



Student Handbook

2011-12

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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

Welcome (or welcome back) to the Law School!

Dear Students,

While we take pride in our small, hospitable environment where questions are easily answered, we realize that many questions will arise during the year (usually late at night).

This *Handbook*¹ 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). Accordingly, you are responsible for reading this publication in order to familiarize yourself with our policies.

You will note that we often refer you to other publications. More details are available in the Students section of the web page, in the Law School's *Announcements*, the University's *Student Manual of University Policies and Regulations*, and *Chicago Life*.

Please come see us in the Office of the Dean of Students if you have questions about the Law School, the University, or life in general. We may not always know the answer, but we can generally send you in the right direction.

Sincerely,

The Office of the Dean of Students

¹ Lawyer's Caveats: Please keep in mind that the rules and policies described in this *Handbook* and other University publications are subject to revision at any time. While **we do our best to notify you of such changes in a timely manner, it's best to check if you are unsure.** To the extent that our information may conflict with information in a University publication (e.g., the *Announcements*, the *Student Manual of University Policies and Regulations*), you should see the Dean of Students for a clarification. Policies change from year to year, so returning students should read the *Handbook* at the start of each new academic year. **Ignorance of the rules and policies contained herein is no excuse, and all students are held responsible for complying with both University and Law School policies.**

1. ACADEMIC MATTERS

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1.1 ACADEMIC RECORDS

The Law School Office of the Registrar maintains each student's complete academic 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.

1.2 ACADEMIC RULES

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

The Dean of Students and the Registrar are responsible for the administration of the rules and are able to answer questions about them.

1.3 ACADEMIC SUPPORT

Third-year law students serve as Academic Counselors under the direction of the Dean of Students and provide academic support for their peers. Counselors are available during regular office hours to consult 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, as well as other

topics as they arise. Additional information on the program, contact information for the Counselors, and their office hours can be found at <http://www.law.uchicago.edu/students/academicassistance/counselors>.

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 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) is taught by full-time Bigelow Teaching Fellows. The course familiarizes students with standard research and writing tools for 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, see the following site: <http://www.law.uchicago.edu/students/bigelow>.

1.5 CLASS ATTENDANCE

Regular class attendance is required as a condition for receiving course credit. The Faculty Committee on Academic Rules has articulated ABA Standard 304(d) concerning student attendance as follows:

- (1) Regular class attendance is required as a condition of receiving credit for courses at the Law School. Each instructor may supplement this general attendance requirement by announcing a more specific attendance requirement for a particular course. 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 course or is at any time thereafter in violation of the general attendance requirement in any other course, the Committee on Academic Rules and Petitions may deny the student credit in the

courses, 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, (ABA *Standards*, 304(f))
 - (b) maintain a primary residence outside the Chicago metropolitan area while classes are in session, or
 - (c) fail to sign a seating chart within two weeks of enrollment in any course (first week for limited enrollment courses).

Upon finding a student in violation of any of these requirements, the Committee on Academic Rules and Petitions may deny the student credit in the course, withdraw the student's privilege of membership in the 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. In addition, many state bar licensing boards have begun to ask whether an applicant has ever been warned about problems with lateness or absenteeism. Students have been failed for poor attendance, have been dropped from course rosters, and have been denied credit in courses. If a problem is noted by a faculty member, a memo is added to the student's file and will be reported to the appropriate licensing agency.

1.6 CLINICAL & EXPERIENTIAL PROGRAMS

Second- and third-year students 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. The program is 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. In the past, the various clinics managed enrollment via individual lotteries, waitlists, and similar processes. Beginning with the Autumn 2011 quarter, all available seats in all clinics will be included in the quarterly bidding process managed by the Office of the Registrar. Students placed on a waitlist during prior quarter clinical lotteries will be grandfathered in.

The following clinical offerings are currently scheduled for the 2011-12 academic year, and may be amended from time to time to reflect changes or additions of new clinics:

Civil Rights Clinic: Police Accountability
Complex Mental Health Litigation Clinic
Corporate Lab: Litigation Clinic
Corporate Lab: Transactional Clinic
Criminal and Juvenile Justice Project Clinic
Employment Discrimination Clinic
Exoneration Project Clinic
Federal Criminal Justice Clinic
Housing Initiative Clinic
Immigrant Children's Advocacy Project Clinic
Institute for Justice Clinic on Entrepreneurship
Mental Health Advocacy Clinic
Poverty and Housing Law Clinic
Prosecution and Defense Clinic

The following rules apply to the clinical courses listed above:

- 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 seven, except for the Corporate Lab: Transactional Clinic, in which students may earn up to nine credits. An Independent Research project (499) may not be used to evade applicable maximums or other rules regarding clinic participation.
- 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.
- Students are awarded one credit for work averaging five 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.
- No student may be enrolled in two or more clinics simultaneously. This rule may be waived in exceptional circumstances with written permission of the relevant clinical supervisor(s). Students may enroll in more than one clinic during their time in 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 that students have completed all the necessary pre-requisites, 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 register for each quarter in which they are participating in a clinic; the registration system will allocate to each enrollment the default minimum

credits for the quarter; adjustments based on actual work performed will be reported by the supervisors at the conclusion of each quarter to the Office of the Registrar.

- With the exception of the Corporate Lab: Transactional 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 Corporate Lab: Transactional 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 you may not register for other offerings that meet contemporaneously.

Students should keep in mind that they need at least nine credit hours per quarter. If the student is counting on a clinic to make it to nine credits, the student must be sure to earn enough hours in the clinic, or the student will fall below nine credit hours for that quarter, which can have serious consequences.² Additionally, students should not rely on potential extra clinical credits that they have not yet earned in order to achieve the 105 credits needed to graduate; a few students who have done so have had to postpone graduation to a subsequent quarter because they did not earn enough hours to merit the extra credit(s) in the clinic.

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 programs is available online at <http://www.law.uchicago.edu/clinics>.

1.7 COURSE EVALUATIONS

Course Evaluations are administered by the Office of the Dean of Students. Evaluations are conducted online and copies of evaluations for recent years are available at the Circulation Desk in the D'Angelo Law Library. If you have questions about course evaluations please contact the Associate Director of Student Affairs. Course evaluations for non-Law School courses that law students have taken are available from the Assistant Registrar.

² Students must be enrolled in and complete at least nine credits each quarter while enrolled at the Law School. Failure to do so may result in a delayed graduation date (students must complete nine quarters of nine credits to graduate). 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.

1.8 PLANNING YOUR COURSE WORK

Overview

Each spring, the Law School makes a tentative determination about which courses 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.

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 this general foundation of legal knowledge, the program is intended to develop an understanding of the development of the law through judicial decisions and statutory interpretation and to cultivate legal reasoning skills. 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, the Law School has a unique first-year course called Elements of the Law. Elements considers legal issues and their relationships to other fields of thought such as philosophy, economics, and political theory.

All first-year students participate in the legal writing program, under the supervision of one of the six Bigelow Teaching Fellows. The legal 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 each year to reflect the name of the law firm sponsoring the award) is awarded for outstanding briefs in the Bigelow Moot Court Competition, and it is also awarded to a student in each section.

Classes after the first year are all elective. Prior to graduation, however, all students must complete classes that meet requirements set by the American Bar Association, including a professional skills class and a professional responsibility class. Additionally, students must complete two writing requirements, which are described in more detail in section 1.11.

Students have freedom to tailor their programs to their own interests and needs. All students are expected to design programs that will provide them a strong foundation in the standard subject areas of the law. Students should also 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 plan 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 are encouraged to

consult with members of the faculty, the Dean of Students, or the Registrar for additional guidance on their programs.

As should be clear from the course and seminar 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 course offered one year will be offered the following year, a core group of courses is typically offered each year. These include: Administrative Law, Antitrust Law, Bankruptcy, Constitutional Law I, Constitutional Law II or IV, Constitutional Law III, Copyright Law, Corporation Law, Criminal Procedure I, Criminal Procedure II, Labor Law, Evidence, Federal Jurisdiction, Federal Regulation of Securities, Introductory Income Tax, Law and Economics, Legal Profession, Public International Law, Secured Transactions, and Taxation of Corporations I and II.

Selecting Classes

The Second Year

Although no specific courses are required in the second year, certain courses are considered foundational and are commonly taken by a large number of students in the second rather than the third year. These courses include: Evidence, Introductory Income Tax, Corporation Law, Constitutional Law I, and Administrative Law.

In planning a program, students should properly consider some courses as predicates for more advanced work in the same general field. In the field of business associations, for example, a second-year student should consider taking Corporation Law and Taxation of Corporations, which provide a basis for advanced work in the third year in such courses as Federal Regulation of Securities, Bankruptcy, and Business Planning. Administrative Law has most often 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 defer other subjects and 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 Evidence, Corporation Law, Tax, and Constitutional Law, on the one hand, and seminars, workshops, and more specialized courses such as Legal Interpretation and Art Law, 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, second year students are required to complete one of their substantial writing papers before the end of the second year.

The Third Year

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 should also have distinct intellectual objectives, including (1) taking advanced courses or seminars in a field in which students have acquired some foundation in the second year; (2) taking courses 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) cultural or perspective studies that help give students a broad and critical appreciation of legal institutions and their development.

Graduation

The Law School affords students the opportunity to graduate at the end of all four University quarters. 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 Autumn, Winter and Summer candidates for graduation are due approximately two weeks prior to the University's final grades submission deadline. Please check the Law School Academic Calendar for details (<http://www.law.uchicago.edu/students/academiccalendar>).

Additionally,

- 1) Students graduating in Autumn and needing to complete Autumn coursework may not register for exam classes because final grades are due to the University prior 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 agrees to grade the exam so as to meet the grading deadline.Unless all three conditions are met, the Autumn rules above apply.
- 3) The Law School offers no Summer quarter classes and students may not take Summer quarter classes in other University units and apply them towards the J.D. degree. 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 the respective graduation quarter. They may also participate in the following Law School Spring Diploma & Hooding Ceremony (but may not participate in the Spring University-wide Commencement ceremonies, be issued an actual diploma during the following Law School Spring Diploma & Hooding Ceremony or participate in the prior academic year's Law School Spring Diploma & Hooding Ceremony).

1.9 REGISTERING FOR CLASSES

Overview

The Law School requires that J.D. students be in residence, full-time, for nine quarters, with no fewer than nine credit hours per quarter, in order to graduate. J.D. students must complete 105 credit hours, including a professional responsibility class, a professional skills class, and two substantial pieces of writing. LL.M. students must complete 27 credit hours at the Law School, with a minimum of nine credit hours in any given quarter. 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 other legal coursework completed at other institutions.

Students may be registered for a maximum of seven classes at any given time, but may not remain registered for more than 13 credits (14 with approval) beyond the last day to drop classes. Students are strongly urged to drop classes in which they are no longer interested as soon as possible (see below for specific requirements for limited enrollment classes).

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 generally comprises four periods: initial bidding for limited enrollment offerings, online add/drop, late add/drop (a paper based process), and 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 the numeric equivalent of an "F" 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.

First-year students will be assigned to sections and registered by the Registrar for all classes except their third-quarter elective. Second- and third-year students and LL.M. students register themselves for classes using web-based registration systems.

