WUCL Academic Handbook

I. Preamble

A.

1. Students Matriculating in Fall 2024 and Beyond (Graduating in 2027 and Beyond)

Upon the completion of the first semester of studies at the law school, students with a cumulative GPA of 2.9 or below are required to take LAW 119 - Applied Legal Analysis I (Spring) in the spring semester of their 1L year.

All students in these catalog years are required to take LAW 279 - Advanced Training in Legal Skills in the first semester of their 2L year, unless they score a sufficiently high score on the 1L diagnostic test. (The score may change annually and will be announced each year.)

2. Students Matriculating in 2023 and Graduating in 2026 and Beyond

Upon the completion of the first semester of studies at the law school, students with a cumulative GPA of 2.55 or below are required to complete LAW 119 - Applied Legal Analysis I (Spring) in the spring semester of their 1L year.

Students with a cumulative GPA below 2.65 are required to take LAW 279 - Advanced Training in Legal Skills, but may be relieved of this requirement with a sufficiently high score on the 1L diagnostic test. Please contact the Associate Dean for Student Affairs & Administration to discuss a waiver of this requirement.

3. Students Graduating in 2024 or 2025

Upon the completion of the first semester of studies at the law school, students who have a cumulative GPA of 2.55 or below are required to complete LAW 119 - Applied Legal Analysis I (Spring) in the spring semester of their 1L year. Students who after two semesters have a cumulative GPA below 2.65 must take LAW 279 - Applied Legal Analysis II (prior course name) in the next semester.

For part-time students, the requirement for the Applied Legal Analysis and Advanced Training in Legal Skills courses applies at the end of the semester in which the student has accumulated 15 credit hours. A part-time student who has a cumulative GPA of 2.9 or below is required to register for the Applied Legal Analysis or Advanced Training in Legal Skills course offered in the next semester, either LAW 119 or LAW 279.

C. Upper-Division Curricular Requirements

The College of Law’s upper-division JD curricular requirements balance the need to ensure that all students receive a common foundation in fundamental subject matter and legal skills, while supporting students in exploring their areas of interest. Students are encouraged to make a complete curricular plan in SAGE in spring of their 1L year, review their plan against the requirements below, and continue to adjust their plan as needed throughout their 2L and 3L year in consultation with their advisor and their certificate program director, if applicable.

All students, regardless of catalog year, cumulative GPA, or the results of their diagnostic assessment, must meet the following requirements to graduate:

Complete LAW-206 - Professional Responsibility in their 2L year;
Complete the Experiential Learning Requirement;
Complete the Graduation Writing Requirement;

a) All students graduating in 2024 or 2025 are required to complete:

LAW 213 - Evidence
LAW 214 - Real Estate Transactions
LAW 252 - Constitutional Law II
LAW 334 - Criminal Procedure I
LAW 640 - Legal Analysis for the Bar (last semester)

that they have not already taken and passed; or, if the student has passed all of those courses, they may take any course in 2.c that they have not already passed. Students should also note the obligation to maintain a 2.3 cumulative GPA in their final two semesters, see GPA Requirement.

After completion of the first-year curriculum, students are free to plan their own class schedules

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Other grades or symbols that may appear on a JD student's record are:

H: Honors
CR: Credit
NC: No Credit
I: Incomplete
***:** High Paper
W: Withdrawn
X: Administratively Withdrawn for Failure to Comply with Class Attendance Policy
NGR: No Grade Received

Courses which are graded on a letter-graded versus a non-letter-graded basis are described in Letter-Graded Courses, *supra*.

Uniform Grading Standards.

The faculty has adopted the following policy to ensure that student grades are consistent across sections and instructors:

1. All first-year classes with an enrollment of 20 or more students, with the exception of LAW 105 and 106--Lawyering I and II and LAW 119 Applied Legal Analysis, must have a mean grade within the range of 2.70-2.90.
2. Lawyering classes, regardless of class size, must have a mean grade within the range of 2.80-3.00.
3. In all first-year courses (with the exception of LAW 105, 106, and 119):
    a. 10-15% of the grades must be a C (2.00) or below; and
    b. at least 5% of grades must be below C (2.00).
4. All second and third-year classes with an enrollment of 20 or more students must have a mean grade within the range of 2.80-3.00 except LAW 279 and LAW 640.
5. Any non-JD students enrolled in a class shall be ignored for purposes of determining the applicability and content of these grading standards.

Grades May Not be Changed.

1. After submission to the Registrar, a grade may not be changed.
2. A grade may be *corrected* in the case of a computational or clerical error certified in writing by the instructor and verified and approved by the Dean.

Miscellaneous.

Incomplete. Incomplete grades are given only with the permission of both the professor and the Associate Dean for Student Affairs & Administration, following

an application and the development of a plan for the student to complete the coursework in a timely manner. A student who receives an incomplete ('I') grade must satisfactorily complete the requirements for the course by 60 calendar days after the end of the semester (after final exams). The instructor has no discretion to extend the 60-day deadline.If the student fails to complete the work, the 'I' grade is automatically converted to a grade of 'F' in the case of a letter-graded course and to an 'NC' grade in the case of a course graded on an H/CR/NC basis. In both instances, the credit hours do not count toward the 70- or the 90-hour graduation requirement. A student who receives an 'I' and then completes the course requirements within the above deadline may not receive a grade that is higher than the grade previously assigned to the "best paper" in that course.

