

## **I. DEGREE PROGRAMS**

### **REQUIREMENTS FOR THE JURIS DOCTOR DEGREE**

#### **§ 1.1 *Law School Full-Time and Part-Time Options***

The College of Law has both a full-time and a part-time option. At the end of their first year, students may change from part-time to full-time or vice versa by filing a program change request form with the Office of Student Affairs. The form is available on the law school web site: [www.law.depaul.edu](http://www.law.depaul.edu). Students may only change their status once while they are enrolled in law school.

Students are advised that a program change may affect their financial aid. For financial aid information, they should see a financial aid counselor in the Office of Financial Aid on the 9<sup>th</sup> floor of the DePaul Center.

Note that, after full-time students complete their first-year required courses and after part-time students complete their first four semesters of required courses, all classes are open to all students, irrespective of their status.

#### **§ 1.2 *Credit Hour Requirements***

Juris Doctor (JD) students must complete 86 credit hours in order to graduate from the College of Law. Full-time students are expected to complete the requirements for the JD degree in three years. Part-time students are expected to complete the JD degree in four years. The maximum time to complete the JD program, if a student takes a leave of absence, is five years.

#### **§ 1.3 *Maximum Credit Hours***

First-year full-time students take 14 or more credit hours per semester. First-year part-time students take 10 or more credit hours per semester.

Upper level full-time students may register for a maximum of 16 credit hours per semester. After their third semester, part-time students may register for a maximum of 12 credit hours per semester.

#### **§ 1.4 *Minimum Credit Hours***

Full-time students must take a minimum of 12 credit hours per semester except that full-time graduating seniors in their final semester need only take the number of credit hours necessary for them to graduate. Part-time students must register for a minimum of nine credit hours per semester except that graduating seniors need only take the number of credit hours necessary for them to graduate.

#### **§ 1.5 *No Credit for Course Work Taken Prior to Matriculation in the JD Program***

The American Bar Association standards provide that no credit may be given toward the JD degree for credits earned before a student matriculates in a JD program.

## § 1.6 ***Required Courses***

The following courses must be completed in order to earn the JD degree: Civil Procedure, Constitutional Process, Contracts, Criminal Law, Legal Analysis, Research and Communication (LARC) I, II, and III, Legal Profession, Property, Torts, one professional skills course and one advanced writing course.

Professional skills courses that fulfill the graduation requirement include Advanced Mediation; Arbitration; Arbitration of Commercial Disputes; Business Planning; Commercial Arbitration; Dispute Resolution; International Moot Court; Legal Clinic (any); Litigation Lab; Litigation Strategy; Mediation; Moot Court; Negotiations; Trial Advocacy I; Trial Advocacy II.

Advanced writing courses that fulfill the graduation requirement include a Senior Seminar, any Legal Drafting or Independent Study.

All first-year students are assigned to specific sections and classes for the entire academic year and must complete their courses as assigned. Part-time students who change to full-time after one year must take their remaining required courses as assigned by the College of Law.

## **REQUIREMENTS FOR THE MASTER OF LAWS (LL.M.) DEGREES**

### **LL.M. IN HEALTH LAW PROGRAM**

## § 1.7 ***LL.M. in Health Law Credit Hours and GPA Requirements***

An LL.M. in Health Law student must complete 24 semester hours of credit with a minimum cumulative grade point average (GPA) of 2.5 in order to earn the degree. A student is automatically dismissed if he or she has a cumulative GPA below 2.0 for any three consecutive semesters. A summer term is counted as a semester for this purpose. If a student does not meet the degree GPA requirement of 2.5, the student may still earn a Certificate in Health Law if the student completes 18 credit hours with a cumulative GPA of 2.0.

## § 1.8 ***Program Requirements***

Courses must be selected from the LL.M. in Health Law courses listed on the College of Law web site. Candidates must enroll in a minimum of seven health law courses in the College of Law and complete the Seminar, Independent Study or Masters Essay requirement. LL.M. students also may enroll in up to three designated courses in the Public Service Management Graduate Program. The LL.M. program may be completed on either a full- or part-time basis but must be completed within five years.

## § 1.9 ***No Credit for Course Work Prior to Admission to the LL.M. Program***

The American Bar Association mandates that no credit may be given for health law courses taken before a student is accepted into the LL.M. program. Credits earned as part of a JD program do not count toward the LL.M..

## **LL.M. IN TAXATION PROGRAM**

### **§ 1.10 *LL.M. in Taxation Credit Hours and GPA Requirements***

An LL.M. in Taxation student must complete 24 semester hours of credit with a minimum cumulative GPA of 2.5 in order to earn the degree. A student is automatically dismissed if he or she has a cumulative GPA of below 2.0 for any three consecutive semesters. A summer term is counted as a semester for this purpose. If a student does not meet the degree GPA requirement of 2.5, the student may still earn a Certificate in Tax Law if the student completes 18 credits with a cumulative GPA of 2.0.

### **§ 1.11 *Program Requirements for the LL.M. in Taxation***

Courses must be selected from the LL.M. in Taxation courses. Candidates must complete three required courses and five electives. The LL.M. program may be completed on either a full- or part-time basis but must be completed within five years.

### **§ 1.12 *No Credit for Course Work Prior to Admission to the LL.M. in Taxation Program***

The American Bar Association mandates that no credit be given for taxation courses taken before a student is accepted into the LL.M. program. Credits earned as part of a JD program do not count toward the LL.M..

## **LL.M. IN INTELLECTUAL PROPERTY PROGRAM**

### **§ 1.13 *LL.M. in Intellectual Property Credit Hours and GPA Requirements***

An LL.M. in Intellectual Property student must complete 24 semester hours of credit with a minimum cumulative GPA of 2.5 in order to earn the degree. A student is automatically dismissed if he or she has a cumulative GPA below 2.0 for any three consecutive semesters. A summer term is counted as a semester for this purpose. If a student does not meet the degree GPA requirement of 2.5, the student may still earn a Certificate in Intellectual Property if the student completes 18 credits with a cumulative GPA of 2.0.

### **§ 1.14 *Program Requirements for the LL.M. in Intellectual Property***

Courses must be selected from the LL.M. in Intellectual Property courses. Candidates must complete three required courses and five electives. The LL.M. program may be completed on either a full- or part-time basis but must be completed within five years.

### **§ 1.15 *No Credit for Course Work Prior to Admission to the LL.M. in Intellectual Property***

The American Bar Association mandates that no credit be given for intellectual property courses taken before a student is accepted into the LL.M. program. Credits earned as part of a JD program do not count toward the LL.M.

## **LL.M. IN INTERNATIONAL LAW**

### **§ 1.16 *LL.M. in International Law Credit Hours and GPA Requirements***

An LL.M. in International Law student must complete 24 semester hours of credit with a minimum cumulative GPA of 2.5 in order to earn the degree. A student is automatically dismissed if he or she has a cumulative GPA below 2.0 for any three consecutive semesters. A summer term is counted as a semester for this purpose. If a student does not meet the degree GPA requirement of 2.5, the student may still earn a Certificate in International Law if the student completes 18 credits with a cumulative GPA of 2.0.

### **§ 1.17 *Program Requirements for the LL.M. in International Law***

Courses must be selected from the LL.M. in International Law courses listed on the College of Law web site. Candidates must complete three required courses and an additional five courses in their area of concentration. The LL.M. program may be completed on either a full- or part-time basis but must be completed within five years.

### **§ 1.18 *Credit for Course Work Prior to Admission to the LL.M. in Intellectual Property Program***

At the discretion of the program director, students may receive credit for courses previously taken during the foreign equivalent of a JD program.

## **JOINT DEGREE AND CERTIFICATE PROGRAMS**

### **§ 1.19 *DePaul University College of Law offers the following joint degree, certificate and graduate programs:***

- Joint Degree Programs:

- JD/MBA
- JD/MA in International Studies
- JD/MS in Public Service Management
- JD/MS in Computer Science Technology

- Certificate Programs:

- Business Law
- Criminal Law
- Family Law
- Health Law
- Intellectual Property: General
- Intellectual Property: Art and Museum Law
- Intellectual Property: Patents
- Intellectual Property: Information Technology
- International & Comparative Law
- Public Interest Law
- Taxation Law

For specific information regarding program requirements and application procedures, students are advised to visit the College of Law web site, [www.law.depaul.edu](http://www.law.depaul.edu) > Academic Programs.

## **DEPAUL UNIVERSITY COLLEGE OF LAW STUDY ABROAD PROGRAMS**

§ 1.20 ***DePaul University College of Law has several study abroad programs. The programs are described fully on the law school web site.***

Associate Dean Steven Greenberger supervises all study abroad programs. Individual professors must give consent for students to enroll in the programs.

Study abroad programs are described on the College of Law web site: [www.law.depaul.edu](http://www.law.depaul.edu) > Academic Programs. Currently, programs are offered in Madrid, Spain; Chiapas, Mexico; Beijing, China; Costa Rica; Buenos Aires, Argentina; Dublin, Ireland & Amsterdam, the Netherlands; Prague, Czech Republic and Vienna, Austria.

## **II. KNOWLEDGE OF PROCEDURES AND GRADUATION REQUIREMENTS**

§ 2.1 ***Students Responsibility for Fulfilling Requirements***

Each student is solely responsible for ensuring that he or she fulfills all requirements for the degree being sought. Graduating seniors should undertake an independent review of their records before they register for their final semester by ordering a degree progress report or an unofficial transcript from Campus Connection. IF A PROSPECTIVE GRADUATE HAS NOT FULFILLED ALL DEGREE REQUIREMENTS, HE OR SHE WILL NOT RECEIVE A DEGREE AND WILL NOT BE CERTIFIED FOR ADMISSION TO THE BAR.

Note: Participation in the graduation ceremony **does not** establish entitlement to a degree. The actual degree award does not take place until the University completes its degree audit. Final certification of degrees is completed by the University Student Records Office and may take up to ten weeks after the commencement ceremony.

§ 2.2 ***Application for Graduation and Certificates***

JD, LL.M., and JD joint degree seniors must apply for degree conferral on Campus Connection by June 1 for a July graduation, by October 1 for a December graduation or by February 1 for a May graduation. Applicants for the JD degree must also complete a Career Services survey and file it with their Application for Graduation. Applicants for JD certificates must complete and submit a certificate application. The on-line degree conferral application is on Campus Connection, [www.depaul.edu](http://www.depaul.edu). The other applications are available on the law school web site, [www.law.depaul.edu](http://www.law.depaul.edu).

§ 2.3 ***Commencement***

Commencement is held annually in May. If a student is short no more than three credits for a degree, the student may attend the commencement ceremony but will not be awarded the degree until the credits are completed.

## § 2.4 *Academic Records Final*

Academic records will be locked upon degree conferral. Under no circumstances will changes be made to the academic record after a degree is conferred.

### III. **JD GRADUATION WITH HONORS AND ORDER OF THE COIF**

#### § 3.1 *Juris Doctor Honors*

JD students whose cumulative grade point average (GPA) places them in the top five percent of their class are awarded their degree *summa cum laude*. JD students whose cumulative GPA places them in the next five percent of their class are awarded their degree *magna cum laude*. JD students whose cumulative GPA places them in the next 10 percent of their class are awarded their degree *cum laude*. The awards are given to the entire class that graduates in an academic year, full-time and part-time students combined. The awards are announced at the end of the academic year. Once the awards are announced and posted by the College of Law and the University Student Records Office, the awards are not affected by any subsequent grade changes.

Students who transfer to the College of Law after they complete first-year coursework at another law school are eligible for graduation honors. Grades earned at a transfer student's prior law school are included in the GPA computation for honors eligibility. Grades earned when students visit another law school after their first year are included in the GPA for honors eligibility if they take 12 or more credits at another law school.

#### § 3.2 *Order of the Coif*

JD graduates who rank in the top 10 percent of their class are elected by the faculty to the Order of the Coif. Coif awards are announced in the summer at the end of the academic year. Once announced and posted by the University Student Records Office, the awards are not affected by any subsequent grade changes. The rules for honors awards for transfer students also apply to election to Order of the Coif.

### IV. **ELIGIBILITY FOR LAW REVIEW, LAW JOURNALS AND MOOT COURT**

#### § 4.1 *Law Review*

The *DePaul Law Review*, published quarterly, is the College of Law's principal scholarly publication. Legal scholars, judges and practicing attorneys submit articles for publication that are selected and edited by a board of student editors. Members of the *Law Review* also contribute articles that discuss recent cases and developments in the law. Election to *Law Review* is one of the highest honors a student can achieve in his or her law school career. Students are invited to join the *Law Review* after their first year of law school based upon either their academic performance or their performance in a write-on competition. Transfer students may join the *Law Review* only via the write-on competition.

***Academic Achievement.*** Students are invited to join the *Law Review* at the end of their first academic year if they rank in the top 10 percent of their class.

**Summer Write-On Competition.** The Inter-Journal Write-On Competition is administered by the editors of the *Law Review* and other Journals. Competition dates and requirements are announced in the summer. The *Law Review* Editorial Board selects which students, if any, will be invited to join based upon the competition.

Students who will not be on campus during the competition may still participate but must make specific arrangements with the *Law Review* as soon as the competition dates are announced.

**Credit for Law Review.** Editors of the *Law Review* must register for and receive course credit. The credits are graded pass/fail. A student may receive a maximum of six credits (three per semester) for *Law Review* editorial work. Editors also may receive tuition stipends based upon the nature of their service on the *Law Review* Editorial Board.

#### §4.2 ***Journal of Art, Technology & Intellectual Property Law***

The *Journal of Art, Technology & Intellectual Property Law* is published three times per year under the direction of a student Board of Editors and in cooperation with the non-profit organization Lawyers for the Creative Arts. The *Journal* includes articles by students and professionals that address current legal issues in the visual and performing arts.

**Eligibility.** Students who complete their first year of law school in good academic standing are invited to join the *Journal's* staff based upon the Inter-Journal summer write-on competition. *Journal* staff members are expected to complete one article suitable for publication each semester. Students choose their own topics and format. *Journal* members are eligible for Editorial Board positions during their final year of law school.

**Credit for the Journal.** Editors of the *Journal* must register for and receive course credit. The credits are graded pass/fail. A student may receive a maximum of four credits (two per semester) for *Journal* editorial work. Editors may also receive tuition stipends based upon the nature of their service on the Editorial Board.

#### § 4.3 ***Business & Commercial Law Journal***

The *Business & Commercial Law Journal* is published three times per year under the direction of a student Board of Editors.

**Eligibility.** Students who have completed their first year of law school in good standing are invited to join the *Journal* staff based upon the Inter-Journal summer write-on competition. Students who have completed at least 28 credit hours are eligible to compete. *Journal* staff members do cite-checking and write a case note or comment.

**Editorial Board.** In the spring of each academic year, staff members may apply for an editorial position on the following year's Editorial Board. Each Editorial Board chooses its own successors.

**Credit for the Journal.** Editors of the *Journal* must register for and receive course credit. Credits are graded pass/fail. Editors may earn a maximum of 6 credits (three

per semester) for *Journal* editorial work. Editors also may receive tuition stipends based upon the nature of their service on the Editorial Board.

#### § 4.4 ***Journal of Health Care Law***

The *Journal of Health Care Law* provides scholarly commentary on developments in the health law field. Health Law LL.M. and JD students who have completed their first year of law school in good academic standing are eligible.

***Write-On Competition.*** Students who have completed their first year of law school in good standing are invited to join the *Journal* staff based upon the Inter-Journal summer write-on competition. Students who have completed at least 28 credit hours are eligible to compete.

***Journal Editors.*** Students may apply to become editors of the *Journal* after they complete the first year. Editors may receive tuition stipends based upon the nature of their service on the Editorial Board.

