



Earle Mack School of Law at Drexel University

Student Handbook

Academic Year 2009-10

EMSOL STUDENT HANDBOOK

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School of Law

Academic Calendar: 2009–2010

All dates are subject to change. Please visit our website at <http://www.drexel.edu/law> for any updates.

Orientation Monday, August 17 – Friday, August 21

Fall Quarter 2009

Classes Begin Monday, August 24
Labor Day (University Holiday) Monday, September 7
Classes End Monday, October 26
Reading Period Tuesday, October 27 – Wednesday, October 28
Examinations Begin Thursday, October 29
Examinations End Saturday, November 7

Winter Quarter 2009-10¹

Classes Begin Monday, November 16
Thanksgiving Recess Wednesday, November 25 – Sunday, November 29
Classes Resume Monday, November 30
Winter Recess Thursday, December 24 – Sunday, January 10
Classes Resume Monday, January 11
Martin Luther King Day (University Holiday)..... Monday, January 18
Classes End Monday, February 8
Reading Period Tuesday, February 9 – Wednesday, February 10
Examinations Begin Thursday, February 11
Examinations End Saturday, February 20

Spring Quarter 2010

Classes Begin Monday, March 1
Classes End Friday, April 30
Reading Period Saturday, May 1 – Monday, May 3
Examinations Begin Tuesday, May 4
Examinations End Friday, May 14
Graduation Wednesday, May 26

Summer Quarter 2010

Classes Begin Tuesday, June 1
Independence Day (University Holiday) Monday, July 5
Classes End Tuesday, July 27
Reading Day Wednesday, July 28
Examinations Begin Thursday, July 29
Examinations End Friday, August 6

Rev.: July 7, 2009

¹During Winter Quarter, several days will be legislated to create an equal number of weekdays (i.e., nine Mondays, nine Tuesdays, etc.): December 23rd (Wednesday) will have a Friday class schedule; February 2nd (Tuesday) will have a Thursday class schedule; and February 8th (Monday) will have a Wednesday class schedule.

INTRODUCTION TO STUDENT SERVICES

The Earle Mack School of Law at Drexel University (“School of Law”) seeks to serve the needs of its students and to assist with students’ academic, financial, and personal needs.

Associate Dean of Students

The Associate Dean of Students oversees a number of offices that serve students including the Office of Student Affairs, Admissions, and the Academic Skills program.

The Associate Dean of Students grants approvals for leaves of absence and withdrawals. He also works with the governing board of the Student Bar Association on issues of student governance and the functioning and funding of student organizations. He provides students with personal and academic advice, and receives complaints and investigates possible violations of the Code of Conduct.

Contact Information:

Kevin Oates, Associate Dean of Students, kpo25@drexel.edu, 215.571.4719

Alanna Bridgett, Administrative Assistant to the Associate Dean of Students, 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 School 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, 215.571.4705

Leslie A. Friedman, Assistant to the Dean, laf58@drexel.edu, 215.571.4729

The Office of Student Affairs

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

Also, the OSA is in charge of room reservations for the School 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:

Mark J. Toth, Assistant Dean for Student Services, mark.toth@drexel.edu,
215.571.4795

Theresa Gallo, Assistant Director of Academic Services, tg337@drexel.edu,
215.571.4716

Danielle Lewis, Administrative Assistant to the Office of Student Affairs,
dbl34@drexel.edu, 215.571.4756

You can also reach OSA at lawstuaf@drexel.edu if you are not sure where to direct your question.

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 2.20 at the time of graduation;
4. have been in residence for eight (8) quarters while registered for at least nine (9) credits;
5. have completed all graduation requirements within seventy-two (72) months of the date the candidate first matriculated at the School of Law;
6. have successfully completed ninety-five (95) hours of “in class” coursework¹; and
7. have fulfilled fifty (50) hours of qualifying pro bono service.

Grades

A. **Grading System.** The School 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+ | 4.00 |
| A | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C+ | 2.33 |
| C | 2.00 |
| C- | 1.67 |
| D | 1.00 |
| F | 0.00 |
| INC | Incomplete |
| INP | In Progress |

¹ The following are not considered in-class coursework: the field component of the co-op; field clinics; independent study courses; a course taken within Drexel University but outside the School of Law; Law Review; Moot Court; and Trial Team. In-house clinics are considered to be in-class credits.

- 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.
- D. Grades from Outside the School of Law** The School of Law does not include grades earned outside the School of Law, including at other law schools, in the calculation of cumulative grade point average.

Grade Distribution

1st 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
 Distribution: No specified distribution

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 the approval of the Senior Associate Dean for Academic and Faculty Affairs.

Maximum/Minimum Credits

Fall, Winter, and Spring Quarters:

The maximum number of credits for these Quarters is sixteen (16); the minimum number of credits is nine (9). The maximum number of credits may be increased to seventeen (17) with permission of the Senior Associate Dean for Academic and Faculty Affairs based on exceptional circumstances. Students may register as part-time students with less than nine (9) credits with the permission of the Associate Dean of Students.

Summer Quarter:

The maximum number of credits for Summer Quarter, with the exception of Co-Op, is eight and a half (8.5).

