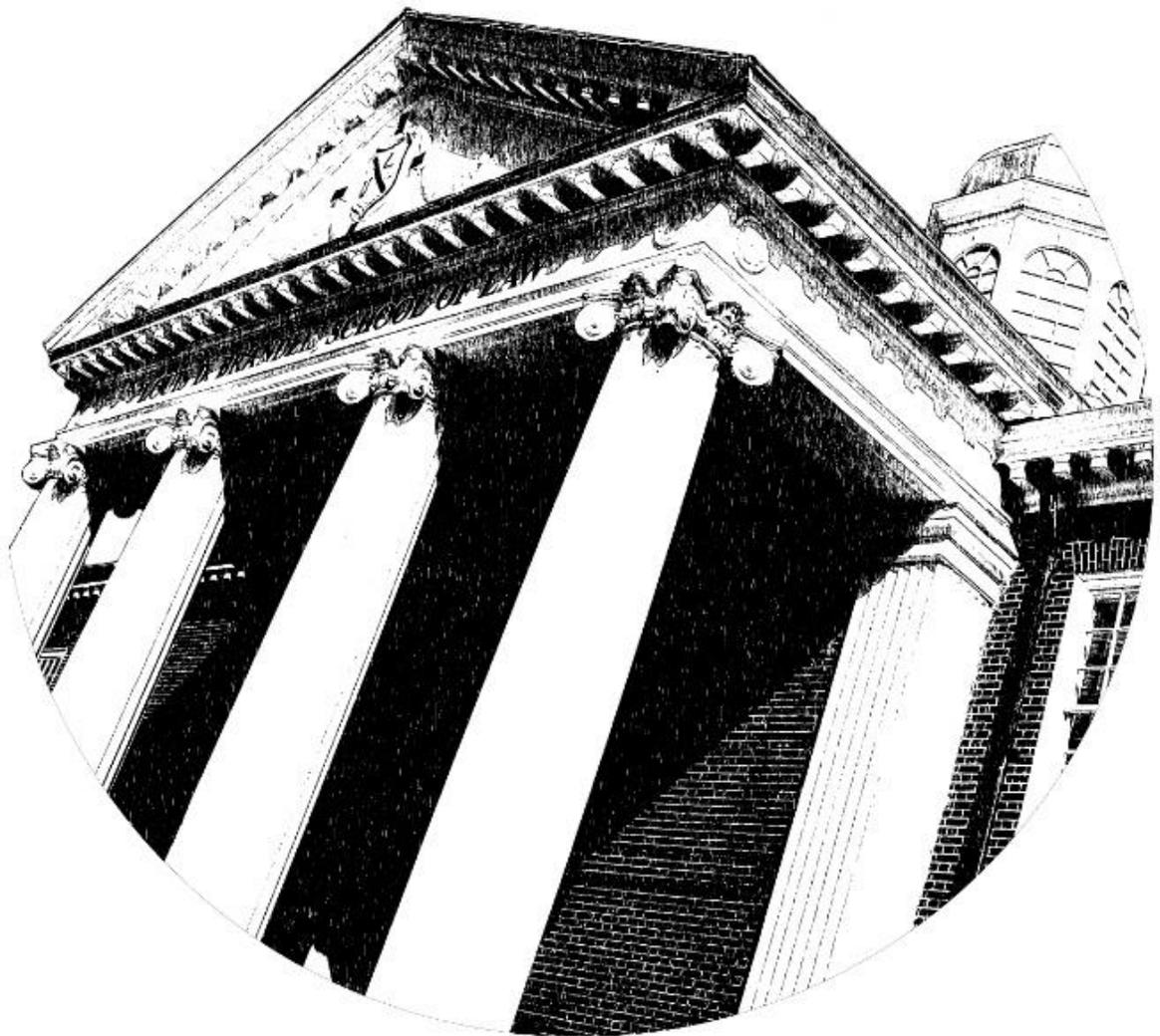


University of Louisville • Louis D. Brandeis School of Law

Student Handbook 2015-2016



UNIVERSITY OF
LOUISVILLE[®]

BRANDEIS SCHOOL OF LAW

Revised August 2015

KNOWLEDGE OF STUDENT HANDBOOK

All

students are charged with knowledge of the contents of this handbook and are responsible for complying with all of its requirements, rules, and regulations. Students are also charged with knowledge of all information distributed by the Daily Docket; sent by mail to the student's address on file with Student Records; sent to the student's U of L e-mail address (or other email addresses students use in communicating with law school staff or faculty); and appearing in course notes, course schedules, and registration materials.

While every effort is made to ensure the accuracy and currency of the information in the Student Handbook and the other modes of communication referenced above, students should contact the Office of the Assistant Dean for Student Life for clarification in the rare event of ambiguities or discrepancies in distributed information.

This handbook was last revised in August 2015. It contains degree requirements, academic regulations, information regarding student rights, responsibilities and discipline, student-related University policies, and directory information. The faculty reserves the right to change requirements, regulations, and procedures applicable to students.

This publication was prepared by the University of Louisville and printed with state funds pursuant to KRS 57.375. The University of Louisville is an equal opportunity institution. The Brandeis School of Law at the University of Louisville does not discriminate against persons on the basis of race, age, religion, sex, disability, color, sexual orientation, national origin or veteran status.

The University of Louisville Mission Statement:

The University of Louisville pursues excellence and inclusiveness in its work to educate and serve its community through:

1. teaching diverse undergraduate, graduate, and professional students in order to develop engaged citizens, leaders, and scholars,
2. Practicing and applying research, scholarship and creative activity, and
3. Providing engaged service and outreach that improve the quality of life for local and global communities.

The University is committed to achieving preeminence as a nationally recognized metropolitan research university.

<http://louisville.edu/about/>

August 2015

On behalf of everyone at the Louis D. Brandeis School of Law at the University of Louisville, welcome to law school! Educating students like you is the primary reason for the School of Law's existence, and everyone here is firmly committed to helping you achieve success.

This is a defining moment in your life; you are about to embark on a new career path. The path begins by learning to think critically about the law. That learning process is a joint venture between you, your fellow students, the faculty, and the staff. To allow that process to work effectively, the School of Law has developed a system of policies and procedures, which are set out in this Handbook.

This Handbook has been prepared to help you understand the procedural aspects of the School of Law as well as the ethical obligations that bind law students. In order to maintain a level playing field in the interests of all, we try not to depart from the policies and procedures stated here. Exceptions are rare because procedural rules lose their force when they are disregarded arbitrarily or too often. For this reason, the burden of justifying any exception is on the individual seeking it. This may seem harsh, but it is essential if we are to be fair in treating all similarly situated students in a like manner.

It is also important to recognize that the practice of law is a profession. Lawyers are governed by a professional code of ethics. A similar code—which is included as an Appendix to this Handbook—applies to law students. From your first day here until you graduate, you should conduct yourself not only as a conscientious law student, but as a member of a learned profession.

During Orientation's oath signing ceremony, you recite the following:

I Pledge that, as a student at the Brandeis School of Law at the University of Louisville,

I will support and defend the Codes of Honor and Conduct of the Law School and the University. I will neither take part in academic dishonesty nor allow academic dishonesty to take place and should I be aware of any such practice, I will inform the Honor Council. Further, cognizant of the trust placed in me and the responsibility I carry as a student at the School of Law, I will conduct myself in all matters with courtesy, civility, and professionalism. Finally, I will fully and conscientiously exercise the privileges given to me as a student of the law, to be prepared to assume my full responsibilities as a future member of the bar.

From the day you matriculate at Brandeis, you will be building the reputation that you will carry with you throughout your professional life. Remember that today's classmates are tomorrow's colleagues. We expect you to abide by this oath, the Honor Code, and Code of Conduct throughout your tenure at the University of Louisville Brandeis School of Law.

This handbook is updated each academic year and occasionally during the school year if needed. Your graduation requirements are governed by the handbook published the year you entered Brandeis. If there are other policy changes during your law school tenure, you will be notified by publication in the Daily Docket.

Please familiarize yourself with the information in this Handbook. If you have questions, please feel free to contact me. Stop by my office, or if it is more comfortable for you, you can also [email me](#).

I am sure I speak for everyone when I say I look forward to getting to know all of you during your years at the School of Law.

Jennifer T. DiSanza
Assistant Dean for Student Life

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Chapter 1. Directory Information

Law Faculty

Jamie Abrams

Assistant Professor of Law
852-2925, Room 282
jamie.abrams@louisville.edu

Leslie W. Abramson

Frost Brown Todd Professor of Law
852-6385, Room 260
les.abramson@louisville.edu

Craig A. (Tony) Arnold

Herbert F. Boehl Professor of Property and Land Use
Affiliated Professor of Urban Planning
Chair of the Center for Land Use and Environmental Responsibility
852-6388, Room 281
tony.arnold@louisville.edu

R. Thomas Blackburn, Jr.

Professor of Law
852-6384, Room 163
tblackburn@louisville.edu

Bill Blais

Ralph S. Petrilli Distinguished Visiting Professor of Law
852-6378, Room 264
weblai01@louisville.edu

John T. Cross

Grosscurth Professor of Intellectual Property Law and Technology Transfer
852-0850, Room 248
john.cross@louisville.edu

Susan H. Duncan

Dean and Professor of Law
852-6373, Room 201
susan.duncan@louisville.edu

Grace M. Giesel

Associate Dean for Academic Affairs
Bernard Flexner Professor of Law and Distinguished Teaching Professor
852-6382, Room 213
g.giesel@louisville.edu

Timothy S. Hall

Professor of Law
852-6830, Room 259
hallt@louisville.edu

James T. R. Jones

Professor of Law
852-6973, Room 261
jtrjones@louisville.edu

Karen A. Jordan

James R. Merritt Professor of Law
852-5292, Room 287
karen.jordan@louisville.edu

Ariana R. Levinson

Associate Professor of Law
852-0794, Room 285
a.levinson@louisville.edu

Samuel A. Marcossou

Professor of Law
852-6369, Room 254
smarcossou@louisville.edu

Goldburn P. Maynard, Jr.

Assistant Professor of Law
852-5563, Room 263
goldburn.maynard@louisville.edu

Laura McNeal

Assistant Professor of Law
852-8859, Room 279
laura.mcneal@louisville.edu

Luke M. Milligan

Professor of Law
852-7939, Room 246
luke.milligan@louisville.edu

Lisa H. Nicholson

Professor of Law
852-7166, Room 264
lisa.nicholson@louisville.edu

Richard H. Nowka

Wyatt Tarrant & Combs Professor of Law
852-6386, Room 284
rick.nowka@louisville.edu

Cedric M. Powell

Associate Dean of Research and Faculty
Development and Professor of Law
852-6363, Room 266
cedric.powell@louisville.edu

Laura Rothstein

Professor of Law and Distinguished University
Scholar
852-6288, Room 242
laura.rothstein@louisville.edu

Mark A. Rothstein

Herbert F. Boehl Professor of Law and Medicine
and Distinguished University Scholar
852-4982, Room 257
mark.rothstein@louisville.edu

Shelley Santry

Assistant Professor of Law and Director of
Robert and Sue Ellen Ackerson Law Clinic
852-5563 – Clinic Office Downtown
shelley.santry@louisville.edu

Lars S. Smith

Samuel J. Stallings Professor of Law
852-7273, Room 244
lars.smith@louisville.edu

JoAnne Sweeny

Associate Professor of Law
852-6375, Room 256
j.sweeny@louisville.edu

Enid F. Trucios-Haynes

Interim Director, Muhammad Ali Institute for
Peace and Justice
Professor of Law
852-7694, Room 250
ethaynes@louisville.edu

Justin Walker

Assistant Professor of Law
852-6638, Room 286
justinreed.walker@louisville.edu

Manning G. Warren III

Harold Edward Harter Professor of Law
852-7265, Room 255
mgwarr01@louisville.edu

Russell L. Weaver

Professor of Law and Distinguished University
Scholar
852-6559, Room 251
russ.weaver@louisville.edu

Law Administrative Offices

Office of the Dean

Susan H. Duncan

Dean
852-6879, Room 201
susan.duncan@louisville.edu

Becky Wimberg

Assistant to the Dean
852-6879, Room 201
b.wimberg@louisville.edu

Taylor Davis

Development Associate
852-6381
taylor.davis@louisville.edu

Jon-Paul Moody

Unit Lead Fiscal Officer
852-6092, Room 204
jpmoody@louisville.edu

Maggie Bratcher

Administrative Associate
852-1669, Room 208
margaret.bratcher@louisville.edu

Tracie Cole

Law Resource Center Director and Events
Coordinator
852-1230, Room 277
tracie.cole@louisville.edu

Rita Siegwald

Law Resource Center
852-6361, Room 272
r.siegwald@louisville.edu

Janet Sullivan

Executive Secretary to Professor Warren
852-7872, Room 247
janet.sullivan@louisville.edu

Kea Middleton

Law Resources Center
852-3263, Room 272
kvmidd01@louisville.edu

Patricia White

Major Gifts Officer
852-1541
patricia.white@louisville.edu

Office of Academic Affairs and Faculty Development

Grace M. Giesel

Associate Dean for Academic Affairs
Bernard Flexner Professor of Law
852-6382, Room 213
g.giesel@louisville.edu

Cedric M. Powell

Associate Dean for Research and Faculty
Development and Professor of Law
852-6363, Room 266
cedric.powell@louisville.edu

Office of Admissions and Financial Aid

Camillo Ortiz

Interim Assistant Dean
852-7390, Room 103
camillo.ortiz@louisville.edu

Angela Beverly

Admissions Coordinator
852-6391, Room 101
angela.beverly@louisville.edu

TBD

Admissions Counselor
852-, Room
@louisville.edu

TBD

Financial Aid Counselor
852-, Room
@louisville.edu

Office of Communications

Ross Bradley

Graphics Director
852-6366, Room 259
ross.bradley@louisville.edu

Alicia Kelso

Director of Communications
852-6374, Room 206
alicia.kelso@louisville.edu

Office of Professional Development

Laurel Hajek

Assistant Dean
852-6096, Room 182
laurel.hajek@louisville.edu

Jina Scinta

Public Service Program Coordinator
852-5647, Room 180
jina.scinta@louisville.edu

Debra Reh

Career Services Coordinator
852-6368, Room 184
dkreh@louisville.edu

TBD

Professional Development Counselor
852-
@louisville.edu

Office of Information Technology

James A. Becker

Assistant Dean
852-6084, Room 115
j.becker@louisville.edu

852-3541, Room 117
christie.ballenger@louisville.edu

Christie Ballenger

Workstation and Server Manager

Lee McWhorter

User Support Manager
852-2560, Room 119
lee.mcwhorter@louisville.edu

Office of Student Life

Jennifer T. DiSanza*Assistant Dean*

852-8956, Room 216

j.disanza@louisville.edu**Barbara A. Thompson***Director of Student Records*

852-6367, Room 217

barbara.thompson@louisville.edu**Scott Hite***Director of Academic Success*

852-1477, Room 212

scott.hite@louisville.edu**Robert and Sue Ellen Ackerson Law Clinic**

*416 W. Muhammad Ali Blvd., Suite 200**Louisville, KY 40202***Shelley Santry***Assistant Professor of Law and Director of**Robert and Sue Ellen Ackerson Law Clinic*

852-5563

shelley.santry@louisville.edu**Simone Beach***Assistant Director and Attorney at Law*

852-6556

simone.beach@louisville.edu

Law Library Faculty and Staff

Faculty

David J. Ensign

Professor of Law and Director of the Law Library
852-6058, Room 121A
david.ensign@louisville.edu

Kurt X. Metzmeier

*Professor of Legal Bibliography and Associate
Director of the Law Library*
852-6082, Room 121F
kurt.metzmeier@louisville.edu

P. Scott Campbell

*Professor of Legal Bibliography and Technical
Services Librarian*
852-6074, Room 121D
scott.campbell@louisville.edu

Robin R. Harris

*Professor of Legal Bibliography and Public
Services Librarian*
852-6083, Room 121G
robin.harris@louisville.edu

William A. Hilyerd

*Associate Professor of Legal Bibliography and
Research and Reference Services
Coordinator*
852-6080, Room 121E
will.hilyerd@louisville.edu

Virginia Mattingly

*Cybrarian and Associate Professor of Legal
Bibliography*
852-2075, 121H
virginia.mattingly@louisville.edu

Marcus Walker

*Assistant Professor of Legal Bibliography and
Digital Collections Librarian*
852-0171
marcus.walker@louisville.edu

Staff

Jodi E. Duce

Unit Business Manager
852-6073, Room 121C
jodiduce@louisville.edu

David Minton

Library Specialist
852-6055
dave.minton@louisville.edu

Janissa Moore

Circulation Manager
852-6085
janissa.moore@louisville.edu

Jerome Neukirch

Circulation Assistant
852-0729
Jerome.neukirch@louisville.edu

Anna Powell

Library Assistant
852-6393
anna.powell@louisville.edu

Jill Sadowski

Library Assistant
852.0736
jhsado01@louisville.edu

Selected Law School and University Offices

Affirmative Action

Dean of Students Office
SAC W301
852-5787

Athletic Ticket Office

SAC Room E301
852-5151

Bursar

Houchens Building, Room 101
852-6503

Counseling Center (New location in 2015)

Cardinal Station: 215 Central Ave., Suite 201
852-6585

Cultural Center

120 E. Brandeis
852-6656

Disability Resources Center (DRC)

Stevenson Hall, Room 119
852-6938

Financial Aid

Houchens Building, Room 110
852-5511

Health Services Center

Cardinal Station, 215 Central Ave., Suite 110
852-6479

International Center

Brodski Hall
852-6602

Intramural and Recreational Sports

Student Recreation Center (SRC)
2030 S. Fourth St.
852-6707

Law School Resource Center

Room 272
852-1246

Law Library

Law School
852-0729

Lost and Found

Law Library
852-0729

Law Resource Center
852-1230

Office for Lesbian, Gay, Bisexual & Transgender (LGBT) Services

Red Barn, Room 104
852-0696

Office of Diversity and International Student Services

2301 S. Third St.
852-5719

Parking Office (Belknap)

2126 S. Floyd Street, Suite 100
852-7275

PEACC Program

(Prevention Education and Advocacy on Campus and in the Community)
Student Services Annex, Room 100
852-2663

Postal Services (Belknap)

Houchens Building
852-6699

Registrar's Office

Houchens Building, Room LL31
852-6522

Student Activities Center

SAC, Room W310
852-6691
852-7332 (Fax)

Student Affairs

Vice President for Student Affairs
SAC, Room W302
852-6933

Student Bar Association (SBA)

Law School, Room 245
852-6398

Student Government Association (SGA)

SAC, Room W310
852-6695

University Archives

Ekstrom Library
852-6674

University Police (Belknap)

2126 S. Floyd Street, Suite 100
852-6111

Women's Center

Administrative Annex
852-8976

Chapter 2. Degree Requirements

The faculty of the School of Law will recommend for the degree of Juris Doctor (JD) only those candidates who have complied with the following requirements:

Part A. Credit Hours

Each Juris Doctor candidate must complete at least 90 semester hours of course work. In satisfying this requirement, students may apply no more than 25 total hours earned in the following courses:

1. graduate courses in another college or school;
2. externships;
3. hours earned for moot court and in other skills competitions;
4. independent studies;
5. hours earned for journal or law review; and
6. Clinic II.

There are also specific maxima hours that can be applied to the degree from some of these activities, as described in Chapter 3, part W (journals), X (externships), Y (extramural advocacy), and Z (study abroad).

All students who began their work toward the JD at the Law School may earn no more than 30 credit hours towards the JD degree outside the Law School. This includes credit hours from foreign institutions, other ABA-approved law schools as a visiting student, and graduate-level courses taken outside the Law School. Transfer students (those who began their work toward the JD at some other institution) must complete at least 30 of their last 36 credit hours at the University of Louisville, and all students must complete at least half of their 90 credit hours at the University of Louisville.

Part B. Quality Point Standing

Attainment of a cumulative grade point average of at least C (2.0) in all graded courses taken, exclusive of courses transferred from other law schools, or taken in non-law graduate courses, is required for graduation. **No grades from courses taken outside the law school will be counted toward a student's law school grade point average or law school graduation honors.**

Part C. Courses Required for Graduation

All students must pass the following:

1. **All required courses in the basic full-time curriculum** (Lawyering Skills I and II, Civil Procedure, Contracts I and II, Criminal Law, Property¹, Torts I and II; Professional Responsibility; and Constitutional Law I and II)²;
2. At least **one perspective course** (see Chapter 2, Part G.);
3. The Upper Division Writing Requirement (see Chapter 2, Part E.);

¹ For students who matriculated prior to Fall 2012, Property I and Property II are required courses.

² For students who matriculated prior to Fall 2015, Basic Legal Skills, Legal Research, Civil Procedure I and II are required courses.

4. At least **24 hours of “core” courses** (Administrative Law; Business Organizations; Conflict of Laws (offered for the last time in 2015-16); Criminal Procedure: Constitutional Issues; Criminal Procedure: Judicial Process; Decedents’ Estates and Trusts; Family Law (Formerly Domestic Relations); Estate and Gift Taxation; Evidence; Federal Income Taxation of Individuals; Negotiable Instruments; and Secured Transactions);
5. **Professional skills instruction** (see Chapter 2, Part F.); and
6. **The Legal Profession Curriculum** (*effective 2011-12, updated in 2014-15, see Chapter 2, Part H.*).

NOTE: Courses satisfying the above requirements may be changed from time to time, and the faculty may impose additional requirements for graduation. For example, the Public Service Requirement, Part D, is a graduation requirement. Please refer to the [Graduation Requirement Checklist](#) online for your entering year (you must be logged in).

The first-year curriculum consists of the following courses:

Full-Time Program	
Fall Semester	Spring Semester
Lawyering Skills I (3)	Lawyering Skills II (2)
Contracts I (3)	Contracts II (2)
Torts I (2)	Torts II (3)
Civil Procedure (4)	Constitution Law I (4)
Criminal Law (3)	Property (4)
Total Credits - 15	Total Credits - 15

Full-time students must take all of the listed courses during their first year. However, in extenuating circumstances, the Assistant Dean for Student Life may allow a full-time student to take fewer than all the listed courses in the spring term. If a student fails one or more of the first-year courses, he or she must retake it during the second year of school.

Part-Time Program	
Fall Semester	Spring Semester
Lawyering Skills I (3)	Lawyering Skills II (2)
Contracts I (3)	Contracts II (3)
Torts I (2)	Torts II (3)
In addition, part-time students may take Criminal Law during the fall semester and/or Property during the spring semester with permission of the Assistant Dean for Student Life.	
<i>Criminal Law (3)</i>	<i>Property (4)</i>

The faculty strongly recommends that first year required courses be taken concurrently and in the order listed below:

First-Year Required Courses	
Lawyering Skills I	Lawyering Skills II
Contracts I	Contracts II
Torts I	Torts II
Criminal Law	Property
Civil Procedure	Constitutional Law I

Part-time students must have taken or be currently enrolled in all first-year courses before taking upper – division courses. Students may, however, take other courses in any semester when there is no first-year course offered that the student is not currently taking or has not already passed. Any full- or part-time student who has not passed all first-year required courses must have his or her schedule approved by the Assistant Dean for Student Life.

A part-time student who completes the first part of a two-part first year course in the Fall semester (that is, Contracts and Torts) must enroll in the second part of that course the following spring term. A student who does not earn credit for the first part of a two-part course must still enroll in the second part of that course, but only if that student attended the required number of classes in the first part. However, if the student demonstrates compelling circumstances, the Assistant Dean for Student Life may make an exception to the rules set out in this paragraph.

First-year students, both full-time and part-time, may not drop a course once the semester has begun. If, however, a first-year student demonstrates, in a timely manner, compelling circumstances that require a course-load reduction, the Assistant Dean for Student Life may authorize an appropriate schedule adjustment if it is in the best interest of the student's law school education. There is a presumption against course-load reduction in the first year of study, and in most circumstances the student seeking a course-load reduction will be advised to take a leave of absence from the School of Law.