Independent Research. The Independent Research course involves the preparation of a paper or thesis on a topic selected by the student which is not fully covered by the regular curriculum, under the supervision of a full-time faculty member. One credit hour of Independent Research requires 52 hours of work, including any meetings with the supervising full-time faculty member. Two credit hours of Independent Research require 104 hours of work, including any meetings with the supervising full-time faculty member. A maximum of 2 credits of Independent Research can be applied towards graduation requirements.

Audit. Auditors are permitted only with the express permission of the professor and the Associate Dean for Academic Affairs. Absent special arrangements with the professor, ordinary attendance rules apply.

GPA Ranges. WUCL computes GPA ranges for students who place in the top 10%, top 25%, top 33%, and top 50% of the class. These ranges are computed on the basis of cumulative grade point averages. Ranges are not calculated below 50%.

Individual Class Rankings. Each semester, cumulative rankings are noted for those who place in the top 33% of the class. This information is not posted to the law transcript. Rankings are produced as follows:

Fall semester – cumulative rankings for all 1L, 2L, and 3L students

Spring semester –

Good Academic Standing. A student is in good academic standing if their cumulative GPA is 2.30 or above.

V. Academic Probation

When a Student is on Academic Probation

Students are placed on academic probation if their cumulative grade point average at the close

1. A student who has been dismissed under the conditions set above may petition for readmission. Readmission is a matter of law school discretion rather than a matter of right. Readmission is allowed only in exceptional cases.
2. The Student Petitions Committee evaluates all petitions for readmission pursuant to ABA Standard 501(c), which requires "an affirmative showing" that the student's dismissal "does not indicate a lack of capacity to complete [the] program of legal education and be admitted to the bar." In particular, the Committee assesses the petitioner's potential for reaching the GPA necessary to return to good academic standing. Possible decisions from the committee are:
    a. Affirmation of academic exclusion. Academically Dismissed will be noted on the students transcript.
    b. Approval to return with conditions which may include remaining unenrolled for a period of time, up to one year, and may also include a specific action plan designed to maximize the students potential for success. Academic Probation will be noted on the students transcript for any semester when their cumulative GPA is below 2.30.
    c. Approval to return but with the requirement to restart the program

To be eligible to graduate, a student must successfully complete 90 credit hours of law course work, at least 70 of which must be letter-graded. Students are limited to seven (7) credit hours of co-curricular program credits to count towards the 90 credit hours required for graduation. Co-curricular programs include journals and competition teams.

C. Experiential Learning Requirement

Per ABA Standard 303(a)(3), students must complete one or more experiential course(s) totaling at least six (6) credit hours. A student satisfies this requirement by successfully completing a minimum of six (6) credit hours from courses labeled as "Experiential Learning Courses" in the course catalog and in registration materials released prior to each semester.

D. GPA Requirement

To be eligible to graduate, a student must earn a cumulative GPA of at least C+ (2.30) in coursework completed at the College of Law.

E. Graduation Writing Requirement

To graduate, students must satisfy the Writing Requirement described in Section 4, Graduation Writing Requirement, of this Handbook, *infra*.

F. Time to Degree

Students must complete all degree requirements within 84 months from the date of initial enrollment, subject to any extension granted by law.

G. Applying for Graduation

A student who meets and fulfills the above requirements must submit an application for the law degree, affirming that the candidate has met the various requirements for graduation. Applications are available on SAGE.

H. Honors at Graduation

1. The faculty may award academic honors to members of a graduating class based on the guiding principles outlined in this section.
2. Academic honors shall be determined anonymously, based on grade point averages and the guiding principles set forth below. Once the faculty completes its selection on the basis of cumulative GPA, the names of students receiving such honors may be revealed.
3. Notwithstanding the first sentence of paragraph 2, if any student selected for academic honors has, since their first enrollment at the College of Law, been found guilty of violations of the Honor Code or subjected to a sanction as a result of a violation of the

Willamette University Standards of Student Conduct, a majority of the faculty must specifically vote to award honors to such a student.

4. Cumulative GPA for determining academic honors shall be determined to the closest 0.01 grade point.
5. For the purpose of conferring academic honors, the number of students in a graduating class is the total number of students being awarded Juris Doctor degrees in a given academic year. The number of students that correspond to a particular percentage of the graduating class is the number of students in the class that are necessary to come closest to, but not to exceed, the specified percentage. Example: In a graduating class of

Students may opt to register for between 3 and 12 credit hours for LAW 480 - Externship. Academic credits will be determined by the number of hours the student is scheduled to work at their externship site in consultation with the Director of Externships. When permitted by the

Priority for Registration

If demand for any required course exceeds the available enrollment capacity, JD students will receive priority for registration and enrollment over MLS, LLM, JD-for-Life, and all other students outside the JD program. OSA may return non-JD students to the waitlist for a course if necessary to prioritize JD enrollment.

IX. Co-Curricular Credit

Students who participate in moot court competitions, school-approved journals with established

WUCL accepts a limited number of credit hours earned in an ABA-accredited law school when the grade received is a C (2.00) or above (or equivalent). The number of credits accepted toward completion of a WUCL degree from another law school shall be determined by the administration at the time of acceptance. However, grades are not transferable. A transfer student's WUCL grade point average will be based solely upon the course work completed at WUCL.