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, Negotiation, 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, 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 (3) 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 School of Law offers optional concentrations in three areas: Health Law, Business and Entrepreneurship Law, and Intellectual Property Law. Concentration requirements are listed on the school's website. If you have any questions about a concentration, please contact the appropriate concentration director:

Health Law

Prof. Barry Furrow, brf26@drexel.edu, 215-571-4706

Business and Entrepreneurship Law

Prof. Karl Okamoto, ko54@drexel.edu, 215-571-4761

Intellectual Property Law

Prof. Rex Glensy, rdg28@drexel.edu, 215-571-4715

D. Total Credits Required for Graduation

130 credits

Pro Bono Service Requirement

All students are required to perform a minimum of 50 hours of pro bono service. Students can begin performing pro bono service in the Spring Quarter of the 1L year of law school and can receive credit for up to 25 hours of pro bono service performed during the Spring Quarter of the 1L year. Starting in the summer after the 1L year, the cap is lifted, and students must complete the remaining 50 hours of pro bono service by the end of their 3L year to be certified to graduate.

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/local equivalents) does qualify.

If you have any questions about the Pro Bono Service Requirement, please visit <http://www.drexel.edu/law/pb-serviceprogram-home.asp> or contact the Pro Bono Coordinator, Karen Pearlman Raab, kpearlman@drexel.edu, 215-571-4722.

Degree Conferral

Students in their second to last term should submit an Application for Degree form to the Office of Student Affairs by the published deadline. Once the application has been processed (i.e., the information verified and recorded by OSA and the University Registrar), the student is considered a degree candidate. Upon successful completion of their final term coursework, degree candidates will be awarded the *Juris Doctor* (J.D.) by Drexel University. The University Registrar's Office will send diplomas to all law graduates through the mail approximately one month after graduation.

Graduation Honors

Upon successful completion of all graduation requirements:

1. Graduating students whose cumulative grade point average falls within the top 3% inclusive will be awarded the honorary designation, *summa cum laude* (“with highest distinction”);
2. Graduating students whose cumulative grade point average falls between the top 4% and 10% inclusive will be awarded the honorary designation, *magna cum laude* (“with high distinction”);

3. Graduating students whose cumulative grade point average falls between the top 11% and 25% inclusive will be awarded the honorary designation, *cum laude* (“with distinction”).

Honors designations will be noted in the graduation program and on the J.D. diploma, which is conferred by Drexel University.

While transfer students are eligible to receive honors based solely on course work completed at the School of Law, no student who completes the full program at the School of Law will be displaced from their ranking by the inclusion of transfer students.

Early Graduation

A student must complete at least eight (8) quarters in residency prior to graduation. A quarter in residence includes any quarter during which a student successfully completes nine (9) or more credits. Students who plan to graduate early must notify the administration of this fact by submitting an Intent to Graduate Early form to the Office of Student Affairs no later than the published deadline.

Please note, while it may be possible for some students to complete the graduation requirements in only eight quarters, the School of Law cautions all students against early graduation. It is important to consider the consequences of leaving the academic environment early, especially in terms of: (a) the legal job market and employment cycles; (b) loan deferment and repayment obligations; (c) bar prep courses and the bar exam; and (d) the opportunity to broaden one’s formal legal education. Moreover, the law school will not certify students who graduate in the Winter term to sit for the February bar exam. If you are considering early graduation, please speak with the Assistant Dean for Student Services.

Completion of Coursework

In the term in which you intend to graduate, all coursework must be submitted no later than 5:00 p.m. the last day of the term, i.e., the last day of the published examination period. Exceptions to this policy will be made only in extraordinary circumstances and with approval of the Dean of the School of Law.

Probation (Academic)

A. Academic Good Standing: All students must maintain a cumulative grade point average of 2.20 in order to remain in academic good standing.

B. Academic Probation: Students who have cumulative grade point averages below 2.20 will be placed on academic probation and will be required to meet with the Director of the Academic Skills Program and to participate in any programs 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 2.20 or higher by the end of the next quarter in which they are registered for nine (9) 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 2.20 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 2.20 at the end of the Spring Quarter of their first year. Failure to achieve a 2.20 grade point average will result in academic dismissal.
2. First year students who fail to achieve a 2.20 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 Skills Program and to participate in any programs she requires for that student.

Referral to the Director of Academic Skills

At the discretion of the Associate Dean of Students, students with cumulative grade point averages above 2.20 and below 2.50 may be required to meet with the Director of Academic Skills.

Reinstatement

A. Notice

1. **Dismissal Notice from Associate Dean of Students.** A student who has been dismissed for academic reasons shall be notified of the dismissal in writing by the Associate Dean of Students. 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 first-class to the student's local and permanent addresses, and by e-mail with return receipt requested. The notice will be deemed effective five (5) 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 (15) 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 School 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 Associate Dean of Students 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 Faculty Committee on Scholastic Standing 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 School 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 School of Law that the student be reinstated and on what conditions reinstatement should be imposed.

- d. The Committee's recommendation may include that a student retake all or some of the required first year courses. If pursuant to the Committee's recommendation a student retakes a first year course in which the student received a passing grade, the student's transcript shall reflect both the initial grade and the grade from the retake. However, the student shall not receive academic credit for both the initial course and the retake, and for purposes of calculating the student's cumulative grade point average, both the initial grade and the grade for the retake will be used.