Model Plans

1. **To graduate in the traditional three-year program** students will take in the first year: Lawyering Skills I and II; Contracts I and II; Torts I and II; Property; Civil Procedure; Constitutional Law I, and Criminal Law, leaving approximately 15 hours per semester to graduate in three years (excluding summers).
2. **To graduate in four years** students will take in the first year: Lawyering Skills I and II; Contracts I and II; Torts I and II; Criminal Law and Property, leaving approximately 11-12 credit hours per semester to graduate in four years.
3. **To graduate in five years** students will take in the first year: Lawyering Skills I and II; Contracts I and II; and Torts I and II, leaving approximately 9-10 credit hours per semester to graduate in five years.

After their first year, part-time students may take as few as six (6) credit hours and as many as twelve (12) credit hours (thirteen (13) with permission of the Assistant Dean for Student Life), but all students must satisfy requirements for graduation within seven (7) years from their date of matriculation. The faculty strongly recommends that all students satisfy requirements for graduation within three (3) to five (5) years from their date of matriculation.

Part D. Public Service Requirement

Students must complete the public service requirement prior to graduation by engaging in at least 30 hours of law-related public service at an approved placement. The public service requirement must be completed before a student will be permitted to visit at another law school during his or her last semester, unless an exception is pre-approved by the Public Service Coordinator. Failure to complete the public service hours and/or failure to submit all required documentation by the published deadline will result in delayed graduation.

For purposes of the public service program, public service work is broadly defined as follows:

1. Primarily, for persons of limited means or for charitable, religious, civic, community, governmental and education organizations in matters which are designed generally to address the needs of persons of limited means and for governmental organizations in matters in furtherance of their organizational purposes.
2. Secondly, for groups or organizations seeking to secure or protect civil rights, civil liberties, animals, the environment, or public rights; or
3. In special cases (not routine clerk work), in activities for improving the law, the legal system, or the legal profession, or educating the public about the law and the legal system.

Furthermore, the volunteer service must be unpaid, not for academic credit, and involve law-related work at an approved placement. No public service work credit will be received by a student who is currently in a paid employment relationship with the placement.

Part E. Upper Division Writing Requirement

All students must complete a substantial writing project after completing 19 hours or more of course work. The writing requirement may be fulfilled by writing:

1. A research paper for a writing seminar, involving significant legal research, organization, and analysis; or
2. A note involving significant legal research, organization, and analysis and capable of being published for the University of Louisville Law Review, the Journal of Law and Education, or the Journal of Animal and Environmental Law; or
3. A note or comment accepted for publication in another law review and certified by the Assistant Dean for Student Life as involving significant legal research, organization, and analysis and as meeting the writing requirement; or
4. Appellate briefs, trial court memoranda, or inter-office memoranda that involve significant legal research, organization, and analysis, in a course or seminar.

Other than as specified in item 4 above, drafting documents, such as complaints, depositions, trial memoranda, or estate plans, will not fulfill the writing requirement. Additionally, independent study papers or papers in courses other than a writing seminar will not fulfill the writing requirement.

With respect to seminar papers or course work in fulfillment of the writing requirement:

1. To ensure that the topic of the paper provides an opportunity for substantial research, the faculty should either choose the topic or be actively involved in the choice of a topic;

2. To provide for an adequate educational experience, the student shall submit a draft of the paper which shall be reviewed by the faculty, whereupon a consultation between the faculty and the student shall be scheduled in which the draft is reviewed and suggestions for improvements made;
3. The paper must not have been used in a previous course nor have been prepared for publication in a law review; and
4. To meet the writing requirement, a paper must be at least 6,250 words in length, exclusive of footnotes or endnotes, and must be supported by footnotes, endnotes, or other appropriate citation of authority. A paper submitted in a seminar, as well as one submitted for journal publication, must be typed.
5. The faculty member supervising the fulfillment of the writing requirement shall submit to the Student Records Office at the end of each semester the names of the persons who have fulfilled the writing requirement. A writing shall not satisfy the writing requirement unless the supervisor awards it a grade of "C" or higher. The Student Records Office shall note the fulfillment of the writing requirement.

Part F. Professional Skills Requirement

All students must complete a substantial skills experience after completing 19 hours or more of course work.

1. The skills requirement may be fulfilled by successful completion of a course, seminar, clinic, extramural advocacy competition or externship designated as a "skills" experience by the Associate Dean for Academic Affairs. Work done in satisfaction of the Public Service graduation requirement may not satisfy the Skills requirement.
2. Courses, seminars, extramural advocacy competitions and externships designated as "skills experiences" shall be those which provide substantial instruction in professional lawyering skills. Such skills may include trial and appellate advocacy, dispute resolution, counseling, interviewing, negotiating, problem solving, factual investigation, organization and management of legal work, drafting, or other professional lawyering skills.
3. A student may not satisfy the skills requirement during the same course or seminar in which the student satisfies the upper division writing requirement or the perspective requirement. If the satisfaction of the skills requirement involves the production of written work product, that written work product must not be submitted for credit in any other course or seminar or in satisfaction of any other requirement of the School of Law.
4. To satisfy the skills requirement, the course, seminar, externship or clinic shall contain the equivalent of at least one (1) credit hour of skills training and the student's performance of those skills must be assessed by the instructor or supervisor as part of the experience. Assessment will include substantial, documented feedback to the student regarding the quality of the student's performance and opportunity, as appropriate, to improve the student's skills performance in the course of the experience.
5. The faculty member supervising the fulfillment of the skills requirement shall submit to the Student Records Office at the end of each semester the names of the persons who have fulfilled the skills requirement and the grades earned by each student. A student shall not satisfy the skills requirement in a graded course unless the student earns a grade of "C" or higher in the course, or in a pass/fail course unless the student receives a grade of "pass." The Student Records Office shall note the fulfillment of the skills requirement on each student's academic record.

Effective date: The Professional Skills Requirement shall apply to all students entering the Law School in the fall semester 2009 or thereafter.

Part G. Perspective Requirement

Students must successfully complete one perspective course in order to graduate. A perspective course gives systematic, pervasive, and in-depth analysis of legal issues and institutions from one or more vantage points (perspectives) outside of society's current lawmakers in one of three categories:

1. Perspectives from legal systems outside the domestic U.S. legal system (e.g., international law or comparative law perspectives);
2. Perspectives from people and groups who are not lawmakers, often critical perspectives on dominant U.S. legal institutions (e.g., critical race perspectives; gender perspectives); and
3. Perspectives from non-legal disciplines (e.g., economic analysis of law; legal history).

A course meeting the perspective course requirement may be one designated by the faculty because of its course description and inherent content, or may be a particular offering of a course designated by the Associate Dean for Academic Affairs. A course must be at least two credit hours to satisfy the perspective requirement. Courses meeting the perspective requirement are designated on the class schedule every semester.

Part H. The Legal Profession Curriculum

ABA Standard 302(a)(5) requires that each student receive substantial instruction in "the history, goals, structure, values, rules and responsibilities of the legal profession and its members." In addition, Interpretation 302-6 requires that the School of Law "involve members of the bench and bar in the instruction required by Standard 302(a)(5)." The School of Law's Legal Profession Curriculum is designed to provide instruction on professionalism issues concerning law students and lawyers and also to satisfy the ABA's requirement in Standard 302(a)(5).

The Legal Profession Curriculum is a graduation requirement for all students, effective 2011-2012. The current curriculum includes programming on substance abuse and mental health, financial responsibility, and character and fitness issues. The Assistant Dean for Student Life, in consultation with the Associate Dean for Academic Affairs and the Curriculum Committee, may modify the substantive programming as needed, but each year of their legal education, students will be required to attend at least one program focusing on professionalism issues concerning law students and lawyers. Alternative arrangements will be made for students who have an unavoidable conflict.

Required programming:

1. **Program on substance abuse and mental health:** This program will be offered in the context of professionalism and a lawyer's obligation to uphold the values of the profession. It will explain the problem of substance abuse among lawyers and highlight the unprofessional conduct that often results from lawyers who engage in substance abuse. Additionally, there will be a component on mental health and the legal profession's emphasis on improving the health and wellness of the legal community. Ordinarily the program will be provided to first-year law students and offered in cooperation with the Kentucky Office of Bar Admissions and the Kentucky Lawyer Assistance Program.
2. **Program on financial responsibility:** This program will be offered in the context of professionalism and a lawyer's obligation to uphold the values of the profession by exercising financial responsibility. It will explain how financial debt can evidence a lack of financial responsibility and further, how debt can lead to financial pressures and interfere with a lawyer's responsibilities to his or her clients.

Ordinarily the program will be provided to second year students and offered in cooperation with the Kentucky Office of Bar Admissions.

3. **Program on candor:** This program will be offered in the context of professionalism and a law student's obligation to uphold the values of the profession by exercising candor in communications with the bar. It will focus on a student's obligation to answer honestly and fully all questions when applying to take the bar exam. Ordinarily the program will be provided to third-year students and offered in cooperation with the Kentucky Office of Bar Admissions.

Additional optional programming will be provided to students when possible, emphasizing the values and standards of the legal profession.

Part I. Completion of Studies

A student must complete his or her course of study no sooner than 24 months and not longer than 84 months after a student has commenced law study at the School of Law or a law school from which the School has accepted transfer credit. Ordinarily, a full-time law student will complete his or her degree in three academic years, and the part-time student in four or five years. The School of Law discourages the acceleration of completion of requirements for graduation.

Part J. Degree Application

At the beginning of the semester or summer session in which a student expects to graduate, the candidate for the degree must fill out a degree application online. The degree application process will be available on the Web through [ULink](#). All candidates for degrees, whether or not participating in Commencement, must apply for degrees according to the deadlines published by the University.

Part K. Honors and Awards

The School of Law grade point average and honors are based on grades received at the University of Louisville Brandeis School of Law only. Grades received from schools outside the University of Louisville Brandeis School of Law are not included in a student's Law School grade point average. This includes other University of Louisville colleges, other ABA approved law schools, or study-abroad programs, and courses taken in other schools as part of a dual degree program.

1. **CALI Awards.** CALI awards are given each semester to the student or students who receive the highest grade in a letter-graded course. Once grades are received, students who will receive CALIs will be notified by the Assistant Dean for Student Life. The Assistant Dean will enter names each semester into the CALI database. Certificates will be distributed when they are received by the Assistant Dean.
2. **Dean's List.** All full-time and part-time students who complete 8 or more graded credits in a semester at Brandeis School of Law will be awarded Dean's List recognition for each semester his/her semester grade point average is in the top 20% of his/her respective class. Dean's List students will receive a letter from the Dean of Brandeis 4-6 weeks after grades are due for the semester and each semester recipient names will be posted within the Law School (unless the student has opted out of publication).
3. **Graduation Latin Honors.** The degree of JD will be granted *summa cum laude* to those who have a point standing between 3.8 and 4.0, *magna cum laude* to those who have a point standing between 3.5 and 3.799, and *cum laude* to those who have a point standing between 3.2 and 3.499. Grade point average for graduation honors are based on the **student's cumulative grade point average semester prior to his/her final semester.**

4. **Honor Societies.** The University of Louisville Brandeis School of Law recognizes students who have excelled by offering honor society membership in one of three organizations, as well as with an Outstanding Graduating Senior Award.
- a. **Brandeis Honor Society.** In 1977, the faculty approved the establishment of a society to honor students with outstanding scholastic records at the Louis D. Brandeis School of Law. The Brandeis Society is an honorary scholastic society made up of law students who assist the Office of the Dean in encouraging legal scholarship. The Brandeis Society was created to foster a spirit of careful study at the University of Louisville School of Law and to mark in a fitting manner those who have attained a high grade of scholarship. Members of the Society are known as Brandeis Scholars. Students are eligible for membership if they rank within the top 5 percent of the 2L class or 10 percent of the 3L class. After each Spring semester, the Director of Student Records will forward a list of eligible 2Ls to the Dean for review. After each Fall semester, the Director of Student Records will forward a list of eligible 3Ls to the Dean for review. The Dean will make the final decision and will invite eligible students to be part of the Society.
 - b. **Brandeis Inn of Court.** American Inns of Court are designed to promote professional skills and values, with a special emphasis upon ethical and responsible advocacy in state and federal courts. Each Inn consists of distinguished members of the bench and bar, as well as a limited number of carefully selected students. This selection is based upon demonstrated interest in advocacy and student leadership or academic record. Nominations are put forward by the dean from eligible students in their final year of law school.
 - c. **Phi Kappa Phi – university honor society.** Any graduate student of sound character who is a candidate for an advanced degree, who has been registered as a graduate student in that institution for at least one year, and who has made a noteworthy record in his graduate work; except that a candidate for an advanced degree who has not completed a full year's residence shall be eligible for election within a period of one month prior to his final examinations for the degree and except further that any former graduate student who has been awarded an advanced degree subsequent to the last previous election of members in that Chapter shall be eligible for election; provided, however, that the number of graduate students elected in any year shall not exceed one-tenth the number of such students eligible for consideration during that year.

No student can be nominated to Phi Kappa Phi who is not in the top 10 percent of the class. This requirement is enforced by the National Office of Phi Kappa Phi and is a term and condition of our charter.

- d. **Omicron Delta Kappa – university honor society.** Omicron Delta Kappa (ODK) is a national leadership honor society which strives to recognize students for their achievements in scholarship, athletics, community service, civic engagement, publications, and creative and performing arts. Each spring, the Beta Epsilon Circle at the University of Louisville presents one graduating senior from each college with the ODK Outstanding Graduating Senior Award. This honor is presented to an individual or individuals who, by reason of high scholarship, prominent leadership, and service to the University, has been selected as the outstanding student in their graduating class.
- e. **Outstanding Graduating Senior.** This is a campus-wide award for students in each unit. The graduate selected should exemplify the attributes the Law School deem most desirable, including character, leadership, service, and scholarship. The student will carry the law banner at the campus commencement ceremony in May each year.

Part L. Dual Degree Programs

In recognition of the interdisciplinary nature of law, the law school offers a number of dual degree programs providing students an opportunity to earn two degrees in a reduced period of time. Students interested in any of these programs should consult the Assistant Dean for Student Life. Generally, law students must apply to a dual degree program prior to completing 45 hours of law school course work. Applicants must be admitted independently to both schools and must be accepted for the dual degree program by both schools. The JD degree will not be awarded before the other degree. Students must complete the requirements for both degrees before the JD is awarded. Students may not count credit hours towards their law degree if the credit hours were earned before they matriculated in the School of Law. Further, in the first year of law study, the participating student must take law classes only. The Assistant Dean for Student Life or the Assistant Dean's delegate must approve dual degree students' course schedules each semester. Additionally, if a student withdraws from the dual degree program, the student may not use courses earned in the second degree towards the completion of the JD. All credits transferred into the JD program from a dual degree program will be as credits only, and will not count toward the student's law school grade point average or graduation honors.

For additional information on dual degrees, please contact the [Assistant Dean for Student Life](#).

Section 1. Master of Business Administration/Juris Doctor

The JD/MBA program is offered jointly by the College of Business and the Louis D. Brandeis School of Law. Under the joint JD/MBA program it is possible for a student to receive both a JD and MBA degree in four years. The JD/MBA dual degree program provides students with a broad base of knowledge and skills in both areas. Students completing the program will have a unique advantage in today's competitive marketplace and a strong foundation for future success. Applicants must be admitted independently to both the MBA program at the College of Business and the School of Law. Students must also be admitted to the dual degree program by each school and obtain the approval of the Associate/Assistant Deans before entering this program.

To earn a dual degree, law students must be admitted to the dual degree program and apply to the MBA program prior to completing the first semester of the second year of law school. MBA students must be admitted to the dual degree program and apply to the School of Law prior to completing 18 credit hours of MBA course work.

Students are required to take at least 81 hours in the School of Law and 39 hours in the College of Business. Nine of the 39 credit hours from the College of Business must be in courses approved by the School of Law. Nine hours of approved coursework from each program can be counted as electives in the other program.

Students may begin the dual degree program in either the College of Business or the School of Law. In the first year of law study, however, the participating student may take only law classes. In the following three year period (possibly shorter), the student may combine business and law courses. Thus, students will complete 81 hours in the School of Law (instead of the usual 90), substituting approved MBA courses for remaining nine hours. In the MBA curriculum, the College of Business waives the second year MBA electives (nine hours) and allows the student to substitute nine hours of law classes. Students thus take 39 hours in the MBA curriculum (instead of the normal 48).

Upon admission to both schools and the program, the student should work with academic advisors from both schools to develop a schedule for his or her course of study. Careful curriculum planning is required for the JD/MBA degree. Some courses are sequenced or have prerequisites and must be taken in a specific order; certain MBA courses must be taken in the summer; and the student may need to take some summer law classes to complete the program in four years. In addition, the School of Law limits the number of credit hours a student may take in any one semester. It is the student's responsibility to monitor and update the course of study as needed.

Students must complete the requirements for both degrees before either degree is awarded.

To contact the MBA Graduate Office, call 502-852-7257 or email mba@louisville.edu.

Section 2. Juris Doctor/Master of Divinity

As a joint venture, the Brandeis School of Law and the Louisville Presbyterian Theological Seminary offer a dual degree program leading to both a JD and MDiv degree. Applicants interested in this program should contact the Theological Seminary, as several options are available. Students are required to take at least 81 hours (instead of the usual 90) in the School of Law and 63 hours in the Seminary (instead of the normal 90). Nine of the 63 hours in the Seminary must be in courses approved by the law school. Those nine hours of approved coursework from the Master of Divinity program can be counted as electives in the School of Law. Applicants must be admitted independently to both the School of Law and the Master's program at the Seminary. Students must also be admitted to the dual degree program by each school.

To earn a dual degree, Master of Divinity students must be admitted to the dual degree program and should apply to the School of Law prior to completing 30 credit hours of graduate divinity course work. Law students must be admitted to the dual degree program and apply to the Master of Divinity program prior to completing the first semester of the second year of law school.

Generally, students complete two years of seminary study before beginning law classes. In the first year of law study, whether before or after the student has matriculated at the seminary, the participating student may take only law classes. Thereafter the student may combine law and divinity classes.

Careful curriculum planning is required for the JD/Master of Divinity degree. Upon admission to the program, the student should work with academic advisors from both schools to develop a schedule for his or her course of study. Some courses are sequenced or have prerequisites. In addition, law students may not receive credit for any seminary classes taken before their matriculation in law school. Thus a minimum of nine credit hours from the Master of Divinity program must be taken after the student's first year of law school. In addition, the School of Law limits the number of credit hours a student may take in any one semester. Consequently, students may need to take summer classes. It is the student's responsibility to monitor and update the course of study as needed.

Students must complete the requirements for both degrees before either degree is awarded.

To contact the Louisville Presbyterian Theological Seminary, call 502-895-3411 or email at: admissions@lpts.edu.

Section 3. Master of Science in Social Work/Juris Doctor

The joint competency in social work and law is a collaborate program with the University's Kent School of Social Work. Through this program, students can complete both degrees in a reduced period of time. Applicants must be admitted to both schools separately. Students must also be approved by each school for the dual degree program. Students are required to take at least 81 hours in the School of Law and 60 hours in the MSSW curriculum. Nine of the 60 hours in the Kent School must be in courses approved by the School of Law. The Kent School of Social Work does grant the MSSW before completion of the JD program.

Students who participate in the dual program may reduce the aggregate credit hour requirement by 18 hours and earn MSSW and JD degrees in approximately four calendar years.

The dual JD/MSSW program recognizes the value of interdisciplinary study and encourages students having an interest in both social work and law to pursue these degrees simultaneously. Law courses strengthen the social worker's understanding of legal doctrine and structures that have impact on social

institutions and human conditions; social work courses help lawyers to better understand human behavior, conflict resolution and social welfare institutions.

Students may begin the dual degree program in either Kent School or the School of Law. In the first year of study, the participating student will follow the full-time academic schedule of the program in which the student enrolls first. In the second year, the student will complete the first-year coursework in the alternative program. For example, the student may begin in the Kent School and complete the standard first-year curriculum. In the second year, the student would complete the standard first-year curriculum at the School of Law.

After completion of both first-year curricula, the student may combine law and social work courses during the third and fourth years. Careful curriculum planning is required, however. Some courses in each school are sequenced or have prerequisites and must be taken in a specific order. In addition, both schools limit the number of credit hours a student may take in any one semester.

The School of Law does not have sequenced pairs of courses after the first year. It should be noted, however, that some courses are traditionally taken in the second year. In addition, many upper division elective courses have prerequisites. The Kent School will apply nine credit hours in law as electives toward the MSSW degree. In all cases, students should plan their schedules carefully and consult with advisors in both programs. Once enrolled in the School of Law, dual degree students must have their schedules approved by the Assistant Dean for Student Life.

**The Kent School also permits a social work student who already has earned a JD degree from an ABA accredited law school within the preceding five years to petition for allowance of up to nine law credits toward the elective requirements of the MSSW degree.*

To contact the Coordinator, Academic Affairs, MSSW Program, call 502-852-7126.

Section 4. Juris Doctor/Master of Arts in Humanities

Offered jointly with the Division of Humanities of the Graduate School, this interdisciplinary program may be of particular interest to community professionals and students who wish to pursue civil leadership positions. Applicants must be admitted to both the Graduate School and the School of Law. Students are required to take at least 81 hours in the School of Law and 21 hours in the MAH curriculum. Students must also be admitted to the dual degree program by each school.

Students may begin the dual degree program in either the Division of Humanities or the School of Law. In the first year of law study, however, the participating student will take only law classes. In the following two or three years, the student may combine law and humanities classes. Nine hours from each program can be counted as electives in the other program. Thus, students will complete 81 hours in the School of Law (instead of the usual 90) and 21 hours in the MAH curriculum (instead of the usual 30). The nine of the 21 hours in the Graduate School must be in courses approved by the School of Law.

To earn a dual degree, law students must be admitted to the dual degree program and apply to the MA Humanities program prior to completing the first semester of the second year. MA Humanities students must be admitted to the dual degree program and apply to the School of Law prior to completing 18 credit hours of MA Humanities course work.

Upon admission to both schools and the program, the student should work with academic advisors from both schools to develop a schedule for his or her course of study. Careful curriculum planning is required for the JD/MA Humanities degree. Some courses are sequenced or have prerequisites and must be taken in a specific order. In addition, the School of Law limits the number of credit hours a student may take in any one semester. To complete the program in four years, students will usually take summer classes. It is the student's responsibility to monitor and update the course of study as needed.

Students will not be awarded either degree until the completion of both programs.

To contact the Humanities Division Office, 303 Bingham Humanities building, 502-852-6805

Section 5. Juris Doctor/Master of Arts in Political Science

This program recognizes the many connections among politics, government, and law. Students interested in these connections will have a unique opportunity to explore them in the course of completing the dual degree program. Students enrolled in the program will also acquire interdisciplinary skills in research and writing. Students are required to take at least 81 hours in the School of Law. The hours required in the Department of Political Science vary depending on the course of study the student selects. Nine of the hours in the Graduate School must be in courses approved by the School of Law.

Applicants must be admitted independently to both the MA Political Science program and the School of Law. Students must also be admitted to the dual degree program by each school. To earn a dual degree, law students must be admitted to the dual degree program and apply to the MA Political Science program prior to completing the first semester of the second year of law school. MA Political Science students must be admitted to the dual degree program and apply to the School of Law prior to completing 18 credit hours of MA Political Science course work.

Students may begin the dual degree program in either the Department of Political Science or the School of Law. In the first year of law study, however, the participating student will take only law classes. In the following two or three years, the student may combine law and political science classes. Nine hours from each program can be counted as electives in the other program. Thus, students will complete 81 hours in the School of Law (instead of the usual 90). The hours required in the Department of Political Science vary depending on the course of study the student selects, but nine hours of approved law electives will count toward the MA Political Science requirements.