Seminars and Simulation Classes

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, visiting professors, emeritus professors, nor senior lecturers. In some instances, preferences are granted to 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). No more than twenty students will, as a rule, be admitted to a seminar. 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 second week of quarter, or, if the seminar / simulation class has a waitlist, as outlined below. Multi-quarter seminars with a total aggregate of up to three units count as one seminar, as two seminars if more than three units, and so forth. 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.

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 or course that was included in the course selection bidding process) must do so by 9:00 a.m. on the day of the second week of classes specified by the Office of the Registrar (e.g., if Autumn quarter’s classes begin on a Monday, then the deadline to drop would be 9:00 a.m. on the Monday of the second week of classes; if Autumn quarter’s classes begin on a Tuesday, then the deadline to drop would be 9:00 a.m. on the Tuesday of the second week of classes).** Whether a seminar or course has a waitlist is irrelevant to the application of this rule—being labeled a seminar and/or being listed in the bidding process are the determining factors.

Bidding

During the initial registration period of each quarter, students bid online for certain classes³, including all seminars and clinics. Students may bid for up to five classes per quarter and must rank them in order of preference. Generally, 2Ls, 3Ls, and LL.Ms are on equal footing—there is no seniority system, since many of these seminars are offered only once or in alternating years. Please note, however, that faculty may choose to alter

³For a list of classes subject to the bidding process, please see:
<http://www.law.uchicago.edu/bidding>.

the priority system for their particular class based on the particular nature of the class. The Office of the Registrar publishes online a list of biddable classes approximately 10 days prior to the start of the bidding process, listing the number of available seats for each class. Please see each quarter's registration materials for additional information.

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 12 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. Attendance at all sessions is required to earn the credit. Priority is given to those who are both third-year students and have not yet participated in a Greenberg Seminar. Greenberg Seminars are graded Pass/Fail.

Classes Outside of the Law School

During the second and third years, J.D. students may take up to four classes (for a total of twelve credits) outside the Law School for credit toward their J.D. degree, 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) 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 two classes 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 grade or a provisional pass 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 (a determination made by the Dean of Students and the Registrar); and (7) classes at other law schools or universities may not be substituted. Classes cross-listed with the Law School do not count against the 12-credit limit.

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.

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

1. Go to the University of Chicago Time Schedules at <http://timeschedules.uchicago.edu/>.
2. Choose a department from the list.

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 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 Dean of Students via email.
8. If the petition is approved, the Assistant Registrar will enroll you and notify you once that process is complete.

If you are interested in taking a class at Booth, please follow the instructions at <http://departments.chicagobooth.edu/srs/nonmbastudent/Law.asp>. You do not need to submit a *Petition to Take a Non-Law School Course* for Booth classes, but credits for Booth classes count toward the 12 credit limit.

As soon as the Booth registration is completed, 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 no 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:

- <http://departments.chicagobooth.edu/srs/nonmbastudent/index.asp>
- <http://boothportal.chicagobooth.edu/portal/server.pt/community/courses/205>
- <http://departments.chicagobooth.edu/srs/nonmbastudent/seat%20availability.asp>

Students taking a Booth course who would like to elect Pass/Fail grading are required to complete the Pass/Fail Request form in the Booth Dean of Students' Office by the Friday of Week 4 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.

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.

LL.M. students may take non-Law School classes, but the credits will not count towards the 27 credits required to graduate, nor will those classes count toward the nine credits per quarter residency requirement.

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

Adding/Dropping Courses

For courses not governed by the rules applicable to limited enrollment courses, students must complete all adds or drops to their class schedule by the third week of the quarter. These deadlines are 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 does not obtain special permission from the Dean of Students to drop after the deadline will receive a "W" (up to the last day of classes) or the numeric equivalent of an "F" (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 if (1) the class is a seminar or was limited enrollment and was 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; or (5) the request fails to meet the aforementioned "extraordinary circumstances" condition.

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

Students may not register in 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.

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):

Con Law II and Con Law IV

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 here and at Booth.

It is impossible to list all of the similar classes outside the Law School. If you note similarities in the course descriptions, you should contact the Registrar or the Dean of Students to determine whether both classes may be taken.

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 More Than 13 Credits
- Take a Non-Law School Course for Credit
- Reschedule an Exam
- Register for an Independent Research
- Register as a Non-Law Student

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 their immunization requirements; or
- Have not furnished the Office of the Registrar with an official transcript of their undergraduate work. The transcript must be sent directly from the other institution to the Law School Office of the Registrar and it must bear the degree earned. Additional restrictions pertaining to specific quarters/classes/students are listed online at <http://www.law.uchicago.edu/students/registration>.

1.10 INDEPENDENT RESEARCH

Independent Research (commonly called a "499" after the old registration number) gives students the opportunity to work closely with a professor on an academic topic of mutual interest.

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.
- (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.

Please refer to Section 1.15 (JOURNALS) for a more detailed description of the process of writing onto a journal and the pros and cons of using a 499 to “write on.”

1.11 WRITING REQUIREMENT 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, Senior Lecturers at the Law School, Schwartz Lecturers, 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 Dean of Students, in consultation with the Faculty Committee on Writing, 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 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, of course, also satisfy the SRP requirement.

A student's second, or other, writing project can, but need not, be of the SRP form. It can be (a) 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 (b) a comment or note prepared for one of the student-edited journals, and nominated and approved as above, even if undertaken or submitted too late for SRP certification; or (c) a brief prepared for the semifinal or final round of the Hinton Moot Court Competition and accepted by the Dean of Students; or (d) 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 (e) an SRP. Again, 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.

Students are required to complete at least one of their required writing projects during their 2L year. They are strongly encouraged to begin the SRP in a quarter that is not the final quarter of study.

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 is also available to discuss any questions regarding the originality of work submitted, or the requirement that work done by others not be copied or plagiarized.

1.12 PROFESSIONAL SKILLS COURSE REQUIREMENT

Before graduation, all 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.

The following classes that satisfy the professional skills requirement are currently scheduled to be offered during the 2011-12 academic year:

Business Planning
Civil Rights Clinic: Police Accountability
Class Action Controversies
Commercial Real Estate Transactions
Complex Corporate Litigation Management
Complex Litigation
Complex Mental Health Litigation Clinic
Constitutional Decision Making
Contemporary and Contentious Issues in Contracts
Contract Drafting and Review
Contract Negotiation: Outsourcing
Corporate Lab: Litigation Clinic
Corporate Lab: Transactional Clinic
Criminal and Juvenile Justice Project Clinic
Divorce Law and Practice
Drafting Contracts: The Problem of Ambiguity
Employment Discrimination Clinic
Entrepreneurship and the Law
Exoneration Project Clinic
Federal Criminal Justice Clinic
Financial Accounting for Lawyers
Fundamentals of Accounting for Attorneys
Housing Initiative Clinic
Immigrant Children's Advocacy Project Clinic
Information Technology Law: Complex Industry Transactions
Institute for Justice Clinic on Entrepreneurship
Intellectual Property Litigation: Advanced Issues
Intensive Trial Practice Workshop
International Arbitration
Introduction to Partnership Taxation
Law and Practice of Zoning, Land Use, and Eminent Domain
Legal Elements of Accounting
Legal Transactions--Retail Sector
Logic and Contracts
Mass Torts and Complex Class Actions
Mental Health Advocacy Clinic

National Security Issues, Public Policy and the Rule of Law, and the Fostering of Students' Skills in Analysis and Presentation
Negotiation and Mediation
Poverty and Housing Law Clinic
Pre-Trial Advocacy
Private Equity Transactions: Issues and Documentation
Prosecution and Defense Clinic
Residential Real Estate Development and the Law
Strategic Drafting
Structuring Venture Capital, Private Equity, and Entrepreneurial Transactions
Trial Advocacy

Please note that this list is subject to change. For up-to-date information, please see the online course listing at <http://www.law.uchicago.edu/courses>.

1.13 EXAM POLICIES

There are two main types of Law School examinations: in-class and take-home.

In-Class Examinations

In-class examinations are scheduled for a particular day in the exam period. They are generally scheduled for three hours. A proctor is present in the room during the examination. In-class exams can be open book, closed book, or limited open book. Laptop use on exams is mandatory.

Take-Home Examinations

Take-home exams may be taken on any day during the exam period. Take-home exams must be completed within eight hours (inclusive of travel time, breaks, meals, etc.), unless otherwise stipulated in the exam itself. **There is no technical support between 5:00 p.m. and 8:00 a.m., and students are strongly advised to take exams during regular business hours.** Students who do not heed this advice do so at their own risk.

On the final day of the take-home exam period, all take-home exams must begin by 9:00 a.m. and be completed by 5:00 p.m., or else students will have less than 8 hours to complete the exam.

Exam deadlines are rigorously enforced, and faculty members are notified of late submissions.

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 you are taking an exam (you cannot take it on time, you have problems opening the exam, you uploaded the wrong exam, you**

left off the word count, you took an exam with you instead of turning it in, etc.) **YOU CANNOT COMMUNICATE DIRECTLY WITH A PROFESSOR THROUGH ANY MEANS.** Instead, please contact the Assistant Registrar, the Registrar, the Dean of Students, or the Associate Director of Student Affairs, and one of them will assist you. Improper contact with a professor may result in a disciplinary action.

Exam Scheduling

Students are expected to take their examinations at the scheduled dates and times. Students must refrain from scheduling other activities (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 or the Registrar via email and by phone **prior to** the start of the examination. Because of the importance of anonymous grading, students should not discuss any exam scheduling or re-scheduling issues with faculty.

If a make-up is allowed for extraordinary circumstances, the Law School is guided by the contracts principle that you should be put in the position you 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 event will be granted rarely. To qualify, the event must be a significant life event that requires your attendance (e.g., sister's wedding), the selection of the date was out of your control, and you must have notified the Dean of Students as soon as the event is scheduled. (These major life events are NOT generally scheduled three days before the exam you wish to reschedule.) You must not make travel arrangements for such events until permission is granted.

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

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

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

The petition is available online at <http://www.law.uchicago.edu/students/petitions> 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 your petition. The exam will be rescheduled to the following day in which the student does not have a proctored exam.

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.

Record Keeping

All students are advised to keep an electronic copy of their exam answers (preferably as a pdf file) until grades are posted.

Faculty members often return annotated versions of students' exam answers to the Office of the Registrar. These materials provide invaluable 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 has copies of old exams (as well as faculty model answers for some courses) on the Library section of the web page. 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 web site, unless the instructor requests otherwise.

1.14 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

Grades are recorded as numerical grades. 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 only 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.

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

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.

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 at the University of Chicago Law School. From that pool of eligible students, the top 10% at graduation is nominated for membership in the Coif.

A grade of 160 or above is required for 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. Maintenance of satisfactory academic standing is a prerequisite to continuing study in the Law School as well as to graduating from the Law School.

Additionally, students must attain a minimum cumulative GPA of 168 at the conclusion of each academic year to maintain satisfactory academic standing.

Kirkland & Ellis Scholars

In recognition of a very important 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 1st year or 2nd year of study. Additional students will be added to this group during the 3rd 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.

1.15 JOINT AND CONCURRENT DEGREES

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 course work in each area toward the academic requirements in the other area, thus reducing the time and expense involved in earning both degrees. Although there currently are no formal joint J.D./Ph.D. degree programs with other areas 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 such a dual course of study.