A student who receives a failing grade in a first year course must retake the course. If the student received a failing grade for reasons other than a violation of the Code of Conduct, both the failing grade and the grade from the retake will appear on the student's transcript and both grades will be factored into the student's cumulative grade point average.

- e. **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.

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.

The mission of the Office of Disability Services (ODS) at Drexel is to advocate for people with disabilities and to provide equal opportunities and equal access to education, employment, programs and activities at Drexel University. In efforts to ensure compliance with current legislation and eliminate attitudinal barriers against people with disabilities, ODS also provides guidance and education to the campus community.

All members and guests of Drexel University who have a disability need to register with the Office of Disability Services if requesting auxiliary aids, accommodations and services in order to fully participate in Drexel University's programs and activities. All requests are considered on a case-by-case basis and in a timely fashion.

Registering with ODS

Registration includes six main components, which are all explained in more detail below:

- Requesting Accommodations
- Engaging in the Interactive Process
- Submitting Documentation
- Determination of Reasonable and Appropriate Accommodations
- Receiving and Delivering the Accommodation Verification Letter (AVL)
- Updating with ODS each term

Requesting Accommodations

Students who are seeking accommodations in education (including Co-Op placements), employment, programs, and activities at Drexel University due to a disability, must make a formal request for accommodations with ODS.

Engaging in the Interactive Process

Once a formal request for accommodations has been submitted to ODS, the student will want to schedule an appointment to discuss their request with ODS. The interactive process is designed to be an engaging experience, allowing students to work directly with the ODS staff in discussing the specific impact of their condition, identifying barriers that exist for them in the given environment and determining possible accommodations that could provide them with equal access at Drexel University.

Submitting Documentation

Along with the request for accommodations, the student needs to submit appropriate medical or psycho-educational documentation. The documentation must present an impairment or condition that substantially limits one or more major life activities. The documentation must also be up-to-date, addressing current levels of functioning and the current impact of the impairment or condition in the academic environment. ODS documentation requirements can be found at: www.drexel.edu/ods/documentation.html.

Determination of Reasonable and Appropriate Accommodations

ODS considers all requests on a case-by-case basis and in a timely fashion. ODS will make a determination of reasonable and appropriate accommodations based on the request for accommodations, the supporting documentation, the interactive discussion between the student and ODS staff, and the essential learning outcomes of the relevant programs, courses and activities at Drexel University.

If a student fails to submit the required documentation to ODS, the request may be denied. If the documentation submitted does not sufficiently support the requested accommodation, the request may be denied. Once ODS obtains complete documentation and has engaged in the interactive process with the student to discuss the request, ODS will determine if the individual is entitled to reasonable and appropriate accommodations.

Approved accommodations are intended to minimize the impact of the disability in the given environment while maintaining the academic integrity of the course, program or activity. Should the student be granted accommodations by ODS, an Accommodation Verification Letter (AVL) will be issued to the individual, specifying the accommodations to which they are entitled for the given term.

Receiving and Delivering the Accommodation Verification Letter (AVL)

All approved accommodations are written into the Accommodation Verification Letter (AVL) by ODS staff. AVLs given to students in the School of Law are only valid for one term (the term is indicated on the AVL above the listing of accommodations). The student must submit their AVL to anyone who will be administering the accommodations listed (i.e.: faculty, Assistant Dean for Student Services) within a reasonable period of time, if they are to receive those accommodations. When a student has been granted testing accommodations by ODS, the AVL must be given to the Assistant Dean for Student Services at least 5 days in advance of an upcoming exam or quiz, in order for the student to be guaranteed the accommodation(s).

Updating with ODS Each Term

Accommodation Verification Letters (AVLs) given to students in the School of Law are only valid for one term. If the student wishes to continue using accommodations in a subsequent term, a new request for accommodations should be submitted to ODS. The student should then schedule a follow-up appointment with an ODS staff member to discuss the request made. In order to avoid any interruption of services, the Request for Accommodations should be submitted to ODS within a reasonable period of time.

Temporary Conditions

Impairments and conditions that last less than six months are considered “transitory”, and therefore not covered under the Americans with Disabilities Act (ADA). ODS staff, however, may be able to arrange services as a courtesy to students requesting adjustments due to temporary impairments. Arrangements are made on a case-by-case basis.

Confidentiality

The Office of Disability Services is charged with the responsibility for maintaining disability-related documentation of all students and employees of Drexel University. In the School of Law, the Assistant Dean for Student Services maintains these files. Both

ODS and the School of Law are committed to ensuring all records are kept confidential as required by law. Information will not be released without consent unless federal or state law requires or permits it. Information will be shared with others in the university community on a need-to-know basis only. However, a student may sign a written consent form giving permission to discuss the disability and limitations with faculty and staff, and/or parents who require further information.

Contact Information

The Office of Disability Services is located on main campus at 3201 Arch Street, Suite 210 and can be contacted at 215.895.1401(V), 215.895.2299 (TTY), 215.895.1402 (Fax), or disability@drexel.edu. For additional information, students can also access the ODS website at <http://www.drexel.edu/ods>. Students should also feel free to contact the Assistant Dean for Student Services with their concerns.