Upon admission to both schools and the program, the student should work with academic advisors from both schools to develop a schedule for his or her course of study. Careful curriculum planning is required for the JD/MA Political Science degree. Some courses are sequenced or have prerequisites and must be taken in a specific order. In addition, the School of Law limits the number of credit hours a student may take in any one semester. To complete the program in four years, students may need to take summer classes. It is the student's responsibility to monitor and update the course of study as needed.

Students will not be awarded either degree until the completion of both programs.

To contact the Political Science Department: <http://louisville.edu/politicalscience/contact-information.html>.

Section 6. Juris Doctor/Master of Urban Planning

This dual degree program is offered jointly with the University's School of Urban and Public Affairs. The dual JD/MUP program recognizes the values of interdisciplinary study and encourages students having an interest in both law and urban planning to pursue these degrees simultaneously. The dual JD/MUP program brings together two academic units critical to advancing the University's metropolitan-oriented mission in teaching, research and service to the community. Both planning and legal issues pervade most decisions about land use, whether made by government institutions, environmental or business entities, or private landowners. Nine of the hours in the Graduate School must be in courses approved by the School of Law.

Students who participate in the dual program may reduce the aggregate credit hour requirement by 21 hours and earn JD and MUP degrees in approximately four calendar years.

A student planning to pursue both degrees must submit a separate application and must be admitted to both the MUP degree program and the Brandeis School of Law. Applicants should be aware that

separate admissions tests may be required, and that separate admissions criteria will be applied. A student who is already enrolled in the first year of one program may apply to the other program and, if admitted to that program, begin the first-year of the second program in the following academic year.

Students may begin the dual degree program in either the MUP program or the Brandeis School of Law. In the first year of study, the participating student will follow the full-time academic schedule of the program in which the student enrolls first. In the second year, the student will complete the first-year coursework in the other program. After completion of first-year curricula in both programs, the student may combine law and urban planning courses; however, careful curriculum planning is required. Some courses in each school are sequenced or have prerequisites and must be taken in a specific order.

The student must complete all the graduation requirements of each school to be awarded the degree from that school, including upper level required courses in both schools, the Planning Internship and Capstone Studio requirements in urban planning, and the public service requirement in the Brandeis School of Law.

Students will not be awarded either degree until the completion of both programs.

To contact the MUP program: <http://louisville.edu/upa/programs/mup>.

Section 7. Juris Doctor/Master of Arts in Bioethics and Medical Humanities

The dual degree program in Bioethics and Medical Humanities is offered jointly with the School of Interdisciplinary and Graduate Studies. It is intended for law students who wish to add expertise in bioethics to enhance their future professional, educational, and scholarly pursuits. Applicants must be admitted to both the School of Law and the School of Interdisciplinary and Graduate Studies.

Applicants must be admitted independently to both the School of Law and the School of Interdisciplinary and Graduate Studies (for the Master's Degree). Students must also be admitted to the dual degree program by each school.

Students may begin the dual degree program in either the graduate school, for their MA coursework, or the School of Law, for their law work. In the first year of law study, however, the participating student may take law classes only. In the following two or three years, the student may combine law and MA (Bioethics and Medical Humanities) courses. Nine hours from each program can be counted as electives in the other program. Thus, candidates in the JD/MA Bioethics program will complete 24 hours in the MA curriculum (instead of the normal 33). In the JD program, candidates will complete 81 hours (instead of the normal 90 hours). Nine of the hours in the Bioethics and Medical Humanities program must be in courses approved by the School of Law.

To earn a dual degree, law students must be admitted to the dual degree program and apply to the Master's program prior to completing the first semester of the second year. Bioethics and Medical Humanities students must be admitted to the dual degree program and apply to the School of Law prior to completing 18 credit hours of graduate course work.

Upon admission to both schools and the program, the student should work with academic advisors from both schools to develop a schedule for his or her course of study. Careful curriculum planning is required for the JD/MA Bioethics degree. Some courses are sequenced or have prerequisites and must be taken in a specific order. In addition, the School of Law limits the number of credit hours a student may take in any one semester. To complete the program in four years, students will usually take summer classes. It is the student's responsibility to monitor and update the course of study as needed.

Students will not be awarded either degree until the completion of both programs.

To contact the Bioethics and Medical Humanities Department: <http://louisville.edu/bioethicsma>.

Section 8. Juris Doctor/Master of Public Administration

The dual JD/MPA program recognizes the values of interdisciplinary study and encourages students having an interest in both law and public administration to pursue these degrees simultaneously. Public policy decisions by governments and nonprofit organizations have both administrative and legal ramifications. Effective administration of public, private and non-profit entities requires comprehensive and strategic management skills, along with an understanding of the legal environment in which the organization operates. The public administrator who understands the principles and processes of law has an advantage in effectuating good policy making and management. New career opportunities involving the integration of public administration and law are growing, often in creative and sophisticated ways. Moreover, the dual JD/MPA program brings together two academic units critical to advancing the University's metropolitan-oriented mission in teaching, research, and service to the community.

Students who participate in the dual program may reduce the aggregate credit hour requirement by 30 hours and can earn the JD and MPA degrees in as few as three calendar years with summer enrollment.

A student planning to pursue both degrees must submit a separate application and must be admitted to both the MPA degree program and the Brandeis School of Law. Applicants should be aware that separate admissions tests may be required, and that separate admissions criteria will be applied. Applicants should consult the specific admissions requirements of each academic program.

Students who have been admitted to the Law School will not be required to take the GRE for MPA admission. Students wishing to apply for and begin initially for entrance into the MPA program are required to take the GRE for admission.

Students may begin the dual degree program in either the MPA program or the Brandeis School of Law. A student who is already enrolled in the first year of one program may apply to the other program, and if admitted to that program, begin the first-year of the second program in the following academic year.

After completion of first-year curricula in Law School, the student may combine law and public administration courses during his or her subsequent years. Once the student begins the MPA portion of the degree, the PADM 600 and PADM 601 courses must be completed in the first semester.

The Brandeis School of Law will allow students in the dual degree program to apply nine (9) credit hours of approved courses in public administration as electives toward the 90 credit hours required for the JD degree. Once enrolled in the School of Law, dual degree students must have their course schedules approved by the Assistant Dean for Student Life. The School of Law does not have sequenced pairs of courses after the first year. It should be noted, however, that many upper division elective courses have pre-requisites.

The Master of Public Administration program will allow students enrolled in the dual degree program to apply fifteen (15) credit hours of approved courses in law as electives toward the MPA degree. A student should identify the law school course he/she wishes to take for elective credit and contact the MPA director to secure permission for elective credit. The criteria for approval will be the course's relevance to the public or nonprofit sector and/or the administrative or managerial content.

Because each course is considered separately and in advance of enrollment, courses taken in the MPA program prior to enrolling in the Law School cannot be considered for law degree credit. Similarly, courses taken in the Law School prior to enrolling the MPA program cannot be considered for elective credit toward the MPA degree. Students considering the dual degree are strongly encouraged to apply for admission to both programs and begin their first year law school curriculum, adding public administration courses as their schedule permits.

In addition to the above cross-application of public administration credits toward the JD degree and of law credits toward the MPA degree, students in the dual degree program may apply their 6 credit hours of

skills courses to the completion of PADM 682, Internship or Practicum. The student must submit to the MPA graduate advisor a request for the internship/practicum per guidelines in the MPA handbook for internship/practicum. If the skills course involves the public or nonprofit sectors and the content of the work is essentially administrative or professional, the skills course may be applied to the MPA internship requirement in whole or part. Externships in the law school may also count toward the MPA internship if they satisfy the same criteria.

Students must complete all the graduation requirements of each school to be awarded the degree from that school, including upper level required courses in both schools, and the public service requirement in the Brandeis School of Law. Neither degree will be awarded until both programs are complete.

To contact the MPA Office: <http://louisville.edu/upa/programs/mpa>.

Part M. Enrolling in Courses Outside the Law School Curriculum (for credit)

The Law School believes that some students may benefit by taking courses offered in departments other than the Law School. Such courses may be taken in accordance with the following guidelines:

1. The course offered outside the law school must be one offered at the graduate or professional level and must enhance the student's legal education.
2. Special ABA restrictions apply to on-line courses. Consult the [Assistant Dean for Student Life](#) for details.
3. The instructor and department for the course must agree to the participation of the law student before the student may register for the course.
4. To be applied as credit for the student's JD, the student must earn at least a B for the course. The grade will not count toward the student's law school grade point average or graduation honors.
5. The law student must not be on probation during the semester in which the graduate credit is earned.
6. The law student may apply up to six hours of credit toward the JD under this policy.
7. Prior to registration, the law student must submit to the Assistant Dean for Student Life the official description of the course along with a written statement describing why the student believes the course would benefit him/her.
8. The law student must obtain the approval of the Assistant Dean for Student Life before the student may register for the course. The administration of the law school may exercise its discretion in determining the propriety of the course for the law student's course of study.
9. This policy does not apply to the law student who is participating in a dual degree program. Such a student may not use this policy to take courses offered by other departments and which would be in addition to the courses required as part of the dual degree program. Students who withdraw from a dual degree program may not use this policy to apply towards graduation the courses already taken in the other department.
10. The student must earn at least 19 credits from the law school before taking an outside course.

Part N. Admission to the Bar

As soon as possible after deciding to study law, a student is urged to investigate the rules governing admission to the bar in the state in which he or she intends to practice. The rules of many states require

registration upon beginning the study of law. **Compliance with bar admission requirements is the sole responsibility of the student.**

NOTE: Any applicant who plans to sit for the Kentucky bar must have passed the multistate professional responsibility exam on professional responsibility before sitting for the Kentucky bar. Information regarding the Kentucky Bar Examination may be obtained from the [Kentucky Board of Bar Examiners](#), Suite X, 1510 Newtown Pike, Lexington, KY 40511. See Supreme Court Rule 2.014 for further details. The Assistant Dean's Office can provide the addresses of bar examiners throughout the United States.

Part O. Pace, Maximum Time Frame, and Good Standing Rules for Financial Aid

Beginning in the 2012-13 academic year, student enrollment in classes is also subject to rules governing pace of study and maximum time frame for graduation. **These rules are imposed by the University, not the Law School. They affect only the student's eligibility for financial aid, not eligibility for a law degree.**

1. **Pace.** Students must successfully complete at least two-thirds of the cumulative credit hours in which they enroll.
2. **Maximum time frame.** Students must complete their degree requirements by enrolling in no more than 135 total hours at the Law School.
3. A student who signs up for a class, but drops that class on or before the last day to add a class, is not deemed "enrolled" in a class. A student who drops a class after that date is considered enrolled in the class for purposes of this Part.
4. A student who fails to meet either the pace or the maximum time frame requirements will no longer qualify for federally guaranteed financial aid. The Law School will report all students who fail to meet the requirements to the University Financial Aid Office. A student may be able to restore his or her eligibility for financial aid through the Financial Aid Office's internal appeals process.
5. The University also requires annual reporting of all students who fail to remain in good standing, as defined in Chapter 3, Part B. Students who are not in good standing may also lose financial aid. The Law School Reinstatement and Probation mechanism serves as the appeal mechanism for students who fail to maintain good standing. If the student is allowed to continue as a law student, he or she will not lose eligibility for federal financial aid.

Chapter 3. Academic Regulations

Part A. General Rules

1. No credit is given for work done in absentia. However, with the prior approval of the Assistant Dean for Student Life, a student may take a limited number of course hours at another ABA approved law school and receive credit toward graduation from the School of Law. A student will only receive credit for courses approved by the Assistant Dean for Student Life and in which a grade of C or higher is earned. The grades received at another law school will not be included in the law school grade point calculation or towards graduation honors.
2. Unless explicitly authorized by the Assistant Dean for Student Life, (a) no full-time student will be permitted to register for more than 16 credit hours per semester (8 credit hours in the summer term), and (b) no part-time student will be permitted to register for more than 12 credit hours per semester (6 credit hours in the summer term). With permission of the Assistant Dean for Student Life, a full-time student may register for a maximum of 18 credit hours and a part-time student may register for a maximum of 13 credit hours. As used in this section, "credit hours" includes **all classes the student takes at the University of Louisville**, regardless of whether the credit will be applied toward the student's degree. Skills competitions and journal credit also count as hours in this calculation.
3. After the first year, any student enrolled must take a minimum of six credit hours per semester. Any student enrolled in more than thirteen (13) credit hours in any semester shall be considered a full-time student.
4. Students enrolled in the School of Law are not permitted to enroll in any other college or school of this University or in any other institution of learning without the consent of the Assistant Dean for Student Life.
5. All beginning students, both full- and part-time, must take the complement of first-year courses prescribed by the faculty, as set out in Chapter 2, part C.

Part B. Good Standing, Dismissal, and Probation

1. Any student whose cumulative grade point average at the end of any semester is 2.0 or better on a 4-point scale shall be in good standing.
2. Any student whose cumulative grade point average at the end of any semester is less than 2.0 shall be placed on probation for one semester. Any student on probation may not enroll in a seminar or independent study.
3. A student placed on probation as a result of prior grades may attend summer school immediately after being placed on probation, but that summer semester is not the equivalent of the "probation semester." Grades earned during that summer semester while on probation are part of the student's cumulative GPA, which must be equal to a 2.0 or better at the end of the fall or spring probation semester.
4. Within 30 days of the beginning of the semester in which the student is on probation, the student may petition the Reinstatement and Probation Committee for a second semester on probation. A second semester of probation shall not be granted unless the Committee finds that compelling reasons justify a second semester of probation and there is a substantial likelihood that the student's quality point deficiency could be removed with two semesters of probation. The content of any such petition filed after the 30-day period is limited to compelling reasons which have occurred subsequent to the filing of the first petition or the expiration of the 30-day period, whichever is applicable.

5. Except as is provided in Rule 6 below, any student who does not remove the quality-point deficiency in the probation semester(s) shall be dismissed. A student who is granted a second semester of probation pursuant to paragraph 4, but does not remove the quality point deficiency as required by the Committee in the probation semester(s) shall be ineligible for readmission.
6. Any first-year student placed on probation at the end of his or her first semester who attains better than a 2.0 semester average during the next semester in which enrolled but who fails to remove all quality point deficiency during that semester shall be granted an expedited hearing before the Reinstatement and Probation Committee. The student shall be continued on probation for one additional semester if, in the Committee's opinion, there is a strong prospect that the student will be able to remove all quality point deficiencies by the end of the third semester of enrollment. Should such student fail to remove all quality point deficiency and attain the status of a student in good standing by the end of the third semester of enrollment, the student shall be dismissed from the School of Law and shall be ineligible for readmission.
7. Any student on probation shall register for a full load of classes as defined by the rules of the School of Law. (See Procedural Rules for the Reinstatement and Probation Committee.) A part-time first year student may not add Property in the spring semester of his or her first year unless he or she is in good academic standing.
8. Any student on probation who fails to register or withdraws without a leave of absence shall be dismissed from the School of Law.

Part C. Law School Reinstatement and Probation Rules

The Reinstatement and Probation Committee shall have jurisdiction and final authority over all reinstatement petitions. The Committee is authorized to grant or deny relief incident to reinstatement, including extension of time to complete studies for the JD degree. In extraordinary circumstances, the committee may grant [academic bankruptcy](#) for one semester to any first-year student dismissed at the end of his or her first year. The Committee shall not have the power to change or eliminate grades. **A student who is granted academic bankruptcy is not thereafter eligible to appeal for an additional semester of probation if he or she fails to obtain a cumulative GPA of better than 2.0.**

Appeal to the Reinstatement and Probation Committee

1. Every student who has been dismissed for academic reasons shall have a right to appeal, which appeal shall be taken to the Reinstatement and Probation Committee. The decision of that Committee shall be final.
2. No student dismissed shall be readmitted unless the Reinstatement and Probation Committee shall find that compelling reasons justify his or her readmission. Students dismissed will not ordinarily be readmitted to the school. Any student seeking readmission shall present to the Reinstatement and Probation Committee clear and convincing evidence that the difficulty which led to dismissal has been eliminated. The Reinstatement and Probation Committee may set whatever conditions it considers appropriate on readmission, provided that the committee shall not allow any readmitted student more than two semesters to remove any grade point deficiency. (See Dismissal supra, and The Procedural Rules for the Reinstatement and Probation Committee, available from the Student Records Office.)

Part D. Criteria and Conditions for Required Academic Advising and Course Enrollment

The following advising and course enrollment conditions apply to students with a cumulative grade point average below a 2.5, or who fall within the bottom quartile of their class as designated by the Assistant Dean of Student Life, at the end of any semester.

- A. **Course Enrollment.** In each semester that a student meets the advising criteria above, the student is restricted in his/her course enrollment for the next semester as follows:
1. Students taking 10 or more credit hours must register for a minimum of two core courses.
 2. Students taking fewer than 10 credit hours must register for a minimum of one core course.
- Core courses include: Administrative Law; Business Organizations; Conflict of Laws; Criminal Procedure: Constitutional Issues; Criminal Procedure: Judicial Process; Decedents Estates; Domestic Relations; Estate & Gift Taxation; Evidence; Federal Income Taxation; Negotiable Instruments; Secured Transactions; or other approved state bar course.
- B. **Advising.** Students meeting the advising criteria who are not in their final semester of law study must meet at least three (3) times per semester with an advisor as assigned by the Assistant Dean for Student Life. Students are required to meet with their assigned advisor before registering for courses for the next semester and must complete an advising form in advance of the meeting as a condition of registering for classes.
- C. **Advising Guidelines.** Students are expected to work with their advisor to develop an individualized academic achievement plan addressing appropriate study strategies, time management skills, and exam-taking techniques. Students should discuss with their advisor whether holding elected or appointed office in any student organization, registering for seminars and/or externships, or involvement in other extra-curricular activities will work to achieve an appropriate balance between academic success and professional development.
- D. Failure of a student to comply with any of the conditions will result in a notation made in the student's record.

Students with a cumulative grade point average below a 2.0 are not in good academic standing. In addition to the restrictions set forth above, the following restrictions shall apply:

- A. **Course Enrollment.** In each semester a student is not in good academic standing, the student is restricted from enrolling in seminars, externships, or independent studies.
- B. **Student Organizations.** Students who are not in good academic standing shall not hold any elected or appointed office in any student organization, including the Student Bar Association and Honor Council. If such a position is already held by a student when his or her cumulative grade point average drops below a 2.0, the student shall resign such position(s) immediately.

Part E. Legal Methods Study Group

Students whose cumulative grade point average falls below 2.5 at the end of the first semester of their first year may be required to participate in the Legal Methods Study Group program in the second semester of their first year, as determined by the Assistant Dean for Student Life. Regular attendance and participation will be considered in decisions relating to academic standing.

Part F. Examinations

1. In order to receive credit in any course, the student must attain a grade not lower than "D-". Credit will not be given for any course unless the examination or other evaluative mechanism is passed. (Special rules apply to the writing requirement, the skills requirement, pass/fail courses, courses taken at other law schools, and graduate courses taken in other units of the University).
2. Students are not permitted to take examinations in courses for which they have not registered.

3. Students may take exams only in authorized locations. The faculty policy regarding in-class examinations is as follows:
 - a. In order to avoid any appearance of impropriety, all in-class exams, unless otherwise specified by the faculty teaching the class, must be taken in the classrooms of the School of Law or other specially designated computer rooms. A student who is taking an exam in an approved alternate location may close the door.
 - b. All other areas of the school, including but not limited to the library, student offices, restrooms, and faculty offices should not be used to take in-class exams. Under special circumstances, including without limitation accommodated exams, the Assistant Dean for Student Life may authorize a student to take an exam in an area not normally permitted.
4. If sickness or other adjudged good cause results in a student's failure to take the regularly scheduled examination in any subject, the student must contact the Assistant Dean for Student Life as soon as possible. The Assistant Dean may authorize a **make-up examination** during the regularly scheduled exam period, or in exceptional circumstances, after the exam period. All make-up exams and incomplete or deferred grades must be approved by the Assistant Dean for Student Life by the last day of class for the applicable semester, except when the basis for the request occurs later, e.g., illness on the day of the exam.
5. A student has an **exam conflict** and may reschedule an exam if he or she has more than one examination scheduled to begin **within 12 hours of another exam**, or if the student has an exam at 6:00 p.m. with another exam the next morning at 9:00 a.m. Three exams in three days do not qualify as a conflict. In the event of an "exam conflict," the student shall take the make-up at the next available make-up session that does not create another conflict. All rescheduled and make-up examinations must be approved by the Assistant Dean for Student Life. If a professor and student want to schedule a make-up exam on a day other than the make-up day, they may do so with the approval of the Assistant Dean for Student Life only after the Assistant Dean for Student Life has determined that there is an exam conflict. In such event, the make-up exam may not be given before the regularly scheduled exam and it must be administered by the faculty member. The Student Records Office will administer make-up exams that are scheduled on the regular make-up days.
6. Make-up examinations must be scheduled after the regular examination date. In no event will a student be permitted to take a make-up examination prior to the regular examination time as reflected in the examination schedule. **Because of our exam software license, the School of Law cannot guarantee that students scheduling make-up exams which extend beyond the official examination period will be able to use computers to take those exams.** Please consult with the Assistant Dean for Student Life.

Part G. Completion of Graduation Requirements and Leaves of Absence

1. The maximum elapsed time permitted between first matriculation and graduation, including, but not limited to, any time spent on leave of absence, shall be eighty-four (84) months. A student who does not remain continuously enrolled, excluding summers, must obtain a leave of absence in order to return to the School of Law. The faculty of the School of Law reserves the right to change the schedule of classes, the program of instruction, the requirements for degrees, and any other similar rules or regulations.
2. Leaves of absences are granted for extraordinary circumstances and must be approved by the Assistant Dean for Student Life.
3. A student on probation who takes a leave of absence will remain on probation when he or she returns from leave.

4. The student taking leave must petition the Registrar's Office for any tuition refund that requires an exception to the Tuition Reduction Deadline.
5. The student taking leave must understand the leave's impact on loans, financial aid, and scholarships. For further information, the student is advised to consult the Financial Aid Office.
6. School of Law scholarships do not automatically renew for a student who takes a leave. In addition, in most instances, a student taking a leave must repay any scholarship money awarded by the Law School during the semester(s) in which the student is on leave. The student must submit a "Petition for Continuation of School of Law Scholarship" form no later than one week after approval of his or her leave of absence.

Part H. Period of Retention and Review of Examination Materials

Examination booklets and papers are retained by faculty for one (1) year. Students are encouraged to seek review of their examinations in a timely manner. No grade may be changed after the earlier of (a) one year after it is released, or (b) the JD degree has been posted on the student's transcript, unless such change is the result of an Honor Code proceeding.

Part I. Student Records Policy

The School of Law maintains records on each student. These begin with the student's application and supporting materials and also include the student's transcript. Other documents relating to the student's education here (e.g., medical records submitted in connection with a request for an accommodation; letters of recommendation requested from a member of the faculty; records of disciplinary proceedings; notations of awards or commendations, etc.) may also be included. It is our policy to safeguard the privacy of these records in accordance with University regulations and the Family Educational Rights and Privacy Act of 1974 (FERPA).

Each year, the University provides an annual announcement to notify current students of their FERPA rights. The announcement is published in the Schedule of Courses, in *The Cardinal*, and on the University of Louisville's [FERPA Information website](#). This notice will explain the basis on which faculty and other law school personnel may seek and obtain access to student records.

Each semester, awards and other academic recognitions will be published within the Law School community. A student must complete a [Request to Withhold Disclosure of Directory Information](#).

The School of Law encourages students to familiarize themselves with these policies. Also see Appendix 7.