The Law School has formal joint degree programs with the Booth School of Business (both M.B.A. and Ph.D. degrees) and the Harris School of Public Policy (M.P.P.). The admission and degree requirements for these programs are available from the Law School Admissions Office.

Students pursuing concurrent J.D. and Ph.D. degrees may, with the approval of the Law School Dean of Students, count up to 12 credits of course work outside the Law School toward the J.D. degree. The Law School is flexible in giving students leaves of absence so that they may register full time in other areas of the University. 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.

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

The University of Chicago's Graduate Program in Health Administration and Policy (GPHAP) is a certificate program designed to train and prepare future leaders in health care administration, 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.

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 and must provide a short synopsis of each event attended.

Any law student interested in the program must apply at the beginning of their second year of law school.

Law students have or are currently pursuing concurrent degrees in International Relations, Computer Science, Linguistics, and Economics. 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 transfer of joint credits.

1.16 JOURNALS

The Law School has three student-edited law journals: *The University of Chicago Law Review*, *The Legal Forum*, and *The Chicago Journal of International Law*.

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 15% of the students in each first-year class have been invited to join *The Law Review*.

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.

Students on journals may not get academic credit for any work done in connection with their journal. Journal members may, however, use a Note or Comment (whether published or not) to satisfy one part of the Law School's writing requirement, as long as the Dean of Students verifies that the Note or Comment meets the writing requirement standards.

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

- (1) Grades: Approximately 10% of the first-year class is selected for *The Law Review* on the basis of grades. (Even students who ultimately "grade on" must participate in the writing competition and their submission must meet the Law Review's good faith standard.) Students must have 40 credits of graded coursework to be eligible to "grade on," which means students 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). Ten students are also selected for *The Law Review* through the writing competition.

(2) Writing Competition: During the summer after first year, 1Ls are invited to participate in the writing competition in which students must draft a memorandum in response to an issue presented by the journal boards. 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 must enter the writing competition. Rules for the writing competition are published in the spring and must be strictly adhered to or students may be disqualified.

(3) Topic Access: Students may attempt to join any of the journals during their second and 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 Study (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. **Journal editors cannot give substantive feedback to a student who submits a 499 or seminar paper to the Topic Access Program until the paper has been accepted for credit by a faculty member.**

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.

(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.

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. The journal cannot give the student any feedback, other than accepting or rejecting the Comment, until after the final 499 paper is turned in to the faculty member grading the paper.

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.

1.17 MOOT COURT

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 3Ls who made it to the semifinals during their 2L 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 made up of semi-finalists and finalists from the previous year.

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 several 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. 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.

The Spring Round

The four finalists work in teams of two on another new case. 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.

1.18 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, and Human Values
- The Center for Studies in Criminal Justice
- The John M. Olin Program in Law & Economics
- The Legal History Program

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

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

1.19 VISITING ANOTHER SCHOOL

The Law School presumes that students will be in residence here 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 will review student requests to visit at another acceptable law school for all or a portion of the 3L year. Very few of those requests will be granted, and only for extremely compelling reasons. If the request is granted, the Dean of Students 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. You should submit a Petition to Visit form to the Dean of Students. Petitions may be obtained in 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).
2. You should contact the Admissions Office of the school you wish to visit as soon as possible to determine that school's deadlines and requirements. (Be certain to indicate that you want a **visiting** student application, **not** a **transfer** application).
3. You will need to submit document requests to the University Office of the Registrar/Law School Registrar if the school to which you are applying requires a transcript and/or a certificate of good standing.

Please keep in mind several things about visiting elsewhere:

1. You must have completed a minimum of 2/3 of your academic work and residence requirement at the Law School prior to your visit away. Accordingly, 70 of the 105 credits you need to graduate must be completed at the Law School prior to your visit. You must also have **completed** both writing requirements, the professional responsibility course, and the professional skills course prior to your visit.
2. Your tuition and fees will be paid to the school you visit. Although loans will be available, your Law School scholarship support will not be available. You should speak with the Director of Financial Aid about loan issues. In addition to tuition and fees paid to the school you visit, you will also 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.
3. You will need to maintain full-time status for the duration of your visit. You must satisfy the Law School's total residence requirement of nine full quarters. Two semesters away may be substituted for three quarters. In the case of a partial year visit to a school on a semester system, you must be in residence for one semester at the other school and two quarters at the Law School.
4. The Law School Registrar will work with you to calculate the number of credits you will need at the other law school.
5. You must arrange to have your grades sent to the Law School Registrar at the end of each semester/quarter you are away. If you wish to graduate in a particular quarter, you will have to meet the grading deadline for that quarter and the University's deadline for filing a graduation application. It is ultimately your responsibility to ensure that you have met all of the Law School's graduation requirements. If, at the end of your visit, you remain short on credits or grades have not been received for work completed away, you will not be able to graduate with your class. You must contact the Law School Registrar **BEFORE REGISTRATION** for your final semester away to complete an initial

degree audit verifying that you will have sufficient credits to graduate. You must also file an application to graduate with the University of Chicago before the beginning of the quarter in which you expect to graduate.

1.20 ACADEMIC LEAVES

Students interested in taking a leave of absence from the Law School should speak with the Dean of Students. 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 pursuant to ABA *Standards* 304 (c).

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 you arrive on campus, you must get your picture taken to receive the University of Chicago Card, which allows you 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.
- Check privileges at the Bursar's Office.
- 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.
- Entrance to the Burton-Judson dining hall (if you have a prepaid meal plans).
- The option to make cashless purchases on campus. You 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, 172 with your student ID

You may get your Chicago Card at the Chicago Card and Library & Network Privileges Office, located in Room 100F in the lobby of Regenstein Library. For additional information about the card and for office hours, go to <http://itservices.uchicago.edu/services/chicagocard/about>.

If you lose your 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 CashStripe of lost cards cannot be refunded.

Replacement cards may be obtained during regular business hours in the Chicago Card and Library & Network Privileges Office in the lobby of Regenstein Library; on evenings, weekends, and holidays, replacement cards may be obtained at the University Police Department.

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). Most faculty committees have student liaisons. Student liaisons are selected by the Law Students Association (LSA). 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.

Students should feel free to discuss matters of interest with the appropriate faculty members or administrators.

2.3 ROOM RESERVATIONS AND BUILDING SERVICES

Reserving Rooms

Requests for room reservations for student groups are handled by the Student Affairs Administrator in the Office of the Dean of Students. Students wishing to reserve a room must complete a room reservation form online at <http://lscsx.uchicago.edu/calendar/calendar.php>. Students can also reserve conference rooms in the D'Angelo Law Library at the Library Reference Desk. Room reservations that will require cleaning services outside normally scheduled hours (i.e., weekend programs where food will be consumed) may incur a charge for cleaning services.

Equipment/Services

If you need specialized equipment not present in the classrooms, auditorium, or courtroom, contact the Facilities Manager as far in advance as possible. You should also note this request on the room reservation form. If you need assistance from the tech staff, 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.

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 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 12:15 time slot to schedule make-up classes. Make sure your event does not conflict with a make-up whenever possible, as doing so usually hurts attendance at the student-sponsored event.

2.5 IMMUNIZATION

Under Illinois law, all new students are required to present proof of immunity for German measles, measles (two shots required), mumps, and tetanus/diphtheria (three shots required for foreign students). The Primary Care Service notifies all new students of the requirement and provides instructions for compliance. During the fourth week of the first quarter of enrollment, students who are not yet compliant are informed that their subsequent registration will be restricted if they have not completed this requirement by the eighth week of that quarter. As this is a state requirement, the Law School cannot provide an exemption and is unable to assist in obtaining an appointment to receive needed immunizations. Student 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 Primary Care Service at 702-9975.

3. ATHLETICS

3.1 Intramurals

3.2 Athletic Facilities

We know that the real reason you chose the University of Chicago is its outstanding athletic tradition. Who needs the Big 10 when we have intramurals on the Midway!⁴

3.1 INTRAMURALS

Each year, the Law School fields teams in a number of sports, including soccer, football, softball, basketball, and Frisbee. Information about sign-ups will usually be posted in advance of the season. If you are interested in learning about the full range of intramural options or in starting up a new team, or if you have questions about entry due dates, you can get information at <http://athletics.uchicago.edu/campus/campus.htm>.

3.2 ATHLETIC FACILITIES

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

⁴The University of Chicago was one of the original Big 10 schools. The University decided to withdraw from the Big 10 in 1939 because faculty members and trustees found the pressures of Big 10 football to be incompatible with the University's goal of academic excellence. A local sports columnist wrote of the controversial decision: "The school where they achieved gridiron immortality has abandoned their sport.... They belonged to an era when men were men and the University of Chicago wasn't afraid of competition." *Chicago Tribune*, December 23, 1939. The editor of *The Maroon* took quite a different stance: "It is a depraved system which has to depend on the prestige of eleven men to attract students to the university or to uphold the university's name." For a history of Chicago football, read *Stagg's University* by Robin Lester (Chicago: University of Illinois Press, 1995).

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. Architect Cesar Pelli's design for the Ratner Athletics Center was approved in February 2000, groundbreaking was held in October 2000, and construction began in August 2001. The building opened in 2003. 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/fees-0304.htm>.

More details about the University's athletic facilities can be found at <http://athletics.uchicago.edu/>.

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

Students who would like to have their events posted on the information screens or digital signs on each floor **must** go to <http://www.law.uchicago.edu/faculty-staff/events/publicize>. The events will also appear in *The Law School Briefs*, a bulletin of activities and announcements for the Law School community, published weekly by the Law School Communications Office. Events may also be listed on the website.

4.2 LAW SCHOOL LISTSERVS

The University of Chicago Law School maintains two listservs to which students are allowed to send messages under certain circumstances. 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 Law Students Association 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. 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 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 these “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 is worthwhile sending 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.

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.).

Email 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).

We cannot emphasize enough how important it is to use the topics listed above in the subject line of your email.

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 attacks a member of the Law School community (including 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; or
- 6) news stories that you think are interesting.

LSA-Orgs

LSA organizations are 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. Special boards for first-year notices are located in the south end of the classroom wing near the mail folders.

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 clean-up fee of \$50 will be charged to any organization that does not follow these guidelines.

4.4 EMAIL

You must check your emails daily during the academic year. Most administrative announcements will be sent via email, and you are responsible for the information. If you have a personal email account you prefer to use, you must link your 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 <http://itservices.uchicago.edu/policies> for a description of the responsibilities of users of the University’s computer system.

4.5 FAX MACHINES

Student Group Faxes

University Registered Student Organizations (see section on Student Organizations) may send and receive faxes at no cost from the Office of the Reynolds Club and Student Activities. The fax number is 702-7718.

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 one's class year. The class year is also noted on the identification tab. You should check these folders daily for important notices. LL.M.s - Yellow, Class of 2012 - Red, Class of 2013 - Green, and Class of 2014 - Blue. 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.

US Mail/Sending and Receiving

Students who need to mail letters or packages should use the mailbox in front of the Law School. In addition, a post office is located on campus at 956 E. 58th St., adjacent to the University Bookstore. 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 Labs

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 Word, WordPerfect, Excel, Internet Explorer, Adobe Acrobat Reader, and Secure Shell software. The lab contains two laser printers and a scanner. The Lab Manager is on duty weekdays from 8:00 a.m. to 4:30 p.m. Additional coverage is provided on evenings and weekends. If you have questions, you can see the Lab Manager, or send an email to lab_support@law.uchicago.edu.