***Credit for the Journal.*** Editors must register for and receive course credit. Editors receive course credit at the rate of two credits per semester. The credits are graded pass/fail. Editors are expected to agree to a four-semester commitment to the *Journal*.

#### § 4.5 ***Journal for Social Justice***

The *Journal for Social Justice* provides public interest practitioners and academics with a scholarly alternative to traditional law journal publications. Contributors to the *Journal* are encouraged to share the wisdom of their experiences as advocates.

***Eligibility.*** Students who complete their first year of law school in good academic standing are invited to join the *Journal's* staff based on either the *Journal's* own write-on competition or the Intra-Journal summer write-on competition. *Journal* members are eligible to apply for Editorial Board positions during the Spring semester.

***Credit for the Journal.*** Editors of the *Journal* must register for and receive course credit. The credits are graded pass/fail. A student may receive a maximum of four credits (two per semester) for *Journal* editorial work.

#### § 4.6 ***Journal of Sports Law and Contemporary Problems***

The *Journal of Sports Law and Contemporary Problems* investigates the intersection between law and sports with a focus on today's most important sports issues.

***Write-On Competition.*** The *Journal* participates in the Intra-Journal summer write-on competition.

***Journal Editors.*** Students may apply to become editors of the *Journal* after one year.

***Credit for the Journal.*** Editors receive course credit at the rate of one or two credits per semester. The credits are graded pass/fail.

#### § 4.7 ***Journal of Women, Gender and the Law***

The DePaul Journal of Women, Gender and the Law (JWGL) publishes student and professional articles on issues of women's legal rights domestically and internationally, as well as the dynamic intersections of gender, gender identity and the law.

##### ***Joining the Journal***

The Journal offers opportunities to become Journal members in both the fall and spring semesters through its scholarship and write-on competitions.

##### ***Journal Editors***

Journal members may apply to become editors in their second year of law school.

#### § 4.8 ***Moot Court Society***

The Moot Court Honor Society has three divisions: Appellate Advocacy, Trial Advocacy and Lawyering Skills. The Society sponsors and supports students participating in competitions that promote written and oral advocacy and lawyering skills.

***Credit for Moot Court Competition.*** Upper-level students can earn three credit hours for participation on a national or international moot court appellate advocacy team or trial competition team. National team moot court credits are graded pass/fail; international moot court competition credits are graded in the normal manner. Students may earn a maximum of six credits for moot court competition over two semesters.

In order to earn credit for moot court, students must:

1. Participate as a team member (competitor) in a sanctioned external moot court appellate or trial team competition. Appellate team members are selected by a Moot Court Executive Board Committee comprised of faculty and students. Trial team members are chosen by the trial team coaches in tryouts.
2. Meet all program requirements as outlined by the program directors and coaches including, but not limited to, the writing of briefs, attending moot practice and training seminars and otherwise adhering to the coaches' guidelines.

***Moot Court Appellate Team Executive Board.*** The Appellate Team is managed by an Executive Board. The Executive Board is chosen by a committee comprised of faculty and students.

#### § 4.9 ***Journal and Moot Court Credit***

Subject to the limitations set forth above, students may earn a maximum of 12 hours of *Journal* and Moot Court credit while enrolled in law school. In order to receive credit, students must obtain a permission slip, have it completed by the supervising member of the faculty and turn the completed slip in to Lorraine Schulz in the Office of Student

Affairs. *Journal* and Moot Court credit will not be awarded if the appropriate registration is not completed.

## V. ACADEMIC AND ADMINISTRATIVE REGULATIONS FOR JD AND LL.M. STUDENTS

### §5.1 *Communications and E-Mail Addresses*

Students receive a DePaul student e-mail address when they enroll. Students must insure that their e-mail address on Campus Connection is correct at all times. If your e-mail address is not correct on Campus Connection, you may not receive information necessary to pursue your law studies. Failure to provide a correct e-mail address will not excuse non-compliance with rules, regulations or requirements communicated by the law school via e-mail.

To update your email address, go to the University web site, [www.depaul.edu](http://www.depaul.edu) > log onto Campus Connection. Under “For Students,” click on “Demographic Profile”. Update your email addresses. Check the one you plan to use as “Preferred.” All law school notices will be sent to your “Preferred” email address.

Many e-mail systems enforce filter software, which might block important messages. The College of Law uses numerous e-mail addresses to inform students of registration times, exams, schedules, events and important news. In order to receive e-mail from the law school, we recommend the following:

1. Please review your junk mail filter settings and select the appropriate level.
2. Please add <http://sr.depaul.edu>, [dwhite@depaul.edu](mailto:dwhite@depaul.edu), and [greenbe@depaul.edu](mailto:greenbe@depaul.edu) to your address book. Also add [nhatchet@depaul.edu](mailto:nhatchet@depaul.edu) and [lschulz@depaul.edu](mailto:lschulz@depaul.edu).

### § 5.2 *Employment Limitation for Full-Time JD Students*

The American Bar Association rules permit College of Law full-time students to be employed for a maximum of 20 hours per week while school is in session. If a student must work more than 20 hours per week, the student must transfer to the part-time division. If full-time first-year students feel compelled to work, they should be careful to limit their hours so as not to interfere with their studies. Students are expected to arrange their work schedule around College of Law classes. Adjustments in the curriculum or final exams will not be made because of work conflicts.

### § 5.3 *Class Attendance Rules*

Attendance is mandatory for all law school classes. Each instructor may establish penalties for lack of attendance. At his or her discretion, an instructor may give the student a grade of FX (apparent withdrawal), lower the final grade or require the student to withdraw from the class. In the event of a mandatory withdrawal, tuition for the class will not be refunded.

***Limited Enrollment Course Attendance.*** If a student registers for a limited enrollment course such as a senior research seminar, a litigation skills course or a practice skills

course, and does not attend the first week of the class, the instructor may prohibit the student from taking the class. A student compelled to withdraw from a class will not receive a tuition refund if the official refund deadline has passed.

§ 5.4 ***Class Attendance in Proper Section***

Students are required to attend the section of a course for which they are registered. A student may not attend another section of the same course, even if taught by the same instructor.

§ 5.5 ***Recording of Class Sessions***

Classes may be recorded only with the permission of the instructor. Students with disabilities who must tape classes as an accommodation for their disability should make arrangements with the Assistant Dean for Student Affairs.

§ 5.6 ***Required Courses***

Students must take all required courses at the time prescribed and in the sequence designated by the College of Law. First year students may not drop required courses or take reduced class loads absent extraordinary extenuating circumstances. In order to do so, they must obtain the consent of the Assistant Dean of Student Affairs. Required courses must be taken at DePaul and cannot be taken at another law school.

§ 5.7 ***Courses With Prerequisites***

Some courses have mandatory prerequisites. Prerequisites must be completed **before** a student may enroll in those courses. Students may not take a course and its prerequisite course simultaneously.

§ 5.8 ***Registration, Course Changes, Tuition Refunds and Deadlines***

**Registration.** Registration takes place according to a schedule promulgated in advance by the University Student Records Office. Students are afforded registration priority based upon the number of credits they have accumulated. Registration for the summer and fall semesters takes place in the spring. Registration for the spring semester takes place in the fall. Once registration begins, it remains open until the close of the add/drop period. Registration is accomplished over the internet via Campus Connection. Registration instructions are emailed to students prior to the opening of registration each semester and are on the College of Law web site, [www.law.depaul.edu](http://www.law.depaul.edu) > Student Resources.

**Deadlines and Tuition Refunds.** The deadline to withdraw from a course and receive a tuition refund is the end of the second week of class in the fall and spring semesters. The tuition refund deadline for the summer semester is the end of the first week of class. The deadlines are published on the academic calendar on the College of Law web site. A student may withdraw from a class up until the last scheduled class day of a semester, *i.e.*, before the reading and final examination period begins, but tuition will not be refunded if the withdrawal takes place after the refund deadline. Simply not

attending a class is not a withdrawal. If a student does not withdraw from the class on Campus Connection, the student is responsible for the tuition charges.

**Official Add/Drop and Withdrawals.** A course may only be officially added or dropped through the Campus Connection web registration site. Classes may not be added after the add/drop deadline. Classes may be dropped on Campus Connection until the sixth week of the semester. Thereafter, students who wish to drop a class must contact the Office of Student Affairs. For any course dropped after the add/drop deadline, a “WA,” for withdrawal will appear on the official DePaul transcript. The grade of “WA” does not affect a student’s GPA. Students may not drop a class once the reading period and exams begin.

#### § 5.9 **Non-Classroom Credit Hours: 12-Credit Limit**

The faculty has designated certain courses for pass/fail status. A student may not elect to take a course pass/fail that has not been so designated.

A JD student may earn a maximum of 12 credit hours for non-classroom courses, most of which are graded pass/fail. Courses that count toward the 12-credit non-classroom limit include: the *Journal of Art, Technology & Intellectual Property Law* Editorial Board; the *Business & Commercial Law Journal* Editorial Board; Field Placement; the *Health Care Law Journal* Editorial Board; the *Law Review* Editorial Board; *The Journal Of Social Justice* editorial board; *The Journal of Sports Law and Contemporary Problems* editorial board; National and International Moot Court Competitions; Guided Research; LARC TA’s and Independent Study. With the exception of Independent Study, all of the above courses are graded pass/fail.

#### § 5.10 **Registration for the Field Placement Program**

The Field Placement Program is designed to give upper-level students practical legal experience through an externship with a government agency, not-for-profit legal organization, member of the judiciary, private firm, or a corporation. Students must have completed 40 or more credits with a GPA of at least 2.00 in order to be eligible. Students may participate in a maximum of two one-semester field placements while in law school. Students earn three credits per semester.

Associate Dean Howard Rubin is the Director of the Field Placement Program. To register, a student must submit an application to the Coordinator, Natalie Taylor. She then turns in a permission slip for registration for the approved students. LL.M. students should submit their permission slips to Virginia Knittle, the Assistant to Associate Dean. The registration must be completed by the end of the first week of classes.

Additional information about the Field Placement Program is available on the College of Law web site and at the Field Placement Office (Room 312 Lewis Center).

### § 5.11 ***Registration for Clinical Programs***

Students desiring to take a Legal Clinic must obtain a registration permission slip from the supervising clinical professor and turn it in to Lorraine Schulz in the Office of Student Affairs. Clinical programs are described on the College of Law web site: [www.law.depaul.edu](http://www.law.depaul.edu).

### § 5.12 ***711 Licenses***

Upon completing 52 credit hours, a student may obtain an Illinois Supreme Court Rule 711 License to practice law under the terms and conditions set forth in the Rule. Licenses are available only for students who perform legal services for government agencies or not-for-profit organizations.

A student may apply for the license at the end of the semester in which he or she completes the requisite number of hours; however, the license cannot be processed until grades for those hours have been submitted, which occurs in mid-to-late June if the student completes the hours in the spring semester. The application form is on the law school web site under Registration. Completed applications (including the supervising adviser's signature and the required photograph) should be turned in to Natasha Hatchett in the Office of Student Affairs. The application will be forwarded to the Administrative Office of the Illinois Courts, which issues the license and mails it to the student. Processing time is 3 - 6 weeks.

### § 5.13 ***Registration for Independent Study***

Independent study permits a student to pursue an area of interest in-depth under the supervision of a full-time faculty member. To do an independent study, a JD student must have completed 28 credits and have a 3.0 cumulative GPA. The student must make supervisory arrangements with a full-time tenured faculty member with expertise in the student's area of interest. Independent study fulfills the JD advanced writing requirement.

An extensive research paper must be completed as part of an independent study. Independent study is a graded course for which three hours of credit are awarded. A student may enroll for a maximum of two independent studies during law school.

To register for an independent study, JD students must obtain written approval from the supervising faculty member and the Assistant Dean for Student Affairs. Independent study forms are available on the College of Law web site. Completed forms should be turned in to the Office of Student Affairs.

LL.M. students interested in independent study should contact Virginia Knittle, Assistant to the Associate Dean.

### § 5.14 ***Registration for Guided Research***

Students who wish to perform guided research must make supervisory arrangements with a faculty member. A student must have completed a minimum of 28 credit hours

with a cumulative GPA of at least 2.0. A student may enroll in guided research for either one or two hours in a semester. Guided research does not fulfill the advanced writing requirement.

To register for guided research, a student must obtain written approval from the supervising faculty member and the Assistant Dean for Student Affairs. Guided research forms are available on the College of Law web site. Completed forms should be turned in to the Office of Student Affairs.

### § 5.15 *Auditing Classes*

A JD or LL.M. student may audit a course only if the student registers to do so with the Office of Student Affairs. Audit requests must be filed by the following deadlines:

- Fall Semester: October 1
- Spring Semester: March 1
- Summer Semester: June 15

The following courses may not be audited: courses required for graduation, advanced writing courses, litigation skills, practice skills, clinics, externships, guided research, independent study and non-classroom pass/fail courses.

An auditor does not receive a grade in or credit for the course. Students may not convert from auditing to graded status or vice versa. A student who has audited a course may not thereafter take that course for credit. A person not enrolled as a student at the Law School may audit a course only with the permission of the Associate Dean.

To register to audit a course, JD students register for the class via Campus Connection and file a request form with Lorraine Schulz in the Office of Student Affairs. LL.M. and non-degree-seeking students must meet with Virginia Knittle, Assistant to the Associate Dean.

## **VI. VISITING AT AND TRANSFERRING CREDITS FROM OTHER LAW SCHOOLS**

### § 6.1 *Required Courses and Requirements to Visit Another Law School*

Other than an approved summer study abroad visit at another law school, which is strongly discouraged, a student will be permitted to receive credit for courses taken at another law school only if the student faces an unforeseen change of circumstances of an emergency nature that makes the student's continued presence at DePaul an exceptional hardship. Such circumstances may include but are not limited to death or extreme illness in the student's immediate family, which necessitates a move to another city in order to alleviate severe financial, medical or other such stress. A student must document his or her claim of extraordinary hardship to the Assistant Dean for Student Affairs. NOTE: Financial concerns or the need to accompany or join a spouse, without other significant factors, will not constitute an exceptional hardship; neither will a desire to work or study in another location constitute such a hardship.

In addition to demonstrating extraordinary hardship, a student who wishes to take courses at another law school must submit to the Assistant Dean for Student Affairs an academic release form requesting that a letter of good standing be sent to the other law school, copies of the course descriptions of the courses the student proposes to take and a copy of the other law school's grading system. The form requesting a letter of good standing may be obtained from the Law School web site, [www.law.depaul.edu](http://www.law.depaul.edu). A \$25 fee is charged for each letter of good standing. Credit for courses taken at another school will only be awarded if the school is American Bar Association accredited and if permission has been granted before the student registers for the courses.

All required courses must be taken at DePaul. Students may not visit another law school in the semester before they graduate. A DePaul student who is permitted to visit at another law school must be enrolled full-time at the other law school and may not take any DePaul courses during the visit.

If a student wishes to receive DePaul loans to cover the tuition costs at the other law school, he or she must see an adviser in the Financial Aid Office. Scholarships will be canceled if the student is not enrolled at DePaul.

Once the student completes the course work at the other law school, the student must arrange to have an official transcript with final grades sent directly from the other law school to the Assistant Dean for Student Affairs. Credit will only be given for courses in which the student received a grade of C or higher. Grades from courses at other law schools will not be computed in the student's DePaul GPA, except for determining honors when the student graduates. A student may not take a course at another law school on a pass/fail basis.

Courses taken at another university or college that are not part of a regularly accredited law school curriculum will not be applied toward a law degree.

## § 6.2 ***Study Abroad Programs Other Than DePaul Programs***

Enrolling in a semester or summer abroad program offered by a school other than DePaul is strongly discouraged. A student must have a minimum GPA of 2.30 to attend a summer abroad program sponsored by another law school.

