

**Loyola University
Chicago
School of Law
Student Handbook
and
Code of Conduct**



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Loyola University Chicago School of Law is a student-focused law center inspired by the Jesuit tradition of academic excellence, intellectual openness, and service to others.

OUR MISSION IS:

- to educate students to be responsible and compassionate lawyers, judges, and law-related leaders in an increasingly diverse and interdependent world;
- to prepare graduates who will be ethical advocates for justice and equity, who will lead efforts to dismantle the legal, economic, political, and social structures that generate and sustain racism and all forms of oppression, and who will advance a rule of law that promotes social justice; and
- to contribute to a deeper understanding of law, legal institutions, and systems of oppression through a commitment to transformation, intersectionality, and anti-subordination in our teaching, research, scholarship, and public service.

CURA PERSONALIS: STUDENT WELL-BEING

The well-being of every student here is our first priority. Law school can be challenging, and we encourage students to take advantage of the wonderful resources available within the School of Law and the University. In addition to our entire Administrative Team, [counseling services](#) are available through the [Wellness Center](#). Furthermore, the legal community, through [Lawyers' Assistance Program](#) (LAP), provides assistance to law students concerned with substance abuse or mental health issues (including anxiety, stress, and depression). Please know that any interactions or disclosures will be held in strict confidence.

We also encourage all students to register for [Loyola Alert](#), and to know of available resources in case of an [emergency](#).

Personal Wellness Rooms are located on floors 10, 13 & 14

All Gender Bathrooms are located on floors 2, 6 & 12

An Interfaith Prayer Room is located in the Law Library on the 4th Floor. There is also a chapel on the 3rd floor of the Terry Center.

[Coordinated Assistance and Resource Education](#) (“CARE”) provides individualized support to students who seek assistance for themselves or who are referred by others to CARE.

If you have any questions, or wish to speak to anyone, please reach out to any of us in the administration: Dean Anita Maddali, amaddali@luc.edu; Dean Tania Luma, tluma@luc.edu; Mahdis Azimi, mazimi1@luc.edu, Radhika Sutherland, rsutherland@luc.edu or any staff or faculty member at the School of Law. Additionally, Loyola’s resident chaplain, [Father Jerry Overbeck](#), S.J. is a wonderful resource.

ACCOMMODATIONS

Loyola University Chicago School of Law works closely with the University’s [Student Accessibility Center](#) (SAC) to ensure that students with disabilities who require accommodations are provided the necessary support to succeed. All requests for accommodations are determined on a case-by-case basis by SAC Staff. Students can register with SAC at any point during their academic career, although accommodations are not retroactive.

In order to receive academic accommodations, students must first contact SAC. Once registered with SAC, students will be required to meet with a member of the SAC staff and provide [documentation](#). Diagnoses will not be shared with faculty or administrators. For questions about registering with SAC and receiving accommodations, review the SAC’s [Frequently Asked Questions](#) page or email sac@luc.edu.

When accommodations have been approved, the SAC will notify members of the Student Services team at the law school. Student Services will then notify professors of *classroom* accommodations. Professors will NOT be notified by Student Services about *exam-related* accommodations. Student Services is responsible for scheduling and administering accommodated exams, in order to preserve anonymity.

Students requesting use of their approved accommodations are required to [register](#) their accommodations with SAC **every** semester they wish to use accommodations. SAC will then notify the School of Law.

Final exam accommodation requests must be submitted to Mahdis Azimi no later than **four (4) weeks before** the first date of final exams each semester. For midterms, students must request to use their accommodations a **minimum of seven (7) days** before each midterm. Student Services does not administer accommodations for assessments that are worth 15% or less.

Students should notify Mahdis Azimi (mazimi1@luc.edu) of their accommodations and are welcome to discuss their accommodations and the process with her.

LAW SCHOOL COMMUNICATIONS

1. **Email:** It is your responsibility to check your Loyola email account daily. In addition to emails sent specifically to you, broadcast emails to the law community, under the title *Law School Announcements*, are sent three times a week (Mondays, Wednesdays, and Fridays) during the school year. If you prefer, you can build a forwarding rule into your law school (@luc.edu) email account to transfer incoming messages to an account (i.e., gmail) that you check daily.
2. **Website:** The law school calendar provides useful information about events taking place at the law school. You can also go to the [Announcements page](#) on the website to view announcements.
3. **Sakai Law School Student Page:** This page (<https://sakai.luc.edu>) will serve as the home for law student resources, including First Assignments, Orientation materials, wellness resources, technology resources, career services, scholarship and financial aid information, among other resources. This site is accessible to all students in Sakai. Make sure to star it as one of your “favorites,” so that the tab shows at the top of your page. If you are not able to access this page, please email Student Services at law-studentservices@luc.edu.

RESIDENCY REQUIREMENTS

A student shall be eligible for the degree of Juris Doctor upon satisfying the following requirements:

- All students must **successfully** complete a minimum of eighty-six (86) credit units, seventy-four (74) of which must be graded credits.
- Students must complete their course of study for the JD degree no later than eighty-four (84) months after commencing law study at the School of Law or at a law school from which the school has accepted transfer credit.
- All students must satisfy residency requirements (see below). These requirements are designed to comply with Standards of the American Bar Association and ensure that students have had sufficient exposure to the knowledge, skills, and values of the legal profession. At the same time, they are designed to equalize tuition costs to the extent possible.

RESIDENCY REQUIREMENTS FOR FULL-TIME DIVISION STUDENTS:

A student in the full-time division can achieve the required time in residence in the following ways:

- Completion of six (6) full-time semesters [12-17 credits per semester];
- Students in the full-time division may not advance the date of their graduation by taking classes during the summer session.
- Additional credits earned in one academic year or summer session will not permit a student in the full-time division to take fewer than the minimum credit hours (12) per semester thereafter.

Note: All students may register for a maximum of eight (8) credit hours during any one summer session.

RESIDENCY REQUIREMENTS FOR PART-TIME DIVISION WEEKEND STUDENTS:

- To earn a JD degree in the part-time Weekend JD Program, a student must complete a minimum of eighty-six (86) credit hours of coursework in no fewer than seven (7) semesters. Students in the part-time Weekend JD Program must register for a minimum of 8 credit hours, and no more than 12 credit hours, each semester.
- A student in the Part-time Weekend JD Program can achieve the required time in residence in these ways:

1. EIGHT SEMESTERS A student in the part-time division can meet the residency requirement upon the completion of eight part-time semesters of a minimum of 86

credit hours. Students in the part-time program must register for a minimum of 8 credit hours, and no more than 12 credit hours, each semester.

2. SEVEN SEMESTERS AND AT LEAST TWO SUMMER SESSIONS A student in the Part-Time Division can meet the residency requirement upon the completion of seven part-time semesters and a minimum of eleven academic credits over two or more summer sessions. Note: All students may register for a maximum of 8 credit hours during any one summer session.

A student in the Part-Time Division, with approval from the Dean's Office, may meet the residency requirement and reduce the number of required summer academic credits (eleven credits) by completing no more than two additional hours above the maximum part-time limit of twelve hours in one semester after the first year. In other words, a student in the Part-Time Division who wishes to graduate in seven semesters and who receives prior approval may be permitted to take 13 or 14 credit hours in one semester, thereby reducing the eleven-credit summer requirement by one or two credit hours to ten or nine credit hours of summer school. To receive approval, the student must demonstrate that his or her outside/work responsibilities will allow sufficient time to participate fully in the study of law during that semester.