Printing

Students currently enrolled at the Law School are allowed to print 1,200 pages a year free of charge. After the first 1,200 pages, students are charged 5 cents per page. Members of Journals and Moot Court and Research Assistants are allotted an additional allocation for printing jobs connected to those projects. Questions regarding printing accounts should be directed to the Director of IT.

Training

The Law School 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. Also, the Office of the Dean of Students and the Library periodically host Microsoft Office Training sessions, which are designed to show students how to maximize their effectiveness using Microsoft Office 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. Most Apple and PC laptops have built-in Ethernet support, but some laptops require a PC card (PCMCIA) adapter. Many of the

student study areas are now covered by the Law School's 802.11b 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 in a dorm room, you may need to switch your network settings when you move from one location to another.

Computers in the Library

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. Your CNet ID and password are required for access to these computers.

LexisNexis and Westlaw

Students will receive their LexisNexis and Westlaw passwords at introductory training classes early in the Autumn quarter.

Internet Services

The D'Angelo Law Library subscribes to many databases and e-journals via the Library web server at <http://www.lib.uchicago.edu/e/law/>. Law School exams may be found at <http://www.lib.uchicago.edu/e/law/courses/exams/>.

The University subscribes to thousands of Usenet newsgroups, including ClariNews, which delivers news from Reuters and various newspapers on over 400 subjects. Individual students and student organizations may publish personal web pages at: <http://home.uchicago.edu/>. There is also a mailing list server for student lists.

Computer Passwords

Law students have four sets of passwords:

(1) Computer lab user name and password: To prevent unauthorized access, use of the Law School computer labs will be restricted to holders of uclaw usernames and passwords. These are issued to each student during orientation. You need these to log in to the computers in the labs, to access laser printers over the network from your notebook computer, and to access some services restricted to law students (job listings from Career Services, exam and evaluation websites, etc.). You should sign off computers when you are done or you risk having other people's print jobs charged to your account.

(2) CNetID and password: You need these to check your email and authenticate to the wireless network, as well as to access many of the University's online services.

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

(4) Westlaw password: You will receive your Westlaw password from the librarians during research classes scheduled as part of your Bigelow curriculum. You can create a custom Westlaw password when you first log on and register at <http://lawschool.westlaw.com>. Your original Westlaw password continues to work even after you create a custom password.

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

What to do if your password is lost or compromised:

(1) Computer lab password: The Lab Attendant can change your password to prevent unauthorized users from accessing your account and files.

(2) CNet password: You may reset this by visiting the CNET website: <http://cnet.uchicago.edu>. If you encounter problems online, you may go in person to the Identification and Privileges Office near the entrance to 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 your password is compromised, you may find your account frozen because of abuse by the unauthorized user.

(3) 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. If you no longer have your custom ID and password, contact LexisNexis customer service at 1-800-543-6862.

(4) Westlaw password: The Library maintains a list of Westlaw passwords distributed to students. See a reference librarian if you no longer have your password.

Problems/Questions

Operational issues (problems in the labs, 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 Director of IT.

5.2 UNIVERSITY COMPUTING SERVICES

Information Technologies Services (ITS) provides all students with a wide range of computing resources at no charge, including email, networked information, interactive computing and Internet service. ITS manages several computing sites for the University community:

- (1) Regenstein: 2nd floor, 702-7894
Open during library hours
Apple & PC
- (2) Crerar: basement, 702-7894
Open during library hours
Apple & PC

In addition, email and web-browsing stations are located in Stuart Hall, Harper Library, and the Reynold's Club.

ITS provides technical support and can be reached on the techline (834-8324) or by email (support@uchicago.edu).

Computer Sales

The University of Chicago sells computers and software to students through the Solution Center. The Solution Center sells hardware and software from major vendors such as Apple, IBM, Microsoft, and Dell. Pricing is very competitive.

Where to Get More Information

- (1) On computers and pricing:

The Solution Center
U. of C. Bookstore, 3rd Floor
970 E. 58th Street
Chicago, IL 60637
702-6086
- (2) On student user accounts (Email, Internet)

Identification and Privileges Office
Regenstein Library
1100 East. 57th Street, Room 100F
702-3344
ipo@uchicago.edu

6. DISCIPLINARY PROCEDURES

Each academic unit—the College, graduate divisions, professional schools, and the Graham School for General Studies—has written procedures for student discipline to address violations of University policies and regulations and other breaches of the standards of behavior expected of University students. Those procedures may be obtained from the Office of the Dean of Students of the academic unit or from Campus and Student Life. Procedures for undergraduate or graduate discipline follow the outline of the procedures described in the Student Manual of University Policies and Regulations, with variations that reflect the values and educational goals of the specific academic unit.

University procedures are available online at www.uchicago.edu/docs/studentmanual.

Preamble

The University of Chicago is a community of scholars dedicated to research, academic excellence, the pursuit and cultivation of new knowledge, and the robust intellectual exchange among faculty and students. In support of this mission, every member of the University - student, faculty, and staff - makes a commitment to strive for personal and academic integrity; to treat others with dignity and respect; to honor the rights and property of others; to take responsibility for individual and group behavior; and to act as a responsible citizen in a free academic community and in the larger society. Any student conduct, on or off campus, of individuals or groups, that threatens or violates this commitment may become a matter for action within the University's system of student discipline.

The University believes that students must take responsibility for their own conduct. Under some circumstances, students also must take responsibility for the conduct of a group, or individual members of the group of which they are part. The group may be informal, such as a study group, or formal, such as a student organization.

Groups are often bound by shared interests, values, and a mutual trust. Trust is also a critical underpinning of our community—trust between and among peers as well as trust between and among individuals of different rank or status.

Every student bears responsibility for his or her misconduct, regardless of whether the misconduct takes place in a group setting or as a member or a group. However, individual misconduct may also be, at least in part, the responsibility of other members of the group and the group leadership. Misconduct by individual members of a group thus may become a matter for disciplinary action against the individual, the group, and the group leadership.

The goal of the student disciplinary systems is to ensure a fair and orderly proceeding on questions of possible student misconduct. A disciplinary proceeding enjoys neither the advantages nor the limitations inherent in an adversarial proceeding of a court of law.

The University's disciplinary systems and the legal-judicial structures of the general society differ and are distinct in principle. Students who are subject to or involved in University discipline do not automatically abdicate any of the rights that are guaranteed to them by the civil society and, indeed, they remain at all times free to claim and assert those rights through the institutions, presumably judicial, of that society. At the same time, however, students must recognize that the University is a private enclave, dedicated to a purpose that imposes additional and special obligations while, at the same time, granting privileges to its members.

Student misconduct therefore may be simultaneously subject to external legal or administrative proceedings and the University's disciplinary system. Under those circumstances, the University's disciplinary system normally will proceed independently and notwithstanding the pendency of external processes. Furthermore, University disciplinary committees are not bound by external findings, adjudications or processes, and thus they make independent judgments about the extent to which (if at all) to consider such matters.

The University's disciplinary procedures therefore should not be confused with the processes of law: the University's regulations are applied to incidents that are not "cases," the bodies that hear and dispose of incidents are not "courts," individuals who may accompany a student in the course of a disciplinary proceeding are not "counsel" advocating on behalf of the student and scrutinizing procedures for compliance with "rules of evidence," and requests for review of disciplinary decisions are not "appeals." As a leading illustration of the sense of this statement, it should be understood that the relation of collegiality and trust that binds all members of the University community entails an obligation of truthfulness and candor on the part of everyone who participates in a disciplinary proceeding. An accused student, the accuser, and others must appear before a disciplinary committee if summoned and participate in a manner that helps the committee reach a complete and fair understanding of the facts of the incident at issue.

Law School Disciplinary Process

In all instances, conduct involving possible violation of University policies and regulations and other breaches of standards of behavior expected of a student in the Law School should be brought promptly to the attention of the Dean of Students of the Law School. Reports to the University Police about student misconduct will routinely be brought to the Law School Dean of Students for possible disciplinary action. Furthermore, the area Dean of Students may investigate and recommend disciplinary action based on reports from third parties of arrests, citations, or other conduct from external parties that come to the attention of the area Dean of Students.

Such violation and breaches of standards include but are not limited to plagiarism, cheating on examinations, falsifications of documents or records, theft, vandalism, violation of computing policies, violation of the alcohol and other drug policy, physical or verbal abuse which threatens or endangers the health or safety of others, sexual harassment, sexual assault or sexual abuse, violation of an administrative department's

regulations, failure to comply with directives of University officials including the University Police, and violation of the terms of imposed disciplinary sanctions.

Generally, the person bringing the allegation of misconduct by a student in the Law School first will discuss the allegation with the Dean of Students of the Law School (or his or her designee). The complainant must maintain the strict confidentiality of the allegation of misconduct. The Dean of Students will conduct an inquiry into the facts, which may include, but is not limited to, interviews with pertinent other people. If the Dean of Students thinks that the circumstances warrant it, s/he will arrange for a meeting with the accused student as soon as practicable. In the meeting, the Dean of Students will inform the accused student of the alleged misconduct and will discuss the allegation. Based on the inquiry and in consultation with the Vice President/Dean of Students in the University (or his or her designee), the Dean of Students has the discretion and authority to dismiss the complaint, to resolve the complaint informally with the parties, or to refer the complaint to the Dean of the Law School with a recommendation to convene a Law School Disciplinary Committee. Mediation and/or information resolution are not appropriate, even on a voluntary basis, in matters involving allegations of sexual assault.

If the Dean of Students in the Law School resolves an allegation of misconduct informally, s/he may give the accused student an official warning and suspend specific student rights and privileges for a designated period of time. A copy of the written notice warning the accused student that he or she is violating or has violated University policies or regulations will be placed in the student's education record. If the Dean of Students later finds that the student has engaged in additional misconduct, the Law School Disciplinary Committee may be informed of the earlier warning. If the Law School Disciplinary Committee is informed of the earlier warning, the Committee must consider it in determining further sanctions.

Allegation of Misconduct by an Individual (Not Sexual Harassment, Sexual Assault or a Sex Offense)

If the Dean of the Law School decides that a Law School Disciplinary Committee is to be convened, the Dean of Students of the Law School will ask the complainant to submit in writing the allegation as well as any available documentation supporting the allegation. The Dean of Students will inform the accused student of the allegation, give the accused student a copy of the Law School disciplinary procedures and ask the accused student to prepare a written response to the accusation. If there were witnesses to the alleged misconduct, the Dean of Students may ask pertinent witnesses to come before the Disciplinary Committee to answer questions and/or may ask witnesses to submit a written statement. Witnesses asked to submit a written statement will also be asked to sign a release to share their witness statement with the accused student. Pending the Law School Disciplinary Committee proceedings, the Dean of Students may impose an interim suspension or any other interim measure to ensure the safety and well-being of others or to ensure the accused student's own safety and well-being. The Dean of

Students has the authority to inform the University Registrar not to release the academic record of the accused student pending the outcome of the disciplinary proceedings.

