affairs may constitute a violation of the Code of Conduct.

#### **Books**

The Drexel University Bookstores are operated by Barnes and Noble College Bookstores. The store at the University City Main Campus is the anchor of the Dragon Shops located in MacAlister Hall at 33rd and Chestnut Streets.

The store stocks new and used textbooks and the school supplies students will need while attending Drexel. There are also a wide variety of reference books, emblematic clothing and giftware, snacks and other food items, health and beauty aids, newspapers and magazines, greeting cards, and much more. Purchases may be paid for with cash, check, Visa, MasterCard, Discover, American Express, or Drexel Ultima Funds. When you are purchasing merchandise via check, a valid student ID or driver's license is required.

## **Cell Phones and Other Electronic Devices**

Cell phones and other electronic devices must be turned off in classes, lectures, and other College of Law presentations or formal activities. If an emergency situation requires a cell phone to be on, it must be placed on a silent mode and the student should exit the classroom as quietly as possible to take the call outside. Students should remember that cell phone conversations can be extremely distracting to others and should not engage in conversations where those who are studying or working may be disturbed.

Students may not bring cell phones and other electronic devices of any kind to where they are seated during examinations, unless expressly authorized by the professor in the examination regulations/materials permitted for that examination.

## **Class Cancellations and Rescheduled Classes**

The Assistant Registrar/Director of Academic Operations will post notices of any class cancellations on the Drexel College of Law website and in the classroom, if there is insufficient time for students to receive the information via the website. Faculty will notify students directly regarding the rescheduling of individual classes.

## **Computer and Laptop Policies**

### **Computer Accounts**

The Accounts Administration Office, located in the Korman Computing Center, handles all requests for accounts on the IRT-supported servers. All members of the University community are eligible for accounts, which include DrexelOne, e-mail, Academic UNIX, and network access. Account activation may be accomplished through the web-based computer accounts management service at <http://accounts.drexel.edu>. Single-portal access to most Drexel computing services is through DrexelOne at <http://one.drexel.edu>.

### **Acceptable Use Policy**

Drexel University's Acceptable Use Policy (AUP) sets forth the standards by which all students, faculty, staff and authorized guests may use their assigned computer accounts, e-mail services and the shared Drexel University network. The use of Drexel's computer and network resources including all electronic communication systems and is a revocable privilege. By using or accessing the Drexel network, users agree to comply with this policy and other applicable Drexel policies, as well as all Federal, state, local laws and regulations. Using and/or accessing the Drexel network without proper authorization is strictly prohibited.

The complete Acceptable Use Policy is published at:  
[www.drexel.edu/IRT/policies/AcceptableUse.html](http://www.drexel.edu/IRT/policies/AcceptableUse.html)

This section is a synopsis, and is meant for summary purposes only. Users are responsible for being aware of any changes to the AUP. The Drexel network is provided



to support the business of Drexel University and its mission of education, service and research. Any other uses that jeopardize the integrity of the Drexel network, the privacy or safety of other users, or that are otherwise illegal are prohibited. Penalties for violating this policy may include restricted access or loss of access to the Drexel Network, Termination and/or expulsion from the University and in some cases, civil and/or criminal liability.

The University reserves the right to update or revise the AUP or implement additional policies in the future. The user shares the responsibility of staying informed about University policies regarding the use of computer and network resources and complying with all applicable policies. See: [www.drexel.edu/irt/policies](http://www.drexel.edu/irt/policies).

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

- Users are expected to behave responsibly with respect to the Drexel Network at all times
- Users are expected to respect the integrity and the security of the Drexel Network
- Users are expected to behave in a manner consistent with Drexel's mission and comply with all applicable laws, regulations, and Drexel policies
- Users are expected to be considerate of the needs of other users by making every reasonable effort not to impede the ability of others to use the Drexel Network and show restraint in the consumption of shared resources
- Users are expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.

Activities specifically prohibited are enumerated completely at: [www.drexel.edu/irt/policies/acceptableuse.html](http://www.drexel.edu/irt/policies/acceptableuse.html). They include:

- Use of the Drexel Network for a private business
- Attempting to bypass network security systems
- Forging, altering, destroying or intercepting communications
- Attempting to disguise one's identity, the identity of an account or a computer
- Intentionally or negligently revealing one's password
- Infringing upon the intellectual property rights of others

Drexel will not impose any restraints on, nor make any efforts to monitor, the content of communications except:

- When required to do so by applicable federal, state and local laws, including those regarding the right to privacy and laws that prohibit defamatory material
- To maintain the security and integrity of the Drexel network, including the investigation of any AUP or other Drexel policy infractions.
- When such communication violates the Code of Conduct.

## **Laptop Usage in Class**

Individual professors may set rules and requirements for the use of laptop computers in their classrooms. The use of laptops in any class should be limited to activities directly related to the class, including taking notes and the use of the internet as directed by the professor. Accessing non-course related websites or otherwise using the internet during class may be disruptive to other class members and may result in sanctions by the professor.

## **Virtual Community**

Students can log into the Drexel University College of Law Virtual Community (Bb Vista) to obtain information posted by the Office of Student Affairs and or other departments. Information available in the virtual community includes Request Forms, Registration Information, Academic Support Material, Course Evaluation Forms and Exam Schedule and other Exam Information. To log into the Virtual Community go to <http://learning.drexel.edu> (entering your username and password), then select “Law School Community – Virtual Community.”

## **Counseling Center**

The Counseling Center provides psychological assistance and support to students enrolled at the University. Licensed psychologists and certified counselors staff the Counseling Center. The Counseling Center is also a training site for pre-doctoral practicum students. Services include individual, couple, and group counseling, as well as crisis intervention, outreach programs, education, and referrals to other resources on or off campus. Students using this service have a variety of psychological concerns which range from mild to relatively severe. Psychologists on staff work with other mental health professionals and physicians to coordinate treatment for students when appropriate.

Some of the general counseling issues addressed at the Center include stress management, depression and anxiety, relationship problems, family problems, substance abuse, eating disorders, grief and loss, loneliness, sexuality and sexually transmitted disease, self-esteem, academic performance, gay, lesbian, bisexual, and transgender issues, and personal change and growth issues. All counseling services are strictly confidential and free for any student currently enrolled at Drexel University.

The Counseling Center is located in Suite 201 of the Creese Student Center and is open Monday through Thursday from 8am to 6pm and Friday 8am to 5pm. Evening hours are available by appointment. Students are encouraged to call ahead to schedule an appointment at 215.895.1415. Walk-ins are accommodated as quickly as possible, depending on counselor availability. Daytime emergencies are seen immediately by the on-call counselor. Students in crisis after working hours can page the on-call counselor at 215.343.2012. Residential students can also contact their resident assistant or resident director for immediate assistance. Non-residential students can also call 911 or go directly to the nearest hospital emergency room for treatment. A list of area emergency resources can be found at [http://www.drexel.edu/ch/cc\\_Emergency.html](http://www.drexel.edu/ch/cc_Emergency.html).