Visiting Students

Required Permission

After completion of the first year, a student who is in good academic standing may apply to the Associate Dean for Student Affairs & Administration for permission to become a visiting student at another ABA-approved law school, either during a regular semester or a summer term. The Associate Dean for Student Affairs & Administration has absolute discretion in deciding on the application, as well as in approving the student’s course selection at the other school. Permission to visit will be granted only in exceptional circumstances and, in the case of third-year visitsanoron ft c (as)-2 (-11.3-2 (i)2.6 (t)-6.6)-5.9 (ad7 (he)1o.8 (t)4 (c)-2 (hP-6 (s)(ans)8.9 (f)-17.TD[(P)2

a. Before registering for the outside courses, a student seeking a law degree must meet with the Associate Dean for Student Affairs & Administration or Associate Dean for Academic Affairs to demonstrate why the course is consistent with their program of legal study and to gain approval to register for that course. Students may also be required to speak with instructors or staff at other schools prior to being permitted to register. Not all courses are open to College of Law students, and caps may exist on student enrollment from outside the home program.
b. The law student must receive a grade in the outside course at or above the average GPA required to graduate with a primary degree from the school offering those courses. (Average GPA requirements for graduation are, for instance: AGSM (B / 3.0); CAS (C / 2.0); SCIS (C / 2.0)).
c. Courses taken outside of the College of Law do not count toward satisfying the 70 letter-graded hour graduation requirement at WUCL.
d. Grades earned in University Courses outside the College of Law may not be used in calculating WUCL grade point averages, nor in calculating WUCL class standings.
e. Students may take other courses at the University (or credits in excess of the 7 that are permitted to count), but only those meeting the above requirements - and only up to 7 credits - may count toward the College of Law graduation requirement.

XII. Leave of Absence or Withdrawal

Leave of Absence

A student must apply in writing to the Associate Dean for Student Affairs & Administration for a leave of absence. The leave, if granted, typically does not exceed one academic year.

Withdrawal and Readmission

A student who withdraws from WUCL without a previously approved leave of absence is not entitled as a matter of right to return to WUCL.
A student who wishes to return to WUCL must apply in writing to the Associate Dean for Student Affairs & Administration. The letter should explain the reasons for the withdrawal and the reasons that support readmission. Among the factors to be considered in granting readmission are: (1) the quality of the applicants work before withdrawal; (2) the reasons for withdrawal; (3) the length of time between withdrawal and application for readmission; and (4) whether the applicant meets the admission standards at the time of readmission.
A student seeking to withdraw for medical reasons should consult with the Associate Dean for Student Affairs & Administration. Additional information about this type of withdrawal can be found at the medical withdrawal page.

XIII. Academic Counseling

Academic Advisors

First-year students are assigned a faculty academic advisor. This faculty member is available to

completed. Willamette University does not issue or certify copies of transcripts from other institutions.

Graduation Writing Requirement

All students must successfully complete a Graduation Writing Requirement in order to graduate from WUCL. This requirement is described below.

Description and Purpose

All students must satisfy the Graduation Writing Requirement as a condition of graduation. A student satisfies this requirement by successfully completing a **substantial written product** under the active supervision of a member of the faculty or other instructor. This product can take a number of forms, but might, for instance, be a research paper on a legal topic, an exhaustive memorandum analyzing a complex legal issue, or a major brief on a motion for summary judgment or on appeal. As described more fully in section C, below, **the paper must be completed in conjunction with a law school course** or by submitting an article of suitable quality to the *Willamette Law Review* or the *Willamette Journal of International Law and Dispute Resolution.* The specifics of this requirement are described below. The primary purpose of the requirement is to provide compulsory experience in the two closely related skills of legal research and legal writing under the active supervision of a faculty member or other instructor. The requirement should give the student experience in gaining in-depth mastery of a specific subject as well as solving a legal problem without severe time limitations.

Quality

The written product

Authorities

A qualifying product will use all relevant primary and secondary authorities, articles, and treatises, including the most recent ones, and will give credit where credit is due. A uniform system of citation must be followed.

Style

Use proper spelling and grammar. Organize: use a logical plan of presentation; focus the reader's attention on important ideas; avoid unnecessary repetition. Be precise: use the best word for your meaning and define words when necessary. Be concise: delete unnecessary words; avoid unnecessarily complex sentences.

Format and cover

The faculty advisor should identify the appropriate format for the student’s final submission; it may take the form of an electronic .DOC or .PDF file, or an appropriately-formatted printed copy. Students drafting pleadings or briefs should be expected to follow relevant rules for formatting those documents.

Process for Satisfying the Graduation Writing Requirement

Course Affiliation

Students satisfy the Writing Requirement either (a) by completing a **GWR-Approved** course or (b) by enrolling in a **GWR-eligible** course in which the instructor agrees to be a GWR advisor to S 3 (R)13.5p (i)2.6 ((R)13)-6 D[(f)(t6ng)-11.0.5 (c)-grRm(R)13.5p a3-6 ( )11.-

Other Requirements

Students may not work together on the Graduation Writing Requirement. Students may not complete their GWR in their first year of study. Students are responsible for submitting all necessary written approvals to OSA in a timely manner.

GWR-Approved Courses

Students who enroll in a GWR-Approved course automatically complete the GWR upon receipt of a passing grade in that course.

GWR-Eligible Courses with Advisor

Instructors in GWR-Eligible courses have discretion to decide if they will serve as GWR advisor for students. . Enrolled students seeking to complete their GWR requirement in a GWR-Eligible course must secure a written agreement from the course instructor to serve as GWR advisor, and must submit that approval to the Office of Student Affairs no later than the end of the second full week of classes.