If a student wishes to attend a program sponsored by another law school, Associate Dean Greenberger must approve the request. The student must submit a cover letter to the Associate Dean requesting permission to study abroad, together with copies of the course descriptions of the courses the student proposes to take and the number of credits each course is worth. The cover letter must explain why the student's goals cannot be attained by studying in one of the DePaul programs. Differences in curricula or locales between the programs offered by DePaul and those of other schools will not, without more, justify participation in another school's program.

If Dean Greenberger approves the request, the student must request a letter of good standing from the Assistant Dean for Student Affairs from the College of Law web site. The student will pay a nonrefundable \$25 fee for each letter of good standing.

If a student's application for summer abroad at another institution is approved, the Financial Aid Office may be contacted to arrange a consortium agreement between DePaul and the other law school. Once a consortium agreement is entered into, loan funds granted by DePaul may be used to pay tuition charges for the summer abroad program.

After a student completes the program, he or she must order an official transcript from the other American law school (not the foreign school) and have it sent directly to the Assistant Dean for Student Affairs. The Assistant Dean will forward the transcript to the University Student Records Office, which will post the credits to the student's transcript. The transcript will not list grades. Instead, all courses will be listed as "T" or transfer.

A maximum of seven credits may be earned during a summer program sponsored by another law school. Credits will only be awarded if the program is approved by the American Bar Association. Grades earned in another law school's summer abroad program do not count toward a student's DePaul GPA and do not satisfy Certificate requirements.

## VII. GRADING SYSTEM, AWARDS AND ACADEMIC RECORDS

### § 7.1 *Grades and Grading Scale*

Grades can be accessed online via Campus connection. Grades can be viewed and printed using the Unofficial Transcript in the Student Center in Campus Connection.

Grades are assigned in accordance with the following definitions. A plus or minus grade represents a slight variance from the indicated definition.

Once a grade is assigned, university policy prohibits faculty from changing the grade unless the professor made a clerical error when calculating it. Removal of an incomplete grade in accordance with University policy is an exception to the grade change policy. **Faculty may not assign or accept additional graded material in order to improve a student's final grade. They may not conduct a substantive reevaluation of the student's exam or coursework.**

- A The instructor judged the student to have accomplished the stated objectives of the course in an EXCELLENT manner.
- B The instructor judged the student to have accomplished the stated objectives of the course in a VERY GOOD manner.
- C The instructor judged the student to have accomplished the stated objectives of the course in a SATISFACTORY manner.
- D The instructor judged the student to have accomplished the stated objectives of the course in a POOR manner.

- F The instructor judged the student NOT to have accomplished the stated objectives of the course.
- IN Temporary grade indicating that, following a request by the Student, the Assistant Dean for Student Affairs and the Instructor have given permission for the student to receive an incomplete grade. In order to qualify, the student must have:
- a) a satisfactory record in the work already completed in the course,
  - b) encountered unusual or unforeseeable circumstances, which prevent him/her from completing the course requirements before the end of the term and
  - c) applied to the instructor and to the Assistant Dean for permission to receive the IN. The incomplete will expire at the end of the following semester. If the work is not complete, the student will receive a failing grade.
- PA Passing achievement in a pass/fail course. (Grades A through D represent passing performance).
- W Withdrawal from the course instituted by the student after the last day to drop with a refund and before the final withdrawal deadline.
- WA Withdrawal from the course initiated by an administrator at a student's request, usually outside of established deadlines. Administrative withdrawals may be granted under extraordinary circumstances and require documentation for support.
- FX Student stopped academic activity, was absent excessively, or failed to withdraw while registered. The FX will be factored into a student's GPA in the same way an F would be.
- M Final grade not submitted by instructor.
- AU Auditor status; course does not earn credit.

### **Illustration of Calculating Grades**

- A 4 times the number of credit hours assigned to the course.
- A- 3.7 times the number of credit hours assigned to the course.
- B+ 3.3 times the number of credit hours assigned to the course.
- B 3 times the number of credit hours assigned to the course.
- B- 2.7 times the number of credit hours assigned to the course.

C+	2.3 times the number of credit hours assigned to the course.
C	2 times the number of credit hours assigned to the course.
C-	1.7 times the number of credit hours assigned to the course.
D	1 times the number of credit hours assigned to the course.
F, FX	No quality points awarded.
AU, W, WA, IN, PA	Quality points not assigned.

**§ 7.2 *First-Year Grade Curve and Upper-Level Classes with 50 or More Students***

The College of Law faculty adopted the following mandatory grade curve that applies to all first-year courses and to upper-level classes with 50 or more enrolled students:

A	12%-17%
A- and/or B+	20%-30%
B	20%-30%
B- and/or C+	20%-30%
C or below	10%-15%

In addition, the mean or average for all DePaul students in any course subject to this grade curve must be between 2.95 and 3.15. All LARC sections taught by the same instructor during the semester are aggregated into one course for purposes of this curve.

***Upper-Level Grade Curve: Classes with 21 - 49 Students***

The mean or average for all DePaul students in any upper-level course with an enrollment between 21 and 29 students, including LARC III, must be between 2.95 and 3.15.

***Upper-Level Classes with 20 or Fewer Students***

No mandatory grade curve applies to courses with enrollments of 20 or fewer DePaul students. However, any instructor submitting grades for DePaul students more than half of which are grades of A shall provide the Associate Dean with a brief explanation of the methodology that led to this result.

**§ 7.3 *Computation of GPA***

GPA's are computed by dividing the total number of grade points earned by the total number of graded credit hours. Graded credit hours do not include courses graded WA, W, P, IN, M, or AU, but do include courses graded F or FX.

§ 7.4 **Grade of W or WA (Withdraw)**

If a student withdraws from a course before the tuition refund deadline announced in the academic calendar, no record of the withdrawal will appear on his or her transcript. However, if a student drops a class after the tuition refund deadline, the grade of W will appear on the transcript. A withdrawal has no effect on a student's GPA. If the student asks to withdraw after the online deadline passes, the student will receive a grade of WA (administrative withdrawal), and tuition is due.

§ 7.5 **Grade of FX**

The College of Law requires regular and punctual class attendance and proper class preparation. Irregular class attendance or inadequate preparation may result in a student being involuntarily withdrawn from the class. Students who are involuntarily withdrawn receive a grade of FX. A student who registers for a class, does not complete the coursework or exam, and does not drop the class prior to the last regularly scheduled day of class will also receive a grade of FX.

§ 7.6 **Grade of IN (Incomplete)**

The grade of Incomplete (IN) is assigned when a student has been excused from taking the final examination on good cause shown or, with permission, has failed to complete all of the required coursework. To receive an incomplete, a student must receive written permission from the professor and the Assistant Dean for Student Affairs. All course work must be completed by the end of the following semester or the student will receive a permanent failing grade (F).

§ 7.7 **Pass/Fail**

Pass/Fail rules are described in § 5.10. Only designated courses may be taken pass/fail. Students may **NOT** elect to take graded courses pass/fail.

§ 7.8 **Repeat Policy**

A student who receives a grade of F or FX in a course may **NOT** retake the course (with the exception of Legal Profession, which must be completed successfully in order to obtain a JD). Courses may not be repeated in order to obtain a higher grade.

§ 7.9 **Anonymous Grading**

For most courses, the Law School uses an anonymous grading system. Students receive an anonymous number each semester. The only identifying information that should be used for all exams is the four-digit anonymous exam number. **STUDENTS MUST INSURE THAT THEIR E-MAIL ADDRESSES ON CAMPUS CONNECTION ARE CORRECT OR THEY WILL NOT RECEIVE AN ANONYMOUS EXAM NUMBER.**

### § 7.10 *Disclosure of Grades*

Typically, autumn semester grades are released in mid-January. Spring semester grades are released in mid-June. Summer grades are released in September.

Once the University processes final course grades, students may obtain their final grades on Campus Connection. Grades will not be disclosed over the telephone or by email. Students must give written consent for grades to be disclosed to third parties.

Unofficial transcripts with grades and grade point averages are available on the University Campus Connection web site. Official transcripts are available from the University Student Records (SR). For further information, go to Campus Connection or to <http://sr.depaul.edu>.

Grades also appear on Degree Progress Reports, available on the University Campus Connection web site. A degree progress report charts the student's progress toward his or her degree.

### § 7.11 *Determination of Grades*

Grades are determined solely on the basis of the academic performance of each student according to criteria established by the course instructor. During the first week of class, the instructor will advise the students of the factors that will be considered in determining the final grade (*e.g.*, examinations, papers, class participation, attendance, etc.). The evaluation of academic performance is subject to the professional judgment and discretion of the instructor.

Once final grades are submitted to the Office of Student Affairs, they may be changed only in the event of a clerical or computational error. Grades cannot be changed because of a reassessment of an examination or course work or the submission of extra work.

### § 7.12 *Grade Challenges*

For the complete grade challenge rules, go to [www.depaul.edu](http://www.depaul.edu) > Graduate Student Handbook > Graduate Academic Policies. Students should understand that grade challenges are very rarely granted. Academic records will be locked upon degree conferral. Under no circumstances will changes be made to the academic record after degree conferral.

#### **Deadlines to file a grade challenge**

<b>Fall semester grade:</b>	<b>March 1 of the following spring semester</b>
<b>Summer/spring semester grade:</b>	<b>October 1 of the following fall semester</b>

A student may appeal a grade only in unusual circumstances and only if a student establishes the following:

1. The methods or criteria for evaluating academic performance, made explicit by the instructor at the beginning of the course, usually in a course syllabus or as subsequently modified with the majority consent of the students, were not actually applied in determining the grade.
2. The grade was determined or influenced by criteria other than those explained by the instructor or by criteria not relevant to academic performance.
3. The instructor applied predetermined criteria unfairly, which may include but not be limited to the following:
  - a. The instructor's evaluation of academic performance so exceeded the reasonable limits of the instructor's discretion as not to be acceptable to the instructor's peers.
  - b. Predetermined criteria were not explained at the beginning of the semester.

Before filing a grade challenge, a student must first meet with the professor to discuss the grade. To initiate a challenge, the student must file five copies of a cover letter, petition and any supporting documents with the Assistant Dean for Student Affairs.

Academic records will be locked upon degree conferral. Under no circumstances will changes be made to the academic record after a degree is conferred. Students who are dismissed may not file a grade challenge.

### § 7.13 ***Class Ranks***

JD students who have completed at least one semester at the College of Law are ranked by cumulative GPA in percentage increments. LL.M. students are not ranked. Students who transfer to DePaul are ranked once they receive DePaul grades. Transfer credits are not used to determine class ranks but are used to determine honors at graduation. Class ranks are posted in February and July on the Law School web site.

Ranks are listed by percentile, in five percent increments, through the 50<sup>th</sup> percentile. The lower half of the class is ranked by quartile. Full-time and part-time students are ranked separately. Once released, class ranks are not affected by any subsequent grade changes or withdrawals. Numeric class ranks are not available.

In communicating with prospective employers or otherwise, a student must report his or her class rank precisely as listed on the Law School web site. Students ***may not*** round off their grade point averages to achieve a higher rank.

To verify a class rank, a student should order an unofficial transcript or official transcript from Campus Connection or through the University Student Records Office, <http://sr.depaul.edu>. Students then should compare their cumulative GPA to the percentage class ranks on the Law School web site, [www.law.depaul.edu](http://www.law.depaul.edu). If an employer requests verification of class rank, the student should give the employer the unofficial or

official transcript and a copy of the ranks from the Law School web site or refer the employer to the web site.

#### § 7.14 ***Dean's List***

Students who rank in the upper 25 percent of their class based on one semester's grades qualify for the Dean's List. Dean's List notes appear on unofficial and official transcripts, available on Campus Connection.

To qualify for the Dean's List, a full-time student must be registered for at least twelve credits graded other than pass/fail or audited. A part-time student must be registered for at least nine credits graded other than pass/fail or audited. Once released, the Dean's List is not affected by any subsequent grade changes or withdrawals.

#### § 7.15 ***JD Classifications for Class Ranks and the Dean's List***

For purposes of determining class ranks and the Dean's list, JD students are classified by the number of credit hours they have earned:

##### ***Full-Time***

First-Year = 28 or fewer credit hours  
Second-Year = 29 to 58 credit hours  
Third-Year = 59 or more credit hours

##### ***Part-Time***

First-Year = 20 or fewer credit hours  
Second-Year = 21 to 43 credit hours  
Third-Year = 44 to 67 credit hours  
Fourth-Year = 68 or more credit hours

#### § 7.16 ***CALI Excellence for the Future Award***

An outside company, Computer Assisted Legal Instruction (CALI), provides an award to the student who receives the highest grade in each course. The award winners receive a certificate from CALI. CALI recipients may confirm their awards on <http://www2.cali.org>.

#### § 7.17 ***Official Transcripts***

Navigation: [www.depaul.edu](http://www.depaul.edu) > Current Students > Campus Connection > log in. For Students > Records & Registration > choose either Transcript - Official or Transcript - Unofficial.

Unofficial transcripts: Unlimited copies may be made at no charge. Most employers will accept an unofficial transcript in the initial stages of interviewing. Before making an offer, they may request an Official Transcript.

Official transcripts: Electronic or paper. If student clicks on “official,” the transcript may be sent to the student or to a 3<sup>rd</sup> party recipient. The student should choose a method of delivery: email, express mail or regular mail. Express delivery is available for an extra fee. Students may order up to 10 free transcripts per year.

Electronic delivery: The official transcript can be sent to a 3<sup>rd</sup> party recipient if the student specifies an email address. It is certified as official and is in PDF. If printed, it becomes unofficial.

Paper (Mail delivery): The official transcript becomes unofficial if the student makes a photocopy of the original. Students may not request to pick up printed transcripts from the Student Records Office.

The transcript will not be issued if a student's financial account with the University is delinquent. The College of Law cannot issue official transcripts.

## VIII. EXAMINATIONS

### § 8.1 *General Information about Examinations*

The method of evaluation of student performance in a course lies solely within the discretion of the instructor. In many courses, a student's grade is based primarily on one written examination given at the conclusion of the course. Some instructors also give a midterm examination or assign papers.

Fall examinations are in early December of each year.

Spring examinations are in early May of each year.

Summer examinations are in late July of each year.

### § 8.2 *Anonymous Examination Numbers*

Each student is randomly assigned an anonymous exam number each semester, and most exams are grade anonymously. Generally, upper-level seminars and skills courses are not anonymously graded.

The Assistant Dean for Student Affairs sends students their anonymous exam numbers by email each semester. **STUDENTS MUST INSURE THAT THEIR E-MAIL ADDRESS IS CORRECT ON CAMPUS CONNECTION, OR THEY WILL NOT RECEIVE AN ANONYMOUS EXAM NUMBER.**

A student must identify herself or himself only by assigned anonymous examination number. A student must not identify himself or herself by name, student identification number or any other designation or symbol anywhere on the examination questions or answers. A student should not disclose the examination number to the instructor, either directly or indirectly, until the instructor has submitted the final grades for the course. Failure to comply with these provisions may be a violation of the Honor Code.

## § 8.2 ***Exam Schedule and Conflicts***

The final examination schedule is published with the class schedule prior to registration each semester on Campus Connection. Students should select their courses to avoid exam conflicts.

All students must take their examinations at the scheduled time. If two sections of a course are offered, students must take the exam at the time scheduled for the section in which they are enrolled.

Final exams will be rescheduled only in extraordinary circumstances. Exams will not be rescheduled because of job commitments, weddings, graduations, vacation plans, travel plans or for other personal reasons.

