Student Handbook 2016-2017

The Law School Student Handbook sets out the major policies governing life at the Law School and provides useful information in a number of areas.

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INTRODUCTION

Dear Students,

This *Handbook* is intended to serve two functions: (1) as a good place to start when you have a question about something at the Law School and (2) as a collection of major Law School policies (many of which are specific to the Law School and cannot be found in University publications). All Law School students are expected to familiarize themselves with the Law School’s policies.

Please note that the *Student Handbook* contains an interpretation of faculty-developed academic policies. For information regarding the genesis and development of academic policies, please contact the Deputy Dean. Questions regarding implementation of academic policies should be directed to the Office of the Dean of Students or the Office of the Registrar. For information on non-academic policies contained within the *Student Handbook* or other questions about the Law School or the University, please contact the Office of the Dean of Students. In addition, please note that the Office of Career Services annually produces a *Law Student Manual* that provides a full description of policies and procedures applicable to students in the job market.

You will note that the *Student Handbook* often refers to other publications. More details are available in the Students section of the Law School website, in the Law School’s *Announcements*, and the University’s *Student Manual* section on University Policies and Regulations.

Please contact the Office of the Dean of Students regarding any questions about the Law School or the University. We may not always know the answer, but we will do our best to point you in the right direction.

Sincerely,

The Office of the Dean of Students

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1 Lawyer’s Caveats: Please keep in mind that the rules and policies described in this *Student Handbook* and other University publications are subject to revision at any time. While we do our best to notify students of such changes in a timely manner, it’s best to check if unsure. To the extent that our information may appear to conflict with information in a University publication (e.g., the *Announcements*, the *Student Manual* section on University Policies and Regulations), please contact the Dean of Students for a clarification. Please note that policies change from year to year, so returning students are advised to read the *Student Handbook* at the start of each new academic year.
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1.1 EDUCATION RECORDS

The Law School Office of the Registrar maintains each student’s education record. The Office of the Registrar can assist you with registration changes, examinations, and completion of various forms (bar examination paperwork, certificates for limited practice as a law student, and the like). The Office of the Registrar is located on the 3rd floor in the Student Services suite.

In the event that an error or errors arising from clerical, technical, or other issues, is/are discovered in a student’s or alumnus’ education records, the Law School reserves the right to correct all affected record(s) at any time.

Students and alumni also have the right to request to correct education records that they believe are inaccurate. To do so, students/alumni should follow the grievance procedure set forth elsewhere in this Student Handbook regarding inaccurate grades, or the policy set forth in the University’s Student Manual section on University Policies and Regulations regarding non-grade corrections to a student’s education record.
1.2 ACADEMIC RULES

The academic rules of the Law School are established by the faculty through its Committee on Rules and Petitions. The basic rules are listed in this Student Handbook.

The Dean of Students and the Registrar are responsible for the administration of the rules and are able to answer questions about their implementation. Questions regarding the genesis and development of academic rules should be directed to the Deputy Dean.

1.3 ACADEMIC SUPPORT

Third-year law students serve as Academic Counselors and provide academic support for first-year law students under the direction of the Office of the Dean of Students. Academic Counselors are available during regularly scheduled office hours to consult with 1Ls on study skills, to review exams and papers, and to give general academic advice and support. They also coordinate several programs throughout the year for first-year students that offer tips on preparing for class discussions and the Socratic Method, exam preparation, course selection, and other topics as they arise. Additional information on the Academic Counselor program, including contact information and office hours, can be found at http://www.law.uchicago.edu/students/academicassistance/counselors.

If the resources of the Academic Counselors prove insufficient to meet a particular student’s needs, the Dean of Students and the Associate Director of Student Affairs are available to meet with the student to discuss other resources that may be available.

The Law School offers a Writing Coach service for J.D. (2L and 3L) and LL.M. students. The coach helps students refine writing samples for clerkship applications and job searches. The coach also provides workshops throughout the year to jump-start editing skills and improve students’ writing. Students desiring to meet with a writing coach should schedule an office appointment on the Canvas organization site, Law School Writing Coach.

In addition, the University’s Student Counseling Service (SCS) has the Academic Skills Assessment Program (ASAP), an educational, clinically-based program designed to provide comprehensive study skills counseling.

If you have any additional questions about academic support, please see the Dean of Students or the Associate Director of Student Affairs.

1.4 BIGELOW PROGRAM

The Bigelow Program (named after the Dean of the Law School who founded it in the 1930s) includes a class taught by full-time Bigelow Teaching Fellows. The class familiarizes students with the standard research and writing tools of the legal
profession. Legal research and writing is a central part of the first-year curriculum and it constitutes ten percent of 1L course credits. The topics and assignments are scheduled as follow:

Autumn quarter: short assignment(s) and closed memorandum; library and legal resource training

Winter quarter: open memorandum; library and Lexis/Westlaw (legal research) training

Spring quarter: legal brief; oral arguments

For additional information on the Bigelow Program, please go to: http://www.law.uchicago.edu/students/bigelow.

1.5 CLASS ATTENDANCE

Consistent with ABA standards, regular class attendance is required as a condition for receiving course credit. The Faculty Committee on Rules and Petitions has articulated ABA Standard 308(a) concerning student attendance as follows:

(1) Regular class attendance is required as a condition of receiving credit for Law School classes. Each instructor may supplement this general attendance requirement by announcing a more specific attendance requirement for a particular class. It is the obligation of each student to conform to these requirements.

(2) An instructor who observes a student to be in violation of the attendance requirement shall so advise the Dean of Students, who shall promptly notify the student that s/he is in violation of the Law School’s requirement. If a student’s attendance remains unsatisfactory in that class or is at any time thereafter in violation of the general attendance requirement in any other class, the Committee on Rules and Petitions may deny the student credit in the class(es), add a memo to the student’s file, withdraw the student’s privilege of membership in the Law School, or take any other appropriate action.

(3) No student shall:

   (a) Be employed more than 20 hours per week while classes are in session;

   (b) Maintain a primary residence outside the Chicago metropolitan area while classes are in session; or

   (c) Fail to sign a seating chart within one week of enrollment in any class (first class for limited enrollment classes).

Upon finding a student in violation of any of these requirements, the faculty member or Committee on Rules and Petitions may deny the student credit in the class, withdraw
the student’s privilege of membership in the Law School, add a memo to the student’s file, or take any other appropriate action.

PLEASE NOTE: Faculty members are increasingly strict in interpreting what constitutes “regular” attendance. Students have been failed for poor attendance, dropped from class rosters, and denied credit in classes. In addition, many state bar licensing boards ask whether an applicant has ever been warned about problems with lateness or absenteeism. If a problem is noted by a faculty member, it will be reported to the appropriate licensing agency.

1.6 CLINICAL & EXPERIENTIAL PROGRAMS

Second- and third-year students may obtain practical training through the Law School’s clinical and experiential programs, in which students represent clients and engage in other lawyering roles under the supervision of full-time clinical teachers, faculty, and practicing attorneys. The Law School’s clinical and experiential programs give students an opportunity to learn litigation, legislative advocacy, and transactional skills. Students learn through classroom instruction, simulation, and representation of clients under the close supervision of the clinical teachers and attorneys. These programs are intended to join the academic study of law with experience in interviewing clients, investigating facts, developing strategies, conducting negotiations, dealing with adverse parties, drafting legislation and lobbying legislators, drafting contracts, and participating in court proceedings.

Second- and third-year J.D. students are eligible to participate in clinical and experiential programs. Clinical and experiential programs are not available to first-year students. All available seats in all clinics are included in the quarterly registration process managed by the Office of the Registrar.

The Law School’s clinical programs operate through seven distinct, autonomous units that function as separate ‘law firms’ with their own faculty and support staff. For information on clinical offerings scheduled for the 2016-2017 academic year, students should refer to the Law School’s course offering’s website at http://www.law.uchicago.edu/courses and http://www.law.uchicago.edu/clinics.

The following rules apply to all courses in the clinical program:

- No more than sixteen credits shall be awarded for clinical work.
- The maximum number of credits students may earn for a given clinic shall be nine, except for clinics that only run for two quarters, in which students may earn up to seven credits. (Currently, these are the Poverty and Housing Law Clinic and the Prosecution and Defense Clinic.) An Independent Research project (499) may not be used to evade applicable maximums or other rules regarding clinic participation. Students may enroll in no more than 14 total credits with the Director of Corporate Lab Programs and any other instructor who teaches in the Kirkland & Ellis Corporate Lab Clinic, including no more than 9 credits in the Kirkland & Ellis Corporate Lab Clinic itself. All credits taken during the 2L and
3L years with any instructor who teaches in the Kirkland & Ellis Corporate Lab Clinic count toward this 14 credit limit.

- Students may enroll in a clinic for no more than three credits in any one quarter, with the following exception: a clinic that mandates two quarters of enrollment, and does not permit more than two quarters of enrollment, may offer one three-credit quarter and one four-credit quarter. Currently, these are the Poverty and Housing Law Clinic and the Prosecution and Defense Clinic.

- Students are awarded one credit for work averaging four hours per week per quarter, subject to the applicable maximums set forth above. Students are expected to keep a record of the time they spend in practical work done in conjunction with the clinic. Within the Edwin F. Mandel Legal Aid Clinic only, students may enroll in two Mandel clinical projects simultaneously with written permission of the relevant clinical supervisors. No other simultaneous enrollments in multiple clinics are permitted. Subject to the rules on simultaneous clinic enrollments, students may enroll in more than one clinic during their time at the Law School. If there is more demand for a clinic than supply in any given year, a student who has not yet had a clinical opportunity shall receive preference over a student who has already participated in one clinic and seeks to enroll in a different one.

- The authority to confirm enrollment in a clinic is vested in the respective clinical supervisor(s) who ensure(s) that students have completed all the necessary prerequisites, met all relevant enrollment criteria (such as language skills), and are otherwise qualified to participate in the program. Expectations regarding the duration of the student’s involvement with the clinic and total credits per quarter must be arranged with the clinical supervisor prior to enrollment.

- Students must bid or register for clinics in which they wish to participate only once (please see the quarterly registration instructions online for details on how to bid or register for specific clinics). The registration system allocates to each enrollment the default minimum credits for the quarter; adjustments based on actual work performed are reported by the clinical supervisors at the conclusion of each quarter to the Office of the Registrar. Students continuing participation in a clinic (as indicated by the clinical supervisor at the conclusion of each quarter participation) are automatically registered for the next quarter by the Office of the Registrar.

- With the exception of the Kirkland & Ellis Corporate Lab Clinic, grades for clinical work are posted once, for all quarters of involvement, at the conclusion of the student’s involvement with the clinic, and students receive the same grade for all quarters. For the Kirkland & Ellis Corporate Lab Clinic, grades are posted each quarter, and students may receive different grades for each quarter.

- Most clinics have a seminar component that students may be required to take during their participation in the clinic. Please check the schedule for meeting days/times, as students may not register for other offerings that meet contemporaneously.

- Students who work in a clinic over the summer are treated as returning clinic students in the autumn quarter and may continue with their clinic work during the following academic year. These students are automatically pre-registered by the Office of the Registrar (as indicated by the respective clinical supervisor) and
therefore do not need to bid nor register themselves for the same clinic for the following autumn quarter.

Students should keep in mind that they need to be enrolled in and earn at least nine credit hours per quarter to be considered full-time, and students must earn at least 105 credits to graduate. If a student is counting on a clinic to meet these minimums, the student must be sure to earn enough hours in the clinic, or the student may face serious consequences. Students intending to earn clinical credits in a given quarter above the default minimum credits for a clinic—whether to meet the nine credit hour full-time requirement or the 105 credits to graduate requirement—should provide the Registrar with written confirmation from their clinical supervisor that sufficient clinical work will be available to that student to meet the necessary hours requirement.

Please see the online registration materials for the latest information concerning specific quarters, days, times, credits, and other relevant information. Additional information for specific clinical and/or experiential learning programs is available online at www.law.uchicago.edu/clinics.

1.7 EXTERNSHIPS

As a rule, the Law School does not grant academic credit for student externships with entities outside of the Law School. The sole exception to this prohibition on academic credit for work done with outside agencies is for work undertaken through a student’s participation in one of the Law School’s clinical programs involving an outside agency (i.e., the Poverty and Housing Law Clinic or the Prosecution and Defense Clinic). Law School students have nevertheless chosen to participate in non-credit externships with outside entities (the FBI, Cook County State’s Attorney, judges, etc.) and found the experience worthwhile.

1.8 COURSE EVALUATIONS

Course Evaluations are administered by the Office of the Dean of Students. Evaluations are conducted online.

Evaluations of all faculty for Fall 2011 and subsequent quarters are available online as part of the course registration system, subject to the exceptions listed below. Paper copies of evaluations for recent years, including those before 2011, are also available at the Circulation Desk in the D’Angelo Law Library.

Evaluations from a course taught by a faculty member for the first time, regardless of whether the instructor is tenured or untenured, will not be available online, with the proviso that an instructor may opt-in to making course evaluations available online after seeing the evaluations. Evaluations for a course taught by a faculty member for the first time who has not opted-in to making course evaluations available online will be made available in paper form at the Circulation Desk in the D’Angelo Law Library. Evaluations of Bigelow Fellows will not be made available in either electronic or paper form.
Evaluations will not be made available to faculty or students until grades for the class have been submitted to the Office of the Registrar. For paper classes, evaluations will be available online once 90% of students have received final grades for the class or six months have passed since the final class session, whichever comes first.

Questions about course evaluations should be directed to the Associate Director of Student Affairs. Course evaluations completed by law students for a limited number of non-Law School courses are available as well; students wishing to access these non-Law School course evaluations should see the Assistant Registrar.

1.9 LEARNING OUTCOMES

The Law School’s program of instruction is designed to train superb lawyers who will be leaders in all parts of the profession. To that end, the Law School expects that all students will, by the time of graduation:

(1) Be familiar with the general approaches to the study of law and legal reasoning;
(2) Demonstrate the ability to identify and understand key concepts in substantive law, legal theory, and procedure;
(3) Have the ability to write a competent legal analysis;
(4) Demonstrate the ability to conduct legal research;
(5) Demonstrate communication skills, including oral advocacy;
(6) Demonstrate familiarity with the rules of professional ethics;
(7) Demonstrate professionalism consistent with the legal profession’s values and standards.

1.10 COURSE PLANNING

Each spring and summer, the Law School makes a tentative determination about which classes will be offered in the following year and who will teach them. Suggestions for new course offerings should be brought to the attention of the Registrar.

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2 Each year, the Law School has a broad array of offerings. For purposes of this Student Handbook, “classes” refers to all of the Law School’s offerings with a classroom component and includes courses, seminars, and simulations. “Courses” refers to Law School’s offerings with a classroom component that are not seminars or simulations.
J.D. Program – Overview

The First Year
Students in the first year take a prescribed program covering five principal branches of the law—contracts, torts, property, criminal law, and civil procedure. In addition to providing a general foundation of legal knowledge, the program is intended to cultivate legal reasoning skills and to foster an understanding of the development of the law through judicial decisions and statutory interpretation. Instruction in the first year primarily centers on class discussion of judicial decisions (known as the “case method”). In addition to the traditional first-year offerings, all first year students take a course unique to the Law School called Elements of the Law. Elements considers legal issues and their relationships to other fields of thought such as philosophy, economics, and political theory. Each spring, first-year students also can choose an elective from one of 6-8 offerings. These elective courses are also open to other students. A Dean’s Award is awarded to the best exam in each required first-year class.

All first-year students participate in the legal research and writing program under the supervision of one of the six Bigelow Teaching Fellows (see section 1.4). The legal research and writing class introduces students to standard legal research tools and techniques and requires students to write a series of legal memoranda and briefs. In the spring quarter, each student prepares an appellate brief and participates in an oral argument. The Joseph Henry Beale Prize is awarded to a student in each section of the first year legal research and writing program whose work is judged to be most worthy of special recognition. Another prize (its name changes to reflect the name of the law firm sponsoring the award) is awarded to a student in each section of the first year legal research and writing program whose spring quarter brief is judged to be most outstanding and deserving of recognition.

The Second and Third Years
Classes after the first year are all elective. Prior to graduation, however, all J.D. students must complete classes that meet requirements set by the American Bar Association, including experiential classes and a professional responsibility class. Additionally, students must complete two writing requirements, which are described in more detail in section 1.14.

Students have freedom to tailor their programs to their own interests and needs, although all students are expected to design programs that will provide them with a strong foundation in the standard subject areas of the law. Students also should find some area or areas to pursue in special depth and breadth, either because of particular career inclinations or for the intellectual value that goes with striving for the competence of the expert. Students are advised against excessive specialization, however, as lawyers are not expected to be specialists when they graduate from law school, and it is impossible to foresee future career changes and challenges. The freedom of the elective policy places responsibility on students to develop a coherent program that provides a sound general background and meets individual interests and objectives. Some specific considerations are set forth below in the section on Selecting Classes. Students receive additional guidance on course selection autumn from the Deputy Dean and the Dean of
Students in August before their second year of law school. Students also are encouraged to consult with the Deputy Dean, the Dean of Students, the Associate Director of Student Affairs, members of the faculty, Career Services staff, or the Registrar for additional guidance on their programs.

As should be clear from the offerings descriptions, the Law School believes in an integrated curriculum. History, economics, other social sciences, and the humanities are often useful (and indeed indispensable) for a better understanding of legal materials. They are not just appended (in the style of “law and ...”), but constitute an integral part of legal analysis.

The curriculum at the Law School changes from year to year as faculty members are encouraged to experiment with new course offerings. In addition, courses and seminars available in a given year are determined in part by the composition of the faculty and the availability of visitors and lecturers. As a result, the curriculum may vary substantially from year to year. Accordingly, students are encouraged to take classes when they are offered rather than risk missing out on a class.

While there can be no assurance that a class offered one year will be offered the following year, a core group of courses is typically offered each year, including: Administrative Law, Antitrust, Bankruptcy and Reorganization: The Federal Bankruptcy Code, Business Organizations/Business Associations/Corporation Law, Constitutional Law I, Constitutional Law II, Constitutional Law III, Copyright, Criminal Procedure I: The Investigative Process, Federal Criminal Procedure, Evidence, Federal Courts, Securities Regulation, Introductory Income Taxation, Labor Law, classes in Law and Economics, Legal Profession, Public International Law, Secured Transactions, and Corporate Tax I and II.

Selecting Classes

Selecting Second Year Classes
Although no specific courses are required during the second year, certain courses are considered foundational and commonly are taken by a large number of students in the second rather than the third year. These courses include: Administrative Law, Business Organizations/Business Associations/Corporations, Constitutional Law I, Evidence, and Introductory Income Taxation.

In planning a program, students should consider some courses to be predicates for more advanced work in the same general field. In the field of business law, for example, a second-year student should consider taking Business Associations/Business

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3 Students receiving federal financial aid must demonstrate continuing progress in their program of study. Student Loan Administration assesses progress by reviewing a student’s grades each quarter; specifically, SLA expects students on financial aid to have at least one graded class within 35 days of the conclusion of the exam period. Thus, all students receiving financial aid are strongly encouraged each quarter to take at least one class that will be graded at the end of the quarter.
Organizations/Corporation Law and Corporate Tax I, which provide a basis for advanced work in the third year in such courses as Bankruptcy and Reorganizations, Business Strategy and Securities Regulation. Administrative Law most often has been taken as a second-year course, since it is a survey of general principles in the field and thus forms a background for understanding the operation of administrative agencies and procedures in a variety of special subject areas, such as labor law, securities regulation, taxation, public utility regulation, the communications industry, etc. Students who plan to take Trial Advocacy or to work intensively in a Clinic program typically take Evidence, and possibly a course on criminal procedure, in the second year.

It is important that students strike a sensible balance in structuring their program between traditional courses such as Business Associations/Business Organizations/Corporation Law, Constitutional Law, Evidence and Tax on the one hand, and seminars, workshops, and more specialized courses such as Art Law and Legal Interpretation, on the other. Students should try to divide their traditional classes between the second and third years to maintain this sense of balance. In addition, students are required to fulfill one of their writing requirements before the end of the second year.

Selecting Third Year Classes
The third year provides an opportunity for students to round out their knowledge of basic subject areas and to take courses in fields of special interest. It also should have distinct intellectual objectives, including (1) taking advanced classes in a field in which students have acquired some foundation in the second year; (2) taking classes that cut across subjects previously studied and emphasize the application of legal principles to concrete problems as they come to the lawyer in practice; and (3) interdisciplinary studies that help give students a broad and critical appreciation of legal institutions and their development.

Graduation
Students may graduate at the end of all four University quarters, although the vast majority of students graduate at the conclusion of the spring quarter. Students wishing to graduate in Autumn, Winter, or Summer quarters must follow certain guidelines when selecting classes for their last quarter.

All papers for Summer, Autumn, and Winter candidates for graduation are due approximately two weeks prior to the University’s final grade submission deadline. Please check with the Registrar for details. These deadlines are firm and may not be over-ridden by faculty.