## **DragonCards**

The DragonCard is the official ID card of Drexel University. The DragonCard is property of Drexel University and is governed by the regulations set forth by the University. It serves to identify students, staff, and faculty of Drexel University and is a tool to access buildings, meal plans, Ultima Funds, and other on-campus services as deemed appropriate. The DragonCard Office on the Main Campus is located at:

124 Creese Student Center  
3210 Chestnut Street  
215.895.6095 phone  
Hours: M-Th 8am-7pm // Fr 8am-5pm

DragonCards are issued only to students who are registered for classes for the current Quarter. In order to receive a DragonCard, students must show the DragonCard representative a valid photo driver's license, valid state-issued photo non-drivers ID, or a valid passport. Recipients must physically visit one of the DragonCard Offices in order to have the photo ID picture taken and receive the ID card. DragonCards are not mailed and cannot be issued to another person on the cardholder's behalf. Hats and sunglasses must be removed for the photo.

Temporary ID cards are issued as a service at the request of the student. These temporary cards are valid for a one-week time frame and students may only receive one temp per Quarter. In order to receive a temporary ID card, students must be registered for the current Quarter.

### **Card Possession**

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

Each calendar year, it is the responsibility of the student to bring their DragonCard to one of the validation locations to have their registration status verified and receive a validation sticker noting the current calendar year. Students without validated DragonCards, are not permitted access to most buildings and services on campus.

### **Card Replacement**

There is a \$20 fee to replace a lost, stolen, or damaged DragonCard. Examples of damaged cards include, but are not limited to, punched holes, bends, cracks, and tears. DragonCards that no longer work, but show no visible damage to the card, will be replaced at no cost. Faded cards with no visible damage will also be replaced at no cost. There is a \$20 fee to replace a card due to a name change. A card that is replaced due to a change in primary status of "Faculty, Staff, Grad, or Student", however, will not be

assessed a fee. Fees are to be paid by cash, credit card, or Ultima Funds at the time of replacement.

### **Card Access**

Students utilize the proximity chip inside the DragonCard to gain access to the following buildings:

#### **Parking Garage-**

Once the proper arrangements to park in the Drexel Garage are made with the Parking Services office, access will be granted on the DragonCard.

#### **Daskalakis Athletic Center (DAC)-**

Drexel students are automatically given access to the DAC based on their primary status of “Student”. Faculty and Staff gain access on their DragonCard once the membership fee is paid to the Athletic Department.

#### **Campus Buildings-**

If the student’s academic or co-curricular program requires after-hour access to a campus facility, access is granted after approval by the appropriate University department, facility manager, and Public Safety.

#### **Drexel Shuttles-**

All Drexel University students, staff, and faculty, gain access to the Drexel Shuttle service using their DragonCard.

#### **Library-**

While the libraries do not currently utilize the proximity chip for access, a valid DragonCard is required for entrance into the library and to checkout materials.

Students who are inactive, or have a hold on their account, will not be able to use their DragonCard for access to buildings, meal plans, Ultima Funds, or other University services. If your DragonCard is not working for access, please visit one of the DragonCard Offices to troubleshoot and resolve the issue.

### **E-mail**

Each student is assigned a Drexel University e-mail account and is required to check this account daily. Faculty and Administration use e-mail to communicate with students and official notices will be provided by e-mail to the student’s account. Students are deemed to have knowledge of all communications sent from the faculty and the administration which are sent to their Drexel University e-mail account. Additionally, individual professors may have specific requirements with respect to e-mail and BBVista and/or TWEN accounts.

## **Grievances**

### **Resolving Complaints Involving Faculty, Academic Deans, School Directors, Program Directors or Department Heads, including Academic Complaints/Grievances**

Formal complaints of harassment or discrimination against University employees must be processed through the Office of Equity, Disability, and Training. Throughout this process, students may feel free to contact the Senior Associate Dean for Student Affairs for advice and consultation.

#### **Step I: Faculty Member**

Every effort should always be made to resolve an issue directly with the individual faculty member. When this is not possible and/or did not resolve the issue, individuals should file a complaint, in writing, to the Dean of the College of Law.

#### **Step II: Filing a complaint with the Dean of the College of Law**

Students may discuss the complaint with either the Senior Associate Dean for Student Affairs or Senior Associate Dean for Academic and Faculty Affairs, or the Dean of the College of Law informally or choose to file, in writing, a formal complaint. If the student files a formal complaint, the Dean shall send the student a final written response.

#### **Step III: Office of the Provost**

If a student is still not satisfied with the result, the student may appeal the decision to the Office of Provost, in writing, within five (5) days of receipt of the final result from the Dean of the College of Law. The student should clearly state the basis on which he/she is appealing the Dean of the College of Law's decision and the reasons why the decision should be amended. The Provost or designee will review the written materials related to the appeal and may make any other inquiries he/she deems appropriate to evaluate the appeal. The decision rendered by the Office of the Provost is final. A faculty member cannot appeal the decision of the Provost.

### **Resolving Complaints Involving Staff and Administrators**

Formal complaints of harassment or discrimination against University employees must be processed through the Office of Equity, Disability, and Training. Throughout this process, students may feel free to contact either the Senior Associate Dean for Student Affairs for the College of Law or the Senior Associate Dean for Student Affairs for the University, 215 Creese Student Center, University City Main Campus, 215.895.2501, for advice and consultation.

### **Step I: Staff or administrator**

Every effort should always be made to resolve an issue directly with the individual. When this is not possible and/or did not resolve the issue, individuals should file a complaint, in writing, to the individual's immediate supervisor.

### **Step II: Filing a complaint with the immediate supervisor**

Students may discuss the complaint with the immediate supervisor informally or chose to file, in writing, a formal complaint.

### **Step III: Appeal to the unit manager**

If a student is not satisfied with the decision of the supervisor and wishes to pursue the matter further, he/she may contact the Unit Manager for that particular area of responsibility, in writing, within five (5) days of receipt of notification of the supervisor's decision. The Unit Manager shall send the student a final written response.

### **Step IV: Appeal to the Senior Vice President**

If a student is still not satisfied with the result, the student may appeal the decision to the Senior Vice President who oversees that area, in writing, within five (5) days of receipt of the final result from the Unit Manager. The student should clearly state the basis on which he/she is appealing the Unit Manager's decision and the reasons why the decision should be amended. The Senior Vice President or designee will review the written materials related to the appeal and may make any other inquiries he/she deems appropriate to evaluate the appeal. The decision rendered by the Senior Vice President is final. A staff member or administrator may not appeal the decision of the Senior Vice President.