## § 8.3 ***Wild Card Examinations***

Under certain limited circumstances, students may shift one examination to a different day. This policy is known as the “Wild Card” option.

***Eligibility:*** If a student has two in-class exams scheduled on the same day or on two consecutive days, the student may designate **one** of the exams as a wild card exam. The student must take the rescheduled exam **within two days** of the original exam date. Options for wild card dates are listed on the law school web site. Wild card exams are scheduled from 10:00 a.m. to 1:00 p.m. on days that do not have first-year exams.

Students may only request one wild card exam per semester. Students must register for a wild card **no later than** the sixth week of classes. Forms are available on the Law School web site. First-year, full-time students and first- and second-year part-time students are not permitted to use wild cards. Wild cards are not available in the summer.

The wild card option does not apply to take-home exams unless the take-home exam is both distributed and due on the same date as an in-class exam. Wild card exams may not be typed.

### ***Deadline to file for wild card:***

Fall Semester: October 1

Spring Semester: March 1

Summer Semester and First-Year Exams: Wild cards are not available.

## § 8.4 ***Missing an Examination***

Students are expected to take examinations when scheduled, even though ill or inconvenienced. However, in the event of serious illness or for other extraordinary or compelling cause beyond a student’s control, the Assistant Dean for Student Affairs or the dean on duty may excuse a student from taking the exam at its scheduled time. Students will not be excused from an examination for job related reasons, weddings,

travel, graduations, vacations or for other personal reasons. Students are expected to adjust their outside commitments to conform to the law school examination schedule.

A student who must miss an exam must notify the Assistant Dean for Student Affairs on or before the scheduled exam day. If prior notice is not possible, the student must contact the Assistant Dean as soon as the inability to take the exam becomes manifest. If a student does not notify the Assistant Dean at the first available opportunity, the student will receive a failing grade. To protect the anonymity of grading, **students should never contact their professor if they need to reschedule an examination.**

A student who is more than ten minutes late for an exam will not be permitted to take it unless authorized by the Assistant Dean for Student Affairs. A student who is less than ten minutes late may take the exam but will not be allotted additional time and may not type his or her exam.

#### § 8.5 ***Make-up Examinations***

When a student is excused from an exam, the student must take the exam on the next scheduled exam day.

#### § 8.6 ***Student Conduct During Examinations***

Student conduct during examinations is subject to the DePaul University College of Law Honor Code, which is set forth in §XVI of this Handbook. Cell phones, palm pilots, I-Pods, pagers and other electronic devices are not permitted in the exam room.

#### § 8.7 ***Examination Typing Option Using ExamSoft's SofTest***

##### ***SofTest Laptop Exams***

The College of Law offers students the opportunity to take examinations on their own laptops using ExamSoft's SofTest program. Students may use PC's or Mac's. SofTest is a secure program. Students will only be able to type their exam answers, and access to all other programs will be blocked. Therefore, if a professor permits notes to be used during an exam, students should print their notes prior to exams.

Professors must opt-in for students to use SofTest. A list of courses available for SofTest is published on the law school ExamSoft web site each semester. Instructions are on <http://examsoft.com/depaulaw>.

Students should always do the "mock exam" when they register for SofTest to familiarize themselves with the program.

##### **Minimum System Requirements**

Information about minimum system requirements for SofTest, pre-exam videos, support tools and exam taker information are available on <http://examsoft.com/depaulaw>.

**Download and Register SofTest:** The Assistant Dean of Student Affairs will notify students by e-mail of the deadline to download the software for each semester. The deadline is also posted on [www.examssoft.com/depaullaw](http://www.examssoft.com/depaullaw).

### § 8.8 *Exam Administration*

During closed book examinations, all books, notes, cell phones, palm pilots, I-Pods, outlines, backpacks, briefcases, and other materials must be placed in the back of the room. During open book exams, students may have whatever materials the professor approves for use during an examination. For SofTest exams, the proctor will announce the start time and write the exam password on the board. SofTest will automatically shut down after the allotted time. For bluebook and scantron exams, the test proctor will advise the students of the time at which the exam will end and will write the ending time on the blackboard. When time has expired, the proctor will announce that the exam is over. Students must stop writing immediately and turn in their examinations. Failure to stop writing immediately is a violation of the Honor Code. Students are not permitted to leave their seats for any reason during the last half hour of an exam.

### § 8.9 *Examination Accommodations*

Students who need to request accommodations on the basis of a disability should review Section IX of this Handbook and see the Assistant Dean for Student Affairs at the start of each semester.

Exam accommodations are not offered based upon a lack of proficiency in English.

## **IX. STUDENTS WITH DISABILITIES**

### § 9.1 *General Information*

A student with a disability who needs to request accommodation should contact the Assistant Dean for Student Affairs, as soon as the student enrolls in the College of Law. Documentation of the disability is required as set forth below. Students who require exam accommodations must submit a written request to the Assistant Dean at least one month prior to the examination. The Assistant Dean will be a liaison between the student and professors to provide accommodations.

### § 9.2 *University Disability Services*

Project PluS, administered by the College of Education, provides diagnostic testing for students with learning disabilities. Participation in Project PluS is voluntary, and all information is kept confidential. The cost of diagnostic testing is borne by the student. Students may contact the director of the program on the Lincoln Park Campus at (773) 325-4239 or <http://studentaffairs.depaul.edu/plus>. The Program offices are in SAC 220 on the Lincoln Park Campus.

The Office of Students with Disabilities provides accommodations and support to students with physical disabilities, visual or hearing impairments and psychiatric

disabilities. The Office provides sign language interpreters, tutoring, real time captioning, equipment, copy cards, readers, library assistants, classroom accommodations, event accommodations and others services. To benefit from these services, students must register with the Office at the beginning of every semester. The director is Karen Meyer, and she is located in Stuart Center 316 on the Lincoln Park Campus. She may be contacted at (773) 325-7290 (voice) or (773) 325-7296 (TTY).

### § 9.3 ***Verification of Physical Disability***

A student with a non-obvious physical disability must provide professional verification of the disability by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning with respect to the major life activity affected by the disability. The cost of obtaining the professional verification is the responsibility of the student.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the College of Law may require supplemental assessment. The cost of the supplemental assessment shall be borne by the student.

### § 9.4 ***Verification of Learning Disability***

A student with a learning disability must provide professional testing and evaluation results prepared within the last three years which reflect his or her present level of processing information and present achievement level. The cost of obtaining the professional verification is the responsibility of the student. Students are advised that, when they apply for admission to the Bar, their tests for accommodations must be performed within three years prior to the time they apply to the Bar.

The four criteria necessary to establish a student's eligibility for learning disability adjustments or accommodations are:

1. Average or above-average intelligence as measured by a standardized intelligence test which includes assessment of verbal and non-verbal abilities;
2. The presence of a cognitive-achievement discrepancy or an intra-cognitive discrepancy indicated by a score on a standardized test of achievement, which is 1.5 standard deviations or more below the level corresponding to a student's sub-scale or full-scale IQ;
3. The presence of disorders in cognitive or sensory processing, such as those related to memory, language or attention; and
4. An absence of other primary causal factors leading to achievement below expectations such as visual or auditory disabilities, emotional or behavioral disorders, a lack of opportunity to learn due to cultural or socio-economic circumstances or deficiencies in intellectual ability.

Documentation to verify the learning disability must:

1. Be prepared within the last three years by a professional qualified to diagnose a learning disability including, but not limited to, a licensed physician, learning disability specialist or psychologist;
2. Include the testing procedures followed, the instruments used to assess the disability, the test results and a written interpretation of the test results by the professional;
3. Reflect the individual's present level of functioning in the achievement areas of reading comprehension, reading rate, written expression, writing mechanisms and vocabulary, writing, grammar and spelling; and
4. Reflect the individual's present level of functioning in the areas of intelligence and processing skills.

The assessment must provide data that support the request for an academic adjustment. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent upon the student to obtain supplemental testing or assessment at the student's expense.

#### § 9.5 ***Verification of a Temporary Disability***

A student who seeks accommodation on the basis of a temporary disability must provide documentation to the Assistant Dean for Student Affairs to verify the nature of the condition, stating its expected duration and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment or verification of disability must reflect the student's current level of disability and shall be no older than 60 days. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the College of Law shall have the discretion to require a supplemental assessment. The cost of the supplemental assessment shall be borne by the student.

### **X. WITHDRAWAL FROM AND RE-ENTRY TO THE LAW SCHOOL**

#### § 10.1 ***Withdrawal or Transfer From the Law School While in Good Standing***

To withdraw or transfer from the Law School in good standing (either during or between semesters), a student first must file a request online on the University Campus Connection web site and send an email to the Assistant Dean for Student Affairs. If the student seeks to withdraw during a semester, the student must see Lorraine Schulz in the Office of Student Affairs to drop all courses for which he or she is registered.

In the event that a student withdraws from the Law School before the end of his or her first semester, the student will be deemed a new applicant in the event that he or she

wishes to return and will be required to comply with all the steps and procedures required of all new applicants to the Law School.

### § 10.2 ***Withdrawal From the Law School While Not in Good Standing***

A student may withdraw while not in good standing if the student submits a request online to the University Campus Connection web site and a written request to the Assistant Dean for Student Affairs. However, if the student withdraws from classes while not in good standing, the student will be dismissed for academic deficiencies at the end of the academic year. If the student thereafter desires to return to the Law School, he or she must follow the readmission procedures described in § XI.

### § 10.3 ***Leaves of Absence and Reentry***

A student must complete at least one semester in good standing in order to be eligible for a leave of absence. A leave of absence may last a maximum of two academic semesters. (A summer session is not considered an academic semester for this purpose.) To obtain a leave of absence, a student first must file a request on the University Campus Connection web site and then notify the Assistant Dean for Student Affairs by email. The student also must notify the Assistant Dean when he or she intends to return.

If a student has been absent for more than two semesters, the student may re-enter only with the approval of the Admissions Committee and must comply with all the steps and procedures required of all new applicants to the Law School.

## **XI. GRADE POINT AVERAGE (GPA) REQUIREMENTS, ACADEMIC DISMISSAL AND READMISSION AFTER ACADEMIC DISMISSAL**

### § 11.1 ***Definition of In Good Standing***

To be considered in good standing, a JD student must have a cumulative GPA of 2.0 at the end of the academic year in May; a LL.M. student must have a cumulative GPA of 2.5 over three semesters.

### § 11.2 ***Effect of Summer Session Grades on First Academic Year***

Grades received in the summer session are not included in a student's GPA for the prior academic year.

### § 11.3 ***Dismissal From the Law School***

College of Law students who are not in good standing are dismissed effective at the end of the academic year. However, formal dismissal letters typically are not issued until final grades are processed in June.

Students whose grade point averages are 2.3 or below after the fall semester are advised to meet with the Assistant Dean of Student Affairs to discuss their performance. They also may not register for the following summer session.

#### § 11.4 ***Readmission***

Academic dismissals from the College of Law are typically final. However, under limited circumstances, students may seek readmission to the College of Law by filing a petition with the Readmissions Committee. The Readmissions Committee consists of at least five faculty members appointed by the Dean. All decisions by the Committee are final and are not subject to appeal.

Students seeking to be readmitted must submit a petition describing how they satisfy the readmissions criteria described below. Seven copies of the petition and supporting documentation must be submitted to the Office of the Assistant Dean for Student Affairs. Students should include all documentation they feel may be of assistance to the Committee.

A student dismissed at the end of the first year may not resume classes until passage of at least one calendar year after a dismissal. Students dismissed at the end of their first academic year cannot file a petition until January 15 of the year following their dismissal. Students dismissed at the end of the first academic year must file the readmission petition by March 1 of the year following their dismissal.

JD students dismissed after the second, third or fourth year may apply for readmission after they receive a dismissal letter.

#### § 11.5 ***Readmission Criteria***

The Readmissions Committee applies the following criteria in passing on a petition for readmission:

1. The applicant's academic failure must have been caused by unforeseeable and uncontrollable circumstances with which the applicant could not reasonably cope. The applicant has the obligation to submit independent documentation verifying such circumstances.
2. Unless unreasonable to do so under the circumstances, the applicant must have promptly brought such unforeseeable circumstances to the attention of the appropriate College of Law officials prior to dismissal.
3. In the Committee's judgment, the applicant can successfully perform in the College of Law if readmitted.
4. Except in extraordinary circumstances, all of the first three requirements must be satisfied. The conditions upon which readmission is predicated are individually determined.

§ 11.6 ***Interviews with the Readmissions Committee***

A first-time applicant for readmission may request a personal interview with the Readmissions Committee. The interview is the time to explain and amplify the written petition and to highlight any information the applicant feels is important for the Committee members to know. The Committee may ask applicants to return for a second interview to further develop answers or to present and explain documents that may help the Committee members better understand an applicant's law school performance. Second-time applicants are not given an interview.

§ 11.7 ***Readmissions Committee Meetings***

The Readmissions Committee meets twice during the academic year. For students dismissed after the second, third or fourth year, the Committee will meet shortly before the beginning of the fall semester. For students dismissed after their first year, the Committee will meet towards the end of the spring semester of the year following dismissal to consider petitions for the following fall semester.

§ 11.8 ***Limits on the Number of Readmissions Petitions***

A student may not apply for readmission more than twice, irrespective of the Committee's decision. A student must apply for readmission within two years of the dismissal date.

§ 11.9 ***Students Enrolled In Summer Session Before Notice of Dismissal***

A student who is dismissed at the end of the first year and who is enrolled in a summer course will be withdrawn from the summer course. Tuition will not be refunded.

An upper-level student who is dismissed while enrolled in a summer course may either withdraw from the course (without a refund) or may finish the summer class. Should the student elect to remain in the class, credit will not be given unless the student's petition for readmission is granted.

§ 11.10 ***American Bar Association Standard 505 and Readmissions***

The American Bar Association Standard 505 applies to all ABA-accredited law schools, including DePaul University College of Law. The standard states:

Admission or re-admission may be granted to a law student who has been previously disqualified for academic reasons, upon an affirmative showing that the student possesses the requisite ability and that the prior disqualification does not indicate a lack of capacity to complete the course of study at the admitting school. In the case of an admission to another law school, this showing shall normally be made by letters from the dean or faculty of the school previously attended. A previously disqualified student may also be admitted when two or more years have elapsed since that disqualification and the nature of interim work, activity, or studies indicate a stronger potential for law study. In each case, the admitting officer shall sign and place in the admittee's file a

statement of the considerations that led to the decision to admit or readmit the applicant.

## **XII. UNIVERSITY CODE OF STUDENT CONDUCT**

All DePaul students are governed by the Code of Student Responsibility, which applies to conduct that is not covered by the College of Law Honor Code. The Code is in the Graduate Student Handbook on the University web site, [www.depaul.edu](http://www.depaul.edu).

## **XIII. HONOR CODE**

### **§ 13.1 *Presumption of Knowledge of the Code***

All students are conclusively presumed to know the provisions of the Honor Code. Lack of familiarity with the Code shall not constitute a defense to an alleged violation.

### **§ 13.2 *Standard of Responsibility***

A student is responsible for an act or omission deemed to be a violation of this Code if the student knew or should have known that there was a high probability that the act or omission would be found to be a violation of this Code.

### **§ 13.3 *Unprofessional Conduct***

A student violates this Code if the student engages in any conduct related to the student's academic career that is inconsistent with the standards of honesty expected of a member of the legal profession, as defined by the American Bar Association's Model Rules of Professional Conduct. Such conduct includes, but is not limited, to the following:

***Application for Admission.*** It shall be a violation of the Code for any student to fail to disclose, or to make a false statement of, a material fact on his or her law school application. A fact is material if it would reasonably have been considered as a factor in the decision whether to admit the student. It shall also be a violation of the Code for a student to fail to update and amend his or her law school application to disclose material facts that arise from the date he or she applies to the College of Law through matriculation and graduation. The obligation of truthfulness and accuracy is a continuing obligation and extends beyond the filing of any application.