Additionally:

(1) Students graduating in Autumn who need to complete Autumn coursework may not register for exam classes because final grades are due to the University prior to the start of final exams.
(2) Depending on the academic calendar for the specific year, students graduating in Winter might be able to register for exam classes, provided that:

i) The exams are take-home and self-scheduled or scheduled sufficiently early in the exam period; and

ii) The student agrees to take the exam(s) at least one day before final grades are due to the University; and

iii) The faculty member agrees to grade the exam so as to meet the University’s grading deadline.

Unless all three conditions are met, the Autumn rules above apply.

(3) The Law School offers no Summer quarter classes for purposes of graduation, and students may not take Summer quarter classes in other University units and apply them towards the J.D. degree without written permission from the Dean of Students. Students may, however, complete pending Law School work from prior quarters or enroll in classes required to fulfill graduation requirements of a dual or joint degree other than the J.D. degree and therefore officially graduate at the end of the Summer quarter.

Students who graduate in the Summer, Autumn and Winter quarters may participate in and receive their diplomas during the University-wide Commencement ceremonies for their respective graduation quarter. They also may participate in the Law School Diploma & Hooding Ceremony subsequent to the quarter of their graduation, but they may not participate in the spring University-wide Commencement ceremonies, be issued an actual diploma during the following Law School Diploma & Hooding Ceremony, nor participate in the prior academic year’s Law School Diploma & Hooding Ceremony.

1.11 DOCTOROFF BUSINESS LEADERSHIP PROGRAM

The Law School’s Doctoroff Business Leadership Program offers students the opportunity to earn a business leadership certificate and gain valuable business experience and training, while completing the JD program.

The unique program combines fundamental and advanced business and law courses with co-curricular experiential opportunities in business, business law and entrepreneurship. The program prepares law students to develop business enterprises, analyze complicated business transactions, think creatively about alternative capital structures, and acquire key management and leadership skills.

The courses offered as part of the program vary year-over-year, and are taught by noted experts in their fields from the Law School and the Booth School of Business. Courses offered for the 2016-2017 academic year include:

Accounting and Financial Analysis
Business Strategy
Corporate and Entrepreneurial Finance
Marketing Strategy
Strategies and Processes of Negotiations

While the courses offered as part of the Doctoroff program are designed to supplement the business training that students accepted to the Doctoroff Program receive, the Doctoroff courses are open to all Law Students. Questions about the program, its requirements, curriculum, and internship opportunities should be directed to the Executive Director of the Doctoroff Program or the Associate Dean of Admissions and Financial Aid.

1.12 REGISTERING FOR CLASSES

Overview

To graduate, the Law School requires all J.D. students to be in residence, full-time, for nine quarters of no fewer than nine credit hours per quarter. Each of those credit hours must be successfully completed (i.e., students must pass and receive credit toward their J.D. degree). Furthermore, failure to complete nine credits during a quarter may trigger an obligation to return student loans, if the loans require a student to maintain full-time status. J.D. students must complete 105 credit hours, including a professional responsibility class and two substantial pieces of writing. The Class of 2017 and Class of 2018 also must complete a professional skills course. Beginning with the Class of 2019, the ABA has replaced the professional skills requirement with an eight credit experiential learning requirement that can be met through simulation courses, law clinics and field placements.

In addition, the Class of 2018 and the Class of 2019 also must complete 40 credits in non-clinical Law courses taken from permanent faculty at the University of Chicago Law School, including Visiting Faculty, Emeriti, Clinical Professors, Senior Lecturers at the Law School, tenured University of Chicago professors with permanent offices in the Law School, and Booth faculty teaching in the Doctoroff program. Bigelow and other Fellows, as well as Lecturers in Law, are excluded.

Students who have passed a state bar exam in the United States prior to matriculating in the J.D. program at the Law School may be exempt from certain required classes. Such decisions will be made on a case-by-case basis by the Dean of Students and Deputy Dean depending upon legal coursework completed at other institutions.

To graduate, the Law School requires all LL.M. students to be in residence, full-time, for three quarters, with no fewer than nine Law School credit hours per quarter. Please note, however, that LL.M. students must earn a minimum of 30 credits from the Law School to sit for the New York bar exam.

First-year students are assigned to sections and registered by the Registrar for all classes except their spring quarter elective.
Second- and third-year students and LL.M. students register themselves for classes using a web-based registration system. Non-first-year students seeking to register for first-year required classes must contact the Registrar.

The Law School course registration process is fully described and governed by the online registration instructions, which are updated quarterly. Please see http://www.law.uchicago.edu/students/registration for the most up-to-date registration instructions.

Initial registration takes place several weeks prior to the start of each academic quarter. Students are notified of the availability of online class schedules and registration procedures via email. The registration process for each quarter consists of several periods: (1) initial bidding for limited enrollment offerings and registration for non-limited enrollment offerings; (2) continuous registration; (3) online add/drop; (4) late add/drop (a paper-based process); and (5) the withdrawal-only period (students abandoning a class after the last day to drop receive a grade of “W” if they drop the class up to the last day of classes or a failing grade if after the last day of classes). Students must refer to the online academic calendar for specific dates for each quarter (http://www.law.uchicago.edu/students/academiccalendar). Deadlines are strictly enforced.

Seminars and Simulation Classes

The following paragraph applies to J.D. students in the Class of 2017 only. As per the rule in place when this class entered the Law School, such students are permitted to enroll in up to four seminars and/or simulation classes per academic year, no more than three of which may be taught by individuals who are neither tenured professors, tenure track professors, clinical professors, full-time clinical lecturers and full-time clinical instructors, visiting professors, emeritus professors, tenured University of Chicago professors who have permanent offices at the Law School, nor senior lecturers. In some instances, preferences are granted to second- or third-year students. While many seminars and simulation classes can accommodate all of the registering students, on occasion, certain seminars and simulation classes will be oversubscribed; enrollment into seminars and simulation classes is typically via the bidding process (see Bidding below). Generally, seminars are capped at 20 students. In some seminars, enrollment is limited to a smaller number. Regardless of whether a seminar or simulation class has a waitlist, all seminars and simulation classes are considered “limited enrollment classes.” Students are required to drop all seminars and simulation classes in excess of the four seminar rule before the end of the third week of the quarter. Multi-quarter seminars count as one seminar. With the exception of Greenberg Seminars, all multi-quarter workshops (e.g., the Law and Economics Workshop, the Legal Scholarship Workshop, etc.) and seminars are considered seminars under this rule.

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4 In order to assist students with identifying which classes are counted as one of these three, a searchable course attribute (LEC - Lecturer-taught seminar/simulation class) has been added to the courses listed in the course schedule.
Limit on Enrollment in Kirkland & Ellis Corporate Lab Clinic & Courses Taught by Kirkland & Ellis Corporate Lab Clinic Faculty

Students may enroll in no more than 14 total credits with the Director of Kirkland & Ellis Corporate Lab Clinic Programs and any other instructor who teaches in the Kirkland & Ellis Corporate Lab Clinic, including no more than 9 credits in the Kirkland & Ellis Corporate Lab Clinic itself. All credits taken during the 2L and 3L years with any instructor who teaches in the Kirkland & Ellis Corporate Lab Clinic count toward this 14 credit limit.

The Kirkland & Ellis Corporate Lab instructors for the 2016-17 school year will be Professors Zarfes, Kramer, and Avratin.

Bidding

During the initial bidding and registration period of each quarter, students bid online for certain class offerings. Students may bid for up to five offerings per quarter and must rank them in order of preference. The maximum number of credits in which a student can be registered via the bidding process is fourteen; the actual number is typically lower due to pre-registration into continuing classes, clinics, independent research projects, etc. Generally, 2Ls, 3Ls, and LL.Ms are on equal footing, since many of these seminars are offered only once or in alternating years. Please note, however, that faculty may choose to alter the priority system for their particular class based on the nature of the class. Please see each quarter’s registration materials for additional information.

Waitlisted/Closed Classes

Students must attend the first meeting of a seminar, simulation class, or a course with a waitlist in order to stay enrolled in the class. A student who is on the waitlist and wishes to register for the class must attend the first class as well. In many cases, the professor is able to accommodate the students on the waitlist who attend the first class. A student who wishes to drop a limited enrollment class (whether a seminar, a simulation class, or a course that was included in the bidding process) must do so by the date and time specified by the Office of the Registrar. (See the Academic Calendar for each quarter’s deadline.) Please note that many faculty will drop students who do not attend the first class, regardless of whether or not the class has a waitlist.

It is the student’s responsibility to make sure classes are dropped by the deadline. Students should not assume that by not attending the first meeting they have been dropped from a class and should not rely on faculty to drop them.

Greenberg Seminars

Greenberg Seminars, open only to Law School students, are designed to afford students the opportunity to engage in informal discussions with Law School faculty members on a range of topics. The groups, normally limited to twelve students, meet in a faculty member’s home five or more times over one or more quarters. Topics and participating faculty are announced prior to the autumn quarter registration period. Participating
students earn one credit, which is by default allocated to autumn quarter. Students may reallocate the credit to any other quarter in which the specific Greenberg seminar meets. To do so they must contact the Assistant Registrar within the applicable Add/Drop period. Attendance at all sessions is required to earn the credit. Priority is given to third-year students who have not previously participated in a Greenberg Seminar and who are not currently registered in another Greenberg Seminar. Students may bid for more than one Greenberg but will initially only be enrolled in one. Greenberg Seminars are graded Pass/Fail. Greenberg Seminars do not count towards the Class of 2017’s limit of four seminars/simulations per academic year (see the Seminars and Simulation Classes section for additional details).

**Classes Outside of the Law School**

During their second and third years, J.D. students may take up to four classes (for a total of twelve credits, not more than six credits per quarter) outside the Law School for credit toward their J.D. degree and quarterly residency requirement, subject to the following conditions: (1) the courses must bear a relation to their future legal practice or to the study of law in general; (2) the course must be graduate level, although exceptions are occasionally made for undergraduate foreign languages that students have not previously studied or that students test into; (3) with the exception of Booth classes, 6 students must petition through the Office of the Registrar (see http://www.law.uchicago.edu/students/petitions/nonlawcourse) and receive permission before enrolling in any class outside the Law School; (4) students may take no more than six credits outside the Law School during any given quarter; (5) students taking classes outside the Law School during their final quarter of study must explain the Law School’s grading deadlines to the faculty member and the faculty member must agree, in writing, to provide a final grade or a provisional pass (if taking a class at Booth) by the University deadline for submission of grades for graduating students; (6) the class may not have substantial overlap with any class taken at the Law School or any prior institution; and (7) classes at other law schools or universities may not be substituted. Satisfaction of these seven conditions is determined by the Dean of Students and the Office of the Registrar.

Classes offered by other units/departments within the University that are cross-listed with the Law School do not count against the 12-credit limit, and law students do not need to petition to register in those classes. Law students registered in cross-listed classes must register for such classes using the LAWS-prefixed course number and also must receive a numerical grade (e.g., law students may not register to take cross-listed classes for a letter grade nor Pass/Fail).

Determinations about the appropriateness of a particular class for a particular student’s course of study should not be interpreted as universal approval of the class for all students in a given year or in subsequent years.

Students may take classes in other departments on either a graded or pass/fail basis. Students and the instructor in the class will establish the conditions of the grade. If the graded option is selected, a letter grade will be recorded on the Law School transcript but will not be included in the calculation of grade point averages.

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5 This section of the Student Handbook does not apply to non-law students taking classes at the Law School, who are limited to six credits, governed by other Law School policies, and should consult the Law School Registrar.

6 Please see page 20 supra, for information on how to register for a Booth course.
LL.M. students may take non-Law School classes with an approved petition, but the credits will not count towards the 27 credits required to graduate.

Please follow these steps to register for a class outside of the Law School in any unit/department of the University but Booth:

1. Go to my.UChicago and click on the Class Search link.

2. Choose a department from the list and set the course career to “Graduate.”

3. Review the list of classes offered by the department and select a graduate level class that you would like to take.

4. Email the instructor of the class in which you seek to enroll. In some cases you will need the professor’s approval to register, and you should establish with the professor whether you will be taking the class Pass/Fail or for a letter grade.

5. Complete the online petition to take a non-Law School class for credit. The petition is available on the Law School website at: http://www.law.uchicago.edu/students/petitions/nonlawcourse.

6. Petitions may be submitted through the end of the first week of class. Petitions submitted thereafter will not be considered.

7. After your petition is submitted, you will receive either an approval or denial from the Office of the Registrar via email.

8. If the petition is approved, the Assistant Registrar will enroll you and notify you once that process is complete.

The process and procedures for Law School students to take a class at Booth are established and implemented by Booth. If you are interested in taking a class at Booth, please follow the instructions detailed on the Law School website at http://www.law.uchicago.edu/students/petitions/nonlawcourse/booth. Please also review the Booth website at https://www.chicagobooth.edu/programs/taking-courses-at-booth. Credits for Booth classes count toward the twelve credit limit and the maximum of six credits of non-Law School classes per quarter.

As soon as the Booth registration is completed (during the first week of Booth classes), you will receive an email confirmation of your registration status. If you decide not to take the Booth class for which you registered, you must immediately notify Booth and the Law School Registrar (in no case later than the end of the third week of classes). Booth registration, course attendance, and grading are governed by all applicable Booth rules.
Booth registration information for non-Booth students, including links to course information, syllabi, exam schedules, and deadlines, is available at:

- https://www.chicagobooth.edu/programs/taking-courses-at-booth/law-school-students
- https://www.chicagobooth.edu/programs/taking-courses-at-booth/seat-availability

Booth requires that students taking a Booth course who would like to elect Pass/Fail grading must complete the Pass/Fail Request form in the Booth Dean of Students' Office (typically by the Friday of the fourth week of the quarter). After this deadline, no changes can be made to a Pass/Fail request. If you intend to take a Booth course Pass/Fail, make certain that it is permitted, as some professors do not allow the Pass/Fail option.

For additional information on taking classes across the Midway, please visit http://www.law.uchicago.edu/students/acrossthemidway.

Adding/Dropping Courses

For classes not governed by the rules applicable to limited enrollment classes, students must complete all adds or drops to their class schedule by the third week of the quarter. The deadline is strictly enforced. After the third week, there can be no changes in a student’s enrollment except in extraordinary circumstances. A student who fails to complete a class and who drops a class after the deadline will receive a “W” (up to the last day of classes) or a failing grade (after the last day of classes) on his/her transcript for that course. Permission to drop a class after the deadline will not be granted (even with a W) if (1) the class was included in the bidding process and oversubscribed at the time of registration; (2) the student has received 50% or more of the final grade; (3) the professor objects to the drop; (4) the student will have less than nine credits for the quarter; (5) the student has begun the final exam; or (6) the request fails to meet the aforementioned “extraordinary circumstances” condition. Failure to read and follow the directions for adding or dropping a course or to take note of the applicable deadline is not considered an extraordinary circumstance.

Additions after the first week require the permission of the professor. In light of ABA requirements concerning class attendance, faculty generally do not allow students to add a course after the first week.

These rules also apply to compressed schedule courses and multi-quarter courses, unless explicitly contravened in the course description.

Conflicts Between Classes

Pursuant to ABA requirements, students may not register for two classes if there is a time conflict with any portion of any of the time slots (including pre-scheduled make-up time slots) or if travel time between classes would make the student late for the second class. There are no exceptions to this rule.
Similar Classes

Certain courses will cover substantially similar material. Accordingly, students may not receive credit for both classes. Examples of such overlapping classes include the following (this is not meant to be an exhaustive listing of such classes):

- International Law and Public International Law
- Trial Advocacy and Intensive Trial Practice Workshop
- The same course taught by different professors (or the same professor), e.g., Corporate Finance at the Law School and at Booth.

It is impossible to list all of the potentially similar classes outside the Law School. Students who note similarities in the course descriptions should contact the Office of the Registrar to determine whether both classes may be taken. The burden to avoid overlapping classes falls on the student.

Petitions

For actions outside the usual procedures, petitions are available online at http://www.law.uchicago.edu/students/academics/petitions.

Petitions are required to do the following:

- Take 14 or more Credits
- Take a Non-Law School Course for Credit
- Reschedule an Exam
- Register for an Independent Research
- Register for a Law School Class as a Non-Law Student
- Reallocate Journal Credits

Registration Restrictions

Students may not register for classes beyond their first quarter if they:

- Have registration restrictions placed by any office of the University (such as the Bursar’s Office, the Financial Aid Office, etc.);
- Have not satisfied the State of Illinois immunization requirements; or
- Have not furnished the Office of the Registrar with an official transcript of their undergraduate work or of graduate work done before matriculation at the Law School. The transcript(s) must be sent directly from the other institution(s) to the Law School and must bear the degree earned.

Additional restrictions pertaining to specific quarters/classes/students are listed online at http://www.law.uchicago.edu/students/registration.

1.13 INDEPENDENT RESEARCH

Independent Research (commonly called a “499” after the old registration number) gives students the opportunity to work closely with a professor on a topic of mutual interest,
usually with the goal of the student producing a major or substantial research paper. Independent Research may be supervised by a member of the faculty (including Emeriti, Visiting Faculty, and Senior Lecturers at the Law School, as well as tenured University of Chicago faculty who maintain permanent offices in the Law School, but excluding Bigelow and other Fellows and Lecturers in Law) who is in full-time residence at the Law School. Visiting faculty may supervise independent research if they are willing to do so and if they are available to work with students until the independent research is completed, which in many cases will be after their visit has ended. Lecturers may not supervise independent research without advance approval. Students who would like to work with a Lecturer on an independent research project must submit a request to the Rules and Petitions Committee (via the Dean of Students) for advance permission to do so.

Additionally, students may only take four independent research credits with the same professor and are limited to six independent research credits total during their time at the Law School.7

Please follow these steps to register for a 499:

- Discuss the project with the faculty member;
- Obtain the faculty member’s written consent to supervise the project via his or her signature on a properly completed Independent Research Petition (available at http://www.law.uchicago.edu/students/petitions/independentresearch); and
- Submit the form to the Assistant Registrar.

Some students use the 499 as an opportunity to attempt to “write-on” to a journal. A student may receive academic credit for a journal submission only if it meets these criteria:

(1) The work must be entirely original.

(2) If the student has submitted a Topic Proposal to the journal to determine whether the journal is interested in the topic, the student may not receive any research or editorial assistance from journal staff members while the project is in process without prior approval of the faculty member who will be evaluating the paper. For more details see section 1.19.

(3) Students may work only with the faculty member during the research and writing stage.

(4) The paper may be submitted to the journal only after it has been accepted for credit by a faculty member.

7 J.D./PhD students should discuss this limitation with the Associate Director of Student Affairs.
Please refer to Section 1.19 (JOURNALS) for a more detailed description of the process of writing onto a journal and the pros and cons of using independent research to “write on.”

1.14 WRITING REQUIREMENTS FOR J.D. STUDENTS

Every J.D. student must complete at least two writing projects beyond the work required in the first-year course in Legal Research and Writing. At least one of these writing projects must be a “substantial research paper (SRP).”

An SRP is:

(1) a careful, extensive treatment of a particular topic;

(2) certified by a member of the faculty (including Visiting Faculty, Emeriti, Clinical Professors, Senior Lecturers at the Law School, and tenured University of Chicago professors who have permanent offices at the Law School, but excluding Bigelow and other Fellows as well as Lecturers in Law) who is in full-time residence at the Law School and was the instructor for the course or independent study for which the paper was written;

(3) submitted by a student who has taken advantage of one or more opportunities to respond to suggestions and criticism in producing the paper; and

(4) not largely derivative of work undertaken for another academic degree, for a summer job, or in some other environment outside the Law School.

A publishable comment or note written for a student journal will satisfy the SRP requirement if it is (a) nominated for this purpose by the editor-in-chief of the journal; and (b) approved by the Faculty Supervisor prior to the authoring student’s final term of study at the Law School.

SRPs are typically 20-30 pages in length, but revisions and opportunities to rework arguments and writing are more important than length. Faculty members may impose their own requirements for certification. Faculty members certifying such projects must approve the paper topic and agree to supervise the project prior to the student’s undertaking substantial research and writing. SRP credit will not be given for response or reaction papers (that is, where significant legal research is not required), although a faculty member may certify a project that combines reaction papers into a larger paper that reflects faculty-supervised revisions and substantial research. Similarly, if substantial research and supervision by a faculty member (as described in (2) above) are elements of a writing project that produces a brief or a model statute, that too may qualify as an SRP. Work undertaken in the form of independent research, supervised by a faculty member in full-time residence at the Law School, may also satisfy the SRP requirement.
A student’s second, or other, writing project can, but need not, be of the SRP form. As a rough guide, the project should involve around twenty pages in total. It can be:

(1) a paper, series of papers, brief or other substantial writing prepared as part of a course or a seminar supervised by a faculty member or a Lecturer in Law so long as the instructor’s expertise and guidance inform the writing process; or

(2) a comment or note prepared for one of the student-edited journals, and nominated and approved as above; or

(3) a brief prepared for the semi-final or final round of the Hinton Moot Court Competition and approved for credit by the Hinton Moot Court Faculty Judges; or

(4) a brief or series of writings undertaken in one of the Law School’s clinical programs, or in a professional skills course offered at the Law School, so long as the instructor’s expertise and guidance inform the writing process; or

(5) an SRP.