IMPORTANT:

- Students in the Part-Time Division who wish to accelerate their graduation in this way should consult with a Student Advisor to make sure that they will be able to meet all degree and tuition requirements.
- Students who receive prior approval from the Dean's Office will be charged additional tuition at the hourly rate for each hour that exceeds twelve in that semester.
- Additional credits earned in one academic year or summer session will not permit a student to take fewer than the minimum of eight credit hours per semester thereafter.
- See the following example.

EXAMPLE

Part-time student Amy would like to graduate after seven semesters. In order for a part-time weekend student to graduate after seven semesters, the student must have taken a minimum of 11 hours of summer credit over at least two summer semesters. In addition, the student may not register for less than the minimum of 8 hours or the

maximum of 12 hours in any of the fall or spring semesters unless a one-semester exception has been awarded to permit up to two additional credits (as described above).

Amy wants to graduate after the next fall semester. She has just completed her sixth fall and spring semester and she has taken seven additional hours in the two summer semesters since she began the program. Also, in her second spring semester (Spring #2 below), she received special permission (as described above) to take 14 semester hours. After six fall and spring semesters, and two summers, Amy has completed 76 credit hours. Her transcript records the following:

Semester	Hours Awarded
Fall #1	10
Spring #1	9
Summer #1	3
Fall #2	12
Spring #2	14-by special permission
Summer #2	4
Fall #3	12
Spring #3	12
Total	76 hours

Amy needs ten more credits to complete the 86-hour requirement for graduation. In addition, since she has taken only seven total summer hours, the policy requires that she complete at least four more hours of summer credit in the upcoming summer semester to fulfill the 11-hour summer requirement. However, since Amy was granted permission in Spring #2 to take 14 credits - two hours above the normal maximum semester limit of 12 ` 5 credits, the 11-hour summer credit requirement is reduced to nine hours in her case. Accordingly, she must take at least two - not four - credits this summer, which will bring her total hours to 78 hours, unless she chooses to take more credits in the summer. If she decides to take more than two summer hours - let's say a total of six summer credits, bringing her to 82 hours - she must take the minimum 8 hours of Fall semester credit in order to graduate after next fall semester. She will graduate in next January's class with a total of 90 credit hours.

RESIDENCY REQUIREMENTS FOR STUDENTS WHO TRANSFER DIVISIONS

Students who transfer divisions can satisfy residency requirement in the following ways. A student may not transfer divisions in their final semester of law school.

- **Full-time students** who seek to transfer to the part-time division must meet with a member of the Dean's Office to discuss the conditions upon which a transfer will be approved. If permitted, a student who transfers from the full-time division to the part-time division must comply with the academic schedule determined by the Dean's Office. Students in this category may not graduate in fewer than seven semesters (excluding summers).
- A student in the **part-time division** who transfers, after approval from the Dean's Office, to the full-time division:
 - a. before the third semester and graduates in three years (six semesters) must complete a minimum of eight hours of summer courses;
 - b. before the fourth semester and graduates in three years (six semesters) must complete a minimum of eleven hours of summer courses;
 - c. before the fifth semester and graduates in three years (six semesters) must complete a minimum of fifteen hours of summer courses over two summers.

Additional credits earned in one academic year or summer session will not permit a student to take fewer than the minimum credit hours per semester thereafter.

IMPORTANT: Students who do not complete the required number of summer hours as set forth above must either take course work in an additional semester (and graduation will be postponed), or be charged a substantial tuition adjustment fee that is determined by the number of required summer hours that are not completed.

Students who want to transfer to a new division must have a division transfer form signed before registration begins for the effective term. Division transfers are not permitted after registration has begun. In addition, students are permitted to transfer divisions only once during their law school careers.

CURRICULAR & OTHER GRADUATION REQUIREMENTS

Students must successfully complete all of the following courses and a minimum of 86 credits in order to graduate, 74 of which must be graded courses. All students must successfully complete the required curriculum. Required courses and semesters include the following:

- Civil Procedure (4 credit hours in Fall semester of the first year)
- Torts (4 credit hours in Fall semester of the first year)
- Property (4 credit hours in Fall semester of the first year FT/ and second year PT)
- Contracts (4 credit hours in Spring semester of the first year)
- Constitutional Law (4 credit hours in credit hours in Spring semester of the first year FT/ and second year PT)
- Criminal Law (3 credit hours in Spring semester of the first year)
- Evidence (For students beginning their JDs in Fall 2023 or later)
- Business Organizations (For students beginning their JDs in Fall 2023 or later)
- Legal Writing I and 190R Legal Research (2 credit hours in Fall semester of the first year)
- Professional Identity Formation (1 credit hour in Fall Semester of the first year)
- Legal Writing II (2 credit hours in Spring semester of the first year)
- Perspective Elective (2 or 3 credit hours in Spring semester of first year for FT students; PT students must take one Perspective Elective *after* the first year.
- Bias, Cross-Cultural Competency, and Racism (BCCR) (at least one class with the BCCR designation) NOTE: This requirement only applies to students beginning their JDs in Fall 2022 or later. For students beginning their JDs in Fall 2023 or later, students must take this BCCR course before, concurrently with, or as part of their enrollment in any clinic or externship field placement. Students may satisfy the Perspective Elective (PER ELEC) and Bias, Cross-Cultural Competency, and Racism (BCCR) requirements by taking a class classified as PER ELEC and BCCR
- 410 Legal Writing III (2 credit hours taken during the fall semester of second year). Beginning in Fall 2024, this will no longer be offered. In place of Legal Writing III, students will be required to take an upper-division writing course.
- 414 Professional Responsibility (3 credit hours—after first year)
- Skills Elective (A minimum of 2 credit hours—after first year)

NOTE: *This requirement only applies to students beginning their JDs before Fall 2023.*

- Experiential Learning Requirements—A minimum of 6 credit hours are required. A maximum A maximum of 3 Experiential Learning credits toward the 6-credit requirement may be earned through a Comprehensive Simulation (CS). At least

3 credits must be earned through a Live Client Experience in one of the following ways:

1. an intensive field placement through Loyola's Externship Program
2. through participation in one of Loyola's seven clinics, or
3. through an approved practicum project.

*NOTE: In the Course Schedule, Experiential Learning Courses are designated as follows:

- Eligible Comprehensive Simulation courses are designated in the right-hand column as "CS".
- Eligible Live-Client Experiences are designated in the right-hand column as "LCE".
- Eligible Perspective Electives are designated in the right-hand column as "Per Elec".
- Eligible Live Client Experience are designated in the right-hand column as "LCE".

*NOTE: Students may not satisfy the Experiential Learning requirement by taking a class that is also taken to satisfy the "Skill" requirement or the "Perspective Elective" requirement.

Note for First Year Students:

All full-time 1L students must register for Constitutional Law, Contracts, Criminal Law and Legal Writing II in the same section to which they are currently assigned. All full-time 1L students must also register for ONE elective available to first-year students. These electives are designated Perspective Elective (Per Elec). Students may not register for any other courses.

Part-time 1Ls must register for Contracts and Criminal Law in the same weekend section. In addition, Part-time 1Ls must register for Legal Writing II (in the same small section they are currently assigned). Part-time 1Ls may NOT register for Perspective Elective (Per Elec) courses or any other courses.

If your first semester grades place your rank in the bottom 20% of your class, you will be required to participate in the Academic Enhancement Program in the Spring Semester of your first year. If you are required to participate, notice and further program information will be provided to you in Jan or Feb of your Spring Semester.

- **Bar Skills Course:** J.D. Students who have a GPA below 2.90 after their second, third, or fourth semester of law school will be required to complete “Bar Exam Fundamentals” (LAW 232) in order to graduate. This course should be taken in your 3rd year if you are a full time student, and in your 4th year if you are a part time JD student.