Final GWR projects must be completed and submitted to the advisor well before the deadlines for the submission of grades in a particular semester. This is particularly important for students seeking to graduate at the close of the relevant semester. Advisors confirm completion of the GWR by entering a "credit" grade for the relevant GWR course no later than the deadline for submission of grades in that semester. Advisors should do this only if they believe a student has produced a final project consistent with GWR Guidelines. Under circumstances that would permit entry of an “incomplete” grade for the course, students may complete GWR requirements up to 60 days after the last day of exams of the semester in which they took their GWR course.

GWR completion for Willamette Law Review (WLR) and Willamette Journal of International Law & Dispute Resolution (WJILDR) members

Members of WLR or WJILDR may register for credit associated with the completion of a substantial writing project that can also be GWR-Eligible. Students seeking to complete their GWR via this path must review and comply with any Journal requirements for the completion of such credits. They should also receive written approval from the Faculty Advisor for the Journal indicating that the Faculty Advisor is willing and able to serve as a GWR advisor. The Journal Advisor may allow another faculty member or, in consultation with the administration, any other regular instructor, to serve as GWR advisor for journal members electing this option.

Examinations

Students are expected to familiarize themselves with the examination instructions prior to examination time.

Examination Administration

ExamSoft software

Most exams are administered through ExamSoft software. Instructions for downloading the appropriate software will be provided in advance of the final exam period each semester. Students may choose to handwrite rather than type their exams. Students should request blue books from OSA if they are choosing to hand write. Scratch paper is provided by the OSA. Students are not permitted to bring their own scratch paper.

Examination numbers

The College of Law examination procedure is based on an anonymous grading system.

1. Part-time students must meet and abide by the same academic standards, rules, regulations, codes of conduct and procedures as full-time students throughout their course of study, except as otherwise expressly modified in this Section.
2. Academic Probation and Academic Exclusion: The full-time provisions will apply, as modified below.
    a. The standards governing and the requirements applicable to academic probation shall apply at the end of every semester for part-time students.
    b. The standards governing academic exclusion apply when a part-time student has completed 30 credits. The standards governing academic exclusion will thereafter apply at the end of each following semester for part-time students.

Administration of the Program

1. Ongoing administration of the program, including counseling part-time students and approving their schedules, will be supervised by the Associate Dean for Student Affairs & Administration.
2. All matters not otherwise addressed in this Section shall be resolved under the standards, rules and regulations applicable to full-time students.

Joint Degree JD/MBA Program

College of Law and Atkinson Graduate School of Management

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Joint degree students should be alert to the possibility that conflicts may exist between courses required to graduate. Students are not permitted to register for courses with conflicting class times. For this reason, joint degree students should work very closely with advisors at both schools in order to plan out their pathway to graduation.
Students may not reschedule a law final exam because of a conflict with an AGSM class unless the law exam conflicts with an in-class graded presentation by that student.

First-year WUCL program for Joint Degree JD/MBA candidates

A student who begins the Joint Degree JD/MBA program at WUCL will take the required first-year law courses during that year.

While enrolled in the first-year law program, students will take no AGSM courses. A student can request an exception to this prohibition from the Associate Dean for Academic Affairs & Administration, who will consult with AGSM administration.

A 2.30 grade point average (GPA) must be maintained by a law student in the first year of law school in order to be eligible for the program, and once a Joint Degree student, the student must maintain a 2.30 average throughout law school to remain in the program. Joint Degree JD/MBA students who become ineligible under this rule, but have a grade point average of 2.10 or above at the end of the first year of the law curriculum, may elect to continue as regular law students or seek the two degrees in the normal five years. This rule shall not affect eligibility to continue as a regular AGSM student.

Tuition and Charges

Joint Degree JD/MBA students who have been admitted to WUCL and to AGSM pay the tuition rate of WUCL during their first year of full-time

curriculum of an American legal education and gaining a comprehensive understanding of American law.

Curriculum

To be eligible to graduate, candidates for the LLM degree must successfully complete a total of

shall take steps to consult with their advisor and, where appropriate, the Director of the LLM program, prior to registering for classes to ensure that they are on track for completion and receive broader counsel on academic and career success. Students have primary responsibility over planning their LLM curriculum and ensuring that they complete enough credits in each area. Ordinarily, students will meet with or otherwise communicate with their advisor at least once per semester.

Students with a foreign law degree must begin their course of study for the LLM in the fall semester.

Grading

LLM Students will be graded separately from JD students, and may be offered different modes of assessment from JD students (i.e., a paper, rather than a final exa.815 0 be oe ai.ehdents (i.007 T10.5 ((t)-6

program is determined by the Assistant Dean for Admissions, with a particular focus on the extent to which the applicant is likely to benefit from the program.

Requirements

To graduate, MLS students must accrue 26 credits in law school courses and complete a

financial aid award granted to such student while in the JD program does not apply toward the tuition charge for enrollment in the MLS program. Credits earned while in the JD program count toward the MLS degree, except those credits earned in classes in which MLS students are ineligible to enroll.

Transfer to the JD Program

MLS students may seek to enroll in the JD program by applying for admission on the same terms as required for other applicants for admission to the JD program. No credits earned in the MLS program, however, may count toward the JD degree unless and to the extent permitted by the American Bar Association Standards for the Accreditation of Law Schools. Students should assume that no credits will carry over.

JD for Life

2. Advocacy

Certificate in Advocacy & Dispute Resolution

The program is designed to provide students with real-world skills needed to avoid or end legal conflicts. In addition, the program provides students with curricular opportunities to develop the skills that they will need to advocate on behalf of clients both inside and outside of court.

3. International Law

Certificate in International Law

The program allows students to engage in an intensive study of international law, conflicts of laws, and private international law.