The Dean of the Law School (or his or her designee) will appoint the members of the Law School Disciplinary Committee. All members of the Disciplinary Committee are expected to maintain independent judgment and open-mindedness about the alleged misconduct. The Disciplinary Committee consists minimally of three faculty members, the Dean of Students of the Law School, and a representative of the Office of the Vice President/Dean of Students in the University. The latter two attend the Disciplinary Committee meeting in a non-voting, advisory capacity. The Disciplinary Committee also may have as many as two student members of the Law School and, if requested by the accused student, must have at least one student member of the Law School. The Disciplinary Committee will meet as soon as practicable.

When a Law School Disciplinary Committee is convened, the accused student will be informed in writing of the alleged misconduct and the date, time, and place of the Law School Disciplinary Committee proceedings. The Disciplinary Committee may convene before meeting with the accused student to discuss procedural matters. If the accused student has been accused of misconduct before, the Dean of Students of the Law School may inform the Disciplinary Committee of the previous accusation, of other pertinent information related to the previous accusation, and of any disciplinary action. In advance of the meeting, the accused student will be provided with a copy of all the written material furnished to the Disciplinary Committee. The accused student may bring a person to the proceedings whose role is limited to providing support to the accused student – not to serve as an active advocate or participant in the proceedings. The accused student should inform the Dean of Students three to five business days before the Disciplinary Committee is to meet if a support person will be attending the proceedings. If the person providing support is a lawyer, a representative of the University's Office of Legal Counsel also will attend the proceedings. The Disciplinary Committee may ask or summon the complainant and others to appear before the Committee to answer questions of the Disciplinary Committee.

The Law School Disciplinary Committee will seek to reach a complete and fair understanding of the facts of the incident at issue. The accused student will be asked to speak for himself or herself before the Disciplinary Committee. If the proceedings involve multiple students accused of participation in the same misconduct, the accused students will each be heard separately and not in the presence of the other accused students. During the proceedings, if the Disciplinary Committee hears other individuals, the accused student may choose to be present when those individuals are heard. Only the Disciplinary Committee may ask questions of the accused student and others who appear before the Committee. If the accused student refuses to appear before the Disciplinary Committee, the Disciplinary Committee shall proceed without the accused student.

The Law School Disciplinary Committee proceedings generally follow this outline: The chair of the Disciplinary Committee reminds all present that disciplinary proceedings are distinctly different from the legal-judicial processes of the general society; that the relation of collegiality and trust that binds all members of the University community entails an obligation of candor on the part of anyone involved in a disciplinary proceeding; that disciplinary proceedings and their outcome are to remain confidential. The chair then restates the allegation into which the Disciplinary Committee is inquiring to determine what may have happened and whether or not sanctions are to be imposed. The accused student may be asked to make a statement in response to the allegation. Subsequently, committee members ask questions of the accused and others coming before the Disciplinary Committee and may conduct further inquiry. During the proceedings, if the Disciplinary Committee hears other individuals, the accused student may be present. At the completion of the inquiry, all present who are not members of the Law School Disciplinary Committee will be asked to leave while the Committee members deliberate on the allegation and inquiry, possible sanctions and implications of those sanctions, and come to a decision. The Law School Disciplinary Committee decides, by majority vote and in consideration of all of the information before it, whether it is more likely than not that the accused student's conduct violated University policies and regulations or breached standards of behavior expected of University students. Disciplinary sanctions available to the Disciplinary Committee are set forth in the following section, called Sanctions for Misconduct.

When the Law School Disciplinary Committee reaches its decision, the Dean of Students of the Law School will inform the accused student as soon as practicable and will send a confirmation letter in which both the decision and the review process are delineated. The action of the Disciplinary Committee is reported to Campus and Student Life. Decisions of disciplinary suspension or expulsion will be recorded on the student's transcript and usually will read "Not permitted to register from [Date] to [Date]. [Name and Title of the Dean of Students in the University], [Date]." In cases of expulsion the notation includes a statement "Must Reapply." Other offices (e.g., Housing, University Registrar) are to be notified only if the action taken by the Law School Disciplinary Committee affects those offices, and then only the action itself is transmitted. Where appropriate, and as permitted by law, the Dean of Students may disclose allegations of misconduct and the outcomes of disciplinary proceedings to third parties, including to external organizations.

A written record will be kept by the Office of the Registrar of the Law School as part of the student's education record with a copy furnished to Campus and Student Life. This record should include all materials furnished to the Law School Disciplinary Committee, a copy of the confirmation letter sent to the accused student, a statement of the main findings which were relevant to the final outcome of the disciplinary proceedings and to the sanctions imposed, as well as the considerations of the possible implications of the sanctions.

If the Law School Disciplinary Committee imposes a sanction, the accused student may have the Disciplinary Committee's decision reviewed. Review procedures are set forth in the section called Review Process.

Allegation of Sexual Harassment, Sexual Assault or a Sex Offense

Instances of sexual harassment, sexual assault and sex offenses fundamentally violate the University's principles of community and the shared values and trust that bind its members. For purposes of the University's disciplinary systems, sexual harassment is that conduct prohibited by the University's Policy on Unlawful Discrimination and Harassment; sexual assault is that conduct prohibited by the University's Sexual Assault Policy; and a sex offense includes rape, sodomy, sexual assault with an object, forcible fondling, incest and statutory rape (as defined by applicable federal law). This applies to incidents involving accused individuals as well as accused groups.

The University is committed to providing a prompt and thorough investigation of all complaints of sexual harassment, sexual assault, or a sex offense notwithstanding any external investigative and legal processes. The University's investigation thus may occur alongside, rather than in lieu of, an independent law enforcement investigation or civil action.

If a Law School Disciplinary Committee is convened for an allegation of a sexual harassment, sexual assault, or a sex offense (whether made against an individual student or group), the Law School Disciplinary Committee procedures will be invoked with the following modifications and clarifications. The Dean of Students of the Law School and the Law School Disciplinary Committee endeavor in all cases to initiate, proceed, and complete an investigation as promptly and judiciously as feasible, and they will take special care to do so in a case of sexual harassment, sexual assault, or a sex offense. The Dean of Students of the Law School will explain the disciplinary procedures to the accused student and a representative of Campus and Student Life will explain these procedures to the complainant. These two administrators respectively will provide the accused student and the complainant with periodic and timely updates.

As expeditiously as feasible, the Law School Disciplinary Committee will convene before the hearing to discuss procedural matters and to receive educational content on conducting a disciplinary proceeding for an allegation of sexual harassment, sexual assault or a sex offense. The Law School Disciplinary Committee will be augmented by the faculty chair of the College Disciplinary Committee or his or her designee who is outside the Law School. The student members of the Law School Disciplinary Committee, if any, must be graduate or professional school students who are from a different division or school than the Law School. Two faculty members from the Law School and the chair of the College Disciplinary Committee (or his or her designee) constitute a quorum.

To accommodate concerns for the well-being of the complainant and /or the accused student, the Dean of Students of the Law School may make appropriate arrangements enabling participation of the complainant without a face-to-face interaction with the accused student. If the person providing support for the accused and/or the

complainant is a lawyer, a representative of the University's Office of Legal Counsel also will attend the proceedings. During the hearing, if the Law School Disciplinary Committee hears other individuals, both the accused student and the complainant may be present. The Law School Disciplinary Committee will apply a preponderance of evidence standard in deciding sexual harassment, sexual assault, and sex offense cases. Namely, the Law School Disciplinary Committee will decide whether, in consideration of all of the information before it, it is more likely than not that the alleged sexual harassment, sexual assault or sex offense occurred, or that the accused student breached standards of behavior expected of University students.

In connection with the hearing, the complainant and the accused student will receive the same materials, subject to compliance with FERPA, which may require redaction of certain identifying information. The complainant will have the same opportunity as the accused student to bring a person to the disciplinary hearing whose role is limited to providing support-not to function as an active participant in the hearing. If the person providing support is a lawyer, a representative of the University's Office of Legal Counsel also will attend the hearing. During the hearing, the Law School Disciplinary Committee will allow the complainant to be present when the accused student is heard. If an order of protection or other injunction has been issued by a court, is in effect at the time of the hearing, and directs one or both of the parties to have no contact with the other party, the complainant or the accused may be present in an accepted virtual means, i.e., telephone, video conferencing, etc.

The complainant will be informed of the outcome of the proceedings concurrently with the accused. "Outcome" means whether the alleged conduct was found to have occurred but does not include information about disciplinary sanctions. Both complainant and accused will be informed that the proceedings and the outcome must remain confidential and cannot be disclosed by anyone unless disclosure is authorized by law. However, the University may disclose information about the sanction when it directly relates to the alleged victim, e.g., a no-contact directive is put in place, the duration of a suspension, etc.

The complainant and the accused both may request a review of the outcome within 15 days of being informed, in writing, of the decision. As with all requests for review, the only recognized grounds for review are: (a) the prescribed procedures were not followed; (b) new and material information unavailable to the Law School Disciplinary Committee bears significantly in the student's favor.

Allegation of Misconduct by a Group (Not Sexual Harassment, Sexual Assault or a Sex Offense)

If the Dean of Students of the Law School receives a complaint alleging misconduct of a student group, the Law School Disciplinary procedures will be invoked with the following clarifications and modifications. Misconduct of a student as a member of a group may have consequences for the individual student, for the group, as well as for the group leadership. Any member or members of a group and/or group leadership may also be held accountable for the misconduct if they were involved in the misconduct. Group members and/or leadership may also be held accountable if they:

- knew about the intended misconduct and failed to take appropriate steps to prevent it;
- should have anticipated the misconduct and taken appropriate steps to prevent it; or
- failed to disclose all information relevant to an investigation of misconduct of a group member or guest.

If the Dean of Students of the Law School is informed of misconduct of a group and believes that the circumstances warrant it, he or she will arrange for a meeting with the group, group's leadership, or individual members as soon as practicable. In the meeting, the Dean of Students of the Law School will inform the student(s) of the alleged misconduct and will discuss the allegation. When a group member or leader has knowledge that the misconduct is attributable to a specific member, members, guest, or guests of the group, he or she is expected to promptly identify the group member(s) or guest(s) to the Dean of Students of the Law School.

The Dean of Students of the Law School will conduct an inquiry into the facts. The inquiry may include interviews with cognizant other people. Based on the inquiry and in consultation with the Vice President of Campus and Student Life/Dean of Students in the University (or his or her designee), the Dean of Students of the Law School has the discretion and authority to dismiss the complaint, resolve the complaint informally with the parties, or refer the complaint to the Academic Dean with a recommendation to convene a Law School Disciplinary Committee for the individual group member, more than one group member (including the leaders), and/or for the whole group.

The Law School Disciplinary Committee convened to examine allegation(s) of misconduct involving multiple students should follow, as much as reasonably possible, the procedures outlined for a hearing when an individual student is brought forward. Confidentiality of the individuals (including keeping them from knowing that others also are accused of misconduct and prohibiting them from colluding in responding to the allegations) should be given high priority.

If in the disciplinary process it becomes clear that hearing the students together would help to reach a complete and fair understanding of the facts, the accused students may be informed that other students are involved in the same alleged misconduct. The Dean of Students of the Law School will ask each student if he or she will agree to appear before the committee in the presence of the other student(s). If all of the accused students agree, they will be informed of the identity of the other students and asked to appear before the Law School Disciplinary Committee each to speak for himself or herself in the presence of the other accused students.