Students are required to complete at least one of their required writing projects by the end of their second year. They are strongly encouraged to begin the SRP in a quarter that is not the final quarter of study and to turn in a first draft no later than the conclusion of Spring Break of their 3L year.

Work submitted in satisfaction of either of the two writing requirements may not largely be derivative of work undertaken in pursuit of another academic degree or in a summer job or other environment outside the Law School. If a student is concerned that any work done for credit at the Law School might duplicate work done for another Law School course or another academic program or job, that student should consult with the Dean of Students in order to be sure that academic standards are not violated. The Dean of Students also is available to discuss any questions regarding the originality of work submitted, or the requirement that work done by others not be copied or plagiarized.

1.15 PROFESSIONAL SKILLS COURSE & EXPERIENTIAL LEARNING REQUIREMENT

Beginning with the Class of 2019, all J.D. students must take at least eight total credits in experiential courses, which may be simulation courses, law clinics, and field placements. A simulation course provides extensive opportunities to practice negotiation, memo-drafting, client interaction, court presentation and other lawyerly skills, and includes instructor feedback with respect to the development of these skills. The Law School is expanding such offerings, and also contemplates that the spring quarter of the Bigelow program, which is a simulation of producing a brief and arguing in court, will count for one such credit. Faculty-led policy practica will count for such credits, as they are equivalent to clinics in nature.
Note that some state bars are considering having higher experiential requirements. Please make sure you research any special requirements in this regard.

For the Class of 2017 and Class of 2018 only, all J.D. students must successfully complete one or more classes that have been approved by the Law School’s Committee on Professional Skills Development as fulfilling the professional skills requirement set by the Accreditation Committee of the American Bar Association.

For a list of classes that satisfy the professional skills and/or experiential learning requirement, please review the Law School’s course offerings website at http://www.law.uchicago.edu/courses. Please also note that a course used to satisfy either writing requirement cannot also be used to satisfy the skills requirement.

1.16 EXAM POLICIES

Law School exams are administered by the Office of the Registrar using ExamSoft test-taking software. All students are responsible for being familiar with the Law School’s exam policies. The most up-to-date information on the Law School’s exam policies is available at http://www.law.uchicago.edu/students/academics/examprocedures and at https://www.examsoft.com. Students should review both websites before every exam period to ensure that they are complying with all Law School policies. A failure to adhere to exam policies may lead to disciplinary action.

In general, two main types of examinations are administered at the Law School: in-class and take-home. Although faculty members decide which type of exam to require for their class, exam administration is executed by the Office of the Registrar.

In-Class Examinations

In-class examinations are scheduled for a particular day during the exam period. They are generally scheduled for three hours, although a faculty member may give students more or less time. Proctors are present in the room during the examination. In-class exams can be open book, closed book, or limited open book. Laptop use on exams—using the appropriate exam-taking software—is mandatory. Students are permitted the use of a single laptop during each in-class exam. The use of cell phones, tablets (iPads, etc.), second laptops, or other similar devices is strictly prohibited, absent use of such a device as an approved ADA accommodation.

Take-Home Examinations

Take-home exams may be taken on any day during the applicable take-home exam period. Take-home exams must typically be completed within eight hours (inclusive of travel time, breaks, meals, etc.), unless otherwise stipulated in the exam itself or on the exam schedule. Students are strongly advised to take exams during regular business hours, as there is no technical support between 5:00 p.m. and 8:30 a.m.

On the final day of the take-home exam period, all take-home exams must be completed by 5:00 p.m. The 5:00 p.m. deadline means that students with 8-hour take-home exams must begin by 9:00 a.m. in order to have the full eight hours to complete the exam.
Exam submission deadlines are rigorously enforced, and faculty members are notified of late submissions.

Prohibition on Cutting and Pasting

Students are not permitted to download or cut/copy and paste into their in-class or take-home examination answers any material(s) from outside the examination OR to cut/copy and paste any material(s) from inside of their examination to an outside source. This rule also strictly prohibits a student from drafting an answer into Microsoft Word or another word processor and copying that answer into the exam-taking software. In other words, the only time cutting or copying and pasting is permitted during an exam is when a student types information into one answer field during the exam and moves it either into another field, or within the same exam answer field during the exam. Audits of student exam files are conducted each exam period, and violation of this rule may subject a student to disciplinary action.

Anonymous Grading

Please keep in mind that the Law School follows an anonymous grading system, which means that faculty members do not know which student submitted a particular exam. In the event that any problems arise while taking an exam (a student cannot take it on time, has problems opening the exam, uploaded the wrong document, omitted the word count, took the exam questions with you instead of turning them in, etc.) students cannot communicate directly with a professor through any means. Instead, students should contact the Proctor, the Assistant Registrar, the Registrar, the Dean of Students, or the Associate Director of Student Affairs. Improperly contacting a professor regarding an exam may result in disciplinary action.

Exam Scheduling

Students are expected to take their examinations at the scheduled dates and times. Students must refrain from scheduling other activities (employment start dates, interviews, travel, etc.) during the overall exam period as published in the academic calendar (including official make-up days) until the detailed exam schedule is announced and they know the specific days and times of each exam. In case of illness, accident, or other last-minute emergencies, students must contact the Dean of Students, the Registrar, or the Associate Director of Student Affairs via email and by phone prior to the start of the examination. Because of the importance of anonymous grading, students must not discuss any exam scheduling or re-scheduling issues with faculty. Violation of this rule may result in disciplinary action.

If a make-up is allowed for extraordinary circumstances, the Law School is guided by the principle that students should be put in the position they would have been in had it not been for the illness/emergency. For example, a student who is incapacitated for two days during the examination period will normally be given two additional days to prepare for the examination. Students in these situations are instructed not to speak with other students about the examination.
Exam scheduling changes for conflicts with important scheduled events rarely will be granted. To qualify, the event must be a significant life event that requires a student’s attendance (e.g., sister’s wedding), the selection of the date must have been outside of the student’s control, and the student must notify the Dean of Students as soon as the event is scheduled. A student should not make travel arrangements for such events until permission is granted.

If an exam falls on a religious holiday a student observes, the student should notify the Dean of Students early in the quarter to arrange an appropriate make-up time.

PLEASE NOTE: Students will be expected to provide documentation to support requests to re-schedule an examination (note from treating physician, verification of pre-scheduled events, etc.).

The petition to reschedule an exam is available online at http://www.law.uchicago.edu/students/petitions/moveexam and must be completed no later than the first day of the reading period preceding the examination, although students are encouraged to complete the petition as soon as possible. Failure to complete the petition by that date may result in denial of a petition, as facilities/proctors may not be available. The exam will be rescheduled to the following day in which the student does not have a proctored exam.

Petitions to reschedule an exam will be automatically approved by the Office of the Registrar under the following circumstances:

- Two proctored exams on the same day
- Proctored exams on four consecutive days

In all other circumstances, students must complete the Special Request section of the petition. The petition will be forwarded to the Dean of Students for consideration.

The decision of whether to grant a request to reschedule an exam will be made by the Dean of Students.

Record Keeping
Students are advised to keep an electronic copy of documents related to exam submission until grades are posted. ExamSoft permits students to access unformatted versions of exams taken using ExamSoft applications. To access the exams, go to https://www.examsoft.com/uclaw. After logging in to ExamSoft, click on the Courses menu item. A list of your courses will appear; click on the interested course. Released submissions appear under the Notifications/Actions heading. Submissions are released to students after all (or nearly all) students have completed the exam.

Faculty members sometimes return annotated versions of students’ exam answers to the Office of the Registrar. These materials can provide valuable feedback, and students are strongly encouraged to collect them as soon as they become available. The Office of the
Registrar keeps such materials until a student graduates or until a year has elapsed since the examination administration, whichever comes later.

Exams on Library Web Site

The D'Angelo Law Library maintains an online repository of past exams, students’ model answers, faculty memos, and other exam-related materials. These exam materials may be accessed at http://www.lib.uchicago.edu/e/law/courses/exams/. As a matter of course, the Assistant Registrar will ask the Library staff to post copies of the student answers that received the two or three highest grades on the website, unless the instructor requests otherwise.

1.17 GRADING

The grading scale at the Law School is as follows:

- 180-186 A
- 174-179 B
- 168-173 C
- 160-167 D
- 155-159 F

Law School grades are recorded as numerical grades for all LAWS-prefixed offerings, unless otherwise explicitly noted in the offering’s description. The median grade in all courses and all seminars in which students are graded primarily on the basis of an examination must be 177. The median grade in all paper seminars, clinics, and simulation classes must be no lower than 177 and no higher than 179. Courses in which all students write papers, as well as courses and seminars in which students have the option to write a paper or sit for an examination, must have a median of 177 or 178. All 1L electives must have a 177 median, regardless of the basis for grading in those classes. The median grade in Bigelow Legal Research and Writing classes must be 178. The Law School may permit minor deviations from these mandatory medians for classes with very low enrollments when the instructor certifies that the students’ performance was unusually strong or weak relative to students’ performance in the same class during prior years.

In the absence of any contrary statement, it is understood that a student’s grade in a course will be based entirely upon the written examination or paper in the class. Professors may choose to add a class participation component to the grade.

A grade of 160 or above is required to receive credit in a course. A student who fails a class will be contacted by the Dean of Students. A student who receives two failing final grades in any one academic year or three failing final grades during his or her period of residence at the Law School will not have maintained satisfactory academic standing. Additionally, J.D. students must attain a minimum cumulative GPA of 168 at the conclusion of each academic year to maintain satisfactory academic standing.
Maintenance of satisfactory academic standing is a prerequisite to continuing study in the Law School as well as to graduating from the Law School.

The LL.M. degree is awarded to students who have successfully completed 27 course hours over three quarters while maintaining a grade point average of 170.

**J.D. Honors**

Honors are awarded to J.D. students at graduation based on final cumulative grade point averages as follows:

- 182 and above  Highest Honors
- 180.5 and above  High Honors
- 179 and above  Honors

**Ranking**

The Law School does not rank students. Students must not provide estimates of their class rank on resumes, in job interviews, or in any other context. A key on the back of the transcript provides information about the rolling percentage of students graduating with honors.

**Order of the Coif**

Membership in the national Order of the Coif organization is awarded pursuant to terms set by the national organization. Students are eligible for nomination for Order of the Coif upon graduation if they have earned at least 79 of the 105 credits needed for graduation in graded courses. From that pool of eligible students, the top 10% at graduation are nominated for membership in the Coif.

**Kirkland & Ellis Scholars**

In recognition of an important and generous gift to the Law School’s Centennial Capital Campaign, the Law School designates outstanding students as Kirkland & Ellis Scholars. Beginning with the Class of 2009, students with grades in the top 5% of the class are so designated at the end of their first year or second year of study. Additional students are added to this group during the third year of study so that by graduation, 10% of the class will have been designated Kirkland & Ellis Scholars. Once a student receives the designation, it is not removed.

**1.18 JOINT AND CONCURRENT DEGREES**

Some law students have or are currently pursuing concurrent or joint degrees in Business, Computer Science, Economics, International Relations, Linguistics, Public Policy, and Religious Studies. Please note that, per the American Bar Association, no coursework completed prior to matriculation at the Law School may be counted toward the J.D. degree. Students interested in applying to another program in the University
should speak with the Dean of Students or the Associate Director of Student Affairs about the application process and the transfer of credits.

Joint Degree Programs

The Law School participates with several other areas of the University in formal joint degree programs. These programs have specific admission requirements and candidates are able to count coursework in each area toward the academic requirements in the other area, thus reducing the time and expense involved in earning both degrees. The Law School has formal joint degree programs with the Booth School of Business (both M.B.A. and Ph.D. degrees), the Harris School of Public Policy Studies (M.P.P.), and the Divinity School (M.Div.).

Students pursuing joint J.D. and Masters’ degrees may, with the approval of the Law School Dean of Students, count up to 12 credits of coursework outside the Law School toward the J.D. degree and towards the quarterly residency requirement. Joint degree students also must pay tuition at the Law School for eight quarters. In addition, they must be in residence as full-time students at the Law School for nine quarters, in each of which they must earn at least nine credits towards the J.D. degree in either LAWS-prefixed classes or classes that earn credit toward the J.D. degree. The tuition and residency requirement cannot be waived. For each quarter considered in residence at the Law School, a student must be enrolled in at least one LAWS-prefixed class. This requirement cannot be waived.

Concurrent J.D./Masters’ Degree Programs

A number of law students have or are currently pursuing concurrent Masters’ degrees in Computer Science, International Relations, and Linguistics. Students pursuing concurrent J.D. and Masters’ degrees may, with the approval of the Law School Dean of Students, count up to 12 credits of coursework outside the Law School toward the J.D. degree. Concurrent degree students must also pay tuition at the Law School for eight quarters. In addition, they must be in residence as full-time students at the Law School for nine quarters, in each of which they must earn at least nine credits towards the J.D. degree in either LAWS-prefixed classes or classes that earn credit toward the J.D. degree. For each quarter considered in residence at the Law School, a student must be enrolled in at least one LAWS-prefixed class. These requirements cannot be waived.

J.D./Ph.D. Programs

Other than the joint J.D./Ph.D. program with Booth, the Law School currently does not have a formal joint J.D./Ph.D. degree program with any other area of the University. Candidates who wish to earn the J.D. in the Law School and a Ph.D. concurrently in another area of the University have found ways to facilitate and expedite a dual course of study, however, and the Law School has taken steps to make the process more flexible.
Students who are enrolled in concurrent J.D. and Ph.D. programs at the University of Chicago can count up to 25 credits earned outside the Law School towards their J.D. degrees. This credit is only awarded for: (1) graduate coursework undertaken in a Ph.D. program at the University of Chicago; (2) only for coursework undertaken after a student has matriculated at the Law School; and (3) only for coursework approved by the Deputy Dean in consultation with the Dean of Students. Students permitted to count up to 25 credits toward their J.D. degrees also must pay tuition to the Law School for six quarters and be in residence at the Law School for six quarters.

Students who have not advanced to candidacy by the time they receive their J.D. may apply no more than 12 credits earned outside the Law School towards their J.D. degrees, must pay tuition at the Law School for at least eight quarters, and must be in residence at the Law School for nine quarters.8

Students in J.D./Ph.D. programs who began their law studies at the Law School need to complete a designated number of core coursework credits at the Law School to obtain their J.D.s. These credits may be earned during two years of intensive study at the Law School. J.D./Ph.D. students should contact the Deputy Dean or the Dean of Students to determine their program’s requirements.

All J.D./Ph.D. students who transferred to the Law School from another school must discuss their specific graduation requirements with the Registrar upon matriculation. J.D./Ph.D. students planning to practice law should research the rules of the state bar to which they are hoping to be admitted. In addition, any student wishing to pursue a J.D./Ph.D. must keep in mind that American Bar Association rules require all J.D. degrees to be completed within 84 months of a student’s matriculation to law school, and some state bar authorities may shorten that time period.

The Law School is flexible in giving students leaves of absence so that they may register full-time in other areas of the University, so long as such a leave will not prevent the student from finishing the J.D. within the ABA’s 84-month time limit. Some J.D. candidates working concurrently on Ph.D. dissertations with a law-related component have found that their studies in the Law School may enable them to complete their dissertations in a shorter time than other Ph.D. students.

Graduate Program in Health Administration and Policy

In addition, the Law School has joined several other professional schools on campus (Booth, SSA, and Public Policy) and offers law students an opportunity to earn a Certificate in Health Administration and Policy (GPHAP) while simultaneously obtaining a J.D.

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8 The Law School will typically accept one quarter that a student is registered in his or her other program towards residency at the Law School, provided that the student is enrolled full-time, earns at least nine credits, and at least one of the classes taken during that quarter is a LAWS-prefixed class.
The GPHAP is a certificate program designed to train and prepare future leaders in health care, and it draws together students and faculty from various fields for the purpose of providing students with deep interdisciplinary training in policy, management, finance, and social service delivery. Health lawyers play an important role in many aspects of the health care field, including: health law practices in firms, serving as in-house lawyers in health care organizations, addressing issues related to health care reform in all settings, pharmaceutical policy and administration, medical device policy and administration, medical innovation, public health, health care regulation and accreditation, and much more. GPHAP also has a global health track for students interested in international law and health.

Students admitted to the program must take four classes (two required and two elective), complete a supervised practicum, and attend three health-related workshops, seminars, lectures, or GPHAP special events offered on campus each quarter. Students must provide a short synopsis of each event attended. Regarding the practicum, this may be fulfilled by a law student’s summer internship if related to health care. In addition, GPHAP offers paid health related internships that count toward the practicum requirement. There is no extra charge to participate in GPHAP.

Any law student interested in the program is encouraged to apply before the beginning of their second year of law school. There is also a special Fellowship awarded to one Law Student each year called the Ray E. Brown Fellowship that comes with a $5000 award. For additional information on the GPHAP program and the Ray E. Brown Fellowship, please see https://ssa.uchicago.edu/gphap.

1.19 JOURNALS


The University of Chicago Law Review

The Law Review publishes articles and book reviews by leading scholars along with comments written by students. In addition to participating in the editing and publication of legal scholarship, staff members have the unique opportunity to develop their own skills as writers and scholars. The Law Review emphasizes student works. On average, half of each issue is devoted to student Comments. In recent years, approximately 20% of the students in each first-year class have been invited to join The Law Review on the basis of either academic performance or excellence in an annual writing competition. Students also may join the staff during their second or third years by completing a publishable comment through the Topic Access program. For more information visit http://lawreview.uchicago.edu/

The University of Chicago Legal Forum

The Legal Forum is the Law School’s topical law journal. Its student board annually publishes a volume of articles (by academics and practitioners) and Comments (by students) that focus on a single area of the law. Each fall the Legal Forum hosts a symposium at which the authors of the articles present their work.
The Chicago Journal of International Law

The Chicago Journal of International Law, a biannual student-edited journal, is the Law School’s newest journal. It publishes short Comments and articles by students and scholars on matters of international law and foreign affairs.

For more information visit http://cjil.uchicago.edu/

Approximately 85 students from each class participate in a journal, and students selected for the journals must arrive back on campus in mid-August. There are several ways to become a member, and the journals hold meetings to discuss these opportunities each spring quarter.

Grades
Approximately 12-14% of the first-year class is selected for The Law Review on the basis of grades. Students must have 40 credits of graded coursework to be eligible to “grade on,” which means students typically cannot take an elective with a long paper requirement in the spring of their first year if they hope to grade on to The Law Review (because their papers will not be completed and graded in time for the competition process). Additional students are also selected for The Law Review based solely on the quality of work submitted through the writing competition. (Even students who ultimately “grade on” must participate in the writing competition and their submission must meet The Law Review’s good faith standard.) These proportions are subject to change by the Law Review, but are announced in advance of the writing competition.

Writing Competition
During the summer after their first year, students are invited to participate in the writing competition in which students must draft a memorandum in response to an issue presented by the journal board and complete an editing assignment. Historically, students wishing to join the staff of The Law Review, The Legal Forum, or The Chicago Journal of International Law at the beginning of their second year have been required to enter the writing competition, regardless of their grades. Rules for the writing competition are set by the journals, published in the spring quarter, and must be strictly adhered to or students may be disqualified.

Credit for Participation in a Journal
Students writing comments for any of the three student-edited journals are eligible to receive up to three credits. Students who join a journal are paired with faculty members who supervise the writing of the journal comments. The pairing process is supervised by the Deputy Dean, working with the journals’ executive editors.

In order to receive academic credit for journal comments, students are automatically registered for a three-credit, year-long, Pass/Fail course. Students who do not wish to receive academic credit may drop the course at their discretion but must do so by the autumn quarter add/drop deadline. One credit is allocated to each quarter; no partial credit is given in case of withdrawal. Students wishing to reallocate credits based on
actual workload must petition the Law School Office of the Registrar no later than the published deadline to adjust credits for the spring quarter. Students must receive a grade of Pass in order to receive credit. The Comment may satisfy the SRP graduation requirement. Final authority for the grade, SRP, and the credits (including credit allocation) rests with the supervising faculty. Students may earn credit but not meet the SRP, but may not meet the SRP and not earn credit. Faculty submit the grade and may certify satisfaction of the SRP to the Deputy Dean, who is the instructor of record; the deadline for grades submission and SRP certification is the 2L spring grades deadline.

Satisfaction of the SRP requirement is an assessment made by faculty separate and apart from each journal’s substantiality assessment to determine whether that requirement of membership has been satisfied. The substantiality assessment is solely within the discretion and authority of the journal itself. The journal must certify substantiality to the faculty by the journal’s internal deadline or the first Monday in May of the year in which the comment was first undertaken, whichever comes first. Students who fail to meet substantiality but make a good faith effort to do so are reported to the supervising faculty, who then asks the Office of the Registrar that they be withdrawn from the accompanying course with a mark of W (the W appears in all three quarters). Students who fail to make a good faith effort receive a failing grade.

Please note that each student may derive a combined maximum of three credits from all Journal, and/or Hinton Moot Court work throughout their entire Law School career. Students who gain access to a journal via the Topics Access process and who have received credit for the underlying independent research are not eligible for an additional three credits for their participation in the journal. Students taking an advocacy course where credit is based in part on participating in the fall Hinton Moot Court Competition are not considered to have derived credit from the Hinton Moot Court work for the purposes of this rule.