Advisors

Incoming first-year students are assigned a faculty advisor by the Associate Dean of Students. 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 School of Law and the University.

Attendance

Regular and prompt attendance is required in all courses. Students shall be permitted absences up to, but not exceeding 20% of the regularly scheduled classes in any course. Individual faculty members may set attendance and class preparation policies for their classes that require greater than 80% attendance; such policies must be set out in writing on the first day of class.

Any student who fails to comply with law school attendance policies in a given course may be withdrawn from that course.

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.

Audits

A full time law student may audit, for no academic credit, up to one course per academic year. Students wishing to audit a course must receive prior permission from the professor and the Senior Associate Dean for Academic and Faculty Affairs.

Employment During Law School

Students may not be employed in excess of twenty (20) hours in any week of any quarter in which they are taking nine (9) or more credit hours. First year students, in particular,

are discouraged from engaging in outside employment. Every student taking nine (9) or more credits is required to sign an affidavit each year confirming that he or she is in compliance with this provision. The form is available in OSA, or online.

Final Examinations and Papers

Preparation for the Examination Period

Prior to each examination period, the Assistant Dean for Student Services and the Assistant Director of Academic Services for the School of Law will post detailed policies and procedures for that exam period on the School of Law's website, no later than the end of the seventh week of classes. Students are responsible for familiarizing themselves with these policies and procedures. Unfamiliarity with these policies will not excuse noncompliance.

Anonymous Numbers

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, unless otherwise instructed for a specific in-class assignment. The Assistant Director of Academic Services will notify students via e-mail and on the School of Law's website when anonymous numbers are available in the Virtual Community. Students are responsible for picking up their anonymous numbers prior to the start of the examination period.

For any anonymously graded examination or assignment, students should write only their anonymous number – and not any other identifying information – on their materials.

In-Class Examinations

Except as set out in the examination deferral policy below, a student enrolled in a course that requires one or more in-class examinations must take the examination(s) at the scheduled time.

A student's failure to take or to hand in an examination will result in a failing grade ("F") for the examination unless the student (1) has arranged for a rescheduled examination; (2) has arranged for a temporary grade of INC (Incomplete) or INP (In Progress) ; or (3) has dropped or withdrawn from the course.

Examination Materials

The Assistant Director of Academic Services will post the authorized materials for each examination no later than the eighth week of the term. Use of unauthorized materials during an examination is a violation of the Code of Conduct.

Use of Laptop Computers for In-Class Examinations

“Laptop” means any computer that was designed to be portable, such as a laptop, notebook, or tablet computer.

All students are permitted to take their in-class examinations using laptop computers, provided they use School of Law-designated examination software during the examination. Any other use of a laptop computer during an in-class examination is prohibited (e.g., accessing class notes, outlines, or other materials).

A student who opts to take an examination using a laptop computer with the designated examination software must provide his or her own laptop computer. That laptop computer must meet all requirements designated by the School of Law technology staff. Each quarter, the LawTech staff will assist students in receiving updated versions of the exam software and determine that the laptop the student will use meets the requirements of the software.

In addition, any student who wishes to use a laptop in conjunction with the Securexam software is required to re-install and test the software each quarter by submitting a practice exam. Those who fail to do so must use bluebooks for their examination. More information about Securexam is posted at <http://www.drexel.edu/law/securexam.asp>.

If a student indicates that he or she will take an in-class examination on a laptop computer with the designated examination software, the student may later opt not to use a laptop computer and to handwrite the examination.

Except when expressly authorized by the instructor, electronic devices other than laptop computers (e.g., cell phones, PDAs) may not be used during an in-class examination.

Students are not permitted to communicate with anyone other than examination administration staff members while an in-class examination is in progress. Students may not contact the course instructor(s) directly as this may compromise the anonymity of the examination.

All students choosing to use the designated examination software will be notified of procedures to be followed in case of a system failure. If a technical (computer) problem arises during an examination and the problem cannot be resolved in five minutes or IT assistance is required a second time, the student must handwrite the exam. In this situation, a student will have the option to remain in the Securexam room or move to a Bluebook room.

Deferral of In-Class Examinations

Regular Deferral

Deferral of an in-class examination is permitted only under very narrow circumstances. A student may request to have an in-class examination deferred when there is an examination conflict. **An examination conflict is defined as two or more in-class examinations scheduled to occur on the same calendar day.** Also, at the discretion of the Assistant Dean for Student Services, certain extraordinary circumstances – e.g., injury

or illness; serious injury, illness or death of a member of the student's immediate family; significant family event scheduled prior to the announcement of the examination schedule – may pose a “conflict” that warrants examination deferral.

Requests for examination deferral must be submitted to the Assistant Dean for Student Services in writing, using an “Examination Conflict/Deferral Form” (http://www.drexel.edu/law/pdfs/exam_conflict-deferral_form.pdf), no later than two weeks prior to the last day of classes. Requests for examination deferral due to extraordinary circumstances must be accompanied by appropriate documentation, e.g., doctor's note, travel documents. The Assistant Dean for Student Services shall designate the time and place for a makeup examination, which must take place after the originally scheduled in-class examination. Please be advised that makeup examinations may occur on the first available non-conflict day and not on a published makeup day. Students shall be notified about the date, time, and location of the makeup examination no later than the last day of classes. The decision of the Assistant Dean is final.