4. Public Service

Certificate in Law & Government

Drawing on the College of Law's unique connection to state government institutions, the certificate allows students to engage in an intensive study of public law. The program seeks to help students develop skills for making and influencing public law and policy.

Certificate in Environmental Law, Justice, and Sustainability

The certificate seeks to provide students with an opportunity to engage in the intensive study of environmental and natural resources law

5. Health Law

Certificate in Health Law

The health law certificate is designed to provide students with a rigorous and comprehensive study in the statutes, rules, and regulations affecting the healthcare industry. The program focuses on regulatory issues governing the daily structure and operation of the healthcare industry, as well as administrative law, medical malpractice, bioethics and biomedical law, health care employment matters, and criminal law and procedure.

Admission to Certificates

Each spring, prior to fall enrollment, students will receive information about how certificates function, their benefits, and their requirements.

All students are eligible to apply for the programs. Students must submit an application. In that application, students must attest to their academic good standing (i.e., cumulative GPA above 2.30), and provide a 250-word personal statement explaining why they wish to pursue their

certificate. The Directors of the programs reserve the discretion to cap the size of the programs, based on advising capacity and capstone course availability.

Advising

Program Directors, upon admission, will function as the primary formal academic advisors to certificate students. Students shall take steps to consult with advisors prior to registration to ensure that they are on track to completion and receive broader counsel on academic and career success. Students have primary responsibility over planning their certificate completion. Ordinarily, students should 3 (s)ot9 (,)-6.6f(i)2.6 (t)-6.or otort9 (,)-6.6f(i)scmun7.5 (i)2.6 (c)0.5 (t)-6(e on)10w.6 (i

Tuition rate is based on enrollment. Joint degree JD/MBA students who are enrolled full-

Student Handbook. The University has specific WUCSC procedures for reporting, investigation, and enforcement at the University level. Some conduct issues must be handled at that level. However, WUCL will also enforce WUCSC violations through the Honor Code process, if they take place within the WUCL community or if they implicate the students professionalism, including the character and fitness requisite for the practice of law. WUCL has higher standards for conduct for its students, who are aspiring professionals, than an undergraduate college.

administrators, and the Chair of the Honor Code Committee about the conduct and possible sanctions.

When a possible Honor Code violation is reported to the Associate Dean for Student Affairs & Administration because it does not fall into the evaluative or classroom categories above, or the violation transcends those environments, the Associate Dean may resolve the allegation in the same manner as described above or refer it to the Honor Code Committee for resolution. The Associate Dean has discretion to impose the sanction, if any, that they believe is appropriate under the circumstances, limited to the informal warning, writing a character-and-fitness concern memorandum for the students file, or issuing a formal reprimand.The Associate Dean of Student Affairs must first give notice to a student before imposing a sanction and provide the student a full opportunity to respond to any allegations. The Associate Dean shall issue a written report to the student and to the Dean, describing the factual basis for the violation, and the justification for the sanction. This report will be included in the students character and fitness file. The Associate Dean has discretion to consult with other administrators and faculty, and the Chair of the Honor Code Committee about the conduct and possible sanctions.

Referral of Violations to the Honor Code Committee

If the allegation cannot be resolved within 7 calendar days from discovery by or report to the faculty member or the Associate Dean of Student Affairs, or if the faculty member or Associate Dean and student cannot reach an informal resolution, the violation shall be referred to the Chair of the Honor Code Committee for investigation and resolution.

Any student who has received a sanction in accordance with the Informal Procedure set forth above and who wishes to challenge the findings or sanction may have the matter referred to the Chair of the Honor Code Committee by making a written request to the Associate Dean of Student Affairs within 7 calendar days of the report to the student.

III. Composition of the Honor Code Committee

The Honor Code Committee is charged with gathering relevant information relating to allegations about violations of the Honor Code, providing a hearing in which evidence relating to those allegations can be presented, determining whether a preponderance of the evidence supports those allegations, and where and as appropriate, assigning penalties in connection with findings about violations of the Honor Code.

The Committee shall consist of 3 full-time faculty members appointed by the Dean and 2 student members nominated by the Student Bar Association. The student members shall have completed at least two full semesters of work and must be in good standing, without any prior discipline. The Dean will select one of the faculty members as Chair of the Committee. The Dean shall appoint these members no later than July 1 each year, but ongoing matters shall be resolved by the prior years Honor Code Committee.

IV. Procedure and Resolution

Committee Function and Process

1. **Initial Review**
   When an allegation regarding a violation is brought to the Honor Code Committee, the Chair of the Committee will notify the student of the nature of the violation within 5 calendar days. Prior to a hearing, the Chair will review the allegation with the faculty member or dean that reported the allegation (reporting party) and determine if there are other individuals who might have knowledge of the incident concerned with the

The reporting party and the student will be required to attend the hearing. The student may request alternative accommodations in lieu of being physically present at the hearing, as may the reporting party and witnesses, if the Chair deems the accommodation non prejudicial to the student.

Within 5 business days of the referral of the complaint to the Committee, the reporting party and the student will be notified of the day and time of the hearing, which will be scheduled for a weekday time that does not conflict with class schedules. The notification should include a list of Committee members who will be in attendance so the parties have an opportunity to identify any conflict of interest. Concurrently, Committee members are given the name of the reporting party and the student to be reviewed in order to identify a possible conflict of interest. Potential conflicts of interest should be disclosed to the Chair within a reasonable time in advance of the hearing to avoid a delay.