If an accused student declines the opportunity to appear before the Law School Disciplinary Committee in the presence of other accused students, the Law School Disciplinary Committee will hear such a student separately. The committee will meet as a group with those students who have agreed to be heard in the presence of the other students.

When students are heard in the presence of each other, they are obligated to maintain confidentiality of the proceeding and must not communicate about the proceeding with others or each other outside of the committee hearing.

Sanctions for Misconduct of Individual Students

Sanctions delineated here are imposed on individual students for misconduct whether the misconduct involved only the student or the student as a part of a group. The sanctions are arranged in increasing order of severity. A Law School Disciplinary Committee may combine different sanctions in a given decision. A Review Board may make use of all the alternative forms of sanctions.

Warning

The Law School Disciplinary Committee may give the accused student an official warning. A copy of the written notice warning the accused student that he or she is violating or has violated University policies or regulations will be placed in the student's educational record. If a Law School Disciplinary Committee later finds that the student has engaged in additional misconduct, the Disciplinary Committee may be informed of the earlier warning and the circumstances related to the warning. If the Law School Disciplinary Committee is informed of the earlier warning, the Committee must consider it in determining further sanctions.

Disciplinary Probation

The Law School Disciplinary Committee may place the accused student on disciplinary probation during which period the student continues to enjoy all the rights and privileges of a student except as the Disciplinary Committee may specifically stipulate. If, during the period of disciplinary probation, a Law School Disciplinary Committee finds that the student has engaged in additional misconduct, the Disciplinary Committee will be informed of the student's probationary status and the circumstances related to the student's probationary status. The Disciplinary Committee must consider the probation in determining further sanction.

Loss of Privileges

The Law School Disciplinary Committee may suspend specific student rights and privileges for a designated period of time.

Discretionary Sanctions

The Law School Disciplinary Committee may assign the student specific academic work, community service for a specific number of hours, or other appropriate discretionary assignments to be completed by a specific date, or impose restitution or fines.

Disciplinary Suspension

The Law School Disciplinary Committee may impose a disciplinary suspension, never exceeding nine quarters, during which period the student is prohibited from exercising

any rights and privileges of a student in the University. Unless the Disciplinary Committee specifically states otherwise in its decision, at the expiration of the period of suspension, the student may resume active status as a student without any action on his or her part other than what would be required of any student who has, for a comparable period, interrupted his or her residence in the University for any other reason. However, a student under suspension who has been charged with another offense may not resume active status as a student until final action has been taken on such charge by a Law School Disciplinary Committee.

Disciplinary Expulsion

The Law School Disciplinary Committee may expel a student. A student who has been expelled automatically forfeits all rights and privileges as a student in the University. Ordinarily, the University will not consider a re-application for eleven quarters following the date of expulsion.

Revocation of the Degree

The Law School Disciplinary Committee may recommend revocation of the degree for misconduct that occurred before the degree was awarded.

Sanction for Misconduct of a Student Group

Sanctions delineated here are imposed on a student group and are arranged in increasing order of severity. The Law School Disciplinary committee may combine different sanctions in a given decision. A Review Board may make use of all the alternative forms of sanction.

Warning

The Law School Disciplinary Committee may give the group an official warning. A copy of the written notice warning the group that it is violating or has violated University policies or regulations will be placed in the group's file. If the Dean of Students later finds that the group has engaged in additional misconduct, the Law School Disciplinary Committee may be informed of the earlier warning and the circumstances related to the warning. If the Law School Disciplinary Committee is informed of the earlier warning, the Law School Disciplinary Committee must consider it in determining further sanctions.

Disciplinary Probation

The Law School Disciplinary Committee may place the group on disciplinary probation, during which period the group continues to enjoy all the rights and privileges of a group except as the Law School Disciplinary Committee may specifically stipulate. If, during the period of disciplinary probation, the Law School Disciplinary Committee finds that the group has engaged in additional misconduct, the Law School Disciplinary Committee will be informed of the group's probationary status and the circumstances related to the group's probationary status. The Law School Disciplinary Committee must consider the probation in determining further sanction.

Loss of Privileges

The Law School Disciplinary Committee may suspend specific group rights and privileges for a designated period of time. Such loss of privileges may include but is not limited to loss of University funding, suspension or revocation of the privilege to apply for University funding, suspension or revocation of the privilege to use University space or facilities, suspension or revocation of the privilege to sponsor, co-sponsor and/or participate in any social event or other activity, and the suspension or revocation of the privilege to raise funds for the group.

Discretionary Sanctions

The Law School Disciplinary Committee may assign the group specific academic work, community service for a specific number of hours, or other appropriate discretionary assignments to be completed by a specific date, reporting to local and national organizations of the misconduct, or impose restitution or fines.

Disciplinary Suspension

The Law School Disciplinary Committee may impose a disciplinary suspension of Recognized Student Organization status, not exceeding nine quarters, during which period the group is prohibited from exercising any rights and privileges of a Recognized Student Organization in the University. Unless the Law School Disciplinary Committee specifically states otherwise in its decision, at the expiration of the period of suspension, the group may resume active status as a Recognized Student Organization without any action on the part of the group. However, a group under suspension who has been charged with another misconduct violation may not resume active status as a Recognized Student Organization until final action has been taken on such allegation by the Law School Disciplinary Committee.

Disciplinary Withdrawal

The Law School Disciplinary Committee may withdraw Recognized Student Organization status. A group whose Recognized Student Organization status has been withdrawn automatically forfeits all rights and privileges as a Recognized Student Organization in the University. Ordinarily, the University will not consider a re-application of Recognized Student Organization status for eleven quarters following the date of withdrawal.

Further Disciplinary Policy Information

Disciplinary processes will proceed for anyone who has matriculated at the University whether or not he or she is in residence⁵ and anyone after graduation, but only if the misconduct occurred after the degree was awarded. A sanction given to a student not currently in residence takes the form of a condition imposed upon resumption of active status as a student. If a complaint against a student in the Law School who has applied for graduation has been brought to the attention of the Dean of Students of the Law

⁵ A student is considered not to be in residence when, for example, he or she is studying abroad or on a leave of absence.

School but a Law School Disciplinary Committee has not yet been convened by graduation time, the Dean of Students has the discretion and authority to decide whether the accused student may receive the degree and/or participate in convocation. When a Law School Disciplinary Committee has been convened by the graduation date but the proceedings have not concluded, the accused student's graduation shall be postponed until the conclusion of the disciplinary proceedings, including the completion of all sanctions.

The University respects the privacy of student education records and the laws protecting that privacy. The University also recognizes that participants in the area student disciplinary systems, namely complainant, accused(s), and members of the Law School Disciplinary Committee, may benefit from broader access to information before, during, and after a hearing. Such broader access often streamlines the disciplinary process, fosters a more complete and fair understanding of the facts, and leads to more satisfying outcomes. To achieve a better process and outcome, the Law School Dean of Students normally will ask accused students to authorize the release of their statement and, in some instances, the disciplinary outcome to the complainant. The Law School Dean of Students may also, following consultation with the Office of Campus and Student Life, request that accused students authorize release of additional documents, such as witness statements; it may, in such instances, be necessary for the Law School Dean of Students to redact certain information. The Law School Dean of Students will also ask the complainant to sign a non-disclosure statement, requiring the complainant not to share the accused's statement, additional documents, and/or the outcome of the disciplinary hearing with others.

If a student in the Law School is accused of academic fraud and the regulations of external sponsors are involved as determined by the Office of the Provost, the allegations are subject to the University's policy on academic fraud. The inquiry will be conducted, in accordance with the external sponsor's regulations governing scientific misconduct, by the departmental chair or Academic Dean of the unit in which the academic fraud allegedly occurred, in collaboration with the Dean of Students in the Law School. During this fact-finding phase, the accused student generally will continue to be registered as a student and enjoy all privileges pertaining to his or her status as a student. If the inquiry determines that there is sufficient basis to continue the investigation, the University's Standing Committee on Academic Fraud will be informed and the academic fraud investigation procedures will be initiated. Allegations of academic fraud that involve dissertations of students who have received their degrees, or work published or submitted for publications also are subject to the University's academic fraud procedures. If the academic fraud inquiry concludes in the dismissal of the allegation, the Academic Dean of the Law School may decide that a Disciplinary Committee should hear the alleged student misconduct. All other allegations of academic fraud by a student will be subject to the Law School's disciplinary system.

A student who has been suspended or expelled is also barred from all University property for the period of the suspension or expulsion, absent written permission from

the Dean of Students of the Law School. While employment by the University is not an exclusive right or privilege of students, in cases in which employment is reserved for students or students are given preference in employment, the fact of suspension or expulsion may adversely affect status as an employee. Further, the University is entitled to take into account the grounds on which sanctions have been imposed, as these may bear on qualifications for employment.

The outcome of disciplinary proceedings for an allegation of a crime of violence⁶ or a non-forcible sex offense⁷ will be disclosed to the alleged victim upon a written request from the victim or the next of kin if the alleged victim is deceased as a result of the crime or offense.

Maintaining the confidentiality of the disciplinary proceedings and their outcomes is the responsibility of the accused student, complainant, and all others participating in or privy to those proceedings. Unless disclosure is authorized by law, failure to respect the confidentiality of the proceedings and their outcomes may result in disciplinary action.

The disciplinary procedures do not preclude the application of other policies such as Restriction of Registration.

Review Process

If a disciplined student (or, in the event of an allegation of sexual harassment, sexual assault, or a sex offense, the complainant), wishes to request a review of the decision, the student must make that request in writing to the Campus and Student Life not more than fifteen days following the issuance of the written notification of the decision of the Law School Disciplinary Committee. The student must submit the request for review and supporting material in writing. At the request of the student, the student may be granted an additional fifteen days to prepare those materials. The only legitimate grounds for review are (1) that prescribed procedures were not followed and (2) that new and material information unavailable to the Law School Disciplinary Committee bears significantly in the student's favor.

A Review Board is constituted when a request for review is received by Campus and Student Life. The Review Board consists of the Vice President/Dean of Students in the University (or his or her designee), one member of the faculty of the Law School who serves as chair, and one student member of the Law School. The faculty and student

⁶ Under federal law, a "crime of violence" is: (i) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another; or (ii) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

⁷ Under federal law, a "non-forcible sex offense" includes incest or statutory rape.

members are both appointed by the Vice President/Dean of Students in the University and neither shall be a member of the Law School Disciplinary Committee that rendered the decision under review. All members of the Review Board are expected to maintain independent judgment and open-mindedness about the decision under review. The Review Board, whose decision is final, does not conduct a new disciplinary proceeding. Nor does the student, generally, appear before the Review Board, although the Review Board reserves the right to ask the student to appear to clarify aspects of his or her request. The Review Board, acting on the basis of the entire disciplinary record, may sustain or reduce the sanctions imposed if it determines that prescribed procedures were not followed or, if satisfied that new and material information not available to the Law School Disciplinary Committee might have resulted in a different decision, may require the Law School Disciplinary Committee to reconvene and consider the new information in the proceedings.