## **Health Services**

### **Drexel Student Health Center**

Drexel University Student Health Center (DSHC) is located on the second floor of 3201 Arch Street, 215.895.5800. The office is open Monday through Friday throughout the year. While appointments are available for routine and specialty care, the physician-run DSHC is operated as a walk-in facility.

All students can have their medical concerns evaluated by a DSHC physician for a small fee when presenting a valid student ID. The DSHC physicians provide services from walk-in, urgent care, to allergy shots, annual gynecological exams, and sports physicals. All medical services are confidential. Students with particular needs can be referred out, or seen by the DSHC physicians at their main family practice office in nearby Manayunk. The physician group includes both primary care specialists and specialists in a variety of fields. Students will be charged on a fee-for-service basis for any non-urgent or routine, "walk-in" care. All charges for medical visits may be made in cash, by check, or with a Visa or ATM card. The Drexel student accident and sickness plan and all other insurances are accepted by the physician group. However, HMO insurances usually

require pre-approval from a primary care provider in order for medical costs to be reimbursed. Students should always bring their insurance cards to physician appointments.

When a student is sick or injured, he or she can request medical transport to and from Drexel University Student Health Center by calling Public Safety at 215.895.2822.

Hours of operation, fees, and a complete list of services offered can be found at: [www.drexel.edu/StudentLife/ch/](http://www.drexel.edu/StudentLife/ch/)

### **Alcohol, Other Drug, and Health Education**

The Office of Alcohol, Other Drug, and Health Education provides a variety of educational initiatives on alcohol, other drug, and health issues such as: STDs, eating habits, body image, stress, relationships, date/acquaintance rape, and personal safety facing students today.

For more information on the office and programs visit Suite 201 of the Creese Student Center, call the office at 215.895.6072, or e-mail [tgallagher@drexel.edu](mailto:tgallagher@drexel.edu).

### **Health Related Policies**

All questions related to the policies below should be directed to the Office of Counseling and Health located in Suite 201 of the Creese Student Center by calling 215.895.1415.

#### **AIDS Policy**

The following policy provides guidance to the University community concerning human immunodeficiency virus (HIV)-infected individuals and acknowledges that such individuals do not pose a significant risk to students, faculty, or staff in a normal academic or employment setting. The University seeks to eliminate misunderstandings about HIV and those infected by it.

The University will inform the campus community by:

- Making available current, accurate information about HIV infection, thereby reducing misconceptions
- Developing educational strategies for the campus, as required, and, as considered appropriate, offering education beyond the campus as a community service

Through the implementation of this policy, Drexel University will:

- Work to reduce and/or prevent the spread of HIV through awareness and education
- Provide to all students, faculty, and staff the educational resources and means to deal with real or potential issues associated with the HIV infection
- Refrain from requiring any individual to undergo HIV medical screening as a condition for enrollment, employment, or financial services
- Maintain the confidentiality of the HIV testing results and the identity of HIV-infected individuals in accordance with existing law

- Prohibit discrimination against students, faculty, and staff on the basis of HIV infection in accordance with applicable law
- Require each University college or department that have students, employees, and faculty handling human blood, blood products, and other body secretions to utilize the Centers for Disease Control (CDC) formal guidelines. This requirement shall apply to on-campus or other academically required off-campus, supervised fieldwork
- Make available a list of individuals or agencies that can provide appropriate advice and counsel to those students, faculty, and staff who require general information, as well as those who have concerns about anyone who has or may have HIV infection

### **Health Insurance**

All full-time students are required to demonstrate proof of coverage under a health insurance plan. Domestic students may satisfy the requirement by purchasing the Drexel accident and sickness plan or waiving the insurance on line. Failure to waive the coverage or purchase the university-sponsored plan will result in a default enrollment into the university-sponsored plan. The charge for this plan will subsequently appear on the university bill. Graduate international students holding a J-1 Visa must also purchase the university-sponsored plan so that federally governed J-1 mandates are met. This process must be completed at the beginning of every academic year that you are a student at the University.

### **Immunization Policy**

Drexel University requires all entering full-time students to complete the following immunization schedule:

- MMR vaccine: measles, mumps, rubella
- Hepatitis B vaccine (2 doses, 3 preferred)
- PPD screening within 12 months of enrollment (PPD required regardless of prior BCG inoculation. Test must be performed in the United States)
- Varicella (chicken pox)
- Diphtheria/Tetanus (within the past 8-10 years)
- Meningococcal (for students living in University housing). Drexel University highly recommends, but does not require, the meningitis vaccine for commuter students.

The immunization requirement is based on the recommendations of the Commonwealth of Pennsylvania Department of Health Immunization and the American College Health Association. Students can satisfy this requirement by completing the health history form, which includes the immunization requirements. This form will be mailed to students prior to entering Drexel. Failure to comply with this policy will result in an administrative hold being placed on the student's record. This hold will prevent the student from accessing DrexelOne, which is vital to the student's success while at the university. Students who have still not complied with the stated immunization policy by the first day of classes for the first Quarter in which they are enrolled will have their schedules dropped.



To obtain forms or to read about the Health Insurance or Immunization Policies please visit [www.drexel.edu/ch](http://www.drexel.edu/ch)

### **Substance Abuse Assistance**

Drexel University is concerned about any student who has a problem with substance abuse. Assistance is available for you through campus and community resources. Please do not hesitate to reach out for support by contacting the people and/or agencies listed. For those who seek to identify treatment resources on their own, contact Focus On Recovery help line at 1.800.234.1253.

If you are a student concerned about your alcohol and/or other drug use or you feel someone close to you may have a problem with alcohol or other drug use, you can contact the Counseling Center. Students whose substance problem may require more extensive treatment will be referred to the appropriate services. Outpatient substance abuse treatment is a covered expense under the Drexel student accident and sickness insurance, for students who are enrolled. Faculty and staff who have concerns about a student who appears to have a problem with substances are encouraged to consult with Counseling Center staff for assistance.

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

**Addiction Hotline (24 hours)**

610.853.7010

**Alcoholics Anonymous**

215.574.6900

**Al-Anon (for family members/friends of alcoholics)**

215.222.5244

**Cocaine Anonymous**

610.325.9134

**Narcotics Anonymous**

215.496.2826

**Women for Sobriety**

215.536.8026

Concerns about the enforcement of University drug and alcohol policy as it relates to students should be directed to the Office of Judicial Affairs at 215.895.6074. Faculty and staff who have concerns about enforcement of the University drug and alcohol policy should contact the Senior Vice President's office at 215.895.2800.