**Topic Access**
Students may attempt to join any of the journals during their second or third year through the topic access program in which students draft a Comment for publication. If the journal accepts the Comment, the author becomes a member of the journal. Contact the specific journal editors with questions about this process.

Traditionally, students writing a Comment in the Topic Access Program become part of the journal’s formal topic access program. The Topic Access Program enables students to have feedback and guidance from the journal. Students are assigned a topic access editor who is a member of the journal board to advise the student throughout the writing process.

Alternatively, some students write a Comment for the Topic Access Program in conjunction with an Independent Research (a “499”) or seminar paper. Although this allows a student to obtain academic credit for the paper and to work with a faculty
member, it significantly reduces the amount of feedback that the student can receive from a journal during the initial writing stage.⁹

Each journal sets its own policies with respect to its Topic Access Program in consultation with the Dean of Students. What follows are the Law School’s policies regarding students writing a Comment for the Topic Access program in conjunction with a 499 or seminar paper. It is the obligation of the student attempting to write on via Topic Access to inform the journal that s/he is writing a Comment in conjunction with a 499 or seminar paper.

At the topic proposal stage:

(1) If a student presents a topic proposal, the journal may (a) tell the student it is interested in the proposal; and (b) indicate that one type of analysis, among various alternatives presented in the student’s proposal, seems more appropriate for a Comment. It is important to note, however, that the journal cannot offer the student any substantive guidance apart from indicating which route seems most appropriate unless the author has received (and provided to the journal) prior approval of the faculty member who will be evaluating the paper. The student must also disclose to the faculty member the content of all substantive feedback that he or she has received from the journal editors on the topic proposal, preferably in writing.

(2) If a student is unable to come up with a topic proposal, the journal may show him/her some proposals generated by journal members. Students who use a journal topic proposal must inform, and give a copy of the topic proposal to, the faculty member with whom s/he is working.

At the topic analysis stage:

(1) If a student’s topic analysis is accepted, the journal may not give the student any feedback until after the student turns in the 499 paper for a grade.

(2) If a student’s topic analysis is not accepted, the journal may (a) inform the student that the topic will not make a good Comment; (b) suggest that the student consider using an alternative form of analysis suggested in the original topic proposal; or (c) tell the student that there are substantial changes that the journal cannot discuss with the student until after the student turns in the 499 paper for a grade unless the author has received (and provided to the journal) prior approval of the faculty member who will be evaluating the paper. The student also must disclose to the faculty member the content of all substantive feedback that he or she has received from the journal editors on the topic analysis, preferably in writing.

⁹ Students who join a journal through a Topic Access program and do not prepare their submission as part of an independent research may have their final comment nominated for SRP credit by the journal if the student is accepted for membership.
At the Comment submission stage, a student may submit a Comment at any time while working on a 499, as long as the faculty member with whom the student is working does not object. Journal editors may give substantive feedback to a student who submits a 499 or seminar paper to the Topic Access Program prior to the paper being graded only with the prior approval of the faculty member who will be evaluating the paper. The student also must disclose to the faculty member the content of all substantive feedback that he or she has received from the journal editors at any stage of the Comment process (including topic proposal and topic analysis), preferably in writing.

When deciding whether to write a Comment in conjunction with the topic access program or as part of a 499 or seminar paper, it is important for students to keep in mind that the requirements for a Comment are often quite different from those for 499 or seminar papers. Papers written for academic credit often have to be substantially reworked to conform to the journal’s standard for a publishable Comment.

Please also note that students who gain access to a journal via the Topics Access process and who have received credit for an underlying independent research are not eligible for an additional three credits for their participation in the journal.

1.20 MOOT COURT

Hinton Moot Court Competition

The Hinton Moot Court Competition, named for Judge Edward W. Hinton (Professor of Law, 1913-36), is open to all second- and third-year students (except those third-year students who made it to the semi-finals during the previous year). The competition provides students the opportunity to develop skills in writing and appellate advocacy. Moot Court participants advance through three rounds. The Moot Court Competition is conducted by the Hinton Moot Court Board, which is typically made up of semi-finalists and finalists from the previous year, under the supervision of the Office of the Dean of Students and the Faculty Moot Court Committee.

The Fall Round
The focus of the preliminary round is on oral argument — no brief writing is required at this stage. After studying the briefs and record of an actual case and participating in practice arguments with student judges, each competitor must argue both sides of the case to panels of local alumni attorneys. Approximately 12-14 students advance to the semi-final round.

The Winter Round
The students who have advanced to the semi-final round must brief and argue a new case during the winter quarter. A panel of faculty members judges the semi-final arguments and selects the four best advocates on the basis of their written and oral advocacy skills. Semifinalists are recognized as winners of the Mulroy Prize for Excellence in Appellate Advocacy.
The Spring Round
The four finalists work in teams of two on another new case during the spring quarter. A panel of distinguished judges, usually federal appellate judges, presides at the final argument before the Law School community. The winning team is awarded the Hinton Cup; the runners-up are awarded the Llewellyn Cup.

Students participating in the semifinal round may be eligible for three pass/fail credits. The faculty judges of the semifinal round have final authority to decide whether students merit credit and whether the students’ semifinals or finals briefs have met the WP requirement. Semifinalists are automatically registered in a three-credit offering in winter quarter. Faculty judges submit grades and certify satisfaction of the WP to the Law School Office of the Registrar via the usual class grade rosters, no later than the winter quarter exam-derived grades or applicable graduating students’ grades deadline, whichever comes first. Students who fail to meet the threshold for credit but make a good faith effort to do so (as determined by the judges) receive a mark of W. Students who fail to make a good faith effort receive a failing grade.

Students may earn credit but not meet the WP. Students who have already satisfied the WP requirement are still eligible for credit, so long as the judges find that the semifinals or finals brief satisfied the WP requirement. Students who elect not to receive credit for their participation in the competition are still eligible for WP credit if deemed to have satisfied the WP requirement by the faculty judges.

By default, the three credits are allocated to winter quarter; finalists may choose to forego credit for the winter round and receive three credits for their spring round work instead, provided that the winter round faculty agrees to review the spring round briefs and certify them for credit; students must notify the Office of the Registrar in writing no later than the first day of classes of the spring quarter; such option will be recorded as a two-quarter enrollment (winter and spring); faculty judges submit grades and certify satisfaction of the WP to the Law School Office of the Registrar via the usual class grade rosters, no later than the spring quarter exam-derived grades or applicable graduating students’ grades deadline, whichever comes first. Neither partial credit nor other reallocation of credits is allowed. Please note that each student may derive a maximum of three credits from all Journal, and/or Hinton Moot Court Competition work.

Other Moot Court Competitions
Students often participate in moot court competitions hosted by other law schools. Students may participate in outside moot court competitions, so long as they do not require the student participants to miss any classes or exams or otherwise interfere with their coursework. Students may not receive course credit for outside moot court competitions or similar activities, such as mock arbitrations.

As a general rule, the Law School does not provide funding for outside moot court competitions. There may, however, be special funds available from donors depending on the competition topic. If such funding is available, it is typically capped at $500 per team and may be used to cover registration costs provided participation was open to all
students. (If, for example, a team is selected via a try-out process, the try-outs must be publicized.) Funding is not available for competitions that require participants to miss any classes or exams. To learn whether funding is available, please contact the Dean of Students or the Associate Director of Student Affairs.

Students seeking funding for an outside moot court competition must be sure to adhere to the University and Law School restrictions on reimbursements and costs. For information on reimbursement procedures, please refer to the Student Organization Handbook (http://www.law.uchicago.edu/students/organizations/handbook).

1.21 PROGRAMS AND PUBLICATIONS

The Law School has several specialized programs including the following:

- The Becker Friedman Institute for Research in Economics
- The Center for Comparative Constitutionalism
- The Center for Law, Philosophy, & Human Values
- The Center for Studies in Criminal Justice
- The Coase-Sandor Institute for Law & Economics
- The Kreisman Initiative on Housing Law & Policy

In addition to the three student-edited journals, the Law School publishes the following faculty-edited journals:

- The Journal of Law & Economics
- The Journal of Legal Studies
- The Supreme Court Review

1.22 VISITING ANOTHER SCHOOL

The Law School presumes that J.D. students will be in residence at the Law School full-time for nine quarters and will complete 105 credit hours if they wish to earn a law degree from the Law School. That presumption may be overcome only by a demonstration that a student has an extremely compelling reason to relocate to a different part of the country.

The Dean of Students and the Faculty Rules and Petitions Committee review student requests to visit at another acceptable law school for all or a portion of the 3L year. Very few of those requests are granted, and only for extremely compelling reasons. If the request is granted, the Dean of Students and the Registrar will determine how the credits at the other school may be applied toward the Law School degree.

The procedure to arrange visiting status at another law school involves two concurrent applications:

1. Students looking to visit away should submit a Petition to Visit Away to the Dean of Students. More information about the petition may be obtained from the
Office of the Dean of Students. **Petitions are due no later than April 15** of the academic year prior to the visit and no petitions will be considered after that date. Requests will be prioritized based on the compelling circumstances behind the student’s request to visit, the availability of a top law school in the area, and the length of the requested visit (a quarter will be viewed more favorably than a year). The Committee on Rules and Petitions meets each year after April 15 to review petitions for the next school year and endeavors to make decisions by May 1.

(2) Students looking to visit away should contact the Admissions Office of the school they wish to visit as soon as possible to determine that school’s deadlines and requirements. (Be certain to request a visiting student application, not a transfer application). Students likely will need to submit document requests to the University Office of the Registrar/Law School Registrar if the school to which they are applying requires a transcript and/or a certificate of good standing.

Please keep in mind several things about visiting elsewhere:

(1) Students must have completed a minimum of 2/3 of your academic work and residence requirement at the Law School prior to visiting away. Accordingly, 70 of the 105 credits needed to graduate must be completed at the Law School prior to the visit. Students also must have completed both writing requirements, the professional responsibility course, and the professional skills course prior to the visit. These requirements have been established to increase the likelihood that students visiting away will complete their degree and will not be waived under any circumstance.

(2) The Law School places a number of restrictions on the classes for which a student visiting away may receive credit. The burden to comply with those restrictions is on the student, and no exceptions will be granted.

(3) Students visiting away pay tuition and fees to the school they visit. Although loans will be available, Law School scholarship support will not be available. Students should speak with the Associate Director of Admissions & Financial Aid about loan issues. In addition to tuition and fees paid to the school visited, students also will be charged a visiting fee by the Law School, the amount to be determined each year in the spring for the following year. Currently, the fee is $1,000/quarter.

(4) Students visiting away need to maintain full-time status for the duration of the visit in order to satisfy the Law School’s total residence requirement of nine full quarters. Two semesters away may be substituted for three quarters.

(5) The Law School Registrar will work with students approved to visit away to calculate the number of credits needed at the other law school.
(6) Students visiting away must arrange to have grades sent to the Law School Registrar at the end of each semester/quarter they are away. If they wish to graduate in a particular quarter, they must meet the grading deadline for that quarter and the University’s deadline for filing a graduation application (before the quarter in which they expect to graduate). It is ultimately the student’s responsibility to ensure satisfaction of all of the Law School’s graduation requirements. If, at the end of the visit, the student remains short on credits or grades have not been received for work completed away, the student will not be able to graduate with his or her class. Students visiting away must contact the Law School Registrar before registration for the final semester away to complete an initial degree audit verifying sufficient credits to graduate.

1.23 ACADEMIC LEAVES

Students interested in taking a leave of absence from the Law School should speak with the Dean of Students. Pursuant to ABA Standards 311(b), a student must complete requirements for the J.D. degree no later than 84 months after a student has commenced law study at the Law School or a law school from which the Law School has accepted transfer credits. Return from a leave of absence is not guaranteed and return from a leave of absence may require compliance with conditions set by the Dean of Students, including submission of a written petition to return due no later than the two weeks before the registration period for the quarter in which the student hopes to return.

Students who do not return after 6 quarters on leave will be administratively withdrawn.

1.24 RELIGIOUS OBSERVANCES AND CLASS RECORDING

Generally, recording classes is prohibited. Although the Law School does not tape classes for students who must miss class for other reasons (illness, death in the family, etc.), the Law School does attempt to record classes for students who must miss class due to religious observances.

If you wish to request that a class be recorded due to religious observances, please fill out the form available at http://www.law.uchicago.edu/RequestRecordClassHolidayObservance.

All requests must be made at least 7 days in advance. Submission of recording requests does not guarantee that a request will be granted by the professor or that there will not be a problem with the recording, so students are strongly encouraged to secure notes from a classmate as well.

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10 Note, however, that some jurisdictions may shorten this period. For example, New York requires bar applicants to complete their coursework within 60 months of commencing their legal studies.
Please also note that students should not contact their professor directly about audiotaping – the Office of the Registrar will request permission, ensuring that everything is coordinated centrally, ensuring consistency, and reducing confusion.

If students decline to have their participation in class recorded for the sole purpose of allowing another student enrolled in the course to listen to the class discussion, after which time the recording is permanently destroyed, students must object in writing to the Dean of Students by the end of the second week of the quarter. In addition, from time to time, certain classes may be recorded for the review of teaching by faculty. Students who object to their participation in class being recorded for the sole purpose of review of teaching by faculty, after which time the recording is permanently destroyed, must object in writing to the Dean of Students by the end of the second week of the quarter.

The Law School tapes classes with appropriate permissions and safeguards and for the very limited purposes described above. Students who record class on their own may potentially violate Illinois law and risk disciplinary and other action.

Please direct questions about taping requests or issues to the Assistant Registrar.

1.25 USE OF PERSONAL ELECTRONIC DEVICES DURING CLASS

The use of personal electronic devices (e.g., laptops, Blackberries, iPhones, iPads, and other such devices) in Law School classrooms must be restricted to activities that further the educational mission of the class in session (e.g., taking notes or using electronic resources as instructed by the professor).

Use of electronic resources for other purposes (e.g., playing games, surfing the Internet, reading and sending email, watching DVDs, etc.) is forbidden and may result in disciplinary action. It distracts the student using these devices as well as other students seated nearby. Accordingly, it interferes with the educational mission of the Law School.

The instructor may take appropriate steps to address such situations when they arise in the classroom. These may include reducing the student’s grade or denying the student credit for the class. The Law School expects each student to advance the educational mission of the Law School and to comply with this standard.

1.26 KAPNICK LEADERSHIP AND PROFESSIONALISM INITIATIVE

Launched in the Fall of 2014, the Kapnick Leadership Development Initiative introduces systematic leadership development and training to first year law students. The Law School has partnered with the Booth School of Business to implement the program, which is modeled on the business school’s very successful Leadership Effectiveness and Development class. This program is customized for law students to give them the tools to respond to the legal profession’s unique challenges. All first year law students participate in the Kapnick Initiative, which begins at an off-site retreat before classes begin and continues throughout orientation and into the beginning of the autumn
quarter. Students participate in a number of modules related to specific areas of leadership development. Second year law students who want to continue to develop their leadership skills act as facilitators for the Kapnick Initiative. These facilitators work with the Booth Leadership staff to design and orchestrate the content of the class through the benefit of their experience at the Law School.

1.27 MASTER OF LEGAL STUDIES PROGRAM

Master of Legal Studies (MLS) Program. This one-year degree program is designed for PhD students who wish to improve their knowledge of law without completing a full three-year degree. The goal of the MLS program is to help PhD candidates better understand the legal issues relevant to their research and to improve their research through interdisciplinary training. Graduates of the program will become academics in either their PhD discipline or in law. Admissions decisions are based in part on the availability of Law School faculty for mentoring admitted students.

Although one of the program's goals is to support those who wish to incorporate legal scholarship in their PhD dissertation, this is not required. However, understanding a candidate's research interests is important when assigning a faculty advisor.

MLS candidates will be taught by current faculty. Each candidate also will have a faculty advisor to mentor and provide consultation on research interests. All J.D. courses will be open to MLS candidates. For classes with competitive enrollments, the MLS candidates participate in the regular bidding system with J.D. candidates.

Graduates of the MLS program may become academics in their PhD field, as they would without the degree. It is the Law School’s hope that legal training will improve the quality of their doctoral work, and thus help with job prospects. It also is possible that MLS graduates may be able to become legal academics, since they would be more credibly connected to law than people without legal training. Their work would be more likely to address important legal topics, and they would better be able to teach law students because they would have had exposure to the law school classroom. These advantages, we hope, will enable MLS graduates to land top-tier academic jobs.

Degree Requirements
The program is designed for students who have completed their core PhD coursework and are either proposing or working on their dissertation. Candidates will take some of the general first year law school courses and advanced law courses in subjects related to their PhD discipline. The particular program of study is individualized to each student and will be set in consultation with a faculty advisor. To complete the program and earn the MLS degree, candidates must successfully complete 27 credit hours of coursework. Additionally, MLS candidates must be in residence like J.D. students.
Registration

Upon admission to the program, candidates should contact the MLS Faculty Director to be assigned a faculty advisor. Candidates will register for classes with all other degree-seeking students in the Law School.

2. ADMINISTRATIVE MATTERS

2.1 The Chicago Card
2.2 Faculty Committees
2.3 Room Reservations and Building Services
2.4 Scheduling Conflicts
2.5 Immunization Requirements

2.1 THE CHICAGO CARD

Once students arrive on campus, they must get their picture taken to receive the University of Chicago Card, which allows students to access a wide variety of facilities, privileges, and services, including:

- Entrance into the Law School, Regenstein, Mansueto, and Crerar Libraries.
- The ability to borrow materials at all University libraries.
- Entrance into the Gerald Ratner Athletic Center and the Henry Crown Field House (including the ability to rent athletic equipment, towels, and locks).
- Entrance to The Pub (located in Ida Noyes Hall).
- Entrance to the South Campus Dining Hall (if students have a prepaid meal plan).
- The option to make cashless purchases on campus. Students may transfer dollars directly onto the Chicago Card at ATM-like stations and purchase food and beverages from on-campus vending machines and use on-campus laundry machines and copiers.
- Ride for free on CTA buses 170, 171, and 172 with the student ID.
- Discounted or free admission to museums, theaters, and events around Chicago. See http://arts.uchicago.edu/content/arts-pass-0.
- Copy, print, scan, or fax from various locations on campus
- Access to Student Health Services

Students may get their Chicago Card at the ID & Privileges Office, located in Room 100F in the lobby of Regenstein Library. Students must bring a government-issued photo ID. For additional information about the card and for office hours, go to http://ipo.uchicago.edu/page/uchicago-cards.

In the event of a lost card: Be sure to report it at once so that the privileges and services encoded on it can be disabled electronically. There is a charge for replacement cards. Cash value on the Cash Stripe of lost cards cannot be refunded. Replacement cards may be obtained during regular business hours in the ID & Privileges Office located in the lobby of Regenstein Library.
Please note, that students may be stopped and asked to display their UChicago Card at entry-control points.

2.2 FACULTY COMMITTEES

The Law School has several faculty committees that advise the Dean, make recommendations, and establish policy (subject to the vote of the full faculty). Certain faculty committees may have student liaisons who may be selected by the Law Students Association (LSA) or appointed by faculty in consultation with the Dean of Students. They may meet with the committee, submit suggestions to the committee, and survey students when appropriate. Interested students should look for LSA’s liaison applications and/or contact the Dean of Students.

Students should feel free to discuss matters of interest with the appropriate faculty members or administrators. For more information, please contact the Dean of Students or Deputy Dean.

2.3 ROOM RESERVATIONS AND BUILDING SERVICES

Student Organization leaders should consult the Student Organization Leader Handbook at http://www.law.uchicago.edu/students/organizations/handbook for more information on these topics.

Reserving Rooms

Requests for room reservations for student groups are handled by the Office of the Dean of Students. Students wishing to reserve a room must complete a room reservation form online at https://majority.uchicago.edu/mrm/.

Students also can reserve conference rooms in the D’Angelo Law Library at the Library Reference Desk or online at https://www.lib.uchicago.edu/law/ and by selecting from the “Find Spaces” options on the right.

Room reservations that will require cleaning services outside normally scheduled hours (i.e., weekend programs where food will be consumed) may incur cleaning charges.

Equipment/Services

Students needing specialized equipment not present in the classrooms, auditorium, or courtroom, should contact the Facilities Manager as far in advance as possible. Students also should note this request on the room reservation form. If assistance from the IT staff is needed, contact the Director of IT. Be sure to ask whether there will be any charges associated with the use of this equipment, e.g., rental (for equipment not owned by the Law School) or staff overtime.
Events
Student organizations may wish to sponsor lunch events involving a speaker. Food served at such events is strictly for students and others who are attending the program in question. Any leftover food will be moved to the Green Lounge for general consumption.

2.4 SCHEDULING CONFLICTS

When scheduling an event, students should first look in the upcoming events section of the Law School Briefs and on the Law School’s Master Calendar (available at https://majority.uchicago.edu/mrm/) to check for potential conflicts. Students should then fill out the online room request form.

Please also keep in mind that faculty members often use the lunchtime slot to schedule make-up classes. Make sure the event does not conflict with a make-up class whenever possible, as doing so usually hurts attendance at the student-sponsored event.

