

**WIDENER UNIVERSITY  
COMMONWEALTH LAW SCHOOL**

**STUDENT HANDBOOK  
ACADEMIC YEAR 2015/2016**



**Widener University**  
Commonwealth Law School

# **Widener University**

## **Reservation of Rights Statement**

It is the policy of Widener University not to discriminate on the basis of sex, gender, pregnancy status, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity, marital status, or genetic information in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs or activities. This policy is enforced under various federal and state laws, including Title VII of the Civil Rights Act of 1964 as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. Further, in compliance with state and federal laws, Widener University will provide the following information upon request: (a) copies of documents pertinent to the university's accreditations, approvals, or licensing by external agencies or governmental bodies; (b) reports on crime statistics and information on safety policies and procedures; and (c) information regarding gender equity relative to intercollegiate athletic programs—Contact: Senior Vice President, Administration & Finance, Widener University, One University Place, Chester, PA 19013, 610-499-4151. Comments or requests for information regarding services and resources for disabled students should be directed to: Director of Disability Services, Widener University, One University Place, Chester, PA 19013, 610-499-1266; or Office of Student Affairs, Widener University Commonwealth Law School, 3800 Vartan Way, P.O. Box 69380, Harrisburg, Pennsylvania 17106-9380; 717.541.3952.

This publication contains information, policies, procedures, regulations and requirements that were correct at the time of publication. In keeping with the educational mission of the university, the information, policies, procedures, regulations and requirements contained herein are continually being review, changed and updated. Consequently, this document cannot be considered binding and must be used solely as an informational guide. Students are responsible for keeping informed of official policies and meeting all relevant requirements.

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination based on sex and gender in educational programs and activities which receive federal financial assistance. Such programs include recruitment, admissions, financial aid and scholarships, athletics, course offerings and access, hiring and retention, and benefits and leave. Title IX also protects students and employees from unlawful sexual harassment (including sexual violence) in University programs and activities. In compliance with Title IX, the University prohibits discrimination and harassment based on sex in employment as well as in all programs and activities.

The University's Title IX Coordinator monitors compliance with Title IX and its accompanying regulations. Individuals with questions or concerns about Title IX and/or those who wish to file a complaint of noncompliance may contact the University's Title IX Coordinator or Deputy Title IX Coordinators as follows:

The University's Title IX Coordinator is Grace Karmioli, Assistant Director, Employee Relations, One University Place, Chester, PA 19013, Tel. 610-499-1301, Email: [gckarmioli@widener.edu](mailto:gckarmioli@widener.edu). The University has also appointed several Deputy Title IX Coordinators. Students on the Chester, Pennsylvania campus and Continuing Studies students with Title IX issues are encouraged to contact Catherine Bermudez, Assistant Dean for Residence Life, Deputy Title IX Coordinator for Students on the Chester, Pennsylvania campus and Continuing Studies Students, One University Place, Chester, PA 19013, Tel: 610-499-4392, Email: [cabermudez@widener.edu](mailto:cabermudez@widener.edu) or Larissa Gillespie, Senior Women's Athletic Administrator and Assistant Director of Athletics, Deputy Title IX Coordinator for Athletics, One University Place, Chester, PA 19013, Tel: (610)-499-4434, Email: [lagillespie@widener.edu](mailto:lagillespie@widener.edu). Students and employees on the Wilmington, Delaware campus with Title IX issues are encouraged to contact Susan Goldberg, Associate Dean for Student Services, Deputy Title IX Coordinator for the Wilmington, Delaware Campus, Widener University School of Law, 4601 Concord Pike, Wilmington, DE 19803, Tel: (302)-477-2173, Email: [slgoldberg@widener.edu](mailto:slgoldberg@widener.edu). Students and employees on the Widener Commonwealth campus with Title IX issues are encouraged to contact Mary Catherine Scott, Deputy Title IX Coordinator for the Widener University Commonwealth Law School, 3800 Vartan Way, P.O. Box 69381, Harrisburg, PA 17106-9381, Tel: 717.541.3952; Email: [mccott9055@mail.widener.edu](mailto:mccott9055@mail.widener.edu).

The United States Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding OCR can be found at: [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html). Questions about Title IX may be directed to OCR as well as to the University's Title IX Coordinator or Deputy Coordinators.

The university reserves the right and authority at any time to alter any or all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admission, and to dismiss from the university any student at any time, if it is deemed by the university to be in the best interest of the university, the university community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or a prospective student and Widener University.

July 2015

## **PHOTO NOTICE**

Widener Commonwealth Law reserves the right to photograph and videotape students, faculty, staff, guests and visitors while on university property and university-sponsored functions off our campuses. These images, video, and audio may be used on the Widener Law website and associated sites such as Flickr and Facebook, and for promotional purposes, including use in the university magazines, newsletters, press releases, booklets, brochures and other publications.

## **AFFIRMATION OF PROFESSIONALISM**

I, \_\_\_\_\_, as a student entering Widener University Commonwealth Law School, understand that I am joining an academic community and embarking on a professional career.

I gratefully acknowledge the privileges inherent in becoming a lawyer and willingly accept the responsibilities that accompany those privileges and are entrusted to me by the bench, the bar and the public.

I promise to do my utmost to live up to the high ideals of my chosen profession and to uphold the highest standards of academic honesty and ethical practice throughout my training and the remainder of my professional life. I will remember that my actions reflect not only upon myself, but upon Widener University Commonwealth Law School and the legal profession.

To strengthen the law school community, I will conduct myself with dignity and civility and will treat all of my colleagues – students, staff and faculty – with kindness and respect.

I will be a person of principle, compassion, strength and courage. I will recognize my weaknesses and strengths and strive to develop the character that is expected of a lawyer and that will earn the respect of my clients, my colleagues, my family and myself.

I commit to conduct my academic, professional and personal life to honor the values and standards that are expressed in the Widener University Commonwealth Law School Honor Code and are shared by the legal profession.

I so affirm.

**WIDENER UNIVERSITY**

**COMMONWEALTH LAW SCHOOL**

**STUDENT HANDBOOK**

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# ACADEMIC CODE OF WIDENER UNIVERSITY COMMONWEALTH LAW SCHOOL

## PART ONE: DEFINITIONS AND EFFECTIVE DATE

### Section 101. Definitions.

The following definitions apply to this Academic Code:

- (a) **Academic Year.** The academic year begins July 1 and runs through June 30. Each academic year begins with the summer term which is followed by the fall and spring semesters.
- (b) **Dean.** The Dean of the Commonwealth Law School.
- (c) **Associate Dean for Academic Affairs.** The Associate Dean for Academic Affairs for Commonwealth Law School.
- (d) **Office of Student Affairs.** The Office of Student Affairs for Commonwealth Law School.
- (e) **Extended Division Student.** Any student who is enrolled in fewer than twelve credit hours or more than seven credit hours of semester long course work. (Short courses at the beginning or end of a semester are not semester long courses.)
- (f) **Law School.** Widener University Commonwealth Law School.
- (g) **Regular Division Student.** Any student who is enrolled in twelve or more credit hours of semester long course work. (Short courses at the beginning or end of a semester are not semester long courses.)
- (h) **Registrar.** The Office of the Registrar for Commonwealth Law School.
- (i) **Code.** The Academic Code of Widener University School of Law, and as modified, of Commonwealth Law School.

### Section 102. Effective Date.

The provisions of the Academic Code as amended are effective for all students matriculating on or after July 1, 2002, unless otherwise provided.

## PART TWO: GRADUATION REQUIREMENTS

### Section 201. Graduation Requirements.

In order to graduate from the Law School, a student must satisfy the following requirements:

- (a) **Academic Credits.** A student must earn 88 academic credits, at least 54 of which must be earned while enrolled as a student at the Law School. See Part III, §301 et seq. of the Code for rules relating to academic credits and course load.
- (b) **Cumulative Grade Point Average.** A student must complete law school studies with a cumulative grade point average of at least a 2.000 (As computed using the rules set forth in §602 of the Code).
- (c) **Grade Point Average in Required Courses.** A student must complete law school studies with a cumulative grade point average for all required courses of at least a 2.000 (As computed using the rules set forth in §602 of the Code).
- (d) **Completion of All Required Courses.** A student must earn a passing grade in each required course. See §606(b) of the Code for rules relating to this requirement. (See also §§101 through 303 and §1002 of the Faculty Policy Statement on the Curriculum for a description of required course sequences and prerequisites.)
- (e) **Introduction to Legal Process.** Each student must successfully complete the requirements for Introduction to Legal Process.
- (f) **Writing Requirement.** Each student must submit to the Registrar a Writing Requirement Certificate to establish the student's satisfactory completion of the Law School's Writing Requirement in accordance with §501 of the Code.
- (g) **Skills Requirement.** Each student must satisfy the skills requirement by completing at least six credits of experiential learning. (See also §502 of the Code and §301 of the Faculty Policy Statement on the Curriculum.)
- (h) **Professional Development Day.** Each student must satisfy the requirements of the annual Professional Development Day program.
- (i) **Character and Fitness.** Students have a continuing duty to update the information they provided in response to the character and fitness section of the Law School application to reflect any changes since law school matriculation.
- (j) **Fundamentals of The Bar Exam.** Each student must successfully complete the Fundamentals of The Bar Exam course. However, students with a cumulative grade point average above a 2.700 after completion of 40 credits may opt out of the course. (Effective date: Fall 2014.)

(k) **Petition to Graduate.** Every student must apply for graduation by filing an online petition to graduate and the accompanying forms not later than September 30 for December graduates or October 30 for May graduates. When a petition to graduate is received, the Registrar will audit the student's academic records for compliance with the graduation requirements set forth in §201 of the Academic Code. If the student has satisfied these requirements, the student's name will be submitted to the Law School faculty for approval. The petition to graduate must substantially conform to Official Form Five (reproduced in Appendix A).

## **Section 202. Completion of Degree Requirements.**

(a) **General Rule.**

All students must complete all degree requirements within 84 months of matriculation.

(b) **Matriculation.** For purposes of this section, matriculation shall mean the date on which a student first begins legal studies at any law school accredited by the American Bar Association, not including a Trial Admissions Program.

**Section 203. Early Graduation.**

In order to graduate one semester ahead of schedule, a student should configure the following credit schedule.

<b>RD STUDENT</b>	<b>ACADEMIC CREDITS</b>
First Year	30
Summer	6
Second Year	At least 30
Summer	6
Third Year Fall	16 credits
<b>TOTAL</b>	<b>88</b>

<b>ED STUDENT</b>	<b>ACADEMIC CREDITS</b>
First Year	22
Summer*	4-6
Second Year	At least 22
Summer*	4-6
Third Year	At least 21
Summer*	4-6
Fourth Year Fall	11
<b>TOTAL</b>	<b>88</b>

Students wishing to pursue early graduation must consult with Office of the Office of Student Affairs.

**See §401 of the Academic Code and §501 et seq. of the Dean's Office Regulations for further graduation requirements.**

## PART THREE: ACADEMIC CREDITS & COURSE LOAD

### Section 301. Definitions.

The following definitions apply to this Part:

- (a) **Classroom Credit.** Credit earned for receipt of a passing grade in any course which meets on a regular basis in a classroom setting during the academic year.
- (b) **Non-Classroom Credit.** Credit earned for satisfactory participation in an activity described in §303 of the Code.
- (c) **Clinical Credit.** Credit earned for satisfactory participation in an in-house clinical program or externship program described in §304 of the Code.
- (d) **Directed Research Credit.** Credit earned for satisfactory completion of a research project which satisfies the requirements set forth in §305 of the Code.

### Section 302. Academic Credits.

- (a) **General Rule.** A student may satisfy the academic credit graduation requirement described in §201(a) of the Code by earning classroom credits, non-classroom credits, clinical credits and directed research credits.
- (b) **Limitations.** Academic credit earned under §302(a) is subject to the following limitations:
  - (1) **Course Load Limitation.** Registration for courses for which academic credit is available is subject to course load limitations imposed by §306 of the Code.
  - (2) **Non-Classroom Credit.** No student may earn more than eight non-classroom credits. (See also §303 of the Code.)
  - (3) **Clinical Credit.** No student may earn more than eight clinical credits. (See also §304 of the Code.)
  - (4) **Distance Education Credit.** No student may earn more than 12 credits through distance education courses. Distance education credits are subject to the additional limitations of section 306.
  - (5) **Directed Research Credit.** In general, no student may earn more than two directed research credits. A student may earn up to an additional two directed research credits with approval of the Office of Student Affairs. That office may grant a request for this additional directed research credit upon approval of a supervising faculty member and a showing of good cause. The decision is not appealable. (See also §305 of the Code.)

### Section 303. Non-Classroom Credit.

(a) **General Rule.** Eligible students may earn non-classroom credit for satisfactory participation in the following activities:

- (1) **Law Review.**
  - (i) A member of the *Widener Law Journal* or the *Widener Journal of Law, Economics and Race* may earn up to six academic credits for satisfactory participation in the work of a journal, plus additional credits under subsection (v).
  - (ii) A staff member may earn one credit for each semester of service, except for the final semester of the last year. However, upon the recommendation of the Editor-in-Chief and with the approval of the Faculty Advisor, a student who performs substantial additional work in the second semester of the last year may earn one credit.
  - (iii) An editorial board member may earn two credits for each semester of service.
  - (iv) In order to qualify for credit, a student must register for the credits for the semester in which credit will be earned or in the semester immediately following the semester in which the credit is earned.
  - (v) A staff member may earn one or two additional credits beyond the six credits allowed in (a)(1)(i) for the satisfactory completion of a seminar paper or a Directed Research paper in satisfaction of the *Journal's* comment requirement. The paper will also satisfy the school's writing requirement as detailed in section 501(a) *infra*. A member of either Journal need not meet the requirement that a student must first satisfactorily complete a seminar before participating in a Directed Research.
  - (vi) Changes to Section 303(a) above are effective beginning with the Fall 2013 semester.
- (2) **Moot Court Honor Society.** A member of the Moot Court Honor Society may earn up to seven academic credits for satisfactory participation in the work of the Moot Court Honor Society. An executive board member may earn one credit per year of service in which the member is not earning credit for competing in a Moot Court interscholastic competition. A member may earn one credit for the colloquium; one credit for an internal competition; and two credits for an external competition, subject to the credit limitations in §302 of the Code. In order to qualify for credit, a student must register for the credits for the semester in which credit will be earned or in the semester immediately following the semester in which credit is earned.
- (3) **Interscholastic Competitions.** A student may earn up to four academic credits for satisfactory participation in interscholastic competitions. A student may earn up to two academic credits for satisfactory participation in an approved competition. A student may earn no more than two credits for each semester of service. In order to qualify for credit, a student must register for credit in the semester in which credit



will be earned or in the semester immediately following the semester in which credit is earned.

(b) **Grading of Non-Classroom Credit.** Non-classroom credit is graded on a pass-fail basis only.

(c) **Eligible Students.** Any student whose cumulative grade point average is less than 2.500 may not register for non-classroom credit. Nothing in this section shall prevent student organizations from requiring a grade point average equal or higher than 2.500 for membership or participation in its programs.

### **Section 304. Clinical Credit.**

(a) **General Rule.** A student may receive clinical credit for satisfactory participation in any clinical program or programs sponsored by the Law School.

(b) **Limitation.** The eight-credit limitation on clinical credits imposed by §302(b)(3) of the Code is further limited as follows:

(1) **In-House Clinical Program.** No student may receive more than six academic credits per semester for participating in an in-house clinical program. Credit may be earned in one or more semesters.

(2) **Clinical Extern Program.** No student may receive more than four credits per semester for participating in a clinical extern program. A student must devote at least five hours per week per semester to justify one clinical credit.

(c) **Eligibility – In-House Clinical Program.** A student may enroll in an in-house clinical program only after successful completion of the course in Professional Responsibility and the other prerequisite courses listed in the Faculty Policy Statement on the Curriculum for the clinical program in question. Successful completion means the student has earned a grade of at least 2.0 in that course. No student whose cumulative grade point average is less than 2.300 may register for an in-house clinical program.

(d) **Eligibility – Clinical or Judicial Extern Program.** A student may enroll in a clinical or judicial extern program only if the student is simultaneously enrolled in Professional Responsibility or has successfully completed Professional Responsibility prior to enrolling in a clinical or judicial extern program. If the student is simultaneously enrolled in Professional Responsibility, the student must successfully complete Professional Responsibility in that same semester to receive academic credit for the clinical or judicial extern program. In addition, the student must successfully complete the other prerequisite courses listed in the Faculty Policy Statement on the Curriculum.

If Evidence is a prerequisite, the Externship Director, after consulting with the supervising field attorney, may waive the Evidence prerequisite requirement when the Externship Director determines that the student does not need Evidence to be successful in the externship because the

externship does not involve litigation or substantial client contact.

Successful completion of a course means the student has earned a grade of at least 2.000 in that course. No student whose cumulative grade point average is less than 2.300 may enroll in a clinical extern program. No student whose cumulative grade point average is less than 2.500 may enroll in a judicial extern program.

### **Section 305. Directed Research.**

- (a) **General Rule.** Directed research credits may be earned only by the submission of suitable written work (paper, memorandum or brief) by the student to the supervising faculty member.
- (b) **Standards Applicable to Directed Research Projects.** Directed research credits shall be awarded by the supervising faculty member in relation to the amount of work performed by the student. One directed research credit shall be granted for approximately five hours of work performed by the student each week during the semester. The student and supervising faculty member must agree in advance on the number of credits to be earned for any semester.
- (c) **Limitation on Credits Earned Each Semester.** A student may earn no more than two directed research credits. See §302(b)(4) of the Academic Code.
- (d) **Eligibility.** A student whose cumulative grade point average is less than 2.300 may not register for directed research.
- (e) **Supervising Faculty Member.** Only a full-time faculty member may serve as a supervising faculty member under this section.
- (f) **Prerequisite.** No student may enroll for directed research credit unless that student has satisfactorily completed a seminar. This requirement may only be waived by approval of the Office of Student Affairs for good cause shown.
- (g) **Restriction on "Recycling."** No student may earn directed research credit for a paper which substantially relies on research or writing previously or concurrently performed by the student for any other purpose, including but not limited to work submitted in satisfaction of the requirements of the *Widener Law Journal*, *Widener Journal of Law Economics and Race*, Moot Court Honor Society or an interscholastic competition.

### **Section 306. Distance Education Credit.**

- (a) No student may earn more than four credit hours in one semester or more than 12 credit hours overall of distance education credit. No student may earn distance education credits until the student has completed a minimum of 28 credit hours.
- (b) Distance education courses include any course characterized by the separation, in time or place, between instructor and student and include, but are not limited to, teleconferenced courses

originating at a site other than the Harrisburg campus and online courses.

### **Section 307. Course Load.**

(a) **Regular Division Student.** The normal academic course load for a Regular Division Student (as defined in §101(g)) is 12 to 16 credit hours per semester (24 to 32 credit hours per year). Student status is fixed as of the first day of the third week of classes.

(b) **Extended Division Student.** The normal academic course load for an Extended Division Student (as defined in §101(e)) is 8 to 11 credit hours per semester (16 to 22 credit hours per year). Student status is fixed as of the first day of the third week of classes.

(c) **Part Time (Flexible) Schedule Students.** Students may register for less than 8 credits only after completion of the first year, and only with the permission of the Office of Student Affairs. Permission to register for part time status will be granted only in extraordinary circumstances. Students taking fewer than 8 credits are billed on a per credit basis. Permission must be obtained each semester a student wishes to be on a part time schedule. Student status is fixed as of the first day of the third week of classes. No overloads will be permitted.

(d) **Variations from Normal Course Load.**

(1) **Regular Division Student.** A Regular Division Student must obtain permission from the Office of Student Affairs before registering for more than 16 credit hours of semester long course work or fewer than 12 credit hours in any semester. A one credit overload may be sought via a Dean's Action Request. The student will be charged for the overload. See §301(b) of the Dean's Office Regulations for additional requirements.

(2) **Extended Division Student.** An Extended Division Student must obtain permission from the Office of Student Affairs to register for fewer than 8 credit hours in any semester. An Extended Division Student is not permitted to enroll in more than 11 credit hours of semester long course work.

(3) **Part Time Student.** An Extended Division Student may, only with the permission of the Office of Student Affairs, petition to register for fewer than eight (8) credits, after the first year, on the Part Time Plan. A Part Time Student in the extended division is defined as a student taking from 4 to 7 credits per semester. Permission will be granted only in extraordinary circumstances. Permission must be obtained each semester a student wishes to be a Part Time student. Student status is fixed as of the first day of the third week of classes.

### **Section 308. Withdrawal from Courses.**

- (a) **Required Course.** The Office of Student Affairs may grant a written request filed by a student to withdraw from a required course. Permission to withdraw from a required course will be granted only in cases of exceptional hardship to a student caused by circumstances beyond the student's control. The decision of the Office of Student Affairs is not appealable.
- (b) **Elective Course.** A student may withdraw from an elective course at any time during the first six weeks of the semester (or the first two weeks of the summer term) by filing a notice of withdrawal with the Registrar. A student may withdraw from an elective course after this period and before the day prior to the first day of final examinations for the semester only with the approval of the Office of Student Affairs. The decision of the Office of Student Affairs is not appealable.
- (c) **ITAP.** A student may withdraw from short courses at the beginning or end of a semester only up until the date specified by the Registrar's Office. Withdrawal after that date will result in a forfeiture of tuition paid for the class.
- (d) **Report of W for Dropped Course.** The Registrar shall record a "W" for any course dropped by a student after the end of the Add/Drop period, or after the date specified for dropping the short term course.
- (e) **Forfeiture of Tuition for Withdrawal From Class After Add/Drop By Per Credit Charge Students.** Tuition paid or payable with respect to any class from which a student withdraws after Add/Drop shall be forfeited in full. A student who adds a course as a replacement for the course from which the student withdraws shall be responsible for payment of additional tuition for the course added.

### **Section 309. Auditing Courses.**

- (a) **Registration.** Prior to the end of Add/Drop, a student may register to audit an elective course with permission from the instructor if the Registrar certifies that space is available. If auditing the course would result in an overload, permission must be obtained from the Office of Student Affairs. If approved, all overload credits will be charged on a per credit basis. The Office of Student Affairs may grant a written request for a change from credit to audit enrollment at any time after Add/Drop and within six weeks of the beginning of the semester (or within two weeks of the beginning of the summer term).
- (b) **Other Rules.** A grade of "AU" (Audit) will be awarded to each student who audits a course. An auditing student who fails to comply with the attendance requirements set forth in §601 of the Code will be treated as having withdrawn from the course after Add/Drop under §307(b) of the Code. A student shall not receive academic credit for auditing a course.