A makeup examination replaces the examination originally scheduled for the course and carries the same consequences. The conditions for the makeup examination shall be identical to those established by the course instructor for her or his in-class examination. 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. The makeup examination shall be scheduled so that the instructor has adequate time to evaluate the examination and to submit a grade within the uniform grade deadlines established by the School of Law administration.

Emergency Deferral

Should an emergency or unanticipated problem arise immediately before an in-class examination is scheduled to begin, the student should contact the Assistant Dean for Student Services directly to request an emergency deferral. Examples include serious personal injury or illness; serious illness, injury, or death of a member of the student's immediate family; other similar event beyond the student's control. The student will be asked to bring written documentation of the emergency or problem with them to the makeup examination. Failure to provide adequate documentation will be treated as a possible violation of the Code of Conduct.

Should an emergency or serious illness arise during an examination, the student should immediately bring it to the attention of the proctor, who will notify the Assistant Dean for Student Services.

Take-Home Examinations and Papers

Instructors may elect to give a written paper or take-home examination in lieu of an in-class examination. Each student in the course in which a take-home examination is given must pick up and return the examination according to the procedure established by the course instructor.

Unless arrangements have been made for the temporary grade of INC or INP, a written paper or take-home examination submitted after the date set by the instructor will be accepted for credit only at the instructor's discretion.

For graduating seniors in their final quarter, the last date to complete all course work is the last day of the published examination period.

Disclosure of Information about an Examination

Because of examination deferrals, some students may not have taken an examination when originally scheduled. 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.

Exam Review

The faculty is committed to providing feedback on exams to assist students seeking to improve their performance. Students who receive a grade of C or below may request individual review of their exam with a professor. In addition, faculty may provide other appropriate feedback on exam performance, such as providing model exam answers, holding group review sessions, etc. The Director of Academic Skills is available to provide additional support. Exam review is primarily designed for the purpose of helping students improve their work. Grade changes are permitted only in extremely rare circumstances (see next section on Grades).

Grades

Most courses in the School of Law 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-term examinations. Professors will typically 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 Office of Student Affairs will announce the time and manner of distribution of grades.

A student may only apply for a change of grade on the grounds that the grade was awarded contrary to the provisions of this handbook, 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 made to and 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.

With permission of the Assistant Dean for Student Services, who will confer with the faculty member teaching the course, a law student may retake an upper-level course for credit if the student received a failing grade (“F”) in the course on the first attempt. If a

student retakes an upper level course after receiving a failing grade on the first attempt, both the failing grade and the grade from the retake will appear on the student's transcript and both grades will be factored into the student's cumulative grade point average.

Independent Study

An independent study permits a student to work closely with an individual professor to complete a significant research project. In some cases, this project may include a research paper that will satisfy the W1 writing requirement [see *supra* for School of Law 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 to the Office of Student Affairs, including a description of the project, a proposed due date, and the signature of the supervising faculty member as well as the Senior Associate Dean for Academic and Faculty Affairs.

Students may complete no more than six (6) credits of Independent Studies prior to graduation.

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 Letter of Good Standing request form (available in OSA, or online at <http://www.drexel.edu/law/osa-forms.asp>) and submit it to the Office of Student Affairs.

Registration

All first year students will be registered for their Fall, Winter, and Spring Quarter classes by the Assistant Director of Academic Services. Information about registration for Summer Quarter 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 in advance of 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

Individual law students are 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 Associate Dean for Experiential Learning 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 visit <http://www.drexel.edu/law/certified-legal-intern.asp>.

Transfer Credits

Academic Credit for Regular Terms at Other Law Schools

Students who have completed their first year of legal education may earn academic credit for courses taken during the regular academic year while visiting at a law school approved by the American Bar Association. Grades received in courses taken at another law school are not included in the computation of a student's cumulative grade point average at the Drexel University Earle Mack School of Law. No more than forty-two (42) transfer credits may be received from courses taken while visiting other law schools during the regular academic year. No credit will be awarded by the School of Law unless the following conditions have been met:

- a. A student requesting visitor status must demonstrate good cause. Prior to commencing a visitorship at another law school, the student must obtain the approval of the Senior Associate Dean for Academic and Faculty Affairs. A student shall seek approval by filing a written request to the Associate Dean, detailing the student's plans and the reasons for the request to visit elsewhere. If seeking to fulfill specific course or graduation requirements while visiting, this intention must be explicit in the request.
- b. Prior to the commencement of a visitorship, the student must request a letter of good standing from the Assistant Dean for Student Services.
- c. After completion of each visiting term, the Assistant Dean for Student Services must receive an official transcript from the law school at which the student is visiting in order for credits earned at that institution to be added to the student's record at the School of Law. Academic credit may be awarded at the School of Law for courses that the student passed with a grade of C (or its equivalent) or above. The Assistant Dean for Student Services will notify the student of the number of transfer credits recognized by the School of Law.