MANDATORY GRADUATION INTERVIEW:

Students are required to schedule a Graduation Interview with the Law Registrar during the semester prior to their final semester to review credentials and apply for graduation. In other words, if the student expects to graduate after the spring semester, they must schedule a Graduation Interview with the Law Registrar during the prior fall semester.

OTHER REQUIREMENTS:

First Year Students:

- Advocacy Requirements, including: (1) Trial Requirement and (2) Appellate Requirement. Information available [here](#).
- Career Services Meetings
- First Year Professionalism Meals
- Public Interest Convocation

All Other Students:

- **Mandatory Bar Exam Orientation:** Third and fourth year students are required to attend a mandatory Bar Exam Orientation, which covers everything you need to know regarding the bar exam: when to register, when to start character and fitness, when to take the MPRE, what will be tested on the exam, and how best to prepare.
- **Graduation Interview with the Registrar:** In preparation for graduation, all students must file a “Graduation Application” online in LOCUS at: <http://www.luc.edu/regrec/graduation.shtml> by the official application deadlines. In addition, all students who are pursuing a Juris Doctor degree must schedule a Graduation Interview with Dora Jacks, Law Registrar one semester

prior to your final semester to review your credentials and register for graduation.

- **Career Services—Exit Interview:** Graduating students are required to:

- (1) Register with PEARSON (<https://law-luc.12twenty.com/>)
- (2) Meet with your assigned career counselor prior to graduation.
- (3) Complete an “at graduation” survey

GENERAL EXPECTATIONS:

Participation in the Civility in the Profession programming.

ACADEMIC STANDARDS: GOOD STANDING, DISMISSAL & READMISSION

The law school admits only applicants that it believes have the capacity to successfully complete their program of study. Students must achieve a minimum 2.33 grade point average in order to graduate. Prior to graduation, eligibility to continue in the J.D. Program is determined as follows:

Good Standing. In order to remain in good standing and be eligible to continue in the program, a student:

- must have attained a grade point average of at least 2.00 at the end of the first semester of the first year;
- after the completion of every semester thereafter, maintain a cumulative grade point average of at least 2.33; and
- not receive a grade of “F” in more than three courses during residence in the School of Law

Dismissal. Students who fall below the minimum GPA for good standing in their program after any semester will be dismissed from that program. Dismissal letters are sent as soon as possible after final grades are submitted and approved. Note that GPA computations are often not completed until classes in a subsequent semester have commenced. (This is usually the case in spring and summer sessions.) Students who are academically ineligible to continue in their program are automatically withdrawn from any classes in which they may be enrolled. Tuition and fees for that enrollment period are fully refunded.

Readmission. Dismissal letters typically provide a date by which a dismissed student may petition the Readmissions Committee for readmission. In some cases, the Readmissions Committee will set or extend the submission date. The Readmissions Committee is composed of members of the law school's faculty and administration.

Students who wish to petition for readmission should email a letter to the Chair of the Readmissions Committee (identified in their dismissal letter). The letter should explain any circumstances that contributed to the student's academic difficulties. Supporting documentation may be provided for medical or other issues. The Committee will only readmit students who appear to have reflected upon the reasons for their academic difficulties and whose petition clearly demonstrates the will and capacity to successfully complete their program of study and, if applicable, the bar exam.

The Committee will conduct a holistic review of the petition and other available information to determine whether to readmit a student. It may deny the petition, grant the petition, or grant the petition subject to specific requirements that a student must complete. If the Readmissions Committee grants readmission, it may also make nonbinding recommendations regarding various resources available to the student at the law school or University.

J.D. students who are readmitted should seek support from the Academic Success and Bar Preparation Program at their earliest opportunity.

REGISTRATION INFORMATION

IMMUNIZATION RECORD: Students whose current immunization records are not on file at the Wellness Center will be blocked from registering. More information, a list of exemptions, and a downloadable form are available on the Wellness Center Home page.

ONLINE COURSES FOR JD STUDENTS: Due to the pandemic, no online classes taken from Spring 2020 through Spring 2022 will count toward the online credit limits. Beginning with the Summer 2022 term, no more than 28 online credit hours will count toward the 86 minimum credit hours required for graduation.

NOTE: Each state has different rules for admission to the bar. Students should consult with each jurisdiction in which they intend to practice to ensure that completion of online courses qualify for bar admission.

AUDITING CLASSES: Students who want to take a course without receiving academic credit may audit the course, provided that the course is not closed at the capacity. Students who have registered for credit in a class that is filled may not convert their registration to an audit. A course that is audited does not count as hours attempted, therefore, it is not considered in determining a student's academic full-time or part-time status; however, tuition is charged as though the course is being taken for credit. Class attendance is required; if you do not attend class, a final grade of 'W' will be recorded. Assignments, examinations and term papers, are not required, but you have a right to participate in class discussions. All auditors must complete and submit an audit request form in the [School of Law Registrar's Office](#). A course will not be converted to 'Audit' after the 'Change of Registration' period has ended.

DUAL DEGREE STUDENTS: Students who have been admitted to a dual degree program within another school of the university must contact the Law Registrar, Dora Jacks, prior to registering for law school courses. See the [dual degree web page](#) for additional information. **All dual degree students must enroll in graduate courses under their Graduate Career in LOCUS.**

COURSES REQUIRING PRIOR APPROVAL: Students registering for courses that require permission must receive faculty approval. Approval forms for Directed Study, Independent Research, and Graduate Legal Studies are available on the [web](#). All forms must be completed, signed and returned to the Law Registrar Office. Deadlines for submitting forms will be indicated on the School of Law Registrar's webpage.

- Students can enroll in approved courses approximately two business days after the form is submitted to the Law Registrar office.
- Students who wish to drop the course after the submission of approval are responsible for withdrawing within the applicable withdrawal period.

CANCELLED CLASSES: Classes which do not meet the minimum enrollment requirement set by the School of Law are subject to cancellation. Cancellations can occur up to and including the first week of classes.

CLOSED CLASSES: Please keep the following points in mind as you prepare for registration:

- Register as soon as possible after your scheduled registration time. At that time, you have the best opportunity to enroll in the courses you want. The later you register, you lose that advantage.
- If a class is full, the system will not permit further registrations unless a student drops the course. If you wish to register for a class that is full, keep in mind the following:

Your only option is to continue to check LOCUS for openings. A student must drop the class in order for a space to become available. There is no guarantee, but usually a spot will become available at some point before the semester begins. There is a great deal of “turnover” during registration and the advantage will go to the students who keep checking the system.

Instructors are not able to override the system. While faculty members may have sympathy for your situation, they do not have the ability to let you enroll in a class at full capacity. When a class is full, the only fair way to get into the course is to check the system frequently. You may not sit-in on the class. You will not receive credit unless you are properly registered for the course in LOCUS.

CLASS CONFLICTS: Students are not permitted to register for classes that conflict in whole or in part of their final exam schedule. Please note the following two examples:

1. Class #1 meets from 2:00p.m. to 3:30p.m. Class #2 meets from 3:00p.m. to 5:00p.m. Registration in both classes is not permitted because of the time conflict.
2. Class #1 meets every Saturday morning throughout the semester. Class #2 is a weekend seminar class that meets one weekend on Saturday and Sunday, but at the same time as Class #1. Registration in both classes is not permitted.

COURSE SCHEDULE: The course schedule is posted each term on the [School of Law's Registrar webpage](#).