### **Section 310. Other Academic Programs.**

- (a) **General Rule.** A student shall not enroll in another academic program or a joint degree program without the consent of the Office of Student Affairs.
- (b) **Joint Degree Programs.**
- (1) **Juris Doctor/Master of Business Administration Program.** Any student desiring to enroll in the Widener University Joint Juris Doctor/Masters of Business Administration program after matriculating must have completed the first year of law school with a GPA of at least 2.700. Students must submit a separate application to the joint degree program. Joint degree applications are available from the Faculty Advisor. Students in the joint degree program must maintain all minimum GPA requirements applicable to law students generally. In the event of withdrawal from the Program, students may retain no more than six (6) upper level Business Administration credits towards the J.D. degree.
  - (2) **Juris Doctor/Doctor of Psychology Program.** Any student desiring to enroll in the Widener University Joint Juris Doctor/Doctor of Psychology program must submit admission applications to the Law School and the Institute for Graduate Clinical Psychology concurrently.
  - (3) **Juris Doctor/Masters in Public Health.** Any student desiring to participate in the Joint Program for Law and Public Health leading to a Juris Doctor degree awarded by Widener University and Master of Public Health degree awarded by Thomas Jefferson University's Jefferson College of Graduate Studies must submit admission applications separately to the Law School and the Jefferson College of Graduate Studies.
  - (4) **Other Joint Degree Programs.** Any student desiring to enroll in any other joint degree program authorized by the faculty of the Law School must follow rules similar to those set forth in §309(b)(1) above.
- (c) **Other Programs.** No student may visit another law school or enroll in any other academic program without first obtaining written approval from the Office of Student Affairs. For rules dealing with visitation at other law schools, see Part VIII, §801 et seq. of the Code.

### **Section 311. Outside Employment.**

- (a) **General Rule.** Regular Division students are urged not to engage in outside employment during their first year of law school. Regular Division Students may not exceed twenty hours of outside employment per week during the academic year, and are advised not to exceed fifteen hours of outside employment per week.
- (b) **Violation of Restriction on Outside Employment.** Any Regular Division student whose outside employment exceeds twenty hours per week during a semester shall transfer to the

extended division for that semester. The course load of such student shall be reduced in order to comply with the requirements of §307 of the Code. This reduction in course load shall be treated as a withdrawal from courses under §308 of the Code.

(c) **Compliance.** Each Regular Division student shall complete and deliver to the Registrar a written statement in support of the student's compliance with the requirements of subsection (a) of this section, each semester.

### **Section 312. Summer School.**

The Law School conducts a seven week summer term. The normal academic course load for any student enrolled during the summer term is 3 to 6 credit hours. A student is not permitted to register for more than 6 credit hours, except when registering for ITAP, without obtaining written permission from the Office of Student Affairs who may approve a one (1) credit overload. The decision is not appealable.

### **Section 313. Variation from Rules for Hardship.**

(a) **Petition for Variance.** A student may petition the Office of Student Affairs in writing for a variance from the rules set forth in sections 307, 308, or 311 on grounds of substantial hardship or exceptional merit. The petition shall conform substantially to Official Form One (reproduced in Appendix B).

(b) **Decision by Office of Student Affairs.** The Office of Student Affairs shall review all petitions filed pursuant to §313(a) of the Code and, after considering relevant evidence offered by the student in support of the petition, shall either grant or deny the request for relief. The Law School shall have absolute discretion to grant or deny the petition. Any variance granted shall be consistent with the terms of American Bar Association Standards. The decision of the Office of Student Affairs is not appealable.

## PART FOUR: CREDIT HOUR

### Section 401. Definition.

- (a) **Completion of Credit Hour.** A credit hour attributable to any course which was passed with a grade of “D” or better (or a “Pass” in a course graded on a pass/fail basis) shall be treated as completed for purposes of §401 of the Code.

## PART FIVE: ADDITIONAL REQUIREMENTS

### Section 501. Writing Requirement.

To graduate a student must complete an individually authored writing project. The project must meet the requirements of subsections (a) or (b). Subsection (c) applies to sections (a) and (b).

- (a) **Written Work Performed for Academic Credit.** A student may meet the writing requirement by satisfactorily completing a seminar, course, or clinical program taught by a full-time faculty member and completing a writing project. Various forms of writing are acceptable, including a traditional academic paper, appellate brief, legislative proposal, business plan, client memorandum, and court opinion. The writing project may be one product of from 12 to 20 typewritten double-spaced pages (approximately 3,000 to 5,000 words) or two or more products equaling that length. The faculty member supervising the project may specify the form the project will take and must certify the project as meeting the writing requirement. In helping a student to complete this requirement, faculty members should insure the student’s engagement in the project by closely supervising the work. This supervision might include meeting with students one-on-one to discuss the projects, requiring outlines and a draft, and providing individual feedback on drafts. The term “course” includes directed research performed under the supervision of a full-time faculty member. (To enroll in a Directed Research a student must first comply with the requirements of §305 of the Academic Code.)

- (b) **Written Work Performed for Other Publications or in a Writing Contest.** A student may meet the writing requirement by submitting written work published in a scholarly periodical, journal or treatise, or singled out for honor in a nationally recognized writing competition. Work submitted under this subsection must be certified through the Office of Student Affairs as demonstrating substantial achievement in legal writing.

- (c) **Restriction on “Recycling.”** A student may not submit work in satisfaction of the writing requirement which substantially relies on research or writing previously or concurrently performed by the student for any other purpose, unless the student first fully discloses the prior use of the work (or its intended future use, as the case may be) and obtains the consent of the person responsible for certifying that it demonstrates substantial achievement in legal writing.

This amended writing requirement, adopted by the faculty on March 22, 2012, will be effective for courses offered during and after the Fall 2012 semester. The amendment is not retroactive.

### **Section 502. Advanced Skills Requirement.**

In order to graduate, a student must receive substantial instruction in professional skills by successfully completing at least six credits of experiential learning. At least two credits must be satisfied by enrollment in a clinic, externship, or practicum. The advanced skills requirement is in addition to the first two semesters of legal methods and must be from a list approved by the faculty. Courses that satisfy this requirement will be posted by the Registrar's Office in connection with registration. This requirement applies to students entering the Law School in August 2015 or later.

### **Section 503. Introduction to Legal Process.**

All students must complete the Introduction to Legal Process class offered during Orientation in order to graduate.

### **Section 504. Professional Development Day.**

Students must satisfy the requirements of the annual Professional Development Day.

### **Section 505. Fundamentals of The Bar Exam.**

Each student must successfully complete the Fundamentals of The Bar Exam course. However, students with a cumulative grade point average above 2.700 after completion of 40 credits may opt out of the course. (Effective date: Fall 2014.)

## **PART SIX: EXAMINATION AND GRADING**

### **Section 601. Grading System.**

(a) **Grades Issued After August 20, 1989.** The Law School grade structure for all registered course work after the summer term, 1989, is as follows:

A+	=	4.000	C+	=	2.300	F	=	0.000
A	=	4.000	C	=	2.000	W	=	Withdrawal
A-	=	3.700	C-	=	1.700	AU	=	Audit Only
B+	=	3.300	D+	=	1.300	I	=	Incomplete
B	=	3.000	D	=	1.000	P	=	Pass
B-	=	2.700				IW	=	Involuntary Withdrawal
						Z	=	No grade received from faculty member



An instructor may award only one A+ in each course or seminar. The student awarded the highest grade in a course may receive a Certificate of Achievement for that course.

(b) **Pass/Fail Courses.** In certain courses, a grade of “P” (Pass) is assigned if the student satisfactorily completes the course. A “P” does not have a grade point or other equivalent. A grade of “F” (Fail) in a pass/fail course is treated as the letter grade of “F.” Students may not elect to enroll in a course on a pass/fail basis.

(c) A “Z” is an administrative grade that indicates that the Registrar’s Office is not in receipt of a grade from that professor.

### **Section 602. Grade Point Average.**

(a) **Computation of Grade Point Average.** The grade point average of a student is determined by multiplying the numeric equivalent of each letter grade received in each course by the number of credit hours assigned to each course. The product is divided by the number of “to calculate credits” to arrive at the student’s grade point average for the semester.

(b) **Attempted Credits.** For purposes of this section, “attempted credits” means the total number of credit hours for which a student is enrolled for a semester.

### **Section 603. Grade for Classroom Performance.**

An instructor may give a grade of plus or minus for each student’s classroom performance during any courses other than first year courses. Such grade is issued in addition to an examination grade or grade derived from papers, projects or other graded course work. A plus or minus grade issued under this section shall change the student’s grade for the course by one third of a grade or one step (e.g., from C+ to B- or from B to B+). An instructor wishing to grade classroom performance under this section must announce the criteria applicable to the classroom performance grade within the first two weeks of class. At the conclusion of the course, the instructor will receive a grade adjustment sheet for all students in the course. If the instructor has complied with the requirements of this section, a “plus” or “minus” may be issued for any student. No student may be minused to an “F”. No student may be plussed to a “D” from an “F” or to an “A+” from an “A”.

### **Section 604. Grade Changes.**

(a) **General Rule.** Any grade for a course, seminar or special course submitted by an instructor is final when received by the Registrar and may not be changed by the instructor.

(b) **Exception.** A grade given by an instructor in a course, seminar or special course may be changed by the instructor if the original grade was recorded as an “Incomplete.” The instructor may submit the correct letter grade to the Registrar for inclusion in the affected student’s transcript.

(c) **Student Application for Change of Grade.** A student may apply for a change of grade on the grounds that the grade was awarded contrary to the provisions of the Academic Code, or

was the proximate result of discrimination on account of sex, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity or marital status initiated by the faculty member responsible for issuing the grade. The burden of proof is on the student to prove the allegations. Any petition for change of grade under this subsection shall be considered by the Office of Student Affairs pursuant to rules set forth in §313(b) of the Code.

(d) **Faculty Application for Change of Grade.** An instructor may apply to the Dean or Associate Dean for a change of grade upon a showing of good cause. For purposes of this subsection, “good cause” is limited to a clerical error in recording a grade or other similar situation.

### **Section 605. Honors Graduates.**

(a) **Summa Cum Laude.** Any student with a final cumulative grade point average of 3.750 or higher shall graduate summa cum laude.

(b) **Magna Cum Laude.** Any student with a final cumulative grade point average of 3.500 to 3.749 shall graduate magna cum laude.

(c) **Cum Laude.** Any student not covered by subsections (a) or (b) of this section whose final cumulative grade point average is between 3.150 and 3.499 shall graduate cum laude.

### **Section 606. Repetition of Courses.**

(a) **General Rule.** A student who earns academic credit for successful completion of a course may not register for that course again.

(b) **Repetition of Required Course.** If a student does not earn a passing grade in a required course, the student must repeat the course until it is successfully completed. If a student fails a course which is a prerequisite for an advanced course, the student must successfully complete the prerequisite course before taking the advanced course.

(c) **Effect on Student Transcript.** A failing grade received by a student shall remain on the student’s transcript notwithstanding the subsequent successful completion of the course by the student.

## **Section 607. Examination Process.**

- (a) **Necessity of Evaluation.** The scholastic achievement of students shall be evaluated from the inception of their studies. As part of this evaluation, a written examination of suitable length and complexity shall be required in every course for which credit is given.
- (b) **Final Examination Exception.** No final examination shall be required for the Legal Methods course, for all seminars, for Advanced Skills courses and for courses in which students earn Non-Classroom Credit, Clinical Credit or Directed Research Credit, or short term courses, unless required by the professor teaching the course.
- (c) **Materials Permitted at an Examination.** During the first two weeks of the semester or summer term, each instructor should identify the materials students will be permitted to use during the examination. Upon entering the exam, room, all materials not explicitly allowable in the exam must be left on the side of the room. Cell phones and headphones of any kind may not be brought into the exam room. An instructor may conduct an “open book” examination.
- (d) **Take Home Examinations.** An instructor may give a take home examination. Such examinations must be given during the regularly scheduled time for examinations. Each student in the course in which a take home examination is given must pick up the examination from the Office of the Registrar or the faculty member at the designated time during working hours on the day scheduled for the start of the examination, and must return the examination to the Office of the Registrar at the designated time during working hours on the day scheduled for completion of the exam. Students may not fax or email their exams.
- (e) **Mid-Term Examinations.** An instructor may give a mid-term examination. An instructor who intends to give a mid-term examination must notify students during the first week of class that a mid-term exam is planned for the course.
- (f) **Anonymous Grading.**
- (1) **General Rule.** All examinations are graded anonymously. Any statement made or action taken by a student which has the effect of compromising the anonymous grading system by allowing an instructor to identify a student for whom a grade must be issued shall be treated as a violation of §202(a) of the Student Code of Conduct.
  - (2) **Exception.** Papers submitted for credit in a course, seminar or directed research project, and work involving evaluation of student performance during the course of the semester, need not be graded anonymously.
- (g) **Submission of Papers in Lieu of Final Examination.** At the election of the instructor, all or any portion of the final grade awarded in any course or seminar may be determined by grades awarded to students on one or more papers completed in connection with the course.

## **Section 608. Departure from Examination Schedule.**

- (a) **General Rule.** No student has the right to defer an examination. A student who fails to sit for an examination when scheduled will receive a failing grade in the course unless the examination is properly deferred pursuant to this section.
- (b) **When Deferral is Permitted.** A student is permitted to defer an examination only for good cause. Examples of good cause include serious personal injury or illness; serious illness, injury or death of a member of the student's immediate family; and any other similar event beyond the student's control which prevents the student from sitting for the examination when scheduled. Because students are given registration materials showing the time and date of final examinations, an examination will not be deferred because a student is enrolled in two courses having examinations on the same day.
- (c) **Procedure for Deferral of Examination.** Students seeking to defer an examination must submit a Dean's Action Request Form and provide documentation supporting the request to the Office of Student Affairs by the date set by the Registrar's Office. Permission to defer an examination must be obtained prior to the scheduled examination day, unless the cause for deferral occurs on the examination day, and is due to circumstances beyond the student's control. Except in emergencies, the affected student shall notify the Office of Student Affairs of such cause for deferral by the date posted by the Registrar's Office. If the Office of Student Affairs grants permission to defer an examination, the Registrar shall notify the instructor whose examination will be deferred. The affected faculty member may prepare a new examination to be given at the make-up time for the student whose examination has been deferred.
- (d) **Timing of Deferred Examinations.** Deferred examinations must be taken 1) on the scheduled examination make-up date for that semester 2) at a time approved by the Office of Student Affairs or 3) at the next time a regularly scheduled examination is given for that course. Students who fail to sit for a make-up examination within the time period prescribed shall receive a failing grade in the course in question.

## **Section 609. Rules Concerning Examinations.**

- (a) **Faculty Present During Examinations.** Faculty members are required to be in the law school building during the time of any regularly scheduled mid-term or final examination for their course or seminar.
- (b) **Exam Soft.** Students wishing to use Exam Soft must sign up at the Registrar's Office and pay the fee **by the deadline imposed by the Registrar's Office.** In the event of computer failure during the exam, a student may take up to five (5) minutes to correct the problem. After that time, the student must hand write the exam. No additional time will be given in the event of computer failure. Students are to report to their exam location thirty (30) minutes prior to the scheduled time of the start of the exam if using Exam Soft.

(c) **Reporting Grades.** Instructors shall report all course grades to the Registrar within the time period prescribed by the Dean's Office.

## PART SEVEN: ATTENDANCE

### Section 701. Attendance Standards.

(a) **General Rule.** No student may miss more than twenty percent of the regularly scheduled classes in any course or seminar, nor more than twenty percent of the regularly scheduled clinical work periods in any course, seminar or special course.

REGULAR SEMESTERS				
CREDIT HOURS	MEETINGS PER WEEK			
	1	2	3	4
2	3 absences	6 absences	--	--
3	3 absences	6 absences	8 absences	--
4	--	6 absences	8 absences	11 absences

SUMMER SEMESTER				
CREDIT HOURS	MEETINGS PER WEEK			
	1	2	3	4
2	--	3 absences	--	--
3	--	3 absences	4 absences	--
4	--	--	--	6 absences

(b) **Penalty for Violation of Attendance Rule.** Any student who misses more than twenty percent of the classes scheduled for any course or seminar will not be permitted to take the final examination or submit additional work. The instructor shall notify the Registrar in writing, and the Registrar shall involuntarily withdraw the student. The student will receive an IW on their transcript. If the student retakes the course and again misses more than twenty percent of the scheduled classes, the instructor shall notify the Registrar in writing and the Registrar shall enter a failure (F) on the student's transcript. A student may petition the Office of Student Affairs in writing for a variance from this rule on grounds of substantial hardship only, pursuant to Section 313 of the Academic Code.

(c) **Standards for Administration.** Attendance will be taken at the beginning of each class. A student who is present but unprepared for class may be treated as absent if the instructor announces at the beginning of the semester that unprepared students will be treated as absent. The student found to be unprepared shall be promptly so advised by the instructor.

(d) **Class Cancellation.** If a class is cancelled, either through an individual class cancellation or when the University is closed due to weather or other emergencies, a student's failure to attend the scheduled make-up class should not be considered an absence under the attendance requirement.

## **PART EIGHT: VISITING STUDENTS**

### **Section 801. Summer Visitation.**

(a) **General Rule.** A student may visit another American Bar Association approved law school for a summer term with the approval of the Office of Student Affairs. Ordinarily, approval will be granted to any student who has a cumulative grade point average of at least **2.300**.

(b) **Courses and Course Load During Visitation.** No student visiting during the summer term shall receive academic credit for successful completion of a course offered at another law school if such course is designated by the Dean's Office Regulations as a required course. A student visiting during the summer term may not take a course load at another law school which exceeds the maximum course load authorized by §311 of the Code.

### **Section 802. Visitation During Academic Year.**

(a) **General Rule.** A student will be permitted to visit another American Bar Association approved law school during the academic year only with the approval of the Office of Student Affairs. The decision to approve or deny a petition to visit during the academic year shall be based on the following factors:

- (1) whether the student is in good academic standing;
- (2) the extent to which the student has completed the required courses at the Law School; and
- (3) the extent to which the requested visitation is necessitated by substantial personal hardship caused by conditions beyond the student's control.

(b) **Courses and Course Load During Visitation.** No student visiting during the academic year shall receive academic credit for successful completion of a course offered at another law school if such course is designated by the Dean's Office Regulations as a required course. A student visiting during the academic year may not take a course load at another law school which exceeds the maximum course load authorized by §307 of the Code.

### **Section 803. Other Rules.**

- (a) **Petition to Visit.** A student who wishes to visit during the summer term or the academic year must file a written petition to visit with the Registrar. Except for emergency situations, the petition must be filed at least 60 days prior to the date of the first date of classes of an academic year or 14 days prior to the summer term in which the student wishes to visit. The decision of the Office of Student Affairs to grant or to deny visitation is nonappealable.
- (b) **Unapproved Visitation.** Credits earned by a student while visiting at another law school will not be included in the computation of academic credits required for graduation unless the visitation was approved in advance by the Office of Student Affairs pursuant to §803(a) of the Code.
- (c) **Reporting of Grades for Visiting Students.** The Law School will accept transfer credits only if the grade earned by the student has a grade point average equivalent of 2.000 or higher. For purposes of this subsection, passing grades awarded on a pass/fail scale will be treated as satisfying the 2.000 grade point average equivalent requirement. All grades received from other law schools will be reported on a student's Law School transcript as a "Pass".

## **PART NINE: DISMISSAL AND REINSTATEMENT**

### **Section 1001. Academic Success and Academic Dismissal.**

- (a) **Average Required for Good Standing.** A cumulative grade point average of at least 2.000 is required for a student to be considered in good academic standing.
- (b) **Academic Success.** Students whose cumulative grade point average is below 2.300 at the end of their first, second or third semester will be placed in the Academic Success Program.
- (c) **Dismissal.** A student who fails to attain a grade point average as required by any provision of this part shall be academically dismissed from the law school. A student's record will be evaluated at the end of each semester. If, after the student's fall semester of the first year of law school, the student's law school cumulative grade point average is below 1.200 for all law school work attempted, that student shall be dismissed from law school. If, after any subsequent semester, the student's law school cumulative grade point average is below 2.000 for all law school work attempted, that student shall be dismissed from law school.

### **Section 1002. Academic Success Students.**

- (a) **General Rule.** All students placed in the Academic Success Program pursuant to §1001 of the Code shall comply with the requirements of this section.
- (b) **Academic Counseling.** Each student in the Academic Success Program must participate



in academic counseling or support programs established by the Office of Student Affairs for the benefit of Academic Success students.

- (c) **Approval of Courses and Course Load.** Each Academic Success Program student must obtain the approval of the Office of Student Affairs before registering for or dropping any course during preregistration or Add/Drop. The Office of Student Affairs on each campus shall maintain a system for pre-approval of any course registration for Academic Success students.
- (d) **Restriction on Courses and Activities.** Academic Success Program students may not participate in activities for which non-classroom credit, clinical credit or directed research credit is available. Students in the Academic Success Program may not serve as an officer, board member or committee chair in any student organization, and may not participate in any interscholastic competition.
- (e) **Academic Success Program** students shall be required to complete the Intensive Legal Analysis course in the spring semester of the first year. Intensive Legal Analysis shall be a required course for purposes of §201(d) of this Code.
- (f) **Advanced Legal Analysis.** Students whose grade point average is below a 2.500 at the end of the first year and who did not complete Intensive Legal Analysis during the student's first year shall be required to complete Legal Methods III: Advanced Legal Analysis during the second year.

### **Section 1003. Notice of Dismissal.**

- (a) **Dismissal by Office of Student Affairs.** Each student dismissed for poor scholarship pursuant to §1001 of the Code shall be notified of the dismissal in writing by the Office of Student Affairs. The notice of dismissal shall include an outline of the procedure for filing a petition for reinstatement.
- (b) **Definition of Notice.** Dismissal notices shall be sent by both regular and certified mail to the student's last known address. Each student is required to provide and keep current a mailing address with the Registrar's office. Notice shall be deemed effective five days after date of mailing.

### **Section 1004. Effect of Academic Dismissal.**

- (a) **Dismissal Following Fall Semester.** If a student is dismissed following the release of grades for the fall semester, the student shall be dropped from all courses for the following spring semester and shall receive a refund of any tuition paid with respect to the spring semester (see Section 101(a)).
- (b) **Dismissal Following Spring Semester.** If a student is dismissed following the release of grades for the spring semester, the student shall be dropped from all courses for the following academic year and shall receive a refund of any tuition paid with respect to the next academic year (see Section 101(a)). A student who enrolls in courses at the Law School (or at another accredited

law school pursuant to §801 of the Code) during the summer term shall not receive academic credit for successful completion of such courses if the student is dismissed following the spring semester. Students who are enrolled in summer term courses at the Law School shall receive a refund of any tuition paid for the summer term classes and shall not be permitted to complete the summer term.

### **Section 1005. Petition for Reinstatement.**

(a) **General Rule.** Any student dismissed for poor scholarship pursuant to §1001 of the Code, who meets one of the requirements in subsection (c) below, may petition the Dean's Office for reinstatement.

(b) **Filing Petition for Reinstatement.** A petition for reinstatement following dismissal after the fall semester of the first year cannot be filed until after the spring semester ends and must be filed by the first Monday in June. A petition for reinstatement following any subsequent semester must be filed during the fifteen-day period beginning with the day on which notice of dismissal is deemed effective under §1003(b) of the Code. The petition shall be delivered to the Office of the Associate Dean for Academic Affairs.