Academic Credit for Summer Terms at Other Law Schools

A student may earn academic credit for courses taken during the summer term at other law schools approved by the American Bar Association. Grades received in courses taken at another law school are not included in the computation of a student's cumulative grade point average at the School of Law. The total number of transfer credits a student receives may not exceed the number permitted for that summer at the School of Law. No credit will be awarded by the School of Law unless the following conditions have been met:

- a. Prior to commencing summer studies at another law school, the student must request a letter of good standing from the Assistant Dean for Student Services.
- b. After the summer term is completed, the Assistant Dean for Student Services must receive an official transcript from the law school at which the student visited in order for credits earned at that institution to be recognized by the School of Law. Academic credit may be awarded at the School of Law for courses that the student passed with a grade of C (or its equivalent) or above. The Assistant Dean for Student Services will notify the student of the number of transfer credits recognized by the School of Law.

Academic Credit for Undergraduate or Graduate Courses

Students who have completed their first year of legal education may earn academic credit for courses taken at another Drexel University college. Grades received in courses taken outside of the law school are not included in the computation of a student's cumulative grade point average at the School of Law. No more than fifteen (15) quarter credits may be earned from courses taken at other Drexel University colleges. No credit will be awarded by the School of Law unless the following conditions have been met:

- a. Prior to registering for a non-School of Law course at Drexel University, the student must obtain the approval of the Assistant Dean for Student Services. A course outside the School of Law will not be approved for credit unless it bears a relation to the student's future legal practice or the study of law in general.
- b. Upon successful completion of a course taken outside the School of Law, the grade achieved is recorded in the student's academic records and credit is awarded; however, the grade is not averaged into the student's cumulative grade point average. For purposes of this Section, "successful completion" of a course is defined as receipt of a grade not lower than C or its equivalent.
- c. If a grade lower than C or its equivalent is received in a course taken outside of the School of Law, the grade achieved is recorded in the student's academic record, but credit toward the J.D. is not awarded.
- d. Credits earned in courses outside the School of Law prior to the completion of the first year shall not be applied toward fulfillment of the requirements for the J.D. degree.
- e. This section does not prevent a student enrolled in a concurrent degree program approved by the faculty from taking courses outside the School of Law in accordance with the provisions of that concurrent degree program. To the extent that these rules

conflict with the rules for a concurrent degree program, the rules for the concurrent degree program control.

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% |

Please note that for first-year students, the first week of the Fall Quarter is Orientation week. For all other students, and all other quarters, it is the first week of classes.

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 Associate Dean of Students prior to the final class session of any quarter. The student will meet with the Associate Dean of Students before the withdrawal is processed by the University. Once the reading period and examinations have begun, a student may not withdraw except under extraordinary circumstances and with permission of the Associate Dean of Students. If the student does not notify the Associate Dean of Students 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 School of Law will not be readmitted, except under extraordinary circumstances and with the permission of the Associate Dean of Students. In all other situations, the withdrawn student must reapply to the School 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 School of Law within a reasonable time after discharge from service or deployment.

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

An upper-level 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 Associate Dean of Students. 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 one year 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 and credit 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 Associate Dean of Students 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 School 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 Associate Dean of Students. First year students who wish to drop a course must make a written request to the Associate Dean of Students 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 after the first week of the quarter, students must obtain permission from the Assistant Dean for Student Services, and requests will only be granted for good cause. 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, unless exceptional circumstances are found by the Assistant Dean for Student Services.

Students who request to withdraw from individual courses should be aware that if their credit load for the quarter drops below 4.5 credits, they will no longer be eligible for federal 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. For example, 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. In addition, New York requires that bar examination applicants must have graduated from a law school that was approved by the American Bar Association (ABA) at all times during the period of the applicant's attendance. Because students in the Classes of 2009 and 2010 were enrolled at Drexel Law before it received its ABA approval, students in those classes must petition the New York Court of Appeals for a waiver of this requirement in order to sit for the New York bar exam. Students are responsible for learning the admission rules in the jurisdiction or jurisdictions in which they intend to practice. For a list of links to all state bar examiner's web pages and other information, please visit <http://www.drexel.edu/law/academic-skills-home.asp>. Students also should 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 also should 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 the candidate discloses 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 School of Law and contact the Associate Dean of Students 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 Associate Dean of Students 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 Dragon Dollars 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, the Legal Research Center, and other School 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 have cell phones and other electronic devices of any kind on at any time during examinations, unless the professor has expressly designated them as authorized materials.

Class Cancellations and Rescheduled Classes

The Assistant Director of Academic Services will post notices of any class cancellations on the school's 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 is a revocable privilege. By using or accessing the Drexel network, users agree to comply with this 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:
<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: <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: <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; and
- 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; and
- 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 School of Law Virtual Community (Bb Vista) to obtain information posted by the Office of Student Affairs and or other departments. To log into the Virtual Community go to <http://learning.drexel.edu> (entering your username and password), then select “EMSoL Communities – 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, support groups, 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, GLBTQ 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 reach the on-call counselor at 215.416.3337. 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/StudentLife/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, the Legal Research Center, meal plans, Dragon Dollars, 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
Hours: M-Th 8am-5pm // 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 Dragon Dollars at the time of replacement.