Law Review Admission Review System

Each academic unit—the College, graduate divisions, professional schools, and the Graham School of General Studies—has written procedures for addressing misconduct involving a student who has accepted admission but who has not yet assumed the role of a student at the University. Those procedures may be obtained from the academic unit or from the Office of Campus and Student Life. The unit-specific procedures follow the outline of the procedures described below, with variations that reflect the values and educational goals of the specific academic unit.

Authority to defer or revoke admission before matriculation rests with the Law School Admission Review Committee, composed of the Associate Dean for Admissions for the Law School, the Dean of the Law School (or his or her designee), and a representative from Campus and Student Life. Admission may be deferred or revoked for fraud, misrepresentation, material omission of fact, dishonesty, violation of University standards in the application for admission, violation of University academic standards, or any other pre-matriculation misconduct.

Generally, the person bringing the allegation of misconduct first will discuss the allegation with the Law School Associate Dean for Admission (or his or her designee). The complainant must maintain the strict confidentiality of the allegation of misconduct. The Law School Associate Dean for Admissions will notify the admitted student of the alleged infraction and request a prompt written response to the allegation. Based on the inquiry and in consultation with the Vice President for Campus and Student Life/Dean of Students in the University (or his or her designee), the Law School Associate Dean for Admissions has the discretion and authority to dismiss the complaint, resolve the complaint informally with the parties, or refer the complaint to the Law School Admission Review Committee.

If convened, the Law School Admission Review Committee will examine expeditiously the facts related to the allegation and the response. In its discretion, the Law School Admission Review Committee may seek additional information from others with

knowledge about the alleged misconduct and may ask the admitted student and/or others to answer specific questions or meet with the committee. The Law School Admission Review Committee will determine the appropriate institutional action and/or discipline, including but not limited to withdrawal of admission, deferral of matriculation, public service, etc. Matriculation may be delayed so that the Law School Admission Review Committee may complete its investigation and make a decision.

The decision of the Law School Admission Review Committee is final and unreviewable within the University.

7. EMPLOYMENT

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

7.1 CAREER SERVICES

Career Workshops

Throughout the year, the Office of Career Services (OCS) 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.

The Office of Career Services, overseen by the Associate Dean for Career Services and Policy Initiatives, includes six directors who counsel students in areas ranging from first-year summer opportunities, and judicial clerkships to corporate opportunities and private law firm practice. A seventh director coordinates public interest law and policy counseling. In addition, a communications coordinator oversees job postings and announcements as well as office activities and schedules.

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 November 1. In the fall, the Office of Career Services staff will hold an orientation meeting to introduce students to the services they offer and to the first-year job search. In November, the Office of Career Services also presents a series of programs covering the various types of jobs available for the first-year summer. Information about the orientation session and the Job Options Series will be sent in October 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 the month of November to discuss the 1L job search.

Legal employers that are members of NALP may not accept 1L resumes until December 1. Smaller firms, government agencies, and public interest organizations frequently do not make hiring decisions until late winter and spring of a student's first year in law

school. 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 several hundred 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 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. OCS also provides information on state court clerkships and other clerking opportunities.

Public Interest Careers

The Director of Public Interest Law and Policy serves as a resource for students seeking careers in public service. She 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 Director of Financial Aid to identify and publicize financial support programs that make public interest careers more financially feasible. This director also oversees coordination of an international human rights internship program for students who wish to devote their first year summer to this type of experience.

Non-Legal Careers

Most of the information in the Office of Career Services is geared to students pursuing legal careers. However, students interested in non-traditional opportunities should arrange for an individual appointment with one of the counselors. Law students may also use the University's Office of Career Advising and Planning Services (CAPS) located in Ida Noyes Hall, 2nd and 3rd floors. CAPS maintains information on a wide range of employment opportunities and fellowships. More information on CAPS is available at <https://caps.uchicago.edu/>.

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.

Placement Statistics

Historically, at the time of graduation, approximately 60-70% of students enter private practice; 10-15% obtain judicial clerkships; 1-3% choose corporate, finance, and business positions; 4-10% find positions in the public service and public interest sectors; and the remainder continue their graduate education 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 Academic 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 are also available for individual appointments. Full time positions on campus are listed in *The Chronicle* and on the University web page at hrservices.uchicago.edu/jobs/index.shtml.

The Law School Administrative Manager, Administration A206, can forward spouse or partner resumes to other departments on campus that might be hiring.

7.3 RESEARCH ASSISTANTS

Faculty members post notices for research assistants throughout the year. In addition, most faculty members hire a research assistant for the summer. Interested students should check the OCS job postings database and the Administrative Notices Bulletin Board (above the mail folders). You also may approach a faculty member for whom you 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 20-30% of each graduating class obtained a judicial clerkship at some point. Following an initial judicial clerkship, some graduates elect a second judicial clerkship. Over the past decade, from October Term 2002 to the upcoming Term, the Law School has placed 25 alumni in Supreme Court clerkships among 10 different justices. Since October Term 1991, the Law School has had 72 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.

The vast majority of students apply in advance of the Autumn quarter of their third year. 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 [Fountain](#)
- 8.4 [Green Lounge](#)
- 8.5 [Lockers](#)
- 8.6 [Maintenance](#)
- 8.7 [Lost and Found](#)
- 8.8 [Smoking Policy](#)
- 8.9 [The Building and its Art](#)

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 through Friday 7:30 a.m. to 12:00 a.m. (library opens at 8:00 a.m.)

Saturday and Sunday 9:00 a.m. to 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 hours when classes are in session are as follows:

Monday- Thursday 8:00 a.m - 9:00 p.m.
Fridays 8:00 a.m - 6:00 p.m.
Saturdays 10:00 a.m - 6:00 p.m.
Sundays 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.

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 A202, 834-3790), is ultimately responsible for building operations.

8.4 GREEN LOUNGE

The Harold J. Green Lounge is the focal point and "living room" of the Law School. Please treat it with respect. 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.

8.5 LOCKERS

Lockers in the Law School Lower Level are automatically assigned to all students by the Student Affairs Administrator. **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 Student Affairs Administrator or 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 they will be discarded.

8.6 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 A202, 834-3790), is ultimately responsible for building operations.

8.7 LOST AND FOUND

Found items are deposited in several areas:

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

8.8 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.

8.9 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

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

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 are located at Hyde Park Produce, Treasure Island, Kinko's, Market in the Park, and Walgreens.

9.2 BILLS

The Director of Financial Aid is the best person at the Law School to ask about the University's bills.

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 Tuition and Billing (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, call 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 make settlement of 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 their 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 Director of Financial Aid or the Student Loan Administration (SLA) will assist you with financial aid issues. Students should contact SLA with loan questions and the Director of Financial Aid with all other questions regarding financial aid.

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. The Law School does not have access to student loan documentation.

All loans are disbursed at the beginning of each quarter. Federal-Direct Stafford, Perkins and Federal-Direct Grad PLUS 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 in the form of a check. Most refunds are available during the first week of the quarter.

Disbursement of Federal-Direct Stafford, Federal-Direct Grad PLUS I and Alternative Loan Funds

Once loan funds are received at the University, your tuition account will be credited for the amount of the loan. The timing of loan disbursements is contingent upon the timeliness of your application to the Student Loan Administration. If the deadline has been met, you will receive an email message telling you that your refund check is ready for pick-up from the Bursar's Office (5801 S. Ellis Ave., Room 101) on the first day of class. Checks that are not picked up by noon on Wednesday will be mailed to the "current address" indicated on the cMore web site. You may call the Bursar's Office (702-7086) to request that it be held longer. Students whose checks are not ready the first day of class will receive an email message when the checks are ready to pick up. Checks received after the first week of class will automatically be mailed.

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
- Borrower 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.mapping-your-future.org/oslc/. The Borrower Reference form is available on the Student Loan Administration website at <https://sla.uchicago.edu>. You may fax the form to Student Loan Administration at (773) 702-3238 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. Questions about loan deferment can be addressed to the University Office of the Registrar, Room 103 of the Administrative Building, 5801 Ellis Avenue.

Additional Information

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

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

10. 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 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.

11. FOOD

- 11.1 [Law School Café](#)
- 11.2 [Places to Eat On Campus](#)
- 11.3 [Meal Plans and Flex Dollars](#)

11.1 LAW SCHOOL CAFE

The Law School Café is typically open from 7:30 a.m. - 6:00 p.m. weekdays, although it closes at 5:00 p.m. on Fridays. Keep in mind that the sandwich bar is only open from 11:00 a.m. - 2:30 p.m. The Café provides an honor cart coffee service on Saturdays. **Please note that the Law School Café will be under new management beginning with the 2011-2012 academic year, so the hours of operation may change.**

11.2 PLACES TO EAT ON-CAMPUS

[Campus Dining](#)

For a list of on-campus dining options, see the 2011-2012 student planner or chicagolife.uchicago.edu/real/nourishment.shtml.

[Hyde Park Dining](#)

Information about dining in Hyde Park is available at the following site:
<http://hydepark.uchicago.edu/>.

11.3 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 <http://www.uchicago.edu/students/dining.shtml>.

12. HEALTH SERVICES

- 12.1 [Primary Care 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 health fee pays for direct care at both the Primary Care Service 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 PRIMARY CARE SERVICE

You are encouraged to choose a primary care physician at the Primary Care Service, as it helps to have one person know your medical history. Call 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 Primary Care Service, which is located at the Wyler Pavilion, 5839 S. Maryland Ave. in Room 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 Primary Care 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). 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 5737 South University Avenue (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 702-9800 to schedule an appointment. You can also 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. You are automatically enrolled for the summer quarter during the summers between your 1L and 2L year and your 2L and 3L year. Questions about your coverage should be directed to uchicagoadvocates@uhcsr.com or to the on-campus U-Ship coordinators at (773) 834-4543.

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
Office of the Registrar
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. Upon receiving approval to enroll a dependent or dependents in the plan, students should go to the Office of the Registrar and enroll the dependent(s) with the Dependent Insurance Coordinator.

Retroactive Registration

If you change to an insurance-eligible registration status after the last day of an academic quarter, you must petition to 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

Enrollment for family members is not automatic. You must tell the Dependent Insurance Coordinator in the University Registrar's Office. S/he will need proof of marriage, domestic partnership, birth certificates, adoption papers, etc., to begin enrollment.

12.7 PHARMACIES

Hospital (5758 South Maryland -1st floor - 834-7002)
Katsaros (1521 East 53rd Street - 288-8700)
CVS Pharmacy (1420 East 53rd Street - 643-1395)
Walgreens (1554 East 55th Street - 667-1177)
Walgreens (1320 East 47th Street - 373-6147)

12.8 IMMUNIZATION REQUIREMENTS

Under Illinois law, all new students are required to present proof of immunity for German measles, measles (two shots required), mumps, and tetanus/diphtheria (three shots required for foreign students). The Primary Care Service notifies all new students of the requirement and provides instructions for compliance. During the fourth week of the first quarter of enrollment, students who are not yet compliant are informed that their subsequent registration will be restricted if they have not completed this requirement by the eighth week of that quarter. As this is a state requirement, the Law

School cannot provide an exemption and is unable to assist in obtaining an appointment to receive needed immunizations. Student 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 Primary Care Service at 702-9975.

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 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> - is your best resource for information about the Library, its collections, services, facilities, and maps of the floors.