(c) **Requirements of Petition.** The student must allege and prove that the student possesses the requisite ability to perform satisfactorily in law school and that the student's current grade point average does not indicate a lack of capacity to complete the program of legal education and be admitted to the bar. The student must rebut the strong presumption raised by the student's record that the student's poor scholarship was due to lack of ability or failure to diligently study the law. A student dismissed after the fall semester of first year must prove extraordinary circumstances beyond the student's control as outlined in subsection (1) below. A student dismissed after the spring semester of first year or after subsequent semesters must prove one of the following:

(1) **Extraordinary circumstances beyond the student's control (for all students dismissed).** For every semester in which the student's term grade point average was below 2.000, the student must allege and prove that academic failure in that semester was the result of extraordinary circumstances beyond the student's control. Students must submit documentary evidence supporting their allegations of extraordinary circumstances beyond their control or as may be requested by the Law School. The Dean's decision is discretionary, and a petition for reinstatement under this subsection may be denied regardless of the circumstances alleged and established by the student.

(2) **Significant increase in grade point average (for students dismissed after the spring semester of first year).** If a student's grade point average significantly improves from fall to spring semester of the student's first year, the Dean may conclude that the student's second semester grades are a more accurate representation of the student's capacity to study law than the student's cumulative grade point average. A petition may be granted under this subsection only if the student's second semester grade point average is at least 2.300. The Dean's decision is discretionary and a petition for reinstatement may be denied regardless of the student's second semester grade point average.

(d) **Dismissal Following Reinstatement.** A student who has been dismissed and later reinstated is ineligible to petition if dismissed again.

#### **Section 1006. Consideration of Petition for Reinstatement.**

(a) **Review of Petition by Dean.** In connection with the review of a petition for reinstatement, the Dean, at his or her sole discretion, may choose to meet with the petitioning student to consider evidence offered by the student in support of the petition. The Dean will grant a petition for reinstatement only upon a satisfactory showing of the circumstances described in Section 1005(c)(1) or (c)(2).

(b) **Reinstatement on Condition That Student Repeat First Year.** If the Dean elects to reinstate a student who was dismissed after the fall semester of the student's first year, the student will be reinstated on the condition that the student repeats the first semester of studies. In extraordinary circumstances, the Dean may reinstate a first year student who was dismissed after the spring semester on the condition that the student repeats the first year of studies. If a student is reinstated pursuant to this subsection, the following rules apply to the student:

(1) **Cumulative Grade Point Average Calculation.** Grades received during the initial first semester or year of law studies by any student reinstated under this section shall not be used in computing the student's class rank or grade point average.

(2) **Transcript Endorsement.** The following endorsement shall appear on the transcript of each student reinstated under this section:

*This student was readmitted to the first year for good cause after being dismissed for academic deficiencies. For purposes of computing the student's academic average and class rank on this transcript, only the grades for the repeated courses are included.*

(c) The Dean may delegate part or all of his or her responsibility under this Section to the Associate Dean for Academic Affairs..

(d) For each reinstated, previously disqualified student, a statement of the considerations that led to the decision shall be placed in the individual's file.

#### **Section 1007. Readmission after Dismissal.**

(a) **General Rule.** Any student dismissed for poor scholarship who was not reinstated immediately following dismissal pursuant to §1006 of the Code shall not be readmitted to Widener University Commonwealth Law School unless the Dean and the Admissions Committee determine that the requirements of ABA Standard 501(c) have been satisfied. This section shall also apply to those students who have been dismissed from another law school and are seeking admission to Widener University Commonwealth Law School.

(b) **Application for Readmission.** A former student may apply for readmission to the Law

School at any time after the end of the two year period beginning on the date notice of dismissal is deemed effective under §1003(b). An application for readmission must be submitted to the Admissions Office of the Law School by the deadline established for admissions applications established by the Admissions Office for the year in question. The form of the readmission application shall be the same as that prescribed for all students applying to the Law School.

(c) **Cause for Readmission.** An applicant for readmission must establish in the application for readmission that the nature of the applicant's work, activities or studies during the period following dismissal indicates a stronger potential for law study than that which existed upon dismissal.

(d) For each reinstated, previously disqualified student, a statement of the considerations that led to the decision shall be placed in the individual's file.

### **Section 1008. Modification of Rules Governing Academic Code.**

(a) All rules governing academic performance and student conduct may be modified or amended under the authority of the Dean or where appropriate, under the authority of the faculty. Modifications or amendments to rules governing academic performance and student conduct shall be applicable to students currently enrolled when the Dean, or, where appropriate, the faculty determine that such modifications are necessary and appropriate and do not cause undue hardship to students currently enrolled.

(b) The Dean or the Office of Student Affairs acting under the authority of sections 1002 and 1004 of the Academic Code, may set additional or different conditions for Academic Success Program students or students who have been reinstated after an academic dismissal.

## **APPENDIX A**

### **AMERICAN BAR ASSOCIATION**

#### **STANDARD 505**

##### **Standard 505. Previously Disqualified Applicant**

A law school may admit or readmit a student who has been disqualified previously 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 admission to a law school other than the disqualifying school, this showing shall be made either by a letter from the disqualifying school or, if two or more years have elapsed since that disqualification, by the nature of interim work, activity, or studies indicating a stronger potential for law study. For every admission or readmission of a previously disqualified individual, a statement of the considerations that led to the decision shall be placed in the admittee's file.

##### **Interpretation 505-1**

The two year period begins on the date of the original determination to disqualify the student for academic reasons. (August 1996; July 2000)

##### **Interpretation 505-2**

A student who enrolled in a pre-admission program but was not granted admission is not a student who was disqualified for academic reasons under this Standard. (February 1978; June 1979; August 1996)

**WIDENER UNIVERSITY**  
**COMMONWEALTH LAW SCHOOL**  
**DEAN'S OFFICE REGULATIONS**

**PART ONE: GENERAL**

**Section 101. Purpose.**

The Dean's Office Regulations are the official interpretations of the Academic Code, the Student Code of Conduct and the Faculty Policy Statement on the Curriculum prepared by the Registrar, the Dean and the Office of Student Affairs, to guide students and faculty in the application of these documents to common problems that arise in the administration of the Law School.

**Section 102. Definitions and Rules.**

- (a) **Definitions.** As used in these Regulations:
- (1) **Dean.** The Dean of Commonwealth Law School.
  - (2) **Associate Dean for Academic Affairs.** The Associate Dean for Academic Affairs for Commonwealth Law School.
  - (3) **Office of Student Affairs.** The Office of Student Affairs for Commonwealth Law School.
  - (4) **Registrar.** The Registrar for Commonwealth Law School.
- (b) **Official Forms.** The following official forms must be used whenever a student applies for relief under these regulations:
- (1) **Official Form One:** Dean's Action Request
  - (2) **Official Form Two:** Writing Requirement Certificate
  - (3) **Official Form Three:** Request to Defer Course Paper
  - (4) **Official Form Four:** Standard Face Sheet for Final Exams
  - (5) **Official Form Five:** Graduation Petition Form
  - (6) **Official Form Six:** Bar Certification Registration

(7) **Official Form Seven: Plagiarism Form**

Copies of these official forms are attached to these rules as an Appendix.

**Section 103. Notice.**

- (a) **Binding Effect.** All students and faculty are bound by the Dean's Office Regulations. The catalog of Widener University Commonwealth Law School states that the Law School reserves the right to modify the requirements for admission and graduation, to change the program of study, and to amend any regulation affecting the student body if it is deemed in the best interest of the Law School or the students to do so. Consequently, the Dean's Office reserves the right to change these regulations to further the best interest of the Law School.
- (b) **Change in Regulations.** A change in the Dean's Office Regulations is effective on the day when the change is posted and deposited in the locations stated in subsection (c).
- (c) **Location of Changes and Official Copies.** Two current copies of the Dean's Office Regulations will be deposited with the Library Reserve Room. The Registrar, the Associate Dean for Academic Affairs, the Office of Student Affairs and the Dean will have current copies of the regulations. The Office of Student Affairs will be responsible for including all Dean's Office Regulations in effect on July 1 of each year in the Student Handbook for the next academic year.

**PART TWO: EXAMINATION AND GRADING.**

(See also §§601 through 609 of the Academic Code.)

**Section 201. Honors Grades.**

- (a) **Dean's Honors List.** Each semester, the students in each division (other than those on disciplinary probation) who achieve a semester grade point average placing them in the top 20% of all students in their year and division will be placed on the Dean's Honors List for that semester. An Honors List notation will appear on the transcript of each student placed on the Dean's Honors List.
- (b) **Class Rank.** Each semester, the students in each division of the Law School whose grades place them in the top 25% of their class shall be ranked numerically by class. Each semester, the Law School will also publish the grade point average cutoffs for the top 50% for each class by division in five percent increments. Rankings are also issued for the top third and middle third of each class by division.
- (c) **Honors Grades.** Students may report honors grades ("A+", "A" or "A-" in any required course) earned through the fall semester of the 1993-94 academic year on their resumes. Honors grades will not be identified as such on a student's academic transcript. Similar grades earned following the fall semester of the 1993-94 academic year may not be reported on resumes as honors grades. Students may continue to report actual grades earned in any course without reference to honors.

## **Section 202. Deferred Completion of Seminar Papers, Course Papers and Directed Research Papers.**

- (a) **No Right to Defer.** The normal and expected sequence is that papers in seminars, courses and directed research projects will be completed and submitted in the semester in which the student has registered for the seminar, course or directed research project. No student has a right to defer the completion of a seminar paper, course paper or directed research paper beyond the last day of final examinations for the semester in which the student has registered for that seminar, course or directed research project.
- (b) **Exception.** A student may receive a one-semester extension of time to complete a paper for a seminar, course or directed research project, provided the student receives written approval of the deferral from the instructor and the Office of Student Affairs prior to the last day of classes for that semester. The Office of Student Affairs will grant a request made pursuant to this subsection only upon a showing of undue hardship resulting from circumstances beyond the student's control. If a request made under this subsection is granted, the Registrar shall record the grade for that semester as an incomplete.
- (c) **No Additional Extensions.** No additional extensions of time will be granted for any reason. Additional extensions will not be granted for students on leave of absence.
- (d) **Failure to Submit Paper.** If a student who has received an incomplete for a course, seminar or directed research project paper pursuant to subsection (b) of this section does not submit the paper by the end of the final examination period for the semester for which an extension is in effect, the Registrar shall enter a failing grade for the course, seminar or directed research project on the student's transcript.

## **Section 203. Deferred Examinations.**

- (a) **Scope.** This section applies to all examinations, including mid-term and take home examinations, whether or not administered during the final examination period.
- (b) **No Right to Defer.** No student has a right to defer an examination. A student who fails to take an examination when scheduled will receive a failing grade on the examination unless the examination has been deferred according to the procedure outlined in this section.
- (c) **Policy on Deferral of Examinations.** Because examination schedules are published for students at the time students register for courses, students are bound by the published examination schedule. Examinations will be deferred only for good cause. The decision of the Office of Student Affairs is final. Examples of good cause include:
- Serious personal illness or injury;
  - Serious injury, illness or death in the immediate family; or



- Other events beyond the student's control which prevent the student from taking the final examination when scheduled.

(d) **Procedure for Requesting Deferred Examination.** If a student desires to request deferral of an examination, the student should file a Dean's Action Request Form with the Registrar's Office requesting deferral of an examination in a timely fashion, but in no event later than the deadline posted each semester by the Registrar's Office for which the student seeks deferral. Every student requesting deferral of an examination must provide evidence of the event or situation which the student believes is justification for the request for deferral. Such evidence must be presented in a form which the Office of Student Affairs deems appropriate under the circumstances. **Students shall not communicate their interest in or intention to defer an examination to any faculty member.**

(e) **Emergency Deferral of Examination.**

(1) **Request Made by in Person or by Phone.** If a student is unable to take an examination for good cause as defined in (a) which arises within 24 hours immediately prior to the examination time, the student may appear in person or telephone the Registrar to obtain permission to defer the examination. The Office of Student Affairs or the Registrar will be on duty each day or night during examinations to deal with deferred examinations. The Registrar or the Office of Student Affairs may defer an examination provisionally under '608 of the Academic Code for up to 48 hours based on an explanation showing reasonable cause to believe the student, acting in good faith, cannot take an examination because of some event which is beyond the student's control. During normal working hours, the Office of Student Affairs for the campus must approve any request for a deferred examination.

(2) **Student Unable to Make Request in Person or by Phone.** If the student cannot appear in person or telephone the Registrar, the student may miss the examination and apply for a deferral after the examination date. **Such application for deferral must be made within 48 hours of the administration of the exam for which the student seeks deferral, and in no event later than the last day of regularly scheduled examinations for that semester. The burden is on the student to show (i) good cause and (ii) sufficient reason for not requesting a deferral in writing, in person or by telephone prior to the examination.**

(3) **Confirming Emergency Deferral.** A provisional emergency examination deferral requested under this subsection must be confirmed by a written request, supported by persuasive evidence of some event beyond the student's control which led the student to miss the examination, or it will expire within 48 hours from the date of grant of deferral, unless extended by the Office of Student Affairs.

(f) **Timing of Makeup Examination.** Deferred examinations must be taken 1) on the scheduled examination make up date for that semester 2) at a time approved by the Office of Student Affairs or 3) at the next time a regularly scheduled examination is given for that course. Students who fail to sit for a makeup examination within the prescribed time period shall receive a failing grade on the examination in question.

(g) **Illness During Exam.** If a student becomes ill during an examination and as a result is unable to continue the examination, the student shall notify the proctor and leave all examination materials with the proctor. The proctor shall take the student's name, year and division, and shall forward this information and the examination materials to the Registrar as soon as possible. The student shall seek medical attention immediately and shall obtain from the attending physician a letter in support of the illness which prevented the student from completing the examination. A student who fails to complete an examination due to illness shall sit for the make-up exam the next time a regularly scheduled examination is administered for that course.

#### **Section 204. Conflict in Examination Schedules.**

(a) **Binding Effect of Final Examination Schedule.** All students are bound by the final examination schedule published by the Registrar for preregistration for the semester. No student will be permitted to defer an examination due to a conflict in the examination schedule, because the student:

- Registered for two courses with overlapping examination times; or
- Registered for two courses having final examinations scheduled within twenty four (24) hours of each other.

#### **Section 205. Code of Conduct Procedures During Examinations.**

(a) **Proctors.** Students are required to follow all instructions given by proctors during examinations.

(b) **Student Identification.** Each student must produce his or her Widener student identification card in order to sit for an examination or pick up a take-home examination.

(c) Unless specifically permitted otherwise, students are not permitted to use any type of communication or data storage devices such as – but not limited to – cell phones, head phones or PDAs during an examination. All such devices shall be turned off and placed at the side of the room before the exam begins. In emergency situations, a cell phone can be left with the Registrar's Office.

(d) **Required Disclosure.** Official Form Four (reproduced in Appendix A) is the standard face sheet used for all examinations. This face sheet must be signed by each student at the end of an examination. Official Form Four requires any student having information relating to any incident of academic dishonesty to report that information before leaving the examination room. Failure to report a known incident of academic dishonesty occurring during an examination is a violation of the Code of Conduct that may lead to the dismissal of the offending student from the Law School.

## **PART THREE: REGISTRATION PRACTICE & PROCEDURE.**

### **Section 301. Course Load.**

- (a) **General Rule.** Regular Division Students may enroll in up to 16 credits without the approval of the Office of Student Affairs. Extended Division Students may enroll in up to 11 credits without receiving special permission. Ordinarily a Regular Division Student must enroll in a minimum of 12 credits and an Extended Division Student must enroll in at least 8 credits. Course load limitations for the summer term are established by §312 of the Academic Code.
- (b) **Underload in Last Semester.** A regular division student may file a request to underload pursuant to §307 of the Academic Code only for the semester in which the student plans to graduate. The request to underload will be granted only if satisfactory completion of the proposed course schedule will yield the academic credits needed to ensure graduation in that semester.

### **Section 302. Change in Division.**

- (a) **Change to Regular Division.** An extended division student who wishes to transfer to the regular division of the Law School must file a request for transfer with the Office of Student Affairs.
- (b) **Change to Extended Division.** A regular division student who wishes to transfer to the extended division of the Law School must file a request for transfer with the Office of Student Affairs.
- (c) **Second Request for Transfer.** A student who has transferred from one division of the Law School to the other may transfer between divisions again only with the consent of the Office of Student Affairs. The Office of Student Affairs will permit transfers under this subsection only upon a showing of undue hardship resulting from circumstances beyond the student's control.
- (d) **Timing of Requests to Change Divisions.** Except for cases of hardship, all requests to change divisions must be made prior to the beginning of the fall semester.

### **Section 303. Registration for Required Courses.**

- (a) **First Year Courses.** Each first year Regular Division and Extended Division student is registered automatically for all courses.

(b) **Upper Level Required Courses.** All upper class students must register for and complete the required courses as assigned by the Registrar. See the Faculty Policy Statement on Curriculum for the course sequence.

#### **Section 304. Limited Enrollment Courses.**

(a) **Limited Enrollment for Course.** An instructor may limit enrollment in an elective course, a seminar or a special course by receiving permission from the Associate Dean for Academic Affairs before preregistration for the semester in which the course is offered. If preregistration for a course has begun, the instructor may not limit the class size. An instructor may not waive a limitation on enrollment after it has been established pursuant to this section.

(b) **Associate Dean for Academic Affairs' Permission Required.** No instructor may limit enrollment without the prior written permission of the Associate Dean for Academic Affairs. Students should consult with the Registrar's Office for the current list of courses that have limited enrollment.

#### **Section 305. Priority for Registration for Courses.**

(a) **General Rule.** Regular division students ordinarily must register for regular division courses. Extended division students ordinarily must register for extended division courses. A regular division student may register for any open section of a required or elective course offered in the regular division. An extended division student may register for any open section of a required or elective course offered in the extended division. If a course is offered in only one division of the Law School, students from either the regular or extended division may register for the course. All students are subject to rules on sequencing of courses found in the Faculty Policy Statement on the Curriculum.

(b) **Definitions.** For purposes of this section:

(1) A regular division student who will have earned at least 55 academic credits by the beginning of the next semester shall be treated as a student entering the final year of study.

(2) An extended division student who will have earned at least 65 academic credits by the beginning of the next semester shall be treated as a student entering the final year of study.

(c) **Courses offered in both Divisions.**

(1) **Regular Division Students.** If there are one or more sections of an upper-level course scheduled in the regular division, and one or more sections of the same course scheduled in the extended division, regular division students may be registered for any open extended division section of that course during the Add/Drop period.

- (2) **Extended Division Students.** If there are one or more sections of an upper-level course scheduled in the extended division, and one or more sections of the same course scheduled in the regular division, extended division students may be registered for any open regular division section of that course during the Add/Drop period.
- (3) **Upper-Level Course Defined.** For purposes of this subsection, an upper-level course is any course as designated in the Faculty Policy Statement on the Curriculum other than a course taken in the first or second semester.
- (d) **Prerequisite Courses.** No student may enroll in any course or clinical program without first successfully completing the prerequisite courses (if any) identified by the Academic Code or Faculty Policy Statement on the Curriculum (included in the Student Handbook) as prerequisite courses for the course in question.

### **Section 306. Add/Drop Policy and Procedure.**

- (a) **Add/Drop Period.** A student may add or drop one or more elective courses during the designated Add/Drop period without obtaining permission from the Office of Student Affairs.
- (b) **Adding or Dropping Required Course After Add/Drop.**
- (1) **General Rule.** A student may not add or drop a required course after the designated Add/Drop period. See §308 of the Academic Code. A \$100.00 fee is assessed for any required course added or dropped under §307(a) of the Academic Code.
- (2) **Hardship Exception.** The Office of Student Affairs will ordinarily deny permission to add or to drop a required course after the end of Add/Drop. Permission to drop a required course will be granted only in cases of exceptional hardship to a student caused by circumstances beyond the student's control, such as illness requiring a reduced course load. Permission to add a course will be granted only in a "work out" situation in which a student is unable to graduate in that semester without the required course credit.
- (3) **Grade of W.** A grade of W will be entered on the transcript for any required course dropped after the Add/Drop period.
- (c) **Adding or Dropping Elective Course After Add/Drop Period.**
- (1) **Five-Week Period Following Add/Drop.** A student may drop one or more elective courses during the first six weeks of each semester, and the first two weeks of the summer term, without prior permission from the Office of Student Affairs. During the five week period following Add/Drop (and the second week of summer term), a student may add one or more elective courses only by obtaining prior permission from the Office of Student Affairs. A \$100.00 fee is assessed for any elective course added or dropped after Add/Drop under section 307(b) of the Academic Code.

(2) **Changes Made Late in Semester.** A student may add or drop one or more elective courses after the first six weeks of each semester, and the first two weeks of the summer term, only by obtaining prior permission from the Office of Student Affairs for the campus.

(3) **Special Rule for Clinical and Externship Programs.** A student may drop a clinical or externship program during or after Add/Drop only with the permission of the Office of Student Affairs. Permission to drop a clinical or externship program will be granted only in cases of exceptional hardship to a student caused by circumstances beyond the student's control, such as illness requiring a reduced course load.

(4) **Grade of W.** A grade of W will be entered on the transcript for any required course dropped after the Add/Drop period.

(d) **Forfeiture of Tuition for Withdrawal From Class After Add/Drop.** Tuition paid or payable with respect to any class from which a student withdraws after Add/Drop shall be forfeited in full, including classes from which the student has been involuntarily withdrawn. A student who adds a course as a replacement for the course from which the student withdraws shall be responsible for payment of additional tuition for the course added.

### **Section 307. Courses Conducted Between Semesters.**

(a) **General Rule.** Credit earned for participation in the May session of ITAP will be treated as earned by the student the summer term.

(b) **Maximum Course Load Exception.** For purposes of sections 306(c)(1) and (2) of the Academic Code, credits earned for ITAP and credits earned for courses between summer term and fall semester or between fall and spring semesters will not be considered for purposes of determining the number of credits in which a student is enrolled.

### **Section 308. Registration for Non-classroom Credit.**

Students registering for non-classroom credit, Directed Research or for credit for work in clinical or externship programs must deliver a properly completed Non-classroom Credit Form to the Registrar's Office by the end of Add/Drop for the semester in which the credits will be earned. The Registrar shall delete all such credits not supported by a properly completed Non-classroom Credit Form from a student's current course load on the last day of Add/Drop.

### **Section 309. Eligibility for Summer International Programs.**

Approval to participate in one of the law school's international programs ordinarily will be granted to any student who has a cumulative grade point average of at 2.300.

**Section 310. Certification for Student Practice.**

The law school will certify a student eligible under state student practice rules only if the student has a cumulative grade point average of 2.300 and the student has successfully completed (C or better) the required courses in Evidence and Professional Responsibility.