Card Access

Students use the DragonCard to gain access to the following buildings:

Law Building-

Students must present their DragonCard to the security desk upon entrance.

Legal Research Center and Other Libraries-

A valid DragonCard is required for entrance into the library and to checkout materials.

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.

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, Dragon Dollars, 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. A student's failure to obtain notice from the School of Law, including administrators, faculty and staff, due to failure to check, read, forward, or maintain the student's Drexel University e-mail account, will not be accepted as a defense for any

student's failure to timely act in response to any notice sent to the student's Drexel University e-mail account.

Grievances

A. 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 Equality and Diversity. Throughout this process, students may feel free to contact the Associate Dean of Students 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 School of Law.

Step II: Filing a complaint with the Dean of the School of Law

Students may discuss the complaint with either the Associate Dean of Students, Senior Associate Dean for Academic and Faculty Affairs, or the Dean of the School 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 School of Law. The student should clearly state the basis on which he/she is appealing the Dean'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.

B. Resolving Complaints Involving Staff and Administrators

Formal complaints of harassment or discrimination against University employees must be processed through the Office of Equality and Diversity. Throughout this process, students may feel free to contact the Associate Dean of Students 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 choose 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.

C. Resolving Complaints Involving Fellow Students

The protocol for submitting complaints of harassment or discrimination by other Drexel students is addressed in the School of Law Code of Conduct, set forth *infra*.

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. Office hours are:

Monday, Wednesday, and Friday

8:30 am until 4:30 pm

Tuesday and Thursday

10:30 am until 7:00 pm

During term breaks and summer term, hours may vary, and the Health Center is closed on holidays. 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 physicals, gynecological exams, and immunizations. 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, in Dragon Dollars, 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 and their DragonCard to DSHC 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: http://www.drexel.edu/StudentLife/ch/HC_Main.html.

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, or call the office at 215.895.6072.

Health Related Policies

All questions related to the policies described below should be directed to the Office of Counseling and Health by visiting Suite 201 of the Creese Student Center, or calling the office at 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; and

- 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); and
- 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 students are required to demonstrate proof of coverage under a health insurance plan each academic year. Domestic students may satisfy the requirement by purchasing the Drexel accident and sickness plan or waiving the insurance online. 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, with the full premium deducted from Fall Quarter financial aid disbursement. All international students holding a J-1 Visa are required to purchase the Drexel plan. This plan meets all of the requirements for students on J-1 Visas, and all recommendations for international students on F-1 Visas. The policy covers students in our local area as well as worldwide. The plan must be purchased immediately upon entrance into our university and must be purchased for the full academic year.

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); and
- 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 still have 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 <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 Student Conduct and Community Standards 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: 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 is 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

215.416.3337 (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.

Victim Support and Intervention Services

The Drexel University Victim Support and Intervention Services Office assists students in securing all of the services they need to cope with the emotional, financial, and physical consequences of trauma and/or injury. This office deals with not only sexual assault, but also robbery, stalking, and other types of victimization. They also oversee the Rape Aggression Defense program. They are located in Suite 201 of the Creese Student Center, or can be reached by telephone at 215.895.6072.

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 attend the required international student orientation, to obtain pertinent 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. They can be reached by telephone at 215.895.2502.

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;
- Be enrolled full-time (nine credit hours per quarter for Law 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; and
- Report address changes to ISSS within 10 days of the change.

Libraries

Legal Research Center (LRC)

LRC Hours (during the academic year):

Monday through Thursday, 7:30 am – 10 pm

Friday, 7:30 am – 8 pm

Saturday, 10 am – 8 pm

Sunday, 10 am – 10 pm

The LRC is open reduced hours when classes are not in session, and extended hours during reading and exam periods. Current hours are always posted on the LRC website at <http://www.drexel.edu/law/library/>.

The LRC offers a completely wireless work environment with high speed network printers. Law students receive \$10 of free black and white printing or copying per quarter and after that pay 10¢ per black and white page (50¢ for color) using their DragonCards. Students may add value to their DragonCards in the LRC. Photocopies are 10¢ per page. The LRC also has dedicated Westlaw and Lexis printers on the third floor; students can send their Westlaw and Lexis print jobs to those printers without charge.

The LRC has five group study rooms, and three additional study rooms in the Law Building, that may be reserved at the circulation desk.

Current information about the LRC, its services, and staff is available at <http://www.drexel.edu/law/library/>. The LRC's main telephone number is 215.571.4772.

Hagerty Library

Hagerty Library Hours:

Monday through Thursday, 7:30 am-2 am

Friday, 7:30 am-10 pm

Saturday, 10 am-10 pm

Sunday, 10 am-2am

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

Photocopiers (10¢ per copy) are located on each floor. A color copier is available on the first floor (50¢ per copy). Visit <http://library.drexel.edu> for a complete description of services, collections, and policies, or call 215.895.1500 for more information.

Jenkins Law Library

All Drexel School 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 who wish to check out materials from the Jenkins Law Library may speak to one of the LRC librarians.