Any member of the Committee having information that could impair their impartiality or give rise to a potential or actual conflict of interest shall recuse themselves from decision-making responsibility during the process and be replaced by an alternate. Conflict-of-interest disclosures by a Committee member or alleged by a student must include sufficient detail to persuade a majority of the disinterested members of the Committee that an injustice would result from their service in a decision-making capacity. Disclosures based merely on casual acquaintance or classroom interactions are not recognized as potential biases.

A student may make a written request of the Chair within 3 calendar days of notice of an Honor Code Committee referral to challenge conflicts or bias of a Committee member, and such request shall be presented to the Committee. If for any reason, a member, or the Chair, is unable to deliberate over a particular violation, a replacement shall be chosen by the Dean. A replacement student representative shall be chosen by the Dean from among students elected to the Student Bar Association, if possible. In composing the Committee, the Dean may delegate their role to an Associate Dean.

The student and other witnesses may be given the option of attending in person or by remote technology, when appropriate. If the student chooses not to participate in the process, the hearing will proceed as scheduled. The hearing will be scheduled within 10 calendar days of the date in which the notification to the parties was sent. Should the hearing need to be scheduled when the College of Law is not in session, the date of the hearing may be extended at the discretion of the Chair.

The student may be assisted by one advisor of their choosing and at their expense. An advisor is not permitted to speak or participate in a hearing. Hearings will not be scheduled around the availability of an advisor. An advisor may not appear in lieu of the respondent; however, an advisor may consult with the respondent during a hearing and

may assist with preparation for the hearing. An attorney can be used as an advisor but is also subject to the aforementioned rules. Should an advisor not be able to attend the hearing date, the hearing will still proceed. Because an advisor may be present throughout the hearing, and thereby become aware of new information, an advisor may not testify as a witness during a hearing. The University reserves the right to have legal counsel present at any hearing or involved in any phase of the process.

A typical hearing should follow this sequence:

1. A preliminary meeting of Committee members is held to review procedures and the allegation.
   The Chair shall preside over all meetings and phases of the proceedings.
   All voting Committee members will be present and participating unless one or more are excused by the Dean for appropriate personal or professional reasons.
   All conflicts of interest and prior discussions with involved parties are disclosed.
   Persons with conflicts of interest can be excused at their request or by vote of the Committee and replaced by an alternate.
   A maximum of one voting member can be absent for a hearing to be conducted.
   A designated Committee member shall keep written minutes, documents, and records.

2. After the preliminary meeting, the student may then join the hearing, and the Chair explains that the proceedings will be recorded and recording is started. Recording is stopped during periods in which persons giving testimony are entering and exiting the room. All Committee members introduce themselves for the record. The alleged violation is reviewed with the student.

The Reporting party then presents information to the Committee.
Following this, Committee members can ask questions and the Chair can ask any questions submitted by the student.

4. Witnesses are called individually to provide testimony. Prior to being interviewed, the Chair informs each witness that they must speak truthfully and completely. Committee members may ask questions of the Witness and the Chair can ask any questions submitted by the student. All submitted questions will become part of the record.

   Once the Committee has completed its interview of a witness they are excused from the proceedings. Witnesses, other than the student, shall not have the ability to hear statements of other witnesses, and shall not disclose their testimony to others.

5. The student is then invited to present information to the Committee. The student is given the opportunity to respond to the allegation and other information presented to the Committee.

    a. Members of the Committee can then ask questions.
    b. Following the conclusion of these questions and answers, the student and reporting party are excused but both must remain available for potential further questions.
    c. Audio recording is concluded.
    d. The Committee can bring both the students and reporting party back into the hearing room for further questions. Audio recording is resumed during this time.
    e.

b. Paper ballots are taken for motions at hearings. Decisions are made based on a majority vote; Committee members will base their individual votes on the weight of evidence presented to them, including witness credibility.
c. The Committee initially formulates a motion regarding the merit of the allegation. If a majority of the Committee believes that there is a preponderance of the evidence that a violation has occurred, they shall proceed to the sanction phase.

The Committee will continue to deliberate in closed session to determine sanctions. Motions are entertained for sanctions.

Upon completion of proceedings, the Committee shall provide a written report that summarizes fact findings, the basis for a conclusion, and the determined sanction, if any, to the Dean and to the student. The report shall also be forwarded to the Associate Dean for Student Affairs & Administration, who will implement the sanction, if any. If the student wishes to appeal the findings or sanction, the sanction may be stayed upon request of the Dean, at the Dean's discretion. The Dean has the discretion to direct the Associate Dean for Student Affairs & Administration to implement the sanction immediately or suspend it, pending the appeal. In exercising this discretion, the Dean may confer with other administrators and faculty.

The Honor Code Committee retains the ability to implement reasonable and necessary procedures and rules to carry out the provisions of the Code. Procedures or rules adopted shall be communicated to the student. WUCL and the Committee shall make best efforts to substantially comply with the procedures herein. All timelines in the process may be extended at the discretion of the Chair, but such extensions should only be made to ensure the integrity of the process.

For all process purposes, a student will be deemed to have been put on notice upon the sending of an email communication to their university account or by the date of sending a paper copy to the address on file with the University registrar.

Appeal

A student may appeal a decision of the Honor Code Committee to the Dean within five business days of notice of a finding and sanction. In order to modify a ruling, the Dean must conclude that a factual finding is clearly erroneous (which would also include the exclusion of exculpatory information that surfaced after the hearing) or that a gross violation of fairness and due process has occurred. Process deviations alone do not provide a sufficient basis for an appeal. The Dean has the discretion to interview the student, review the record, modify the final findings, reduce or eliminate the sanctions, or leave them in place. The Dean may also choose to delegate all of these duties to a panel consisting of two non-Committee faculty members or administrators who will decide the appeal and issue a final decision in writing; both faculty must agree on the outcome of the appeal in order for the committee's decision to be affirmed. The Dean may determine at any time whether a particular proceeding will be appealed to the Dean or to the delegated Faculty.