**Section 311. Moot Court and Mock Trial Competitions.**

(a) **Coaches.** All moot court and mock trial teams representing the Widener University Commonwealth Law School must be coached by a faculty member approved by the Associate Dean for Academic Affairs.

(b) **Competitions.** No team may represent Commonwealth Law School in any moot court or mock trial competition without the approval of the appropriate faculty advisor or the appropriate Board of Directors.

## **PART FOUR: ATTENDANCE POLICY & PROCEDURE.**

### **Section 401. Absence Interpretations.**

- (a) **Number of Permitted Absences.** Section 701(a) of the Academic Code provides that no student may miss more than twenty percent of the regularly scheduled classes in any course or seminar.
- (b) **Courses Meeting at Different Intervals During the Week.** In the case of a course that meets at least twice a week at different intervals (*e.g.* one 55-minute class and one 110-minute class each week), the maximum number of absences permitted shall be computed by treating each 55-minute block of classroom time as a class meeting.
- (c) **Courses Added During Add/Drop Week.** A student who adds a course during Add/Drop shall not be treated as “absent” for the day or days missed prior to adding the course.
- (d) **Clinical Work Sessions.** A student enrolled in an in-house clinic must comply with the regulations of that clinical program for attendance at work sessions and clinical meetings. Consult the clinical instructor for further details regarding absences.
- (e) **Hardship Relief.** Section 701 of the Academic Code requires that a student receive an “IW” for excessive absences in a required course and a “W” for excessive absences in an elective course. See Section 701(d) of the Academic Code. The faculty’s collective judgment is that a student who misses more than 20% of the scheduled meetings of a course has not taken the course, and though one’s absence is for the best possible reasons such as sickness, death in the family, religious observance, job requirements, etc., the student should re-take the course rather than sit for the exam.
- (f) **Class Cancellation.** If a class is canceled, either through an individual class cancellation or when the University is closed due to weather or other emergencies, a student’s failure to attend the scheduled make-up class should not be considered an absence under the attendance requirement.

### **Section 402. Cancellation of Classes.**

- (a) **No Class Cancellation Without Prior Approval.** The Associate Dean for Academic Affairs must approve a class cancellation by any professor or instructor. Class cancellations should be kept to a minimum.
- (b) **Cancellation of Classes Before or After Holiday.** The Associate Dean for Academic Affairs will not approve cancellation of classes on the days immediately before or after a scheduled holiday, *e.g.*, Labor Day, Yom Kippur or Thanksgiving.



### **Section 403. Emergency School Closing.**

- (a) **Harrisburg Campus Procedure.** The campus usually will be closed only in the event of adverse weather conditions. The decision to close or not will be made by the President of the University by 6:30 a.m. for the regular division and by 3:00 p.m. for the extended division. You may call the Campus information line, 717-541-1939, to inquire about closing. Closing information will also be posted on Campus Cruiser and/or the University website and the E2 Alert System.
- (b) **Closing During School Hours.** There may be times when an early closing is necessary due to weather conditions or mechanical breakdown. The decision to close will be made by the President of the University. He will notify the Director of Personnel, who will relay the decision to the Deans and Department heads. This is not to be a decision of individual Deans or Department Heads.

### **Section 404. Leave of Absence.**

- (a) **Withdrawal Presumed.** A student who fails to apply for leave of absence under this section or §405 of the Dean's Office Regulations, and who fails to attend regularly scheduled classes for a period of more than the number of absences permitted by §401 of the Regulations, is presumed to have withdrawn from the Law School. A student who has withdrawn from the Law School is ineligible to return to the Law School.
- (b) **Leave of Absence.** A student who must drop all classes for good cause, such as death or illness of a family member, job change, active duty assignment in the armed forces or other good cause, may apply for leave of absence for personal reasons for a period of up to one year. A leave of absence will be granted freely, subject to the limitations for medical leave of absence set out in §405 of the regulations.
- (c) **Ineligible to Take Course While on Leave.** A student may not register for any course work while on leave of absence, but may make up any deferred final examinations and complete any incomplete seminar papers, course papers or directed research papers outstanding on the date the leave of absence was granted.
- (d) **Term.** Leave of absence will normally be granted for a period of one academic semester. **However, a first year student who takes a leave of absence after completion of the first semester, must take a leave of absence for one year.** If a student on leave of absence wishes to extend the leave of absence for an additional semester, the student must submit a written request for extension together with evidence to support the need for the extension.

#### **Section 405. Medical Leave of Absence.**

- (a) **General Rule.** Any student may apply for medical leave of absence from the Law School for good cause. “Good cause” includes treatment by a residential treatment center, a physician, a psychologist or a drug counselor for substance abuse. An application should be submitted on a Dean’s Action Request form, together with a letter from a physician, psychologist or drug counselor, stating that medical leave of absence is in the best interest of the student’s physical or psychological well-being.
- (b) **Term.** Medical leave of absence will normally be granted for a period of one academic semester. If a student on medical leave of absence wishes to extend the leave of absence for an additional semester, the student must submit a written request for extension, together with a physician’s, psychologist’s or drug counselor’s letter stating that an extension would be in the best interest of the student.
- (c) **Effect on Period Within Which Degree Must Be Obtained.** Medical leave of absence does not toll the seven year requirement for completion of legal studies set out in §202 of the Academic Code.
- (d) **Not Available to Students Charged With Crimes.** A student who has been charged with a crime involving the possession of a controlled or uncontrolled substance with intent to distribute or sell, or a student charged with trafficking will not be allowed to take medical leave of absence due to substance abuse, unless charges are dismissed.

#### **Section 406. Withdrawal from Law School.**

- (a) **Withdrawal.** To withdraw from the Law School, a student must submit a Dean’s Action Request form indicating the last date of class attendance. A student who has withdrawn from the Law School is ineligible to return to the Law School.
- (b) **Withdrawal Presumed.** A student who fails to apply for leave of absence under this section or §405 of the Dean’s Office Regulations, and who fails to attend regularly scheduled classes for a period of more than the number of absences permitted by §401 of the Regulations is presumed to have withdrawn from the Law School.

## PART FIVE: GRADUATION REQUIREMENTS

### Section 501. Analysis of Graduation Requirements.

- (a) **General Rule.** The academic requirements for graduation can be divided into categories: Grade Point Average, Required Courses, Number of Hours, Writing Requirement, Introduction to Legal Process, Professionalism Requirement, Advanced Skills Requirement and Character and Fitness.
- (b) **Grade Point Average.** A 2.000 cumulative grade point average is required for graduation. A 2.000 cumulative grade point average is required for all required courses.
- (c) **Required Courses.** A student must receive a passing grade in the following required courses in order to graduate. (See the Faculty Policy Statement on the Curriculum.)
- Administrative Law
  - Business Organizations
  - Civil Procedure I & II
  - Constitutional Law
  - Contracts I & II
  - Criminal Law
  - Criminal Procedure
  - Evidence
  - Fundamentals of The Bar Exam
  - Legal Methods I & II & III
  - Professional Responsibility
  - Property I & II
  - Sales and Leases
  - Skills Requirement
  - Torts I & II
  - Writing Requirement
- (d) **Credit Hours.** Eighty-eight (88) credit hours are required for graduation. No credit is granted for failed courses.
- (e) **Writing Requirement.** In order to graduate, every student must satisfy the Law School writing requirement as provided in §501 of the Academic Code. The faculty member providing the direction for the writing project, or the Office of Student Affairs providing approval under §501(c) of the Academic Code, must certify the student's compliance with the writing requirement on forms supplied by the Registrar. Every graduating student must satisfy the writing requirement by the last day of classes for the semester in which the student intends to graduate. For a detailed discussion of this requirement, see §501 of the Academic Code.
- (f) **Advanced Skills Requirement.** In order to graduate, every student must satisfy the Law School advanced skills requirement provided in §502 of the Academic Code. Every graduating student must satisfy that requirement by the end of the semester in which the student intends to

graduate. For more details on this requirement, see §502 of the Academic Code and §301 of the Faculty Policy Statement on the Curriculum.

(g) **Introduction to Legal Process .** The requirements for Introduction to Legal Process must be completed.

(h) **Professional Development Day.** Attendance at Professional Development Day is required for graduation.

(i) **Fundamentals of the Bar Exam.** Each student must successfully complete the Fundamentals of the Bar Exam course. However, students with a cumulative grade point average above a 2.700 after completion of 40 credits may opt out of the course. (Effective date: Fall 2014.)

(j) **Character and Fitness.** Each student is required to complete an updated Character and Fitness Form prior to graduation.

### **Section 502. Petition to Graduate.**

Every student must apply for graduation by filing an online petition to graduate and the accompanying forms not later than September 30 for December graduates, or October 30 for May graduates. When a petition to graduate is received, the Registrar will audit the student's academic records for compliance with the graduation requirements set forth in §201 of the Academic Code. If the student has satisfied these requirements, the student's name will be submitted to the Law School faculty for approval. The petition to graduate must substantially conform to Official Form Five (reproduced in Appendix A).

### **Section 503. Bar Certification Registration.**

A student who is eligible to graduate at the end of any semester must submit to the Registrar a request for certification of eligibility in order to permit the release of information to the board of bar examiners of the jurisdictions in which the student plans to sit for the bar examination. A request for certification of eligibility shall be submitted using Official Form Six (reproduced in Appendix A).

## **PART SIX: MODIFICATION OF RULES**

### **Section 601. Modification of Rules Governing Dean's Office Regulations.**

(a) All rules governing academic performance and student conduct may be modified or amended under the authority of the Dean or where appropriate, under the authority of the faculty. Modifications or amendments to rules governing academic performance and student conduct shall

be applicable to students currently enrolled when the Dean, or where appropriate, the faculty, determine that such modifications are necessary and appropriate and do not cause undue hardship to students currently enrolled.

(b) The Dean or the Office of Student Affairs acting under the authority of sections 1002 and 1004 of the Academic Code, may set additional or different conditions for Academic Success students or for students who have been reinstated after an academic dismissal.

## **Appendix A**

Dean's Action Request	Official Form One
Writing Requirement Certificate	Official Form Two
Request to Defer Course Paper, Seminar Paper or Directed Research Project	Official Form Three
Face Sheet for Final Examination	Official Form Four
Graduation Petition	Official Form Five
Bar Certification Petition Form	Official Form Six
Plagiarism Form	Official Form Seven



**OFFICIAL FORM TWO**

**WRITING REQUIREMENT CERTIFICATE**

TO: Registrar's Office

In my capacity as a full-time faculty member, I hereby certify that \_\_\_\_\_  
has individually researched and written a scholarly legal paper of approximately 20 typewritten  
pages, double spaced including notes, entitled:

---

This student, in compliance with section 501 of the Academic Code, has fulfilled the writing  
requirement through the following method:

**Written Work Performed for Academic Credit.** A student may meet the writing  
requirement by satisfactorily completing a seminar, course or clinical program, taught by a full-  
time member of the faculty, in which the student is required to submit written work of at least 20  
typewritten, double-spaced pages (approximately 5,000 words) in length, including notes. Work  
submitted under this subsection shall be in the form specified by the instructor, and must be  
certified by the instructor as demonstrating substantial achievement in legal writing. The term  
"course" includes Directed Research performed under the supervision of a full-time faculty  
member. (Section 501(a))

**Written Work Performed for Membership in a Law Journal.** A student may meet  
the writing requirement by submitting written work prepared for the purpose of maintaining  
membership in one of the Law School law journals. Work submitted under this subsection shall  
be in the form specified by the editorial board of the journal, and must be certified by the board  
and by the faculty advisor as demonstrating substantial achievement in legal writing. (Section  
501(b))

**Written Work Performed for Other Publications or in a Writing Contest.** A student  
may meet the writing requirement by submitting written work published in a scholarly periodical,  
journal or treatise, or singled out for honor in a nationally recognized writing competition. Work  
submitted under this subsection must be certified by the Office of Student Affairs as  
demonstrating substantial achievement in legal writing (Section 501©).

The author was registered for \_\_\_\_\_ during the \_\_\_\_\_ semester,  
20\_\_\_\_\_.

The paper was submitted to me in final form on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member



**OFFICIAL FORM THREE**

REQUEST TO DEFER COURSE PAPER, SEMINAR PAPER, CLINICAL, OR DIRECTED RESEARCH PAPER.

STUDENT NAME: \_\_\_\_\_

STUDENT ID#: \_\_\_\_\_ CURRENT SEMESTER: \_\_\_\_\_

COURSE: \_\_\_\_\_

COURSE# \_\_\_\_\_ SECTION # \_\_\_\_\_

**TO THE DEAN'S OFFICE:**

PLEASE NOTE THAT THE ABOVE NAMED STUDENT REQUESTS PERMISSION TO DEFER COMPLETION OF (CIRCLE ONE)

COURSE PAPER

SEMINAR PAPER

CLINICAL

DIRECTED RESEARCH PAPER

FOR THE \_\_\_\_\_ SEMESTER UNTIL THE \_\_\_\_\_ SEMESTER

DATED: \_\_\_\_\_

PROFESSOR

**ENDORSEMENT BY OFFICE OF STUDENT AFFAIRS**

(APPROVED)

(DISAPPROVED)

DATES: \_\_\_\_\_

DIRECTOR, OFFICE OF STUDENT AFFAIRS

**OFFICIAL FORM FOUR**

**WIDENER UNIVERSITY COMMONWEALTH LAW SCHOOL**

**COURSE** \_\_\_\_\_ **INSTRUCTOR** \_\_\_\_\_  
**EXAMINATION** \_\_\_\_\_ **20** \_\_\_\_\_ **TIME** \_\_\_\_\_

**GENERAL INSTRUCTIONS:**

Please read these general instruction before taking the examination.. AFTER YOU COMPLETE YOUR EXAMINATION, DETACH THIS SHEET FROM THE EXAM, COMPLETE ENDORSEMENT, LOG IN MATERIALS AND RETURN ALL MATERIALS TO THE PROCTOR AT THE END OF THE EXAM. PLEASE RETAIN BOTTOM YELLOW COPY OF THIS FORM FOR YOUR RECORDS.

1. If you need to leave the room for any purpose, please sign out at the Proctor’s desk. A sign-out sheet is provided for that purpose. Only one student is allowed outside the examination room at a time.
2. Your law school identification card must be visible to the proctor during the examination.
3. You are under the Law School Honor Code of Conduct during this examination. Any attempt to gain an unfair academic advantage during the examination is a violation of the Code of Conduct and may result in prosecution by the Office of the Dean. You are further advised that you must report any incident occurring during the examination in which any other student attempts to gain an unfair academic advantage.  
Examples of unfair academic advantage include:
  - a. Cheating on any examination;
  - b. Use of any unauthorized materials during an examination;
  - c. Any breach of the rules providing for anonymous grading;
  - d. Failure to cease writing immediately when time is called; and
  - e. False or misleading statements to get a deferred examination.
4. You are required to accurately log in all examination materials at the bottom of this form. Any misrepresentation of materials logged in will be considered a violation of the Code of Conduct.

**ENDORSEMENT BY STUDENT:**

I have read the foregoing and I certify that I have neither given nor received aid from any other student in the taking of this examination. I further certify that I have not witnessed any other student giving or receiving aid during the examination, unless noted below.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Student ID Number)

**EXAM MATERIALS LOG:**

# of Exam Books \_\_\_\_\_ Scrap Book \_\_\_\_\_ Scan Sheet \_\_\_\_\_  
Examination \_\_\_\_\_ Supplement \_\_\_\_\_

OFFICIAL FORM FIVE

Widener University Commonwealth Law School  
Graduation Petition

I, \_\_\_\_\_  
(Please PRINT your name exactly as you want it to appear on your diploma or certificate)

\_\_\_\_\_  
(Please PRINT your name exactly as you want it announced at commencement)

declare my candidacy for the degree of \_\_\_\_\_.

to be graduated in (check one & enter year)

May 20\_\_

December 20\_\_

July 20\_\_

Undergraduate School Attended \_\_\_\_\_

Degree Granted \_\_\_\_\_

Other Graduate School Attended \_\_\_\_\_

Degree Granted \_\_\_\_\_

Permanent mailing address \_\_\_\_\_

I do \_\_\_ I do not \_\_\_ authorize the release of my name, degree, date of graduation or former schools attended.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**OFFICIAL FORM SIX**  
Widener University  
Commonwealth Law School  
Bar Certification Form

Name: \_\_\_\_\_  
(Please type or print)

Permanent Mailing Address:  
(To appear on transcript):  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: (home) \_\_\_\_\_  
(business) \_\_\_\_\_  
(cell) \_\_\_\_\_

Anticipated Degree: \_\_\_\_\_

Anticipated Degree Date: \_\_\_\_\_

List the first bar examination you plan to take and the month and year it will be given. If you plan to take more than one exam (i.e., PA and NJ), please list both.

<u>State</u>	<u>Date Administered</u>
_____	_____
_____	_____
_____	_____

I, hereby, authorize Widener University Commonwealth Law School to release any and all information required for the Bar certification. This includes all information contained in my file, any official transcript and my current permanent address and telephone number.

\_\_\_\_\_

Date	Signature
------	-----------

**OFFICIAL FORM SEVEN**  
**WIDENER UNIVERSITY COMMONWEALTH LAW SCHOOL**  
**PLAGIARISM FORM**

**COURSE** \_\_\_\_\_ **INSTRUCTOR** \_\_\_\_\_

**TITLE OF PAPER** \_\_\_\_\_ **DATE SUBMITTED** \_\_\_\_\_

Plagiarism on papers submitted for course credit is a serious violation of the Law School's Student Code of Conduct. A student found guilty of plagiarism is subject to suspension or expulsion from school, and any such discipline will be reported to the Board of Bar Examiners in any state in which the student seeks to be admitted to practice. To avoid any misunderstandings about the nature of this offense, please review the following provision of the Code of Conduct, sign the form below, and attach this sheet to your paper when you turn it in to your professor.

Section 201. Academic Misconduct Violations.

....

(b) **Plagiarism.** To take the written work of another and pass it off as one's own for an academic purpose. The following are examples of plagiarism, but not an exhaustive list of situations in which plagiarism can occur:

- (1) To use someone else's words without unambiguous acknowledgment.
  - (2) To paraphrase someone else's words without unambiguous acknowledgement.
  - (3) To use someone else's ideas without unambiguous acknowledgment.
- 

ENDORSEMENT BY STUDENT:

I have read the foregoing and I certify that I have not committed plagiarism in writing the attached paper.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Student ID Number)

# WIDENER UNIVERSITY COMMONWEALTH LAW SCHOOL

## STUDENT CODE OF CONDUCT

### General Expectations and Community Standards

As future professionals, Widener University Commonwealth Law School students are expected to maintain the highest ideals of academic and social conduct and are responsible for knowing the Law School's published policies and standards. Students are also expected to respect the views and personal dignity of other members of the Law School community.

In addition, students should learn about the expectations that will be required of them when they become lawyers. The Codes of Professional Responsibility published by each state's bar, including Pennsylvania's, describe these expectations. Students are encouraged to consult these codes for guidance.

### PART ONE: GENERAL MATTERS

**Section 101. Definitions.** The following definitions apply to this Student Code of Conduct:

- (a) **Code.** The Student Code of Conduct of Widener University Commonwealth Law School.
- (b) **Council.** The Honor Council consisting of six full-time faculty members, four students, and one administrator created in accordance with the Code and for the purpose of hearing alleged Code violations.
- (c) **Law School.** Widener University Commonwealth Law School.
- (d) **Law Library.** The Law School Library.
- (e) **Dean.** The Dean of the Law School or, in the absence of the Dean, the Associate Dean for Academic Affairs of the Law School.
- (f) **Faculty.** The Faculty of the Law School.
- (g) **Office of Student Affairs.** The Director of Student Affairs.
- (h) **Investigator.** The Honor Council Investigator.
- (i) **Investigation Report.** The report prepared by the Honor Council Investigator.
- (j) **Registrar.** The Registrar of the Law School or a person designated by the Dean to carry out the Registrar's duties under this Code.
- (k) **Student.** Any person enrolled or matriculated as either a full or part-time student of the Law School at the time of an alleged violation of this Code. For purposes of Code of Conduct violations, an applicant who is subsequently admitted to the Law School is considered a "Student"

as of the time of submission of an or his or her application materials.

(l) **Accused.** The student against whom a complaint alleging violation of the Student Code of Conduct has been lodged.

(m) **SBA.** The Student Bar Association.

## **Section 102. Jurisdiction.**

Any alleged violation of this Code of Conduct committed by a student will be heard and determined as provided herein.

## **Section 103. Relationship of the Code with Other Authorities.**

(a) **Relationship with Criminal and Civil Law.** The Code operates concurrently with the processes of criminal and civil law. The Law School has the right, at its discretion, to postpone Code proceedings pending the outcome of criminal proceedings other than matters requiring a prompt investigation, such as Title IX proceedings. However, when misconduct alleged under the Code might subject the accused to criminal prosecution, the accused may postpone the Code process by “suspending” himself or herself from the Law School until the criminal charges are resolved or until the authorities decide not to press charges. Suspension under this provision has no effect under academic rules; i.e., the suspension does not entitle the accused to a leave of absence or relieve the accused of any academic consequences arising from his or her absence from the Law School. Suspension does not abate the Code complaint, but may not result in any inference against the accused in a Code proceeding.

(b) **Relationship with Law School Policies and Processes.** The Code governs only matters within its substantive scope and leaves undisturbed Law School policies and processes outside that scope. The Administration may in its discretion respond to any misconduct, such as non-academic misconduct, that is not within the scope of the Code. Some forms of misconduct not involving academic dishonesty may be so serious in nature as to render a student potentially unfit for continuation as a student at the Law School, as well as to enter the profession of law. Those matters may be addressed by both the Administration and the Honor Council, and any decision to proceed initially by one procedure does not preclude use of the other.

(c) **Relationship with Administration Powers.** The Widener University Administration or Law School Administration may act to preserve the safety and security of any person or property, even when a matter falls within the substantive scope of the Code, regardless of whether the processes of the Code are initiated concurrently. This includes, without limitation, applying the University Policy on Protective Action.

(d) **Relationship with Faculty Powers.** The Code in no way restricts the academic freedom of the Faculty, even when a matter falls within the substantive scope of the Code, regardless of whether the processes of the Code are initiated concurrently. For example, a Faculty member may impose a grade penalty based on academic misconduct regardless of the existence or outcome of

concurrent Code proceedings.

**Section 104. Time Limits.**

An accused may agree to extend or waive any procedural time limit under the Code. Extension of time limits with or without the consent of the accused does not relieve the accused of responsibility for violations of the Code.

**Section 105. Notice.**

When the Code calls for notice to a student, it shall be sufficient to deliver notice in person, or to send a letter by certified U.S. mail to the address on file with the Law School Registrar. A student is responsible for ensuring that at all times his or her current address is on file with the Registrar. Notice shall be deemed received three days after a certified mailing.