Part J. Attendance and Classroom Performance

The right to take examinations, as well as the privilege of continuing as a student in the School of Law, is conditioned on regular attendance and satisfactory participation in class work. Unsatisfactory attendance or unsatisfactory classroom performance may result in lowering of your final grade for the course, involuntary withdrawal from the course, failing the course, or other resolution. **There are no excused absences**, except as provided by University policy. For information concerning religious holidays, see Chapter 3, Part K, below. For information concerning excused absences for participation in University sanctioned events, see the [University Classroom Policies](#).

1. In two-, three-, or four-hour courses, three absences will be permitted each semester. In one-hour courses, only two absences will be permitted each semester. This includes Lawyering Skills which is three credit hours in the fall and two credit hours in the spring.

2. Notwithstanding the above general rule: in courses that meet only once a week, a student may have no more than two absences.
3. Regular and punctual attendance is also required in externship and clinical courses. Participation in an externship or clinical program is a professional commitment. All students are expected to adhere to a high standard of responsibility, competence, and dedication with regard to all work assigned. Unsatisfactory attendance or lack of professionalism, civility, or respect for your colleagues or supervising attorney may result in lowering of your final grade, involuntary withdrawal from the course, failing the course, or other resolution.
4. When a student has three absences (or two in a one-hour course or two in a course that meets only once a week), the Professor will notify the Assistant Dean for Student Life who will take appropriate action.
5. In a course where a professor cancels and reschedules more than one class, a student should not be counted as absent if he or she does not attend the rescheduled classes.

Part K. University Policy on Work-Restricted Religious Holidays

Federal law and University policy prohibit discrimination on the basis of religious belief. Students who observe work-restricted religious holidays must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students' requests for adjustments in course work on the grounds of religious observance, provided that the students make requests in writing during the first two weeks of the term. Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodation under these guidelines. Note: A calendar of typical work-restricted holidays is available on the University's [Work Restricted Holy Day Policies and Calendar](#). Information about specific holidays is also available by phone from the Office of the Provost at 852-6153.

Part L. Outside Employment

The law school offers a rigorous program of legal education that prepares students, upon graduation, for admission to the bar and for effective, ethical, and responsible participation as members of the legal profession. Achieving these objectives requires students to make a significant commitment of time to law school course work. For every credit hour earned, it is expected that students will devote at least three to four hours per week on course work (assuming the work is spread over a 14 week period). Devoting the expected hours to course work is integral to solid professional formation.

Students should not allow employment to undermine their professional formation. The following policies are designed to help students maintain an appropriate balance between course work and employment. Students who need financial assistance should seek a loan or a scholarship rather than impair the quality of their law school experience.

20-Hour Policy. It is the policy of the law school to prohibit a student from working for compensation in excess of twenty (20) hours per week during any week of a semester in which the student is participating in law school courses as a full-time student. A full-time student is a student enrolled in twelve (12) or more credit hours of courses at the University of Louisville (including all courses, regardless of whether the credit will be applied to the student's law degree).

First Year Students. Because the first year presents demands and methods of study which most first year students have not experienced, it is strongly recommended that first-year students not engage in outside employment. For those students who find it necessary to work, the part-time program has been provided. There the course load has been reduced in order to permit the students to divide their time between the study of law and their employment. Part-time students are encouraged to inform their employers of their class schedules and that they are obligated to attend law school classes during these times throughout

the academic semester. Students occasionally will be required to attend other special classes, meetings, or programs and must be able to take off work or otherwise make arrangements to attend these functions.

Upper Level Students. After the first year, some work in legal practice settings may help students develop skills and values needed for competent and ethical participation as a member of the legal profession. Nonetheless, appropriate attention to law school course work requires a commitment of time that effectively precludes substantial employment for full-time students. For example, a student earning 15 credit hours ordinarily would be expected to devote to law school course work 45-50 hours per week. Therefore, upper level students are limited to the 20 hour work policy, except as provided below.

Exceptions from the Policy. With the approval of the Assistant Dean for Student Life, a student may request an exception to the 20-hour policy. On a case-by-case basis, the Assistant Dean will ordinarily consider the student's grade point average, total credit hours being taken in a semester, the content of the hours, the type of work being performed and other variables. However, in no instance will the Assistant Dean approve a student to work more than thirty (30) hours per week while attending school full-time. A student needing to work more than 30 hours can switch to the part-time program, which does not limit hours of outside employment.

Students on Probation. A student who is on academic probation must speak with the Assistant Dean for Student Life prior to making any work commitments. A record of this conversation will be put in the student's record.

Enforcement. Violations of the work and class hours limits, as set out in the above paragraphs, may result in adverse disciplinary action, reporting to the Character and Fitness Committee of the Board of Bar Examiners, or exclusion from school. All students are required to report their employment to the Student Records Office each semester. Also, if there are any changes to a student's work scheduling during the semester, the student must report it immediately to the Student Records Office.

Part M. Grade Reports and Grading Scale

Reports showing the quantity and quality of work done during the semester are issued by the University Registrar's Office through ULink at the end of each semester. The unit of credit is the semester hour, which is given for one class hour per week for one semester. The following method of grading will be used for all courses:

Grade	Quality Points per Semester Hour
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7

Grade	Quality Points per Semester Hour
D+	1.3
D	1.0
D-	0.7
F	0.0
I	0.0
W	0.0
P/F	0.0
X	0.0
AU	0.0
CR	0.0

Part N. Calculation of Grade Point Average

The grade point average (GPA) of a student will be calculated by dividing the number of quality points earned by the number of semester hours attempted for all courses in which he/she receives grades of "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", "D-", and "F". A student must have a cumulative grade point average of 2.0 in all courses taken to be in good standing.

1. The law school faculty has adopted a policy whereby certain courses are available on a pass/fail basis only. They include externships, work done for the law journals, Extramural Advocacy Competitions, and other designated courses that do not lend themselves to traditional evaluation.
2. In addition to the above, upper-level students may elect to take a seminar or independent study on a pass/fail basis with the permission of the instructor and the Assistant Dean for Student Life if there is substantial basis for assessing the student's performance. Students must obtain approval and register for pass/fail grading no later than the last day to add a class. Students may apply no more than two pass/fail seminars or independent studies under this subsection toward graduation.
3. A grade of "C" (2.0) must be earned in order to receive a pass under either subsection 1 or 2.

Part O. Part N. Incomplete Grades

All incomplete (I) grades will automatically convert to failing grades (F) unless the work in the course is completed and an actual grade is substituted within one year after the completion of the semester in which the course was taken.

Part P. Failure in a Required Course

A student receiving a failing grade (F) in a required course must repeat the course. The repetition of the course does not remove the prior grade from the student's academic record. Students who fail a first year course must retake the course at its next offering.

Part Q. Repeating a Failed Course

A student who has received a failing grade in a course may not register or be assigned to retake that course with the same professor. A student requesting an exemption from this rule must submit a written request to the Assistant Dean for Student Life showing compelling circumstances.

A student may not retake any course in which the student received a passing grade. Other than required courses, a student may elect to repeat a course in which he or she earned a failing grade (F). The repetition of the course does not remove the prior grade from the student's academic record.

Part R. Official Withdrawal Required

A student who leaves school without officially withdrawing will receive the grade(s) of F in his or her classes. To officially withdraw, the student should meet with the Assistant Dean for Student Life. A student who ceases to attend a class, but who does not officially withdraw from the class, will receive a grade of F.

The academic calendar each semester specifies a last day to withdraw from a class. Requests by upper-level students to withdraw after this date must be accompanied by a timely statement of compelling circumstances to justify why the student should be withdrawn rather than receive a failing grade. The Assistant Dean for Student Life, in consultation with appropriate faculty, shall determine whether to grant the request.

Part S. Auditing a Class

A current Brandeis Law student may audit a class under the following conditions:

1. There is room in the class and no one is on the waiting list;
2. The instructor agrees to let the student audit the class; and
3. The total semester credit hours do not exceed 18 for a full-time student or 12 for a part-time student when including the auditing credits.

A part-time student who is eligible to audit will have to pay the per-credit tuition rate for the audited credits up to a total of credit hours of 10. Once he or she has reached 10 credits, the full-time tuition rate is applied, rather than the per-credit tuition rate.

Auditing students are held to the same attendance rules as a graded course. The work and participation required by the auditing student will be determined by the instructor of the course.

Current students may not sit in a class without registering.

Current attorneys may audit a class as a non-degree student under the following conditions:

1. If there is room in the class after Brandeis Law students register;
2. The instructor gives specific permission for the outside student to enroll;
3. The Associate Dean for Academic Affairs approves; and
4. The outside student registers for the class and pays tuition at current rates.

Auditing attorneys are held to the same attendance rules as a graded course. The work and participation required by the auditing student will be determined by the instructor of the course.

Current attorneys may not sit in a class without registering.

Current attorneys should contact the Associate Dean for Academic Affairs if interested in auditing a course. They will have to make a formal application through the Law Admissions Office.

Part T. School of Law Academic Grievance Procedure

Section 1. Introduction

This procedure is designed to provide fair means for dealing with a student's complaints regarding a specific action or decision made by the law school administration, the faculty, or a faculty member. Any students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate a grievance. (Redbook, [Article 6.8](#)) A grievance filed under this Part is in addition to, and not in lieu of, a complaint involving an ABA standard filed under Part S.

There shall be a School of Law Student Academic Grievance Committee, hereinafter referred to as the Committee, which shall have the power to hear all grievances involving academic matters other than (a) substantive grade appeals and (b) matters falling within the jurisdiction of the Reinstatement and Probation Committee. Academic matters are defined as those concerning instructional activities, research activities, activities closely related to either of these functions, or decisions involving instructions or affecting academic freedom. (Redbook, [Article 6.8.3](#)). The Committee may review allegations that a grade has resulted from an unfair procedure, but it shall not render a judgment contrary to that of the faculty member on the substantive merits of the grade. Where the dean agrees with a Committee determination that procedural irregularities have occurred, the dean shall consult with the faculty member involved and the Reinstatement and Probation Committee as to the grade to be recorded in the student's official transcript.

To assist the student, a Student Grievance Officer shall be provided who is responsible for informing students of their rights and obligations under the grievance procedure and especially the deadlines that have been established. The Student Grievance Officer shall seek to resolve informally as many grievances as possible. (Redbook, [Article 6.8.2](#)). Students are encouraged to seek the assistance of the Student Grievance Officer at any stage of the grievance process. The Associate Dean for Academic Affairs is the contact person in the law school.

Section 2. School of Law Student Grievance Committee

The Committee shall be composed of five (5) members selected as follows: One (1) student selected by the Student Bar Association and four (4) faculty members appointed by the dean. The dean shall select the chair of the Committee. In a situation where the student member is involved in the grievance or removed because of challenge, the Student Bar Association shall appoint an alternate student member for that grievance. When a faculty member of the Committee is involved in the grievance or removed because of challenge, the dean shall appoint an alternate faculty member to serve on the Committee for that grievance.

Section 3. Preliminary Steps

In pursuing a grievance concerning academic matters within the law school, a student shall follow this procedure:

1. The student shall first discuss the grievance with the person or persons grieved against (hereinafter referred to as the respondent), and shall attempt to resolve it through informal discussion. This

discussion should take place not later than thirty (30) days after the date on which the student first learned, or may reasonably have been expected to have learned, of the cause of the grievance.

2. If there is no resolution, and if the grievance is not against the law school administration, the student shall discuss the grievance with the Associate Dean for Academic Affairs, who shall attempt to mediate a resolution.
3. If the student still has not been able to obtain a resolution, the student may request the Student Grievance Officer to attempt informal mediation of the grievance.
4. If the grievance has not been satisfactorily resolved through the informal process, the student may submit a written statement of the grievance to the Committee through the Office of the Associate Dean for Academic Affairs. This statement shall not be submitted later than one year after the date on which the student first learned, or may reasonably have been expected to have learned, of the cause of the grievance. The statement shall contain: (a) a brief narrative of the condition giving rise to the grievance; (b) a designation of the respondent; and (c) a statement of the remedy requested.

Section 4. Committee Action

Upon receipt of a written statement of a grievance, the chair of the Committee shall:

1. Consult with the student, the respondent, the Associate Dean for Academic Affairs, and the Student Grievance Officer to obtain assurance that all steps of the informal process were completed and that the issues in the statement were discussed at all levels.
2. Send a copy of the statement to the respondent and to all Committee members.
3. Notify the grievant and the respondent of their right to make one (1) peremptory challenge to a Committee member and to challenge Committee members for cause. The Committee's notice shall include: (a) the names of the Committee members; and (b) a request that any challenges be made promptly to expedite the grievance procedure.
4. Call a meeting of the Committee to be held within twenty (20) days after receipt of the written statement to review and consider it and to decide whether the grievance states grounds sufficient to warrant a hearing.
5. Notify the grievant and the respondent of the Committee's decision and its reasons therefore in writing.
6. If a hearing is to be held, notify in writing all parties, and any witnesses, of the date, time, and place of the hearing. The notice shall be sent at least ten (10) days prior to the hearing date.
7. In its notice of hearing, request in writing from the grievant and the respondent any pertinent material that the Committee shall require for its review prior to the hearing. The respondent may submit to the Committee a written statement outlining issues from the respondent's perspective. The statement and materials either party chooses to submit shall be submitted to the Committee not later than four (4) days prior to the hearing. Committee members shall make every effort to maintain confidentiality throughout the entire grievance process.

Section 5. Hearing and Reporting Process

All Committee hearings and reports thereon shall be conducted confidentially in the following manner:

1. The grievant and the respondent must be present during the information-gathering portion of the hearing. Witnesses will be available and called when needed. The Committee may allow the presence of a secretary or technical assistant.
2. All statements made during the information exchange phase of the hearing shall be tape-recorded (or video-taped). This record shall be preserved in the University Archives for a minimum of five (5) years and shall be confidential.
3. Any Committee member may question any of the participants at the hearing.
4. The grievant shall be afforded the opportunity to present statements and to have witnesses testify before the Committee.
5. The respondent shall have the opportunity to question the grievant and the grievant's witnesses about their statements.
6. The respondent shall be afforded the opportunity to present statements and to have witnesses testify before the Committee.
7. The grievant shall have the opportunity to question the respondent and the respondent's witnesses about their statements.
8. After all information is exchanged, all persons, other than Committee members and the recording secretary, shall leave the committee room. The grievant, respondent, and witnesses shall continue to be available to the Committee should further information be needed.
9. The Committee shall meet in closed session to decide upon its recommendations to the Dean. If the grievance directly involves the Dean, the report and recommendations of the Committee shall be referred for decision to the Provost.
10. The Committee shall submit its report with recommendations and reasons therefore to the grievant, the respondent, and the Dean (or Provost).
11. The student's grievance shall be included in the student's record.
12. Until the grievance is resolved, the student may continue the student's natural academic progression through the academic unit, subject to the requirements of Redbook, Article 6.6 (Academic Review, Advancement, Probation, and Dismissal of Students) and Article 6.7 (Nonacademic Disciplinary Procedures).
13. The burden of proof shall be on the grievant. The grievant shall establish his right to relief by clear and convincing evidence.

Section 6. Final Decision

The Dean (or Provost) shall approve or reject the Committee's recommendations within twenty-eight (28) days after they are received. If the decision of the Dean (or Provost) is in accord with the Committee's recommendations, the recommendations shall be implemented. If the decision is not in accord with the Committee's recommendations, the Dean (or Provost) shall state the reasons for that decision, in writing, to all persons directly involved in the grievance and to the Committee. That decision shall be implemented after the time for appeal has elapsed.

Section 7. Rehearing Before the Committee

Within 21 days after delivery of its report, the grievant or the respondent may petition the Committee to reconsider its report. The petition must be based upon evidence of misrepresentation of material facts or upon newly discovered evidence clearly not available at the original hearing.

Section 8. Appeal to the University Student Grievance Committee

Any party to the grievance may appeal to the University Student Grievance Committee within 21 days from the date of the final decision of the Dean (or Provost) if the decision does not accord with the recommendations of the Committee. The appeal shall be in accordance with Articles [6.8.11](#), [6.8.12](#), and [6.8.14](#) of Redbook.

Part U. Policy on Student Complaints Implicating the Law School's Compliance with ABA Accreditation Standards

The University of Louisville's Brandeis School of Law is accredited by the American Bar Association's Section of Legal Education and Admissions to the Bar. Law School students who are aware of a problem that directly implicates the Law School's compliance with the ABA's Standards for Approval of Law Schools should direct their communication to the Dean of the Law School. All such communications must be in writing and must state with specificity both the ABA accreditation standard or standards at issue and the factual circumstances that suggest noncompliance.

At his or her discretion, the Dean may refer the matter to other personnel within the Law School or at the University of Louisville. Within 30 days of receiving a written communication identifying a problem that directly implicates the Law School's program of legal education and its compliance with the ABA's Standards for Approval of Law Schools, the Dean shall respond in writing to the student(s) who submitted the communication. That response may take the form of a request for further information enabling the Dean to address the Law School's compliance with the ABA standards at issue. In all events, the Dean's determination shall be final.

The Law School shall maintain a record of all communications received under this policy, including the resolution adopted by the Law School in response to those communications. This record shall be maintained throughout each period of accreditation by the American Bar Association.

Part V. Credit for Course Work at Another ABA Law School

Students may, with the advanced approval of the Assistant Dean for Student Life, earn a limited number of hours at another ABA accredited law school. This may be done by visiting another school for one or two semester(s) or a summer term, or by participating in an approved international program. Credit will be given only in courses approved by the Assistant Dean for Student Life and in which the student earns a grade of C or higher. Grades in these courses will not be counted in the student's Brandeis grade point average or impact graduation honors. Special ABA restrictions apply to on-line courses. For details, consult the Assistant Dean for Student Life. Neither the course name nor the grade will be posted on the student's official transcript. Note that transfer students must complete at least 30 of their last 36 credit hours at the University of Louisville. See Chapter 2, Part A of this Handbook.

Part W. Seminar Rules

1. Students having a 2.0 or better average and having completed at least 19 hours may register for seminars.
2. No more than two seminars may be taken in any semester.

3. All seminars have limited enrollment.
4. Both part-time and full-time students are eligible to take seminars, subject to the above rules.

Part X. Independent Study Rules

1. An Independent Study may be for one (1) or two (2) credit hours.
2. With the permission of the Assistant Dean for Student Life and the supervising faculty member, a student may take an independent study on a pass/fail basis. Students may apply no more than two pass/fail independent studies or seminars toward graduation.
3. Only students having a 2.0 or better average and at least 19 hours may register for an independent study.
4. Students may apply no more than four (4) credit hours of independent studies toward graduation, unless the Assistant Dean grants a hardship exception.
5. An independent study paper does not satisfy any graduation requirement, e.g., the writing requirement or the skills requirement, other than counting toward the total credits required for graduation from the School of Law.
6. All independent studies must be supervised by a full-time School of Law faculty. However, the faculty member does not have to be the sole supervisor.
7. To enroll in an independent study, the student must submit to Student Records a completed Independent Study Form, which requires the supervising faculty member's signature. This completed form must be submitted prior to the last day to add a class, so that the Assistant Dean may approve the Independent Study in time for the student to register.

Part Y. Journals

1. Students may also earn credit for work in connection with one of the journals sponsored by the Law School. To be awarded academic credit, the student's work must be of sufficient quality to merit a grade of "C" or better, as certified by the student's faculty advisor for the course. The amount of credit for various activities and for publication is indicated on the course schedule.
2. A student may not apply toward the JD degree more than 7 total hours of credit for journal activity.

Part Z. Externship and Clinic Rules

1. Students may take one externship per semester. A student may register for a second externship in the same semester if (1) the field placement supervisors confirm that concurrent enrollment will not create conflicts; (2) the faculty supervisors and Assistant Dean for Student Life approve; (3) seats are available after the close of registration; and (4) the student's Supreme Court Student Practice Certification can be completed in a timely manner.
2. Students may not apply more than 8 hours of externship and Extramural Advocacy Competition (934) credit toward the 90 hours necessary for graduation. (See Extramural Advocacy Rules below).
3. All participants in the Law Clinic, the Entrepreneurship Clinic, and the Criminal Justice, Legal Aid, and Immigration Externships must be certified under the Kentucky Student Practice Rule and must have completed 60 hours. Applications for certification must be submitted by the deadline established by

the Student Records Office. The instructor may refuse applications submitted after the deadline. All externships are pass/fail.

4. Refer to the Law School's course catalog for externship and clinic prerequisites.
5. Students earning credit through a judicial externship may not earn credit for a second semester judicial externship experience. Students earning credit through an externship other than a judicial externship may enroll in only one additional semester of externship work at the same placement site. Whenever a student enrolls for a second semester experience at the same placement site, the student, faculty, and field supervisor should consult about expectations to foster a meaningful learning experience.

Part AA. Extramural Advocacy Rules

Students may earn academic credit for participation in extramural advocacy competitions. Each competition must consist of a rigorous educational experience under the guidance and support of a qualified coach and/or faculty advisor which places emphasis on the development of professional legal skills. In order to receive academic credit for extramural advocacy competitions, a student must participate in an adequate number of meetings and preparation sessions, and communicate regularly with the team coach and/or faculty advisor.

The coach and/or faculty advisor must provide the competitors with training in the skills that are the subject of the competition, multiple opportunities to practice those skills, and detailed, in-depth feedback. Such competitions must require that competitors apply and demonstrate specific professional legal skills, such as written and oral advocacy at appellate or trial levels, arbitration, negotiations, or client interviewing and counseling. So much as competition rules permit, students must perform under substantial, continuous supervision and instruction by (1) a full time School of Law faculty member or (2) an adjunct or other individual, appointed by the Associate Dean for Academic Affairs, working with a full-time School of Law faculty member.

The faculty members and other instructors shall evaluate the students' written and oral performances and determine the number of credits each student has earned. Students may earn no more than two (2) hours credit for participation in a single competition and may apply no more than six (6) hours of Extramural Advocacy Competition (934) credit toward the ninety (90) hours necessary for graduation.

Students may receive credit for no more than one extramural advocacy per semester and ordinarily may participate in no more than one per semester. For a student to participate in more than one in the same semester, the Assistant Dean for Student Life, faculty members, and other instructors must first approve. First-year students are ineligible to participate, except to the extent of trying out for a team if the competition will take place during their second year. (See Externship Rules above for other limitations on credit).

Part BB. Law Study Abroad

Section 1. Study Abroad: General Rules

All students who wish to apply hours earned abroad to their Law School degree must satisfy all the requirements set forth in Section 2 or 3 below. In addition, they must contact the University of Louisville International Center, and complete all paperwork and other requirements established by the International Center.

Grades earned in Study Abroad courses will not count toward the student's Brandeis grade point average or graduation honors.

Section 2. Study Abroad Through Another Law School

Students may take up to thirty (30) hours at an ABA-approved program of foreign law study. Students may enroll for one or two semesters. Students must obtain permission from the foreign host school; a faculty contact at the host school must be provided; and the curriculum and proposed course of study must be approved by the Assistant Dean for Student Life. While international course work is generally elective in nature, the perspective requirement may be met through international course work.

Those courses in which a student receives a C or above will be counted as Pass, and those courses in which a student receives a C- or below will not be awarded credit.