- **EXAM SCHEDULE:** Students are reminded to check the [Final Exam Schedule](#) before registering and choosing their classes. Exam schedules will not be

changed to accommodate a student with two or more exams on the same day or consecutive days.

- **DEAN'S PERMISSION:** In exceptional circumstances, a student may apply to the Dean for permission to take fewer than the required semester hours. See Dean Maddali (amaddali@luc.edu) with questions.
- **ACADEMIC CALENDAR:** The [School of Law's Academic Calendar](#) is posted online and should be referenced for registration information.

ACADEMIC PROGRAMS

J.D. EXTERNS: Applications for externships are available on the [School of Law Registrar's page](#). Students who wish to apply for the extern program can download the application and other information. Upon acceptance, Breanna Kantor will notify the student and the student must register for the course in the LOCUS system.

STUDENT PUBLICATIONS: [Here](#) you will find various categories for participation on one of Loyola's student publications. Registration is conducted through each publication's Editor-in-Chief and faculty advisor. See your Editor-in-Chief if you have questions.

CERTIFICATE PROGRAMS: General information and applications for each School of Law certificate program are available on our [certificates page](#) online. Certificates will appear as an official comment on the J.D. transcript. Certificates will be given to students, approximately 6 weeks after the semester ends. Please note that certificate status will not be noted in the commencement program nor during the commencement ceremony. Application Process: Download an unofficial copy of your JD transcript using LOCUS. Schedule an appointment with a faculty member in the department you plan to receive your certificate: Bring your completed form and your transcript to the appointment. Faculty will advise you on your curriculum plan. Your signed form must be returned to Dora Jacks, Law Registrar before the end of your final semester. The Registrar will certify that you meet all of the certificate requirements after final grades have been calculated. Your certificate status will be noted on your transcript when your degree is conferred. You will be notified when your certificate is ready.

APPELLATE ADVOCACY HONORS PROGRAM: Tryouts for 2023 -2024 teams will be conducted in the Spring 2024 semester. Interested students should watch Law School Announcements for pertinent dates and attend one of the moot court tryout informational sessions offered for further details.

1. ALL TEAM MEMBERS in the Loyola Appellate Advocacy Honors Program, i.e., on a Loyola moot court team, MUST attend class Wednesday nights from 5:00 - 7:00 p.m. throughout the entire academic year.
2. Team members will be given permission to enroll in the class before each semester.
3. Team members will receive 2 graded credit hours each semester for taking the class.

RECORDS

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (“FERPA”): The School of Law Registrar Office will verify information including students’ dates of attendance, status (full/part-time), degree earned, and the date a degree was conferred, when inquiries are made by lending institutions, law firms, etc., unless otherwise notified in writing. Visit the FERPA website for more information.

NOTIFICATION OF CHANGE OF NAME AND ADDRESS IN LOCUS: Students are responsible for the accuracy of their personal data in LOCUS. To change your name, you must complete a [Change of Name form](#) and return it to the Law School Registrar Office, room 1203 (Law-Registrar@luc.edu).

TRANSCRIPTS: All official transcripts are issued by the [University’s Office of Registration and Records](#).

OFFICIAL TRANSCRIPTS REQUIREMENT POLICY

All students enrolling at the Law School must provide official transcripts from all previous colleges and universities attended, including a final transcript showing conferral of an undergraduate degree. In accordance with the American Bar Association (ABA) standards, the Law School’s accrediting agency, students who fail to have all required transcripts submitted to the Law School, including a final transcript showing conferral of an undergraduate degree by **October 15** of the fall semester,

after matriculation, will have a hold placed on their record, will be blocked from registering for the spring semester, and will be withdrawn from classes.

ADDITIONAL FORMS: You can also find important forms on the [registrar's site](#) (such as [course approval](#), [dual degree](#), [name and address change](#) and [711 application](#) forms).

ENROLLMENT VERIFICATION: If you need to request a [verification of enrollment](#) letter or any document from the Law Registrar Office, please fill out this [form](#) available in the Documents and Records section of the Law Registrar Home page. This form should be brought to the Law Registrar Office, Room 1203, or sent to Law-Registrar@luc.edu.

CLASS RANKS: First year Juris Doctor students are ranked by program and class at the end of their first year. Thereafter, students who are enrolled in 6 hours of graded credit will be ranked at the end of each Fall and Spring semester. Class ranks are based upon your cumulative grade point average and are usually available 2-3 weeks after grades are due for the semester. Students will be notified by the Law Registrar Office via email.

DEAN'S LIST: Juris Doctor students who are enrolled in 6 hours of graded credit and attain a semester grade point average of 3.40 or above are placed on the Dean's List at the end of each Fall and Spring semester. Dean's List letters are mailed 4-6 weeks after grades are due for the semester.

CALI AWARDS: CALI Awards are chosen by the faculty member and are given to the highest performing student in a course each semester. Visit the [CALI website](#) for more information.

UNIVERSITY & COURSE WITHDRAWALS & LEAVES OF ABSENCE

SCHEDULE CHANGE: You must officially withdraw from a course in a timely manner using the LOCUS system, or you will be held responsible for all charges on your account. **You are considered to be in attendance until you drop the course.** Tuition charges will be based on the date of official withdrawal from the system. All withdrawals will be processed according to the Registration and Withdrawal Schedule set by the Office of the University Bursar. Students who drop a course after the official withdrawal deadline will receive a failing grade of "F" and will be responsible for fees and tuition according to the Bursar's policy.

WITHDRAWAL FROM THE SCHOOL OF LAW: Withdrawal is defined as completely withdrawing from all courses. Financial responsibility and refund policies for a complete withdrawal are based on the withdrawal date as determined by the University. Students who wish to withdraw completely from the School of Law should contact Dean Anita Maddali.

COMPLETE WITHDRAWAL BEFORE THE BEGINNING OF THE TERM START DATE: A complete withdrawal from the School of Law before the official term start date can be done through the LOCUS system. At this time, no financial responsibility will be incurred except for any non-refundable fees.

COMPLETE WITHDRAWAL AFTER THE TERM START DATE: Any student withdrawing on the term start day will have their tuition and fees adjusted according to the schedule below. Charges will be based on the School of Law's official withdrawal date.

COMPLETE WITHDRAWAL AFTER THE OFFICIAL TERM WITHDRAWAL DEADLINE: Students will receive all "F" grades and will be responsible for fees and tuition according to the Withdrawal Schedule below.

WITHDRAWAL CALENDAR

<u>Effective Date of Withdrawal</u>	<u>Credit Given</u>
First and Second Week of Term	100%
Third and Fourth Week of Term	50%
Fifth Week of Term	20%
Sixth Week of Term and Beyond	0%

Please note that complete withdrawal from the university or a withdrawal that reduces your credit load below the minimum semester requirement may have financial aid implications, including, but not limited to requiring that you return any and all funds received for the term (including cost of living expenses) or loss of deferment of other student loans. Please contact Financial Aid at lufinaid@luc.edu to discuss the financial aid consequences before completing this request. Contact your Academic Advisor for further information. Registered

students are considered to be in attendance in a course until they withdraw through LOCUS.

LEAVE OF ABSENCE: At times, personal circumstances may require a student to take a leave of absence from law school. The law school does not permit a leave of absence greater than one year. Should a student be considering a leave, they should contact Dean Maddali to discuss the process.

ACADEMIC SUCCESS & BAR PASSAGE

ACADEMIC TUTORING: During the first semester, 1Ls are provided academic support through the academic tutoring program. Academic tutors are available for the vast majority of substantive 1L classes. Faculty usually use tutors to assist with class, such as holding office hours where applicable. The Assistant Director of Academic Success and Bar Passage, Kristina Lasker (klasker@luc.edu), oversees the academic tutoring program and provides suggested guidelines, although individual faculty may differ in how to utilize tutors.