**Section 106. Adherence to the Code and Preservation of Rights.**

The Code is designed to anticipate irregular and exceptional circumstances. Nevertheless, it is impossible to anticipate all eventualities. When strict adherence to Code procedures is impossible or impracticable, it shall be sufficient that persons charged with responsibilities under the Code act reasonably and consistently with the spirit and intent of the Code so as to achieve justice while also preserving the rights of all persons involved.

**Section 107. Confidentiality.**

Honor Council members, as well as conciliators appointed pursuant to section 305, shall indefinitely maintain the confidentiality of medical, admissions and academic records obtained during the course of Honor Council proceedings.



## PART TWO: VIOLATIONS AND SANCTIONS

**Section 201. Academic Misconduct Violations.** It shall be a violation of the Code for a student to commit any of the following acts or omissions. Academic misconduct for purposes of this section includes both the curricular and extracurricular, regardless of whether academic credit is awarded.

(a) **Cheating.**

- (1) To give or secure any information about an examination or other academic assignment except as authorized by the course professor.
- (2) To use, if prohibited by the course professor, any book, papers, notes, other person's work, or other materials for an examination or other academic assignment.
- (3) To continue writing an examination answer after the permitted time has expired.
- (4) To take, conceal, withhold, destroy, damage, abuse, or deface property without authorization when the act deprives another student of access to or use of the property for an academic purpose, or to otherwise impede the academic work of another student.
- (5) To copy, consult, or use, for an academic purpose, the work of another student without the authorization of both that student and the course professor.

(b) **Plagiarism.** To take the written work of another and pass it off as one's own for an academic purpose. The following are examples of plagiarism, but not an exhaustive list of situations in which plagiarism can occur:

- (1) To use someone else's words without unambiguous acknowledgment.
- (2) To paraphrase someone else's words without unambiguous acknowledgment.
- (3) To use someone else's ideas without unambiguous acknowledgment.

(c) **Misrepresentation.**

- (1) To misrepresent a material fact with respect to academic performance or requirements.
- (2) For an academic purpose and without authorization and appropriate disclosure, to represent the work of another as one's own or one's own work as the work of another, or to represent oneself as another, or to procure representation of another as oneself.
- (3) To misrepresent attendance in class, either of one's self or of another.
- (4) To misrepresent, including a failure to disclose, any material fact concerning

qualification for admission to the Law School or any of its programs.

(d) **Tampering.** To tamper with any document, file, or datum pertaining to academic activity, including student records, journals, examinations and papers, without authorization.

(e) **Unfair Academic Advantage Generally.**

(1) When not otherwise specified as a violation under the Code, to violate any Law School rule or professor's course policy with respect to academic performance or requirements, including through unauthorized collaboration, when the violation creates an unfair academic advantage or creates an unfair academic disadvantage for another.

(2) When not otherwise specified as a violation under the Code, to violate any rule of the Law School applicable to participation or membership in an activity or organization, when the violation creates an unfair academic advantage or creates an unfair academic disadvantage for another.

(f) **Other Violations.**

(1) To create any material and substantial disruption of the Law School academic environment.

(2) To violate any rule of professional conduct of the state in which a student is enrolled in a clinical program conducted by the Law School.

(3) Recklessly or intentionally, to furnish false or misleading information on any Law School or other government document, or on any document intended to secure employment, admission to an academic program, or similar competitive opportunity.

(4) To appear persistently in a Law School academic environment while noticeably under the influence of intoxicants or drugs not prescribed by a physician.

(5) To violate any policy, procedure, rule or regulation of the University or the Law School.

(g) **General Unfitness.** Any act which reflects adversely upon a student's fitness to practice law, or endangers the Law School community, including, but not limited to, acts involving violence, dishonesty, criminal conduct, breach of trust, or unprofessional conduct, or any act that interferes with the administration of justice or Law School policy.

(h) Cases relating to sexual misconduct, sexual assault and sexual violence by students shall be processed under the University's Sexual Assault and Harassment Policy and its applicable procedures.

### **Section 202. Code Enforcement Violations.**

- (a) To knowingly fail to report another student's violation of the Code.
- (b) To knowingly make a false report of another student's violation of the Code, to knowingly make a false or materially incomplete report, or to give false or materially incomplete testimony in an investigation or proceeding under the Code.
- (c) To falsify, destroy, or place beyond the reach of an officer acting under the Code any documents, testimony, or other evidence material to an investigation or other process under the Code.
- (d) Without reasonable excuse, to fail to appear as a witness or to testify when called upon under the Code.
- (e) To breach a duty of confidentiality under the Code.

### **Section 203. General Provisions Concerning Violations.**

- (a) **Knowledge of Authorities.** Students are presumed to know the provisions of the Code, the policies and rules of Widener University and of the Law School, and the policies and rules of courses in which the students are enrolled.
- (b) **State of Mind.** To violate the Code, the accused must have acted with the state of mind specified in the violation. If no state of mind is specified, then intent, knowledge, or recklessness is required. Intent, knowledge, or recklessness may be inferred from the evidence.
- (c) **Recklessness defined.** "Recklessness" means conscious disregard of a substantial risk that the conduct might produce a result or that certain circumstances exist, as appropriate to the case.
- (d) **Attempt; Aiding and Abetting; Conspiracy.** It shall be a violation of the Code to attempt to commit any offense; to aid or abet in the commission of any offense; or to participate in a conspiracy to commit any offense.

### **Section 204. Sanctions.**

- (a) **Available Sanctions.** Upon a finding of responsibility under the Code, one or more of the following sanctions may be imposed, subject to the other provisions of Section 204.
  - (1) Restriction of library, activity, or other Law School privileges.
  - (2) Disciplinary probation or warning.

- (3) Downward disciplinary grade adjustment for an assignment or course.
- (4) Denial of credit for a course.
- (5) Involuntary withdrawal from a course.
- (6) Dismissal from a Law School office or activity.
- (7) Oral or written reprimand.
- (8) Written reprimand that becomes a temporary or permanent part of the student's academic file, to be included with any transcript.
- (9) Compensatory damages or restitution to the Law School or other appropriate entity.
- (10) Suspension from the Law School.
- (11) Expulsion from the Law School.
- (12) Revocation of Degree

(b) **Imposition of Sanctions.**

- (1) A sanction may be imposed on a probationary or temporary basis.
- (2) In selecting a sanction, any relevant information may be considered, and the following factors shall be considered:
  - a. The nature and seriousness of the violation, including the degree of potential harm that the violation posed to the academic integrity of the Law School community.
  - b. The circumstances of the violation, including any aggravating or mitigating factors.
  - c. The need to uphold and promote respect for the Code and to deter future violation by the responsible student and others.
  - d. Whether the sanction will reconcile the responsible student with the Law School community.
  - e. Any comments of the responsible student relevant to sanction selection.
  - f. The state of mind of the responsible student.

## **PART THREE: PROCEDURES**

**Section 301. Honor Council.** The Honor Council shall consist of six full-time faculty members, four Law school students and one administrator who acts as Honor Council Investigator. The chairperson and vice-chairperson of the Council must be tenured faculty. Student members of the Council may be enrolled in the day- or evening-division, but they must be reasonably available to participate in a tribunal during both day and evening hours.

### **Section 302. Formation of Honor Council.**

- (a) **Faculty Appointments.** The Dean or the Dean's designee shall select the faculty members to serve on the Council, designating one as chairperson and one as vice chairperson. Initially, three faculty members are selected for a one-year term and three (including the chairperson and vice chairperson) for a two-year term. Thereafter each faculty member appointed to the Council will serve for a two-year term.
- (b) **Student Appointments.** Each spring the SBA shall solicit applications from students desiring to serve on the Honor Council, and shall recommend six of those students to the Dean. The Dean or the Dean's designee shall select four students to serve a one-year term on the Council, beginning the following fall. If the SBA fails to recommend students, or recommends fewer than six students, the Dean or the Dean's designee shall select students from the eligible student body.
- (c) **Appointment of Honor Council Investigator.** The Dean or the Dean's designee shall select an administrator to serve a one-year term on the Council as Honor Council Investigator. The administrator may be a Faculty member who works in the Office of Student Affairs Office or in another administrative capacity.

### **Section 303. Complaint.**

- (a) Any person may complain to the Registrar or the Office of Student Affairs that a student, the accused, has violated the Code. A complaint may not be lodged anonymously.
- (b) The Registrar shall place the complaint and all other materials related to it in a special file marked with the name of the accused and a docket number.
- (c) The Registrar shall maintain a docket stating the filing date and time of each complaint and all orders issued and actions taken by the Registrar and others regarding it. The docket, the case file and all reports and records maintained pursuant to this Code shall be maintained confidentially unless otherwise provided in this Code.
- (d) The Office of Student Affairs shall review all complaints. If the allegations in the complaint would constitute a violation of the Code, or at least present a colorable case of a

violation that may be proved upon further investigation, the Office of Student Affairs shall present a written explanation of the allegations and the identity of the reporting party or parties to the Honor Council Investigator.

(e) The Investigator shall investigate the merits of the complaint. If, after investigating the allegations of the complaint, the Investigator has reason to believe, in light of the complaint and any additional information collected, that the accused has violated the Code, the Investigator shall provide the Dean's Office with a report summarizing the charge and the evidence therefore.

#### **Section 304. Emergency Suspensions.**

(a) In extreme, dangerous or unusual circumstances the Dean or the Dean's designee may suspend the accused pending an investigation. An emergency suspension may be imposed when there is reason to believe that the accused has engaged and/or may engage in misconduct that may endanger the physical safety or mental welfare of the accused, students, faculty or employees of the Law School. Before such suspension takes place the Dean or the Dean's designee shall make reasonable efforts to interview the accused.

(b) An accused suspended under this section shall have the right to an expedited hearing before an Honor Council tribunal ideally to be held no later than ten class-days after the commencement of the suspension. During the period of suspension the accused shall not enter the Law School campus, except to meet with the Dean's designee for an informal conciliation pursuant to section 305.

(c) If an accused who has been suspended is subsequently held not responsible by an Honor Council tribunal, the Law School shall to the extent possible waive, and where that is not possible mitigate, any attendance or other collateral consequences of the suspension.

#### **Section 305. Informal Conciliation.**

(a) Upon receipt of the Investigator's report of reason to believe the accused has violated the Code, the Dean shall designate an administrator to conduct an informal conciliation with the accused. The Dean's designee ordinarily will be an Associate Dean or administrator not serving in the Student Affairs Office. In extraordinary circumstances the Dean's designee may be any tenured faculty member.

(b) No more than ten class-days after receiving a complaint, the Dean's designee shall notify the accused in writing of the complaint and of the provisions of the Code allegedly violated. The Dean's designee shall summon the accused to an informal conciliation, which should occur within five class-days of the accused receiving notice.

(c) The purpose of the informal conciliation shall be to ascertain the truth of the matter presented and to attain a just resolution of the matter consistent with the Code. The Dean's designee may

conduct additional investigation in anticipation of the informal conciliation.

(d) Only the accused has a right to be present at the informal conciliation with the Dean's designee. Any other person may be present whose presence the Dean's designee determines would further the purpose of the informal conciliation.

(e) Procedures for the informal conciliation shall be at the discretion of the Dean's designee. Only the accused and the Dean's designee have a right to speak at the informal conciliation. The accused has no obligation to speak.

(f) No separate complaint of a Code violation may arise against the accused as a result of communication during the informal conciliation. However, a violation of section 202 forfeits this privilege and a complaint may be lodged if predicated on an allegation of that violation.

(g) At the conclusion of the informal conciliation, the Dean's designee shall recommend a final disposition of the matter, including, if appropriate, a finding of the accused's responsibility and any appropriate sanction. The accused may agree with the finding of responsibility or with both the finding of responsibility and the sanction.

(h) If the accused and Dean's designee reach any agreement, the Dean's designee shall make a written record of the agreement, which the accused shall sign. If the accused and Dean's designee agree on both the finding of responsibility and the sanction, then the Dean's designee shall arrange for the execution of the sanction and conclusion of the matter.

(i) The accused may void an agreement with the Dean's designee by delivering written notice within twenty-four hours of signing the agreement. If the accused and Dean's designee have agreed on both responsibility and sanction, the accused may void the entire agreement, but not one part of it.

(j) If the Dean's designee and the accused do not agree on the finding of responsibility or on the sanction, the Dean's designee shall promptly assemble an Honor Code Hearing in accordance with section 306.

### **Section 306. Honor Code Hearing.**

(a) **Notice to the Hearing Council and to the accused.** Upon failure to reach an agreement with the accused during informal conciliation, the Dean's designee shall notify the Council and the Investigator. The Investigator shall forthwith provide a written report to the Council and the accused summarizing the allegations and the result of the investigation, including a list of those witnesses from whom the Council is likely to want to hear.

(b) **Hearing Tribunal.** The chairperson of the Council shall select two faculty members and two student members of the Council to participate with the chairperson in the hearing. This body constitutes the hearing tribunal. If the chairperson is unable to participate for any reason, the vice-chairperson shall take his or her place for all purposes described below. If neither can participate,

or if there is an inadequate number of members of the Council to fulfill the other required roles, the Dean shall appoint replacements for purposes of the hearing. The chairperson of the hearing tribunal shall promptly set a hearing date and notify the accused of the hearing date as well as the identity of the members of the hearing tribunal.

(c) **Challenges.** After receipt of notice of the hearing, the accused may choose to challenge the composition of the hearing tribunal. The accused shall have one peremptory challenge for student members and one peremptory challenge for faculty members of the tribunal. The accused may also challenge any member of the hearing tribunal for cause. The accused must communicate to the chairperson of the tribunal in writing any challenge. The accused must deliver any challenge within three class-days after receipt of notice. If the challenge is not delivered within three class-days, it will be denied.

(d) **Hearing Process.**

(1) The hearing is not an adversarial process, but is instead an inquisitorial proceeding in which formal rules of evidence are not applicable. The hearing tribunal decides what documentary evidence to request, what witnesses to call, and what questions to present to those witnesses. The chair has final authority over all evidentiary and scheduling matters, other than that each member of the tribunal shall decide for him or herself what inference to draw from any failure to testify or present requested evidence.

(2) The accused shall have the right to have any one personal representative, including a family member, student, friend, or retained counsel, attend the hearing. However, no faculty member, either full- or part-time, may serve as this representative.

(3) The Investigator may request that the hearing tribunal call certain witnesses, request certain evidence, or ask certain questions, but the tribunal has discretion whether to make those inquiries. The Investigator attends the hearing, or portions thereof, at the discretion of the chair.

(4) The accused shall have the following rights, and only these rights, at the hearing:

(a) The right to be present during all testimony. At the conclusion of the testimony of any witness, the right to request further questions.

(b) The right to request witnesses. The chairperson may require an offer of proof and decide to exclude the testimony of the witness in whole or in part if the proposed testimony is considered to be irrelevant, duplicative, or otherwise unnecessary to a fair disposition.

(c) At the conclusion of the receipt of all evidence and witness testimony, the right to request the receipt of additional evidence.

(d) The right to testify.



- (e) The right to present a closing argument that may not exceed fifteen (15) minutes.
  - (f) The right to bring a stenographer to transcribe the proceedings at the accused's own expense.
- (5) Hearings are closed, but must be recorded in some reliable fashion. They need not be transcribed.
- (6) At the conclusion of the hearing, the tribunal shall deliberate in secret to determine responsibility. A majority of the tribunal must agree to any decision on the accused's responsibility. If the accused is found to be responsible, the chairperson of the tribunal shall promptly inform the accused in writing of the tribunal's decision and of the accused's right to submit to the tribunal in writing any relevant information and arguments as to the appropriate sanction. The accused must deliver to the chairperson any information or arguments as to sanction within seven days after receipt of the decision. The tribunal then shall deliberate in secret to recommend to the Dean an appropriate sanction. When a majority of the tribunal has agreed on a recommended sanction, the chairperson shall promptly notify the accused. The majority of the tribunal agreeing upon a recommended sanction need not be the same majority of the tribunal that agreed to the decision as to the accused's responsibility.
- (7) If the chairperson of the tribunal is in the majority, he or she shall draft a brief report to the Dean communicating the tribunal's numerical vote as to responsibility, explaining the tribunal's relevant findings, and, if applicable, communicating a recommended sanction agreed upon by a majority of hearing tribunal members. If the chair is in the minority, the most senior faculty member in the majority shall draft the report. Tribunal members may draft dissenting reports as to any recommended sanction, which the chairperson or ranking-majority member will pass on to the Dean, but members may not prepare any such report as to responsibility. The record of the hearing also shall be delivered to the Dean.
- (8) When a hearing tribunal finds responsibility, the Dean shall determine and impose an appropriate sanction pursuant to section 204 of this Code, subject to the following limitations. If the sanction recommended by the hearing tribunal is suspension, the Dean may impose any sanction other than expulsion. The Dean shall be guided by the sanction recommended by the hearing tribunal but may, in the Dean's sole discretion, impose a sanction of the same or greater or lesser severity. Nothing in this Code limits the Dean's ability to impose stronger sanctions than those recommended by the hearing tribunal or pursuant to the University's Policy on Protective Action.
- (9) The Dean shall notify the accused in writing of the Dean's determination in the matter. The Dean shall return the record to the Registrar. The Dean also shall transmit to the Registrar a copy of the Dean's determination, which shall become part of the record.

The Dean shall promptly arrange for the execution of any sanction upheld.

#### **PART FOUR: MISCELLANEOUS**

##### **Section 401. Amendments.**

This Code may be amended at any time in the same manner as it was ratified.

##### **Section 402. Ratification.**

This Code becomes effective when approved by the affirmative vote of a majority of the full-time members of the faculty of the Law School convened in a general or special meeting.

##### **Section 403. Effective Date.**

**This Code will become effective on the first day of July 2008, and was last amended on August 28, 2014.**

**American Bar Association  
Section of Legal Education and Admissions to the Bar**

**Standard 510  
ABA Standards for Approval of Law Schools**

**Standard 510. STUDENT COMPLAINTS**

- (a) A law school shall establish, publish, and comply with policies for addressing student complaints.
- (b) A law school shall maintain a record of student complaints submitted during the most recent accreditation period. The record shall include the resolution of the complaints.

*Interpretation 510-1*

*A “complaint” is a communication in writing that seeks to bring to the attention of the law school a significant problem that directly implicates the school’s compliance with the Standards.*

*Interpretation 510-2*

*A law school’s policies on student complaints must address, at a minimum, procedures for filing and addressing complaints, appeal rights if any, and timelines.*

## **Student Complaints Concerning the Program of Legal Education ABA Standard 510**

1. Widener University Commonwealth Law School wishes to hear student concerns about significant problems that directly implicate the school's compliance with the ABA's Accreditation Standards. The ABA Standards for the Approval of Law Schools can be accessed on the American Bar Association's webpage, located at this link:  
[http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html).
2. Any student who alleges that a significant problem directly implicates the Law School's program of legal education and compliance with the ABA's Accreditation Standards should file a written complaint with the Office of Student Affairs (the ADAA if the complaint involves the Office of Student Affairs). The writing may consist of email, U.S. mail or fax. The written complaint must identify the problem in sufficient detail to permit the Dean's designee to investigate the matter, including the specific Accreditation Standard(s) at issue, and must be signed by the student. The signed written statement must also include the student's contact information, including name, home and email addresses, and phone number.
3. Within three weeks of receipt of a signed written complaint, the Office of Student Affairs or ADAA shall either meet with the complaining student or respond to the substance of the complaint in writing. The student shall be advised of any action the Law School is taking to address the matter or any further investigation into the matter.
4. Within ten days of being advised of any action the Law School is taking to address the matter, the student may appeal that decision to the ADAA of the Law School. Appeals from decisions by the ADAA may be made to the Dean of the Law school within 10 days of a decision by the ADAA. The decision of the Dean is final.
5. The Law School shall maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained in a confidential manner in the Office of Student Affairs.
6. Widener University Commonwealth Law School has a Discrimination and Harassment Code, and some complaints may fall within its jurisdiction. Other issues may fall within the jurisdiction of the Code of Conduct. Jurisdiction over any student complaint is not necessarily exclusive to any single Law School Policy.

## Appendix

### SUGGESTED FORM A: COMPLAINT

IN THE MATTER OF.....No.....

#### COMPLAINT OF VIOLATION OF SECTION 202 OF CODE OF CONDUCT

1. [Insert name of complaining party], who is [Insert status of complaining party] makes the following complaint based upon first hand knowledge.
2. [Insert the date, time and place of the violation, describe in detail the nature of the violation and identify all persons known to have first-hand knowledge of the violation.]
3. Complaining party requests the Office of Student Affairs to investigate this violation, and to take such other action as may be required.

.....  
(Signature)

.....  
(Date)

**SUGGESTED FORM B: NOTICE OF APPOINTMENT OF TRIAL COUNSEL**

**IN THE MATTER OF** ..... **No.** .....

To: .....  
(name of respondent)

1. On ....., the Dean of the Law School referred this matter to a Committee for hearing pursuant to §304(a) of the Student Code of Conduct.
2. By order of the Dean, ..... has been appointed as Trial  
(name of Trial Counsel)  
Counsel in this matter.
3. You may contact Trial Counsel to obtain a copy of the investigation report prepared by the Office of Student Affairs pursuant to §303(b) of the Student Code of Conduct.

.....  
(Trial Counsel)

.....  
(Date)

**WIDENER UNIVERSITY COMMONWEALTH LAW SCHOOL**  
**FACULTY POLICY STATEMENT**  
**ON THE CURRICULUM**

**Section 101. Required Upper Division Courses.**

**I.** Before you can graduate, you will need to take the following courses. These are in addition to Civil Procedure I & II, Contracts I & II, Criminal Law, Legal Methods I & II, Property I & II and Torts I & II. These courses are three fewer in number than had previously been required in order to graduate. These are:

- Administrative Law (3)
- Business Organizations (3)
- Constitutional Law (4)
- Criminal Procedure (3)
- Evidence (3)
- Fundamentals of the Bar Exam (2)
- Legal Methods III (2)
- Professional Responsibility (3)
- Sales and Leases (3)
- Skills Requirement (varies)
- Writing Requirement (2)

These courses are required because they are central to law practice and are relatively heavily tested on the bar examinations of most states. The schedule is structured so that, in general, you should take at least two of these courses in each semester until you have completed all of them. When two RD sections of a required upper division course are offered in a single semester, you are required to take that required course in that semester.

If, for example, two RD sections of Constitutional Law are offered in the fall semester, all RD students must take that course. We also offer RD sections of most of the other required courses: Administrative Law, Business Organizations, Criminal Procedure, Evidence, Professional Responsibility and Sales & Leases. In order to stay on track, you should take at least two of these “other required” courses. If you are interested in increasing your choices later in law school, you should take three of them. You should talk to your professors and the Director of Academic Affairs to obtain advice about which courses to take next fall and which courses to defer until later in law school.

## II. Menus of Elective Courses

The faculty has also created two additional menus of courses. All students will have to take at least three courses from these menus, and perhaps as many as seven, depending on their grade point average.

### Menus A and B

Menu A consists of important practice courses—courses that are also central to law practice and important for students expecting to practice in particular areas. In comparison to required courses, Menu A courses are (1) other bar courses that are less frequently tested or for which fewer points are awarded on most bar exams, and (2) other basic substantive courses.