Section 3. Individually-Arranged Study Abroad

The faculty of the University of Louisville Louis D. Brandeis School of Law (the Law School) reaffirms that study of the legal systems and cultures of other countries enhances students' legal education. The Law School has developed relationships with certain foreign law schools. Students who study abroad at these partner schools may qualify for a tuition or other advantage. However, students are also free to arrange for study at non-partner institutions. The Law School intends to allow its students to participate in available educational opportunities at foreign institutions that will enhance the students' legal educations, subject to the following criteria:

1. Students in good standing at the Law School may spend no more than two semesters of study at any foreign institution after successful completion of 19 hours in the Law School;
2. A proposed course of foreign study must be approved in advance by the Assistant Dean for Student Life, and must comply with the ABA Criteria for Accepting Credit for Student Study at a Foreign Institution (the ABA Criteria);
3. Students may earn no more than 30 credit hours towards the JD degree outside the Law School. This includes credit hours from foreign institutions, other ABA-approved law schools as a visiting student, and graduate-level courses taken outside the Law School;
4. In order to count credit hours earned under this rule toward the JD degree, students must earn grades of the equivalent of C or higher. Credit hours will be applied towards the JD degree on a pass-fail basis, and grades earned will not be reflected in a student's GPA or class rank.
- ~~5. No more than six (6) students may undertake study at any particular foreign institution within the three-year period including the current academic year and the two previous academic years;~~
6. A full-time faculty member at the Law School familiar with the course of study at the foreign institution must act as sponsor of the student's foreign study;
7. Courses taken at a foreign institution may, in appropriate circumstances and with the approval of the Assistant Dean for Student Life, satisfy the Perspective Course requirement. They may not satisfy the student's Upper Division Writing Requirement or other specific graduation requirements of the School of Law;
8. Credit will be given only for approved academic coursework at foreign institutions, and not for foreign externships;

9. Ordinarily, foreign courses of study will only be approved at institutions with which the Law School has an existing working relationship;
10. Student study at foreign institutions must comply with all other rules promulgated from time to time by the Law School administration for purposes of compliance with the ABA Criteria.

Chapter 4. Law School Technology Policies and Procedures

Nothing in this Chapter shall supersede any applicable University of Louisville policy.

Part A. Law Technology and User Accounts

Section 1. Law Library Computer Labs

The Brandeis School of Law maintains two computer labs for the exclusive use of its students, faculty and staff. The labs are located on the first floor and in the basement of the Law Library. Each lab features eleven computer workstations, one Lexis-Nexis printer, and one network printer. Two additional printers are also located outside the first floor lab and in the classroom wing outside room 175 for wireless printing from students' laptop computers.

The Brandeis School of Law IT Department maintains lab computers and printers. Computer lab users may not modify, or attempt to modify, any hardware or software, including installing applications. Computer lab users should not themselves attempt to remedy or repair computer problems, clear printer jams, etc. Instead, report problems as soon as possible to the IT Help Desk:

Room 119
502-852-2560
uofflawit@louisville.edu
louisville.edu/law/intranet/it/helpdesk

Computer lab users should be considerate of other lab users by keeping conversation and noise to a minimum and not viewing web or multimedia content that may be offensive to others.

Violation of this policy by students may result in loss of the use of computer lab resources, including printing. Violations of this policy or University acceptable use policies may also result in additional sanctions.

Section 2. Classroom and Instructional Technology

The Brandeis School of Law IT Department maintains classroom computers and presentation technologies for use by law school faculty, staff and students, University of Louisville users, and guest speakers and lecturers, to enable and enhance the school's teaching mission and activities. Classroom technology users may not modify, or attempt to modify, any hardware, software, or other technologies. Nor should classroom users attempt to remedy or repair problems with those technologies. Instead, report problems as soon as possible to the IT Help Desk:

Room 119
502-852-2560
uofflawit@louisville.edu
louisville.edu/law/intranet/it/helpdesk

Violation of this policy by students may result in loss of the use of law school technology resources, including printing. Violation of this policy or University acceptable use policies may also result in additional sanctions.

Section 3. Student Organization Office Computers and Printers

The Brandeis School of Law IT department maintains desktop computers and printers in certain student organization offices by and for the exclusive use of those organizations' officers or editors and members. Student organization users may not modify, or attempt to modify, any hardware or software, including installing applications. Student organization users should not attempt themselves to remedy or repair computer problems, clear printer jams, etc. Instead, report problems as soon as possible to the IT Help Desk:

Room 119
502-852-2560
uofflawit@louisville.edu
louisville.edu/law/intranet/it/helpdesk

Student organizations are allocated and encouraged to use space on the law school's file server for storage of organization documents, spreadsheets, etc. Each organization's leadership is responsible for notifying the IT Department of the personal names and ULink user names of all officers or editors and members to whom access to the organization's electronic files should be given.

Violation of this policy by students may result in loss of the use of law school technology resources, including printing. Violation of this policy or University acceptable use policies may also result in additional sanctions.

Section 4. User Accounts

All students' computer accounts, including, but not limited to ULink, CardMail, Active Directory, and *ulsecure*, are created, maintained and, if appropriate, deleted, by the University of Louisville's Information Technology Security & Account Management unit. Students are hereby given notice that use of their computer accounts is governed by the University of Louisville [Information Security Office's](#) policies respecting [User Accounts and Acceptable Use](#) and [Passwords](#).

Part B. Printing

Section 1. Generally

Violation of any of the rules in this section may result in loss of the use of law school technology resources, including printing.

1. Each enrolled law student is allocated five hundred (500) pages of printing credit during fall and spring semesters and one hundred (100) pages during summer semesters.
2. As print jobs sent to Lexis-Nexis printers do not affect printing allocations, students are advised to print LexisNexis research to its printers. One LexisNexis printer is located in each computer lab.
3. At any time, students may purchase additional printing credit at the Law Resource Center in room 272 during normal business hours.
4. Additional printing credit purchased at the Law Resource Center will not be credited to the student's printing account until the next business day. Therefore, it is incumbent upon each student to monitor his or her printing balance and plan accordingly.
5. Additional printing credit is sold in three-dollar (\$3.00) increments of one hundred (100) pages (\$.03 per page).

Section 2. Refunds

Refunds of printing credit will only be granted if a student is charged for print jobs that do not print, or his or her prints are sufficiently flawed as to make them objectively unusable. A member of the Brandeis School of Law IT staff shall make those determinations. Refunds will be granted only for the number of flawed pages, and not necessarily for the entire print job. To receive a refund for an aborted or flawed print job, the student must report the problem immediately to the IT Help Desk::

Room 119
502-852-2560
uofflawit@louisville.edu
louisville.edu/law/intranet/it/helpdesk

Section 3. Exceptions

Exceptions to general printing limits will be granted to the following students in the following manners:

STUDENT ORGANIZATION OFFICERS, EDITORS AND MEMBERS

Editors, officers and members of student organizations, including the *University of Louisville Law Review*, *Journal of Law & Education*, *Journal of Animal & Environmental Law*, Student Bar Association, and Moot Court Board, may and must use the organization's office printer(s) for organization-related work.

RESEARCH ASSISTANTS

Faculty research assistants will be granted access to a network printer in the Law Resource Center in Room 272. This printer should only be used for work related to one's assignments as a research assistant.

Part C. Support for Student-Owned Computing Devices

The Brandeis School of Law IT Department can only provide limited support for law students' computing devices, including laptop computers, tablets, smart phones, or other mobile devices. Support is limited to:

- Installation, configuration and troubleshooting of applications specifically required or distributed free of charge by the law school, such as Exam4.
- Connecting to the University of Louisville's secure wireless network, **ulsecure**. Any student wishing to connect his/her computer or other Wi-Fi capable device to the university's wireless network is responsible for complying with applicable network security standards promulgated by the University of Louisville [Information Security Office](#) governing [Network Service](#) and [Workstation and Computing Devices](#).
- Connecting to and using the law school's wireless laptop printers.

The law school IT Department does not support, repair or diagnose any student-owned hardware or operating system problems; and only provides the application and operating system support described above. Students must obtain such support from their computer's manufacturer, software vendors or private computer repair services.

Part D. Examinations on Computer

Section 1. General Information

The law school permits students to take examinations on computer or by handwriting in exam bluebooks. Typewritten exams are no longer permitted. Taking any examination on computer is not a right but a

privilege, subject to individual faculty approval and conditioned on each student's compliance with all of the requirements and expectations set forth in this policy.

The law school licenses and supports Extegrity's Exam4 software for use by every student on in-class, essay exams, but cannot and does not guarantee compatibility between Exam4 and any particular student's computer. Each student must provide:

1. His or her own computer. The computer must meet or exceed Exam4's hardware and software requirements, which are updated regularly and posted at [Exams on Computer](#) on the Brandeis Law Intranet.
2. A portable storage device, such as a USB flash drive, for storage and submission of completed exams.

Students must also successfully complete a practice exam using the Exam4 application, under rules established by the Assistant Dean for Information Technology. Students taking exams on computer acknowledge and accept that they may be required to take or complete an exam by hand in approved bluebooks if they do not complete the practice exam in strict compliance with the rules or in case of pertinent software or hardware problems.

A new version of Exam4, for both Mac and PC, will be provided at least once each semester, and each student is responsible for obtaining, installing and testing the most recent version available for his or her exams by applicable deadlines, which are published on the [Brandeis Law Intranet](#) and in *The Daily Docket* e-mail newsletter.

Section 2. Practice Test Requirements

Each semester, in advance of exams, the Brandeis School of Law IT Department will make Exam4 available to students and publish instructions for obtaining, downloading, installing, and testing Exam4. Each student who wishes to use his or her computer to take any exam that semester must successfully:

1. Download the applicable version(s) of Exam4;
2. Install the applicable version(s) of Exam4;
3. Properly complete a practice test using the applicable version of Exam4; and
4. Submit the practice test by the applicable deadline for doing so. Practice test deadlines each semester will be posted on the [Brandeis Law Intranet](#) and in *The Daily Docket* e-mail newsletter, and each student is presumed to have notice of such deadlines.

A properly completed practice test is one on which the student has identified himself or herself **using his or her ULink user name** (e.g., *ldbran01*). A practice test on which the student has identified himself or herself by his or her personal name, or a portion thereof, student ID number, a string of sequential or random numbers, etc. is not properly completed.

No student will have satisfied the practice test requirement whose practice test was not successfully submitted electronically using Exam4 by the applicable deadline.

Any student who experiences difficulty downloading, installing or running Exam4, submitting a practice test, or otherwise complying with these requirements by any published practice test deadline must notify the [Assistant Dean for Information Technology](#) on or before the date by which any practice test must be submitted. The Assistant Dean for IT or another member of the IT Department shall make reasonable efforts and/or recommendations to assist the student in complying with the practice test requirement and deadline.

Exemptions, Extensions and Modifications

Exemptions from, or extensions or other modifications to, the practice test requirement may only be made for cause by the Assistant Dean for Information Technology upon petition from the student seeking such exemption, extension, or modification. The Assistant Dean for Information Technology shall not grant any exemption from or extension or modification to any practice test requirement unless the student requesting such exemption, extension, or modification has met *each* of the following conditions:

1. The student has submitted his or her petition for an exemption, extension, or modification to the Assistant Dean for Information Technology *on or before* the applicable practice test deadline;
2. The student has made a good faith effort to comply with applicable practice test requirements; and
3. Reasonably unforeseeable circumstances prevented the student from complying with the applicable practice test requirements.

Section 3. Penalties

Any student who does not comply with the practice test requirements, as detailed above, is not permitted to use Exam4 for any exam for which the applicable practice test was required. By taking any exam using Exam4, a student certifies that he/she has complied with applicable practice test requirements and has received notice from the Brandeis School of Law IT Department that he or she has complied with applicable practice test requirements.

Brandeis School of Law IT staff shall refuse to provide technical assistance or support to any student who has not complied with applicable practice test requirements and who attempts to circumvent those requirements by taking any exam using Exam4.

Additionally, Brandeis School of Law IT staff shall refuse to provide technical assistance or support, including use of any external storage media, to any student who cannot successfully submit his or her exam electronically and who has failed to supply his or her own USB flash drive on which to save and submit an Exam4 file.

If the identity of any student who has not complied with applicable practice test requirements, as detailed above, and who takes or attempts to take any exam using Exam4 becomes known to a member of the IT staff, the Assistant Dean for Information Technology shall notify by written letter the Assistant Dean for Student Life who will place a copy of the letter in the student's file.

Section 4. Exam Day Procedures and Support

Before Exams

Brandeis School of Law IT Department staff will be available to provide technical support for least one (1) hour before any exam on which students are permitted to take the exam using Exam4, during all such exams and for a reasonable time after any such exam has ended. Each student planning to take an exam using Exam4 must bring:

1. The computer on which he or she has successfully installed and tested Exam4, along with the computer's AC adapter/power supply and fully charged battery or batteries;
2. A functioning USB flash drive;
3. Approved bluebooks, which are available for sale in the Law Resource Center in Room 272; and

4. Ink pens or other writing instruments.

Each student planning to take an exam using Exam4 must:

1. Report to the assigned exam room;
2. Set up and boot up his or her computer and log on to the university's secure wireless network (**ulsecure**);
3. Open Exam4, provide one's assigned exam number and other information at the appropriate prompts, stop at the screen that says "**Wait!**" in large red letters; and
4. Click **Begin Exam** only when instructed by the professor that he or she may begin the exam.

An Exam4 file is not like a conventional word processing document. It is encrypted and cannot be modified once the student has ended an Exam4 session. Therefore, it is extremely important that each student:

1. Correctly identify himself/herself using his or her assigned exam number;
2. Correctly provide any other information, such as a pledge, as instructed by the professor; and
3. Do nothing that will disclose the student's identity to the professor or otherwise compromise his or her anonymity.

No member of the law school IT Department may correct students' mistakes or make other modifications to any Exam4 exam.

Troubleshooting Procedure

Any student whose computer exhibits a problem or irregularity in anticipation of taking, while taking or having immediately taken an exam using Exam4 must bring his or her computer and AC adapter/power supply immediately and directly to an on-duty member of the Brandeis School of Law Department and describe the problem(s) in as much detail as possible. The IT staff member on duty will complete an **Exam4 Incident Report**, noting:

1. The time the student arrived;
2. The student's name and exam number;
3. The nature of the problem;
4. Steps taken to resolve the problem and whether the problem was resolved; and
5. The time the student leaves.

The IT staff member will keep one (1) copy of the Exam4 Incident Report and give two (2) copies to the student, who must then take them to the Dean on Duty. The Dean on Duty will determine whether to allow the student additional time and, if so, how much time; then, if appropriate, permit the student to resume the exam as instructed. The Dean on Duty will keep one (1) copy of the Exam4 Incident Report and give the remaining copy to the student, which documents to the professor or proctor that the student is entitled to any extra time as determined by the Dean on Duty.

Following Exams

Upon the student completing and electronically submitting an exam, Exam4 will confirm that the exam was successfully submitted. However, students may further confirm their exam submission by visiting the [Exam Tracker](#).

Any student who cannot successfully submit his or her exam electronically must save the exam to a USB flash drive and immediately bring the flash drive to an on-duty member of the IT staff Department, who will copy the encrypted exam file and return the flash drive to the student.

Any student who cannot successfully submit his or her exam electronically and who has failed to bring a USB flash drive on which to copy the exam file will be refused technical assistance or support (see Section 3, Penalties, above).

Chapter 5. Bad Weather Schedule

The determination whether to close or delay classes is made by the [University of Louisville](#); the Brandeis School of Law follows those determinations. The School of Law follows the University's lead in all weather-related cancellations and delays.

Please note that the University will provide official school closing information in the following ways:

- A notice at the top of the [University home page](#);
- Rave Alert messages to all students and employees at their official university e-mail addresses;
- Rave Alert text messages sent to all students and employees [registered to receive them](#); and
- Recorded message at 852-5555.

The specific School of Law policies state:

1. If the University cancels classes for the entire day, all School of Law classes are canceled.
2. If the University delays the start of classes, the following rules apply:
 - a. All classes scheduled to end at or before 10:15 a.m. are canceled,
 - b. All classes scheduled to begin at 10:25 a.m. will meet at their normal time, and
3. If the university cancels evening classes, all School of Law classes beginning at or after 4:15 p.m. are canceled.
4. Notwithstanding the prior rules, if any delay or cancellation affects *only the Belknap campus*, Law Clinic and Law Clinic II will meet as scheduled, unless the Clinic Director indicates otherwise.

Check the University of Louisville's [home page](#) for the latest information about closings, cancellations or delays.

APPENDICES

Appendix 1. Student Rights, Responsibilities, and Discipline Generally

Students of the School of Law are subject to all University regulations, including those relating to student rights, responsibilities, and disciplinary matters. In addition, students are subject to the special regulations of the faculty of the School of Law. The faculty reserves the privilege of amending or changing its regulations at any time, and of making such changes applicable to students previously registered in the School of Law.

Violations of the Honor Code, Code of Student Conduct or other applicable standards of student conduct will be reported to bar admission authorities as part of their character and fitness inquiry procedures.

If a student knowingly makes a false statement or conceals material information on an application for admission, registration forms, or any other University document, or is otherwise guilty of dishonest conduct, the student's registration may be canceled and he or she will be ineligible (except by special action of the faculty) for subsequent registration.

The School of Law reserves the right to terminate the attendance, or to strike from the list of candidates for the JD degree, any student whom it deems unworthy because of neglect of study, incapacity for the law, or defect in conduct or character not in keeping with the standards of the School of Law and of the legal profession.

Appendix 2. School of Law Honor Code

Explanation

The School of Law treats compliance with the Honor Code as each student's most serious obligation. Every student is responsible for being aware of the provisions of the Code. In familiarizing yourself with the standards to which you will be held, you should keep in mind that the University's Code of Student Rights and Responsibilities is an integral part of the School of Law's Honor Code; as set forth in the Preamble immediately below. For example, the Code of Student Rights and Responsibilities contains an explicit definition of what constitutes plagiarism, and a violation of that provision is, per force, a violation of the School of Law's Honor Code. The [Code of Student Rights and Responsibilities](#) is available in this handbook and on the University's website.

Each year, the number of Honor Code proceedings varies. These matters include issues of:

- Students signing attendance sheets when they have not been in full attendance in class;
- Discussing assignments with classmates when they were instructed to work on their own; and
- Providing unauthorized assistance to other students, including collaboration on take-home exams.

Most Honor Code violations involve plagiarism, usually quoting passages from law review articles or other materials without proper attribution. Technology makes it readily possible for faculty members reviewing papers and other academic assignments (including exams) to identify such plagiarism.

Each situation is unique, and the sanctions vary accordingly. Sanctions in recent years have included a reprimand and probation, suspension, permanent expulsion, loss of scholarships, removal from leadership and membership in student organizations, deferral of graduation, and not being allowed to participate in the graduation ceremony. A finding of an Honor Code violation (no matter how minor) remains in the student's permanent record and will be reported to the board of bar admissions as part of the character and fitness documentation. **Some states require disclosure of Honor Code accusations even if the student is ultimately acquitted or charges are dropped. In Kentucky, if the Honor Council finds reasonable cause, regardless of the final outcome, it will be reported to the Office of Bar Admissions.**

In short, members of the legal profession hold a high position of trust. Their conduct - and yours, as you take your initial steps in joining the profession as students at the School of Law - must be at the highest level of integrity. That begins with the Honor Code.

Honor Code

Preamble

As members of the University community and as future members of the legal profession, we recognize the need to set and maintain the highest standards of conduct. The University has set minimum standards of student conduct in various policy statements including, but not limited to the [Code of Student Conduct](#) and the [Code of Student Rights and Responsibilities](#). The standards of academic conduct established by the University, as well as those established by Article I, shall constitute the Honor Code, and shall be applicable to the students in the Louis D. Brandeis School of Law at the University of Louisville.

Article I. Standard of Conduct

1. A student who knowingly does any of the following may be disciplined under this Honor Code:

- a. Violating any standard of academic conduct established by University policy. See Appendix 4, [Code of Student Rights and Responsibilities](#). [Plagiarism is included in the Code of Student Rights and Responsibilities as one of several examples of academic dishonesty. It is defined as:
- “Representing the words or ideas of someone else as one’s own in any academic exercise, such as:
- i. Submitting as one’s own a paper written by another person or by a commercial ‘ghost writing service’.
 - ii. Exactly reproducing someone else’s words without identifying the words with quotation marks or by appropriate indentation, or without properly citing the quotation in a footnote or reference.
 - iii. Paraphrasing or summarizing someone else’s work without acknowledging the source with a footnote or reference.
 - iv. Using facts, data, graphs, charts, or other information without acknowledging the source with a footnote or reference. Borrowed facts or information obtained in one’s research or reading must be acknowledged unless they are ‘common knowledge’. Clear examples of ‘common knowledge’ include the names of leaders of prominent nations, basic scientific laws, and the meaning of fundamental concepts and principles in a discipline. The specific audience for which a paper is written may determine what can be viewed as ‘common knowledge’: for example, the facts commonly known by a group of chemists will differ radically from those known by a more general audience. Students should check with their teachers regarding what can be viewed as ‘common knowledge’ within a specific field or assignment, but often the student will have to make the final judgment. When in doubt, footnotes or references should be used.”]
- b. Taking an exam in an unauthorized location.
- c. Taking or using the notes, books, papers, or other materials of another student without permission.
- d. Reporting false information about an externship.
- e. Misrepresenting or distorting academic or biographical data, either in writing or orally, in the employment search process.
- f. Misrepresenting or distorting academic or biographical data in connection with an application for honors, scholarships, journal membership, or awards.
- g. Misrepresenting class attendance.
- h. Hiding library or placement materials for the purpose of obtaining an unfair academic or economic advantage for oneself and/or any other person.
- i. Removing library or placement materials, except in compliance with established procedures, for the purpose of obtaining an unfair academic or economic advantage for oneself and/or any other person.
- j. Using a student Westlaw or Lexis account for unauthorized academic purposes.
- k. Taking an exam for or completing an assignment for another student.

- I. Misrepresenting information to postpone exams or assignment deadlines.
 - m. Disclosing the content of an exam to a student who is scheduled to take the same exam.
 - n. Refusing an Honor Council request to appear as a witness before the Honor Council or refusing to produce materials to the Honor Council.
 - o. Refusing to sign an accurate written complaint of an alleged Honor Code violation.
 - p. Failing to report a violation of the Honor Code.
 - q. Engaging in any other dishonest conduct involving academic endeavors.
2. "Knowingly" denotes actual knowledge of the fact in question. A person's knowledge may be inferred from circumstances.
 3. University policies governing non-academic conduct are normally administered by the Vice President for Student Affairs, not the Honor Council, but the Louis D. Brandeis School of Law retains the right to determine whether a student who has violated these policies is fit to continue at the Louis D. Brandeis School of Law.

Article II. Enforcement

1. Enforcement Machinery

a. The Honor Council

The Provisions of this Honor Code shall be administered by the Honor Council.

b. Composition of the Honor Council

- i. The Honor Council shall consist of five members and four alternates.
- ii. There shall be three members and two alternates from the third or fourth year classes, and two members and one alternate from the second year class of the Louis D. Brandeis School of Law. The Honor Council shall elect one of the members to act as Chair.
- iii. If for any reason there is a permanent vacancy on the Honor Council, the first alternate shall become an active member. In the case of the two senior class alternates, the first alternate shall be the one with the most votes in the election in which the present Honor Council was elected, or otherwise determined by the remaining members of the Honor Council.

c. Selection of Members and of Alternates of the Honor Council

- i. All elections shall be by secret ballot and shall be conducted under the auspices of the Student Bar Association, subject to the election procedures of the Honor Council.
- ii. To be a candidate for the Honor Council, one must be in good academic standing.

d. Service of Members and of Alternates on the Honor Council

- i. Any student who is not enrolled in or is not in good academic standing at the Louis D. Brandeis School of Law during any fall or spring semester shall be terminated from the office of the Honor Council.

- ii. The five members shall serve as the body to hear matters brought before the Honor Council, and to recommend appropriate action to the Dean.
- e. Disqualification and Substitution of Alternates in a Particular Case
- i. Any member who discovers a conflict of interest in a particular matter, or is unable to attend all of the hearings for that case shall disqualify himself or herself from that case. A member has a conflict of interest when the member discovers a significant risk of material limitation. A conflict of interest may occur when a member has a close personal relationship with the accused or complainant. The Special Counsel or the accused may also petition the Honor Council to disqualify a member for a particular case if a conflict of interest exists.
 - ii. Upon disqualification, the alternate from the same class as the member shall serve in his or her place for the remainder of the sessions on the particular matter from which the member was absent or disqualified.
 - iii. If the regular member is unable to serve for any reason in any case, one of the remaining alternates is to serve instead for that case.
- f. Internal Organization and Operation of the Honor Council

The Honor Council shall have the power:

- i. To enact needed rules and regulations for the operation of the Honor Council which are not inconsistent with this Honor Code; and
- ii. To propose amendments to the Honor Code as it is determined necessary.