### **Emergency Support Services for Sexual Assault Victims**

The following numbers will be useful for emergency support services in the local community. For a more complete list of Emergency Services, please refer to the Office of Counseling & Health website at:  
[www.drexel.edu/ch/cc\\_Emergency.html](http://www.drexel.edu/ch/cc_Emergency.html)

**Drexel University Public Safety 215.895.2222**

You may report an assault to the Department of Public Safety, which, if requested, will transport you to the student health center or Jefferson Hospital.

**Philadelphia Police 911**

Should you choose to contact the police, they will interview you, transport you to Jefferson Hospital and attempt to apprehend the assailant.

**Thomas Jefferson Hospital Emergency Room Crisis Center 215.955.6541**

The Crisis Center at Jefferson is the nearest hospital equipped to treat and gather evidence of sexual assault that may later be used in a trial. Should a student choose to use this service, he or she are not required to press charges; however, evidence will be available if you decide to pursue the option at a later date.

**Women Organized Against Rape (WOAR) 215.985.3333**

WOAR maintains a 24-hour hotline and provides counseling, emotional support, and advice and will meet you at the hospital if you desire. Should you decide to press criminal charges, they will also assist you through this process.

**Counseling Center**

215.895.1415

215.363.2102 (after-hours emergencies)

Crisis counseling or follow-up counseling may be obtained at Drexel's Counseling Center at no cost to current students. To schedule an appointment, call Monday through Thursday between 8am and 6pm, Friday from 8am–5pm, or go to Suite 201 of the Creese Student Center. Students in crisis will be seen immediately. All counseling services are strictly confidential.

**International Students**

International Students and Scholars Services (ISSS) provides assistance to all non-immigrant visa holders at Drexel University. ISSS advises international students and scholars on immigration-related and cross-cultural adjustment issues. The international student advisors in ISSS assist with work authorization, program transfers and extensions, reinstatements, and other immigration related advising. Additionally, ISSS provides cultural and educational enrichment activities throughout the year.

All new international students and scholars must report upon arrival to the U.S. to ISSS to register passports and receive important immigration-related information. The University City Main Campus ISSS is located in Suite 210 of the Creese Student Center. Office hours are Monday through Thursday from 8am to 6pm, and until 5pm on Friday.

## **International Advising**

ISSS has the responsibility to be aware of and abide by the University's policies, rules, regulations and standards as well as the regulations set forth by the United States Citizenship and Immigration Services (USCIS) and the Department of State (DOS). Immigration regulations change with little or no advance notification. Although the University, through ISSS, attempts to notify non-immigrant visa holders of these changes, it remains the student's responsibility to know the immigration regulations and policies that affect her/his academic career in the U.S. USCIS and DOS regulations supersede University departmental policies, rules, regulations, and standards of conduct.

## **Maintenance of Status**

All non-immigrant visa holders at Drexel University must meet certain conditions as set forth by the U.S. government in order to study in the U.S. as a student or scholar. By signing the Form I-20 or Form DS-2019, students or scholars agree to meet the following conditions for the duration of their studies. They must:

- Have a valid passport all times
- Attend the school they were authorized to attend upon arrival in the US
- Be enrolled full-time (12 credit hours per Quarter for undergraduate students and nine credit hours per Quarter for graduate students)
- Initiate and complete program extensions if you must remain in the U.S. longer than the length of time originally estimated for completion of your studies
- Obtain a new Form I-20 or Form DS-2019 to reflect changes in majors, academic levels, and institutions of learning in the US
- Follow school transfer procedures as set forth by the USCIS
- Limit on-campus employment to a total of 20 hours per week while school is in session; on-campus means Drexel University only
- Refrain from off-campus employment without written authorization from a Drexel foreign international advisor in ISSS and/or the USCIS
- Report address changes to ISSS within 10 days of the change

## **Libraries**

### **Law Library**

Law Library Hours (during the academic year):

Monday through Thursday, 7:30 am – midnight

Friday, 7:30 am – 8 pm

Saturday, 11 am – 8 pm

Sunday, Noon – midnight

The Law Library is open reduced hours when classes are not in session; current hours are always posted on the Law Library website: <http://www.drexel.edu/law/library/>

The Law Library offers a completely wireless work environment with high speed network printers. Law students receive \$10 of free printing per Quarter and after that pay

10 cents per black and white page (\$1.00 for color) using their DragonCards. Students may add value to their DragonCards in the Law Library. Photocopies are 10 cents per page.

The Law Library also has dedicated Westlaw and Lexis printers on the second floor; students can send their Westlaw and Lexis print jobs to those printers without charge.

The Law Library has four group study rooms that may be reserved at the circulation desk.

Current information about the Law Library, its services, and staff is available at <http://www.drexel.edu/law/library/>.

### **Hagerty Library**

Hagerty Library Hours:

Monday through Thursday, 8 am-midnight  
Friday, 8 am-10 pm  
Saturday, 10 am-10 pm  
Sunday, 12 noon-midnight

Hours vary on holidays, between Quarters, and during exam periods.  
Reference/information desk hours are somewhat shorter.

Lockers may be rented in Hagerty Library for \$2.50 per Quarter. Inquire at the circulation desk. Photocopiers (10¢ per copy) are located on each floor. A color copier is available on the first floor (\$1.25 per copy). Visit [www.library.drexel.edu](http://www.library.drexel.edu) for a complete description of services, collections, and policies, or call 215.895.1500 for more information.

### **Jenkins Law Library**

All College of Law students will be issued a membership card to the Jenkins Law Library, which is located at:

833 Chestnut East, Suite 1220  
Philadelphia, PA 19107-4429  
Phone: 215.574.7900  
Fax: 215.574.7920

Directions can be found here:

<http://www.jenkinslaw.org/about/generalinfo/directions.php>

Students wishing to use the Jenkins Law Library are required to present their Jenkins membership card for admission and abide by all Jenkins regulations; failure to do so will result in revocation of the membership card.

Students are reminded that while they are at Jenkins, they are to access Westlaw and Lexis through the Internet on their personal computers, not through the Jenkins dedicated terminals. College of Law students may only use the Jenkins Westlaw and Lexis terminals in the event of an unforeseen emergency (for example, the failure of a wireless card) and with the permission of the Jenkins librarians.

More information about the Jenkins Law Library is available at <http://www.jenkinslaw.org/>.

### **Observance of Religious Holidays**

The College of Law respects students' observance of major religious holidays. While school remains in session, the faculty are sensitive to the observance of these holidays and will work with students to minimize the effects of student absences. Students who plan to be absent for religious holidays should notify their professors as soon as possible so that the faculty can make any necessary arrangements. Absences in observance of such holidays will be considered excused.