Menu A courses are as follows:

- Family Law (only if 3 credit version)
- Federal Income Tax
- First Amendment
- Remedies
- Secured Transactions
- Wills and Trusts

Menu B consists of courses newly added to, or only occasionally tested on, the bar exams in the region. Menu B also includes enrichment courses that permit you to expand your knowledge of specialized areas of the law, to deepen your understanding of a particular area of the law or practice, or to develop your lawyering skills.

Menu B courses are as follows:

- Advanced Criminal Procedure
- Bankruptcy
- Conflicts
- Copyright and Trademark
- Disability Law
- Employment Discrimination
- Environmental Law
- Federal Courts
- Immigration
- Labor Law
- Legislation
- Payment Systems
- Real Estate Transactions (only if 3 credit version)
- State Constitutional Law
- Taxation of Business Entities



### **Determining How Many Menu Courses You Must Take**

Your grade point average will determine how many of these courses you must take:

- Students with a GPA of 3.0 and above must take and pass at least 9 credit hours from either Menu A or B.
- Students with a GPA of 2.5 to 2.999 must take and pass at least 15 credit hours of Menu courses, at least 7 of which must be from Menu A.
- Students with a GPA of 2.499 or below must take and pass at least 18 credit hours from Menu courses, at least 10 of which must be from Menu A.

For purposes of the menu courses, your grade point average will be calculated after you have attempted 40 credits. Classes in which you have received a letter grade or a Pass/Fail, including a failing grade, will count toward your attempted credits. Classes in which you received an IW (involuntary withdrawal, for exceeding the permitted number of absences in a course) will also count toward your number of attempted credits. As a practical matter, this should mean the GPA calculation for most RD students will occur after three semesters.

Your grade point average for this purpose will be based on your performance in required or menu courses only. Of course, any other credits in which you have received a passing grade will count toward your graduation. They will not, however, be used in calculating your grade point average for the purpose of determining how many menu courses you must take.

The 40-credit rule likely means that you will not know for certain how many menu courses you will need to take until after you have received your third semester grades. As a result, the menu system will have a considerable effect on your third-year class schedule. The higher your GPA the more choices you will have.

We offer the following suggestions to help you think about how and when to take menu courses. Be aware, again, that you are responsible for ensuring that you have taken the required number and type of menu courses in order to graduate.

1. All students, regardless of their GPA, must take at least 9 credit hours from Menus A and B.
2. Use your current GPA to think about how many additional menu courses you should take in your second year.
3. Choose menu courses that meet your needs. Choose menu courses that are interesting or useful to you.
4. Choose elective courses that meet your needs. The schedule is intended to give you at least one elective course every semester. The elective course may be a menu course, but it doesn't have to be. We offer a wide range of other courses, and you should use this opportunity to choose courses that meet your needs. In order to become a certified legal intern in Pennsylvania, students

must successfully complete both Evidence and Professional Responsibility before the start of the internship. Thus, you may want to take those courses sooner rather than later.

5. Figure out which courses you want to take before you graduate. Remember that some of these courses have prerequisites. For example, Administrative Law is required for all L&G certificates, so you should take that course as early as possible if you believe that you might seek L&G certification; however, Administrative Law is not a prerequisite for Environmental Law, and you should take Environmental Law as early as possible if you are contemplating an Environmental Law L&G certification. Be sure to take the prerequisite courses as soon as possible in your second year so that you can take the other courses you want before graduation.

### III. Thinking About Your Career

In order to practice successfully in a particular area of law, both knowledge and skills are needed. That mix of knowledge and skills, of course, varies based on the type of legal practice. You should feel free to consult faculty members with expertise in the area of law in which you are interested.

If you are undecided about what kind of legal career you would like, we suggest you choose courses to give yourself a broad range of different types of substantive courses and to acquire as many skills as you can. This will give you the greatest flexibility after law school and also help you decide what you like and don't like. In addition, work with the Career Development Office to learn more about the best ways to prepare for different legal careers.

If you have any questions, please don't hesitate to contact the Office of Student Affairs or the Registrar's Office.

#### Section 201. Regular Division Required Course Sequences.

(a) Normal Sequence of Courses.

<b><u>First Year</u></b>	<b><u>Fall</u></b>	<b><u>Credits</u></b>	<b><u>Spring</u></b>	<b><u>Credits</u></b>
		Civil Procedure I	3	Civil Procedure II
	Contracts I	3	Contracts II	2
	Legal Methods I	3	Legal Methods II	2
	Property I	4	Property II	2
	Torts I	2	Torts II	3
		<u>15</u>	Criminal Law	<u>3</u>
				15

<u>Second Year</u>	<u>Fall</u>	<u>Credits</u>	<u>Spring</u>	<u>Credits</u>
	Constitutional Law	4	Prof. Responsibility	3
Admin. Law or Business Orgs.	3	Admin. Law or Business Orgs.	3	
Evidence (Spring or Fall)	3	Evidence (Spring or Fall)	3	
Menu or Elective Courses	5-6	Menu or Elective Courses	6-7	
	15-16		15-16	

<u>Third Year</u>	<u>Fall</u>	<u>Credits</u>	<u>Spring</u>	<u>Credits</u>
	Upper Level Writing Req. <sup>1</sup>	2	Menu or Elective Courses	13-14
Menu or Elective Courses	4-5			
	13-14			

(b) Other Rules.

(1) **Completion of First Year Courses.** Each regular division student must complete Civil Procedure I and II, Contracts I and II, Legal Methods I & II, Property I & II and Torts I and II before taking any second year required course, unless the student is required to repeat a first year course, or the student receives the permission of the Office of Student Affairs.

(2) **Application to Transfer Students and Students Who Change Divisions.** The limitation imposed by paragraph (1) of this subsection does not apply to students who move from the extended division to the regular division at the end of the first year of legal studies, or to students who transfer from other ABA accredited law schools.

**Section 202. Extended Division Required Course Sequences.**

(a) **Normal Sequence of Courses.** This schedule leaves ED students one credit short of the number of credits needed to graduate; this credit must be made up during a summer or in one of the classes offered between semesters. The normal schedule and sequence of required courses for the extended division is as follows:

---

<sup>1</sup> This requirement must be completed prior to graduation. See section 501 of the Academic Code for details regarding the completion of the writing requirement.

*ED Students Matriculating in Fall of an Even Year*

<b><u>First Year</u></b>	<b><u>Fall</u></b>	<b><u>Credits</u></b>	<b><u>Spring</u></b>	<b><u>Credits</u></b>
	Civil Procedure I	3	Civil Procedure II	3
Contracts I	3	Contracts II	2	
Legal Methods I	3	Legal Methods II	2	
Torts I	<u>2</u>	Torts II	<u>3</u>	
	11		10	

<b><u>Second Year</u></b>	<b><u>Fall</u></b>	<b><u>Credits</u></b>	<b><u>Spring</u></b>	<b><u>Credits</u></b>
	Constitutional Law	4	Criminal Procedure	3
Criminal Law	3	Professional Responsibility	3	
Property I	<u>4</u>	Property II	2	
	11	Required or Elective Courses	<u>3</u>	
			11	

<b><u>Third Year</u></b>	<b><u>Fall</u></b>	<b><u>Credits</u></b>	<b><u>Spring</u></b>	<b><u>Credits</u></b>
	Administrative Law	3	Business Organizations	3
Evidence	3	Sales & Leases	3	
Legal Methods III	2	Required or Elective Courses	<u>5</u>	
Required or Elective Courses	<u>3</u>		11	
	11			

<b><u>Fourth Year</u></b>	<b><u>Fall</u></b>	<b><u>Credits</u></b>	<b><u>Spring</u></b>	<b><u>Credits</u></b>
	Upper Level Writing Req. <sup>1</sup>	2	Required or Elective Courses	<u>11</u>
Required or Elective Courses	<u>9</u>		11	
	11			

<sup>1</sup>This requirement must be completed prior to graduation. See section 501 of the Academic Code for details regarding the completion of the writing requirement.

***ED Students Matriculating in Fall of an Odd Year***

<b><u>First Year</u></b>	<b><u>Fall</u></b>	<b><u>Credits</u></b>	<b><u>Spring</u></b>	<b><u>Credits</u></b>
	Civil Procedure I	3	Civil Procedure II	3
Contracts I	3	Contracts II	2	
Legal Methods I	3	Legal Methods II	2	
Torts I	<u>2</u>	Torts II	<u>3</u>	
	11		10	

<b><u>Second Year</u></b>	<b><u>Fall</u></b>	<b><u>Credits</u></b>	<b><u>Spring</u></b>	<b><u>Credits</u></b>
	Constitutional Law	4	Business Organizations	3
Evidence	3	Professional Responsibility	3	
Property I	<u>4</u>	Property II	2	
	11	Required or Elective Courses	<u>3</u>	
			11	

<b><u>Third Year</u></b>	<b><u>Fall</u></b>	<b><u>Credits</u></b>	<b><u>Spring</u></b>	<b><u>Credits</u></b>
	Sales & Leases	3	Criminal Procedure	3
Criminal Law	3	Required or Elective Courses	<u>8</u>	
Legal Methods III	2		11	
Required or Elective Courses	<u>3</u>			
	11			

<b><u>Fourth Year</u></b>	<b><u>Fall</u></b>	<b><u>Credits</u></b>	<b><u>Spring</u></b>	<b><u>Credits</u></b>
	Administrative Law	3	Required or Elective Courses	<u>11</u>
Upper Level Writing Req. <sup>2</sup>	2		11	
Required or Elective Courses	<u>6</u>			
	11			

<sup>2</sup> This requirement must be completed prior to graduation. See section 501 of the Academic Code for details regarding the completion of the writing requirement.

### Section 301. Elective Course Prerequisites in General.

- (a) **General Rule.** A student must satisfactorily complete all prerequisite courses for an elective course before the student may register for the elective course. A student may not take an elective course and a prerequisite course for that elective in the same academic semester or term.
- (b) **Completion of First Year Courses.** A student must satisfactorily complete all first year required courses for the division in which the student is currently enrolled before registering for any elective course. This subsection shall not apply to those students for whom an exception is available under §201(b)(2) or §202(b)(2) above.

### Section 302. List of Electives and Prerequisites.

This section contains a partial list of elective courses, seminars and clinical programs and the prerequisite courses for each. The list of seminars and clinical programs appears after the list of law courses.

<b>COURSE</b>	<b>PREREQUISITES</b>
Advanced Criminal Procedure	Criminal Law & Criminal Procedure
Advanced Trial Methods	Trial Methods or ITAP
Alternative Dispute Resolution	None
Animal Law	None
Bankruptcy	None
Business Planning	Federal Income Tax, Business Organizations
Charitable Organizations	None
Clinical Externship	Evidence & Professional Responsibility
Conflicts	None
Copyright & Trademark	None
Corporate Finance	Business Organizations
Corporate Taxation	Federal Income Tax
Disability Law	None
Education Law	None
Employment Discrimination	None
Entertainment & Copyright Law	None
Environmental Law	None
Environmental Litigation	None

Estate Planning	Federal Income Taxation, Wills & Trusts
Family Law	None
Federal Income Tax	None
First Amendment	Constitutional Law
Fundamentals of the Bar Exam	None
Gay & Lesbian Legal Issues	Constitutional Law
Global Health Law – Policy & Practice	None
Government Contracting	None
Government Law Colloquium	None
Health Law	None
Immigration Law	None
Insurance Law	None
Intensive Legal Analysis	None
International Law	None
ITAP	Evidence
Judicial Externship	Evidence & Professional Responsibility
Juvenile Law	None
Labor Law	None
Land Use Planning	None
L&G Colloquium (Jurist in Residence)	None
L&G /PCN Practicum	None
Law & Policy of Sentencing & Correction	None
Leadership and the Law	None
Legal Methods III – Administrative Law	LMI & LMII
Legal Methods III – Advanced Legal Analysis	LMI & LMII
Legal Methods III – Advanced Legal Research	LMI & LMII
Legal Methods III – Appellate Advocacy	LMI & LMII
Legal Methods III – Consumer Legislation	LMI & LMII
Legal Methods III – Contract Drafting	LMI & LMII
Legal Methods III – Domestic Violence	LMI & LMII
Legal Methods III – Judicial Opinion Writing	LMI & LMII
Legal Methods III – Legislative Drafting	LMI & LMII
Legal Methods III – Writing For Criminal Law Practice	LMI & LMII
Legal Methods III – Writing for General Practice	LMI & LMII
Legislation	None
Lobbying	None
Mediation	None
National Security & the American Constitution	None
Natural Resources Law	None
Negotiations	None
Oil and Gas Law	None
PA Appellate Practice & Process	None

Patent Law	None
Payment Systems	None
Pennsylvania Civil Clinic	Evidence & Professional Responsibility
Pennsylvania Civil Practice	None
Pennsylvania Criminal Practice	None
Pre-Trial Methods	Evidence
Real Estate Transactions	Property I & II
Remedies	None
Secured Transactions	None
Securities Regulation	Business Organizations
Special Problems in Legal Ethics	None
Sports Law	None
State & Local Government	None
State & Local Taxation	None
State Administrative Law	Administrative Law
State Constitutional Law	Constitutional Law
Trial Methods	Evidence
White Collar Crime	Constitutional Law
Wills & Trusts	None
Workers' Compensation	None

**SEMINAR**

Capital Punishment
Congressional Investigations
Copyright Law in the 21 <sup>st</sup> Century
Current Issues in Evidence
Election Law
Food and Drug Law
International Environmental Law
Islamic Law for American Jurists
Law and Sustainability
Mortgage Crisis
Products Liability
Public Interest
Race, Gender and Sports
Tax Policy
Themes in International Law
Supreme Court Politics

**PREREQUISITES**

None
None
None
Evidence
Constitutional Law
None
None
None
None
None
None
None
None
Federal Income Tax
None
None

**Section 303. Amendments.**

The Curriculum Committee shall have the power to approve amendments to the foregoing list of prerequisites.



# **Commonwealth Law School**

## **Law and Government Institute Certificate Requirements**

### **Information for Students**

#### **INTRODUCTION**

The Law and Government Institute is a dynamic resource for students, government officials, legislators, judges, attorneys, and the public that focuses on legislation, the intersection of law and policy, and administrative agencies. For students, the Institute provides knowledge and insights about how government works, the skills lawyers use when representing clients before the government, and the skills lawyers use when representing the government itself.

Located in the state capital of Pennsylvania, the Institute engages in the development of legislation, including law reform. The Institute offers students the opportunity to explore the legislative process through its Legislation Certificate. It also hosts a wide variety of public programs that explore and debate issues at the top of the legislative agenda.

Once policy becomes law, executive branch administrative agencies are tasked with enforcing the law. These agencies fill in the gaps in the statutory law by creating detailed rules for enforcement. Any time an agency acts- either in creating these more detailed rules or in enforcing the rules- the agency must act according to established principles, including the rule of law and separation of powers. Agencies regulate virtually every aspect of life, including the environment, transportation, education, utilities, health, banking, public welfare, and taxation. The Institute educates students and the public about the law that governs administrative agencies and works to improve the regulatory process. Students may earn certificates in Administrative Law/Constitutional Law and in Environmental Law that emphasize the law that governs agencies, including the relationship between the legislature and agencies.

#### **Certificates of Concentrated Study**

Through a “hands on” approach, the Law and Government Institute allows Widener Law Commonwealth students to enhance their legal studies by completing the requirements for one of three certificates. Each of the certificates requires students to gain experience in the field through an externship, to complete a concentration in government law courses, and to fulfill the law school’s writing requirement on a government law topic. A Law and Government Certificate signals that a student has completed in depth study of and has practical experience in government law.

Administrative Law/Constitutional Law Certificate

Environmental Law Certificate

Legislation Certificate

**Students interested in completing the requirements for a Law and Government Certificate** should fill out an [Expression of Interest form](#) (.pdf).

**Graduating students who wish to certify meeting the requirements for a Law and Government Certificate** should fill out the [Application for a Law and Government Certificate](#) (.pdf).

For more information, please contact:

Jill E. Family, Professor of Law and Director, Law and Government Institute  
717-541-3911  
jefamily@widener.edu

## **Administrative Law/Constitutional Law Certificate Program**

The [Law and Government Institute](#) offers a certificate in Administrative Law/Constitutional Law that focuses on the balance of power between government branches and the laws that govern administrative agencies. Through completing the certificate requirements, students are exposed to government in action while gaining a deeper understanding of government law.

### **Required Courses:**

- Government Law Colloquium
- State Administrative Law **OR** Legislation
- State Constitutional Law

*Note: All Widener students are required to complete the Administrative Law course. Therefore, students graduating with the Administrative Law/Constitutional Law Certificate will have completed Administrative Law in addition to the required courses listed here.*

### **Writing Requirement:**

Students seeking the Administrative Law/Constitutional Law Certificate must satisfy the law school's writing requirement on a government law topic. The Law and Government Director must approve all topics in advance and will meet with students to discuss topics.

### **Externship:**

Students seeking the Administrative Law/Constitutional Law Certificate must complete an externship in government law. Many students complete the externship requirement with a state government agency. The Law and Government Director will meet with all students interested in pursuing the certificate to discuss and approve externship placement.

### **Graduating GPA Requirement:**

A student must earn a cumulative grade point average of at least 2.6 in the required certificate courses to earn a Law and Government Certificate at graduation.

**Certificate with Honors:**

A student earning a cumulative grade point average of 3.25 or more in certificate courses will receive a certificate with honors.

**Students interested in completing the requirements for a Law and Government Certificate** should fill out an [Expression of Interest form \(.pdf\)](#).

**Graduating students who wish to certify meeting the requirements for a Law and Government Certificate** should fill out the [Application for a Law and Government Certificate \(.pdf\)](#).

For more information, please contact:

Jill E. Family, Professor of Law and Director, Law and Government Institute  
717-541-3911  
jefamily@widener.edu

## **Environmental Law Certificate Program**

Widener Law students interested in earning an Environmental Law Certificate can undertake a course of study through the [Law and Government Institute](#) designed to explore the impact of the legislative process on environmental law.

**Contact Information**

John C. Dernbach, Distinguished Professor of Law & Director, Environmental Law and Sustainability Center  
Phone: 717-541-1933  
Email: [jcdernbach@widener.edu](mailto:jcdernbach@widener.edu)

**Required Courses**

In order to meet requirements for the Environmental Law Certificate, you must successfully complete the Government Law Colloquium (1 cr.) and Environmental Law (3 cr.). You must also successfully complete at least one Elective Course, one Seminar, and one Skills Course from the following list:

**Elective Courses that meet the requirement when offered:**

- Natural Resources Law
- Animal Law
- Sustainability Law and Practice
- Land Use and Planning
- Oil and Gas Law

**Seminars:**

- Climate Change
- International Environmental Law
- Sustainable Development Law

**Skills Courses:**

- State Administrative Law and Practice
- Environmental Litigation
- Legislative Drafting

*The Environmental Law Center Director may approve other courses or seminars for any of these requirements.*

**Externship Requirement**

**In addition to the required classes, you must complete one of the following externships:**

- Environmental Hearing Board
- Game Commission
- Pennsylvania Clean Air Council
- Citizens for Pennsylvania's Future
- Department of Environmental Protection
- Department of Conservation and Natural Resources

The Environmental Law Center Director may approve other environmental externships for this requirement.

**Writing Requirement**

You must also complete a scholarly paper on an environmental law subject. This paper may be submitted to satisfy the upper class writing requirement that all students must meet. You may undertake this paper in conjunction with any seminar that satisfies the credit requirements for the Environmental Law Certificate. You may also undertake this paper as a separate, independent research course on an environmental subject. If you undertake this paper as in a separate course, you must obtain prior approval of your paper topic from the Director of the Environmental Law and Sustainability Center.

**Graduating GPA Requirement**

A Juris Doctor candidate must earn a cumulative grade point average of at least 2.6 in the required certificate courses to be awarded the Environmental Law Certificate.

### **Certificate with Honors**

A student earning a cumulative grade point average of 3.25 or more in certificate courses will receive a Certificate in Environmental Law with honors.

### **Registration**

**If you are interested in obtaining an Environmental Law Certificate**, you should fill out an Expression of Interest form (.pdf) in the semester that you begin to take environmental law courses. After submitting the form, you should contact Professor Dernbach for advice concerning the program.

**Graduating students who wish to certify meeting the requirements for a Law and Government Certificate** should fill out the Application for a Law and Government Certificate (.pdf).

## **Legislation Certificate Program**

The Law and Government Institute offers a certificate in Legislation that focuses on the legislative process. Through completing the certificate requirements, students are exposed to government in action while gaining a deeper understanding of government law.

### **Required Courses**

- Legislation
- Legislative Drafting

*Note: All Widener students are required to complete the Administrative Law course. Therefore, students graduating with the Legislation Certificate will have completed Administrative Law in addition to the required courses listed here.*

### **Writing Requirement:**

Students seeking the Legislation Certificate must satisfy the law school's writing requirement on a government law topic. The Law and Government Director must approve all topics in advance.

### **Externship:**

Students seeking the Legislation Certificate must complete an externship in legislation approved by the Law and Government Director. The Law and Government Director will meet with all students interested in pursuing the certificate to discuss and approve externship placement.

**Graduating GPA Requirement:**

A student must earn a cumulative grade point average of at least 2.6 in the required certificate courses to earn a Law and Government Certificate at graduation.

**Certificate with Honors:**

A student earning a cumulative grade point average of 3.25 or more in certificate courses will receive a certificate with honors.

**Students interested in completing the requirements for a Law and Government Certificate** should fill out an [Expression of Interest form](#) (.pdf).

**Graduating students who wish to certify meeting the requirements for a Law and Government Certificate** should fill out the [Application for a Law and Government Certificate](#) (.pdf).

For more information, please contact:

Jill E. Family, Professor of Law and Director, Law and Government Institute

717-541-3911

[jefamily@widener.edu](mailto:jefamily@widener.edu)

## **Widener Commonwealth Law School Advocacy Certificate**

The advocacy certificate provides students with course work and hands-on learning opportunities in litigation (civil, criminal and administrative) and dispute resolution. The program is designed to enhance the placement opportunities in the region's district attorney and public defender offices, public agencies that conduct administrative hearings and private law firms.

### **Required Courses**

#### **All students must take:**

- ITAP (Intensive Trial Advocacy Program) or Trial Methods and
- Advanced Trial Methods

**Students must additionally take for a grade (pass/fail courses do not qualify) one class from each of the two lists below.** Students should be aware of course prerequisites so should plan on taking Evidence, Professional Responsibility and Criminal Procedure as early as possible, but no later than by the end of the second year for Regular Division students and by the end of the fifth semester for Extended Division students.