2. Enforcement Procedure

a. Complaint

- i. Anyone who obtains credible knowledge that a violation has occurred shall report the alleged violation to a member of the Honor Council or the Assistant Dean for Student Life in an oral or written complaint. Except under extraordinary circumstances, the report shall be made within a reasonable amount of time not to exceed three weeks after gaining knowledge of the alleged violation(s). The complainant who made an oral report shall submit to the Honor Council a signed, detailed report of the allegations.
- ii. The written complaint shall contain a statement of the facts forming the basis of the complaint including, but not limited to, the name of the accused, the time and place of the incident, and the name(s) of any witness(es).
- iii. After alleging a violation the complainant should avoid discussion of the alleged violation with persons other than members of the Honor Council, the Special Counsel, and the accused.

b. Reasonable Cause Determination

- i. The Honor Council shall meet to determine if there is reasonable cause to believe there has been a violation of this Honor Code.
- ii. Except in extraordinary circumstances, the hearing shall be held within seven days after receipt of the written complaint. In no event, however, shall the hearing be held later than thirty days after the receipt of the written complaint.

- iii. The Honor Council shall determine if the accused, the complainant and /or any other witness(es) shall be present.
- iv. The Honor Council shall determine by majority vote whether reasonable cause exists to believe the accused violated the Honor Code.
- v. If the Honor Council determines no reasonable cause exists, it shall immediately dismiss the complaint. Notice of the dismissal shall be given only to the complainant, and, if the accused attended the reasonable cause hearing, to the accused.

c. Notice to the Accused

If the Honor Council determines that reasonable cause exists, it shall notify, in writing, the complainant, the Assistant Dean for Student Life, and the Special Counsel of the charges as soon as possible. The notification shall advise the accused of the hearing, as described in Article II (2)(h). The accused, Special Counsel, and Assistant Dean for Student Life shall each receive a copy of the complaint, any supporting documents, and the reasonable cause notice.

- d. Following a determination that reasonable cause exists, the accused, the Honor Council, the Special Counsel, and the Assistant Dean for Student Life should be noticed on all correspondence between the parties.
- e. Within ten days following the receipt of such notice, the accused may:
 - i. Move to dismiss the complaint;
 - ii. Request a more definite statement; and
 - iii. Stipulate to the Honor Code violation alleged in the complaint.

If the accused files a motion or request, the hearing shall be postponed at least five days after the Honor Council rules on the motion or request. Upon receipt of a motion to dismiss, the Honor Council shall determine by majority vote whether reasonable cause still exists to believe that the accused violated the Honor Code.

- f. The Special Counsel may move to dismiss the complaint at any time.
- g. Throughout the pendency of an Honor Code complaint, the Assistant Dean for Student Life may provide general procedural advice to the Honor Council, the Special Counsel, and the accused. The Assistant Dean for Student Life may also generally advise the Honor Council, Special Counsel, and the accused regarding sanctions in previous Honor Code proceedings, without disclosing any names.
- h. The Hearing shall be conducted using the following procedure:
 - i. The Dean shall appoint a full-time member of the Louis D. Brandeis School of Law faculty or law library faculty as a Special Counsel to present the case to the Honor Council. Appointment of the Special Counsel may occur either before or after the case is commenced. The Assistant Dean for Student Life shall take reasonable measures to avoid conflicts of interest.
 - ii. The Assistant Dean and the Special Counsel shall not have any communication with the Dean, with reference to the case, so long as the case remains unresolved.
 - iii. The accused may retain and be represented by counsel.

- iv. The Honor Council shall hold the hearing between ten and twenty days after notification of the accused unless the hearing is postponed under Article II (2)(e). The Chair of the Honor Council may set a later hearing date for good cause.
 - v. The hearing shall be conducted as follows:
 1. The Chair of the Honor Council or designate shall preside at the hearing, and shall have discretion regarding the conduct of the hearing. Formal rules of evidence shall not apply.
 2. The Special Counsel shall present the case to the Honor Council. The accused shall have the opportunity to respond to the charges.
 3. The Special Counsel and the accused may call witnesses and cross-examine opposing witnesses. The Honor Council may question the complainant, the accused or any witness.
 4. Upon its own initiative or upon request of either the Special Counsel or the accused, the Honor Council may request witnesses to appear before it or may request materials be produced to it.
 - vi. The hearing shall be closed to all but those authorized by the Honor Council. Honor Council matters are to be treated as confidential for all individuals participating.
 - vii. If the accused stipulated to a violation under Article II §2 e(iii), the Council shall hold a hearing to determine what sanction, if any, to recommend.
- i. Determination of an Honor Code Violation
 - i. At the close of the proceeding, the Honor Council shall vote by secret ballot to determine its recommendation(s).
 - ii. A member shall vote that there has been a violation if he or she believes that such violation has occurred by a preponderance of the evidence.
 - iii. If a majority of the Honor Council finds a violation, the Honor Council shall then recommend an appropriate sanction, if any.
 - j. Report to the Dean

At the close of the Honor Council hearing, the Honor Council shall have 14 days to report its finding to the Dean, which shall include the vote of the Honor Council and any dissenting opinions, and it shall recommend the course of action for the Dean to take. The findings shall be written, signed, and dated. A copy will be forwarded to the accused.
 - k. Decision of the Dean

The Dean shall review the findings and recommendations of the Honor Council and shall render a final decision within forty-five days of receipt of the Honor Council's recommendations. The written decision shall be delivered to the accused and be made available to the Chair of the Honor Council, the Assistant Dean for Student Life, and the Special Counsel. A file of record will be made of all Honor Council violations.

I. Sanctions

- i. If the Dean determines that a violation has occurred, he or she may impose one or more of the following sanctions, as the Dean deems appropriate:
 1. Noting the violation in the student's file;
 2. Removing the student from organizations and extracurricular activities such as the Student Bar Association, law journals, Moot Court Board, skills competitions, the Honor Council, and the Brandeis Society;
 3. Requiring law-related public service at an approved placement, as defined by and in addition to the graduation requirements of the Samuel L. Greenebaum Public Service Program.
 4. Placing the student on probation for a time certain;
 5. Suspending the student from law school classes for a time certain;
 6. Dismissing the student; and
 7. The Dean may impose any other sanction, so long as the Special Counsel and the accused have a reasonable opportunity to express their views on it.
- ii. If the Dean concludes that a violation occurred in connection with a specific law school course, the Dean shall notify the course instructor of the violation. The disposition of any Honor Code violation involving a law school course is independent from a student's grade in that course. The course instructor has the discretion to lower the accused's grade, including, but not limited to, changing the grade to an F in response to an Honor Code violation, regardless of whether the resolution of the Honor Code proceeding occurs after the ordinary time for grade changes under Chapter III, Part G of the Student Handbook. All violations of the Honor Code will be reported as part of the character and fitness certification in the bar examination process.
- iii. The Law School shall not award a degree while an Honor Code proceeding is pending.

m. Restriction of the Honor Council

The Honor Council shall under no circumstances individually engage in investigation or discussion concerning any case pending before it.

3. Public Notice of Violations and Sanctions

- a. Without disclosing any names, the Assistant Dean for Student Life shall be able to publish the findings of the Honor Council, as a notice contained only items (i)-(iii) of this subsection, for the student body at appropriate times and places, including orientation. For this purpose, the outgoing Chair shall distribute to the Assistant Dean for Student Life the following:
 - i. The findings of reasonable cause of the violation of a specific section of the Honor Code;
 - ii. The findings of violation and recommendation by the Honor Council; and
 - iii. The final dispositions by the Dean.

- b. Without disclosing any names, the outgoing Chair shall prepare a report for the faculty that states only the following:
 - i. The number of complaints reported during the semester;
 - ii. The number of complaints that were resolved in a reasonable cause hearing;
 - iii. The number of alleged violations that proceeded to hearing during the semester; and
 - iv. The number of violations that resulted in sanctions.

4. Severability

Invalidation of any part of this Honor Code for any reason shall not affect the validity of the rest of the Honor Code.

5. Effective Date

This Honor Code is effective as of November 16, 1999. Approved by the faculty on November 15, 1999. *Italicized information is administrative clarification added August 22, 2003. Honor Code amended by the faculty on August 24, 2010, August 28, 2012, May 7, 2013, March 10, 2015, April 14, and May 5, 2015.*

Appendix 3. University of Louisville Code of Student Conduct

The most up-to-date version of the University of Louisville [Code of Student Conduct](#) is available on the University's website.

1. Coverage

The Code of Student Conduct is the University's policy regarding non-academic discipline of students and student organizations. Academic discipline of students is not covered by this Code, but rather falls within the authority of the individual academic units of the University. Students have the responsibility to follow all regulations outlined in this policy.

2. Rationale

The primary purpose for the Code in the University setting is to respond to incidents of non-academic misconduct in a way that is developmentally sound and which creates an environment in which all members of the academic community can live, work, and learn together. The Code is designed to provide educational guidance to those wishing to develop into good citizens and, at the same time, to respond appropriately to behavior that may be inconsistent with university policies.

Criminal and civil codes are undesirable models for student conduct codes. Unlike society, the University of Louisville is a voluntary association of scholars who demand and deserve a positive and special learning environment, as well as an approach for enforcing the community's standards. The University of Louisville is a community dedicated to the principles of free expression in which diverse views are encouraged and embraced. Opinions that may be unpopular and/or contrary to the University's values and objectives, but do not otherwise violate policy, will not be sanctioned.

3. Interpretation of Code

The University's Code of Student Conduct is set forth in writing in order to give students general notice of non-academic prohibited conduct. The Code should be read broadly and is not designed to define non-academic misconduct in exhaustive terms. The Vice President for Student Affairs ("VP SA") or designee is the final authority in defining and interpreting the Code of Student Conduct and conduct procedures. The University reserves the right to amend the Code of Student Conduct at any time.

4. Inherent Authority

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Code applies to incidents that take place on University premises or at University-sponsored activities.

Additionally, the Vice President for Student Affairs or designee may determine that acts prohibited by the Code but not committed on University premises could also be grounds for disciplinary action. Such action will be taken if a student has acted in a way that substantially interferes with or endangers the University community, or behavior with significant potential to disrupt the educational environment. Such acts include, but are not limited to, drug trafficking, hazing, and acts or threats of violence against persons.

The Code may also be applied to conduct online, via email, or other electronic medium. Students should be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and not private. These postings may subject a student to allegations of conduct violations if information of policy violations is posted online.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur during the application process, before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures, and should the former student be found responsible, the University may revoke the student's degree. The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to leave, withdrawal, or graduation. The Code will apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

5. Interim Administrative Authority

The Vice President for Student Affairs, or designee, may defer procedural due process and enforce an interim sanction(s), up to and including interim suspension. This action is taken to; ensure the safety and well-being of members of the University community; preserve University property; ensure a student's own physical or emotional safety and wellbeing; or respond to a student who poses an ongoing threat of disruption of the normal operations of the University. Any student who has had interim action taken against him/her will be afforded an administrative conduct meeting or a conduct hearing, as soon as it is practical.

6. Student Contact Information

All students are responsible for maintaining their current address, phone number, and emergency contact information with the Registrar's Office or ULink. University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their University email address.

7. Violations of Law and of This Code

Students may be accountable to both civil authorities and to the University for acts which constitute violations of law and of this Code. Those accused of violations are subject to the University disciplinary proceedings outlined in this Code during any pending criminal or civil proceedings, or of any other University proceedings, regarding the same conduct. Accused students may not challenge the University disciplinary proceedings outlined in this Code on the grounds that criminal charges, civil actions, or other University proceedings regarding the same incident are pending or have been terminated, dismissed, reduced, or not yet adjudicated. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings. The University will refer matters to Federal and/or State authorities when appropriate.

8. Standard of Proof

The standard of proof for incidents of non-academic misconduct is a preponderance of information. Preponderance of information is defined as information that a reasonable person would find persuasive or more likely than not to have occurred. The technical rules of evidence applicable to civil and criminal cases do not apply when resolving incidents as outlined by this Code.

9. Definitions

- a. The term "**consent**" means freely given agreement by a competent person. A person is deemed incompetent to give consent when that person is under such an incapacitation that he or she does not appreciate the nature of the consent, or if the person is a minor.
- b. The term "**days**" means business days as defined by the University academic calendar.

- c. The term "**destructive device**" means any explosive, incendiary or poison bomb, grenade, mine, rocket, missile, or similar device and includes the unassembled components from which such a device can be made.
- d. The term "**distribution**" means giving, selling, or exchanging.
- e. The term "**group**" means a number of persons who are associated with each other and who have not complied with University requirements for recognition as an organization.
- f. The term "**intentionally**" means a conscious objective to engage in the described conduct; intoxication is not a defense to a charge of intentional misconduct.
- g. The term "**notify in writing**" means to mail written notice to the student's most recent address of record, send electronic notification to the student's official University email account, or provide a written notice to the student in person.
- h. The term "**organization**" means a number of persons who have complied with the University requirements for recognition.
- i. The term "**reckless**" means conduct which could reasonably be expected to create a substantial risk of harm to a person(s) or property, or which would be likely to result in interference with normal University or University-sponsored activities.
- j. For purposes of the Code of Student Conduct, the term "**student**" means any person admitted or matriculating at the University in any student status, including but not limited to a degree granting program, consortia program, study abroad, professional studies, online education, or any other University sponsored or sanctioned program. Persons also to be considered "students" under the Code include, persons who withdraw after allegedly violating the Code, who are currently serving a period of suspension, who are not officially enrolled for a particular term but who have a continuing relationship with the University, who have been notified of acceptance or persons who are living in University residence halls, although not enrolled in this institution, and during the University application process.
- k. The term "**University premises**" means buildings, grounds owned, leased, operated, controlled, or supervised by the University.
- l. The term "**University-sponsored activity**" means any activity, on or off campus, which is partially or fully funded or supervised by the University.
- m. The term "**week**" means five (5) business days as defined by the University academic calendar.
- n. The term "**University official**" includes any person employed by or contracted to provide services for the University of Louisville, performing assigned administrative or professional responsibilities
- o. The term "**University resources**" means supplies, equipment, or technology services (e.g., computers, disk storage, software, voice communications (local or long distance,) network) which are owned, leased, operated, controlled, supervised, or provided by the University via University supplied resources. These resources may be funded in part by state funds.
- p. The terms "**University,**" "**campus,**" and "**institution**" mean the University of Louisville.

10. Prohibited Conduct

Any student found to have committed or to have attempted to commit the following prohibited conduct is subject to the conduct sanctions outlined in section 12:

- a. **Physical Harm.** Intentionally or recklessly causing physical harm to another person.
- b. **Weapons.** Unauthorized use, possession, or storage of any weapon, ammunition, or realistic replica of a weapon on University premises or at University-sponsored activities unless an exemption is allowed in accordance with the [University's weapons policy](#). The term "**weapon**" means any object or substance designed to inflict a wound, cause injury or incapacitate including, but not limited to, any weapon from which a shot readily capable of producing death or serious injury may be discharged; any knife other than an ordinary pocket knife; sharp tools such as axes; billy or nightstick; blackjack or slapjack; nunchaku karate stick; shuriken or death star; and artificial knuckles made from metal, plastic or similar hard material.
- c. **False Report.** Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
- d. **Disruption.** Intentionally or recklessly disrupting normal University functions and processes, University-sponsored activities, or any function, process or activity on University premises including, but not limited to: studying, learning, teaching, public speaking, meetings, research, approved demonstrations, University business operations, processes or administration, or fire, police, or other emergency services.
- e. **Sanction Violation.** Knowingly violating the terms of any disciplinary sanction imposed in accordance with this policy.
- f. **Fire Safety.** Intentionally or recklessly misusing or damaging fire or other safety equipment, causing a fire which damages University or personal property or causes injury, or failure to evacuate a University-controlled building during a fire alarm.
- g. **Controlled Substance.** Unauthorized distribution, possession, or use of any controlled substance or illegal drug, as defined by the Kentucky Revised Statutes, Chapter 218A.
- h. **Underage Consumption.** Providing alcoholic beverages to individuals under 21 years of age, or possession or use of alcoholic beverages by individuals under 21 years of age.
- i. **Open Container.** Unauthorized possession of an open container of an alcoholic beverage.
- j. **Alcohol Distribution.** Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of distribution.
- k. **Misrepresentation.** Misrepresenting information or furnishing false information to a University official.
- l. **Falsification.** Forging, altering, misrepresenting, counterfeiting, or misusing any University document, identification/authentication method/mechanism or access device or process.
- m. **Expression Interference.** Intentionally and substantially interfering with the freedom of expression of others.
- n. **Theft.** Theft or misuse of property or of services on University premises, at University-sponsored activities, or from University organization(s) or group(s), or knowing possession of stolen property or use of stolen services on University premises, at University-sponsored activities, or from University organization(s) or group(s).
- o. **Destruction of Property.** Intentionally or recklessly destroying or damaging property or the property of others.

- p. **Failure to Comply.** Failure to comply with the reasonable directions of University official(s) acting in the performance of their duties.
- q. **Violation of Laws or Policy.** Violation of any government laws or ordinances, or of any University rules, regulations, or policies as approved by University Officials.
- r. **Unauthorized Presence.** Unauthorized presence on or use of University premises, facilities, or property.
- s. **Destructive Devices.** Unauthorized use, possession, or storage of fireworks; incendiary, dangerous, or noxious devices or materials; or chemicals that could pose a health risk, either by themselves or in conjunction with other chemicals.
- t. **Threatening.** Threatening or endangering the health, well-being, property, or safety of any person(s).
- u. **Sexually Abusive Contact.** Engaging in sexual intercourse, anal intercourse, or oral intercourse, touching of the genitals, breasts, buttocks, or inner thighs, sodomy or any other physical conduct or touching of a sexual nature without consent and/or by force.
- v. **Sexual Harassment.** Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct constitutes sexual harassment when:
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or participation in a university-sponsored education program or activity;
 - submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual;
 - such conduct creates a hostile environment if the harassment is so severe, pervasive, and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the University's programs, services, opportunities, or activities; or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.
- w. **Hazing.** Engagement, encouragement, or facilitation, by any organization or by any individual on behalf of an organization or group (recognized or not recognized by the university), or visitor within the University of Louisville community in any action or situation which recklessly or intentionally endangers mental or physical health; creates an atmosphere of servitude; involves dangerous, demeaning, or ridiculing activities; involves the forced consumption of liquor or drugs; for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in, a group or organization. It is also a violation to allow yourself to be hazed. The express or implied consent of the individual will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of the Code.
- x. **Indecent Exposure.** Intentionally exposing genitals, buttocks, or breasts in a public place without University authorization.
- y. **Public Intoxication.** Appearing in a public place manifestly under the influence of a controlled or other intoxicating substance.
- z. **Misuse of Technology.** Intentional or reckless interference with or disruption of University technology services or resources [e.g., computer disk storage, data, software, voice communications (local or long distance,) network], unauthorized use, misuse, abuse, alteration, disclosure or destruction of University technology services or resources, improper access to University technology services/resources, or violation of intellectual property (e.g., copyright) rights or restrictions of others.

- aa. **False Complaint.** Intentionally filing a false complaint under this Code.
- bb. **Aiding or Abetting.** Aiding or abetting any prohibited conduct described in section 10.
- cc. **Demonstration.** Participating in, leading, or inciting a demonstration, riot, or activity that disrupts the normal operations of the University and /or infringes on the rights of other members of the University community.
- dd. **Voyeurism.** Transmitting, recording or photographing the image or voice of another person without his/her knowledge or consent while in an environment that is considered private or where there is an expectation of privacy, such as a residence or bathroom.
- ee. **Deliberate Incapacitation.** Deliberate constraint or incapacitation of another, without that person's knowledge or consent, or without reasonable explanation.
- ff. **Failure to Report.** Failing to report immediately any serious health or safety risk to the police, the Dean of Students Office or other appropriate University personnel.
- gg. **Stalking.** Intentionally or recklessly directing behavior at a specific person(s) involving repeated (two or more occasions) of visual or physical proximity, nonconsensual communication, expressed or implied threats of death or bodily harm, or a combination thereof, causing a reasonable person fear. Stalking behaviors may include persistent patterns of leaving or sending the person(s) unwanted items or gifts ranging from seemingly romantic to bizarre, following the person(s), lying in wait for the person(s), or harassing the person(s) via the internet or other forms of online and computer communications (i.e. Cyberstalking).
- hh. **Driving Under the Influence.** Driving under the influence of alcohol or other controlled substance(s).
- ii. **Harassment.** Engaging in conduct that is so severe, pervasive, and objectively offensive, and that so undermines and detracts from the person(s) educational experience or work environment, that the person(s) are effectively denied equal access to an institution's resources and opportunities.
- jj. **Dating Violence.** Intentionally, knowingly, or recklessly causing physical or sexual abuse to a person who is or has been in a social relationship, romantic or intimate nature with the accused. Whether or a dating relationship exist is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- kk. **Domestic Violence.** Intentionally, knowingly, or recklessly causing physical or sexual abuse to a current or former spouse, to a person who shares a child in common with the accused, or to a person who is cohabitating with or has cohabitated with the accused as a spouse or intimate partner.
- ll. **Retaliation.** Action taken by an accused individual or an action taken by a third party against any person because that person has reported a violation of the University's sexual misconduct policies or because that person has filed a complaint, served as a witness, assisted, or participated in an investigation or proceeding. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, or coercing an individual because of the individual's complaint or participation.
- mm. **Sexual Exploitation.** The taking of non-consensual or abusive sexual advantage of another by a person(s), or the inducement of another person to do the same; for one's own advantage or benefit; or to benefit or advantage anyone other than the one being exploited.

11. Student Complaint Process

The general responsibility for non-academic discipline is vested in the Office of the Vice President for Student Affairs and delegated to the Dean of Students Office for administration of the Code of Student Conduct. If the incident occurred in University Housing the student may be referred to the appropriate On-Campus Housing staff member. The Dean of Students Office in consultation with On-Campus Housing staff will determine if an incident that occurred in University Housing should be resolved by the Dean of Students office.

Anyone wishing to report an alleged incident of nonacademic misconduct, as specified in Section 10, may submit such report in writing to the Dean of Students Office, which will determine whether any action should be taken in response to the reported incident.

The Dean of Students or designee may review and investigate any complaint to determine whether it appears to violate the Code and will decide whether to proceed by an administrative conduct meeting with the accused student, conduct board hearing, alternative dispute resolution.

If the complaint is not resolved through alternative dispute resolution, the conduct process will proceed through an administrative conduct meeting or conduct board hearing.

ALTERNATIVE DISPUTE RESOLUTION PROCESS

Alternative dispute resolution is a process by which an accused student is assigned to resolve an issue that has been reported to the Dean of Students Office collaboratively with the other person(s) involved instead of pursuing the matter through the conduct process. Instances of sexual violence are inappropriate for alternative dispute resolution. It is the discretion of the Assistant Dean of Students or designee to determine if alternative dispute resolution is an appropriate process for resolution.

STUDENT CONDUCT PROCEDURES

The accused student will be notified in writing of the charges for violating the Code and given information about the conduct process. The written notice will include the date, time, and place of the administrative conduct meeting or conduct hearing. In the case of a conduct board hearing, the accused student and complainant, if any, will be given five (5) days written notice of the charges alleged against the accused student and the date, time, and place of the hearing. The Assistant Dean of Students or designee reviews all available information with the accused student, meets with the person filing the complaint (if necessary), and gathers information from witnesses to determine whether or not there is enough information to charge the student with a violation of the Code of Student Conduct.