General Information: 702-9615

Hours Information: 702-1292

Circulation Desk: 702-0213

Reference Desk: 702-9631

Although the Library Service Hours vary throughout the school year (longer during exams and shorter during the summer), they are generally:

Monday- Thursday 8:00 a.m. - 9:00 p.m.

Fridays 8:00 a.m. - 6:00 p.m. (open until 9:00 p.m. during exam periods)

Saturdays 10:00 a.m. - 6:00 p.m.

Sundays 12:00 noon - 9:00 p.m.

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. The Reference Desk is open seven days a week with professional librarians available to answer questions about the Library's collections and

resources, researching the law, and use of LexisNexis and Westlaw. Reference librarians work closely with law students on their papers, research projects, and general information needs, and the Library staff also teaches the legal research component of the first-year Bigelow program. A directory of librarians and library staff is available on the Library's web page, <http://www.lib.uchicago.edu/e/law/>.

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 (<http://www.lib.uchicago.edu/h/1/>) or Lens (<http://lens.lib.uchicago.edu>), the Library's search engine, law students may identify items of interest at the D'Angelo Law Library and other campus libraries. The University of Chicago Libraries subscribe 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. Law students also have access to the online databases, LexisNexis and Westlaw, via individual passwords 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 Collection.

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 also are available for group study. Law students may reserve a conference room at the Reference Desk, and the conference room reservation schedule is available at <http://www.lib.uchicago.edu/e/law/using/confrooms.html>.

The Library has a limited number of assigned carrels on the fourth 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 at the Circulation Desk.

Carrels and study tables in the Library are furnished with network jacks for access to campus electronic 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 CNetID for access.

Library lockers for laptops, books and personal belongings are available in the northeast corner of the second and third floors. These 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 a large collection and facility on campus and offers a variety of study spaces. In addition, the Mansueto Library has plenty of study spaces available for students. Both the Regenstein and Crerar Libraries have all-night study facilities available to all University of Chicago students. Contact and location information for these libraries is set forth below.

JOSEPH REGENSTEIN LIBRARY (Humanities, Social Sciences and Business)

1100 East 57th Street
Circulation Desk: 702-8731
Reference & Information Services: 702-4685
Cashier/Privileges Office: 702-8782

JOHN CRERAR LIBRARY (Science, Medicine and Technology)

5730 South Ellis Avenue
Circulation: 702-7409
Reference: 702-7715

JOE AND RIKA MANSUETO LIBRARY

1100 East 57th Street

14. SECURITY

- 14.1 Visitor Control Attendants (VCAs)
- 14.2 Laptop Computer Security
- 14.3 Card-Key Access
- 14.4 Security Alerts
- 14.5 Umbrella Coverage

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 VCAs monitor building entry. They check for ID as you enter and inspect bags as you exit. 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 you 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 escort you to your car.

14.2 LAPTOP COMPUTER SECURITY

Laptop computers are often misplaced or stolen. These computers are permanently unrecoverable because the owner cannot be identified.

Using the STOP identification system protects your computer in three ways:

- (1) An identifying property tag that takes 800 pounds of force to remove is affixed to your computer.
- (2) If your 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 your computer can be identified and returned to you.

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

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

On a final note, please do not leave your laptop 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 on hard discs (and/or the Law School network) regularly.

14.3 CARD-KEY ACCESS

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 or to campus transportation during those times.

Please make sure you carry your Chicago Card at all times. In addition to needing it to enter the building, you may be asked to display it to verify that you are a law student.

14.4 SECURITY ALERTS

Security Alerts are distributed by the University in an on-going effort to inform people 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 702-8181.
From a campus phone the number is 123.
From a white security phone, simply lift the receiver.

The University Police Department acts as a police force on University property and can respond very quickly to calls from there. The University 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 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 are aware that they 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 that is distributed to students in the fall. If you would like another copy, please visit <http://commonsense.uchicago.edu/>.

If you have complaints about how the University Police have handled a situation, you should call the Director or Associate Director of the University Police Department at 702-8190 (during business hours) or 123 (from a campus phone) or call 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. It 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.-4:00 p.m.

Sunday: Closed

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

15.2 COPY SERVICES

Law School Copy/Mailroom Services

Law student groups can have copies made in the Law School's copy/mailroom. The copy/mailroom is located in the basement of the Kane Center. You must complete a form with your organization's charge 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. Its hours are 7:00 a.m. to 11:00 p.m., Monday through Friday, and 9:00 a.m. through 9:00 p.m. Saturday and Sunday.

15.3 HOUSING

If you live in New Graduate Residence Hall or Neighborhood Student Apartments and have a problem with your room assignment or contract, contact the Housing Office (5555 S. Ellis Avenue, phone: 753-2218, fax 753-8054, email: rshousing@uchicago.edu). While the Housing Office 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 Assistant Registrar and the Student Affairs Administrator can notarize forms for you. They are located on the 3rd floor in the Student Services suite.

15. SOCIAL ACTIVITIES

16.1 Social Events

16.2 Student Organizations

16.3 University Recognized Student Organizations

16.1 SOCIAL EVENTS

Throughout the year, there are standing weekly events:

- Coffee Mess - each Wednesday morning, coffee, fruit, and pastries in the Green Lounge
- Bar Review - Thursday evenings, law students go north to review a bar
- Wine Mess - Thursday or Friday afternoons, 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 4-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 going into public interest work.

16.2 STUDENT ORGANIZATIONS

The Law Students Association (LSA) is the student government of the Law School. It is comprised of 5 elected representatives from each class, plus one elected representative from the LL.M. candidates, and one transfer student. The entire Law School elects the President of LSA, and LSA itself then fills the remaining positions.

LSA plays several major roles in the life of the Law School. The best source for information on starting a student organization is the Student Organizations Handbook, which is 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 Associate Director of Student Affairs.

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 fall, “Over the Hump” in winter, and “Spring Formal” in spring. 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 sixty 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.

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. LSA is advised by the Dean of Students, the Associate Director of Student Affairs, and the Student Affairs Administrator.

The following is a partial listing of the current organizations at the Law School:

ACLU Chicago Chapter
American Constitution Society
Asian Pacific LSA
Black LSA
Chicago Law Foundation
Christian Law Students
Dallin H. Oaks Society
Edmund Burke Society
Environmental Law Society
Federalist Society
Greenbooks
Hemingway Society
Intellectual Property Society
Jewish LSA

Latino/a LSA
Law School Democrats
Law School Film Festival
Law School Musical
Law School Republicans
Law Women's Caucus
Moot Court
Neighbors
Outlaw
Public Interest Law Society (PILS)
Scales of Justice
South Asian LSA
Thomas More Society
Trivia Contest
Wine Mess

16.3 UNIVERSITY RECOGNIZED STUDENT ORGANIZATIONS

A University Recognized Student Organization (RSO) is a group that is recognized by the University's Office of the Reynolds Club and Student Activities (ORCSA). 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 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 does not require the student to miss 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. Student Government Funding Committee;
 - b. Graduate Council; and
 - c. Law Student 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: (1) submit his or her presentation materials to the Dean of Students Office for review and (2) share his or her conference presentation with his or her Law School colleagues through a lunchtime or other presentation.

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.**

18. SUPPORT

- 18.1 Assistance for Students with Children
- 18.2 Counseling
- 18.3 Dean-on-Call
- 18.4 Assistance for Students with Disabilities
- 18.5 Assistance for International Students
- 18.6 Assistance for Minority Students
- 18.7 Ombudsperson
- 18.8 Services for Victims of Sexual Assault

18.1 ASSISTANCE FOR STUDENTS WITH CHILDREN

The Office of Graduate Student Affairs runs a Family Resource Center, which is open to university affiliated families. The mission of the Family Resource Center at the University of Chicago is to provide a welcoming space where families from the university community can access resources, information, and supportive programming and services. The Center is free and open to university affiliated families. For information on the Family Resource Center, please visit the Resource Center website at: grad-affairs.uchicago.edu/services/frc1.shtml.

Action for Children is a private, not-for profit agency that operates a resource and referral service. This service is designed to help you locate and evaluate day care arrangements for your children. It is available to University graduate students free of charge. A telephone call to Action for Children puts you in touch with a trained counselor who helps you assess your child care needs. Their number is 312-823-1100.

In addition, the law 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.

18.2 COUNSELING

Most academic and personal counseling is done by the Dean of Students, the Associate Dean for Careers Services and Policy Initiatives, and the Associate Director of Student Affairs. Students should feel free to approach them in this regard.

In addition, the University has a staff of professional counselors in the Student Counseling Service (SCS) at 5737 South University Avenue (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 702-9800 to schedule an appointment. You can also 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 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 counseling.uchicago.edu/services/letstalk/.

18.3 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. 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 through the University Police 702-8181. When a sexual assault is reported to the University Police, the University Police will contact the Sexual Assault Dean-on-Call.

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.

18.4 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 Coordinator for Students with Disabilities to request assistance and coordination of accommodations at the University.

Once the appropriate documentation is received, professionals will review it to clarify the nature and extent of the problem. If academic work is at issue, faculty may also 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 ten weeks.

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

18.5 ASSISTANCE FOR INTERNATIONAL STUDENTS

LL.M. students should feel free to see 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 (702-7752).

18.6 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, and Native American 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 feel free to 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.

18.7 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 are 9 a.m. to 5 p.m. Monday through Friday. The Ombudsperson (ombudsperson.uchicago.edu) is located in the Office of the Student Ombudsperson, in Suite 305 of the University Bookstore Building (970 E. 58th Street). To contact the Ombudsperson, email ombudsperson@uchicago.edu or call 702-8422.

18.8 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 directly through the University Police by dialing 123 from any University phone or 702-8181 and asking for the Sexual Assault Dean-on-Call. The student is not required to give a reason for calling the Sexual Assault Dean-on-Call, nor does contacting the Dean oblige the student to make a report with the police.

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.

19. TRANSPORTATION

- 19.1 [Bicycles](#)
- 19.2 [Campus Transportation](#)
- 19.3 [Parking](#)
- 19.4 [Public Transportation](#)

19.1 BICYCLES

Please remember that bicycles should not be locked to any of the Law School gates, lampposts, or railings. For your convenience, bike racks are located by the east and west doors in the front of the Law School and at numerous other locations around campus.

19.2 CAMPUS TRANSPORTATION

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

19.3 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. when the first classes begin.

The campus lots (including the Law School lot) are controlled by the University Parking Office. If you desire parking, you need to go to the Parking Facilities Office (5525 South Ellis). If there are spaces available you will be assigned on a first come, first served basis. You have the option of putting yourself on a waitlist at the Parking Facilities Office, but this is no guarantee of a spot. Third-year law students may participate in a lottery for spaces in the Law Lot coordinated by the Office of the Dean of Students each fall.

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.

If you have questions or difficulties with parking, please contact the parking office directly or see the Student Affairs Administrator.

19.4 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/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 east 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 call University Police to arrange for late night van service (from 2 to 7 a.m. on Friday and Saturday nights and from 1 to 4 a.m. Sunday through Thursday nights) or emergency umbrella coverage, if necessary.

For details on bus routes, times, and fares, go online to the CTA web site at <http://www.transitchicago.com/> .

20. 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 of University Policies and Regulations. The manual is available at registration and online at also www.uchicago.edu/docs/studentmanual/.

21. 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.