***Examinations.*** With respect to examinations, students shall be presumed to know all applicable exam rules and it shall be a violation of this Code to do or attempt to do any of the following:

- a. Obtain or receive unauthorized information concerning the content of an examination prior to the examination;
- b. Seek or voluntarily receive unauthorized aid in any manner from any source with respect to any examination;
- c. Bring into an examination room any unauthorized materials;

- d. Give to another student solicited or unsolicited unauthorized aid on an examination;
- e. Fail to comply strictly with designated time limits of an examination;
- f. Use a false excuse to avoid taking an examination at its scheduled time;
- g. Identify himself or herself on a exam that is graded anonymously; or
- h. Engage any person to take an examination in the place of oneself or to take an examination for another.

***Required Course Work, Assignments, and Other Academic Exercises***

With respect to any work done in conjunction with and/or required by any course for academic credit, including Independent Study, Guided Research, Legal Writing, seminars, or any other academic exercise, the student shall be presumed to know all applicable rules governing an assignment and it shall be a violation of this Code to do any of the following:

- a. Engage in any act prohibited by the instructions governing an assignment;
- b. Submit as one’s own, and without appropriate citation, writings or ideas of another, including those prepared by another student;
- c. Submit for credit work not originally prepared for the course for which it is submitted, without explicit permission of the instructor of the course obtained after the instructor has been advised of the origins of the work.

"Academic exercise" refers to any work constituting a basis upon which a student will be evaluated to earn credit or other Law School honors including, but not limited to, examinations, research papers (including topic proposals, outlines, and drafts), other writing assignments, oral presentations, work done for credit in clinical programs or on law journals and work performed in any moot court or other competition sponsored or conducted by the Law School.

***Plagiarism:*** The University Code of Student Responsibility defines plagiarism as a major form of academic dishonesty involving the presentation of the work of another as one’s own. Plagiarism includes, but is not limited to, the following:

- a. The direct copying of any material, computer files, recordings, video programs or musical scores, in whole or in part, whether published or unpublished, without proper acknowledgement that it is someone else’s;
- b. Copying of any source in whole or part with only minor changes in wording or syntax, even with acknowledgement;
- c. Submitting as one’s own work a report, examination paper, computer file, lab report or other assignment that has been prepared by someone else. This includes research papers purchased or acquired from another person or entity;
- d. The paraphrasing of another’s work or ideas without proper acknowledgement.

Plagiarism, like other forms of academic dishonesty, is always a serious matter. If an instructor finds that a student has plagiarized, the appropriate penalty is at the instructor’s discretion. Actions taken by the instructor do not preclude the College of Law from taking further punitive action under the Honor Code.

§ 13.4 ***Theft and Unauthorized Use of Property***

It shall be a violation of this Code to do any of the following:

- a. Damage, hide or otherwise exert unauthorized control over any library property or class- related materials including, but not limited to, all DePaul University library materials;
- b. Damage, hide or otherwise exert unauthorized control over property belonging to another student, a faculty member or a student organization; or
- c. Use for unauthorized purposes University equipment or services including, but not limited to, photocopying machines, mailroom facilities and computer research or word processing equipment.

§ 13.5 ***Conduct Relating to Career Services***

With respect to students seeking employment, whether permanent, part-time or as an extern, it shall be a violation of this Code to do any of the following:

- a. Furnish to any person information known to be false which is related to the student's academic record or which concerns activities related to the Law School; or
- b. Misrepresent another student's academic record or otherwise make comment known to be false about another interviewee to any prospective employer.

§ 13.6 ***Obstruction of Honor Code Proceedings***

With respect to any proceeding before the Academic Integrity Hearing Board, it shall be a violation of this Code to do any of the following:

- a. Testify falsely;
- b. Fail without just cause to appear at any hearing pursuant to a request issued by the Board;
- c. Give false information to the presenter; or
- d. Harass any person who provides information or testimony pertaining to a violation of this Code or who participates in the enforcement of this Code.

§13.7 ***Failure to Report Violations***

It shall be a violation of this Code for a student to fail to report any suspected violation of this Code where such student has reasonable grounds to believe that such a violation has occurred.

§13.8 ***Procedures for Dealing with Allegations of Honor Code Violations***

The procedures of the Honor Code shall be the sole means for dealing with allegations of violations as described in the Honor Code of DePaul University College of Law.

If a student is the subject of a pending Honor Code proceeding, that student shall not be granted a degree. Every reasonable attempt shall be made to expedite proceedings in the case of a student who has applied to graduate.

### §13.9 *Procedures for Obtaining Information*

***Non-Examination Violations.*** Persons, other than examination proctors, who have information about a possible Honor Code violation of any kind by a law student shall, as soon as possible, notify the Office of the Dean and the Assistant Dean for Student Affairs in writing of the facts and circumstances. If the person possesses any materials that may become exhibits, the person should give those materials to the Dean and the Office of the Assistant Dean.

#### ***Examination Violations***

##### ***1. Procedures During Examinations***

If an examination proctor witnesses conduct which the proctor believes to be a violation of the exam rules, the proctor shall immediately verbally notify a dean, exam coordinator, the professor of that class or the professor's delegate. Once the proctor provides verbal notice of an alleged violation, the dean, professor or professor's delegate may confiscate any improper materials and advise the student to discontinue talking or otherwise continue violating exam rules. Confiscated materials shall be transferred to the Office of the Assistant Dean for Student Affairs. Students who allegedly violate exam rules shall be permitted to finish the exam during the allocated time.

##### ***2. Procedures After the Examination***

As soon as possible after the proctor gives verbal notice to a dean, exam coordinator, professor or professor's delegate, the proctor shall, in a signed report, describe the alleged violation. The report should include a physical description of the student or students alleged to be involved in the violation and of the acts that constitute the violation. If possible, the student's anonymous number shall be given as soon as possible after the exam to one of the deans of the Law School. When a professor, the professor's delegate or a dean is informed of the alleged violation, that person shall notify the Office of the Assistant Dean for Student Affairs forthwith in writing.

### §13.10 *Panel of Presenters*

#### ***Term of Office***

For each academic year, the Dean of the Law School shall appoint, with the ratification by the faculty, a panel of three Presenters chosen from the full-time faculty.

### ***Appointments***

When the Dean receives notice of an alleged violation, the Dean shall appoint one member of the Panel of Presenters to investigate the alleged violation and, if necessary, present the matter to the Academic Integrity Hearing Board at the close of the presenter's investigation. If the Dean determines that no one on the Panel is available to complete the investigation within a reasonable period of time, the Dean may appoint a substitute Presenter from the full-time faculty.

### ***Frivolous Matters***

If, after receiving the matter, the Presenter believes that the alleged violation is frivolous on its face, then the Presenter, with the agreement of one of the other Presenters, shall dismiss the matter. After a matter is dismissed as frivolous, all documents relating to the alleged violation shall be destroyed and no reference to the alleged violation shall be maintained in the student's file.

### ***Notice to Student Before Investigation***

If the Presenter determines that the alleged violation is not frivolous on its face, the Presenter shall send notice by certified mail to the student against whom a violation has been alleged. The notice shall be sent to the address last indicated in the student's file. Notification shall consist of a brief statement of the events and acts alleged to constitute a violation, but shall not include the identity of the student's accuser.

### ***Investigation***

After notice is given to the student, the Presenter may proceed with an investigation and may contact any person who may have information about the alleged violation. The Presenter may individually interview persons whom the Presenter believes have information relevant to the matter. The Presenter shall preserve the confidentiality of all information given by persons who provide it. The Presenter ordinarily shall complete the investigation within 30 days.

### ***Student Representatives***

At any point after the student receives notice, the student shall have the right to be represented by any person the student chooses, at the student's expense. Students are encouraged to choose counsel who are not members of the College of Law faculty, but may select the representative of their choice.

### ***Written Statement and Interview***

During the investigation and after notice to the student, the student has the option of providing a written statement of his or her version of the alleged incident. The Presenter has the option to interview the student if the Presenter determines that an interview would aid the proceeding.

### ***Dismissal***

If, after investigation and with the approval of one of the other Presenters, the Presenter decides not to proceed, either because the charges are deemed unwarranted or because there is insufficient evidence to substantiate the alleged violation, then the Presenter may dismiss the charge. The Presenter shall notify the student of the dismissal by certified mail.

### ***Negotiated Findings and Penalties***

If the student admits the violation, the Presenter may recommend a negotiated finding and penalty in writing and by oral presentation to the Academic Integrity Hearing Board. The student and the student's representative may appear before the Board at that time. The Board shall either ratify or reject the finding and penalty in writing. The Presenter shall notify the student of the Board's decision by certified mail. The Presenter shall submit a written report to the Dean that summarizes the charge, the negotiated finding of a violation, the negotiated penalty and the Hearing Board's written decision. The record shall become a permanent part of the student's file and noted on the student's official transcript.

### ***Request for a Hearing***

If the case is not dismissed, nor a finding and penalty negotiated and ratified by the Board then, upon the Presenter's written request, the Academic Integrity Hearing Board, within a reasonable time, shall hold a hearing to consider the alleged violation. In the absence of extenuating circumstances, this period shall not exceed 60 days from the date of the Presenter's request.

## **§ 13.11 *Academic Integrity Hearing Board***

### ***Internal Procedures***

#### ***Appointments***

The Academic Integrity Hearing Board shall consist of two faculty members, chosen by the Dean from the full-time faculty and subsequently ratified by the faculty, and three students appointed by the governing board of the Student Bar Association. Members of the Panel of Presenters for a given year shall not be eligible to serve on the Hearing Board.

#### ***Term of Office***

If possible, faculty members shall serve for at least a two-year period so that one faculty member of the Board will have served in the previous school year.

## **Quorum**

The Hearing Board shall not proceed unless all five members are present. If it appears that the Board will not be able to meet within a reasonable time, the Dean shall appoint substitute members. If it is necessary to appoint a substitute student member, the Dean shall do so after consultation with one or more officers of the Student Bar Association, unless such consultation would unreasonably delay the proceedings.

## **Hearing Procedures**

The hearing shall proceed as follows:

1. **Chairperson.** The Hearing Board shall elect a chairperson who shall preside over the hearing and who shall rule on the relevance of information presented.
2. **Notice of Witnesses and Exhibits.** Within a reasonable time prior to the hearing, but not later than five days before the hearing is scheduled to begin, the Presenter shall submit to the student alleged to have committed a violation, or the student's representative, a list of the names of witnesses who will testify at the hearing and copies of any exhibits to be introduced at the hearing. However, if the Presenter receives any additional information thereafter, the information may be used at the hearing after reasonable notice to the student or the student's representative.
3. **Relevance Requirement.** Except for the relevance requirement, the rules of evidence, including, but not limited to, the hearsay rule, need not be applied. Information relevant to prove or disprove the alleged violation and to mitigate a sanction shall be admissible.
4. **Standard of Proof.** The standard of proof shall be clear and convincing evidence.
5. **Oath.** An oath shall be administered to all persons who testify at the hearing.
6. **Closed Hearings.** The hearing shall be closed, and no information regarding the hearing shall be released until final resolution.
7. **Student Testimony.** The Presenter may call the student to testify and, if the student refuses, the Hearing Board may infer from the student's failure to testify that the student committed the alleged violation.
8. **Opening and Closing Statements.** The student alleged to have committed a violation, or the student's representative, and the Presenter shall be permitted to make brief opening and closing statements.
9. **Witnesses.** The student alleged to have committed a violation, or the student's representative, and the Presenter shall be permitted to call witnesses and to cross-examine adverse witnesses.

10. ***Taped Proceedings.*** A tape recording of the proceedings before the Board shall be made. The student shall be entitled to a copy of the tape at the student's expense. The student, at his or her request and expense, may employ a stenographer to make a transcript of the proceedings. The College of Law shall be entitled to a copy of any such transcript upon timely request and shall tender an amount equal to the cost of making the copy.
11. ***Finding of a Violation.*** A finding that the student violated this Code shall require the assent of at least four members of the Hearing Board.
12. ***Public Disclosure.*** If the Presenter negotiates a finding of a violation and a penalty that are ratified by the Hearing Board, or if the Hearing Board finds a violation occurred and imposes a penalty, it shall release information to the student body regarding the violation and the sanction imposed. However, the Board shall not disclose the names of the students involved. If the Hearing Board exonerates the student, no information shall be released to the student body.
13. ***Vote on Sanction.*** No separate hearing regarding sanction shall be held by the Hearing Board. Three members of the Hearing Board must assent regarding the appropriate sanction. The Board shall have broad discretion in determining a sanction. Sanctions may include, but are not limited to, expulsion, probation, suspension, reduction in grade and reprimand.
14. ***Notice to Student and Dean's Office of Decision.*** The student alleged to have committed a violation shall be notified in writing of the Hearing Board's decision within 10 days after it is rendered. The Dean's Office also shall be given written notice of the Board's decision.
15. ***Student Records.*** When a final resolution is reached by the Hearing Board, the records of the proceedings shall become a permanent part of the student's file. An Academic Integrity Violation note is placed permanently on the student's official University transcript.

#### **XIV. STUDENT ORGANIZATIONS**

##### **§ 14.1 *Registration Requirements for Student Organizations, Journals and Moot Court***

The University requires every student organization to register each autumn.

Each organization must route its funding through the University Controller's Office and consult with the Law School Business Manager, room 931 Lewis. Student organizations are prohibited from having outside bank accounts.

Organizations register by filing a Student Organization registration form available on the University Student Affairs web site, <http://studentaffairs.depaul.edu>. A copy of the organization's constitution, by-laws and officers must be attached to that form. Organizations must have a law faculty advisor. Organizations that do not register will

not receive funding, bulletin boards or office space. Law Journals do not have to register with the University.

An organization must have a minimum of eight members at all times and must be comprised entirely of current DePaul law students. Officers must maintain at least a 2.50 GPA at all times.

#### §14.2 ***Recognized Student Organizations***

**Student Bar Association.** The Student Bar Association (SBA) is the Law School's largest student organization and acts as the student government. All JD students who are enrolled in the College of Law are automatically members of the SBA. The SBA represents the students and advocates for their interests.

The SBA sponsors social, service, and educational events and assists with first-year orientation. The SBA offices are located on the second floor of Lewis.

The following student organizations are associated with the College of Law.

**Art and Cultural Heritage Legal Society (ACHLS)** works with issues that affect art and culture. Advisor: Professor Gerstenblith

**Society for Asylum and Immigration** explores issues that affect persons who need asylum or who are involved in immigration matters. Advisor: Professor Diaz

**American, Pacific American Law Student Association (APALSA)** provides academic and social support to Asian law students. Advisor: Professor Cho

**Black Law Student Association (BLSA)** promotes the goals of African-American law students and mentoring for its members. Advisor: Professor Moye

**Business and Corporate Law Society** focuses on issues of business and corporations. Advisor: Professor Livingston

**Decalogue Society** is the DePaul chapter of a bar association for Jewish lawyers that provides academic and social support for its members. Advisor: Professor Resnicoff

**DePaul Animal League Defense Fund** explores issues that affect the rights of animals under the law. Advisor: Professor Livingston

**Entertainment Law Society** focuses on legal issues in the entertainment field. Advisor: Professor Livingston

**Environmental Law Society** advocates environmental concerns generally and sponsors programs related to environmental issues and careers. Advisor: Professor Kellman

**Evening Law Student Society** represents the concerns and needs of students in the law school's evening division. Advisor: Professor Ottley

**Family and Child Law Society** provides educational and networking opportunities for students who are interested in pursuing a career in family law. Advisor: Professor Rutherford

**The Federalist Society** supports individual liberty and limited government.

**Hellenic Law Society** represents the needs of students of Hellenic/Greek descent. Advisor: Professor Shaman

**Intellectual Property Law Society** explores current issues in intellectual property law. Advisor: Professor Bressler

**International Law Society** explores international law issues through speaker programs and symposia. Advisor: Professor Coll.