2.5 IMMUNIZATIONS

Under Illinois law, generally all new students are required to present proof of immunity from German measles, measles (two shots required), mumps, and tetanus/diphtheria (three shots required for foreign students). The Student Health Service notifies all new students of the requirement and provides instructions for compliance. After the third Friday of the first quarter of enrollment, those students who are not yet compliant will have their subsequent registrations restricted and will not have their restriction lifted until they have become compliant with the immunization requirement. This is a state requirement, and the Law School cannot provide an exemption and is unable to assist in obtaining an appointment to receive needed immunizations. Students are urged to plan ahead and schedule an appointment as soon as possible to avoid having to get shots during final exams, etc. Students may contact the Student Health Service at 773-702-4156 or visit http://studenthealth.uchicago.edu/page/immunization-requirements.

3. ATHLETICS

3.1 Intramurals
3.2 Athletic Facilities

3.1 INTRAMURALSPORTS

Each year, the Law School fields intramural teams in a number of sports, including soccer, football, softball, basketball, Frisbee, and more. In addition, the Law School was the University’s Phoenix Cup Champion for the 2011-2012, 2012-2013, 2013-2014, and 2014-15 academic years. The Phoenix Cup is awarded annually to the graduate program earning the most points in sanctioned University intramural activities throughout the academic year (by way of participation and place).
Information about intramural sign-ups usually will be circulated on the LawAnnounce listserv in advance of the season. Students interested in learning about the full range of intramural options or in starting up a new team, or with questions about entry due dates can get information at http://athletics.uchicago.edu/im_clubs/index.

Teams are encouraged to share news of their championship games on LawAnnounce so classmates may attend.

3.2 ATHLETIC FACILITIES

The University’s athletic facilities include the Gerald Ratner Athletics Center and the Henry Crown Field House.

The Ratner Athletics Center is named for Gerald Ratner, A.B.’35, J.D.’37, and the 50-meter swimming pool is named for Helen Myers McLoraine. Located on the southwest corner of the intersection of Ellis Avenue and 55th Street, the Ratner Center includes, among other things: a 50-meter x 25-yard swimming pool with a moveable bulkhead, a multilevel fitness facility with cardiovascular exercise equipment, a multipurpose dance studio, a competition gymnasium and a smaller auxiliary gymnasium, classroom and meeting room space, permanent and day lockers and locker rooms, the University of Chicago Athletics Hall of Fame, and athletic department offices.

In addition to the Ratner Center, the Henry Crown Field House includes: four multipurpose courts, an indoor running track, racquetball and squash courts, cardiovascular fitness equipment, weight training equipment, a multipurpose room, permanent and day lockers and locker rooms, and classroom and meeting room space.

The University of Chicago’s recreational facilities are open to students, faculty, full-time employees, alumni, and their spouses/registered partners. To use the University’s athletic facilities, students must present a valid University identification card. The cost of an athletic facilities pass is included in each student’s tuition and fees. The fee-schedule for non-students is available at http://athletics.uchicago.edu/facilities/memberships.

More details about the University’s athletic facilities can be found at http://athletics.uchicago.edu/landing/index.

4. COMMUNICATIONS

4.1 Law School Briefs
4.2 Law School Listservs
4.3 Bulletin Boards
4.4 Email
4.5 Fax Machines
4.6 Mail
4.1 LAW SCHOOL BRIEFS

Student organizations that would like to have their events posted on the Law School website or on the information screens or digital signs on each floor must go to http://www.law.uchicago.edu/students/organizations/eventplanning. The events listed through this process on the Law School website will also appear in The Law School Briefs, a bulletin of activities and announcements for the Law School community, published and emailed to the Law School community every Monday by the Law School Office of Communications. This is the best way to ensure the broadest audience possible for an event.

4.2 LAW SCHOOL LISTSERVS

The University of Chicago Law School maintains two listservs to which students are allowed to send messages consistent with the policies listed below. The first, LawAnnounce, (Lawannounce@listhost.uchicago.edu) is intended to give current students at the Law School a forum to post and receive “unofficial” announcements of general interest. The second, LSA-Orgs (LSA-Orgs@listhost.uchicago.edu) is intended to allow the Law School’s student organizations to post announcements regarding upcoming speakers and events. Although some policies apply to both the LawAnnounce and LSA-Orgs listservs (referred to in this document together as “the listservs”), they have unique uses and therefore specific requirements for usage.

The listservs are intended for the exclusive use of University of Chicago Law School students, faculty and staff. J.D. and LL.M. students will be automatically subscribed to the listservs upon registration and unsubscribed upon graduation. Additionally, both listservs are shut down for a few weeks each summer and everyone is unsubscribed during that time. Any individual who wishes to unsubscribe may do so at any time, and instructions will be included with your subscription information. The University of Chicago Law School owns both listservs and therefore reserves the right to monitor all messages and to unsubscribe any participant (without notice) who uses these communication sites in an improper, inappropriate, or illegal manner. Only subscribed uchicago.edu email addresses can send message to either of the listservs. By remaining subscribed to either or both listservs (i.e., by not unsubscribing), you have indicated your agreement to comply with the Law School’s guidelines for use of Law School listservs.

Neither listserv will be used for official announcements, which come in emails from the Dean, Dean of Students, Registrar, Associate Director of Student Affairs, Student Affairs Administrator or other Law School personnel to students’ individual email accounts. Anyone sending a message to either of the listservs should first ensure that the content warrants being sent to nearly 700 people and that it is something that they are comfortable with students, faculty, and staff receiving, as certain members of all three groups are subscribed to the listservs. All Law School and University disciplinary policies govern use of the listservs, and emails sent to the listservs may be added to student files submitted to bar licensing authorities.
LawAnnounce

Students may find LawAnnounce useful for informal gatherings and social event reminders, items for sale or items wanted, lost and found messages, rides to the airport, etc.

LawAnnounce is not to be used for any official Law School business or event posting (including but not limited to registration information, student organization meeting or major event announcements, communications from the administration, etc.).

Emails to LawAnnounce should:

(1) Be 50 words or less;

(2) Clearly identify the topic in the subject line (to facilitate filtering):
   a. Lost / Found Item
   b. Ride Needed / Ride Offered
   c. Social Event [include Date, Time & Place] (Note: There should be no more than two postings per event)
   d. Class Discussion Group Meeting
   e. Item for Sale; Items Wanted
   f. Community Service Event
   g. Other

(3) Include the date of the event/activity; and

(4) Include contact information for the sender (email address and/or cell phone number for the contact person).

It is important to use the topics listed above in the subject line of all emails sent to the listserv.

The LawAnnounce listserv should NOT be used for:

(1) Event postings by LSA organizations (LSA-orgs is expressly for that purpose);

(2) Excessive event advertising (no more than 2 posts per event);

(3) Postings that refer to or encourage drinking, whether directly or indirectly (i.e. getting “wasted,” drink prices, etc.), are sexually explicit, use racial or other slurs, personally attack a member of the Law School community (including students, professors, and administrators), or are otherwise inappropriate in any way;

(4) Rebuttals to previous postings you found offensive or about which you disagree (respond to the poster individually);
(5) Political commentary;

(6) News stories that you think are interesting; or

(7) Jokes you find amusing.

LSA-Orgs

LSA organizations are required to use the LSA-Orgs listserv for event announcements, which are limited to two emails per event. As with LawAnnounce, postings should be short (50 words or less if possible), clearly identify the topic in the subject line, include the date of the event/activity, and include the contact information for the sender. It is also important that all co-sponsoring organizations/offices/firms be listed in publicity sent to LSA-Orgs. LSA-Orgs emails may not refer to or encourage drinking, whether directly or indirectly (i.e. getting “wasted,” prices for alcoholic beverages, etc.), be sexually explicit, use racial or other slurs, personally attack a member of the Law School, or otherwise be inappropriate in any way.

4.3 BULLETIN BOARDS

The bulletin board across from the mail folders is reserved for posting Law School events. Other announcements are posted on the LSA, General Announcements, Administrative Notices, Course Announcements, Registrar’s Notices, Clinical Programs, Security Notices, and Journals & Moot Court bulletin boards.

NOTE: Students may not post signs in any unauthorized areas of the building. The only proper places for signage are on bulletin boards designated for that purpose — in the hall across from the mail folders, on the free-standing boards for fliers for “today’s events” only, in the holders outside classroom doors, on the designated student organization bulletin boards and the kiosk boards on the lower level, and on the bulletin board space inside classrooms I-IV right inside the north door to each of those rooms. No signs are to go on any other surfaces within the building — wood, glass, columns in the Green Lounge, classroom walls, etc. Signs posted in unauthorized places will be removed and a cleanup fee of $50 will be charged to any organization that does not follow these guidelines as signs on the surface damage the surfaces and may leave residue when removed.

4.4 EMAIL

All Law School students are required to check email each business day during the academic year. Most administrative announcements will be sent via email, and students are responsible for the information. Students who have a personal email account they prefer to use must link their UChicago account to it, as all announcements will be sent to the UChicago address. Please refer to the Policy of Information Technology Resources online at https://itservices.uchicago.edu/page/it-policies for a description of the responsibilities of users of the University’s computer system. Students who decide to link their personal email account to their UChicago account should keep in mind that
they must still log into their UChicago account periodically to delete messages. IT Services will turn off email accounts that go over capacity, creating a risk of missing important Law School announcements.

4.5 FAX MACHINES

Student Faxes

Individual students who need to send a fax should try the FedEx Print & Ship Center, located at 1315 East 57th Street or the UPS Store, located at 1507 East 53rd Street.

4.6 MAIL

Campus Mail/Student Mail Folders

Student mail folders are located in the south end of the classroom wing. Folders are color coded to reflect class year. The class year is also noted on the identification tab. Students should check these folders daily for important notices. LL.M.s - Yellow, Class of 2017 - Blue, Class of 2018 - Red, and Class of 2019 - Green. Mail folders should not be used for storage, receiving book sales payments, etc., and students are advised to remember that mail folders are not secure.

Law School Student Organizations have mail folders located in the Third Floor Student Services Suite. The mail folders must be checked weekly. To locate your organization’s mail folder, please contact the Administrative and Instructional Support Specialist.

US Mail/Sending and Receiving

Students who need to mail letters or packages should use the mailbox in front of the Law School. The Law School does not process and distribute US mail to students.

Overnight Services

FedEx Office Print & Ship Center (1315 East 57th Street) and the UPS Store (1507 East 53rd Street) provide shipping services (envelopes, pick-ups, etc.).

5. COMPUTER SERVICES

5.1 Law School Services
5.2 University Computing Services

5.1 LAW SCHOOL SERVICES

Computer Lab

The Law School operates a computer lab on the third floor of the Library (Room 305B). The lab contains ten computers running Microsoft Windows. All computers have
Microsoft Office, Internet Explorer, and Adobe Acrobat Reader. The lab contains laser printers and a scanner. The Lab Manager is generally on duty weekdays from 8:00 a.m. to 4:30 p.m. and additional coverage is provided on evenings and weekends. Students who have questions can see the Lab Manager, or send an email to the Help Desk (helpdesk@law.uchicago.edu).

**Printing**

Students currently enrolled at the Law School are allotted 1,200 pages a year free of charge. After the first 1,200 pages, students are charged according to the prices set forth below. Research Assistants and students on journals, on the Moot Court Board or who qualify for the final or semi-final rounds of the Moot Court Competition are allotted an additional allocation for printing jobs connected to those projects upon request to the Help Desk (helpdesk@law.uchicago.edu).

The prices for printing are:

- One-Sided 8.5 x 11 Black & White Print $0.13
- One-Sided 8.5 x 11 Color Print $0.18
- One-Sided Large Format 11 x 17 Black & White Print $0.26
- One-Sided Large Format 11 x 17 Color Print $0.36

Questions regarding printing accounts should be directed to the Help Desk (helpdesk@law.uchicago.edu).

**Training**

The Law Library provides training on law-specific computer services, such as Westlaw and LexisNexis. In addition, throughout the year the Library periodically offers students demonstrations on useful law databases and business-related law Internet sites, as well as sessions on preparation for practice. The Library also periodically hosts Microsoft Office Training sessions, which are designed to show students how to maximize use of Microsoft products.

**The Law School Local Area Network**

All study carrels, reading tables on the north side of the Wilson Reading Room, and tables in the book stacks on the upper floors of the library have Ethernet connections, which allow students to connect to the local area network and gain access to laser printers, the Internet, Lexis, and Westlaw. To connect your laptop to the network, you need a 10/100baseT Ethernet adapter and cable. Many Apple and PC laptops have built-in Ethernet support, but some laptops may require an adapter. Many of the student study areas are covered by the Law School’s wireless network as well. Students with an integrated or add-on wireless card should be able to access the Internet from most study areas in the building.
The Law School uses DHCP to assign IP addresses dynamically. Instructions on configuring your laptop to use DHCP are available in the computer labs and at Orientation. If you wish to access the network both at the Law School and your residence, you may need to switch your network settings when you move from one location to another.

Computers in the Library

In addition to the Computer Lab, the Library provides computers in the John P. Wilson Reading Room on the second floor and on floors 4, 5 and 6 for searching the Library Catalog and databases, web searching, and checking email. A CNetID and password are required for access to these computers.

The D’Angelo Law Library also subscribes to many databases and e-journals, which may be accessed via the Library web server at https://www.lib.uchicago.edu/law/databases/.

LexisNexis and Westlaw

Students will receive their LexisNexis and Westlaw passwords from the Library during their first year of study.

Internet Services & Student Websites

The Internet is available throughout all common area spaces at the law school, including the Computer Lab, Library, and Green Lounge. Internet and wireless access is restricted in the classroom wing, and is only available in courses when authorized by the instructor.

Individual students and student organizations may publish personal web pages at: http://home.uchicago.edu/.

Computer Passwords

Law students have five sets of passwords:

1. **UCLawID**: To prevent unauthorized access, use of the Law School computer labs are restricted to holders of UCLawID usernames and passwords. Students need these credentials to log in to the computers in the labs, to access laser printers over the Law School network from laptops, and to access some services restricted to law students (job listings from Career Services, evaluation websites, etc.). Students should sign off computers when done to prevent other people’s print jobs from being charged to their account.

2. **CNetID and password**: These credentials are used to check email and authenticate to the wireless network, as well as to access many of the University’s online services.
(3) **ExamSoft ID and password**: These credentials are used to take exams using ExamSoft, the Law School's exam administration software. The Office of the Registrar sends each student an ExamSoft password well before exams each quarter.

(4) **LexisNexis ID and password**: Students receive a LexisNexis access code from the librarians during research classes scheduled as part of the Bigelow curriculum. Students will use the access code to log on to LexisNexis at http://www.lexisnexis.com/lawschool, register, and create a custom ID and password.

(5) **Westlaw password**: Students receive their Westlaw password from the librarians during research classes scheduled as part of the Bigelow curriculum. Students create a custom Westlaw password upon first log on and register at http://lawschool.westlaw.com. The original Westlaw password continues to work even after creation of a custom password.

A word about laptops: It is risky to configure software on a laptop computer to automatically remember passwords. If the laptop were stolen, the thief would have access to all of the laptop’s accounts.

What to do if a password is lost or compromised:

(1) **UCLawID password**: The Lab Manager in 305B or the Help Desk staff in Room K002 can change the password to prevent unauthorized users from accessing the account and files. For security reasons, they absolutely cannot give out passwords over the phone or by email.

(2) **CNet password**: Reset this by visiting the CNET website: http://cnet.uchicago.edu. Students who encounter problems online should go in person to the ID & Privileges Office located in the lobby of the Regenstein library, and they will create a new password. For security reasons, they absolutely cannot give out passwords over the phone or by email. If a password is compromised, the account may be frozen because of abuse by the unauthorized user.

(3) **ExamSoft ID and password**: The Assistant Registrar can assist with examsoft IDs or passwords. Students also may obtain their ID or password by going to https://www.examsoft.com/examtakers/etgetpwd.asp.

(4) **LexisNexis ID and password**: LexisNexis does not distribute passwords; each user creates a custom ID and password from an access code upon registration. The Library is not provided with a list of custom IDs and passwords. Students who no longer have their custom ID and password should contact LexisNexis customer service at 1-800-543-6862.
(5) **Westlaw password**: The Library maintains a list of Westlaw passwords distributed to students. Students who no longer have their password should see a reference librarian.

**Problems/Questions**

Operational issues (problems in the Law School computer lab, printing, setting up email, etc.) should be directed to the Lab Manager and Assistants on duty in the Computer Lab. Global computer issues (lab policies, Law School computer purchases, etc.) should be directed to the Help Desk (helpdesk@law.uchicago.edu).

5.2 UNIVERSITY COMPUTING SERVICES

Information Technologies Services (ITS) provides all students with a wide range of computing resources, including email, networked information, interactive computing and Internet service. ITS manages several computing sites for the University community:

(1) **Regenstein**: Lower Level  
Open during library hours  
Apple & PC

(2) **Crerar**: First Floor  
Open during library hours  
Apple & PC

In addition, email and web-browsing stations are located in the Biological Sciences Learning Center, Stuart Hall, Harper Library, and the Reynolds Club.

ITS provides technical support and can be reached on the techline (773-702-5800) or by email (itservices@uchicago.edu).

**Where to Get More Information on student user accounts (Email, Internet)**

ID & Privileges Office  
Regenstein Library  
1100 E. 57th Street, Room 100F  
Chicago, IL  
773-702-3344  
ipo@uchicago.edu

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<tr>
<th>Days</th>
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<tr>
<td>Monday – Thursday</td>
<td>8:30 a.m. – 6:00 p.m.</td>
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<td>Friday</td>
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<td>Saturday</td>
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<td>Sunday</td>
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6. DISCIPLINARY PROCEDURES

The Law School’s Disciplinary Procedures follow without variation the procedures described in the Student Manual section on University Policies and Regulations. Both the University Disciplinary procedures and the Area Specific Disciplinary procedures are subject to change and should be reviewed by linking directly to the University Disciplinary Systems section of the University Student Manual. The most up to date version is available online at http://studentmanual.uchicago.edu/disciplinary. The University Policy on Unlawful Discrimination and Sexual Misconduct can be found at http://studentmanual.uchicago.edu/page/policy-unlawful-discrimination-sexual-misconduct. Anyone with a disciplinary issue or who needs assistance understanding the University policy should contact the Dean of Students or the Associate Director of Student Affairs.

7. EMPLOYMENT

7.1 Career Services
7.2 Spouse/Partner Employment
7.3 Research Assistants
7.4 Clerkships

7.1 CAREER SERVICES

Career Services Team

The Office of Career Services (OCS), overseen by the Associate Dean for Career Services and Policy Initiatives, is an experienced team that includes a senior director and several directors who counsel students in many areas, including summer opportunities, judicial clerkships, law teaching opportunities, public interest, and government service to corporate opportunities and private law firm practice. Two counselors oversee judicial clerkship counseling and application procedures, and two coordinators oversee job postings and weekly electronic announcements as well as programming, office activities, and schedules. The Law School’s Pro Bono Service Initiative is administered through the Office of Career Services, as is the Law School’s International Human Rights Program.

Career Workshops and Counseling

Throughout the year, the Office of Career Services provides individual counseling and offers workshops and other educational programs on a variety of topics including interview skills, resume preparation, practice areas and practice settings, and issues affecting lawyers’ personal and professional success.
First-Year Job Searches

The National Association for Legal Professionals (NALP) Principles and Standards state that law school career service offices are not to offer services to first-semester first-year students prior to October 15. In mid-October, the Office of Career Services staff schedules an orientation meeting to introduce students to the first-year job search. In October and November, the Office of Career Services also presents a series of programs covering the various types of jobs available for the first-year summer and preparing for that job search. In October, information about the orientation session and the Job Options Series will be sent to all first-year students. The Office of Career Services also encourages all first-year students to meet individually with one of the career counselors during late October and November to discuss the 1L job search.

Legal employers that are members of NALP may not accept 1L resumes, interview 1Ls, or make offers to 1Ls until December 1. Smaller firms, government agencies, and public interest organizations frequently do not make hiring decisions until the winter and spring of a student’s first year in law school. (One significant exception to this is government agencies with extensive security checks, like the FBI and the CIA.) In addition to job fairs, job postings, and other job search avenues, a small on-campus interview program is made available to first-year students each February.

Second- and Third-Year Fall Interview Program

The on-campus interview program (OCI) for second-and third-year J.D. students attracts hundreds of employers to campus in August. Most employers who participate in OCI are large law firms, but some government agencies also participate. Employer prescreening of student resumes for the purpose of on-campus interviewing is not permitted.

Call-back interviews are primarily scheduled in late August and early September. Students should schedule their call-back interviews so that they do not interfere with class time.

Judicial Clerkship Opportunities

The Office of Career Services and the Faculty Clerkships Committee work individually with all students interested in a judicial clerkship. Each year, OCS updates a Judicial Clerkship Manual in addition to providing programs, individual counseling, and technical support to students in the application process.