### **Public Safety**

#### **An Overview**

Drexel University, in compliance with the College and University Security Act of 1988 (PA) and the federal Student Right-to-Know and Campus Security Act of 1990, amended October 1999, provides the following information and statistics on the frequency of crime, known and reported, on and off campus, as well as crime prevention policies, procedures and educational programs that the University has in place to ensure the safety and security of its community.

The Department of Public Safety reports to the Senior Vice President for Student Life and Administrative Services. The Senior Associate Vice President for Public Safety, Director, and Assistant Directors are responsible for managing all University-related security issues, safety programs and the administration of the University's contracted security services. Full-time Campus Investigators, and the Assistant Director of Investigations and Support Services are responsible for investigating crimes, complaints and incidents that occur on campus property, and the surrounding community, they review all incident reports and contact students, faculty and staff regarding incidents that may need additional follow up. Victim Support Assistants are responsible for providing victims with crisis intervention and support services. These services include accompaniment to the hospital, police station, and Judicial process and/or court proceedings as well as providing information on outside agencies that provide support. The Victim Support Officer also lends any other assistance that may help overcome the trauma of being a crime victim.

Drexel University's security is contracted to a private security company, which is responsible for the security of the University community, under the direction of the Drexel management team. Its purpose is to provide a safe, problem-free environment for students, faculty and staff, while enforcing University policies and procedures.

The Public Safety Department maintains a close working relationship with the Philadelphia Police Department. When appropriate, the Public Safety Department also works with other state and federal law enforcement agencies, such as the State Police, FBI or Drug Enforcement Agency. Members of the Public Safety Department are not commissioned law enforcement officers and do not possess authority to arrest individuals.

### **Public Safety Officers**

The uniformed branch of the Public Safety Department includes approximately 75 officers who service the Drexel community 24 hours a day, seven days a week. Public Safety Officers follow and enforce the policies and procedures set forth by the University, as well as appropriate local, state and federal laws.

Background investigations are conducted on all officers and include pre-employment and annual criminal history checks, Department of Motor Vehicles operator license validation, productivity profile, pre-employment drug screening, education level verification, and previous employment history checks. All officers receive security principles training, community orientation training, and 24 hours of field training prior to assignment. At the completion of the first 30 days of employment, all officers receive CPR/First Aid and AED training and are required to complete a certification examination covering all aspects of security principles training, orientation and field training. The Public Safety Officer's knowledge is tested in such subjects as criminal law, campus and private security, patrol techniques, authority of arrest, defensive tactics, emergency safety procedures, and crisis intervention.

### **Reporting Incidents**

All serious incidents, commonly referred to as Part I crimes, including murder, rape, robbery, assault, burglary, auto theft and arson, are reported to the City of Philadelphia's Police Department. Additionally, the Philadelphia Police Department provides Drexel's Department of Public Safety with a report of incidents that have been reported to them for the neighborhoods surrounding the campus. Known and reported crimes against persons, on and off campus, are available for review in the Public Safety Office, 3201 Arch Street, Suite 350, during normal business hours, and are provided to the weekly student newspaper for publication. In addition, when circumstances warrant, the University will employ e-mail, voice mail, web site, and Public Safety Alerts to provide timely notice of criminal activities on and around campus. Should incidents occur that are beyond the capability of the University's Public Safety Department, Philadelphia Police will respond and assist in the proper handling of the incident.

All incidents should be reported promptly to Drexel's Public Safety Department. Each incident reported is reviewed to determine if further investigation is necessary, if so, an investigation is conducted and a file is created. If warranted, local police are contacted for assistance. Any student or employee who observes an incident such as theft, substance abuse, assault or suspicious behavior should report the activity to the Public Safety Department by dialing 2222 from a campus phone or 215.895.2222. The Public Safety Dispatch Center is staffed 24 hours a day. Public Safety Officers and vehicles are equipped with two-way radios to ensure timely deployment of personnel.

## **In case of an emergency, students and employees should take the following steps:**

Students should report the incident to Drexel's Public Safety Department by calling extension 2222 from a campus phone, or go to the nearest emergency call box, located throughout the campus. The emergency call boxes dial directly to the Public Safety Dispatch Center. Communicate as much information about the incident as possible (e.g., location, type of incident, description of those involved.)

## **Crime Statistics**

As required in the College and University Security Act of 1988 and the Student Right-to-Know and Campus Security Act of 1990, revised in October 1999 (entitled the Clery Act), the University reports annually to its students and employees, both current and prospective, the incidence of crime on campus, the University's security procedures, policies and the necessary steps to enhance our public safety.

If you believe there has been a violation of one or more of the provisions of the Pennsylvania College and University Security Information Act, you may file a complaint at the Department of Public Safety. The complaint will be forwarded to the Executive Director of Public Safety, who will respond. If, after receiving a reply to the complaint, you still feel that the violation has been committed, you may appeal to the Senior Vice President for Student Life and Administrative Services, who has the ultimate responsibility to receive and resolve such complaints. Information is available by calling 215.895.1550 or online at [www.drexel.edu/publicsafety](http://www.drexel.edu/publicsafety).

## **Security Awareness/Crime Prevention Emergency Call Boxes**

The University provides emergency call boxes throughout the campus for safety and convenience. These emergency call boxes, when activated, automatically contact the Public Safety Dispatch Center and notify the dispatcher of the caller's exact location, using a voice recording programmed in each unit. Students and staff are encouraged to learn the location of the emergency call boxes and to use them for all security-related and emergency communications. Any problems regarding the condition and/or use of the emergency call boxes should be forwarded to the Public Safety Dispatch Center immediately by calling 215.895.2822.

## **Escort Services**

The Public Safety Department is available to provide walking escorts to all Drexel students, faculty and staff, 24 hours a day, every day, to any location on campus, upon request.

## **Medical Escorts**

The Drexel University Department of Public Safety provides medical escorts for non-life-threatening medical conditions to Drexel University approved hospitals, emergency rooms, and healthcare centers. Medical escorts are currently provided to the Hospital of the University of Pennsylvania (HUP) and Presbyterian Hospital. For additional information, contact the Drexel University Dispatch Center at 215.895.2822.

## **Campus Shuttle**

The campus shuttle service provides the University community another dimension of safety and security while traveling to and from general places of interest on and off campus. Illuminated rooftop signs permit easy shuttle identification from a distance. Members of the Drexel community are permitted unlimited usage at no charge. Upon boarding the shuttle, individuals are required to present a valid Drexel ID card to the driver. Schedules for the shuttle are available at the Creese Student Center and other locations around campus.