The complainant and the accused student are informed of university options to move forward. If the complainant wishes to move forward with the conduct process and the violation would result in a sanction less severe than suspension or expulsion, the matter will be resolved in an administrative conduct meeting unless the Assistant Dean of Students or designee decides that a hearing is warranted. If the complainant and accused agree to move forward with the alternative dispute resolution process, it will proceed as such in lieu of the conduct process.

An administrative conduct meeting is between the accused student and the Assistant Dean of Students or designee. The meeting is designed to provide the accused student an opportunity to give his/her account of the incident, to think critically, reflect on the behavior and decisions that led to this situation, and to discuss alternative options for the future. If the Assistant Dean of Students or designee determines that the student violated the Code, a sanction may be imposed during the meeting. If the accused student fails to appear at an administrative conduct meeting, the meeting may be held in their absence, with determination of violation(s) and sanction(s) being imposed.

CONDUCT BOARD HEARING PROCEDURES

A conduct board hearing will take place for all matters for which revocation of admission or degree, withholding a degree, suspension, or expulsion are possible outcomes. When incidents occur that involve more than one accused student or multiple complainants, the Dean of Students or designee, may permit the hearing concerning each student to be conducted jointly or separately. In the case that the person reporting the alleged misconduct is not serving as the complainant, a university official will serve as the complainant.

Whenever a hearing is scheduled regarding an alleged incident of non-academic prohibited conduct, the accused student and the person reporting the alleged misconduct, the complainant, if any, will be given five (5) days written notice of the charges alleged against the accused student and of the date, time and place of the hearing. A representative from the Dean of Student office or designee will serve as the hearing official and preside over the hearing. The hearing will be informal and strict rules of evidence will not apply. The hearing will be closed to everyone except the hearing official(s), appropriate Dean of Students Office staff, accused student, complainant, advisors to the accused student and the complainant, and witnesses during the actual time of their participation. Concerns for personal safety, well-being and or fears of confrontation of the complainant, accused student, and/or other witness during the hearing may be accommodated by providing a visual screen; permitting participation by phone or videophone; or other means as determined by the hearing official.

A student conduct hearing board will be utilized in all conduct hearings. The hearing board will be composed of three members chosen from a pool of trained students, faculty and staff that serve as members of the student conduct hearing council. The hearing board will hear information and make recommendations regarding findings and sanctions (if any) to be imposed, to the Dean of Students or designee. Findings will be based on information contained in the hearing record as provided by the complainant and the accused. Board recommendations will be based on a majority vote.

Students may waive their right to a conduct board hearing and may elect to have their case resolved through an administrative conduct meeting. However, if a student waives his/her right to a hearing, the full range of sanctions authorized by this Code may be imposed, and the right to appeal is forfeited.

The accused student and the complainant do not have the right to directly question each other unless both parties agree. If both parties do not agree to directly question each other, all questions from the accused student to the complainant and vice versa will go through the hearing official. All procedural questions are subject to the final decision of the hearing official.

The accused student and the complainant, if any, have the opportunity to:

- a. Be present at the hearing. However, if either or both of the accused student or the complainant fail to appear at the hearing, the hearing may be held in either or both of their absences.
- b. Present information by witness or by written statement from a witness sent to the Dean of Students Office staff if a witness is unable to attend the hearing. It is requested that witness statements be submitted two days prior to the hearing as the hearing officer will review statements for incident information. It is the discretion of the hearing officer to determine whether or not the statements are appropriate for inclusion in the hearing. It is the responsibility of the accused student and the complainant to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing will be held in their absence. No character witnesses nor information regarding behavior not relevant to the incident in question will be considered in a hearing.
- c. Bring one advisor to the hearing. The advisor; however, may not participate in examination of witnesses or presentation of materials or information to the conduct hearing board unless specifically asked to do so by the hearing official. The advisor may confer and give advice to the student in a quiet, confidential and non-disruptive manner.

- d. Question their own witness(es).
- e. Question the other party's witness(es) either through the hearing official or directly as deemed appropriate by the hearing official.
- f. Request a pre-hearing conference prior to the conduct hearing.

HEARING DECISION

Within three (3) days after the date of the hearing, the hearing official on behalf of the hearing board will make a written recommendation to the Dean of Students or designee. The Dean of Students or designee will review the recommendation and will issue a written decision within ten (10) days after the date of receipt of the recommendation. The written decision will include information regarding appeal procedures if there is an option for appeal. The complainant will receive notification of the hearing decision in conduct cases involving sexual misconduct or crimes of violence. The notice will include the finding(s), sanctions imposed that directly relate to the complainant, and any other steps the institution has taken to eliminate the hostile environment and prevent recurrence.

12. Conduct Sanctions

If it is determined at the administrative conduct meeting or conduct hearing that the accused student has committed conduct prohibited in Section 10, the Dean of Students or designee will impose an appropriate sanction(s) which may include but is not limited to the following:

- a. **Reprimand:** Notice of violation of specified regulations and warning that further such conduct may result in a more severe disciplinary action.
- b. **Conduct Restrictions:** Limiting of certain privileges or practices of the individual(s) or organization(s) involved in the prohibited conduct for a designated period of time. This may include but is not limited to the following: status and participation in any and all organized University activities; restriction of use of university facilities, services and resources; or restriction of contact with specific students, faculty and staff.
- c. **Conduct Probation:** Imposition of conditions or restrictions on the individual(s) or organization(s) involved, with warning of more severe action if further infractions occur (or if probation is violated).
- d. **Fines:** Fines may be imposed.
- e. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. **Discretionary Sanctions:** Counseling residence hall relocation work assignments essays, service requirements educational assignments, or other related assignments.
- g. **Residence Hall Suspension:** Separation of the student from University housing or affiliated housing for a period of time. Conditions for readmission may be specified.
- h. **Residence Hall Expulsion:** Permanent separation of the student from University housing or affiliated housing.
- i. **Conduct Suspension:** Immediate exclusion from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- j. **Conduct Expulsion:** Immediate, permanent exclusion from the University subject only to readmission by the Vice President for Student Affairs (VPSA) of the University as outlined in section 14.
- k. **Revocation of Admission and/or Degree:** Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation. Degree revocation is subject to approval by the Board of Trustees.
- l. **Withholding Degree:** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Student Conduct, including the completion of all sanctions imposed, if any.
- m. **Alternative Dispute Resolution (ADR):** A concept designed to not only address any violation of the Code but to also allow any affected parties a chance at satisfaction. Both

accused and affected students benefit from creating an atmosphere conducive to growth. This may include one or more of the following: restorative justice, conflict coaching, group circle sessions, and/or brief solution counseling.

More than one of the sanctions listed above may be imposed for any single violation. When a violation of this Code is determined to be motivated by intolerance based on race, ethnicity, age, religion, gender, sexual orientation, disability, or national origin, the sanction(s) imposed may be increased in severity.

SEPARATION FROM THE UNIVERSITY

In any case which results in separation from the University, withholding a degree, or revoking a degree, the Dean of Students Office will notify the dean of the academic unit in which the student has been enrolled and other appropriate University officials.

STUDENT ORGANIZATIONS

Student Organizations and their members are expected to follow the Code of Student Conduct. Student organizations and their officers may be held collectively or individually responsible for violations of the Code of Student Conduct. Conduct procedures for student organizations will be the same as other student procedures as outlined in section 11. In addition to the conduct sanctions outlined in section 12; Student Organizations may also face the following sanctions as necessary:

- a. Suspension of organization recognition: Temporary removal of recognition.
- b. Revocation of organizational recognition: Permanent removal of recognition.
- c. Revocation of Charter Recognition

The appeal process for Student Organizations is listed in section 13.1 of the Code of Student Conduct.

13. Student Appeals

The accused student may appeal a conduct hearing decision. In conduct hearings that involve sexual misconduct or crimes of violence, the complainant may appeal the conduct hearing decision.

To initiate an appeal for a conduct hearing decision the individual must complete the [Student Appeal Form](#).

The purpose of an appeal is not to provide a second hearing for the case. The accused student and/or the complainant may request an appeal for one or all of the following reasons:

- a. whether the hearing was conducted fairly and in accordance with the procedures outlined in this Code of Student Conduct;
- b. whether there was sufficient information presented at the hearing that a violation of the prohibited conduct section occurred;
- c. whether the sanction(s) imposed was appropriate;
- d. whether there is new information that was not known to the person requesting the review at the time of the hearing and that, if presented at the hearing, would more than likely have altered the hearing decision.

The Vice President for Student Affairs or designee will first review all requests for appeal to determine if the request meets the established criteria for appeal and are within the appeal filing timeline that is allotted. If students do not meet the established criteria for appeal or do not appeal within the allotted timeframe, the decision of the Dean of Students or designee will be the final decision of the University.

Appeals must be in writing and emailed to the Vice President for Student Affairs Office within ten (10) days after the issuance of the hearing decision of the Dean of Students. In the case where the complainant is informed of the case outcome and an appeal is submitted by the complainant or accused student, the other party shall be given a copy of the appeal and an opportunity to respond within five (5) days of notification that an appeal has been submitted.

13.1 Student Organization Appeals

The accused student organization may appeal a conduct hearing decision. In conduct hearings that involve sexual misconduct or crimes of violence, the complainant may appeal the conduct hearing decision.

To initiate an appeal, student organizations must complete the [Student Organization Appeal Form](#).

The accused student organization and/or complainant may request an appeal for one or all of the following reasons:

- a. whether the hearing was conducted fairly and in accordance with the procedures outlined in this Code of Student Conduct;
- b. whether there was sufficient information presented at the hearing that a violation of the prohibited conduct section occurred;
- c. whether the sanction(s) imposed was appropriate;
- d. whether there is new information that was not known to the person requesting the review at the time of the hearing and that, if presented at the hearing, would more than likely have altered the hearing decision.

The Vice President for Student Affairs or designee will first review all requests for appeal to determine if the request meets the established criteria for appeal and are within the appeal filing timeline that is allotted. If the student organization does not meet the established criteria for appeal or does not appeal within the allotted timeframe, the decision of the Dean of Students or designee will be the final decision of the University.

Appeals must be completed by submitting the online form to the Vice President for Student Affairs Office within ten (10) days after receiving the hearing decision of the Dean of Students or designee.

13.2 Separation from the University Pending Appeal

In cases where the sanction(s) imposed on the student involves suspension or expulsion, the Vice President for Student Affairs may exclude the student from the University property during the pendency of the appeal.

13.3. Appeals Decision

The Vice President for Student Affairs has the authority to:

- a. Sustain the hearing decision of the Dean of Students or designee, including the sanction(s) imposed.
- b. Alter the sanction imposed by the Dean of Students or designee by reducing or increasing the severity of the sanction(s).
- c. Remand the case to the Dean of Students or designee for further consideration.
- d. Reverse the hearing decision of the Dean of Students or designee.

The decision of the Vice President for Student Affairs will be transmitted in writing to the appealing student and/or organization and to the Dean of Students or designee within fourteen (14) days after the receipt of the appeal. The complainant will be notified of the appeal decision in conduct hearing appeals that involve sexual misconduct or crimes of violence. The decision of the Vice President for Student Affairs or designee on all conduct hearing appeals is the final decision of the University.

14. Expulsion Review

A student who has been expelled from the University may apply for special consideration for readmission after a period of not less than five (5) years. The former student must submit a written petition for readmission to the Office of the Vice President for Student Affairs. This written request must outline a strong justification for readmission. Additional pertinent documentation may also be required. The Vice President for Student Affairs will review the relevant information and make a final decision. Factors to be considered in review of such a petition will include, but not be limited to:

- a. The present demeanor of the petitioner;
- b. The conduct subsequent to the expulsion (documentation may be required); and/or
- c. The nature of the violation causing the expulsion and the severity of damage, injury or harm that occurred.

15. Good Samaritan Consideration

The health and safety of our students is of the highest priority. At times students may need immediate medical or other professional assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the Code of Student Conduct. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the University has enacted the following "good Samaritan" provision.

Although policy violations cannot be overlooked, the University will consider the positive impact of reporting an incident when determining the appropriate response for policy violations. In such cases, any possible negative consequences for the reporter of the problem should be evaluated against the possible negative consequences for the student who needed assistance. At a minimum, students or student organizations should make an anonymous report that would put the student in need in touch with emergency care providers (Police EMS). Examples where this policy would apply include:

1. A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.
2. A student is reluctant to report that he/she has been sexually assaulted because he/she had been consuming alcohol and is under the age of 21.

For further information or for clarification of the Code of Student Conduct please contact the Dean of Students Office, W301 Student Activities Center University of Louisville (502) 852-5787.

Approved August 15, 2014
Effective August 15, 2014

Appendix 4. Student Rights and Responsibilities

The most up-to-date version of the University of Louisville's [Student Rights and Responsibilities](#) is available on the University's website.

Section 1. Purpose

The Code of Student Rights and Responsibilities is set forth in writing in order to give students general notice of certain of their rights and responsibilities at the University of Louisville. Further rights and responsibilities are set forth in other University rules and policies, including the Code of Student Conduct, Residence Hall contracts, and academic unit bulletins. It is the students' responsibility to be aware of all University rules and policies; students should check with the Office for Student Life and with their academic units if they have any questions about the purposes or intent of these policies.

The University is a public educational institution for adults rather than a custodial institution. Consistent with the role of the University to educate its students and to stimulate student autonomy and independence, University regulation and supervision of student life on and off campus is limited. The University does not assume responsibility or liability for the conduct of its students; responsibility and liability for student conduct rests with the student as inherent attributes of his or her adult status, concurrently with the student's freedom of choice regarding his or her presence at the University and his or her own conduct and associations.

Section 2. Definitions

When used in this Code:

- A. The term "academic dishonesty" means obtaining or seeking to obtain an unfair academic advantage for oneself or for any other student; it includes lying, cheating, stealing, or engaging in otherwise dishonest conduct in the course of or related to any academic exercise.
- B. The term "academic exercise" means a test, quiz, examination, speech, presentation, paper, field or laboratory work, or any other academic activity on which a student is evaluated.
- C. The term "group" means a number of persons who are associated with each other and who have not complied with the University requirements for recognition as an organization.
- D. The term "organization" means a number of persons who are associated with each other and who have complied with the University requirements for recognition.
- E. The term "student" means any person taking courses at the University, either full time or part time, pursuing undergraduate, graduate or extension studies on a regular quarter, semester, or summer term basis.
- F. The term "student broadcast" means oral material published on a student operated radio or television station.
- G. The term "student press" means either a student publication or a student broadcast.
- H. The term "student publication" means written material published by a student organization.
- I. The term "teacher" means any person hired by the University to conduct classroom activities. In certain situations, a person may be both "student" and "teacher." Determination of the person's status in a particular situation shall be determined by the surrounding circumstances.

- J. The term “University” means the University of Louisville and, collectively, those responsible for its control and operation.

Section 3. Admission and Financial Aid

All applicants for admission and financial aid to the University shall be considered without regard for race, color, national origin, religion, sex, handicap not affecting qualification, or political beliefs.

Section 4. Classroom Rights and Responsibilities

- A. A student shall be evaluated on demonstrated knowledge and academic performance, and not on the basis of personal or political beliefs or on the basis of race, color, national origin, religion, sex, age, or handicap not affecting academic performance.
- B. A student has freedom of inquiry, of legitimate classroom discussion, and of free expression of his or her opinion, subject to the teacher’s responsibilities to maintain order and to complete the course requirements.
- C. A student is responsible for fulfilling the stated requirements of all courses in which he or she is enrolled.
- D. A student has the right:
1. to be informed in reasonable detail at the first or second class meeting about the nature of the course and to expect the course to correspond generally to its description in the appropriate University catalog or bulletin;
 2. to be informed in writing and in reasonable detail at the first or second class meeting of course requirements and assignments;
 3. to be informed in writing and in reasonable detail at the first or second class meeting of standards and methods used in evaluating the student’s academic performance;
 4. to be informed in writing of any necessary changes in assignments, requirements, or methods of grading during the semester with the reasons for such changes.
- E. A student has the right to confidentiality in the student/teacher relationship regarding the student’s personal or political beliefs. Disclosures of a student’s personal or political beliefs, expressed in writing or in private conversation, shall not be made public without explicit permission of the student.

Charges of violations of these classroom rights and responsibilities shall be handled through the appropriate academic unit level procedures.

Section 5. Academic Dishonesty

Academic dishonesty is prohibited at the University of Louisville. It is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty.

Academic dishonesty includes, but is not limited to, the following:

A. Cheating:

1. Using or attempting to use books, notes, study aids, calculators, or any other documents, devices, or information in any academic exercise without prior authorization by the teacher.
2. Copying or attempting to copy from another person's paper, report, laboratory work, computer program, or other work material in any academic exercise.
3. Procuring or using tests or examinations, or any other information regarding the content of a test or examination, before the scheduled exercise without prior authorization by the teacher.
4. Unauthorized communication during any academic exercise.
5. Discussing the contents of tests or examinations with students who have not yet taken the tests or examinations if the instructor has forbidden such discussion.
6. Sending a substitute to take one's examination, test, or quiz, or to perform one's field or laboratory work; acting as a substitute for another student at any examination, test, or quiz, or at a field or laboratory work assignment.
7. Conducting research or preparing work for another student, or allowing others to conduct one's research or prepare one's work, without prior authorization by the teacher. Except when otherwise explicitly stated by the teacher, examination questions shall become public after they have been given.

B. Fabrication:

Inventing or making up data, research results, information, or procedures, such as:

1. Inventing or making up data, research results, information, or procedures.
2. Inventing a record of any portion thereof regarding internship, clinical, or practicum experience.

C. Falsification:

Altering or falsifying information, such as:

1. Changing grade reports or other academic records.
2. Altering the record of experimental procedures, data, or results.
3. Altering the record of or reporting false information about internship, clinical, or practicum experiences.
4. Forging someone's signature or identification on an academic record.
5. Altering a returned examination paper in order to claim that the examination was graded erroneously.
6. Falsely citing a source of information.

D. Multiple Submission:

The submission of substantial portions of the same academic work, including oral reports, for credit more than once without prior authorization by the teacher involved.

E. Plagiarism:

Representing the words or ideas of someone else as one's own in any academic exercise, such as:

1. Submitting as one's own a paper written by another person or by a commercial "ghost writing" service,
2. Exactly reproducing someone else's words without identifying the words with quotation marks or by appropriate indentation, or without properly citing the quotation in a footnote or reference.
3. Paraphrasing or summarizing someone else's work without acknowledging the source with a footnote or reference.
4. Using facts, data, graphs, charts, or other information without acknowledging the source with a footnote or reference. Borrowed facts or information obtained in one's research or reading must be acknowledged unless they are "common knowledge". Clear examples of "common knowledge" include the names of leaders of prominent nations, basic scientific laws, and the meaning of fundamental concepts and principles in a discipline. The specific audience for which a paper is written may determine what can be viewed as "Common knowledge": for example, the facts commonly known by a group of chemists will differ radically from those known by a more general audience. Students should check with their teachers regarding what can be viewed as "common knowledge" within a specific field or assignment, but often the student will have to make the final judgment. When in doubt, footnotes or references should be used.

F. Complicity in Academic Dishonesty:

Helping or attempting to commit an academically dishonest act. The academic units may have additional guidelines regarding academic dishonesty. It is the student's responsibility to check with their teachers and academic units to obtain those guidelines.

Section 6. Discipline Procedures for Academic Dishonesty

Charges of academic dishonesty shall be handled through the appropriate academic unit level procedures.

An academic unit that determines that a student is guilty of academic dishonesty may impose any academic punishment on the student that it sees fit, including suspension or expulsion from the academic unit. A student has no right to appeal the final decision of an academic unit. However, a student who believes that he or she has been treated unfairly, has been discriminated against, or has had his or her rights abridged by the academic unit may file a grievance with the Unit Academic Grievance Committee, pursuant to the provisions of the Student Academic Grievance Procedure; the Unit Academic Grievance Committee may not substitute its judgment on the merits for the judgment of the academic unit.

An academic unit that suspends or expels a student from the academic unit because the student has been found guilty of academic dishonesty may recommend to the University Provost in writing that the student also be suspended or expelled from all other programs and academic units of the University. Within four weeks of receiving such a recommendation, the Provost shall issue a written decision. Neither the student nor the academic unit shall have the right to appeal the Provost's decision. However, a student who believes that he or she has been treated unfairly, has been discriminated against, or has had his or her rights abridged by the issuance of a decision by the Provost may file a grievance with the University Student Grievance Committee, pursuant to the provisions of the Student Academic Grievance Procedure; the University Student Academic Grievance Committee may not substitute its judgment on the merits for the judgment of the Provost.

Section 7. Campus Expression

- A. Students have the right of freedom of expression to the extent allowed by law.
- B. Students may picket or demonstrate for a cause, subject to the following conditions:
 - 1. The students must act in an orderly and peaceful manner.
 - 2. The students must not in any way interfere with the proper functioning of the University.
 - 3. Where students demonstrate in an area not traditionally used as an open public forum, the University reserves the right to make reasonable restrictions as to time, place, and manner of the student demonstrations.
- C. Students may distribute written material on campus without prior approval, providing such distribution does not disrupt the operations of the University or violate University rules.
- D. Students may invite to campus and hear on campus speakers of their choice on subjects of their choice; approval will not be withheld by any University official for the purpose of censorship.

Section 8. The Student Press

- A. The student press is free to deal openly, fearlessly, and responsibly with issues of interest and importance to the academic community. There shall be no prior approval of student press content by the University.
- B. The student press is responsible for adhering to the canons of responsible journalism and for complying with the law. Student publications and broadcasts shall not publish libelous or slanderous matter, or any other content that violates the law.
- C. All student publications and broadcasts shall explicitly state that the opinions expressed are not necessarily those of the University or its student body.
- D. Students may not be disciplined by the University for their participation with the student press except for violations of University rules that are not inconsistent with the guarantees contained herein.

Section 9. University Facilities

Appropriate University facilities shall be available to organizations within the University community for regular business meetings, for social programs, and for programs open to the public.

- A. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.
- B. Preference may be given to programs designed for audiences consisting primarily of members of the University community.
- C. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization.
- D. Charges may be imposed for any unusual costs for use of facilities.
- E. Physical abuse of assigned facilities may result in reasonable limitations on future allocation of space to offending parties and will require restitution of damages.

- F. The organization requesting space must inform the University of the general purpose of any meeting open to persons other than members and the names of outside speakers.

Section 10. Use of University Name and Insignia

No individual, group, or organization may use the University name or insignia without the express authorization of the University except to identify the University affiliation. University approval or disapproval of any policy or issue may not be stated or implied by any individual, group, or organization.

Section 11. Campus Residence Facilities

Students have the right of privacy in campus residence facilities.

- A. Nothing in the University relationship or residence hall contract may expressly or implicitly give the institution or residence hall officials authority to consent to search of a student's room or residence by police or other law enforcement officials unless they have obtained a search warrant.
- B. The University reserves the right to enter a student's room in a residence hall or a student's apartment in a campus residence:
1. in emergencies where imminent danger to life, safety, health, or property is reasonably feared;
 2. to make necessary repairs, improvements, or alterations in the facility;
 3. to provide necessary pest control services;
 4. to inspect the facility as deemed necessary by the University.

Section 12. Student Records

The privacy and confidentiality of all student records shall be preserved in accordance with applicable laws. The University shall establish and adhere to a clear and definitive records policy.

Section 13. Campus Organizations

Organizations and groups may be established within the University for any legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the University branch or chapter from University privileges. A group shall become a formally recognized organization through procedures established by the Student Government Association, upon approval of the Vice President for Student Affairs.