Public Interest Careers

The Office of Career Services provides counseling, information, and support to students interested in working in the public sector, and the Director of Public Interest Law and Policy serves as a primary resource for students seeking careers in public service. The Director coordinates educational programs, networking opportunities, and job fairs; maintains an electronic library of public interest job search materials; provides
individual counseling to interested students; administers a public interest listserv; and works closely with the Public Interest Law Society, Chicago Legal Foundation, and the Associate Director of Admissions & Financial Aid to identify and publicize financial support programs that make public interest careers more financially feasible.

Non-Legal Careers

Most of the information in the Office of Career Services is geared toward students pursuing traditional legal careers. Students interested in non-traditional opportunities should arrange for an individual appointment with one of the counselors. Law students may also use the UChicagoGRAD Career Development Office. More information is available at https://grad.uchicago.edu/career-development.

Posting of Job Opportunities

Throughout the year, the Office of Career Services receives hundreds of requests from legal employers in the U.S. and abroad seeking students for summer, permanent, and part-time positions. These opportunities are posted to the OCS web-based job postings service. These postings are password protected for University of Chicago students and alumni only.

Employer Information

OCS provides multiple sources of information on types of employment and specific employers. The OCS resource center contains materials on job search skills and strategies, reference volumes for use in OCS, and access to various databases and web-based information about specific employers and employment opportunities.

Employment Statistics

Historically, at the time of graduation, approximately 60-70% of students enter private practice; 10-18% obtain judicial clerkships; 4-7% choose corporate, finance, and business positions; 11-20% find positions in the public service and public interest sectors; and the remainder continue their graduate education, work in academia, or accept non-legal jobs.

Policies Concerning Student Recruitment and Employment

- The Law School subscribes to the University’s non-discrimination policy.
- In accordance with guidelines established by the American Bar Association Section of Legal Education and the Law School Committee on Rules and Petitions, students who are employed on a part-time basis must work fewer than 20 hours per week during the school year.
- As a member of NALP, the Association for Legal Career Professionals, the Office of Career Services subscribes to NALP’s Principles & Standards for Law Placement and Recruitment Activities and expects students and employers who use OCS services to abide by these principles and standards as well.
• Law students, as members of the legal profession, are expected to be vigilant about the ethical and professional responsibilities expected of lawyers who have graduated and been admitted to a Bar. In seeking and engaging in legal employment, law students are expected to demonstrate the same level of “character and fitness” required for membership in the profession.

7.2 SPOUSE/PARTNER EMPLOYMENT

The University’s Human Resources Office (6054 S. Drexel Ave., 773-702-8900) lists job postings. Interested people should visit the office, submit a resume, and complete an application. Employment counselors also are available for individual appointments. Full-time positions on campus are listed in The Chronicle and on the University web page at http://humanresources.uchicago.edu/jobs/index.shtml.

7.3 RESEARCH ASSISTANTS

Faculty members post notices for research assistants throughout the year. In addition, many faculty members hire a research assistant for the summer. Interested students should check the OCS job postings database for these opportunities.

Students also may approach a faculty member for whom they are particularly interested in working.

7.4 CLERKSHIPS

Clerkships provide graduates with writing experience and insights into the judicial decision-making process. Over the past several years, approximately 15-25% of each graduating class obtained a judicial clerkship at some point, either immediately following graduation or after working. Following an initial judicial clerkship, some graduates elect a second judicial clerkship. From October Term 2005 to October Term 2015, the Law School has placed 21 alumni in Supreme Court clerkships among 8 different justices. From October Term 1992 to October Term 2015, the Law School has had 83 clerks at the Court.

The Office of Career Services and the Faculty Clerkship Committee coordinate meetings with students interested in pursuing clerkships, advise students about opportunities and strategies, and provide students with mail-merge data used to prepare applications. Copies of The Judicial Clerkship Manual are available from the Office of Career Services.

8. FACILITIES

8.1 Building Hours
8.2 Building Services
8.3 Green Lounge
8.4 Lockers
8.5 Maintenance
8.6 Lost and Found
8.1 BUILDING HOURS

The hours during which law students will be able to access the Law School and Library vary throughout the school year (longer hours during exams and shorter hours during the summer) but are generally:

- **Monday – Friday:** 8:00 a.m. - 12:00 a.m. (Library opens at 8:00 a.m.)
- **Saturday – Sunday:** 9:00 a.m. - 12:00 a.m. (Library opens at 10:00 a.m. on Saturdays and 12:00 p.m. on Sundays)

Members of the University who are not enrolled in the Law School have access to the building and Library when the Library’s Circulation Desk is open. The Library’s hours when classes are in session are as follows:

- **Monday – Thursday:** 8:00 a.m. - 9:00 p.m.
- **Friday:** 8:00 a.m. - 6:00 p.m.
- **Saturday:** 10:00 a.m. - 6:00 p.m.
- **Sunday:** 12:00 p.m. - 9:00 p.m.

A receptionist or Visitor Control Attendant (VCA) is present at all times when the building is open.

It is the VCA’s responsibility to ensure access to the building is restricted to those who are authorized and to check the bags and briefcases of those exiting to make sure books have been properly checked out. S/he is also responsible for checking to make sure all exterior doors are securely locked and alarmed, and for escorting students to their cars in the Law School parking lot at night upon request. All students must be out of the building by the time the VCA leaves for the night. Staying in the building after the VCA departs for the evening is grounds for disciplinary action.

The VCA takes periodic walks throughout the building, lasting for approximately 10 minutes at a time.

Students are not to allow admittance to the building by an individual who is not a Law School student, faculty member, or staff member. Guests should be referred to the receptionist or the VCA.

Non-service animals are not permitted in the building.

8.2 BUILDING SERVICES

The Facilities Office has primary responsibility for the daily operation and maintenance of the Law School Building. If you wish to report a problem with the building (heating, lighting, etc.), please see a member of the Facilities staff, Room K007, or email
facilities@uclaw.uchicago.edu. The Associate Dean for Administration (Room A207, 773-834-3790) is ultimately responsible for building operations.

8.3 GREEN LOUNGE

The Harold J. Green Lounge is the focal point and "living room" of the Law School. Please help maintain the Green Lounge and clean your tables after you have eaten, and remember to deposit any trash (food containers and wrappers, papers, etc.) in the trash cans and recycle bins located throughout the Green Lounge. Do not post notices/signs on any building surfaces in the Green Lounge.

8.4 LOCKERS

Lockers in the Law School Lower Level are automatically assigned to all students by the Administrative and Instructional Support Specialist. Students leave items in lockers at their own risk. Please keep your valuables with you. Please also make sure that the door is secured and that you spin the dial after you close the locker door. If there is a mechanical problem with your locker, please report it to the Facilities staff (facilities@uclaw.uchicago.edu). Graduating students must remove all personal items from their lockers by the date specified by the Office of the Dean of Students, or the items will be discarded.

8.5 MAINTENANCE

The Facilities Office has primary responsibility for the daily operation and maintenance of the Law School Building. If you wish to report a problem with the building (heating, lighting, etc.), please see a member of the Facilities staff, Room K007, or email facilities@uclaw.uchicago.edu. The Associate Dean for Administration (Room A207, 773-834-3790) is ultimately responsible for building operations.

8.6 LOST AND FOUND

Found items are deposited in one of three areas:

(1) Library Circulation Desk
(2) Reception/VCA Desk
(3) Facilities Office (K007)

8.7 SMOKING POLICY

Under the University’s campus-wide non-smoking policy, no smoking is permitted in University buildings or within 15 feet of any building entrance.

8.8 THE BUILDING AND ITS ART

What critics have said…
The Law School Building

. . . . When the Laird Bell Law quadrangle was designed in 1959, the University of Chicago acquired a major building by the noted modern architect Eero Saarinen. Sensitive to the existing campus architecture, Saarinen referred to his style as “neogothic,” yet the very structure and materials – glass, steel, and concrete – exemplified a contemporary aesthetic objective and philosophical idea of clarity. More than thirty years later, this complex functions as a prime example of modernism. . . . (Judith Russi Kirshner, Critic, Curator and Director of the School of Art & Design at the University of Illinois at Chicago.)

. . . . Saarinen’s four buildings comprising the Law School complex are joined by organic passageways that lead without interruption from library to classrooms, from offices to auditorium. Here an authentic environment has been created, meaningful, useful, and vigorous. As Saarinen himself said, “The buildings were designed to function for the University of Chicago Law School and not for anything else. The overall concept seeks to reflect the importance to the legal profession of both the written and the spoken word.” Hence the pivotal position and dominating design of the library; hence the emphasis on free meeting areas for open discussion. (Katherine Kuh, “Fresh Breezes in the Windy City,” Saturday Review, July 25, 1964.)

The Paintings in the Green Lounge

. . . . In this series, as in Ledgerwood’s other major commissions, abstraction is the culmination of a complex and intuitive process in which light, color, shape and scale have been orchestrated to suggest but never completely represent natural phenomena, landscapes, and skyscapes. Like other recognized artists of her generation often labeled postmodernist, Ledgerwood acknowledges and appropriates the art historical tradition of sublime romantic painting. For this unique situation she planned her murals to offset and complement the symmetries of the room and to correspond to the views outside, the reflecting pool, and beyond that to the luminous presence of Lake Michigan as a dominant condition of the city’s horizon. Although her landscape references are overt, Ledgerwood invents these expansive compositions in a quartet which moves across several spectrums: from the referential to the abstract, from warm to cool coloration, and from flatness to atmospheric depth. The paintings can be read metaphorically as the four seasons, four times of the day, or four directional coordinates as they orient us in this space to respond specifically to the light levels in each corner. Those very same natural conditions will have their particular effect on the paintings which will in turn vary as the seasons and light evolve and change. (Judith Russi Kirshner, Critic, Curator and Director of the School of Art & Design at the University of Illinois at Chicago.)

The Sculpture in the Fountain

. . . . Conceived by Antoine Pevsner, noted Russian constructivist artist who lived in Paris from 1923 until his death in 1962, the soaring bronze abstraction named Construction in Space in the Third and Fourth Dimension, a title which on first acquaintance may seem unduly pretentious but which after adequate study becomes
entirely valid. For what happens here is peculiarly related to the dimensions of space and time. The sculpture, specifically planned to be seen from all sides, changes as the observer varies his position, an act requiring deliberation. To view it from a window in the Law Library is a radically different experience from approaching it at street level. Rarely has a sculpture been more fully oriented to the multilateral possibilities of its structure. It seems to unfold, to move not only in space but in time with an almost hypnotic rhythm, and yet this bronze is static, securely fastened to a magnificent granite base (also designed by Pevsner). Convoluted free planes are so interpenetrated with linear ribs as to suggest the process of evolving growth.... (Katherine Kuh, “Fresh Breezes in the Windy City,” *Saturday Review*, July 25, 1964.)

9. FINANCIAL MATTERS

9.1 Automatic Teller Machines
9.2 Bills
9.3 Financial Aid

9.1 AUTOMATIC TELLER MACHINES

An ATM is located on the Lower Level, down the main staircase, in the hallway directly in front of the Law Journal Offices.

ATMs are also available in the Reynolds Club Basement, the International House, the University Bookstore, the Business School, the Goldblatt Pavilion (in the Hospital), and in the Citibank branch (at the Ellis Avenue entrance, next to the Hospital). Other ATMs in Hyde Park include those located at Hyde Park Produce, Treasure Island, Kinko’s, Market in the Park, Chase Bank, Bank of America and Walgreens.

9.2 BILLS

The Associate Director of Admissions & Financial Aid is the best person at the Law School to ask about the University’s bills.

In general, though, bills are generated by the Bursar’s Office. Approximately six weeks before the beginning of each quarter, the University will send a bill for the next quarter. Scholarship and loan support is generally credited on each bill. Students are expected to pay the difference before the deadline. A second bill will arrive about two weeks after registration.

If you are unable to pay your bill, you must call Student Accounts (773-702-7086) in order to receive an extension. They are usually very accommodating when reasons for delay involve a loan processing problem or a personal problem. If you have difficulty with your bill after it is due, e.g., a returned check, you should also contact Student Accounts at 773-702-7086. Do not wait to resolve a problem.
Late Payment Fees
Failure to pay the first bill will result in late payment fees. In some cases, the Dean of Students may request that the late payment fee be waived. This will only be done if the student can establish in writing that there were circumstances beyond the student’s and the student’s family’s control.

Unsettled Accounts
A student who fails to settle any account due to the University will not be considered to be in good standing. Students with unsettled accounts will have their registration restricted. Until the restriction is lifted, a student cannot register, forfeits all library privileges, cannot access transcript or placement services, cannot have a valid Chicago Card, and cannot receive a degree. In addition, the student loses health insurance coverage and may encounter problems with his or her bar applications.
Any of the following unsettled charges trigger a restriction: tuition, room and board, rental charges for University housing, charges imposed for violation of University rules (such as library fines, parking fines, or late registration fees). Also included are loans from the University (whether derived from its own sources or under governmental programs). The University reserves the right to waive the application of this rule in appropriate cases.

9.3 FINANCIAL AID

The Associate Director of Admissions & Financial Aid or the Student Loan Administration (SLA) will assist you with financial aid issues. Students should contact SLA with loan questions and the Associate Director of Admissions & Financial Aid with all other questions regarding financial aid.

Students who receive federal financial aid should note that they must demonstrate continuing progress in their program of study. Student Loan Administration assesses progress by reviewing a student’s grades each quarter; specifically, SLA expects students on financial aid to have at least one graded class within 35 days of the conclusion of the exam period. Thus, all students receiving financial aid are strongly encouraged each quarter to take at least one class that will be graded at the end of the quarter.

Student Loans
Loan determinations are made by the Student Loan Administration (sla.uchicago.edu), which is located on the 4th floor of the Bookstore Building, (970 East 58th Street). All questions regarding the awarding of student loans and loan applications should be directed to that office at student-loans@uchicago.edu or 773-702-6061.

All loans are disbursed at the beginning of each quarter. Federal Direct Unsubsidized Stafford, Direct PLUS and Perkins loans must be paid out in three equal disbursements. Your loan will be applied to your tuition account, and any excess funds will be refunded to you for living expenses deposited directly to the checking or savings account of your choice if you sign up for direct deposit. If you don't sign up for direct deposit, refund
checks will be mailed to your current address on file. Most refunds are available during the first week of the quarter.

Disbursement of Federal Direct Unsubsidized Stafford, Federal Direct PLUS and Alternative Loan Funds
The timing of loan disbursements is contingent upon the timeliness of your application to the Student Loan Administration. Once loan funds are received at the University, your tuition account will be credited for the amount of the loan. The Bursar's Office will generate a refund when loan funds applied to your tuition account exceed your costs. These funds are generally available during the first week of classes. Refunds are either sent to your personal bank account (if you have signed up for direct deposit) or the Bursar will mail a check to your address on file. Funds received after the quarter begins will be applied to your tuition account as they arrive. Please visit the Bursar's web site at http://bursar.uchicago.edu/students.html for more information on the direct deposit service.

NOTE: Federal regulations require that the institution return loan funds to the lender within 10 days of receipt, if loan funds are not disbursed to the student. If your funds are being held because you have not completed your entrance interview, you have a financial aid hold, a restriction on your tuition account, or you are not registered, you must rectify the situation so that your funds are not returned to your lender. You may be required to re-apply for loans that are returned due to this time limit.

Disbursement of Federal Perkins Loan Funds
If you have been awarded a Federal Perkins Loan for the first time at the University of Chicago, you will need to complete the following with SLA in order to receive the funds:

- Federal Perkins Master Promissory Note (MPN)
- Entrance Counseling
- Loan Recipient Reference form

The Student Loan Administration will notify you when the MPN is ready for your signature. You may complete the entrance counseling requirement online at www.mappingyourfuture.org/oslc. The Borrower Reference form is available on the Student Loan Administration website at https://sla.uchicago.edu/page/student-loans. You may fax the form to Student Loan Administration at (773) 753-3550 or return it by regular mail, or bring it with you when you come in to sign the MPN.

After completing the required documents, the Federal Perkins Loan funds will be transferred to your tuition account on a quarterly basis. Your signature is required only once.

Returning students who have been awarded Perkins loan funds for the academic year, and that have previously received Perkins funds at this institution, do not need to complete any further documents. Perkins funds will be disbursed to your tuition account once you are registered for the quarter.
Prior Education Loan Deferment
Students who have education loans from undergraduate or graduate study prior to entering the Law School may be eligible for deferments of interest and principal payments on these loans while they attend the Law School. Students with such loans should confirm with their lenders that their loans are eligible for educational deferment.

Additional Information
If you run into an unexpected financial emergency, please see the Associate Director of Admissions & Financial Aid or the Dean of Students. Temporary emergency funds or loans may be available.

As an additional resource, students should visit the Law School Financial Aid web page at http://www.law.uchicago.edu/students/financialaid or the Student Loan Administration web page at https://sla.uchicago.edu/.

10. FOOD

10.1 Law School Café
10.2 Places to Eat On Campus
10.3 Meal Plans and Flex Dollars

10.1 LAW SCHOOL CAFE

During the academic year, the Law School Café is typically open from 7:30 a.m. - 4:00 p.m. weekdays, although it closes at 3:00 p.m. on Fridays.

10.2 PLACES TO EAT ON-CAMPUS

Campus Dining

For a list of on-campus dining options, visit dining.uchicago.edu/page/locations-hours.

Hyde Park Dining

Information about dining in Hyde Park is available at: http://hydepark.uchicago.edu/ or by visiting the Law School Sourcebook page with information on restaurants in Hyde Park at http://www.law.uchicago.edu/students/restaurants.

10.3 MEAL PLANS AND FLEX DOLLARS

If you are interested in meal plans and flex dollars, please visit the Chicago Campus Dining Services web page at https://dining.uchicago.edu/page/meal-plan-faq-0.
11. GRIEVANCE POLICY

Purpose & Scope

The Law School is committed to fostering and maintaining a community of mutual respect. The purpose of this Grievance Policy is to ensure that Law School students have a means and opportunity to resolve complaints alleging fundamentally unfair or other impermissible treatment. This policy applies only for those grievances not specifically addressed by any other Law School or University policy or procedure.

Who May Bring A Claim

The procedures set forth in this Grievance Policy may be used by grievants who: (a) are enrolled or registered at the Law School; (b) were enrolled at the Law School the immediately preceding term; (c) are on approved educational leave or other approved leave status; (d) are members of the University community but are taking a class or classes at the Law School; or (e) are participating in a Law School-sponsored educational event at the time of the incident being grieved. The person filing the grievance must be the alleged victim of unfair treatment; a person cannot file a grievance on behalf of another person.

What May Be Grieved

This procedure is to be used to resolve grievances regarding decisions or actions made by employees or agents of the Law School. The following claims may not be grieved:

(a) Claims unrelated to an employee or agent’s job or role at the Law School; and

(b) Disciplinary decisions, since those decisions are covered by a separate Law School policy; and

(c) Complaints of unlawful harassment and/or discrimination, as those grievances are covered by a separate University Law School policy.

Time Limit

With the exception of grievances related to grades or other academic errors, the procedure outlined in this Grievance Policy must be initiated within 60 calendar days of the decision, action, or events giving rise to the grievance. If the 60th day falls on a Saturday, Sunday, or a campus holiday, the time period will be extended to the following working day. This time limit may be extended by the Dean of Students or the Dean of the Law School if the grievant makes the request for extension within the 60-day period, provided the grievant can show good cause for the extension.
Informal Resolution Process

The Law School seeks to maintain a professional environment, and a core aspect of professionalism includes learning to resolve disagreements in a collegial and mature manner. For this reason, all students are expected to make a good faith effort to resolve any and all conflicts with faculty, staff, and administrators directly. Further, prior to filing a formal grievance pursuant to this policy, a student must first demonstrate that he or she has attempted to resolve the matter informally with the person responsible for the action or decision being grieved, and/or that person’s supervisor (or higher administrative authority), or both persons.

In the event that the grievance does not concern a specific employee, but rather a policy, procedure, or regulation, the student should contact the faculty or administrator responsible for implementing or enforcing the policy, procedure, or regulation.

The student may contact the Dean of Students for assistance with informal resolution. If a student believes that efforts at informal resolution may result in retaliation or other unfair treatment, the student should contact the Office of the Dean of Students. If the grievance relates to the Office of the Dean of Students, the grievant should contact the Deputy Dean of the Law School.

Attempts to resolve the matter informally should be completed within 60 days from the time at which the student knew or could reasonably be expected to have known of the action the student seeks to grieve. **Any student wishing to file a formal grievance must do so within the 60 day limit, regardless of the status of the informal process.**

Formal Complaint Procedures

A student may file a formal written grievance for problems that cannot be resolved informally or if the student has received permission from the Office of the Dean of Students (or, in the event of a grievance related to the Office of the Dean of Students, the Deputy Dean of the Law School) to by-pass the informal resolution process.

A. Grade or Academic Grievances

Students with grievances based on grades or some other academic issue must submit a written request to the professor or faculty member describing in detail the nature of the grading or academic error, why the student believes an error occurred, and what the student believes is the correct grade. All grievances related to grades must be submitted within four weeks (20 working days) of the receipt of the course grade or evaluation.