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. 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 School 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. Students with concerns about attendance and religious holidays should contact the Associate Dean of Students.

Public Safety

An Overview

The Department of Public Safety provides and administers many community-oriented services and programs which exist to maintain a secure environment and to enhance the quality of campus life. Information about any of the following Public Safety initiatives or procedures can be found at <http://www.drexel.edu/publicsafety/>.

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. After 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 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. Non-emergency incidents may be reported by phone at 215.895.2822.

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.

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.

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. From other phones, the emergency number is 215.895.2222. 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 <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.

Walking and Medical Escorts

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. The number is 215.895.2822.

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 (DragonCard) to the driver. Schedules for the shuttle are available at the Creese Student Center and other locations around campus, as well as online at <http://www.drexel.edu/facilities/>.

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. The goals of

this program are to heighten awareness in the University community, deter would-be thieves, and provide law enforcement with valuable crime-solving information.

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

Drexel University has implemented an emergency notification system called DrexelALERT. 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. DrexelALERT allows Drexel's Department of Public Safety to send alerts in minutes through text messaging, phone, and e-mail. The Public Safety Department web site also provides current security and safety-related information to the Drexel community.

Daily Crime Log

Drexel's Public Safety Department maintains an incident journal in its administrative office, and online at <http://www.drexel.edu/publicsafety/crimereporting/crimelog>. This is a chronological listing of all crimes and significant incidents, known and reported to Public Safety, that are responded to and documented by public safety officers. It also includes the names of persons arrested, if known, and is open for review by any member of the Drexel 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. For complete information about FERPA rights, please visit <http://www.drexel.edu/provost/registrar/ferpa.asp>. You may also contact the Office of Student Affairs with any specific questions regarding viewing, obtaining, or correcting your record.

IV. SCHOOL OF LAW CODE OF CONDUCT

In addition to the School of Law Code of Conduct, law students are subject to the Drexel University Code of Conduct. This Code, which covers non-academic conduct on and off campus, is available at <http://www.drexel.edu/studentlife/studenthandbook/handbook.html>. The provisions of the University Code are enforced by the “Procedures for Actions Under the Code of Conduct” for the School of Law, in consultation with the University’s Dean of Students.

SCHOOL 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 School 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 School 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 Legal Research Center, 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 School 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 School 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 School 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 School of Law may report a potential violation of the Code of Conduct in writing to the Associate Dean of Students' office for investigation. Reports may be written or e-mailed directly to the Associate Dean of Students. 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 Associate Dean of Students. However, the name(s) of individuals reporting a violation will remain confidential in the Associate Dean of Students' office and will be released only with the permission of the reporting individual.

2. Notice. Upon receipt of the complaint, the Associate Dean of Students 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 Associate Dean of Students. Upon receipt of the written report of a potential violation, the Associate Dean of Students 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 School of Law community who may have information relating to the allegations. The Associate Dean of Students 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 Associate Dean of Students may also consult with the University's Judicial Officer on any matter contained in the report of a potential violation.

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

4. Disposition by the Associate Dean of Students.

(a) **Dismissal.** If the Associate Dean of Students 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 Associate Dean of Students shall inform the person filing the complaint, the accused, and the Dean of the decision in writing.

(b) **Settlement.** If the Associate Dean of Students 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 terms satisfactory to the Associate Dean of Students and the accused. These terms may include either individually or in any combination:

- (1) Expulsion from the School of Law;
- (2) Suspension from the School of Law for a specific term of one year or less;
- (3) Assignment of a grade of "F" for any course, seminar, clinic, or Co-Op;
- (4) Withdrawal with prejudice from any course, seminar, clinic, or Co-Op;
- (5) Written reprimand;
- (6) Probation;
- (7) An oral or written admonition;
- (8) Any other conditions deemed appropriate.

If the complaint is resolved in this manner, the Associate Dean of Students shall inform the Dean of the terms of the agreement and shall notify in writing the person filing the complaint of the fact that the complaint has been resolved.

If the student receives a failing grade in a first year course due to a violation of the Code of Conduct, the student must retake the course. Since the student received a failing grade due to a violation of the Code of Conduct, both the failing grade and the grade from the retake will appear on the student's transcript, but only the failing grade and not the grade from the retake will be factored into the student's cumulative grade point average.

(c) **Notice to Accused.** Within a reasonable time from the filing of the complaint, the Associate Dean of Students 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 Associate Dean of Students has determined that the matter cannot be settled. If the complaint is not dismissed or settled administratively, the Associate Dean of Students shall furnish the accused with a copy of the complaint. The Associate Dean of Students 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 Associate Dean of Students 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 School 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 School of Law 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 School of Law days prior to the hearing. The Dean, in his 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 Presenter of Charges 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 School of Law days of the notice of the decision that the Dean of the School 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 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

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 School of Law;
- (b) Suspension from the School of Law for a specific term 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.

If the student receives a failing grade in a first year course due to a violation of the Code of Conduct, the student must retake the course. Since the student received a failing grade due to a violation of the Code of Conduct, both the failing grade and the grade from the retake will appear on the student’s transcript, but only the failing grade and not the grade from the retake will be factored into the student’s cumulative grade point average.

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 School 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.