- A. Groups of a continuing nature must institute proceedings for formal recognition if they are to receive benefits from the University.
- B. Recognition of an organization by the University infers neither approval nor disapproval of the aims, objectives, and policies of the organization, nor liability for the actions of the organization.
- C. Membership in all University related organizations shall be open to any member of the University community who is willing to subscribe to the stated aims and meet the stated obligations of the organization, provided such aims and obligations are lawful.
- D. Membership lists are confidential and solely for the use of the organization, except that names and addresses of current organization officers shall be reported to the University as a condition of continuing University recognition.

- E. Any organization that engages in activities either on or off campus that are illegal or contrary to any University policy may have sanctions imposed against it, including withdrawal of University recognition.

Section 14. Promulgation of University Rules Affecting Students

Rules and Policies affecting the students shall be published in Student Handbook, in the appropriate University bulletins, or in any other appropriate publication prior to their enforcement. Included in the Student Handbook are the following: Academic Grievance Procedure, Code of Student Conduct, Code of Student Rights and Responsibilities, Policy on Consumption of Alcoholic Beverages for Recognized Student Organizations, Hazing and Initiation Activities Policy, Non-academic Grievance Policy and the Sexual Harassment Policy. Copies of the Student Handbook are available from the Office of Student Life.

Appendix 5. Notice Concerning Cyber Communities and Online Social Networks

The Law School recognizes that participation in cyber communities can be used in positive ways to build community on and off campus. However, these outlets may also be used in inappropriate and harmful ways. As future members of the legal profession, law students should conduct themselves in all matters with courtesy, civility, and professionalism. Students should be aware that some online activities may give rise to a complaint under the Student Code of Conduct or the School of Law Honor Code, or might be reported by third parties to relevant bar character and fitness authorities.

Appendix 6. University of Louisville Discriminatory and Sexual Harassment Policies

The most up-to-date version of the [Sexual Harassment Policy](#) is available on the University's website.

The most up-to-date version of the [Student Sexual Misconduct Policy](#) is available on the University's website.

STATEMENT ON DIVERSITY IN THE UNIVERSITY COMMUNITY

The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias. We commit ourselves to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences - including race, ethnicity, gender, gender identity, sexual orientation, age, socioeconomic status, disability, religion, national origin or military status - that enrich a vibrant metropolitan research university. We expect every member of our academic family to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining and supporting students, faculty and staff who reflect the diversity of our larger society.

UNLAWFUL HARASSMENT, PERSONAL DISCRIMINATION, AND RETALIATION

The University of Louisville's Discriminatory Harassment Policy reflects the commitment to maintain a community that is free from harassment of any kind. Harassment of any kind is not acceptable at the University. It is inconsistent with the University's commitment to excellence and respect for all individuals. The university is also committed to protecting the academic freedom and freedom of expression of all members of the University community. Academic freedom and freedom of expression includes, but is not limited to, the expression of ideas, however controversial, in the classroom, residence hall, and in keeping with different responsibilities, in work places elsewhere in the University community. The University of Louisville strives to provide equal employment opportunities on the basis of merit and without unlawful discrimination in terms of race, sex, age, color, national origin, ethnicity, creed, religion, genetic information, sexual orientation, gender, gender identity or expression, marital status, pregnancy, or disability of an otherwise qualified individual. In addition, the University prohibits job discrimination of Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans. The University shall make every reasonable effort to select all staff from applicant pools which are representative of the labor market in terms of sex, disability, minority, and veteran status. Furthermore, the University shall not subject employees to unlawful discrimination in terms of compensation, benefits, and/or working conditions.

For more information concerning ways in which our multicultural learning community may be nurtured and protected or complaint resolution procedures, contact the Dean of Student Affairs, the Vice Provost of Diversity and International Programs, or the Vice President for Human Resources and EEO Officer.

SEXUAL HARASSMENT

Sexual harassment is unacceptable and unlawful conduct and will not be tolerated in the workplace and the educational environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or participation in a university-sponsored education program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Faculty, staff, students, and administrators must adhere to this anti-harassment policy. The Provost, Vice Presidents, Deans, Directors, and heads of departments, divisions, and offices are specifically responsible within their particular organizations for publicizing, implementing, and enforcing this policy.

RETALIATION

Discrimination in any University employment or academic decision against persons who seek redress under the procedures outlines below is prohibited.

DISCIPLINARY ACTION

If an individual is shown to have violated the sexual harassment policy, the individual will be subject, depending upon the seriousness of the violation, to disciplinary action up to and including termination of employment or expulsion from the University.

The Provost, Vice Presidents, Deans, Directors, and heads of departments, divisions, and offices are required to enforce this policy. Failure to do so constitutes a violation subject to separate disciplinary action.

PROCEDURES

If you believe you have been a victim of sexual harassment, there are two ways to seek assistance. Procedures are outlined on the [HR Affirmative Action web site](#).

PER-1.10 Discriminatory Harassment Policy**POLICY AND/OR OBJECTIVE**

The University of Louisville's Discriminatory Harassment Policy reflects the commitment to maintain a community that is free from harassment of any kind. Harassment of any kind is not acceptable at the university. It is inconsistent with the university's commitment to excellence and respect for all individuals. The university is also committed to protecting the academic freedom and freedom of expression of all members of the university community. Academic freedom and freedom of expression includes, but is not limited to, the expression of ideas, however controversial, in the classroom, residence hall, and in keeping with different responsibilities, in work places elsewhere in the university community. This policy does not attempt to address behaviors that do not constitute discriminatory harassment. Offensive behavior that does not violate this policy should be addressed by the appropriate supervisor or office as outlined in the Staff Handbook, Redbook, or Student Handbook.

DEFINITIONS

Discriminatory harassment is contrary to University of Louisville policy and may also be illegal. The university defines discriminatory harassment as:

1. Behavior of any type (oral, written, graphic, physical) that creates a "hostile environment." Hostile environment harassment includes, but is not limited to, unwelcome comments or conduct that have the purpose of unreasonably interfering with an individual's work or academic performance, participation in a sponsored university activity, or creating an intimidating, hostile or offensive working or learning environment that a reasonable person would find threatening or intimidating;
2. The behavior is directed at persons because of their race, color, national or ethnic origin, religion, gender (whether or not sexual in nature), age, disability, genetic information, veteran status, sexual orientation, or gender identity unless otherwise permitted or required by applicable law; or
3. Employment or academic decisions made in retaliation for a person's unwillingness to submit to such conduct, or benefits or privileges provided as a result of such submission; or participation in a university, state, or federal discrimination investigation AND, which also unreasonably interferes with the person's work or academic performance or participation in university activities, or creates a working or learning environment that a reasonable person would find threatening or intimidating.

A person must be in a position of authority to act on behalf of the university (for example, a supervisor with respect to an employee, or a faculty member with respect to a student) for parts 2 or 3 above to be applicable. Part 1, however, does not require that a person misuse university-delegated authority, and applies whenever such conduct by any person while on university grounds or during university activities interferes with work or academic performance or participation in university activities, or creates a working or learning environment that would be threatening or intimidating to any reasonable person under the same circumstances.

Nothing herein overrides existing university policy, or circumscribes the authority of the university to establish policy that is not otherwise contrary to law.

REMEDIES

Persons found to have violated the provisions set forth in the university's Discriminatory Harassment Policy will be subject to disciplinary action and penalties as set forth in the University of Louisville Policies and Procedures as outlined in the Redbook, Staff Handbook, and Student Handbook. These penalties include, but are not limited to, suspension, demotion, termination, or in the case of students, dismissal. In addition, violation of the university's Discriminatory Harassment Policy may be subject to liabilities available under state and federal law. Other corrective action such as counseling or training; and steps such as reinstatement, hiring, reassignment, promotion, training, back pay or other benefits may be taken as are necessary.

RETALIATION

Federal and state law and university policy prohibit any form of retaliation against a person who files a discrimination complaint in good faith. Disciplinary action may be taken against any person who files a discrimination complaint in bad faith, or who maliciously or knowingly files false spurious, or frivolous claims or charges. In cases in which allegations of discrimination are not substantiated, the university may, if appropriate, take reasonable steps, such as expungement of records or notification to persons who participated in the investigation of the charge, to restore the reputation of the respondent.

DISCRIMINATORY HARASSMENT COMPLAINT RESOLUTION PROCEDURES

Discriminatory harassment can take many forms, and determining whether an action constitutes discriminatory harassment requires examining all of the circumstances. Each situation must be promptly reviewed and appropriate action taken. You may contact the following individuals or agencies at any time if you cannot or do not wish confront the harasser, or your efforts did not stop the conduct:

<p>Dr. Michael Mardis Title IX Coordinator Dean of Students</p> <p>2100 S. Floyd Street Student Activities Center - W301 Louisville, KY 40208 Phone: 502-852-5787 Email: Michael Mardis</p>	<p>Mary Elizabeth Miles Deputy Title IX Coordinator (Complaints Against Employees) Director of Staff Development and Employee Relations</p> <p>1980 Arthur Street Louisville, KY 40208-2770 Phone: 502-852-6688 Email: Mary Elizabeth Miles</p>	<p>Wayne Hall Deputy Title IX Coordinator (Complaints Against Non-University Community Members) Chief of Police</p> <p>Floyd Street Parking Garage Suite 100 Louisville, KY 40292 Phone: (502) 852-7293 or 852-6111 E-mail: Wayne Hall</p>
<p>Dr. Angela Taylor Deputy Title IX Coordinator (Complaints Against Students) 2100 S. Floyd Street Student Activities Center - W301 Louisville, KY 40208 502-852-5787 Email: Angela Taylor</p>		

ADDITIONAL CONTACT

- Vice Presidents, Deans, Department Chairs, Directors, and Coaches
- Any other employee in a supervisory role

Some forms of harassment and discrimination may violate federal and state laws, and a Complainant or Respondent may choose to contact the following agencies regarding their complaint:

<p>Philadelphia Office for Civil Rights</p> <p>U.S. Department of Education The Wanamaker Building 100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323</p> <p>Phone: (215) 656-8541 TDD: 1-877-521-2172 E-mail: Philadelphia Office for Civil Rights</p>	<p>Kentucky Commission on Human Rights</p> <p>332 W. Broadway, 7th Floor</p> <p>Louisville, KY 40202 Phone: 502-595-4024 or 1-800-292-5566 E-mail: Kentucky Commission on Human Rights</p>	<p>Federal Equal Employment Opportunity Commission</p> <p>600 Dr. Martin Luther King, Jr. Place Suite 268 Louisville, Kentucky 40202 Phone: 1-800-669-4000 TTY: 1-800-669-6820 E-mail: Federal EEOC</p>
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EXAMPLES

Discriminatory harassment can take many forms, and determining whether an action constitutes discriminatory harassment requires examining all of the circumstances. Each situation must be promptly reviewed and appropriate action taken. The following are examples of behavior that should be reported for review under this policy:

- Frequent taunting on the basis of an individual's association with people of a particular national origin or race;
- The oral use of offensive epithets, slurs, or comments aimed at a particular person or group, or the use of offensive gestures, pictures, body parts, drawings, and other items based on age, color, disability, gender (whether or not sexual in nature), national or ethnic origin, race, religion, sexual orientation, or veteran status;
- Teasing or mocking a person with a disability whether mental or physical;
- Ridiculing a person's religious beliefs;
- Persisting in requests for dates after being told they are unwelcome;
- Evaluating an employee or student more critically than performance warrants because the employee or student objected to a sexual advance (refer to consensual relations policy);
- Sending unwelcome mail, voice mail or e-mail containing derogatory jokes or comments;
- Displaying or sending mail, email, web sites or voice mail that are pornographic in nature;
- Touching that goes beyond acceptable workplace or classroom interaction, meaning that a reasonable person would find it objectionable;
- Repeated references to sex in the classroom or class assignments when there is no relationship between the reference and the content of the course.

INFORMAL COMPLAINT PROCESS

The university maintains a fair and responsive method for reporting and addressing complaints of discriminatory harassment. Prompt reporting and your assistance is critical to allow rapid response by the university and resolution of the objectionable behavior. Employees and students are encouraged, where appropriate, to attempt initially to resolve complaints through the administrative structure of the employment unit or academic department. The Staff Development and Employee Relations Office is available to provide assistance to the employment unit or academic department in order to resolve the complaint.

If you believe you are experiencing treatment that violates this policy, you may take the following steps:

If possible, clearly tell the harasser to stop. Record what happened, the action you took, and the date of the incident.

You may also contact the Staff Development and Employee Relations Office (502) 852-6688 or (502) 852-6538 at any time whether or not you have taken the above steps. The Staff Development and Employee Relations Office is the university office responsible for receiving and addressing discriminatory harassment complaint. You may seek informal help or information from the Staff Development and Employee Relations Office, or you may file a formal complaint. Information on the complaint process is provided below.

If you cannot or do not wish to confront the harasser, or your efforts did not stop the conduct, you may contact your supervisor, the department chair, a faculty or academic advisor, the Division of Student Affairs, the Women's Center, or the Office of the University Provost for help.

Some forms of harassment may violate federal and state laws, and a complainant or respondent may choose to invoke external processes to resolve their complaint. Such individuals may contact the appropriate state and local agency, the Equal Employment Opportunity Commission, the United States Department of Education, the Office for Civil Rights, or the Kentucky Commission on Human Rights.

NEGOTIATED RESOLUTION

Negotiated resolution is a process by which the Staff Development and Employee Relations Office attempts to resolve complaints quickly and to the satisfaction of all parties without reaching formal findings, while protecting confidentiality to the extent possible. At any time during the negotiated resolution process, either party may elect to terminate the process and the Staff Development and Employee Relations Office will then investigate the complaint. The Staff Development and Employee Relations Office reserves the right not to proceed with an investigation if it determines that during the negotiated resolution process a complainant was offered and refused all of the relief to which he or she would be entitled.

Generally, the Staff Development and Employee Relations Office will not involve any person other than the complainant and respondent in the negotiated resolution process, except, as it may be necessary to consult with appropriate university officials regarding university policies and procedures. Both parties will be asked to respect the confidentiality of the process. Negotiated resolution should be completed no later than thirty (30) days after the respondent has agreed to this process.

If the complaint is successfully resolved, each party will sign a "Negotiated Resolution Form," prepared by the Staff Development and Employee Relations Office, which describes fully the agreed-upon terms. A copy of the complaint and the completed Negotiated Resolution Form will be available to the complainant and respondent upon request.

FORMAL COMPLAINT PROCESS

University of Louisville employees, students, applicants for admission or employment or other participants in the university's programs or activities who believes he or she has been unlawfully discriminated against on the basis of age, color, disability, gender (whether or not sexual in nature) national or ethnic origin, race, religion, sexual orientation, or veteran status may file a formal complaint with the Staff Development and Employee Relations office in accordance with the procedures described below.

Complaints should be directed to:

Staff Development and Employee Relations Office
Human Resources Department
1980 Arthur Street, Suite 100
Louisville, KY 40208-2770
(502) 852-6688
fax (502) 852-5665

Complaints must be in writing and be filed with the Staff Development and Employee Relations Office within 180 days of the most recent alleged discriminatory act. At the discretion of the Vice President for Human Resources & University EEO Officer, in certain circumstances complaints filed outside of this time limit or that are not in writing may be investigated informally. All time limits contained in these procedures may be extended for good cause. In addition to or instead of filing with the Staff Development and Employee Relations Office, the complainant may file a formal charge of discrimination with a state or federal agency authorized by law to receive such claims.

The complaint should include the complainant's name and signature, a description of the alleged incident or incidents, identity of the person or persons purportedly responsible, and an indication of the date or approximate date on which the act or acts occurred.

Upon receipt of a written complaint an investigation will be initiated. We are committed to performing adequate, reliable, and impartial investigation, including the opportunity to present witnesses and other evidence. The Staff Development and Employee Relations Office shall maintain all files and records relating to all complaints.

If the Staff Development and Employee Relations Office determines that the allegations of the complaint, if true, do not violate federal or state law or university policies, the Staff Development and Employee Relations Office shall notify the complainant in writing normally within five (5) working days of the filing of the complaint. That notice shall explain why the complaint does not violate federal/state law or university policy and may inform the complainant of other possible avenues to seek redress, such as the Staff, Faculty or Student Grievance Procedures, if appropriate.

Either at the time of filing the written complaint or normally no later than ten (10) working days thereafter, the Staff Development and Employee Relations Office will meet with the complainant individually to determine the factual allegations on which the complaint is based and to discuss the complaint procedures. If the Staff Development and Employee Relations Office determines that the complaint is suitable for negotiated resolution, that option will be discussed and offered to the complainant, who will be given five (5) working days to decide. The respondent must also agree to mediate resolution. If the Staff Development and Employee Relations Office deems the complaint is unsuitable for negotiated resolution, or if either party declines to participate in or to make a decision regarding negotiated resolution, the Staff Development and Employee Relations Office will conduct an investigation.

Within ten (10) working days of the complainant's decision on how to proceed, or of the interview with the complainant if negotiated resolution was not deemed a suitable option, the Staff Development and Employee Relations Office will notify the respondent that he or she has been named in a complaint and the nature of the charges. That notification will also discuss the complaint procedures, and if appropriate, offer the negotiated resolution option to the respondent, who will have five (5) working days after notification to accept or decline.

The Staff Development and Employee Relations Office reserves the right to refer student complaints to other university offices that may exist to investigate and/or adjudicate such complaints.

INVESTIGATION

If the Staff Development and Employee Relations Office determines that negotiated resolution is not appropriate, or if it is not agreed to by both parties, or it is unsuccessful, an investigation will be conducted in accordance with the following procedures:

The investigation will be conducted by the Staff Development and Employee Relations Office and may include, but not be limited to:

Interviews with both the complainant and respondent;

Individual meetings with witnesses or material persons who may have relevant information;

Reviewing relevant files and records such as personnel files, departmental and/or unit files, and others;

Comparing the treatment of complainant to that of others similarly situated in the department or unit; and

Reviewing applicable policies and practices as outlined in the Staff Handbook, Redbook, or Student Handbook

The investigative process is an internal university process and therefore is not open to persons, including counsel from outside the university. The complainant and respondent are free however, to meet with internal and/or external advisors, including counsel from outside the university community, throughout the process. These advisors may not address or question the Staff Development and Employee Relations Office or any investigator, the complainant, respondent and/or any witness regarding the allegation(s)

The investigation shall normally be concluded within sixty (60) working days of its inception, and the Staff Development and Employee Relations Office shall issue a written report. The report will document the scope of the investigation and result in a factual determination as to whether the evidence supports the allegation(s) of the complaint. These confidential findings will be submitted to the appropriate administrator(s) to render any disciplinary action (as appropriate) that is deemed necessary. In cases that involve faculty members a copy of these findings will be submitted to the university Provost. The complainant as well as the respondent will receive a copy of the findings.

If the Staff Development and Employee Relations Office concludes that the complainant's allegations are substantiated, the report will recommend that a directive be issued to stop the discriminatory practice. If it is ongoing, recommend disciplinary or other corrective action against the respondent and others; and, if appropriate, recommend provisions for the complainant, such as reinstatement, hiring, reassignment, promotion, training, back pay, or other compensation or benefits.

If the Staff Development and Employee Relations Office concludes that the complainant's allegations are not substantiated, the report may suggest other avenues, both internal and external, for the complainant should he or she wish to pursue the matter and, if appropriate, recommend reasonable steps to restore the reputation of the respondent.

The Vice President/Dean to whom the report is sent may take appropriate action, as deemed necessary. The Vice President's/Dean's decision on the action, and the reasons therefore will be communicated in writing to the complainant, respondent, and the Staff Development and Employee Relations Office within ten (10) working days after the Vice President/Dean receives the report from the Staff Development and Employee Relations Office, unless the Vice President/Dean requires additional time for further investigation or other good cause. The Vice President/Dean may provide the report to other university officials, as he or she deems appropriate. The Vice President's/Dean's decision is final under these procedures unless another appeal is provided by university policy.

The Staff Development and Employee Relations Office will:

Respond to every complaint of discriminatory harassment;

Act impartially whether an investigation is conducted or not, act impartially considering the interests of all parties;

Information regarding an allegation of discriminatory harassment and the parties involved is kept as confidential as possible and shared only with those who have a legitimate reason to know;

In the case of formal complaints that are not resolved through mediation, issue a report to the respondent, the complainant, and the relevant Vice President/Dean containing findings and conclusions, and recommending appropriate action depending upon the circumstances. If a faculty member is the respondent, a copy will also be issued to the University Provost.

PEER HARASSMENT

Discriminatory harassment of students by other students is addressed by certain provisions in the Student Handbook under the Code of Student Conduct and is administered by the Office of Student Life. Complaints may be brought to that office without first going through the Staff Development and Employee Relations. The Staff Development and Employee Relations Office will refer complaints of student-to-student discriminatory harassment to the Office of Student Life. Please view the [Code of Student Conduct](#) online.

SUPERVISORY RESPONSIBILITY

Responsibilities of those in a Supervisory Capacity: Vice Presidents, deans, department heads, managers, supervisors, Resident Directors, and Resident Assistants are responsible for communicating

the university's policy on discriminatory harassment and are obligated to take action when they observe or hear of incidents that may violate this policy. A supervisor must:

Provide information regarding the university's Discriminatory Harassment Policy and offer options for addressing a complaint.

Take action suitable to the circumstances, which may include among other things, talking to persons involved or witnesses, examining other evidence, or arranging for training through the Staff Development and Employee Relations Office at (502) 852-6688 or (502) 852-6538.

Contact the Staff Development and Employee Relations Office at (502) 852-6688 or (502) 852-6538, for assistance or to refer matters that have not been resolved.

Ensure that persons who have raised concerns of discriminatory harassment in good faith are not subject to retaliation.

Monitor situations that have been addressed, and follow-up if necessary.

Record the complaint and submit to Staff Development and Employee Relations. Include any action that was taken.

Note: Those in a supervisory capacity who do not appropriately handle reports or incidents of discriminatory harassment, or fail to report them to the Staff Development and Employee Relations Office, may be subject to disciplinary action.

TRAINING AND EDUCATION

Education and training are fundamental to maintaining an environment free of discriminatory harassment. Managers, supervisors, deans, directors, and department heads and those in a supervisory capacity are responsible for informing those employees who are under their direction or supervision of this policy. Student Life administrators are responsible for providing this information to the student body.

The Staff Development and Employee Relations Office is responsible for providing educational and training programs to assist members of the university community in understanding what discriminatory harassment is and is not, and how to address behavior that violates this policy. Specifically, the Staff Development and Employee Relations Office will distribute copies of this policy to all schools, departments and programs at the university, and will give workshops and seminars on this subject. The Staff Development and Employee Relations Office will maintain a brochure that explains in simple, understandable terms the university's policy and procedures concerning discriminatory harassment, and will place copies of the brochure in Human Resources and at other offices to which persons are likely to go for counseling and advice regarding discriminatory harassment.

To schedule training, please contact the Staff Development and Employee Relations Office at (502) 852-6688 or (502) 852-6538.

Questions about this policy should be directed to the Director of Staff Development and Employee Relations or the Assistant Dean for Student Life.

Acknowledgment: The University of Louisville would like to thank Dr. Karen Holt, Office of Equal Opportunity Programs, University of Virginia at Charlottesville, for her assistance and permission to use portions of the University of Virginia's policy on Discriminatory Harassment.

Nothing herein overrides existing university policy, or circumscribes the authority of the university to establish policy that is not otherwise contrary to law.

Appendix 7. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act affords you, as a U of L student, certain rights with respect to your education records. In general, your education records are any data recorded in any medium that are directly related to you and are maintained by the University of Louisville or by a party acting for the University of Louisville. Often referred to as FERPA or the Buckley Amendment, this federal law can be seen at [20 U.S.C. 1232g](#) and its regulations at [34 CFR 99](#).

Please follow the link for more information about the [U of L policies on FERPA](#).