Upon receipt of the grade or academic grievance, the professor shall review the student’s submission and the student’s exam and determine whether an error occurred. The professor shall then inform the student in writing as to the outcome of the student’s grievance (e.g., the grade will remain the same, the grade will be changed, etc.). The professor shall respond to a student’s grievance within 10 days from the receipt of the request, if practicable. The professor’s decision shall be final.
In the event that a student prefers to maintain his or her anonymity, the student may submit his or her grievance to the Office of the Dean of Students and the Dean of Students shall forward the grievance on to the professor.

B. Non-Grade Grievances

As with all other grievances, students with non-grade grievances must make every reasonable attempt to resolve the grievance informally. If, however, informal resolution is unsatisfactory and/or the time limit for filing a formal grievance is about to expire, the student should do the following:

(1) Complete the Grievance Form or a written document that includes all of the substantive areas set forth in the Form.

(2) Submit the Grievance Form to the Office of the Dean of Students (or, in the event of a grievance involving the Office of the Dean of Students, the Deputy Dean of the Law School) within 60 calendar days of the decision, action, or events giving rise to the grievance. If the 60th day falls on a Saturday, Sunday, or a campus holiday, the time period will be extended to the following working day. This time limit may be extended by the Dean of Students, the Deputy Dean of the Law School, or the Dean of the Law School if the grievant makes the request for extension within the 60-day period, provided the grievant can show good cause for the extension.

(3) In the event that a grievance is deemed to be untimely, the Office of the Dean of Students or the Deputy Dean of the Law School (in grievances involving the Office of the Dean of Students) shall dismiss the grievance and send a letter to the grievant specifying the reason for the dismissal.

(4) The Dean of Students or the Deputy Dean of the Law School will review the grievance and conduct an investigation of the facts underlying the grievance. The investigation will include interviews of faculty and staff, if deemed appropriate within the discretion of the Dean of Students or the Deputy Dean of the Law School. When weighing the merits of the grievance, the Dean of Students and/or the Deputy Dean of the Law School shall use a preponderance of the evidence standard.

(5) The Dean of Students or the Deputy Dean of the Law School will inform the student and the Dean of the Law School, in writing, of the decision regarding the grievance. The Dean of Students or the Deputy Dean of the Law School will strive to reach a decision within three weeks (15 working days) of receipt of the written grievance.

(6) If the issue cannot be resolved by the Dean of Students or the Deputy Dean of the Law School, and/or if the student wishes to appeal the decision, the student may appeal to the Dean of the Law School. Any appeal of the Dean of Students’ or
the Deputy Dean’s decision must be made in writing within 10 days of notice of the outcome of the investigation.

(7) The Dean of the Law School (or his or her designee) shall consider all pertinent materials and determine whether the student’s grievance has any merit. The Dean’s (or the Dean’s designee’s) decision is limited to deciding whether the decision or action being grieved was fundamentally unreasonable, arbitrary or unfair.

(8) The Dean and/or his or her designee may exercise discretion and request that the student and/or other witnesses appear before the Dean or his designee to answer questions or to present any new relevant information. In addition, the student also may request to appear before the Dean or his or her designee. In the event that the student appears before the Dean or his or her designee, the student shall be allowed to select an advisor for assistance. If the student elects to have an advisor present, the student must notify the Dean at least one full business day in advance of the student’s appearance before the Dean or his or her designee. Advisors are not advocates or active participants in the process and serve solely to support and advise the student.

(9) The Dean of the Law School and/or his designee will make a final decision and communicate that decision to the Dean of Students or the Deputy Dean of the Law School. The Dean of Students or the Deputy Dean of the Law School shall convey the decision to the student in writing. The decision of the Dean of the Law School and/or his or her designee shall be final and unreviewable.
GRIEVANCE FORM

Name:______________________________________________________________

First Name  Middle Initial  Last Name

Mailing Address:_____________________________________________________

________________________________________________Phone:______________

Email Address:________________________________________________________

The date(s) of most recent occurrence(s) leading to this complaint:___________

Please provide a brief description of the action(s) being formally grieved. You also may
attach a written statement to this form.

Please state with specificity the resulting injury or harm because of this action:
If you believe that the action being grieved violated a law, policy, or rule, please indicate here:

Please provide a description of the evidence supporting the grievance (may be attached):

Please state the remedy or relief you are requesting:

Signature: _______________________________ Date: _______________

Received by the Dean of Students/Deputy Dean on _____________________________

(Date)
12. HEALTH SERVICES

12.1 Student Health Service
12.2 Urgent Medical Care
12.3 Emergency Room
12.4 Student Counseling Service
12.5 Bills
12.6 Insurance
12.7 Pharmacies
12.8 Immunization Requirements
12.9 First Aid Kit
12.10 Additional Information

There are two different types of coverage required of students registered at the University:

(1) The Student Life Fee pays for direct care at both the Student Health Service (SHS) and at the Student Counseling Service (SCS).

(2) Health insurance (to cover hospitalization and outpatient diagnostic and surgical procedures, among other things) is mandatory. The University health insurance requirement can be satisfied in one of two ways: (a) Students may enroll in the University’s student health insurance plan; or (b) they may complete a waiver form certifying that they possess comparable insurance. Detailed information on insurance is provided below.

12.1 STUDENT HEALTH SERVICE

You are encouraged to choose a primary care physician at the Student Health Service, as it helps to have one person know your medical history. Call 773-702-4156 to schedule an appointment – preferably when you are healthy, since the wait can be long. If you subsequently become ill, you can schedule an “acute care” appointment, usually within a day or two. Your appointment will be at the Student Health Service, which is located at the Wyler Pavilion, 5839 S. Maryland Ave. in Suite R-100.

12.2 URGENT MEDICAL CARE

If you have an urgent or emergent medical situation, call the Nurse Advice Line at 773-702-1915. The Advice Line is available 24 hours a day, 7 days a week.

The Nurse Advice Line will review and assess symptoms, contact the physician on call when necessary, advise you to make an appointment at the Student Health Service or Urgent Care Clinic, or advise you to visit the Emergency Room.

The Urgent Care Clinic is an appointment-based clinic for students with urgent medical needs. The Urgent Care Clinic is located at the Center for Advanced Medicine, 5758 S.
Maryland Ave., Suite 3B, and it is open on Saturdays from 8:00 a.m. through 11:00 a.m. THE URGENT CARE CLINIC DOES NOT ACCEPT WALK-INS. To make an appointment, please call 773-834-4630.

12.3 EMERGENCY ROOM

In an emergency, you can go to the emergency room (this is the costliest option as the insurance carrier will determine whether your condition actually constituted an emergency under the policy standards). Emergency Room services are not covered under the student life fee and will be charged to you and your personal insurance. The University of Chicago Hospitals Emergency Room is located at 901 E. 58th Street. If you visit an emergency room and need assistance from the University, you are encouraged to contact the Dean-on-Call by contacting the UCPD at 773-702-8181.

12.4 STUDENT COUNSELING SERVICE

The University has a staff of professional counselors in the Student Counseling Service (SCS) at 5555 South Woodlawn Avenue (773-702-9800). The SCS provides coordinated and comprehensive consultation and counseling services, ranging from study skills counseling to alcohol abuse treatment to psychotherapy, for all registered University of Chicago students and their families who are covered under the University’s health insurance plan. The SCS specializes in diagnostic evaluation, short-term individual, couple and group psychotherapy, as well as in services for students who are experiencing difficulties in studying and learning or in managing time commitments. For an evaluation, outside referral, or assignment to a therapist, call 773-702-9800 to schedule an appointment. Students also can speak with the Dean of Students or the Associate Director of Student Affairs for a referral. Ordinarily students are scheduled for an intake evaluation within a few days, although emergency cases are handled immediately. There is no need to make an appointment in advance in a crisis. For more information about SCS, go online to http://counseling.uchicago.edu/.

The SCS counselor on-call for evenings and weekends can be reached at 773-702-3625.

12.5 BILLS

If you are sent a bill for any of the services you received and are uncertain whether you should pay, you should contact the University’s Office of the Bursar at 773-702-8000 or bursar@lists.uchicago.edu.

12.6 INSURANCE

The plan year for insurance coverage under the University Student Health Insurance Plan (U-SHIP) runs from September 1 – August 31. If you paid for U-SHIP coverage for all three quarters (autumn/Winter/Spring), you are automatically enrolled for the summer quarter each year. Questions about your coverage should be directed to uchicagoadvocates@uhcsr.com or to the on-campus U-SHIP coordinators at (773) 834-4543 (press Option #2).
What to Do If Your Insurance Needs Change During the Year

Once an insurance enrollment decision is made, that enrollment status continues for the remainder of the plan year, unless a student’s registration status changes in such a way as to impact insurance eligibility. In cases such as these, the student must petition for a change in insurance enrollment. Valid reasons for this include:

- New insurance eligibility through employment (either of the student or family member),
- New insurance eligibility through marriage, civil union, or domestic partnership,
- Loss of insurance eligibility for group coverage due to change in employment,
- Loss of insurance eligibility for parental coverage due to marriage or birthday, and
- New dependents as a result of marriage, domestic partnership, birth, or adoption.

To do this, complete a Mid-year Petition to add or waive the insurance for self or dependent (petitions are available at studenthealth.uchicago.edu) and submit the petition and proof of the triggering event (birth, marriage, etc.) to:

Insurance Coordinator
On-Campus Student Insurance Office
Administration Building, Room 231-232
5801 South Ellis Avenue
Chicago, IL 60637

The petition will be forwarded to the University student health insurance provider’s main office, where a decision will be made. The results will be communicated to the student and to the University’s Office of the Registrar. For information on making changes to health care coverage, please see https://studenthealth.uchicago.edu/page/mid-year-changes-2016-2017.

Retroactive Registration

If you change to an insurance-eligible registration status after the last day of an academic quarter, you must petition United Healthcare in order to gain retroactive insurance coverage for that quarter. Enrollment is not automatic - you should contact the Insurance Coordinator to file a petition for insurance coverage. Once the petition is approved, the Bursar’s Office will bill you for the insurance charges.

Coverage for Spouses/Registered Partners/Children

Dependent Children and married spouses or registered same-sex domestic partners are eligible to be insured under the University Student Health Insurance Plan (U-SHIP) for an additional charge. Enrollment for family members is not automatic and must be done each year. You must tell the Insurance Coordinator in the On-Campus Student Insurance Office, located in the Administration Building, Room 231-232. You will need to provide the Insurance Coordinator with proof of marriage, domestic partnership, birth certificates, adoption papers, etc., to begin enrollment.
12.7 PHARMACIES

Hospital (5758 South Maryland - 1st floor – 773-834-7002)
Katsaros (1521 East 53rd Street – 773-288-8700)
CVS Pharmacy (1228 East 53rd Street – 773-643-1395)
Walgreens (1554 East 55th Street – 773-667-1177)
Walgreens (1320 East 47th Street – 773-373-6147)

12.8 IMMUNIZATION REQUIREMENTS

Under Illinois law, generally all new students are required to present proof of immunity from German measles, measles (two shots required), mumps, and tetanus/diptheria (three shots required for foreign students). The Student Health Service notifies all new students of the requirement and provides instructions for compliance. After the third Friday of the first quarter of enrollment, those students who are not yet compliant will have their subsequent registrations restricted and will not have their restriction lifted until they have become compliant with the immunization requirement. This is a state requirement, and the Law School cannot provide an exemption and is unable to assist in obtaining an appointment to receive needed immunizations. Students are urged to plan ahead and schedule an appointment as soon as possible to avoid having to get shots during final exams, etc. Students may contact the Student Health Service at 773-702-4156 or visit http://studenthealth.uchicago.edu/page/immunization-requirements.

12.9 FIRST AID KIT

Basic first aid items can be found at the VCA, Library Circulation desk, and/or the Student Affairs Administrator’s desk.

12.10 FOR ADDITIONAL HEALTH INFORMATION

You can access health information at: http://studenthealth.uchicago.edu/.

13. LIBRARY

13.1 D’Angelo Law Library
13.2 Library Services
13.3 Collections and Electronic Resources
13.4 Study Space, Facilities, and Computing
13.5 Other Campus Libraries

13.1 D’ANGELO LAW LIBRARY

The D’Angelo Law Library web page, http://www.lib.uchicago.edu/e/law, has information about the Library, its collections, services, facilities, and maps of each floor.

Contact Information:
Library service hours for the academic year are as follows:

Monday - Thursday: 8:00 a.m. - 9:00 p.m.
Friday: 8:00 a.m. - 6:00 p.m.
(open until 9:00 p.m. during exam periods)
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: 12:00 p.m. - 9:00 p.m.

Library hours are 8:00 to 5:00 p.m., Monday through Friday, in the summer. Visit the D’Angelo hours page, http://hours.lib.uchicago.edu/index.php?hstr=cehmrs, for holiday and other exceptions to regular Library hours.

13.2 LIBRARY SERVICES

The D’Angelo Law Library has a combined service desk for circulation and reference in the John P. Wilson Reading Room on the second floor. Circulation Desk staff members are available to assist law students with reserve materials, checking out items, and general questions about the Library. During the academic year, the Reference Desk is open seven days a week with professional librarians available to answer questions about the Library’s collections and resources and use of online legal research systems (Westlaw, LexisNexis, Bloomberg Law, etc.). Reference librarians work closely with law students on their papers, research projects, and general information needs. The librarians also teach the legal research component of the first-year Bigelow program and an Advanced Legal Research course for second and third year students. Reference librarians are available to assist students in person, by phone, and through email and IM reference service, https://www.lib.uchicago.edu/law/ask-librarian-law/. A directory of librarians and library staff is available and searchable by subject or library on the Library’s web page, https://www.lib.uchicago.edu/about/directory/?view=staff.

13.3 COLLECTIONS AND ELECTRONIC RESOURCES

The D’Angelo Law Library is one of several campus libraries at the University of Chicago that have combined collections of over seven million volumes. Using the online catalog (https://catalog.lib.uchicago.edu/vufind/), law students may identify items of interest at the D’Angelo Law Library and other campus libraries. The University of Chicago Library system subscribes to hundreds of databases, which provide access to journal articles and other electronic resources of interest to legal researchers. Law faculty and students have access to these resources both on- and off- campus though the Library website. Students also have individual accounts for LexisNexis, Westlaw and Bloomberg Law via credentials provided to them during autumn quarter of their first year.
The D’Angelo Law Library’s print collection consists of approximately 700,000 volumes, including the primary laws of the United States and all fifty states; foreign, comparative and international law; legal commentary on a variety of topics; and resources in other disciplines of interest to legal researchers. The Library’s second floor Reserve Room contains texts on reserve for Law School courses along with a variety of useful secondary sources and study aids. The D’Angelo Law Library maintains an online collection of previous law school exams, at http://www.lib.uchicago.edu/e/law/courses/exams/. For pleasure reading and viewing, the third floor Fulton Room houses a collection of general magazines and newspapers, and a selection of movies and TV series on DVD is available in the Reserve Room.

13.4 STUDY SPACE, FACILITIES, AND COMPUTING

Study tables are available on all floors (second through sixth) of the D’Angelo Law Library. Conference rooms are also available for group study. Law students may reserve a conference room at the Circulation and Reference Desks or online using their UCLAW network credentials. To reserve a conference room, please go to https://www.lib.uchicago.edu/spaces/?building=The+D%27Angelo+Law+Library.

The Library has a limited number of assigned carrels on the third through sixth floors for use of students working on law journals, faculty research assistants, law students in seminar courses, and others with special research needs. Carrels are assigned quarterly. Law students may apply for a carrel online at https://www.lib.uchicago.edu/spaces/?building=The+D%27Angelo+Law+Library&feature=is_quiet_zone.

Carrels and study tables in the Library have network jacks for access to campus online resources, the Internet, and the Law School network printers. Wireless access is also available throughout the Library.

The Law School operates a computer lab and network printers for law student use on the third floor of the D’Angelo Law Library. Additional Law School computers and printers are available at the counters on floors four, five, and six of the Library. Library workstations in the second floor reading room and at counters on four, five, and six are available for all Library users and require a CNet ID for access.

Library lockers for laptops, books and personal belongings are available in the northeast corner of the second and third floors. The specially designed laptop lockers have electrical outlets for charging a computer while it is secured. Lockers are limited to short term use and keys may be checked out at the Circulation Desk. Use of the lockers is at the students’ own risk.
13.5 OTHER CAMPUS LIBRARIES

Law students may find it helpful to visit other campus libraries to study and use their collections. The Regenstein Library has the largest collection and facility on campus and offers a variety of study spaces. The Mansueto Library, connected to the Regenstein, has a beautiful reading room available for students. The Regenstein Library has all-night study facilities available to all University of Chicago students.

Law students also may request delivery of items from other libraries to the Law School at https://www.lib.uchicago.edu/borrow/requesting/request-books-other-media/. Contact information for other campus libraries is set forth below.

JOSEPH REGENSTEIN LIBRARY (Humanities, Social Sciences and Business)
1100 East 57th Street
Circulation Desk: (773) 702-4685
Reference & Information Services: (773) 702-4685
Cashier/Privileges Office: (773) 702-8782

JOHN CRERAR LIBRARY (Science, Medicine and Technology)
5730 South Ellis Avenue
Circulation: (773) 702-7409
Reference: (773) 702-7715

JOE AND RIKA MANSUETO LIBRARY
1100 East 57th Street
Circulation: (773) 702-0901

14. SECURITY

14.1 Visitor Control Attendants (VCAs)
14.2 Laptop Computer Security
14.3 Card-Key Access
14.4 Security Alerts
14.5 University of Chicago Police Department

14.1 VISITOR CONTROL ATTENDANT (VCA)

A VCA takes over for the Receptionist at the end of business hours and is on duty each evening until the building closes and during building hours on Saturdays and Sundays. The VCA monitors building entry, checks for ID, and inspects bags. Problems in the building should be reported to a VCA immediately. Please be aware that the VCA may be away from his or her desk for short periods of time, and students should use extra caution when entering and leaving the building during those times. Students are advised to wait for the VCA to return so s/he can watch them walk to their car or escort them to their car as preferred.
14.2 LAPTOP COMPUTER SECURITY

On occasion, laptop computers may be misplaced or stolen. These computers are permanently unrecoverable because the owner cannot be identified.

Using the STOP identification system protects a student’s computer in three ways:

1. An identifying property tag that takes 800 pounds of force to remove is affixed to the student’s computer.

2. If the student’s computer is stolen and the thief manages to remove the tag, an embedded tattoo, “STOLEN PROPERTY,” is left where the tag was, making the computer difficult to sell.

3. Both the tag and the tattoo contain a 24-hour 800 number through which the student’s computer can be identified and returned to the student.

Tags can be purchased for $12.00 and will be affixed by the University Police. Contact the University of Chicago Police Department (773-702-8181) for more information.

Please keep in mind that no system is foolproof. Students should look into renter’s insurance, since many policies will cover laptops. Students also may see if the laptop can be insured under a family member’s homeowner policy.

On a final note, please do not leave laptops unattended when in the building. The financial loss of a laptop is enormous, and the class notes and outlines kept on the laptop cannot be replaced. In addition, students are advised to back everything up regularly, whether to a cloud or an external hard drive.

14.3 CARD-KEY ACCESS

The Law School uses a card-key access system at all doors depending on the time of day. The security benefits of the card-key access system depend on the conscientiousness of the users. Key access points are located at the northeast entrance (north side of the classroom wing) and the East Breezeway. Students are able to enter the building using their Chicago Card during building hours. During weekday business hours, the Receptionist monitors building entry. All members of the University community may enter during the day. Visitors must sign in, show ID, and indicate the purpose of their visit. An appropriate person from that area will be notified. A Visitor Control Attendant is stationed in the East Breezeway area after business hours through the time the building closes. The VCA may leave his or her station to patrol the building during the later hours, so students should be aware that they may not be able to enter the building for several minutes if they do not have their Chicago Card with them. Moreover, the VCA may not be available to escort students to their cars during those times.
Students should carry their Chicago Card at all times. In addition to needing it to enter the building, students may be asked to display it to verify that they are a law student.

Please do not hold doors open or admit people not known to you. Direct guests to the East Breezeway entrance.

14.4 SECURITY ALERTS

Security Alerts are distributed by the University in an ongoing effort to inform members of the Law School community about crime on campus. You may subscribe to the security alert listserv at https://listhost.uchicago.edu:443/mailman/listinfo/safety-awareness.

14.5 UNIVERSITY OF CHICAGO POLICE DEPARTMENT

The number for the University Police is 773-702-8181.
From a campus phone the number is 123.
From a white security phone, simply lift the receiver.

The University of Chicago Police Department acts as a police force on University property and can respond very quickly to calls from there. The University of Chicago Police Department also has police powers in the remainder of Hyde Park and can respond as quickly as the Chicago police (if not more quickly). Calls to University Police and Chicago Police Department are monitored by both agencies so one call can alert both.

Hyde Park is one of the safest neighborhoods in Chicago, but — as in any urban area — residents need to take security precautions. The University Police and the Chicago Police should be looked upon as a resource. Be certain to report any crimes as soon as they happen.