ACADEMIC ENHANCEMENT PROGRAM: 1L students finishing in the lower 20% of their section after the first semester of law school are required to participate in the Academic Enhancement Program (AEP) during their second semester. If students finish in the lower 20% of their section, they will receive a letter notifying them as such, which will also outline program requirements.

Every semester beyond 1L year, students in the lower 20% of the class must enroll in the 2-credit “Bar Exam Fundamentals” class or other bar exam skills courses designated by the Assistant Dean of Academic Success and Bar Passage to graduate. These courses are all designed to focus on skills needed to pass the bar rather than individual classes on topics tested on the bar. This course is offered on a pass/fail basis and is open to all students.

ACADEMIC AND BAR PASSAGE SUPPORT PROGRAM: Through Loyola’s *Academic & Professional Support Program*, JD students have access to various resources throughout law school and during their preparation for the bar exam. These resources include academic support provided by Loyola to students during their JD studies through in-school programming and resources delivered directly to JD students by BARBRI, the nation’s premier bar exam preparation course. Through the *Academic & Professional Support Program*, BARBRI provides Loyola JD students with access to BARBRI’s 1L and 2L/3L Mastery Programs, workshops, and seminars on legal analysis

and essay writing, and enrollment in BARBRI's bar review preparation course for any state in the country. To cover the cost of this unique program, a mandatory fee with modest annual increases is included with tuition and fee charges. As a component of this fee, BARBRI provides Loyola students with a significant discount on the cost of their bar preparation and academic support programs.

In the final year of the JD program, students can opt out of the bar preparation course component of the *Academic and Professional Support Program*. If a student opts out, a refund of the *Academic and Professional Support Program* fee (minus the cost of any BARBRI books and materials students have already received) will be credited to the student's Loyola tuition account in the final semester before graduation. The student will not be enrolled in BARBRI's bar review course. Students must provide proof that they are enrolled in a comparable Bar Review course when they opt out.

THE PROCEDURE TO OPT OUT IS AS FOLLOWS:

Loyola students can Opt Out of the BarBri course and sign up for another review course.

- The Opt Out Deadline for May graduates is September 15th.
If you expect to graduate after the **Spring Semester (May Graduation)**, you must opt out in the prior Fall Semester. You must complete [this form](#) between July 15th and September 15th before your graduation in May. Late forms will not be accepted.
- The Opt Out Deadline for December graduates is May 1st.
If you expect to graduate after the **Fall Semester**, you must opt out in the prior Spring Semester. You must fill out this form between February 1 and May 1 before your graduation in January.
- If a student opts out, it is final, meaning they cannot opt back in and get BarBri at the Loyola contract rate.
- If you opt out, you must provide proof to Assistant Dean Ellen Douglas that you have signed up and paid for another course.
- If you opt out, the amount you paid, minus a nonrefundable \$250, will be credited to your final semester's tuition bill.
- Should you choose to opt out, the Bursar's Office will credit your Loyola tuition account for the final semester of attendance with a refund of the fee (minus

the cost of any BARBRI books and materials you have already received), which will generate a refund if your tuition and fee balance is covered.

THE BAR EXAM AND THE MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE)

Once you graduate, you will need to obtain a license in the jurisdiction in which you wish to practice. Each jurisdiction has its own rules and procedures for admission to practice (including but not limited to the format and subject matter tested, deadlines, fees, and accommodation and laptop policies). For more information and details on jurisdiction, see the [National Conference of Bar Examiners web page](#) for a link to the Bar Admissions Office for each jurisdiction (you can find Illinois [here](#)).

The bar examination is generally administered over the course of a two (2) day period in February and July.

Every jurisdiction except Louisiana and Puerto Rico has adopted the **Multistate Bar Examination (MBE)**. It consists of 200 multiple-choice questions spanning seven (7) subjects:

Civil Procedure	Constitutional Law
Contracts	Criminal Law
Evidence	Criminal Procedure
Torts	Real Property

The other part of the bar examination is referred to as the “state” or “written” day. It consists of multiple essays and, in several jurisdictions, a performance test designed to test essential lawyering skills. More than 30 jurisdictions, including Illinois, have adopted the **Uniform Bar Exam**, which consists of 6 essays and 2 performance tests.

For more information on the bar exam, please contact Professor Ellen Douglas, Assistant Dean of Academic Success and Bar Passage, at edouglas@luc.edu.

Professional Responsibility Requirement

Every jurisdiction except Maryland, Wisconsin, and Puerto Rico has adopted the **Multistate Professional Responsibility Examination (MPRE)**. The MPRE is a separate examination offered three times yearly (March, August, and November). It is a two-hour exam with 60 multiple-choice questions. An applicant to the Illinois bar may take

the MPRE at any time during or after law school. Although advisable, you need not take the MPRE before sitting for the bar exam. Before an applicant can be recommended for admission to the bar, the Board must receive satisfactory proof that the applicant has achieved a passing MPRE score. For more information on the MPRE, please contact Assistant Dean of Academic Success and Bar Passage, Ellen Douglas at edouglas@luc.edu.

What do I need to do NOW?

- Familiarize yourself with the [Illinois Board of Admission to the Bar's website](#); it is where you will go for all bar exam-related information. For all other jurisdictions, students should visit the website of the state bar office for the most accurate information.
- You will apply for admission to the bar during your final year of law school; full-time students apply during their third year, and part-time students apply during their fourth year. All applicants are required to file a Character and Fitness Questionnaire. You may file the questionnaire during your third or fourth year of law school along with your Bar Exam Application. Alternatively, you may file your questionnaire early by filing a Law Student Registration (LSR) during your first or second year.

Students cannot file an application before their final year.

However, the Board strongly recommends that any applicant with matters of character and fitness concern contact the Board regarding their application as soon as possible. An applicant who fails to contact the Board with significant issues of character and fitness concern in a timely manner may render the applicant ineligible to participate in the regularly scheduled Admission Ceremony following the bar exam, or it may render the applicant ineligible to sit for one or more bar exams. If you have any concerns about issues of Character and Fitness, see Dean Maddali (amaddali@luc.edu).

What if I am unsure of where I want to practice?

If you expect to practice in a different jurisdiction following graduation, we strongly urge you to check with your preferred jurisdiction during your first year to determine what requirements that state may have. Some states have course requirements in addition to Loyola's required curriculum. Some states have pro-bono service requirements that you must complete before you are eligible to be admitted to the bar as a lawyer, as well as specific rules regarding online credits. Bar admissions requirements differ from state to state, so students should visit the website of each

specific state bar office for the most accurate information. Each student must ensure they have satisfied all bar admission requirements of the state or states where they intend to practice law. A failure to obtain this information may delay or preclude admission to the bar.

A comprehensive Guide to Bar Admissions Requirements can be found on the [National Conference of Bar Examiners' website](#).

Character and Fitness

The requirements for admission in all states require proof of legal studies, made by a certificate issued by the School of Law, and an affidavit of good character and fitness for the practice of law submitted by the dean of the law school for each candidate.

Part of the application to the bar is a questionnaire from the state's Character & Fitness Committee that asks about past incidents involving the law and other authorities. Reports of sufficiently serious matters may result in a request from the Committee to view your application to law school. It is important to be aware that discrepancies between the law school application and the Character & Fitness questionnaire or any independent examination of your record may result in an extensive investigation and potentially serious consequences both at the law school and at the bar application stage.