2. Use of email, social media, or other electronic means of communication in a manner that would raise serious concern about a student’s future ability to communicate honestly, candidly, and civilly with clients, attorneys, courts, and others, demonstrate regard for the rights, safety, and welfare of others, and future ability to demonstrate good judgment on behalf of clients and in conducting one's professional business. The nature and severity of the abuse or its repetitiveness will be taken into consideration in determining whether it rises to the level of an Honor Code violation.

3. Using electronic or other means to make a video, audio, or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge or permission in each instance, when such a recording is likely to cause injury, distress, or damage to reputation. (This includes students, staff, faculty, administrators, and members of the public.). The storing, sharing, or distributing of such unauthorized records by any means is also prohibited.

VI. Sanctions

The sanctions that may be imposed for violations should have a reasonable and proportionate relationship to the gravity of the offense, and the student’s history of prior discipline under the Honor Code or Student Conduct Code. Additionally, if the violation occurs in a context where the need for integrity is heightened, (e.g., academic dishonesty during remote instruction or

8. Any appropriate combination of the above, or such other or additional disposition as appears appropriate.

The Honor Code Committee shall briefly explain the justification of the sanction selected. If the Honor Code Committee is unable to agree upon a sanction upon a finding of a violation, the default sanction shall be an informal warning.

endorsement from the College of Law that the student has met certain requirements. Students are expected to fully review and comply with the requirements for court certification before applying and while authorized. The College of Law may revoke its certification or endorsement and notify the relevant state bar jurisdiction of concerns at any time, at its discretion.

Students should refer to the relevant jurisdiction's rules and regulations for specific requirements.

- Oregon
- Washington
- Alaska

Additional Requirements for Certification Under WUCL Policy

Students interested in pursuing this option **must** meet with the Associate Dean for Student Affairs & Administration no later than the last day of classes at the end of their fourth full semester of coursework.

III. State Bar Application and MPRE Information

Admission to the Bar

WUCL supports students in obtaining attorney licensure in all U.S. jurisdictions. Most students

Notary Services
Some jurisdictions require applications to be notarized. Notary services will be provided solely for WUCL students and graduates, for the purposes of application for state bar examinations only between 9:00 a.m. 3:00 p.m., based on OSA staffing availability. No fees will apply for the notary service provided. The notary public has the sole responsibility to refuse a notarization, in compliance with Oregon law.

Multistate Professional Responsibility Examination (MPRE)
The Multistate Professional Responsibility Examination (MPRE) is required for admission to the bars of most jurisdictions. Check with the board of bar examiners in the state in which you plan to seek bar admission. Website links for many jurisdictions can also be accessed via the NCBE website.he examination is administered three times per year at established test centers across the country. Law students should take the MPRE prior to graduation, and students are strongly advised to complete Professional Responsibility prior to sitting for the exam.

Student Bar Association, Student Organizations, and Student Events

Student Bar Association

The Willamette Student Bar Association (SBA) represents the interests and concerns of the student body. The SBA serves as a crucial liaison between students, faculty, and administration, advocating for student needs and fostering a vibrant, inclusive, and supportive community. Our SBA is affiliated with the Law Student Division of the American Bar Association (ABA).

All law students are members of the Willamette Student Bar Association (SBA), which is organized under a student-adopted constitution. Students are encouraged to reference the constitution for procedures and policies related to elections, involvement, student organizations, and more.

Students can contact the SBA at student-bar-association@willamette.edu.

Student Organizations & Events

Our student organizations represent a wide array of interest groups, affinity groups, honor societies, and more. Only officially recognized student organizations, organized under College of Law, university, and SBA policies, may reserve rooms, host events, receive funding, and participate in the student organization fair. General membership in all officially recognized student organizations must be available to all students.

The College of Law works closely with student organizations to help them succeed. All officially recognized organizations must attend a student leadership training at the beginning of the academic year. Student organizations work closely with OSA to manage funding and reimbursements.

Student organizations are encouraged to host and promote events that foster a sense of community, provide an opportunity for discussion, connect students with practitioners, and expose students to a broad range of perspectives. To host and promote an event, student organizations should follow the following process:

- Meet with your organization's leadership team early in the semester/academic year to plan future programming. The academic calendar moves quickly - the sooner that your student organization can plan events, the better.
- Consider partnering with or co-sponsoring your event with another student organization.
- If there are anticipated costs associated with your event, decide on a budget and connect with OSA. There are many free resources available to students, processes to allow for direct ordering as opposed to reimbursement, and restrictions on certain expenses that students should be aware of before incurring charges.
- If your event includes the service of alcohol, you must consult with the Associate Dean of Student Affairs and ensure compliance with the university alcohol policy.
- To promote your event, whether through fliers, social media, or the law school television screens, contact the Communications Manager in the Deans' Suite. Student organizations must follow university policies, College of Law policies, and SBA policies related to the promotion of events.
- To reserve a room for your event, connect with OSA.
- If you are inviting outside speakers or guests to your event, you must provide the Associate Dean for Student Affairs & Administration with at least two weeks prior notice of any attendees not affiliated with the university. This requirement is not intended to preclude student organizations from working with outside speakers, but rather to ensure that the College of Law can meet the accessibility needs of guests, plan for additional parking and campus safety support if needed, coordinate access to the building, provide other organizations with the opportunity to develop a responsive event if they choose, and review existing scheduling needs.