There have been occasional problems with theft within the building. Please help limit this problem. Notify the Receptionist, the VCA, the Facilities manager, or someone in the Office of the Dean of Students immediately if you see anyone acting in a suspicious manner — or use a campus phone and dial 1-2-3 to notify the University Police. You will notice that there are campus phones located in the parking lots, the lower level by the lockers, the south end of the classroom wing, and on the 4th, 5th, and 6th floors. There are also public phones in the eastern stairwells on the 4th and 6th floors.

For more security tips and information, be sure to read Common Sense, a publication available at http://commonsense.uchicago.edu/.

If you have feedback about how the University Police have handled a situation, you should call the Director or Associate Director of the University of Chicago Police Department at 773-702-8190 (during business hours) or 1-2-3 (from a campus phone) or call 773-702-8181 during non-business hours and ask to speak with the Watch Commander. (You should also let the Dean of Students know about your concerns.)
Your complaint will be investigated by the Department and, after the investigation is complete, you will be notified of the outcome. The results will be forwarded to the Committee on University Security for review. Appointed by the University President, this committee’s mission is to investigate the actions of the University Police. The Committee will investigate as appropriate and render its own judgment as to whether the matter was handled properly by the University Police.

15. SERVICES

15.1 Bookstore
15.2 Copy Services
15.3 Housing
15.4 Notary Public

15.1 BOOKSTORE

The University Bookstore is operated by Barnes & Noble and is located at 58th Street and Ellis. The hours generally are as follows:

Monday - Friday: 8:00 a.m. - 6:00 p.m.
Saturday: 9:00 a.m. - 5:00 p.m.
Sunday: Closed

See http://uchicago.bncollege.com for more information.

15.2 COPY SERVICES

Law School Copy-Mailroom Services

The Copy-Mailroom is located in the basement of the Kane Center. Course packets are generally available in the Copy-Mailroom just before the start of each quarter. Law student groups can have copies made in the Law School’s copy/mailroom. You must complete a form with your organization’s account number.

Other Sources of Copying

FedEx Office Print and Ship Center
1315 East 57th Street – 773-643-2424

FedEx Office Print and Ship Center is a full-service/self-service copy center.

FedEx’s hours are generally as follows:

Monday - Friday: 7:00 a.m. - 11:00 p.m.
Saturday: 8:00 a.m. - 9:00 p.m.
Sunday: 9:00 a.m. - 9:00 p.m.
15.3 HOUSING

If you live in Neighborhood Student Apartments and have a problem with your room assignment or contract, please contact Residential Services (5100 S. Dorchester St., phone: 773-753-2218, fax 773-753-1332, email: residential@uchicago.edu). For additional information, please see http://rs.uchicago.edu/about_reo/index.shtml. Please note that, while Residential Services tries to be accommodating, it will not permit you to break your housing contract except under the most extreme circumstances.

15.4 NOTARY PUBLIC

The Registrar, Assistant Registrar, and Administrative and Instructional Support Specialist can notarize forms. They are located on the 3rd floor in the Student Services Suite.

16. SOCIAL ACTIVITIES

16.1 Social Events
16.2 Student Organizations
16.3 University Recognized Student Organizations

16.1 SOCIAL EVENTS

Throughout the year, several recurring weekly events are open to members of the Law School community:

- **Coffee Mess**: Each Wednesday morning, students, faculty, and staff gather in the Green Lounge for coffee, fruit, and pastries provided by an endowed fund established for this purpose.

- **Wine Mess**: Generally on Friday afternoons (although sometimes on Thursdays or the occasional Wednesday), the Wine Mess Crew throws a student-faculty cocktail party in the Green Lounge.

Students also organize a Trivia Contest (a series of contests between four-person student teams culminating in the Student-Faculty match) and the Law School Musical each year. Finally, many student organizations have a major annual event such as the Chicago Law Foundation’s auction to raise money for summer stipends for students working in public interest during the summer.
The Law Students Association (LSA) is the student government of the Law School. It is comprised of five elected representatives from each class, plus one elected representative from the LL.M. candidates, and an elected representative from the incoming transfer students. The student body elects the President of LSA and the class representatives, and LSA itself then fills the remaining positions. LSA plays several major roles in the life of the Law School.

LSA plans several events that allow Law Students to socialize together outside of the Law School. Each quarter features one “mega-party” in downtown Chicago, with the “Party of the First Part” in autumn quarter, “Over the Hump” in winter quarter, and “Prom” in spring quarter. Throughout the year, LSA also sponsors events both in and out of the Law School. This past year featured get-togethers at the Law School (e.g., barbecues), as well as trips to various athletic/cultural events.

Another major responsibility of LSA is overseeing the Law School’s nearly seventy Student Organizations. This role includes providing funding, as well as working with the various groups to access funding from various other sources. Each year, LSA also works with individuals who seek to start new organizations to ensure continued vitality and diversity in the range of activities available to students. The best source for information on starting a student organization is the Student Organization Handbook, available at http://www.law.uchicago.edu/students/organizations/handbook. Once a group becomes an official Law School organization, the name of the group may be listed in appropriate Law School directories and publications. In addition, it will qualify for tax exempt status when making purchases (see the Student Affairs Administrator for a tax exempt letter). Student groups are strongly encouraged to consider requesting additional funding from the University’s Student Government (SG) and other funding sources across the Midway. For more information about available funding sources, contact the Student Affairs Administrator.

LSA representatives also regularly interact with the Administration in making institutional planning decisions. To assist in this task, LSA may form committees to make specific recommendations to LSA about changes that would improve the Law School.

Questions and feedback are always welcome! Feel free to contact the LSA President or any of the LSA representatives directly. In addition, students may submit anonymous feedback to LSA by using the online anonymous suggestion box, which is available at http://www.law.uchicago.edu/students/suggestions. LSA is advised by the Dean of
Students, the Associate Director of Student Affairs, and the Student Affairs Administrator.

The most current listing of student organizations at the Law School can be found at http://www.law.uchicago.edu/studentorgs/browse.

16.3 UNIVERSITY RECOGNIZED STUDENT ORGANIZATIONS

A University Recognized Student Organization (RSO) is a group that is recognized by the University’s Center for Leadership and Involvement. This recognition makes the group an official part of the University of Chicago, with all the rights, privileges, and responsibilities of that status.

For further information, see the Student Organization Handbook at http://www.law.uchicago.edu/students/organizations/handbook.

17. STUDENT CONCERNS REGARDING COMPLIANCE WITH ACCREDITATION STANDARDS

The University of Chicago Law School invites students to share any concerns they might have about the Law School’s curriculum, particularly any issues that directly implicate the school’s compliance with the ABA’s Accreditation Standards. Students having such a concern should submit the concern, in writing, to the Dean of Students, who shall work with the appropriate administrator to address the issue. The Dean of Students, or another Associate Dean, as appropriate, shall keep a record of all submissions and their resolutions. If the student has not received a response within 30 days of the submission or believes the response to be inadequate, the student may appeal to the Deputy Dean of the Law School. Such concerns may be submitted anonymously via the virtual suggestion box at http://www.law.uchicago.edu/students/suggestions. Please note that such submissions cannot receive a response nor can the appropriate administrators seek more information from the submitter.

18. STUDENT TRAVEL POLICY

The Law School recognizes the educational value of student travel and therefore strives to make travel financially possible for all of its students. Any student interested in obtaining funds for travel may submit a request to the Dean of Students and/or the Associate Director of Student Affairs. The Law School will only consider funding student travel if the primary purpose of the proposed trip is educational and bears a relation to the student’s future legal practice or the study of law in general.

In addition, any student(s) or student organization(s) seeking travel funds must meet each of the following criteria:
(1) Each student must contribute financially to the cost of the proposed trip. A student is expected to contribute at least 10% of the costs of the trip (including transportation, lodging, and any applicable registration fees) or $75, whichever amount is greater.

(2) The proposed trip must not require the student to miss class or reschedule exams. **This requirement will not be waived under any circumstances.**

(3) Before any Law School funds for travel will be approved, the student or student organization must demonstrate efforts to secure funding from the following alternate funding sources:

   a. Center for Leadership and Involvement (CLI);

   b. Student Government Funding Committee (SGFC);

   c. Graduate Council; and

   d. Law Students Association (LSA).

(4) If the purpose of the trip is to attend a conference, the conference must be academic in purpose **and** the student must attend as a presenter rather than as a participant. Upon return from the conference, the student is required to submit his or her presentation materials to the Office of the Dean of Students for review.

If a student or student organization meets these enumerated criteria, the student or student organization must meet with the Dean of Students and/or the Associate Director of Student Affairs. If approved, the Law School may contribute up to $500 per student towards the travel costs. If appropriate, prior to approving travel funds for any student or student organization, the Dean of Students and/or the Associate Director of Student Affairs may: (1) refer student(s) or student organization(s) to External Affairs for fundraising outside of the Law School; and/or (2) require student(s) or student organization(s) to take efforts to raise travel funds within the Law School.

Students seeking funding for travel must be sure to adhere to the University and Law School restrictions on reimbursements and costs. For information on reimbursement procedures, please refer to the Student Organization Handbook (http://www.law.uchicago.edu/students/organizations/handbook).

19. SUPPORT

   19.1 **Assistance for Students with Children**
   19.2 **Counseling**
   19.3 **Dean-on-Call**
   19.4 **Assistance for Students with Disabilities**
   19.5 **Assistance for International Students**
19.1 ASSISTANCE FOR STUDENTS WITH CHILDREN

The University’s Office of Graduate Student Affairs runs a Family Resource Center, which is free to students and open to University-affiliated families. The mission of the Family Resource Center is to provide a welcoming space where families from the University community can access resources, information, and supportive programming and services. For information on the Family Resource Center, please visit the Resource Center website at:
http://grad.uchicago.edu/life-community/family-resources

Many students have found the Family Resource Center’s listserv especially helpful. Additional information on resources available to student parents is available at http://grad.uchicago.edu/life_community/student_parents/.

In addition, the Law School student group Amicus usually collects informal information about child care options and emergency baby-sitting contacts.

A room for nursing mothers is located in the Lower Level. Nursing mothers should pick up a key from the Student Affairs Administrator in the Office of the Dean of Students.

The Law School hosts a Family Day each year designed to welcome students and their family members to the Law School community. Spouses, children, and significant others also are more than welcome to attend all programming and events (Coffee Mess, Wine Mess, study breaks, wellness programming, etc.) organized by the Office of the Dean of Students.

19.2 COUNSELING

Most academic and personal counseling is done by the Dean of Students, the Associate Director of Student Affairs, the Associate Dean for Careers Services and Policy Initiatives, and Directors in the Office of Career Services. Students should feel free to approach these individuals to discuss academic and personal issues.

In addition, the University has a staff of professional counselors in the Student Counseling Service (SCS) at 5555 S. Woodlawn Avenue (773-702-9800). The SCS provides coordinated and comprehensive consultation and counseling services, ranging from study skills counseling to alcohol abuse treatment to
psychotherapy, for all registered University of Chicago students and their families who are covered under the University’s health insurance plan. The SCS specializes in diagnostic evaluation, short-term individual, couple and group psychotherapy, as well as in services for students who are experiencing difficulties in studying and learning or in managing their time.

For an evaluation, outside referral, or assignment to a therapist call 773-702-9800 to schedule an appointment. Students also can speak with the Dean of Students or the Associate Director of Student Affairs for a referral. Ordinarily, students are scheduled for an intake evaluation within a few days, although emergency cases are handled immediately. There is no need to make an appointment in a crisis. The SCS counselor on-call for evenings and weekends can be reached at 773-702-3625.

LET’S TALK offers free and confidential consultations and support with professional counselors on a variety of issues. No appointment is necessary. See http://counseling.uchicago.edu/page/let’s-talk.

In addition, the University’s Student Counseling Service (SCS) has an Academic Skills Assessment Program (ASAP) that is an educational, clinically-based program designed to provide comprehensive study skills counseling.

If you have any additional questions about academic support, please see the Dean of Students or the Associate Director of Student Affairs.

19.3 DEAN-ON-CALL

The Dean-on-Call is the University official responsible after business hours for determining how emergencies involving students are to be handled.

A Dean-on-Call is available 24 hours a day, every day of the year, and may be reached through the University Police or directly at 773-834-HELP (4357) or 4-HELP from a campus phone. The Dean-on-Call is notified any time a student is involved in a serious incident. It is the responsibility of the University Police to decide when a notification is appropriate, but any member of the University community may contact the Dean-on-Call by calling the University Police at 773-702-8181 and asking them to page the Dean-on-Call. When a sexual assault is reported to the University Police, the University Police will contact the Sexual Assault Dean-on-Call. More information about the Sexual Assault Dean-on-Call can be found at http://csl.uchicago.edu/get-help/sexual-abuse-assault/sexual-assault-dean-call-program.
The Dean-on-Call’s role is both supportive and administrative. The Dean-on-Call supports the student by trying to inform and support him/her in whatever ways possible. The Dean-on-Call is also responsible for ensuring that the full resources of the University are available to and working for the student. Particularly in cases of a serious illness or other life-threatening situation, the Dean-on-Call is central in planning a comprehensive community response. After a crisis has passed, the Dean-on-Call usually monitors a student’s case to make sure that adequate support continues to be made available.

A Dean-on-Call or other appropriate administrative official will be notified whenever a student enters the University Medical Center for treatment on an emergency basis or as an inpatient and identifies himself or herself as a University student.

19.4 ASSISTANCE FOR STUDENTS WITH DISABILITIES

The University of Chicago is a community of scholars, researchers, educators, students, and staff members devoted to the pursuit of knowledge. In keeping with its traditions and long standing policies and practices, the University, in admissions and access to programs, considers students on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to study at the University.

The University does not have a comprehensive program oriented wholly towards educating students with disabilities, but it strives to be supportive of the academic, personal, and work related needs of each individual and is committed to helping those with disabilities become full participants in the life of the University.

Students with disabilities should contact the Dean of Students and the University’s Director for Student Disability Services to request assistance and coordination of accommodations at the University. Students should not contact faculty regarding accommodations.

Once the appropriate documentation is received, professionals will review it to clarify the nature and extent of the disability. If academic work is at issue, faculty also may become involved in these discussions. The student and the Dean of Students should maintain contact as appropriate in ongoing efforts to accommodate the student. Assuming the documentation submitted is current and complete, this process may require up to twelve weeks.
At the Law School, exam-related accommodations are implemented by the Assistant Registrar, while note-taking accommodations are implemented by the Office of the Dean of Students staff.

More information can be found at disabilities.uchicago.edu.

19.5 ASSISTANCE FOR INTERNATIONAL STUDENTS

LL.M. students should feel free to contact the Assistant Dean for Graduate Programs or the Dean of Students with questions. In addition, the Office of International Affairs (http://internationalaffairs.uchicago.edu/) addresses issues unique to foreign students at the University. The Office is located at International House, 1414 E. 59th Street, Room 291 (second floor), 773-702-7752.

19.6 ASSISTANCE FOR STUDENTS OF COLOR

The Office of Multicultural Student Affairs (OMSA) supports the academic success of students of color at the University of Chicago and works to build an inclusive campus community. OMSA’s programs focus on enriching students’ experiences and encouraging cross-cultural dialogue on campus. OMSA serves and advocates for all African American, Asian American, Latino, Native American and Multiracial students who attend the College, Graduate Divisions, and Professional Schools.

OMSA executes its mission in collaboration with other departments within the University of Chicago. All students, faculty, staff, and alumni of the University are welcome to partner with OMSA in advancing its efforts to support students of color. Students can learn more about OMSA and its services and programs at http://omsa.uchicago.edu.

Law students should also contact the Dean of Students or the Associate Director of Students Affairs with concerns.

The University has a Bias Response Team that can be called upon if students wish to report an incidence of bias on campus. Please see the Dean of Students or the Associate Director of Students Affairs for more information or visit http://csl.uchicago.edu/get-help/bias-response-team.

19.7 OMBUDSPERSON

The Student Ombudsperson is an independent University official appointed by (and reporting to) the University President. The Ombudsperson is responsible for investigating and helping to resolve student complaints and grievances, particularly in instances where regular channels or processes have not proved sufficient. You do not
need to make an appointment to see the Ombudsperson. Office hours vary, so please check the website at http://ombudsperson.uchicago.edu for information. The Office of the Student Ombudsperson is located in Suite 305 of the University Bookstore Building (970 E. 58th Street). To contact the Ombudsperson, email ombudsperson@uchicago.edu or call 773-702-8422.

19.8 SERVICES FOR VICTIMS OF SEXUAL ASSAULT

A student who is a victim of a sex offense is urged to call the University Police or the Sexual Assault Dean-on-Call. If the University Police are called, they will respond at once, and at the same time notify the Sexual Assault Dean-on-Call. The Sexual Assault Dean-on-Call may be reached through the University Police by dialing 123 from any University phone or 773-702-8181 and asking for the Sexual Assault Dean-on-Call or directly by dialing 773-834-HELP (4357) or 4-HELP from a campus phone. The student is not required to give a reason for calling the Sexual Assault Dean-on-Call, nor does contacting the Dean-on-Call oblige the student to make a report with the police.

The Sexual Assault Dean-on-Call is available to answer any general or personal questions related to sexual assault. The Sexual Assault Dean-on-Call ensures that the full breadth of University resources is available to assist the student through the crisis, explains procedures at the police station or the emergency room, gives general information about the criminal justice system and University disciplinary procedures, and provides referrals for counseling and other services, such as legal advocacy. The Sexual Assault Dean-on-Call will remain in contact with the student as long as the student wishes.

The University of Chicago will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information related to sexual assault. Because sexual assault is a serious crime that may threaten the community as a whole, in rare instances the University may be obligated to pursue an alleged sexual assault through internal disciplinary procedures without the cooperation of the victim. Always in such instances, the University will inform the victim of its obligation to address a community safety issue.

The Sexual Assault Dean-on-Call will contact the student or, if appropriate, will go to the Emergency Room to offer assistance. The student may ask the Sexual Assault Dean-on-Call to leave and not become further involved, but should recognize that doing so will make it much more difficult for the University to provide coordinated assistance.

20. TRANSPORTATION

20.1 Bicycles
20.2 Campus Transportation
20.3 Parking
20.4 Public Transportation

20.1 BICYCLES

Please remember that bicycles should not be locked to any of the Law School gates, lampposts, or railings. Bike racks are located by the east and west doors in the front of the Law School and at numerous other locations around campus. Students can register their bikes with the University Police by taking their bike in person to the field office located at 1411 E. 53rd St., 8:00 a.m. – 5:00 p.m., Monday through Friday.

20.2 CAMPUS TRANSPORTATION

For maps and schedules of campus transportation, see the University website at http://safety-security.uchicago.edu/transportation/.

20.3 PARKING

A limited amount of street parking is available around the Law School, but these spaces are usually filled by 7:30 or 8:00 a.m.

The campus lots (including the Law School lot) are controlled by the University Parking Office. Students desiring parking should go to the Parking Facilities Office (5525 South Ellis). Any available spaces will be assigned on a first come, first served basis. Students have the option of putting themselves on a waitlist at the Parking Facilities Office, but this is no guarantee of a spot. Law students may participate in a lottery for spaces in the Law Lot coordinated by the Office of the Dean of Students each October, but in most years, all available spots go to 3Ls with preference given to those driving carpools.

Please note that anyone may park in the Law School lots after 3:30 p.m. on weekdays and any time on Saturdays and Sundays.

Students with questions or difficulties with parking should contact the Parking Office directly (see http://safety-security.uchicago.edu/services/campus_parking/).
20.4 PUBLIC TRANSPORTATION

City Transportation

There are several means of transportation between Hyde Park and downtown, including
the University’s nighttime bus service. For detailed information about city bus and train
schedules, see http://safety-security.uchicago.edu/transportation/.

Trains: Metra runs between Hyde Park (stops at 51st-53rd Streets, 55-56-57th Streets, and
59th Street) and the Loop (Randolph Station) daily.

Buses: The #6 bus (Jackson Park Express) originates at Wacker and Columbus
downtown, stops along State Street, continues down Lake Shore Drive, and stops again
along Hyde Park Boulevard and Stony Island Avenue.

The #2 bus (Hyde Park Express/Navy Pier) runs during morning and evening rush
hours. It originates at Navy Pier, goes through Streeterville to Michigan Avenue, then to
State on Wacker, and from Balbo to Lake Shore. It runs express to Hyde Park and
actually stops at the Law School (at University and 60th). The bus heads north to
downtown in the evenings; it may be boarded in the middle of the block just north of the
Law School.

The #192 runs from the hospital campus (in front of the Student Care Center) to the El
(elevated train station) at Roosevelt & State Street. It runs regularly during rush hours
in the morning and afternoon.

In the evenings, try to link up with University buses when you arrive in Hyde Park-
South Kenwood, or catch the NightRide shuttle, which operates for late night van
service (from 5 p.m. to 4 a.m. on Sunday through Wednesday nights, and from 5 p.m. to
6 a.m. on Thursday, Friday, and Saturday nights) or emergency umbrella coverage, if
necessary.

For details on bus routes, times, and fares, go online to the CTA web site at

21. UNIVERSITY POLICIES

Some of the University policies have been noted in this Handbook. For a more complete
description of University policies and the full text of the policies cited herein, please
refer to the Student Manual section on University Policies and Regulations. The manual is
available online at http://studentmanual.uchicago.edu.