#### **At least one of the following courses**

- Pre-trial Methods
- Pennsylvania Civil Practice
- Legal Methods III – Appellate Advocacy
- Legal Methods III – Specialization (in civil, criminal, or administrative litigation)\*
- Negotiations
- Alternative Dispute Resolution

\* Course must be approved by Advocacy Program Director as satisfying the program requirement

### **AND**

#### **At least one of the following courses**

- Advanced Criminal Procedure
- Advanced Evidence
- Law and Policy of Sentencing and Corrections

Additional courses may be added to the above menus at the discretion of the Director.

**Experiential Requirement**

Students must complete the experiential requirement by participating as a trial attorney in an evidentiary hearing through an approved clinical or externship program and observe and submit a report to the program director on a complete trial.

**Writing Requirement**

To satisfy the program's writing requirement, students must prepare a trial brief. This may be satisfied in conjunction with an advocacy course (such as Advanced Trial Methods) or the fulfillment of the experiential requirement. The brief must be approved by the program director.

**Additional Requirements**

In addition to successful completion of the course, experiential and writing requirements, students must earn a B- or better in all certificate courses and maintain an overall GPA of 2.8 or higher.

For more information, please contact:

J. Palmer Lockard, Associate Professor & Director, Civil Law Clinic

717-541-3924

[jlockard@mail.widener.edu](mailto:jlockard@mail.widener.edu)



# **Widener Commonwealth Law School Business Advising Certificate Requirements**

## **INTRODUCTION**

Attorneys advising small and midsize business owners must have a foundational understanding of many areas of law including business organization and structure, taxation, business transactions, financing, real estate and zoning issues, employment management, and risk management. Widener's Business Advising Certificate is designed to provide students a broad understanding of the law and issues affecting small and midsize business owners.

## **REQUIREMENTS**

Students who seek the Business Advising Certificate (BAC) must complete required courses, elective courses, and a skills class with a drafting requirement. These classes prepare students to effectively represent business clients upon graduation by teaching foundational law and skills.

Students must take the following classes:

1. Business Organizations, (strongly recommended in the 2L year),
2. Taxation of Business Entities,
3. Contract Drafting or Business Planning,
4. Secured Transactions, Bankruptcy, or Real Estate Transactions,
5. Copyright and Trademark, Employment Law, or Insurance Law, and
6. One additional class from either group 4 or 5.

Students will satisfy the skills requirement by completing either Contract Drafting or Business Planning.

The Business Advising Certificate Director may approve other courses for any of these requirements. Students may substitute Employment Discrimination for Employment Law.

### **D. Graduating GPA Requirement**

A Juris Doctor candidate must earn an overall cumulative grade point average of 2.7 and a cumulative grade point average of 2.7 or more in the courses required by the concentration in order to earn a Business Advising Certificate.

E. Certificate with Honors

A student earning a cumulative grade point average of 3.25 or more in certificate courses will receive a Business Advising Certificate with honors.

F. Registration

All BAC seekers should register in the semester that they begin their BAC coursework by submitting an expression of interest to the BAC Director. After submitting their expression of interest, students should schedule a meeting with Professor Hussey for advising about the BAC program.

G. Effective Date.

This certificate program is effective beginning with the fall 2013 semester.

H. Contact Information.

Prof. Michael Hussey, Certificate Director

[mhussey@widener.edu](mailto:mhussey@widener.edu)

Tel. 717-541-3921

## **FACULTY POLICY STATEMENT ON GRADING AND EXAMINATIONS**

### **Section 101. Grade Normalization Policy.**

- (a) The mean grade in each section of a first year required course for regular division students and the equivalent courses for extended division students, must fall within the 2.300 to 2.750 range.
- (b) In each section of a required course offered in the first two semesters, other than Legal Methods sections, at least 10% of the students must receive grades of B+ or above, and at least 10% of the students must receive grades of D+ or below. For first year Legal Methods sections, at least 10% of the students must receive grades of B+ or above, and at least 10% of the students must receive grades of C- or below.
- (c) The mean grade in each section of upper level required courses must fall within the 2.600 to 2.950 range.
- (d) The mean grade in each section of a Menu A, Menu B or Legal Methods III course must fall within the 2.600 to 3.100 range.
- (e) The mean grade in each section of an elective course with an enrollment of more than 20 students must fall within the 2.600 to 3.100 range.
- (f) The mean grade in each section of an elective course with an enrollment of more than five students but no more than 20 students, a seminar or a skills course must fall within the 2.600 to 3.400 range. The mean grade in each section of a Menu A, Menu B or Legal Methods III course with an enrollment of more than five students but no more than 20 students, must fall within the 2.600 to 3.100 range.
- (g) Departures from the grading standards specified in paragraphs (a)-(f) above must be approved in writing by the Associate Dean for Academic Affairs. The Registrar must receive a copy of the Associate Dean's written approval before entering any grades that depart from these standards.

### **Section 102. Faculty Recommendation.**

Students should take at least six credits or two courses in the second semester of their third year (RD), or nine credits or three courses in their last two semesters (ED) which are taught by a full time faculty member and taken for a grade.

### **Section 103. Effective Date.**

The provisions of the Faculty Statement on Grading and Examinations are effective for all students as of July 1, 2009.

**WIDENER UNIVERSITY**  
**POLICY FOR ADDRESSING ISSUES OF**  
**STUDENTS AND EMPLOYEES WITH DISABILITIES**

1. **Statement of Policy.** It is the policy of Widener University (“University”) to provide reasonable accommodations necessary to afford equal opportunity and accessibility in all University programs for qualified students with professionally verified disabilities. It is further the policy of the University to provide reasonable accommodations necessary to afford equal opportunity and accessibility for qualified individuals with professionally verified disabilities in employment. The University recognizes both its legal obligations to make reasonable accommodations designed to provide overall educational program and employment opportunity accessibility for qualified persons with disabilities as well as the benefits that may be offered from the skills and talents of those with disabilities. In keeping with these principles, the University seeks to accommodate qualified students and employees with disabilities on an individual basis based upon specific information and assessment data documented by a qualified professional.

Faculty members also play an important role in ensuring equal educational opportunity and access for students and must recognize that modifications can be made in the classroom or in teaching style to accommodate individual students without affecting academic integrity. However, while the University will strive to accommodate students as fully as possible, reasonable accommodations do not include measures which fundamentally alter an academic program, which place an undue financial or administrative burden or hardship on the University, or which pose a safety risk to the individual or others.

In the admissions and employment application processes, the University does not discriminate on the basis of disability, and any information concerning a student or employee applicant’s disability provided during the admissions or application process will be on a voluntary or optional basis and will be kept confidential in accordance with applicable law. Following admission of a student applicant or the extension of an employment offer to an applicant for employment, the University invites and encourages voluntary self-identification by individuals with disabilities for purposes of verifying the disability and identifying the reasonable accommodations that the University will provide. It is the responsibility of disabled individuals who seek an accommodation to identify themselves to the appropriate University representative.

This Policy shall apply to all schools and colleges of the University and all employees of the University.

2. **Definitions.** As used in this Policy, the following definitions shall apply:

- (a) “Director of Disabilities Services ” means the Director of Disabilities Services of Widener University.
- (b) “Dean ” means the Dean of The Widener University Commonwealth Law School.

(c) “Person with a Disability ” means any person who: (i) has a physical or mental impairment which substantially limits one or more major life activities; (ii) has a record of such impairment; or (iii) is regarded as having such impairment.

(d) “Provost” means the Provost of Widener University.

(e) “Qualified Person with a Disability” means either (i) a Person with a Disability who meets the academic and technical standards requisite to admission and participation in the individual’s selected educational program and activities offered by the University; or (ii) a Person with a Disability who can perform the essential functions of the individual’s current or desired employment position with or without reasonable accommodation.

(f) “Reasonable Accommodation” means a possible action that the University may take to accommodate a Qualified Person with a Disability which does not cause an undue hardship or burden to the University. In the context of a Request for Academic Accommodation, a Reasonable Accommodation is a modification or adjustment to facilities or to an academic program that enables a Qualified Person with a Disability full access to participation in such program without altering the fundamental purpose or requirements of the program. Accommodations are intended to be effective and reasonable; they may not be exactly what the Qualified Person with a Disability requests.

(g) “Request for Academic Accommodation” means any request made by a student for an accommodation covered by Section 4(d) hereof.

(h) “Request for Employment Accommodation” means any request made by an employee for an accommodation to enable the employee to perform the essential functions of his or her position.

(i) “Request for Non-Academic Accommodation” means any request made by a student for an accommodation not covered by Section 4(d) hereof.

(j) “University” means Widener University.

(k) “Vice President for Administration and Finance” means the Vice President for Administration and Finance of Widener University.

3. **Procedures for Requesting Accommodations.** A Qualified Person with a Disability may request accommodations as follows:

(a) Persons to whom Requests for Accommodation Must be Submitted. Requests for accommodation shall be made as follows:

(i) All undergraduate students and all graduate students other than law school students must submit their requests for accommodation to the Director of Disabilities Services, Widener University, One University Place, Chester, Pennsylvania 19013, telephone number 610-499-4179.

(ii) Law students attending the Widener University Commonwealth Law School must submit their requests for accommodation to the Office of Student Affairs, Widener University Commonwealth Law School, 3800 Vartan Way, P.O. Box 69381, Harrisburg, Pennsylvania 17106-9381, telephone number 717-541-3952. The Office of Student Affairs shall promptly forward such requests to the Director of Disabilities Services.

(iii) All employees on the Chester, Pennsylvania campus of the University must submit their requests for accommodation to the Director of Administration, Widener University, One University Place, Chester, Pennsylvania 19013, telephone number 610-499-4182.

(iv) All employees on the Wilmington, Delaware, and Harrisburg, Pennsylvania, campuses of the University must submit their requests for accommodations to the Associate Dean of Business/Administration, at his/her respective addresses on such campuses, telephone number 302-477-2248. The Associate Dean of Business/Administration shall promptly forward such requests to the Director of Administration.

The individuals identified above to whom requests for accommodation must be directed are referred to herein as the "Disability Coordinators".

(b) Manner of Requesting Academic Accommodation. A student making a Request for Academic Accommodation must timely submit the request, together with verification of disability as provided for in subsections 3(d) and (e) below, to the appropriate Disability Coordinator. Where the Disability Coordinator is an Office of Student Affairs, such Office of Student Affairs shall promptly forward such Request for Academic Accommodation and verification of disability to the Director of Disabilities Services.

(c) Manner of Requesting Non-Academic Accommodation or Employment Accommodation. A student making a Request for Non-Academic Accommodation or an employee making a Request for Employment Accommodation must timely submit the request, together with verification of disability as provided for in subsections 3(d) and (e) below, to the appropriate Disability Coordinator. The Disability Coordinator shall promptly forward such Request and verification of disability to either the Director of Disabilities Services or the Director of Administration, as applicable and where necessary.

(d) Verification of Physical Disabilities. An individual with a physical disability must provide recent professional verification certified 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 individual's present level of functioning of the major life activity affected by the disability. The cost of obtaining the professional verification shall be borne by the individual.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the University shall have the discretion to require supplemental assessment of a physical disability. The cost of the supplemental assessment shall

be borne by the individual. If the University requires an additional assessment for purposes of obtaining a second professional opinion, then the University shall bear any cost not covered by any third party payor.

(e) Verification of Learning Disability or Attention Deficit Disorder. A student with a learning disability or attention deficit disorder must provide recent professional testing and evaluation results which reflect the individual's present level of processing information and present achievement level. The cost of obtaining the professional verification shall be borne by the student.

The assessment must provide data which supports the Requests for Academic Accommodation. In the event that a student requests an academic 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 on the student to obtain supplemental testing or assessment at the student's expense. If the University requires an additional assessment for purposes of obtaining a second professional opinion, then the University shall bear any cost not covered by any third party payor.

(f) University Right to Waive Verification. The University reserves the right in its sole and absolute discretion to waive the verification requirements set forth in this Section 3. Any such waiver must be in writing and signed by either the Vice President for Administration and Finance, the Provost, or the Dean.

#### 4. Procedures for Determination of Reasonable Accommodations.

(a) The Director of Disabilities Services or the Director of Administration (hereinafter "Evaluator") will review all documents submitted to verify a disability and will conduct a personal interview to explore the needs of the individual.

(b) Individuals may be asked to submit to the Evaluator a history of accommodations received in postsecondary institutions or in places of employment. Such a history of accommodations will be subject to verification by the institution or place of employment that facilitated the accommodations.

(c) After considering the verification documents, the results of the personal interview, and the history of accommodations, the Evaluator will prepare a schedule of the accommodations appropriate for the individual to receive from the University. In arriving at such schedule, the Evaluator may consult with appropriate faculty and administrative staff of the University and professional consultants to the University.

(d) Reasonable academic accommodations designed to provide equal opportunity to students with disabilities may be made in the following three areas:

- (i) Academic Program. Accommodations in this category include those necessary to enable a student to enroll in, study for, attend and participate in classes, and may include, without limitation, modification of course load, allowing extra time to complete assignments, reproducing print materials, charts and graphs in large print, allowing notetakers to attend classes and transcribe lectures, and recording lectures or use of assistive listening devices.
- (ii) Examinations. Examination accommodations will be made as necessary to minimize the effect of a particular disability. Any accommodations in the conduct of examinations which alter the form of the examination shall be made in consultation with the faculty member or instructor of the course for which the accommodation is sought. Additional forms of examination accommodations include, without limitation, allowing extra time to complete exams, allowing alternate test formats and permitting a student to take an exam in an alternate location to allow for use of needed equipment.
- (iii) Auxiliary Aids. To the extent feasible, the University shall either provide or assist students with disabilities in acquiring educational auxiliary aids designed to enable them to participate fully in the academic program and may do so by contacting existing resources, such as federal, state and community agencies, private charitable organizations, and individual volunteers.
- (e) The Evaluator shall provide the schedule of accommodations to the individual requesting accommodations. In cases involving academic accommodations, the schedule of accommodations will be provided to the student on a form(s) which the student will be responsible for providing to the appropriate instructor(s).
- (f) Each individual receiving accommodations shall meet upon request with the Evaluator to review the effectiveness of the accommodations listed on the schedule. Each individual shall immediately report any dissatisfaction with an accommodation to the Evaluator, who shall attempt to resolve any such dissatisfaction. If resolution cannot be achieved, the individual may file a grievance in accordance with Section 6 of this Policy. Additionally, the schedule shall be subject to review and possible termination upon any change in the nature of the individual's disability or the individual's failure to properly utilize the services provided.
- (g) Services for individuals who improperly procure accommodations under this Policy will be immediately terminated. Students who improperly procure accommodations under this Policy may be subject to possible disciplinary action under the applicable Student Code of Conduct. Employees who improperly procure accommodations under this Policy may be subject to disciplinary action up to and including termination of employment.
- (h) Subject to applicable rules of confidentiality, the Evaluator shall provide information to appropriate administrative officers, staff and faculty when necessary to arrange for efficient administration of accommodations.



5. **Records and Privacy.**

(a) The University shall maintain the confidentiality, to the extent practical, of all records relating to accommodations based upon disability. The records shall include the documentation submitted to verify the disability. The University will retain such records for a period of five years from the date of separation or graduation from the University or as otherwise required by applicable law.

(b) All documents produced by consultants in the performance of services for the University shall be and shall remain the property of the University.

6. **Grievance Procedures.** Individuals who remain dissatisfied with accommodations provided or not provided to them by the University following conclusion of the procedures set forth in Section 4 of this Policy may file grievances as follows:

(a) All grievances generally must be in writing and filed with the Grievance Officer (as hereinafter defined) as soon as possible but not later than thirty (30) days after conclusion of the procedures set forth in Section 4 of this Policy. Alternate means of filing grievances, such as personal interviews or a tape recording of the grievance, will be made available as needed upon request to the Director of Disabilities Services.

(b) With respect to all grievances relating to Requests for Academic Accommodations, the Grievance Officer shall be the Provost or his/her designee. Notice of any such grievance shall be given to the Vice President for Administration and Finance by the Grievance Officer. With respect to all grievances relating to Requests for Non-Academic Accommodations and/or Requests for Employment Accommodations, the Grievance Officer shall be the Vice President for Administration and Finance or his/her designee.

(c) Within fifteen (15) days after receipt of the grievance, the Grievance Officer will meet with the aggrieved individual to discuss the grievance and possible resolutions. The Grievance Officer may, but shall not be required to, form a committee of three individuals, including the Grievance Officer, to meet with the aggrieved individual, either at the time of such initial meeting or within a reasonable period of time thereafter. The other members of the committee shall be selected by the Grievance Officer in his/her sole discretion. It is intended, but not required, that one or both of the other members of the committee shall have education, background, experience and/or training in fields applicable to the grievance at issue. The Grievance Officer and/or the committee shall conduct such investigation and the Grievance Officer may assign such duties to the committee members as the Grievance Officer shall deem appropriate in the circumstances.

(d) Within fifteen (15) days after the later to occur of the initial meeting between the aggrieved individual and the Grievance Officer or the meeting between the aggrieved individual and the committee formed by the Grievance Officer, the Grievance Officer shall respond to the grievance in writing, or where applicable in a format accessible to the aggrieved individual, with a final determination of the grievance.

7. **Miscellaneous.**

(a) Effective Date. This Policy shall be effective as of January 1, 2002.

(b) Amendments. This Policy may be amended, altered, modified or repealed at any time in the sole and absolute discretion of the University.

(c) Time Periods. A failure by the University or any of its employees, agents or representatives to comply with any time limit specified in this Policy shall not be deemed a waiver of any finding or conclusion reached by or on behalf of the University, nor shall any such failure operate to create any claim against or impose any liability on the University.

(d) Effect of Formal Remedies. Nothing in this Policy is intended to prevent an individual from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts. However, if an individual so proceeds, such individual cannot pursue University-based dispute resolution and any University-based proceeding may be terminated immediately in the sole discretion of the University. The University may in its discretion conduct or continue to conduct its own investigation of the matter.

(e) Conflicts of Interest/Bias. Any claims of conflict of interest or bias shall be raised at or prior to the time of filing a grievance under this Policy or shall be waived.

## WIDENER UNIVERSITY COMMONWEALTH LAW LIBRARY

The Law Library is one of the major law libraries in the region containing an outstanding collection composed of print and electronic resources. The library and collection are designed to serve as the gateway to your legal research needs. The Law Library [HomePage](#), offers easy links to facilitate legal research.

Knowledgeable and highly experienced librarians are easily accessible to students and always willing to provide personal assistance in researching the law, both in person and online. For a complete description of our services and policies consult the homepage.

### *REGULAR OPERATING HOURS*

Monday through Thursday	8 a.m. - midnight
Friday	8 a.m. - 11 p.m.
Saturday	8 a.m. - 10 p.m.
Sunday	10 a.m. - midnight

Hours vary during school breaks and are extended during the exam period. To verify hours, call 717-541-3933 or check the Law Library Home Page.

### *KEY CONTACTS*

General Information & Reference	717-541-3933
Document Delivery (ILL)	717-541-1922
Administration	717- 541-3935
Fax	717- 541-3998

Link to our HomePage

<http://commonwealthlaw.widener.edu/current-students/law-library/>

**WIDENER UNIVERSITY**  
**POLICY PERTAINING TO THE CONFIDENTIALITY OF,  
ACCESS TO AND DISCLOSURE OF STUDENT RECORDS**

**Section One. Scope of Policy.**

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment (“FERPA” or “Act”), was enacted to assure parents of students, and students themselves if they are over the age of eighteen or attending an institution of post-secondary education, access to the students’ education records and to protect such individuals’ rights to privacy by limiting the transferability and disclosure of their records without their consent. In accordance with the Act and the regulations promulgated thereunder, the instant Policy has been adopted.

This Policy applies to students presently enrolled in any school, college or division of Widener University (“University”) and to alumni, but not to applicants who have not been admitted to or attended the University. The rights contained in this Policy are afforded to such students as well to the parents of “Dependent Students” as such term is defined herein.

**This Policy is intended to provide general guidance only, and any questions as to its applicability, operation or enforcement should be referred to the Senior Vice President for Administration and Finance of the University.**

**Section Two. Definitions.**

For purposes of this Policy, the following definitions shall apply:

- (a) “Attendance” includes, but is not limited to –
  - (1) Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and
  - (2) The period during which a person is working under a work-study program.
- (b) “Biometric Record” as used in the definition of personally identifiable information means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. Examples include fingerprints; retina and iris patterns; voiceprints; DNA sequence; facial characteristics; and handwriting.
- (c) “Dependent Student” shall have the meaning as defined in Section 152 of the Internal Revenue Code of 1954, as same may be amended from time to time. For purposes of this Policy, all undergraduate students will be considered as “dependent” unless the student specifically informs the Registrar’s Office that he/she considers himself/herself

“independent.” All graduate students, University College students, and Weekend College students will be considered as “independent,” unless the student specifically informs the Registrar’s office that he/she is a “dependent.” Notwithstanding the foregoing, a student claimed as a dependent on a parent’s federal income tax return will in all cases be considered as a “dependent” student.