**Justinian Law Society** is the DePaul branch of a professional bar association for Italian-American lawyers; provides academic and social support for its members. Advisor: Professor Volini

**Latino Law Student Association (LLSA)** promotes the goals of Latino law students and provides mentoring and study programs for its members. Advisor: Professor Coll

**National Lawyers Guild** is the DePaul branch of a national bar association that seeks to generate awareness about progressive responses to local and national economic and civil rights issues. Advisor: Professor Cavise

**OUTLaws** seeks to generate awareness about and sensitivity to lesbian, gay, bi-sexual and transgender issues among members of the law school. Advisor: Rev. Judge

**Phi Alpha Delta** is a national fraternity of lawyers and law students that promotes professionalism, philanthropy and friendship among members of the legal community. Advisor: Professor Jacobs

**Phi Delta Phi** is a legal international legal fraternity established to promote a higher standard of ethics among its members and the legal community. Advisor: Professor Carpenter

**Public Interest Law Association** advocates careers and pro bono work in public interest law. Advisor: Professor Tirres

**Veteran's Assistance Service Organization** works with veterans and advocates on their behalf as well as exploring how the law affects veterans. Advisor: Professor Ottley

**Women's Bar Association of Illinois** is the DePaul chapter of a bar association that works to ensure the success of women attorneys through business and professional development. Advisor: Professor Pagliari

**Women's Law Caucus** provides a forum for the exchange of ideas and information on the role of women in the legal profession and the impact of law on women's rights.

## **XV. FACULTY MEETINGS AND COMMITTEES**

### **§ 15.1 *Schedule of Faculty Meetings***

At the beginning of each semester, the Dean announces the schedule of faculty meetings for the semester. Meetings are held monthly while the law school is in session.

### **§ 15.2 *Student Representation***

An elected SBA representative is invited to attend faculty meetings. The representative has a vote. Faculty meetings are closed to the general student body.

### **§ 15.3 *Publication of Minutes of Faculty Meetings***

Minutes of faculty meetings are made available to the SBA.

### **§ 15.4 *Student Representation on Faculty Committees***

Student representatives are appointed to various faculty committees that address matters of interest to students.

### **§ 15.5 *Dean's Advisory Council (DAC)***

Students from each first-year section and upper level classes elect representatives to serve on DAC. DAC meets monthly with the Dean to discuss issues concerning the Law School.

## **XVI. LAW CAREER SERVICES**

### **§ 16.1 *General Information***

The Law Career Services Office provides career programming and advising for students and alumni. The office and its advisors offer a wide range of resources to facilitate students' career planning and search for employment.

### **§ 16.2 *Professionalism***

The Law Career Services Office is committed to each student's ethical and professional growth and development during law school and into future career positions and endeavors. As such, each student is expected to adhere to certain rules and

responsibilities that promote ethics and professionalism in the recruiting and job search process. Each student is required to read and acknowledge the Professionalism Agreement made available by the office before he/she is able to fully use Symplicity and office services.

### § 16.3 ***Symplicity***

Students and alumni are encouraged to visit Symplicity, the Law School's Career Services site at [www.law.depaul.edu/jobs](http://www.law.depaul.edu/jobs). Symplicity provides links to various resources, including information on drafting résumés and cover letters; employer recruiting and direct interviewing programs; directories on a wide variety of employers and resources; and a wealth of additional information.

### § 16.4 ***Career Services Office***

The Law Career Services Office provides Internet and Intranet-accessible computers, a printer, a photocopier, a scanner and a fax machine for use by students and alumni. A library of periodicals, books and directories is also housed in the Law Career Services Office and many of these resources are available for student check-out.

### § 16.5 ***Communication***

Students are expected to keep their current contact information updated on their profile in Symplicity as we use this information to regularly communicate upcoming job fairs, recruiting events, career-related programs and other relevant information. Students must update their contact information on Symplicity separately from any updates made on Campus Connect as the two systems do not feed into each other. Additionally, students are encouraged to regularly keep abreast of the information our office shares via our emailed newsletter, Twitter (@DePaulLawCareer), Facebook (DePaul Law Career Services Office) and our blog ([www.DePaulLCS.blogspot.com](http://www.DePaulLCS.blogspot.com)).

### § 16.6 ***Internet Job Postings***

More than 2,000 clerk and attorney job opportunities are received by the Law Career Services Office each year. DePaul offers students and alumni access to these employment opportunities in both on-line and print versions. On-line, the job postings are made available in Symplicity, a password-protected site, which can be accessed by logging onto [www.law.depaul.edu/jobs](http://www.law.depaul.edu/jobs). Students and alumni can obtain passwords by contacting or visiting the Office and can apply to any of these jobs after their résumés have been uploaded to Symplicity and, with respect to students' résumés only, approved by their advisors. On average, more than 200 job opportunities are posted at any given time for both attorneys and law students.

### § 16.7 ***Job Fairs and Programs***

Each year, DePaul participates in a large number of job fairs throughout the country. The Law Career Services Office also offers a variety of programs, including mock interviews, skill-building seminars, and monthly alumni panel discussions. Current

information on these programs can be found in the Law Career Services Office and in the event calendar on Symplicity. Students are strongly encouraged to regularly check the information available on-line and in the Office.

#### § 16.8 *Career Advising*

Three career advisors provide career advice and guidance for students and recent alumni. During the first semester of law school, students are offered a comprehensive orientation regarding the job search process. Additionally, each student is assigned to an individual advisor in order to ensure that students have a constant resource available to them. However, per the National Association of Law Placement Standards, Law Career Services is not allowed to offer job search service or assistance to first semester first-year students prior to November 1.

#### § 16.9 *Fall Employer Recruiting Program (FERP)*

Every Fall, the Law Career Services Office invites employers to interview DePaul students for summer associate and, possibly, permanent positions. While employers of all sizes are invited to participate, typically only the largest of employers in private practice, government and business participate in FERP. While many employers participate in FERP by coming on campus to conduct their interviews, many employers opt to participate as a résumé collect employer, whereby they invite selected students to interview at the employer's office. Students should bear in mind that the employers who participate in FERP comprise only a small percentage of the overall employer pool.

Public interest and government employers typically participate in job fairs. In Chicago, an annual Public Interest and Government Employer Reception is held in the fall. All area law schools participate in hosting and coordinating this event. Job fair and reception dates and descriptions are posted on the Symplicity event calendar.

### **XVII. ANTI-DISCRIMINATION POLICIES**

#### § 17.1 *Law School Policy on Equality of Opportunity*

As a member of the Association of American Law Schools (AALS) and in conformity with its by-laws, DePaul University College of Law provides equal opportunity in legal education for all persons without regard to race, color, religion, national origin, sex, age, disability or sexual orientation. The procedure for filing a grievance involving charges of discrimination is set forth in the University Code of Student Responsibility in the Graduate Student Handbook on the University web site, [www.depaul.edu](http://www.depaul.edu).

#### § 17.2 *University Policy on Sexual Harassment*

DePaul University is committed to providing and maintaining a healthy learning and working environment for all students, staff, faculty and other members of the University community that is free of discrimination and all forms of sexual harassment. The University condemns any form of sexual harassment or assault and is committed to taking action to prevent and eliminate it. The University sexual harassment policy and

the procedures for reporting harassment are set forth in the DePaul University Student Handbook, which is available on the University web site, [www.depaul.edu](http://www.depaul.edu).

### § 17.3 *College of Law Religious Liberty Policy*

DePaul University College of Law is committed to safeguarding religious liberty.

#### *Scheduling of Classes and Other College of Law Events*

To the best of its ability, the College of Law attempts not to schedule classes on religious holidays, including the Sabbath. Where classes must be scheduled on religious holidays, the College attempts to offer alternative sections. College of Law events, such as Law Days, are scheduled on both Saturdays and Sundays.

#### *Class Attendance and Participation*

A student who misses class as a consequence of religious observance will not be penalized. For example, if a professor permits students to miss two classes in a semester and a student must miss three classes for reasons of religious observance, that student should be permitted to miss five classes in total.

Students who miss class for reasons of religious observance must be permitted to tape those classes. Students are responsible for making the taping arrangements. No student shall be required to take an examination or engage in any other evaluative endeavor on a religious holiday.

It is the obligation of the student to apprise faculty members of the necessity to miss class for reasons of religious observance and to apprise the Assistant Dean for Student Affairs about the need to reschedule an examination or other evaluative exercise.

#### *Student Organizations*

Student organizations that sponsor competitive events must accommodate the needs of students who cannot compete on a religious holiday. It is the obligation of the student to advise the student organization of the necessity for accommodation so that another opportunity to participate in the competition may be provided.

Students whose religious observances prevent them from attending the events of a student organization may not be barred from membership as a consequence thereof. Student organizations are encouraged to schedule events at a time other than Friday noon, Friday evening, Saturday and Sunday.

## **XVIII. ADMISSION TO THE BAR**

### § 18.1 *Bar Examination Requirements*

Many College of Law graduates apply for admission to the bar in Illinois, although they may later seek admission in other jurisdictions. Forms for the Illinois bar are available

on the Illinois Board of Admissions web site, [www.ilbaradmissions.org](http://www.ilbaradmissions.org). Forms for other jurisdictions are available through the National Conference of Bar Examiners web site, [www.ncbex.org](http://www.ncbex.org).

The Illinois Board of Admissions to the Bar encourages law students to register with the bar examiners by March 1 of the first year of law school if they intend to take the Illinois Bar Exam. First-year registration is not mandatory, but is strongly recommended if the student has a history of character and fitness issues such as contact with the criminal justice system. Students who register later will pay late fees. Other states that offer law student registration include Alabama, California, Florida, Iowa, Kentucky, Missouri, Montana, North Dakota, Ohio, Oklahoma and West Virginia. If a student is interested in practicing in one of those states, she or he should contact the Board of Admissions to the Bar in the jurisdiction where he or she plans to practice.

The Illinois Bar Exam is administered in February and July of each year. All DePaul graduates are automatically certified for admission to the Illinois Bar. Graduating seniors should file Character and Fitness forms and the application to sit for the bar examination by September 1 if they will graduate in December or by February 1 if they will graduate in May.

Students must also pass the Multi-state Professional Responsibility Exam (MPRE), which is given three times per year, in March, August and November. The MPRE may be taken after a student completes at least 58 credits or two-thirds of the credits required to complete the Juris Doctor. The Illinois Board of Admissions to the Bar will not accept the score if the student takes the MPRE prior to earning 58 credits. If the student takes the MPRE before earning 58 credits, the student will have to take the exam again. The on-line application for the MPRE is on the National Conference of Bar Examiner's website: [www.ncbex.org](http://www.ncbex.org).

Illinois does not require that students have taken any particular courses to sit for the Illinois Bar Exam. However, some states do require students to have taken specific courses. Students should obtain information as soon as possible after they begin law school about requirements for admission to the bar in the state(s) where they may seek admission.

The College of Law offers a bar review program. Students are strongly encouraged to participate. Students should also seriously consider taking a commercial bar preparation course.

**WARNING: UNFORTUNATELY, EVERY YEAR, SOME COLLEGE OF LAW STUDENTS FAIL THE BAR. DO NOT LET THIS HAPPEN TO YOU. THE PRINCIPAL REASON THAT STUDENTS FAIL IS THAT THEY DO NOT TAKE THE BAR EXAM SERIOUSLY ENOUGH. BE SURE TO ALLOCATE SUFFICIENT TIME FOR STUDY INCLUDING, IF POSSIBLE, TAKING A VACATION FROM WORK. THE BAR EXAM IS DIFFICULT AND REQUIRES YOUR VERY BEST EFFORT.**

**Bar Examinations in States Other Than Illinois:** A graduating senior who intends to take the bar in a state other than Illinois must notify the Assistant Dean for Student Affairs at least two months prior to graduation. The student must provide the Assistant

Dean with a Dean's Certificate form and a cover letter stating the student's name, student ID number, mailing address, e-mail address and telephone number and the deadline for submission of the form to the jurisdiction in which the student will be sitting for the bar. If the state to which the student applies requires an official transcript to verify the JD, the student must order the transcript from the University Student Records Office, <http://sr.depaul.edu>. The College of Law cannot order official transcripts because release of the transcripts requires the student's written consent.

## § 18.2 *Character and Fitness Disclosures*

The Illinois Board of Admissions to the Bar requires that the Dean of the law school certify that each student sitting for the bar has earned the JD degree. As part of that certification, the Dean must answer the following questions:

1. Do your records or other information show anything adverse concerning the applicant's honesty, integrity, or general conduct?
2. Was the applicant ever involved in a disciplinary inquiry or proceeding while in attendance? If so, explain.
3. Are you aware of any matter or matters reflecting adversely upon the applicant's reputation and character?
4. Please state any facts, not covered by the foregoing questions, unfavorable to the applicant, which you think the committee should know in connection with its duty to determine whether the applicant is worthy of the highest trust and confidence.

Most other states require similar certificates to be completed by the Dean before students may take the bar exam.

Students are advised that they have a duty to supplement their law school files if any adverse criminal, civil, administrative or financial events occurred before or during law school. If any discrepancy exists between information disclosed on the original law school application and the bar application, the student may be asked to meet with bar admission staff or the Board of Law Admissions. Adverse information not disclosed may result in the denial of a license to practice law.

Students who do not fully disclose adverse information when they apply to DePaul University College of Law must do so at the earliest opportunity. If not, they may be cited for a violation of the College of Law Honor Code. Penalties, including letters of reprimand, suspension or expulsion, may be imposed for failure to make full or complete disclosure.

## **XIX. VINCENT G. RINN LAW LIBRARY**

### § 19.1 *HISTORY AND MISSION*

The DePaul University College of Law Library is located on the 5<sup>th</sup> floor of the Lewis Center, at 25 E.Jackson Blvd. In October of 1998, the Law Library was dedicated to the memory of Vincent G. Rinn, a member of the College of Law's class of 1931. The primary

mission of the Rinn Law Library is to serve the research and study needs of the DePaul university community.

## § 19.2 **ACCESS AND HOURS**

As a participant in the Federal Depository Library Program, DePaul's Rinn Law Library is open to the public. Anyone entering the Library must either swipe their DePaul ID for access or ring the bell, present a photo ID and sign in at the Circulation Desk.

### **Law Library Hours**

For a schedule of the Library's current hours, please telephone (312) 362-8121 or visit the library website.

[http://www.law.depaul.edu/library/general\\_information/hours.asp](http://www.law.depaul.edu/library/general_information/hours.asp)

Generally, the Library is open as follows:

#### **Fall and Spring Semesters**

Monday through Friday	8:00 a.m. - 11:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	12:00 p.m.-10:00 p.m.

#### **Summer Session**

Monday through Friday	8:00 a.m. - 10:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	Closed

The Law Library is closed on New Year's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day, and on all other days that the University is officially closed. Additionally, the Library is also closed on Sundays when the College of Law is not in regular academic session and during the summer.

## § 19.3 **GENERAL INFORMATION AND POLICIES**

- Personal belongings and valuables should not be left unattended. Please report any suspicious activity to the Circulation Desk staff.
- For security reasons, the Law Library has installed a system at the exit that causes an alarm to ring if a person attempts to leave the library with material that has not been properly checked out. Occasionally, certain briefcases, notebooks and other items containing metal may activate the alarm. If the alarm rings, please return to the circulation desk and comply with the requests of the attendant on duty.
- The library maintains a "Lost and Found" at the circulation desk. Items not claimed within 24 hours are forwarded to the University's Public Safety Office.
- Books should be re-shelved in their proper location or placed on a nearby book cart when no longer needed.