## **Identification Cards**

All current Drexel students, faculty, and staff are issued identification cards for entering campus buildings and events, as well as access to many University services. All University faculty, staff and students are required to produce a proper Drexel ID upon request from Public Safety officials or University officials when on any University-owned property.

## **Building Access**

All University buildings and residences are the private property of Drexel University and are posted as such. These buildings are opened at a designated time each morning and secured at a designated time each evening by assigned personnel. Any unauthorized person entering a University building is considered to be trespassing. After-hour access to University-owned or managed buildings is determined by the needs of each department. Once a building has been secured for the evening, only authorized individuals are permitted to enter.

## **Bike Registration**

The Public Safety Department, as part of its Campus Security Awareness program, offers members of the Drexel community the opportunity to register their bikes. Although the program is not specifically designed to prevent the theft of bikes from campus, it should heighten the awareness of the University community, while deterring would be thieves.

## **Crime Prevention**

A series of crime prevention seminars and orientations are conducted at the start of each semester and periodically throughout the year for all students and employees. Crime prevention publications are available from the Public Safety Department and distributed to the campus community periodically throughout the year.

## **Public Safety Alerts**

The Public Safety Alert was developed as a communications resource to better communicate important information to the campus community and its neighbors. On



occasion, a security or safety issue-on or off campus-may be of such importance that the Public Safety Department will issue a Public Safety Alert, advising the community of an incident. The Alert also provides safety tips, suggestions on how to handle situations and action steps to take if you witness a similar situation. Incidents reported to the Department of Public Safety, on and off campus, are published in the weekly student newspaper. The Public Safety Department web site provides current security and safety-related information to the Drexel community. The web site allows for instant access to policies and procedures, security tips, Public Safety Alerts, security e-mail, and information related to the Student Right to Know and Campus Security Act.

### **Daily Incident Journal**

Drexel's Public Safety Department maintains an incident journal in its administrative office. This is a chronological listing of all crimes and significant incidents, known and reported to us, that are responded to and documented by public safety officers. It also includes the names of persons arrested, if known, and charged in criminal situations, and is open for review by any member of our community.

### **Smoking Policy**

In compliance with The Philadelphia Code, Chapter 10-600 , entitled "Public Places – Prohibited Conduct," prohibiting smoking in public places and in the workplace, this Drexel University policy was established to maintain a smoke-free environment for students, faculty, staff, contractors and visitors since research demonstrates smoking poses significant health risks.

#### **I. POLICY:**

A. Consistent with a smoke-free University and in support of a smoke-free Philadelphia, the sale of all tobacco products is prohibited on campus property.

B. Smoking is prohibited within 20 feet of any entrance, exit, operable window, or air intake of a University owned and/or operated building to include sidewalks and thoroughfares.

C. The University prohibits the smoking or carrying of lighted tobacco products in all indoor facilities, including interior connections to buildings, covered walkways, all building stairwells, hallways, restrooms, fire escapes, parking structures, University owned vehicles, outdoor athletic/recreation facilities, and during all University-sponsored indoor or outdoor events.

D. All University sponsored activities taking place at facilities not owned or operated by the University will be smoke-free in those areas under the University's control.

#### **II. ELIGIBILITY:**

This policy applies to all students, faculty, staff, contractors and visitors.

## **Student Records**

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

**1. The right to inspect and review the student's educational records within 45 days after the University receives a request for access.**

A request that identifies the record(s) to inspected is to be submitted to the Registrar, Dean, Head of the academic department, or other appropriate School Official in writing. The School Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Official to whom the request was submitted, that Official shall advise the student of the correct Official to whom the request should be addressed.

A School Official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); employment or degree verification agencies such as the National Student Loan Clearinghouse and Credentials, Inc.; a person serving on the Board of Regents; the Alumni Association and Foundation; student employee; or a student serving on an official committee, such as a disciplinary or grievance committee, or one assisting another school official in performing his or her duty.

**2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.**

Students may request an amendment to a record that is believed to be inaccurate or misleading. The student must submit a request in writing to the school official responsible for the record, clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the School Official decides that it is not appropriate to amend the record as requested, the School Official will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception that permits disclosure without consent is disclosure to school officials with a Legitimate Educational Interest. The School Official has a Legitimate Educational Interest if the Official needs to review an Education Record in order to fulfill his/her professional responsibility.

Upon written request from the institution, the University may also disclose information contained in the Education Records without consent to officials of another school in which a student seeks or intends to enroll on the condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure or unless the student initiates the transfer.

Students also have the option to complete a form that authorizes specific individuals to have access to that student's educational records. This form, the "FERPA Student Authorization to Release the Education Record Form", is available in the Office of the Registrar.

#### **Authorization to Release Information (FERPA)**

If the student wishes the University to share his or her confidential educational records with anyone, including parents or legal guardians, the student must complete and sign a "Student's Authorization to Release Records" form. This form is available for download from the SRC web site at [http://www.drexel.edu/src/forms/ferpa\\_authorization\\_release\\_info.pdf](http://www.drexel.edu/src/forms/ferpa_authorization_release_info.pdf).

The signed form will be kept on file, students may revise the form's designations at any time, and may revoke the authorization entirely. Students may be asked to provide this authorization as part of certain University sponsored programs, including Study Abroad (for their hosts) and co-op (for their employers). Separate forms will be given to the students as part of those programs.

#### **4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
United States Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

## IV. COLLEGE OF LAW CODE OF CONDUCT

*[adopted by Drexel Law faculty during Fall 2006]*

### **General Ethical Principles**

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

### **Prohibited Conduct**

The following acts are prohibited under the Code of Conduct and subject students to the sanctions authorized under this Code:

**1. Cheating.** Cheating on any examination or other assignment, including but not limited to:

- (a) the unauthorized giving or receiving of material aid or assistance;
- (b) the unauthorized use of information;
- (c) the unauthorized submission of work which has already been submitted to satisfy a course requirement in another class or required as a part of any Law Review or moot court obligation;
- (d) the unauthorized receipt of assistance from any person not expressly authorized by the professor or supervisor of the activity;
- (e) beginning an examination before the prescribed time or continuing to work on an examination after the announced conclusion of the examination period, unless authorized to do so by College of Law officials responsible for such matters; or
- (f) the giving or obtaining of any unfair academic advantage.

**2. Plagiarism.** Plagiarism is defined as the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific citations. If verbatim statements are included, those statements must be clearly identified by the use of quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- (a) the knowing or reckless copying or paraphrasing without citation of any material written by another;
- (b) the knowing or reckless submission of work as one's own if written in whole or in substantial part by someone other than the student submitting the work;

(c) the knowing or reckless use of the language of another without identification by quotation marks or otherwise, even though the source is cited in the student's work.