J.W. Long Law Library

Library Information and Resources

To access resources and more information, visit the Law Library website.

Law faculty, staff, law and joint degree students have year-round 24-hour access to the Law School and Law Library. Tap your Willamette ID card to enter the building and the Law Library.

Carrel

Carrel assignments are issued at the beginning of the school year and remain assigned to you until graduation/completion of Bar study.

Cell Phone

Please use cell phones outside the library or in Rm. 307 (3rd floor), Rm. 235 (2nd floor) or study room 126 & 127 (1st floor).

Checking Out Books and Other Material

A Willamette ID is required to check out library materials:

Course Reserve - 2 hours (no renewals)
Study Aids - 24 hour (may be negotiated)
Law & International Collections & Periodicals - 1 semester loan
Popular Movies & Games - 7 days

The Law Library does not charge overdue fines; however, items are subject to recall and billed for replacement if lost or damaged.

For more information, visit the Circulation Policies webpage.

Printers

Plug-in appliances such as coffee-makers, tea pots, microwave ovens, etc.
Posting of materials (i.e. posters)
Removing library books from of the library without proper check-out
Intentional damage, destruction or theft of library equipment or property (this is also an Honor Code violation see Student Honor Code)

Copiers/Scanner

Copiers/scanners are available in **Room 235**. Scanning to email or a flash drive is free.

Databases

A complete listing of research databases is available online. Most databases are available off campus to Willamette students and faculty.

2nd Floor: Rooms 238 & 242
3rd Floor: Room 301

When classes are not scheduled, classrooms may also be reserved for group study. Contact OSA to make a reservation.

Lost & Found

The library's Lost & Found is located at the Circulation Desk.

Lactation Room

Located in Room 129, this room offers privacy and a comfortable space for nursing mothers. Please contact Galin Brown, gbrown@willamette.edu, with any questions or concerns.

Reference

Professional reference librarians are available to assist you with your research projects related to school or work. The Reference Desk is staffed during the following hours:

M-F 9:00-5:00 / Sun. 10:00-5:00

In addition to visiting the Reference Desk in person, you may contact the Reference desk by:

Phone: 503-375-5330
Email: law-ref@willamette.edu

Security

Please report all emergencies (fire, medical, theft, etc.) and suspicious individuals to Campus Safety x6911 or 503-370-6911). Do not admit strangers to the library or to the law building after the doors have been locked. Please secure your valuables at all times and do not leave them unattended.

Lexie Zirschky, Associate Dean for Student Affairs & Administration
Karen Sandrik, Associate Dean for Faculty

II. Office of Student Affairs

The Office of Student Affairs (OSA) is located on the second floor in Room 202 and is open for business Monday through Friday. OSA is where students conduct most of their daily business and can obtain locker assignments. Students may reserve rooms for organization meetings, inquire about various deadlines in the academic calendar, and obtain information about graduation requirements.

This is the place to turn if a student has questions about most aspects of WUCL (if the OSA personnel cannot answer the question or handle the request, they will know who can).

Office of Student Affairs
Email: law-osa@willamette.edu
Website: Office of Student Affairs
Phone: 503-370-6380

III. Office of Career Planning & Development (OCPD)

The Office of Career Planning & Development helps students advance and achieve their career goals. We provide individualized counseling to strategize how to build your expertise through experience and education. We partner with the externship program to f-6 (ahe)9.7 (r)1(el)2.6 (opm)-6 (6 (d y)8.5

Lost and Found

Lost and found items can be turned in and claimed in the OSA. The J.W. Long Law Library also has an area for lost and found items at the Circulation Desk. Periodically, lost and found items will be sent to Campus Safety.

Posted Notices

Signs, announcements, posters, etc. are allowed only on designated bulletin boards. All postings must be approved by the Communication Manager. Students must also comply with Willamette University's publicity policy. Postings that do not comply with these policies will be removed and destroyed.

Bicycles

Students should review and comply with Willamette University's bicycle policies. Bicycles are not allowed in either the law school building or the OCJC. There are bicycle racks located on Winter Street at the south end of the law school and the south end of OCJC, and in the back of the law school. Bicycles are not allowed on the sidewalk area or locked to the handrails.

Pets

Pets are not allowed in the law school or the OCJC buildings. Students with a service animal should contact Accessible Education Services.

Fragrances

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Children of students are not allowed in the classroom except for when they are under the supervision of the parent or guardian in the following limited circumstances:

Those limited occasions when alternative arrangements are impractical or impossible, such as the illness of a daycare provider; AND

7.

Violations of the College of Law Student Honor Code, and the procedure for raising concerns under the Honor Code, are set out in the Student Honor Code section above.

If your concern falls outside the parameters addressed by the College of Law Honor Code, you may utilize any of the following resources:

Meet with, call, or email the Associate Dean for Student Affairs & Administration
Student CARE Report
Community Concern/Incident Report
Bias Incident Report
Sexual Misconduct Report

If you wish to discuss a concern related to a faculty member, you may speak directly to the faculty member, or to the Associate Dean for Academic Affairs and Associate Dean for Student Affairs & Administration. You may also provide feedback on the course evaluation at the end of the semester.

If your complaint is about a staff member, and you wish to proceed informally, you may speak directly to the individual or to the Associate Dean for Student Affairi (s)Uean o.0.598 ser.
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