If there are matters that occurred prior to law school or during law school, which you need to disclose, please contact Assistant Dean Anita Maddali at amaddali@luc.edu.

ACADEMIC & CO-ADVISING

Students are welcome to schedule a curriculum counseling session with any of the following academic advisors:

Radhika Sutherland (rsutherland@luc.edu)

Madhis Azimi (mazimi@luc.edu)

Mary Daniels (mdaniels@luc.edu)

Lindsey Johnson (ljohn15@luc.edu)

Feel free to simply ask a professor to be your advisor if you wish.

Interested students are also invited to schedule meetings for co-advising with members of both the Administration and Career Services:

Radhika Sutherland

Mary Daniels (Advisor for Weekend JD Students)

MJ and LLM Program Advising:

[Insa Blanke](#): LLM for International Lawyers

[Rochelle Robinson Levant](#): MJ in Children's Law and Policy

[Samuel Brunson](#): Tax Law LLM

[Rochelle Robinson Levant](#): Business Law LLM Online, Compliance & Enterprise Risk Management MJ, Health Law LLM Online, Health Law MJ, Privacy certificate

[Gina Gerardi](#): Trial Advocacy, Appellate Advocacy, and Alternative Dispute Resolution LLM)

[Patricia Lee and Steven Ramirez](#): Business Law LLM On-campus

SCHOLARSHIPS & FINANCIAL AID

The JD Admission & Scholarships Office (Suite 1208) provides students with tools to help manage finances during their time in law school and beyond. Understanding the kind of financial assistance programs available is an important part of the law school process. The JD Admission & Scholarships Office has created a [step-by-step guide](#) to help you understand the kinds of assistance for which you may qualify and how to apply. Information on types of aid and other resources is available [here](#). There is also a list of [Financial Aid FAQs](#).

Loyola University Chicago School of Law partners with [AccessLex Institute](#), a non-profit organization dedicated to offering financial education programming and resources that help students confidently manage their finances. Additional information about online resources, scholarship notifications and workshops is

available throughout the year. The University also provides [financial wellness resources](#).

The JD Admission & Scholarships Office can assist you with questions regarding scholarships at law-admissions@luc.edu or by phone at 312.915.7170. For questions regarding loans or your financial aid award, please contact the [Financial Aid Office \(FAO\)](#) at lufinaid@luc.edu or 773.508.7704.

SCHOOL OF LAW CODE OF CONDUCT & ACADEMIC INTEGRITY

CODE OF CONDUCT: All Loyola students are expected to comply with [Loyola University Chicago's Community Standards](#) as well as *the Loyola University Chicago School of Law Code of Conduct*; in particular, please note the following policies:

CLASS ATTENDANCE: Regular and punctual class attendance, as determined by the instructor and the Dean, is required in all courses. Excessive absences or tardy attendance, even if all or some of them are considered to be “excused,” violate this requirement. Students who violate this provision are subject to various sanctions including a reduction in the grade, withdrawal from the course, additional remedial work, withholding of the final exam or a final grade which results in the grade of “WF” (withdraw failing), or other appropriate sanctions in the discretion of the instructor or the Dean. Since regular and punctual attendance is required in all courses, registration for courses that meet at the same time or overlapping times is not permitted. See *School of Law Code of Conduct* for more information.

PLAGIARISM: Plagiarism is prohibited conduct under Section I(B)(1) of the *Loyola University Chicago School of Law Code of Conduct*. Students are expected to know the principles of plagiarism and the correct rules for citing sources. When a law student submits any written project such as an assignment to a professor, a submission to a student publication, an application for a scholarship or award contest, or writing samples for interviews, the student represents that he or she has complied with this plagiarism policy. Lack of intent is not a defense to an allegation of plagiarism.

Plagiarism is the use of words or ideas from another source without proper attribution to the original source. Lawyers and law students often reference other sources. However, it is critical, from the standpoint of both integrity and style, to appropriately identify and credit any excerpts, quotations, or paraphrasing of concepts drawn from any other source.

Avoiding plagiarism requires appropriate use of citations. Every sentence that is not an original thought must be cited. The use of citations identifies for the reader when material is drawn from another source, as opposed to reflecting original thought. Though it may be accepted in other academic or professional programs, citing intermittently (for example at the end of paragraphs or sections) is insufficient in any of the written projects covered by this plagiarism policy.

The Legal Writing Institute outlines the following rules for working with authority:

1. Acknowledge direct use of someone else's words.
2. Acknowledge any paraphrase of someone else's words.
3. Acknowledge direct use of someone else's idea.
4. Acknowledge a source when your own analysis or conclusion builds that source.
5. Acknowledge a source when your idea about a legal opinion came from a source other than the opinion itself.

As these rules indicate, you are required to appropriately acknowledge the source for any language, ideas, and analysis in your written work.

If you use words or phrases from a source, attribution with a citation is required but is insufficient on its own. A citation alone does not appropriately acknowledge your direct use of language from another source. In addition to including a citation, you must also place that material in quotation marks, or in a block quotation format if appropriate. If you use language that is not a direct quotation but is substantially similar to language in your source, you will most likely need to paraphrase more thoroughly or use quotations for relevant portions to avoid plagiarism.

Further, a change in language or the order of the language does not make the idea your own. Attribution still is required. It is plagiarism to take a discussion, words, or ideas from any authority, without crediting the original source, even if the material has been paraphrased.

For any writing project in law school, you should keep your notes and other materials. Students are required to keep all drafts, research notes, and any materials used in completing their writing assignment for a year or until otherwise notified by the professor. **Please note that submissions may be checked through detection tools, such as Turn-It-In and/or similar resources. Also, faculty and advisors may supplement this policy with additional information and requirements.**

ARTIFICIAL INTELLIGENCE:

To maintain our culture of excellence and integrity, students are not to use AI assisted technology unless they are specifically authorized to do so by their faculty for an assignment, a test, a quiz, or any deliverable that will be graded.”

EXAM POLICIES

ROOM ASSIGNMENTS: Prior to each scheduled exam, exam room assignments will be posted in the west bulletin board at north entrance of first floor of 25 East Pearson and in the door areas of the assigned rooms. Students will also receive notification via their LUC email address. Note: Exam rooms are not necessarily the same rooms as those used for the corresponding classes. In many cases, more than one classroom is assigned for a class section. In that event, students will be assigned by name to a particular exam room.

EXAM IDs: Students who are enrolled in courses that use anonymous grading are assigned a different examination number each semester that is to be used for their courses during that term. Examination numbers are available for student to view on the *Class Schedule* screen in LOCUS. This screen lists all of the courses that you are enrolled in for the term. The four digit number is listed on the upper right hand side.

CONDUCT DURING EXAMS: Students shall not conduct themselves in a manner that would be offensive to others taking the examination. This includes use of materials or foods in a way that creates noise or other offensive conditions.

UNAUTHORIZED DEVICES: Except for laptop computers which may be used during laptop exams only, no cell phones, iPods, Apple Watches, or other electronic or mechanical devices are permitted in examination rooms. Possession of any unauthorized electronic or mechanical device during any exam may result in immediate withdrawal from the exam and a charge under the [Code of Student Conduct](#).

PROHIBITED ITEMS: In closed-book examinations, all books, briefcases, back-packs, study aids, papers, and other extraneous material shall be placed at a distance from the student’s examination desk (such as at the front of the room). Proctors may prohibit any items they find unacceptable.

ELIGIBILITY FOR LAPTOP EXAMS: Students who have successfully completed the entire procedure to setup the laptop exam software before the deadlines outlined are eligible to take the exam by laptop computer. Students who have not completed this procedure cannot take the exam by laptop.