- Smoking, as well as carrying or consuming alcoholic beverages, is prohibited in all areas of the Law Library.
- Beverages (non-alcoholic only) must be in covered, spill-proof containers. Please limit consumable food to pre-packaged snacks, or small pieces of fruit. Smelly or greasy food, which can damage the books and furnishings is prohibited. Please remember to place all trash or garbage in the appropriate receptacles.
- Stealing, hiding or damaging books, or any other Library material, is a violation of the DePaul College of Law Honor Code and of Illinois state law.
- Cell phones are not to be used in the library. Ringers should be placed on silent, or vibrate, so as not to disturb other patrons. If you receive a call, please step outside of the Library to have your conversation. Law Library phones are not available for patron use.

### **Noise**

The Law Library is a place for quiet study and research. Please keep conversations and unnecessary noise to a minimum.

### **Computer Access**

The University provides wireless access within the Law Library and to the Law Computer Lab network. The College of Law Computer Lab is located in room 513 in the Law Library. The lab is for the use of College of Law students, faculty and staff. The Lab has networked workstations that provide access to Lexis and Westlaw, Computer-Assisted Legal Instruction (CALI) exercises, word processing software and the internet. Please note that any unauthorized use of Lexis and Westlaw is a violation of the Honor Code. Law students have access to several other University computer labs, including room 1420 in the Lewis Center.

### **Network Printers**

For your convenience, DePaul University uses *Intelliprint*, a print monitoring system that utilizes student ID cards for initialing print jobs. Students pay for printing as needed through Demon Express on their ID cards. The system was designed to protect the environment and control excessive paper use, thereby reducing costs that can affect tuition prices. There are 3 Intelliprint stations in the law library and a Value Transfer Station (VTS) on the 4<sup>th</sup> floor.

### **Wireless Printing**

The ability to print wirelessly to the *Intelliprint* system using *iPrint from Anywhere* is currently available on a limited basis for students with compatible laptops. With *iPrint from Anywhere* you can print directly from your laptop without first having to transfer documents to DePaul's lab computers in order to print. See the IS web page for updates and details.

<http://www.is.depaul.edu/intelliprint/index.asp>

## **Conference/Group Study Rooms**

There are fourteen conference rooms in the Law Library. These rooms are typically unlocked at the beginning of the day and are available on a first-come first serve basis. Law students are afforded priority in the use of these rooms. On occasion, library staff will reserve a room for official library business and will post a notice or sign on the door.

## **Copy Machines**

The Law Library has four photocopiers including one that duplexes and has a paper feeder attached. Copies are ten cents per page. The photocopiers do not accept cash. You must use a Demon Express copy card or your DePaul ID. To purchase or add money to a copy card, use the DePaul Value Transfer Station located in Copy room 402. The Value Transfer Station machine accepts \$1, \$5, \$10 and \$20 bills as well as some credit cards. Alternatively, you can add money to your Demon Express account via Campus Connect. Please report any photocopier problems to the circulation desk staff.

## **Media Facilities**

There are five media rooms available for DePaul University College of Law students to use for video-taping, interactive video sessions and to view curriculum-related videotapes. These media rooms are located on the 5th floor. To reserve a room, please visit the circulation desk or telephone (312) 362-6892.

### § 19.4 **CIRCULATION SERVICES** (312) 362-6892

The Circulation desk is located to the right of the entrance to the Law Library. Circulation desk staff is available whenever the Library is open. They assist students and other patrons in checking out and renewing general circulation materials, locating reserve materials, accepting reservations for library media rooms and research carrels and in answering general questions about the library.

## **Circulation and Renewal Policies**

- TREATISES (i.e. books) circulate for 28 days (3 renewals possible)
- JOURNALS (bound and unbound) circulate for 24 hours (with 2 renewals possible)
- RESERVE MATERIALS (e.g. hornbooks, nutshells, IICLE handbooks, faculty course materials, old exams) circulate for 1, 3 or 24 hours; 24-hour items can be renewed twice. 1 and 3 hour items are not renewable.

Treatises can be renewed online the DePaul/I-Share Catalog. All other items must be renewed at the circulation desk staff or by telephone (312) 362-6892.

## **Fines**

Overdue charges are calculated based on the Law Library's fine policy. Borrowers will be charged the replacement cost of non-returned materials, a processing fee and any

overdue fines. Delinquent borrowers are subject to having their borrowing privileges revoked and registration for classes or graduation may be blocked.

### **Electronic Reserves**

Selected faculty reserve materials and old law school examinations are available electronically at:

[http://law.depaul.edu/library/student\\_services/reserve\\_materials.asp](http://law.depaul.edu/library/student_services/reserve_materials.asp)

This material is password protected. To obtain the password, please see the circulation desk staff.

### **Research Carrels**

The Law Library maintains research carrels with lockable shelves for use by faculty research assistants and members of the Moot Court Society, DePaul Law Review and other DePaul journals. Carrels are available for one semester. To obtain a carrel, a student must provide the Circulation Manager with a letter from a College of Law faculty member or a journal editor requesting a carrel assignment for the student. Selected materials can be checked out to an assigned carrel for sixteen weeks, but these materials may not be removed from the Library.

### **Interlibrary Loans**

Interlibrary loan (ILL) service is available to College of Law students, faculty and staff. The Library staff will attempt to borrow books or obtain copies of journal articles that are needed for academic research purposes if the item needed is not available at any DePaul library and cannot be requested directly by you. An ILL request form is available at the Law Library website.

[http://www.law.depaul.edu/library/student\\_services/interlibrary\\_loan.asp](http://www.law.depaul.edu/library/student_services/interlibrary_loan.asp)

Borrowers are personally responsible for any charges assessed by the lending library and for any damage to or loss of ILL materials.

### **Reference Services (312) 362-6894**

The Reference Desk is located left of the entrance in the Law Library. Reference librarians are available to assist in the location and use of the Library's print and electronic resources.

During the academic year when the College of Law is in session reference desk, service hours are:

Monday - Thursday	9:00 a.m. - 9:00 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	12:00 p.m. - 7:00 p.m.

Reference assistance is also available by way of Instant Messaging; E-Chat; Email and Texting. For details, see the library website for information;

[http://vrlplus.cb.docutec.com/depaulaw/vrl\\_entry.asp](http://vrlplus.cb.docutec.com/depaulaw/vrl_entry.asp)

### § 19.5 **THE LAW LIBRARY COLLECTION**

The Law Library collection supports the instructional and research activities of the DePaul College of Law and the University in general. The print collection consists principally of materials relating to Anglo-American law, including the law of the United States; its individual states and territories; Canada and Great Britain.

The collection also includes a comprehensive collection of law school and bar journals and other major secondary sources such as treatises, legal encyclopedias and selected study aids. Substantively, the collection has strong subject concentrations in taxation, constitutional law, health law, and human rights law and church-state relations.

The collection is located on three floors:

- The fourth floor includes subject treatises, state materials, health law and foreign law.
- The fifth floor includes reference, reserve, and federal materials, including hearings of 30 selected Congressional Committees.
- The sixth floor includes law reviews and international and comparative law sources.

In addition to the print collection, the Library subscribes to or provides access to many online resources. Access to these databases is available through the Library web page at:

[http://www.law.depaul.edu/library/faculty\\_services/database\\_list.asp](http://www.law.depaul.edu/library/faculty_services/database_list.asp)

#### **Classification and Location of Materials in the Law Library**

The Law Library uses the Library of Congress (LC) classification system, a subject arrangement, which consists of one or more letters of the alphabet, followed by a series of numbers. The following LC classifications are most common in the Law Library:

H	Economics, Sociology	6th Floor
J	Political Science	6th Floor
J2	International Relations	6th Floor
K1-30	Legal Periodicals	6th Floor
KD	Law of the United Kingdom	6th Floor
KE	Law of Canada	6th Floor
KF1-127	Law of the United States - Federal	5th Floor
KF131-9999	Law of the United States - By Subject	4th Floor
KFA-KFX	Law of Individual States and Cities	4th Floor
KG-KZ	Foreign and International Law	4th Floor
PN-PZ	Law and Literature	6th Floor
R	Medicine	4th Floor

### **Locating Material Using the DePaul Library Catalog**

The online DePaul Library Catalog can be used to locate and/or requests books, journal articles and other library materials from DePaul and 75 other Illinois libraries. The Law Library has four public access terminals located near its reference desk. The DePaul Library catalog can also be accessed from any computer that has internet access. For assistance using the Library catalog, contact the reference librarian.

### **Locating Journal Articles**

The Index to Legal Periodicals and Books, Current Law Index and several other print journals indexes are located on the 6th floor Index Table. Online journal indexes and selected full-text databases such as LegalTrac and HeinOnline are available through the library's web page at:

[http://www.law.depaul.edu/library/faculty\\_services/database\\_list.asp#H](http://www.law.depaul.edu/library/faculty_services/database_list.asp#H)

Most of the Library's print collection of law school journals is classified K1 to K30 and shelved alphabetically by title on the 6th floor. Subject journals are classified and shelved with other material on the same subject. Bound journals are shelved in the open stacks. Recent and unbound journal issues are kept behind the Circulation Desk. To determine if DePaul owns a specific title, use the DePaul / I-Share online catalog or contact the reference desk.

### **§ 19.6 OTHER DEPAUL LIBRARIES**

All DePaul University Libraries are open to College of Law students and faculty. The College of Commerce (*i.e.*, the "Loop") Library is located on the tenth floor of the DePaul Center. A shuttle delivers materials between the Loop and Lincoln Park campus libraries on weekdays.

<b>DePaul Campus/Library</b>	<b>General Number</b>	<b>Reference</b>
Lincoln Park 2350 North Kenmore Ave.	(773) 325-7862	(773) 325-7863
Loop ( DePaul Center) 1 East Jackson Blvd.	(312) 362-8433	(312) 362-8432
Naperville 150 West Warrenville Road	(312) 476-4500	(312) 476-4554
Oak Forest 16333 South Kilbourn Ave.	(708) 633-9096	(312) 476-3049
O'Hare/Des Plaines 3166 River Road	(312) 476-3600	(312) 476-3611
Rolling Meadows 2550 West Golf Road	(312) 476-4846	(312) 476-4867

An up-to-date schedule of each DePaul library's hours is available at:  
<http://www.library.depaul.edu/About/hours.aspx>

#### § 19.7 **OTHER CHICAGO AREA LAW LIBRARIES**

DePaul law students and faculty have access to and may borrow circulating non-reserve books from other Chicago law school libraries. For additional information, contact the library.

<b>Other Chicago-Area Law Libraries</b>	<b>Web Address</b>	<b>Telephone Number</b>
Cook County 2900 Daley Center	<a href="http://www.cookcountygov.com">http://www.cookcountygov.com</a>	(312) 443-5423
Chicago-Kent 565 West Adams	<a href="http://library.kentlaw.edu/">http://library.kentlaw.edu/</a>	(312) 906-5600
John Marshall 315 S. Plymouth Court	<a href="http://www.jmls.edu/library">http://www.jmls.edu/library</a>	(312) 427-2737
Loyola 25 East Pearson	<a href="http://www.luc.edu/law/library/">http://www.luc.edu/law/library/</a>	(312) 915-7200
Northwestern 357 East Chicago	<a href="http://www.law.northwestern.edu/lawlibrary/">http://www.law.northwestern.edu/lawlibrary/</a>	(312) 503-8451
University of Chicago 1121 East 60th Street	<a href="http://www.lib.uchicago.edu/e/law/">http://www.lib.uchicago.edu/e/law/</a>	(773) 702-0213

#### **XX. TECHNOLOGY RESOURCES**

The College of Law's media and technology staff understands the important role technology plays in the learning experience and strives to identify and fulfill the technology needs of all College of Law faculty, staff and students.

§ 20.1 **Computer Assistance**

Ali Belkairous  
Office – (312) 362-5216  
Cell – (312) 479-2612

Anthony Cartolano  
Office – (312) 362-8123  
Cell – (312) 479-2623

**Technology Support Center**

Office – (312) 362-8765

§ 20.2 **Computer Labs**

All computer labs contain the following software:

<https://www.is.depaul.edu/computers/software/standard.asp>.

§ 20.3 **Wireless Networking (Wi-Fi)**

Registered students have wireless access throughout DePaul University campuses and must have a DePaul wireless card. For information about the card, see <http://wireless.depaul.edu/>. The Lewis, O'Malley and Daley buildings provide wireless internet services 24/7, and law students have the ability to print directly from their laptops via "iPrint from Anywhere" without having to first transfer documents to DePaul's lab computers. For more information on wireless printing, visit <http://www.is.depaul.edu/intelliprint/index.asp>.

**XXI. GENERAL INFORMATION**

§ 21.1 **Required Courses and Course Descriptions**

The courses required for the JD degree are listed in § 1.2. The requirements for LL.M. degrees are described in § 1.9 through § 1.13. Descriptions of courses are published on Campus Connection.

§ 21.2 **Course Prerequisites**

A student must complete the necessary prerequisite(s) before taking a course. A student who attempts to register for a course on Campus Connection without a necessary prerequisite will not be able to do so.

§ 21.3 **Class Materials**

Materials reproduced by the Law School for class use are sold through the bookstore. Textbooks and course materials are located on the lower level. Students are encouraged to order their books on-line at <http://www.depaul.bkstore.com>.

#### § 21.4 *Syllabi*

First class assignments and syllabi are published on the Law School web site. If a syllabus does not appear for a particular course, it will be distributed to the students by the instructor.

#### § 21.5 *Lockers*

Lockers are allocated by the Student Life Office, located on the 11th floor of the DePaul Center. Lockers are allocated for a period of one academic year. If a student does not renew a locker rental, the University will empty the locker at the end of the academic year in June.

#### § 21.6 *Official Transcripts*

The University Student Records Office on the ninth floor of the DePaul Center issues official DePaul transcripts. The College of Law cannot issue transcripts. Official transcripts may be ordered on Campus Connection, [www.depaul.edu](http://www.depaul.edu) or from the University Student Records web site, <http://sr.depaul.edu>. Students may order ten free official transcripts per year.

#### § 21.7 *Changes of Addresses, Phone Numbers, Names and E-Mail Addresses*

Students who change their names must bring legal proof of a name change to the Academic Resource Center (9<sup>th</sup> floor DePaul Center). Names on diplomas appear exactly as they appear on Campus Connection. Students may update all other demographic information on the University web site, [www.depaul.edu](http://www.depaul.edu), under "Campus Connection" and "Demographic Portfolio." Students have the option of listing three different addresses and phone numbers, including business, home and mailing addresses. Several e-mail addresses may be listed as well.

**STUDENTS MUST INSURE THAT THEIR E-MAIL ADDRESSES ON CAMPUS CONNECTION ARE CORRECT AT ALL TIMES. IF YOUR E-MAIL ADDRESS IS NOT CORRECT ON CAMPUS CONNECTION, YOU WILL NOT RECEIVE INFORMATION NECESSARY TO PURSUE YOUR LAW SCHOOL STUDIES. FAILURE TO PROVIDE A CORRECT E-MAIL ADDRESS WILL NOT EXCUSE NON-COMPLIANCE WITH RULES, REGULATIONS OR REQUIREMENTS COMMUNICATED BY THE LAW SCHOOL VIA E-MAIL.**

#### § 21.8 *Immunizations Mandatory*

Students are encouraged to get a flu shot every year.