**3. Misuse of Library Materials.** The mutilation, destruction, concealment or wrongful appropriation of any library materials at the College of Law library, the Hagerty Library, or the Jenkins law library;

**4. Recording and Reproduction of Class Lectures and Materials.** Except as otherwise provided by each individual professor in their written syllabi, the audio and/or visual recording of class lectures by means of any recording device, and the copying or other form of reproduction (other than in-class notes and the composition of class outlines) of any material in any form used by a professor in a class.

**5. Misrepresentation to Gain Admission.** The knowing or reckless misrepresentation or non-disclosure of any material fact concerning the student's qualification for admission to the College of Law;

**6. Unprofessional Conduct in any Co-op Placement or Clinical Course.** Any act or omission which violates the rules of professional conduct of the state in which the student is serving in a co-op placement or clinical course;

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

**8. Harassment.** It is a violation of the Code of Conduct to engage in harassment, intimidation, or verbal abuse of any faculty member, student, and/or staff member of the College of Law or Drexel University. The University considers harassment to be the treatment of, or behavior toward, a student or group of students or University employee or group of University employees that is so abusive as to display a discriminatory hostility, intimidation, or that has the intent or effect of substantially or unreasonably interfering with an individual's educational performance or living or working environment. Harassment can be based on, but is not limited to, race, ethnicity, national origin, religion, gender, sexual orientation, age, or physical or mental disability.

**9. Sexual Harassment.** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's educational experience or creating an intimidating, hostile or offensive environment.

**10. General Unfitness.** It is a violation of the Code of Conduct to engage in any act which reflects adversely upon a student's fitness to practice law, including violence, dishonesty, breach of trust, or other unprofessional conduct, or any act which interferes with the administration of justice or programs of the College of Law.

**11. Violation of Confidentiality of Hearings by the Judicial Panel.** It is an independent violation of the Code of Conduct to breach the confidentiality of any hearing of the Judicial Panel.

## **Procedure for Actions Under the Code Of Conduct**

**1. Initial Report of Potential Violation.** Any student, faculty member or staff member of the College of Law may report a potential violation of the Code of Conduct in writing to the Senior Associate Dean for Student Affairs' office for investigation. Reports may be made using the form provided with this handbook or may be written or e-mailed directly to the Senior Associate Dean for Student Affairs. Reports should include as much specific detail as possible, including the name of the potential offender, the date and time of the violation, the nature of the violation, and any evidence of the violation that the reporting individual may have. A complaint must be filed within a reasonable time after the event complained of takes place, in view of all the surrounding circumstances.

Reports may not be made anonymously; any individual who reports a potential violation must sign the report and provide contact information to the Senior Associate Dean for Student Affairs. However, the name(s) of individuals reporting a violation will remain confidential in the Senior Associate Dean for Student Affairs office and will be released only with the permission of the reporting individual.

**2. Notice.** Upon receipt of the complaint, the Senior Associate Dean for Student Affairs shall notify the person or persons alleged in the complaint to have violated the Code that a complaint has been filed.

**3. Review of the Report of Potential Violation by the Senior Associate Dean for Student Affairs.** Upon receipt of the written report of a potential violation, the Senior Associate Dean for Student Affairs shall investigate the allegations made in the report. The investigation may include interviews with the individual(s) reporting the violation, the accused, as well as any other members of the College of Law community who may have information relating to the allegations. The Senior Associate Dean for Student Affairs shall also review any documents or other materials which relate to the allegations, including any materials the student accused of the violation may provide. The Senior Associate Dean for Student Affairs may also consult with the University's Judicial Officer on any matter contained in the report of a potential violation.

If the Senior Associate Dean for Student Affairs has a conflict of interest with respect to the accused student, either because he/she is currently teaching the accused student, or he/she feels that his/her objectivity with respect to the accused student may be questioned, the Senior Associate Dean for Student Affairs may designate a full time faculty member or a full-time administrator of the College of Law to investigate the report of a potential violation.

**4. Disposition by the Senior Associate Dean for Student Affairs.**

(a) **Dismissal.** If the Senior Associate Dean for Student Affairs determines that there is no probable cause for the complaint, or that the alleged infraction is de minimis, or that the complaint was not made within a reasonable time, the complaint shall be dismissed without further proceedings, and no record of the

complaint shall be retained in the official file of the student who is alleged to have violated the Code.

(i) When a complaint is dismissed, the Senior Associate Dean for Student Affairs shall inform the person filing the complaint, the accused, and the Dean of the decision in writing.

(b) **Settlement.** If the Senior Associate Dean for Student Affairs determines that there is probable cause to believe that a violation of the Code of Conduct has been committed, and that the alleged infraction is not de minimis, and that the complaint was filed within a reasonable time, the complaint may be disposed of on Quarters satisfactory to the Senior Associate Dean for Student Affairs and the accused. If the complaint is resolved in this manner, the Senior Associate Dean for Student Affairs shall inform the Dean of the Quarters of the agreement and shall notify in writing the person filing the complaint of the fact that the complaint has been resolved.

(c) **Notice to Accused.** Within a reasonable time from the filing of the complaint, the Senior Associate Dean for Student Affairs shall notify the accused in writing either (1) the complaint has been dismissed, or (2) that there is probable cause, the alleged infraction is not de minimus, the complaint was filed within a reasonable time, and the Senior Associate Dean for Student Affairs has determined that the matter cannot be settled. If the complaint is not dismissed or settled administratively, the Senior Associate Dean for Student Affairs shall furnish the accused with a copy of the complaint. The Senior Associate Dean for Student Affairs also shall forward a copy of the complaint to the Dean, who shall officially refer the matter to the Chair of the Faculty/Student Code of Conduct committee.

(d) **Temporary Suspension.** Nothing in these rules shall prohibit the Senior Associate Dean for Student Affairs from temporarily suspending a student pending adjudication of the charges, requiring a student to cease particular conduct or imposing a temporary suspension.

**5. Faculty/Student Code of Conduct Committee.** At the beginning of each academic year, the Dean shall appoint at least six full time faculty members, one of whom will be designated as chair, to the Faculty/Student Code of Conduct committee. The Student Bar Association shall appoint six students to serve on this Committee. The members of the Committee will serve on Judicial Panels as needed.

**6. Formation of a Judicial Panel.** After referral of the matter by the Dean, the chair of the Faculty/Student Code of Conduct Committee shall appoint a hearing panel consisting of three faculty members from the Committee (one of whom will be designated chair) and two student members of the Committee. The Chair of the Judicial Panel shall insure that the members of the panel are impartial with respect to the matter and the accused. The University's Judicial Officer or his/her designated representative will serve ex officio on the hearing panel.