LAPTOP EXAMS: Each fall and spring semester some Law courses will offer the option for students to use their own Mac or Windows laptop computer using the ExamSoft software to take some of their final exams. This is only an option, and students can choose to hand-write their exams on exam paper as they have done in previous semesters.

Students should watch for important emails about exams. These initial emails will be sent near the middle of the fall and spring semesters. The initial e-mails will describe the requirements your laptop must meet to use the ExamSoft software and will include a list of course exams that will offer a laptop option for that semester. **YOU MUST REGISTER EACH SEMESTER. If not, handwriting your exam will be your only option.**

The initial emails will be followed by a separate email that provides the requirements a laptop must meet and outlines the specific procedures a student must follow to install the ExamSoft software to take exams that semester. Included in that email will be the important deadline dates and times that students must meet to complete the various steps in the process in order to use their laptop for the final exams that offer the laptop option in that semester. Multiple reminder versions of this email that describes the requirements, process, and the deadlines will be sent.

It is important to completely read all laptop exam-related emails each semester, paying close attention to follow all the steps in the installation instructions provided and to meet all the deadlines outlined in these emails. A number of optional Laptop Q&A sessions will be provided during the laptop setup process prior to the deadline to complete the process that students can attend to ask questions about the exam procedures or for assistance completing the setup of their laptops. Watch for emails with the dates, times and locations of the Laptop Q&A Sessions during the fall and spring semesters.

WEEKEND JD PROGRAM EXAMS: Please note that the above information about final exams on laptops does not apply to Weekend JD Program Students in the Weekend JD

program. WJD Students will be provided information about exams during one of their on-campus class days.

HANDWRITTEN EXAMS: There will be no separate rooms for hand-writers. Exam takers, whether they handwrite or use a laptop, will be placed in the same room.

APPROVED MATERIALS IN OPEN-BOOK EXAMS: In open-book examinations, material allowed shall be stated on the front of the examination question booklet. Any other material is strictly prohibited. "Open Book Exams" does not mean that students can access the internet, even by telephone. All, briefcases, back-packs, personal belongings and other extraneous material shall be placed at a distance from the student's examination desk (such as at the front of the room).

USE OF NOTES: In all secured exams, students may not access digital or electronic notes. In such circumstances, students taking open-note exams must bring printed, hard copies of their notes. Starting in Fall 2022, some professors may opt for unsecured exams. In such circumstances, students may be able to access electronic notes and/or electronic textbooks at the discretion of their professor.

QUESTIONS TO TEACHER OR PROCTOR: After the exam is distributed, questions shall not be directed to the faculty member or the proctor, nor shall the faculty member or proctor respond to questions, except that they may be asked to help eliminate mechanical problems such as missing pages. Any ambiguities in the examination shall be considered to be intentional. If necessary, students should state assumptions upon which they base their answers.

PAPER USE: Students who handwrite exams may use only the exam paper that is provided by the proctor. No examination paper may be removed from the room. Unused examination paper must be returned and scrap paper must be disposed of within the examination room.

EXAMINATION NUMBERS: Students who handwrite exams are to place their examination number on the top page of the examination questions and each piece of examination answer sheet used. Students may not identify themselves in their examination answers or on the examination questions. Grading must be anonymous.

PROHIBITED TALKING: Talking is prohibited from the time the proctor begins to distribute the exams until all the examination papers are collected. Talking outside of the room is prohibited during the examination. Students who violate this rule will be

required to turn in their examinations immediately and may be charged under the *Code of Conduct*.

BATHROOM BREAKS: Only one student at a time may leave the examination room during the examination period for a temporary break. Students are not permitted to leave the floor on which their exam is administered and must go either to the washroom or remain in the open hallway or lounge areas. Other students may not leave the room when they are out of the room, and thus, such breaks should be kept to a minimum.

CONCLUSION OF EXAM: When the time period for the examination has expired, the professor or proctor shall so announce and students shall immediately cease all writing/typing (even in mid-sentence). Hand-writers shall immediately rise and turn in their exams. Laptop takers shall immediately click on the file menu and select “exit” and then select “exit exam” from the dialog box. **Extra time is not permitted for the purpose of arranging paper or writing exam numbers and page numbers on exams.** Proctors shall identify the exams of those students who violate this procedure or exceed time limits in any way by designating those exams with the letter “L” signifying that the student continued to write after the time period for the examination has expired. Faculty may consider this in grading. Students who violate this rule may be charged under the *Student Code of Conduct*. Students who receive accommodations must not exceed the awarded accommodations.

EXAM UPLOAD: In the event that an issue occurs with a student’s upload of the exam, that student will be required to remain in the exam room until Law School Computing Services can resolve the issue.

RETURN QUESTIONS: No examination will be accepted unless the examination questions and signed Honor Statement are returned. Unless a faculty member or proctor gives instructions to the contrary, the student shall complete a handwritten exam by stapling his or her exam questions to the answer sheets and placing them into a box designated by the proctor. Only those materials placed into the box (or the pile designated by the proctor) will be accepted for evaluation by the faculty member.

HONOR STATEMENT: When the student completes the exam or when time has expired, whichever is sooner, the student shall submit to the proctor a signed statement (“Honor Statement”) which represents that the student has not engaged in any form of dishonesty or otherwise gained an unfair advantage with respect to the

examination. The statement must be physically separated from the examination questions and answers. Failure to submit the signed statement shall constitute evidence that the student has engaged in such dishonesty or has gained an unfair advantage during the examination.

SPEAKER & DEMONSTRATION POLICIES

SPEAKER POLICY: If a student organization is planning to invite an external speaker to the law school campus, an [external speaker form](#) must be submitted at least 30 days prior to the event.

UNIVERSITY DEMONSTRATION POLICY: For information related to university policies regarding demonstrations, including the university's Code of Conduct, please read the information on this [page](#).

OFFICE OF DIVERSITY, EQUITY & INCLUSION

At the School of Law, we foster a vibrant and dynamic community culture of inclusion that inspires and supports students to become leaders in the field of law and engages faculty, staff, and students to know better, do better, and lead by the best example. The Office of Diversity, Equity & Inclusion goal is for all members of our law school community to feel valued and supported. It's not just caring for the whole person. It's caring for every person by embracing and celebrating the rich identities—racial, ethnic, spiritual, income level, gender identity and sexual orientation, among others—that are a part of our community.

The Office of Diversity, Equity & Inclusion supports students and upholds the law school's [mission](#) by prioritizing the following:

COMMUNITY & SENSE OF BELONGING: Intentionally creating spaces large and small for marginalized and underrepresented to be valued, seen, and heard. Here are a few initiatives created by the Office of Diversity, Equity & Inclusion:

- **School of Law Student Feedback Form:** This [form](#) is intended as feedback on your student experience.
- **Sip & Snack:** Snacks and comfort food during finals.

- **Career Services Advisory Committee:** Gathered community input on how the Career Services Office could better meet students' needs.
- **Welcome Lunch for Diverse Students:** Held during the fall and spring semester to welcome students back to campus.
- **Student Organization Coalitions:** Bringing together similar organizations across race/ethnicity, faith, legal advocacy, etc. to make it feasible for these organizations to meet regularly with the law school administration to discuss their interests, student experience, and needs.
- **Spring Congratulatory:** Graduation celebration for students of color.

ACADEMIC SUPPORT: Ensuring that historically marginalized students are high-performing while in law school so they can enter the legal market in a stronger position. In addition to these programs, the ODEI offers advising and academic support sessions throughout the semester.