State law requires that all students provide proof of immunizations before they register for any classes. The immunization form, which must be signed by the student's physician, is available on the University Student Records web site, <http://sr.depaul.edu>. The University Student Records will place a hold on a student's record if proof of immunizations is not received. Students will not be able to register or to obtain transcripts. DePaul University complies with Illinois law, which requires post-secondary

institutions to submit an annual report on student immunization. All students born on or after January 1, 1957 and enrolled half-time must provide proof of immunization for the following: Tetanus/Diphtheria, Measles (Rubeola), Mumps and Rubella (German Measles). Submit records to the University Student Records Office.

### § 21.9 ***Payment of Charges***

Tuition and fees are payable in full at the time specified in the registration materials, unless a student enrolls in either DePepper (employer reimbursement) or DePupp (monthly payment plan). Information on those programs may be found at <http://studentaccounts.depaul.edu/>, the DePaul Student Accounts Office. Generally, past due tuition and fees must be paid in full before a student can register.

### § 21.10 ***Financial Delinquency***

Any student who fails to make timely payments as required by the Student Financial Accounts Office will be charged a \$100.00 late penalty. Students with delinquent accounts are subject to suspension and exclusion from classes. They may be barred from receiving official transcripts, registering for a subsequent semester, receiving a degree or being certified for admission to the bar.

### § 21.11 ***Dishonored Checks***

A \$25 fee is charged for each dishonored check.

### § 21.12 ***Tuition Refund Policy***

Tuition will be refunded only if a student withdraws before the end of the second week of classes in the fall and spring semesters and before the end of the first week of classes in the summer semester. A tuition refund is not available after those deadlines. Students who add courses after those deadlines will be charged extra for the added credits.

### § 21.13 ***Internet Services***

The ***University web site*** is [www.depaul.edu](http://www.depaul.edu). Student information is password protected and is available under Campus Connection. Campus Connection will give students access to:

- Demographic Portfolio: Update e-mail address, mailing or business address, and telephone numbers.
- Grades and Course Histories: Access grades, official and unofficial transcripts and degree progress reports.
- Class Search: See what courses are open or closed, room assignments and professors.
- Student Course List: After you register, review your class schedule.
- Change PIN: Change your University assigned password.
- Web Registration: Allows registration for classes on the web.

- Student Accounts: Obtain a complete financial record.

The *College of Law web site* is [www.law.depaul.edu](http://www.law.depaul.edu). It contains faculty and administration information, academic programs and requirements, Law Career Services information, Law Library information, course syllabi, course descriptions, class ranks, scholarship information and a listing of current events.

**Passwords.** The University Identification Services Office (9<sup>th</sup> floor DePaul Center) assigns all DePaul students user identifications and passwords to access Campus Connection on the University web site. Students are encouraged to change their password to a number or word they can easily remember

**E-Mail Accounts.** All DePaul students are assigned free e-mail accounts by the Identification Services Office. If students wish to use other email addresses, they may do so, but they must be sure to list them on Campus Connection and check one address as preferred.

#### § 21.14 *Reservation of Rooms and Scheduling of Events*

The law school Events Coordinator maintains a schedule of room use. Anyone who wants to use a room for any purpose other than a regularly scheduled class must submit an on-line room reservation request through on the College of Law web site.

#### § 21.15 *Use of Facilities*

Only organizations associated with the Law School may use school facilities. Organizations not affiliated with DePaul may use school facilities if sponsored by a member of the faculty or a law student organization. Groups not associated with the Law School may also reserve rooms or tables in the DePaul Center Student Center or the University Conference Center (8<sup>th</sup> floor DePaul Center).

#### § 21.15 *Lost and Found*

A lost and found service is located in the Public Safety Office (lower level of Lewis Center).

#### § 21.16 *Identification Cards*

Photo identification cards are issued by the University Identification Services Office. An ID card is necessary to enter the Law Library and computer labs. All students are also assigned a seven digit student Identification number.

#### § 21.17 *Parking*

A special parking rate is available to students in nearby parking lots. Students must stamp their parking receipts in the machine by the security desk in the Lewis Center lobby or in the DePaul Center lobby.

§ 21.18 ***DePaul Campus Facilities***

College of Law students are welcome to use the recreational facilities on all of the DePaul campuses. Identification cards are required to use the facilities. Students are charged a membership fee to use athletic facilities.

§ 21.19 ***Personal Mail***

Students may not use the Law School address for personal mail. They may use the fax machines designated for student use.

§ 21.20 ***Emergency Cancellation of Classes/Closure of the University***

In the event it becomes necessary to close the University, the closure will be announced over local media.

§ 21.21 ***Alcohol Policy***

DePaul community members owe it to themselves and others to make educated decisions about their use or distribution of alcohol. The State of Illinois prohibits the sale, use or possession of all forms of alcoholic beverages by persons who are under 21 years of age. Students are responsible for adhering to the University Drug Free Workplace & Legal Drinking Age Compliance policy, which is describes in full on the University web site: [www.depaul.edu](http://www.depaul.edu).

The following regulations govern alcohol use by students and student organizations on DePaul University premises:

1. All casual possession or consumption of alcohol by students in designated common areas or non-reserved areas on university premises is prohibited.
2. Alcohol may not be consumed and alcohol containers may not be possessed anywhere on campus or at any Law School function by anyone who is under the legal drinking age.
3. Public intoxication, including alcohol-induced disorderly conduct, property destruction, intimidation, or other infringement upon the rights or privacy of others is a violation of the alcohol policy and will not be tolerated. Furnishing alcohol (on campus or at any College function off-campus) to persons, who appear to be intoxicated, is prohibited. Such conduct may be considered violations of the DePaul University Code of Student Conduct.
4. Campus events where alcohol is being provided to students must be hosted by the faculty/administration of the Law School, the Student Bar Association, Student Bar Association, recognized Student Organizations, and/or law school journals. Such events are subject to, but not limited to, the following restrictions:
  - The Student Bar Association, Student Bar Association recognized Student Organization, and/or law school journal seeking to plan, sponsor, or host an

event where alcohol is to be served must receive permission at least two (2) weeks prior to the event from Associate Vice President Cynthia Summers, [csummers@depaul.edu](mailto:csummers@depaul.edu), 312-362-5653 or Room 1400 Lewis.

- The permission form is on the College of Law web site. It should be sent by email to Vice President Summers.
  - Alcoholic beverages can be served at on-campus Student Organization and/or law school journal (herein both recognized as “Organization”) sponsored events provided the following are complied with:
    - a. The event has a primary purpose not directly related to the consumption of alcohol. Such purposes include, but are not limited to: furtherance of the organization’s mission and/or providing legal networking opportunities to students.
    - b. Non-alcoholic beverages and food, with at least coffee and water, must be made available for students and attendees during the entire duration of the event.
    - c. Alcoholic beverages that are permitted at Student Organization events are limited to beer and wine.
    - d. Student Organization events in which alcohol is served are prohibited from serving alcohol at the event before 6:00p.m.; exceptions are permitted with permission and approval from Associate Vice President Cynthia Summers, [csummers@depaul.edu](mailto:csummers@depaul.edu) and 312-362-5653 or see her in 1400 Lewis.
    - e. At least one (1) member of the Law School Faculty or Administration will be attending the event as a Faculty Sponsor.
    - f. At least two Executive Board (2) members and/or two (2) Journal Editors of the Organization hosting the event will be attending the event as at any given time as Student Sponsors; Student Sponsors are to be attendees that are responsible for the planning and hosting of the event.
    - g. The serving of alcohol is limited to bartenders licensed to serve alcohol.
    - h. The serving of alcohol is limited to parties licensed to sell, dispense, and serve alcohol.
    - i. At least one (1) security guard must be hired for the entire duration of the event where alcohol is to be served.
    - j. At least one (1) Executive Member and/or Journal Editor must arrange to meet with an approved staff member in person two (2) weeks prior to the event to seek permission before hosting the event.
5. Student Organization on-campus advertisements (advertisements include but are not limited to flyers, canvassing, chalk board posting) Student organizations must follow the University posting policy located at:
- <http://studentaffairs.depaul.edu/slif1/default.aspx?wid=4&pid=4&subpageid=MARKETING>
6. Pictures of alcohol, depictions of alcohol use, or the encouragement of alcohol use are strictly prohibited from being placed on advertisements.
7. Flyers used for advertising are to be pre-approved by Assistant Dean Diana White.

8. When student organizations sponsor events at which alcoholic beverages are offered for consumption, the organization and its officers shall be solely responsible for the conduct of such affairs in accord with civil law and university policies.

#### § 21.22 **Smoking Policy**

Smoking is not permitted in any DePaul buildings.

#### § 21.23 **Escort Service**

The DePaul University Public Safety Department provides an escort service for students, staff and faculty when circumstances require them to travel alone on campus, in isolated areas after dark or whenever there is otherwise a concern for their personal safety.

#### § 21.24 **Building Hours**

Building and Library hours are posted in the front lobby display cases in Lewis.

#### § 21.25 **Health Insurance**

The DePaul University Student Health Plan has been developed especially for DePaul University students and their eligible dependents. The Plan provides coverage for illnesses and injuries that occur on or off campus and includes special cost-saving features to keep the coverage as affordable as possible. The Plan is underwritten by Aetna Life Insurance Company and features major medical design with a \$100,000 lifetime aggregate maximum benefit per illness or injury. The Plan includes a Preferred Provider Organization through Aetna. If you obtain care from these preferred providers, you will reduce the cost of health care substantially. All DePaul students are eligible for the Student Health Insurance as long as they are taking classes in the current semester.

If you have any questions, please visit their website, [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com) or call the Chickering Claims Administrators Inc.'s Customer Service Department at (800) 878-1938 and reference DePaul's policy number of 7111116. Or contact the Student Affairs Office at (312) 362-5680.

The American Bar Association also offers student health insurance for members. Information is available on its web site, [www.abanet.org](http://www.abanet.org).

#### § 21.26 **Housing**

General housing information can be found on the College of Law web site. The University has a housing service for all current and prospective members of the University community called the Housing Resource Center.

§ 21.27 ***University Counseling Services***

The University Counseling Service offers counseling to DePaul students. Services include individual, couple and group counseling. The Counseling office is located on the 11<sup>th</sup> floor of the DePaul Center. The telephone number is (773) 325-7779.

§ 21.28 ***University Ministry***

Campus Ministry is open and available to persons of all faiths. Thomas Judge is the College of Law chaplain (312/362-6699). The Campus Ministry offices are located in Room 11009 of the DePaul Center and on the second floor of the Stuart Center on the Lincoln Park campus. For information, call (312) 362-6910.

§ 21.29 ***Office of Student Legal Services***

The Office of Student Legal Services provides free or low-cost advice to DePaul students on wide range of common problems, including contract disputes, misdemeanor criminal offenses, routine traffic violations, landlord-tenant disputes and other minor legal problems. The Office is located on the Lincoln Park Campus, 990 West Fullerton Avenue, 1<sup>st</sup> Floor. The phone number is (773) 325-4959.

§ 21.30 ***U-Pass (CTA Passes)***

All DePaul University College of Law students who are currently taking 9 or more credits in the autumn or spring semester or at least one credit in the summer semester automatically qualify for a U-Pass. The U-Pass is used on Chicago Transportation Authority (CTA) trains and buses. Photo identification cards are required to obtain a U-Pass. Pictures are taken at the beginning of each academic semester both in the Law School student lounge and in the DePaul Center Student Union (11<sup>th</sup> floor). U-Pass cards are valid while classes are in session. They are not valid during DePaul class holidays.

§ 21.31 ***Privacy Rights and Access to Educational Records***

DePaul University College of Law respects the privacy of its students. The Family Educational and Privacy Act (FERPA) afford students certain rights with respect to their educational records:

1. The right to inspect and review records upon written request; and
2. The right to request and amend records that are inaccurate or misleading. Should students wish to have their records amended, they must write the Assistant Dean for Student Affairs and identify the part of the record that they want changed and specify why it is inaccurate or misleading. If the Assistant Dean decides not to amend the record as requested, she will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

The Law School will not disclose information from the educational records of a student without his or her prior written consent, except:

1. To school officials, including teachers, within the educational institution who have a legitimate educational interest in the records. A school official is defined as a person employed by the University or the Law School in an administrative, supervisory, academic, research, or support staff position, including law enforcement personnel and health personnel; a person or company with whom the University has contracted to provide services; a student serving on an official committee, such as a disciplinary or grievance committee; or a person assisting another school official in performing his or her tasks;
2. officials of another school in which the student seeks or intends to enroll;
3. certain authorized representatives of the United States and state agencies who require such information to carry out lawful functions;
4. in connection with the student's application for, or receipt of, financial aid;
5. organizations conducting studies for, or on behalf of, educational agencies or institutions if these studies are conducted in a manner that will not permit the personal identification of students and if the information will be destroyed when no longer needed;
6. accrediting organizations in order to carry out their accrediting functions;
7. comply with a judicial order or lawfully issued subpoena; or
8. appropriate parties in health or safety emergencies.

#### § 21.32 *Directory Information*

If a student does not want his or her name, address, or phone number published, the student must block the release of that information through Campus Connection.

DePaul University College of Law reserves the right to release the following student information: name; date and place of birth; enrollment status and dates of attendance; positions held; place of employment and phone number; memberships in officially recognized campus organizations and teams, degrees earned, special awards and recognition given; and information requested by the Illinois Board of Admissions to the Bar and bar exam officials of other states.

#### § 21.33 *Tuition and Fees*

For information on tuition and fees, see the University Student Accounts web site, <http://studentaccounts.depaul.edu/> > Cost of Attendance.

### **XXII. A GUIDE TO CAMPUS CONNECTION**

Go to the University Web Site: [www.depaul.edu](http://www.depaul.edu) > Campus Connection.

Sign on with your user name (first initial of your first name and usually the first seven letters of your last name) and your password. The University Student Identification Office (ID Services, 9<sup>th</sup> floor of the DePaul Center) assigns your user name and password.

## **Main Menu**

### **Demographic Portfolio**

**DPU Alert** – Provide the phone and e-mail address where DePaul is most likely to reach you in the event of an emergency. Phone can be a cell or landline. To receive a text message, you must subscribe to that service through your cell phone provider. DePaul will **only** use this information in a major life-threatening situation.

**Address** – Provide your mailing address, home address or business address.

**E-Mail Address** – Must be updated at all times to receive vital information. You are automatically assigned a DePaul email address. You also may use a home or business e-mail address. Be sure to check one of them as “preferred.” All messages from the College of Law will go to your preferred e-mail address.

**Emergency Contact** – Provide information about the person who should be contacted if you have a personal emergency.

**Phone Numbers** – Provide your cell, home, local or business phone numbers.  
Bar

### **For Students**

#### **Records and Registration**

- Course Descriptions
- Course History – Shows completed courses and enrolled courses
- Degree Progress – Review your progress toward your degree
- Enroll: Add/Drop – Add or drop classes
- Enrollment Verification – Order verification information for insurance, employers or other purposes
- Immunization Status – Verify that you comply with state law and have provided proof of immunizations
- My Class Schedule – View your class schedule
- My Enrollment Appointment – Confirms the date and time when you can register for classes
- My Grades – Lists courses and grades
- Search for Classes – In the up-coming term
- Transcript – Official – Request an official transcript
- Transcript – Unofficial – View your unofficial transcript with grades, classes, names of professors, term GPA and cumulative GPA
- Withdrawal/Leave Request – To withdraw from school or to take a leave of absence

**Campus Finances**

- Apply for Financial Aid
- View My Financial Aid
- Complete Loan Counseling
- Summer Financial Aid
- Make a Payment
- DePEPER/Employer Reimbursement
- DePupp Payment Plan
- E-Bill: View
- Holds, ToDos and Warnings
- Payment Options
- View My Tuition Account