**7. Appointment of a Presenter of Charges.** At the time of the referral, the Dean shall appoint a full-time faculty member who is not a member of the Faculty/Student Code of Conduct Committee to serve as Presenter of Charges for the hearing. The Presenter of Charges shall transmit to the accused student the notice of the Dean's decision to refer the matter to a Judicial Panel, along with a copy of the Dean of Student's investigation report, if the accused has not yet been provided with these materials.

The Presenter of Charges shall be responsible for preparing and presenting the case to the Judicial Panel. The Presenter of Charges may also conduct additional interviews and gather information in connection with the preparation of the case before the Judicial Panel.

**8. Accused Student's Representation and Costs.** An accused student may be represented before the Judicial Panel by any person other than an employee of Drexel University. Neither Drexel University nor the College of Law is liable for any costs or expenses, including attorney fees and costs, incurred by the accused student in connection with any allegations filed pursuant to the Code of Conduct.

**9. Procedures for Judicial Hearing:**

(a) **Time and Place of Hearing.** Upon formation of a Judicial Panel by the chair of the Faculty/Student Code of Conduct Committee, the chair of the Judicial Panel shall convene a meeting of the Panel and set a time and place for the hearing and shall transmit written notice of the hearing date to the accused student at least ten Law School days before the scheduled date. In this notice, the accused shall be given the identity of the members of the hearing panel.

(b) **Challenge to Panel Members.** The accused may challenge for cause any member of the Judicial Panel. The challenge shall be made in writing to the Dean no later than five Law School days prior to the hearing. The Dean, in his or her sole discretion, shall determine whether there is good cause to replace a member of the Judicial Panel who is so challenged.

(c) **Pre-Hearing Conference.** The chair of the Judicial Panel may require the accused student and/or the accused student's representative and the prosecutor to attend a pre-hearing conference. At the conference, the chair of the Judicial Panel may require the disclosure of the general nature of the case by both parties, may order discovery if requested, and may require disclosure of any issues of law which the parties anticipate will require a ruling by the chair at the hearing.

(d) **Record of Proceedings.** The Judicial Panel shall insure that the hearing is tape-recorded and the tape is maintained as a part of the permanent record of the matter.

(e) **Procedure for Proceedings.**

(i) The Presenter of Charges and the accused student (or the accused student's representative) shall be allowed to make opening statements.



- (ii) The Presenter of Charges will then make the case against the accused student and may present evidence through documents and/or the testimony of witnesses.
  - (iii) Testimony will be taken under a statement by a witness acknowledging compliance with the duty to tell the truth.
  - (iv) The rules of evidence will not apply to the hearing. All non-cumulative evidence necessary to reach a fair resolution of the matter shall be admitted.
  - (v) The accused student has the right to be present at the hearing and to present evidence, cross-examine witnesses, and to have witnesses attend and present testimony on the accused student's behalf.
  - (vi) The Judicial Panel may also call witnesses to testify at the conclusion of the presentations by the presenter of charges and the accused student.
  - (vii) The Chair of the Judicial Panel may rule on any procedural matter raised prior to or during the hearing. The chair's rulings on procedural and evidentiary matters are final.
  - (viii) The Presenter of Charges and the accused student, or the accused student's representative, shall have the right to make a closing argument at the conclusion of all testimony.
  - (ix) The hearing shall be closed to the public. Proceedings shall be confidential for all student members of the Judicial Panel. Violations of confidentiality shall constitute a violation of this Code and may be grounds for a complaint in accordance with the procedures set forth herein.
  - (x) The Chair shall have the authority to require any person to leave the hearing if that person acts in a disruptive manner.
- (f) **Deliberation.** After the close of the hearing, the Judicial Panel shall deliberate on the evidence presented. All decisions of the Judicial Panel shall be reached by simple majority vote.
- (g) **Decision of Judicial Panel.** The Judicial Panel shall determine, with respect to each alleged violation, whether the charge or charges have been established by clear and convincing evidence. Such determination shall be made by the affirmative vote of a majority of the Panel. If such determination is not made, then the alleged violation shall be deemed not proved and the charge or charges shall be dismissed.

(h) **Notice of Decision.** As soon as the Panel has reached a decision with respect to whether the Code was violated and any sanctions to be imposed, the Chair shall notify, in writing, the accused and the Dean. The notice to the accused shall include a reminder of the accused's appellate rights as set forth in the Code in section (i) below.

(i) **Review by the Dean.** The student sanctioned may request within 10 Law School days of the notice of the decision that the Dean of the College of Law review the decision. Such a request must be in writing and set forth the reasons for the appeal; oral argument may be requested, and is in the Dean's discretion to allow it. If such a request is made, the Dean shall review the report of the Panel and adopt it as the final disposition of the matter, unless he or she determines that the findings of fact of the Panel are not supported by substantial evidence on the whole record or that the recommended sanction is excessive, or both. The Dean shall have discretion to adopt the Panel's finding of fact but reject the Panel's recommended sanction, and may substitute such sanction as he or she finds to be justified by the record, provided that the Dean shall not adopt any sanction more stringent than that recommended by the Panel.

### **Sanctions for Violation of the Code of Conduct**

**Sanctions Available.** The following sanctions for violation(s) of the Code of Conduct may be imposed by the Judicial Panel, either individually or in any combination:

- (a) Expulsion from the College of Law;
- (b) Suspension from the College of Law for a specific Quarter of one year or less;
- (c) Assignment of a grade of "F" for any course, seminar, clinic, or co-op;
- (d) Withdrawal with prejudice from any course, seminar, clinic, or co-op;
- (e) Written reprimand;
- (f) Probation;
- (g) An oral or written admonition;
- (h) Any other conditions deemed appropriate.

**Permanent Record of Violation.** If required by the Judicial Panel as a part of the sanctions levied against a student found in violation of the Code of Conduct, the University Registrar shall enter a notation on the official transcript of any student who is found to have violated the Code of Conduct. The entry shall include a summary of the nature of the violation as determined by the Judicial Panel and a summary of the sanctions imposed by the Judicial Panel. If a permanent record of the violation is made, the Dean shall report any such violation shown on a student's transcript to any

jurisdiction responsible for review of the character and fitness of the student for admission to the bar. The transcript notation cannot be expunged or removed.

**Publication**

The decisions of the Judicial Panel, redacted to protect the identity of the accused and other participants in the proceedings, shall be compiled and maintained by the Office of the Dean, and may be consulted by anyone in the College of Law community. Recognizing that each case presents its unique factual circumstances, the Panel shall not be required to treat as binding precedent any of its prior reports or decisions.