- **Jumpstart:** Jumpstart is a free program that brings together incoming first-year students from all nine law schools in Illinois and scholars from the Marshall-Motley Scholars Program. The Jumpstart program helps students confront the challenges that all students face during their first year of law school. The JumpStart provides a general overview of what to expect from law school, engages participants in a comprehensive discussion of the key components of academic success, including class preparation, note-taking, outlining, and exam-writing, etc. and hosts a Federal Court Day where students will hear from federal judges and law clerks. During the program students also have the opportunity to ask questions about summer jobs and externships, student organizations, time and stress management, budgets and scholarships, and well-being.
- **Loyola Law School 101:** This summer gives incoming JD students an opportunity to learn more about their first year of law school at Loyola, legal skills and our law school community. This free program will take place virtually in July. Some aspects of the program include, an introduction to law school and commonly used vocabulary/legal jargon, US court structure and how that applies to daily coursework, reading and briefing cases, Q&A sessions with faculty, alumni and current students and much more.

EVENTS & PROGRAMMING: Conversations representing a range of voices and communities in our law school.

Whether we are partnering with one of Loyola's many [student organizations](#) to develop programs to explore student interests, recognizing [law school alumni](#) for their contributions, or helping students explore Chicago's rich and diverse culture, our collaborations make our community stronger. Let us know how we can help you explore your interests. Past events: Black History Month programming, Bronzeville Walking Tour, Diversity Week, Diwali,

Robes in the Law School, and Transgender Day of Remembrance.

LEADERSHIP DEVELOPMENT: The Office of Diversity, Equity & Inclusion supports student leaders by providing them tools to manage groups and organizations as well as develop leadership practices. Past workshop sessions include:

- **Individual and Team Strengths:** Leaders must work both to (a) understand and appreciate their own talents and strengths, and (b) understand and appreciate the talents and strengths of the members of their team(s). We will address talents and strengths using the StrengthsFinder model. As part of the workshop, you'll be asked to complete the StrengthsFinder Assessment. The Assessment will be emailed ahead of the workshop and takes about 20-30 minutes to complete.
- **Effective Communication Skills:** Radical Candor is a communication model that emphasizes both caring personally and challenging directly to build solid and effective relationships with your team. A culture of candor is essential for fostering open and honest communication, improved performance and productivity, personal growth and development and preventing toxic workspaces.

The Office of Diversity, Equity & Inclusion is also developing a Lawyers as Leaders course being offered in Spring 2024.

MISSION INNOVATION:

- Staff and faculty training to integrate mission in scholarship and teaching.
- The School of Law has long been an ally in the fight against social injustice and oppression—through faculty research and scholarship to nationally recognized, top-ranked legal clinics, centers, and institutes, and the annual Norman Amaker Social Justice Retreat. The Office of Diversity, Equity & Inclusion

supports faculty and staff through trainings and collaborations with the Associate Dean for Mission Innovation.

STUDENT CONCERNS & REPORTING

Reporting a Concern: Loyola School of Law wishes to hear any student concerns about significant problems that directly implicate the school's program of legal education and its compliance with the ABA Accreditation Standard [510](#). We take our obligations with regard to the Code of Conduct seriously, and urge any student with an allegation to contact Dean Maddali to file a report. Please note that allegations will be investigated, and cannot be made anonymously.

When a formal written report has been made, Dean Anita Maddali, the Assistant Dean for Student Services, shall investigate as soon as possible, but in no event later than 20 business days after the filing of the written report. The Associate Dean for Student Services shall attempt to resolve the concern, if possible, within the 20 business day period. If resolution is not possible, the Assistant Dean for Student Services may refer the matter to the appropriate administrator, administrative body, or an administrative official designated by the Dean or the Dean's designee.

If referral of the concern is made as referenced above, the administrator, administrative body, or Dean's designate shall attempt to resolve the concern as soon as possible, but in no event later than 20 business days after referral by the Associate Dean for Student Services.

Upon completing the investigation of the concern, the Law School shall communicate its findings and, if appropriate, its intended actions to the reporting student. Within 10 days of being advised of any action the School of Law is taking to address the matter, the student may appeal that decision to the Dean of the School of Law. The decision of the Dean shall be final.

ADDITIONAL REPORTING MECHANISMS:

1. Any concerns under [Title IX](#) (discrimination, sexual misconduct and retaliation) should be reported via [here](#).
2. [Office of Equity and Compliance](#) (OEC) – Through the *Comprehensive Policy and*

Equitable Resolution Procedures for Discrimination, Sexual Misconduct, and Retaliation (the “Comprehensive Policy”) the Office of Equity and Compliance (OEC) provides for a prompt, fair, and equitable administrative process to respond consistently and effectively to allegations of discrimination, sexual misconduct, and retaliation. The Comprehensive Policy is available [here](#). The university’s non-discrimination policy can be found [here](#). More information about reporting misconduct is available [here](#), and the complaint form itself can be found [here](#). OEC reports can be made anonymously.

3. Behavioral Concerns - Referring students whose behavior presents a possible threat to the safety or well-being of oneself or others (examples include suicidal ideation, self-harm, violence, or threats against others. More information can be found [here](#)).
4. Personal Concerns - Students needing general assistance overcoming serious personal difficulties, navigating the University system, or getting connected to available resources are supported through care. Examples include grief and loss, general mental health concerns and a personal financial emergency. Referrals can be made [here](#).
5. Student Conduct and Conflict Concerns: Reports can be made [here](#).
6. If you are unsure about where to report, visit the [Cura Network](#), which categorizes various areas of concern and provides links in order to submit a report.
7. Additionally, feel free to reach out to Dean Maddali at amaddali@luc.edu and/or Assistant Dean for Diversity, Equity and Inclusion, Dean Luma tluma@luc.edu.

STUDENT IMMUNIZATION POLICY

Under Title 77, Section 694.100, of the Illinois Administrative Code, students enrolled at a post-secondary educational institution must provide evidence of appropriate immunization or laboratory evidence of certain immunities documented in writing by a health care provider. In accordance with this law, all Loyola students enrolled in

seven or more credit hours must complete a two-step process to verify proof of immunity.

Step 1: Enter your immunizations on LOCUS. This also allows you to print copies of your immunization records.

Step 2: Submit your official immunization record (from your high school or a healthcare provider) to the Wellness Center via fax, mail, or in person. The Wellness Center DOES NOT accept scanned/emailed copies.

Students must enter immunization requirements into LOCUS and submit supporting documents to the Wellness Center **before the 10th day of the academic term in which they matriculate**. A student who fails to complete the Immunization History form will receive a block on their account, which will prohibit them from registering for future classes, and may result in a \$50 Non-compliance fee that may be applied to their student account. The Non-compliance fee is non-refundable, and will not be removed even after immunization information is completed.

Required Vaccines

- Measles (2 doses)
- Mumps (2 doses)
- Rubella (2 doses)
- Diphtheria/Tetanus (3 does). One must be TDAP, and must have been within the ten years of the date of enrollment.
- Meningitis (required if student is under the age of 22)
- TB testing is required for international students

Recommended Vaccines

- Hepatitis B
- Influenza (during flu season)
- Varicella
- COVID-19 vaccine and boosters

For information on how to enter your immunization history on LOCUS, please visit <https://www.luc.edu/wellness/tools/immunizations>. For questions about this policy

or any other matter relating to the Student Immunization requirement, please contact
or visit the Loyola University Chicago Wellness Center at:

26 E. Pearson, Suite 250

Chicago, IL 60611

Phone: 312.915.6360

Immunization Fax: 773.508.2505