- (d) “Directory Information” means information contained in an Education Record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.
  - (1) Directory Information includes, but is not limited to, the student’s name; home and campus address; telephone listing(s); electronic mail address; photograph; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, fulltime or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.
  - (2) Directory Information does not include a student’s –
    - (i) Social Security Number; or
    - (ii) Student Identification (ID) number, except as provided in paragraph (3) of this section.
  - (3) Directory Information includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to Education Records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user. The University (and its vendors) may not use a social security number or other nondirectory information, either alone or in combination with other data elements, to identify student records when disclosing or confirming directory information without written consent of the student.
- (e) “Disciplinary Action or Proceeding” means the investigation, adjudication, or imposition of sanctions by the University with respect to an infraction or violation of the internal rules of conduct applicable to students of the University.
- (f) “Disclosure” means to permit access to or the release, transfer, or other communication of personally identifiable information contained in Education Records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

- (g) “Education Records” means those records, files, documents and other materials which contain information directly related to a student and which are maintained by the University or by a person acting for the University. The term “Education Records” does not include the following:
- (1) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
  - (2) records maintained by a law enforcement unit of the University that were created by that law enforcement unit for the purpose of law enforcement;
  - (3) in the case of persons who are employed by the University but who are not in attendance at the University, records made and maintained in the normal course of business which relate exclusively to such person in that person’s capacity as an employee and are not available for use for any other purpose;
  - (4) records on a student who is eighteen years of age or older, or is attending the University, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student’s choice;
  - (5) records created or received by the University after an individual is no longer a student in attendance and that are not directly related to the individual’s attendance as a student; or
  - (6) grades on peer-graded papers before they are collected and recorded by a teacher.
- (h) “Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.
- (i) “Personally Identifiable Information” includes, but is not limited to –
- (1) the student’s name;
  - (2) the name of the student's parent or other family members;

- (3) the address of the student or student's family;
  - (4) a personal identifier, such as the student's social security number, student number, or biometric record;
  - (5) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
  - (6) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
  - (7) information requested by a person who the University reasonably believes knows the identity of the student to whom the Education Record relates.
- (j) "Record" means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

### **Section Three. Permitted Disclosures.**

(a) Except for certain exceptions stated in the Act, no one shall have access to Education Records without the written consent of the student concerned. However, the student concerned may authorize in writing the disclosure of Education Records to specified individuals or to a class of organizations or persons for the purpose of employment, graduate study, or fellowships or for other purposes specified by the student. A valid written consent under the Act must be in writing, signed by the student and dated and shall specify the Education Records to be released, the reasons for such release and the party or the class of parties to whom the disclosure may be made. The student may also request a copy of the Education Records to be released. The exceptions to the consent requirement include the following:

- (1) University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including, without limitation, law enforcement unit personnel, health staff, athletic coaches and trainers and admissions counselors and recruiters); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, contractor, consultant, volunteer or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an Education Record in order to fulfill his or her

professional responsibilities for the University;

- (2) under certain specific conditions, officials of other schools, school systems, or institutions of higher education where the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- (3) under certain specific conditions, authorized representatives of the Controller General of the United States, the Attorney General of the United States, the United States Secretary of Education or state educational authorities in connection with the audit and evaluation of Federally-supported education programs or in connection with the enforcement of Federal legal requirements which relate to such programs;
- (4) under certain specific conditions, authorized representatives of the United States Attorney General for law enforcement purposes;
- (5) persons processing financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for or the amount of the aid, the conditions for the aid or to enforce the terms and conditions of the aid;
- (6) under certain specific circumstances, state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the students whose records are to be released;
- (7) organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, subject to certain conditions;
- (8) accrediting organizations in order to carry out their accrediting functions;
- (9) parents of a Dependent Student, as defined in this Policy;
- (10) if the University determines that there is an articulable and significant threat to the health or safety of a student or other individuals, but only to those persons whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. In these circumstances, a record must be kept of the threat and the parties to whom the information was disclosed;
- (11) under certain specific circumstances, to an entity or persons designated in a judicial order or lawfully issued subpoena, or pursuant to certain ex parte court



orders obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of certain offenses or an act of domestic or international terrorism;

- (12) the disclosure is information the University has designated as “Directory Information”; provided, however, that any student may withhold disclosure of any or all of such Directory Information by notification in writing to the Registrar’s Office of the University or the School of Law, as applicable;
- (13) the disclosure is to the student;
- (14) the disclosure is to a victim of an alleged perpetrator of any crime of violence (as that term is defined in Section 16 of Title 18 of the United States Code) or a nonforcible sex offense of the final results of any Disciplinary Proceeding conducted by the University against the alleged perpetrator of such crime or offense with respect to such crime or offense. The University may disclose the final results of the Disciplinary Proceeding to the victim regardless of whether the University concluded a violation was committed. Nothing in this section shall be construed to prohibit the University from disclosing to individuals or entities other than the victim the final results of any such Disciplinary Proceeding if the University determines as a result of such Disciplinary Proceeding that: (i) the student is an alleged perpetrator of a crime of violence or nonforcible sex offense; and (ii) with respect to the allegations made against him or her, the student has committed a violation of the University’s rules or policies. For purposes of this section, the final results of any Disciplinary Proceeding: (i) shall include only the name of the student, the violation committed and any sanction imposed by the University on that student; and (ii) may include the name of any other student, such as a victim or witness, only with the written consent of that other student;
- (15) the disclosure relates to appropriate information in the Education Records of any student concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students or other members of the University community, and the disclosure is made to faculty, administration, or other University officials, or faculty, administration or officials of other schools or institutions of postsecondary education, who have legitimate educational interests in the behavior of the student;

- (16) the disclosure is to the parent of a student and relates to information regarding any violation by a student of any Federal, state or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's Education Records if: (i) the student is under the age of 21 at the time of the disclosure to the parent; and (ii) the University determines that the student has committed a disciplinary violation with respect to such use or possession; provided, however, that no provision of applicable state law prohibits the University from making such disclosure;
- (17) the disclosure concerns sex offenders and other individuals required to register under applicable law and the information was provided to the University under applicable law and guidelines; or
- (18) when the University is returning records to the apparent creator (e.g., of a transcript or letter) to verify authenticity.

(b) Whenever a student's Education Records or information from such records is disclosed to any organization, agency or individual, and it is required by applicable law, a transmittal letter shall inform the recipient that such records or information are not to be disclosed to any other party without the prior written consent of the student.

(c) Each University office which maintains Education Records shall keep with the records of each student a form which lists, with the exceptions stated below, all individuals, agencies or organizations which have requested or obtained access to such student's Education Records. This form shall also include the legitimate interest the requestor had, if any, in making the request. This requirement does not apply to disclosures to University officials described in Section 3(a)(1) hereof, to the student or his or her parent, to parties to whom disclosure has been specifically approved by the student, to disclosures of Directory Information, or to a party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the information furnished in response thereto not be disclosed or an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecution of certain offenses or an act of domestic or international terrorism. Where it is required by applicable law, personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the student.

#### **Section Four. Student's Rights to Access.**

(a) General.

- (1) The types of Education Records maintained by the University include academic records (transcripts, advising records, and letters of evaluation ) and other personal records, such as work-study and financial records, and records of Disciplinary Proceedings. The offices in which such records are maintained

include the Provost's Office, the Deans' offices of the various schools/colleges of the University, offices of faculty advisors and department/division heads, the Registrars' Offices, Counseling Center, Placement Offices, the Offices of the Deans of Students and the subordinate sections, Admissions, Financial Aid, Special Programs and the Business Offices.

- (2) With certain exceptions set forth in this Policy or in the Act, the Education Records of a particular student shall be open for inspection by that student.
- (3) The following types of information shall not be released to students:
  - (i) financial records of the parents of the student or any information contained therein;
  - (ii) confidential letters and statements of recommendation, which were placed in the Education Records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended; and
  - (iii) if the student has signed a waiver of the student's right of access in accordance with subsection (4) below, confidential recommendations –
    - (A) respecting admission to any educational agency or institution;
    - (B) respecting an application for employment, and
    - (C) respecting the receipt of an honor or honorary recognition.
- (4) A student or person applying for admission may waive his right of access to confidential statements described in clause (iii) of subsection (3) above, except that such waiver shall apply to recommendations only if (i) the student is, upon request, notified of the names of all persons making confidential recommendations and (ii) such recommendations are used solely for the purpose for which they were specifically intended.
- (5) Subject to the limitations otherwise stated herein, a student may waive any of his or her rights granted pursuant to the Act and the regulations promulgated thereunder. The University will not require such a waiver as a condition of admission, receipt of financial aid or receipt of any other services or benefits. A waiver under this Section may be made with respect to specified classes of Education Records and persons or institutions. A waiver under this Section may be revoked, in writing, with respect to any actions occurring after the revocation.
- (6) If any material or demand in the Education Records of a student includes

information on more than one student, the student (or the parent of a Dependent Student) shall have the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

(b) Procedures for Access to Records.

- (1) A request by a student (or the parent of a Dependent Student) to inspect his or her Education Records shall be made to the office which maintains such records. Each office maintaining Education Records shall designate a person to receive and process such requests. Upon receipt of a dated, signed request form and proper identification, the designated person receiving the request shall give the student or parent a written confirmation or receipt of the request. Such person shall also inform the student or parent when the requested records will be made available, as soon as is reasonably possible, but in no event more than forty-five (45) days after receipt of the request.
- (2) After the designated person has removed from the student's file all information which may not be disclosed under this Policy or the Act, the records shall be made available to the student or parent on the specified date, after the student or parent again displays proper identification, for inspection and review under supervision of the designated person. If a student or parent requests a copy of one or more of such records, the requested copies, with limited exceptions, shall be transmitted to the student or parent upon payment of a fee. Unless otherwise specifically stated, the fee for such copies shall be Twenty-Five cents (\$.25) per page. The University may deny the request for a copy of records for legitimate cause, provided that such denial and the circumstances do not effectively prevent the student from exercising the right to inspect and review the records. In order to have this right, the circumstances surrounding the possible denial of a copy of records must be described. **In no event will the records of another institution which a student attended be released to any person including a student or his/her parent.**
- (3) After reviewing his or her records, a student or parent has a right to challenge the contents of such records as being inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Unless otherwise established by the school/college in which a student has matriculated, a student or parent may not challenge the correctness of a grade which has been assigned to the performance of the student in a course, but may challenge the accuracy of the recording of the grade.
- (4) Upon deciding that some aspect of the student's record(s) is inaccurate, the student or parent shall so inform the designated person in the office where the records are maintained and shall attempt to resolve the problem through informal discussion with such person and the person in charge of that office.

- (5) If no agreement is reached through informal discussions, the student may submit in writing to the Dean of the School or College in which the student has matriculated, a rebuttal and/or request for a hearing, specifying the record or records alleged to be inaccurate, misleading or otherwise inappropriate. If the Dean's review of the hearing request and file also does not result in an agreement, the Dean shall appoint as hearing officer a University official with no direct interest in the outcome of the hearing. Unless the student or parent withdraws his request or requests a delay, the hearing shall be held within forty-five (45) days after receipt of the student's or parent's request, and the hearing officer shall provide the student or parent notice of the date, time and place of the hearing reasonably in advance of the hearing. At the hearing, the student or parent shall be given an opportunity to present evidence in support of the challenge and the student or parent may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. The impartial official conducting the hearing shall render his/her decision in writing within thirty (30) days after the hearing, which decision must include a summary of the evidence and the reasons for the decision. If the decision denies the challenge, the student or parent may have inserted in the student's records a written explanation concerning the allegedly inappropriate contents.

#### **Section Five. Miscellaneous Policy Items.**

- (a) This Policy and a copy of the Act and regulations promulgated thereunder shall be made available at registration headquarters during regular registration periods. In addition, copies of this Policy may be found in the offices of the Deans of Students and the offices of the Deans of the various schools and colleges of the University.
- (b) An annual notification of rights under the Act shall be given to students in attendance at the University. This notification shall typically be contained in the student handbooks.
- (c) If a student feels that the University has failed to comply in some way with the Act or the regulations promulgated thereunder, and has failed to answer his or her complaint satisfactorily, he or she has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.
- (d) Nothing in this Policy may be construed to prohibit the University from disclosing information concerning registered sex offenders.
- (e) This Policy shall be effective as of the commencement of the 2009-2010 academic year. This Policy may be amended, supplemented or revoked by the University at any time.

## **ANNUAL NOTICE TO STUDENTS REGARDING EDUCATION RECORDS**

The Family Educational Rights and Privacy Act (“FERPA”) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (“PII”) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including, without limitation, law enforcement unit personnel, health staff, athletic coaches and trainers, and admissions counselors and recruiters); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A University official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, contractor, consultant, or collection agent, or a student volunteering to assist another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Such education records may include updated or corrected information, including, without limitation, disciplinary and health records.

4. The right to file a complaint with the U.S Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. The right to withhold public disclosure of any or all items of “directory information” by written notification to the Registrar’s Office of the University or the School of Law, as applicable, within two (2) weeks after the commencement of the fall or spring semesters of any given academic year. Under current University policy, the term “directory information” includes, without limitation, a student’s name, home and campus address, telephone listing(s), electronic mail address, photograph, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, and the most recent educational agency or institution attended

**ALCOHOLIC BEVERAGES**  
**and**  
**CONTROLLED SUBSTANCES POLICY**

Federal law requires that in order for an institution of higher education to receive federal funds, it must adopt and implement a program to prevent the possession, use, or distribution of illegal or illicit drugs and alcohol by students and employees. In keeping with the foregoing, all students are required to strictly adhere to the standards of conduct outlined below.

- a) Alcoholic Beverages: In keeping with the laws of Pennsylvania and Delaware, university policy regarding alcoholic beverages is as follows:
  - 1) It is illegal for any person under 21 years of age to possess alcoholic beverages or to attempt to purchase or to consume or transport any alcoholic beverage within Pennsylvania or Delaware.
  - 2) It is illegal for any person to sell or give alcoholic beverages of any kind to a minor.
  - 3) It is illegal for any person to misrepresent his or her own age or the age of any other person to obtain alcoholic beverages.

For students and their guests of legal age, alcoholic beverages are confined to resident rooms with doors closed, or to a location designated and approved by the Student Affairs Office. All individual students or guests in any student room must be of legal age (21 years or older) when alcohol is present. Alcohol is prohibited in all public areas, including, without limitation, porches, lounges, stairs, lobbies, classrooms, hallways, and offices. In those situations in which exceptions are made, the university reserves the right to require additional procedures to ensure safety and responsible consumption. No alcohol is permitted in Schwartz Athletic Center, and alcoholic beverages are not allowed in the University Center unless during an event where all in attendance are of age and the sponsoring group has received the explicit written permission of the associate provost and Office of Student Affairs. No alcohol is permitted in the university stadium during athletic events or at university athletic events played elsewhere. Public intoxication is also prohibited, regardless of age.

Special procedures may exist for 21-and-older events, particularly those involving alcohol. Organizations are responsible for abiding by the university's alcohol policy. In addition, Widener University does not permit organizations contracting with third party vendors to facilitate "open bar" events. Alcohol consumption at organization events must be in accordance with the Inter-Fraternity Council BYOB standards for all organizations, including a cash sale per drink or its equivalent.

- b) Bulk Container Policy: Widener University promotes an environment that complies with the laws of Pennsylvania and Delaware and our university alcohol policy. We do permit individual students who are 21 years of age or older to possess and consume alcoholic beverages within their individual room, suite, or



apartment, as long as no one under the age of 21 is present. The university does have a bulk container policy that regulates the amount of alcohol a student who is 21 or older may possess in our residence halls or while on university property.

The essential elements of that policy are as follows:

- 1) No kegs or beer balls are permitted in the residence halls or on university property.
- 2) No alcoholic punch/mix/concoction is permitted in the residence halls or on university property.
- 3) No student may possess more than two total units in any combination of the following list of alcohol unit amounts:
  - One gallon of wine.
  - One liter of hard liquor or natural or distilled spirits used or intended for consumption.
  - One case of beer or malt products (24 12-ounce bottles or cans).
  - One case of wine coolers or similar alcoholic products (24 12-ounce bottles or cans).

Bulk amounts and common sources of alcohol are strictly prohibited for individual and campus organizations unless provided by a third-party vendor and registered with the Student Affairs Office. Examples of bulk amounts and common sources of alcohol are kegs and beer balls or jug wines. Alcohol used in violation of university policy will be confiscated.

The laws of Pennsylvania and Delaware carry strict sanctions for violation of alcohol-related offenses, including jail sentences, substantial fines, and revocation of one's driver's license. Additionally, the City of Chester enforces an ordinance that prohibits open containers (e.g., cans, bottles, cups, squeeze bottles, etc.) of alcohol in outdoor public areas, including streets, roofs, porches, yards, sidewalks, and any external areas of the residence structure that are construed as part of the Widener University Main Campus. Students are reminded that off-campus violations of the university Alcoholic Beverages and Controlled Substances Policy are subject to disciplinary action via the Campus Judicial System.

In addition, empty alcoholic containers and paraphernalia—including wine bottles, beer cans/bottles, liquor bottles of any size, shot glasses, beer bongs and funnels—are prohibited on university property, including those for decorative purposes.

- c) **Drugs and Other Controlled Substances:** The possession, use, and sale of illegal drugs, narcotics, and other controlled substances is a federal and state offense subject to mandatory heavy fines and imprisonment. The university cannot and will not shield students from the law and its consequences. Widener University must and will cooperate with law enforcement agencies.

Any Widener University student who (1) possesses, uses, or distributes narcotics or illegal drugs or drug-related paraphernalia either on or off campus (not specifically prescribed by a physician or without the knowledge of the associate provost and Office of Student Affairs on the Chester

Campus or the associate dean of student affairs on the Wilmington Campus or the Office of Student Affairs on the Harrisburg Campus); (2) brings such narcotics or illegal drugs or drug-related paraphernalia onto university premises; or (3) causes such narcotics or illegal drugs or drug-related paraphernalia to be brought onto university premises may be suspended, dismissed, expelled, and/or referred for prosecution. Any antisocial conduct resulting from illegal drugs or other controlled substances will result in appropriate disciplinary action up to and including expulsion from the university. Applicable federal law states that any student convicted of various illegal drug offenses will lose his or her student aid eligibility for specified periods of time depending upon whether the conviction was for use or sale and how many times the student has been convicted.

- d) Prohibited Conduct: The following nonexclusive list of behaviors may result in disciplinary action, including suspension, dismissal, expulsion, and referral for prosecution:
  - 1) Disobedience of any of the general regulations as noted in the Student Code of Conduct, Student Handbook, Student Drug and Alcohol Policy, or any other generally available set of guidelines.
  - 2) The possession, use, or distribution, either on or off campus, of illegal or illicit drugs, drug paraphernalia, narcotics, or medicine requiring a physician's prescription and used without such prescription.
  - 3) Violation of federal, state, or local criminal laws.
  - 4) Violation of the university's policies on the use and possession of alcoholic beverages as outlined in university publications such as the Student Handbook and Student Drug and Alcohol Policy.

Students are reminded that violations of university policy are not limited to the above list. Rather, this information is provided merely to highlight some important rules and regulations which must be observed.

**REFERRAL CENTERS: SUBSTANCE ABUSE COUNSELING AND SUPPORT**  
*(The following list is not all-inclusive)*

**Harrisburg Campus Area**

<b>A.A. (ALCOHOLICS ANONYMOUS)</b>	East Shore West Shore	717-234-5390 888-930-4589
<b>ADDICTIVE DISEASE CLINIC</b>		717-236-9421
<b>AL-ANON</b>		717-2571033
<b>CRISIS INTERVENTION</b>		717-232-7511 (24 hour Hotline)
<b>DAUPHIN COUNTY DEPARTMENT OF DRUG AND ALCOHOL SERVICES</b>		717-635-2254
<b>GAUDENZIA</b> 1910 N. Second Street Harrisburg, PA 17104		717-238-4200
<b>GAUDENZIA WEST SHORE</b> 6 State Road, Suite 116 Mechanicsburg, PA 17050		717-766-8517
<b>GAUDENZIA Concept 90 Program</b> Drug Rehabilitation Center, P.O. Box 10396 Harrisburg State Hospital Harrisburg, PA 17105-0396		717-232-3232
<b>GAUDENZIA - COMMON GROUND (Alcohol)</b>		717-238-5553
Non-profit charitable corporation providing drug and alcohol outpatient counseling in Dauphin and Cumberland Counties. Inpatient drug rehabilitation is also located in the Harrisburg State Hospital. Patients who are not eligible for public assistance should consult their health care insurance provider for coverage details.		
<b>HOLY SPIRIT HOSPITAL DETOX CENTER</b> 503 North 21 <sup>st</sup> Street Camp Hill, PA		717-763-2369
Twenty-four hour detoxification center. Patients who are not eligible for public assistance should consult their health care insurance provider for coverage details. Most health plans cover detoxification programs.		
<b>LAWYERS CONCERNED FOR LAWYERS</b>	Confidential Helpline	717-737-9660 1-888-999-1941 <a href="http://www.lclpa.org">www.lclpa.org</a>
<b>NARCOTICS ANONYMOUS</b>		717-233-3733

# **Widener University**

## **Tobacco-Free Enforcement Policy**

### **For Faculty, Staff, Students, Visitors, Contractors and Guests**

#### **Purpose**

Widener University is dedicated to providing and promoting a healthy and productive environment for its faculty, staff, students, visitors, contractors and guests. The Tobacco-Free Policy adopted by the university in May of 2009 is consistent with that goal. By endorsing this policy, Widener University demonstrates its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting best healthcare practices and choices for individuals, and establishing a university culture of wellness.

This policy applies to all university faculty, staff, students, visitors, contractors and guests at all times. Tobacco use includes any lighted tobacco product and/or any oral tobacco product. The use of all tobacco products is prohibited within the boundaries of each of the university's four campuses [see Appendix A]. The prohibited areas within each of the campuses boundaries include all buildings, facilities, indoor and outdoor spaces and grounds owned, rented and licensed by the university. This policy also applies to parking lots, walkways, sidewalks, sports venues, university vehicles and private vehicles parked or operated on university property.

#### **Enforcement**

All members of the Widener community are asked to respectfully remind faculty, staff, students, visitors, contractors and guests who are smoking or chewing tobacco on university property about the university's Tobacco-Free Policy. Small information cards will be available for distribution to tobacco users by any member of the Widener community. The cards will indicate that Widener University is a Tobacco-Free university; they will be available to faculty, staff, students, visitors, contractors and guests. There will be guidance for assistance including the Widener tobacco-free website address.

Campus Safety staff will also be responsible for reminding any faculty, staff, student, visitor, contractor or guest who is using tobacco on university property about the university's tobacco-free policy and for providing them with a copy of the Tobacco-Free information card. Campus Safety staff may ask to see identification for faculty, staff, students, visitors, contractors and guests and complete an incident report for anyone who is found violating the university's policy. The original incident reports will be directed to the Campus Safety Office. Incident reports will be reviewed and copies of reports for students will be sent to the appropriate Student Affairs Office for processing through the student disciplinary process. Copies of reports for all employees for all campuses will be sent to the Human Resources Office in Chester for processing through the employee disciplinary process. The Human Resources Office will send a copy of the incident report to the employee's supervisor. There will be four levels of offenses, with a requirement for each offense that a cited student or employee attend an educational program or seek assistance for cessation, in addition to the noted penalties as follows:

1<sup>st</sup> Offense - Warning

2<sup>nd</sup> Offense - \$25.00 Fine

3<sup>rd</sup> Offense - \$50.00 Fine

4<sup>th</sup> Offense – up to dismissal or termination of employment/enrollment, based on the respective disciplinary code

Campus Safety staff will give a copy of the Tobacco-Free information card to visitors using tobacco on university property and ask them to extinguish cigarettes, cigars or pipes or dispose of smokeless tobacco products. If a visitor refuses to comply with this request, Campus Safety staff may ask the visitor to leave campus (as is currently done when visitors violate the university's alcohol and drug policy).

### **Assistance**

Educational and cessation assistance programs will be offered to students, faculty and staff throughout the 2010/11 academic year to help them quit using tobacco products. Any money collected from the noted fines will support the wellness education program.

**Widener University**  
**Tobacco-Free Enforcement Policy**  
**For Faculty, Staff, Students, Visitors, Contractors and Guests**

**Appendix A - Campus Tobacco-Free Boundaries**

**Chester Campus** – The boundaries are generally described as I-95 to the south, the west side of Melrose Avenue to the east, the south side of 18<sup>th</sup> Street to the north and the east side of Providence Avenue to the west. Other facilities included in the tobacco-free boundaries include the Maintenance complex on 12<sup>th</sup> Street, the Spang parking lot at Melrose Avenue and 14<sup>th</sup> Street, the entire Athletic Complex, including 17<sup>th</sup> Street, the sidewalk along 17<sup>th</sup> Street and the softball field in Ridley Township, the Child Development Center at Walnut and 18<sup>th</sup> Streets, Balin Hall at Providence Avenue and 22<sup>nd</sup> Street, the Access Center at Providence Avenue and 21<sup>st</sup> Street, the parking lot on the west side of Providence Avenue between 16<sup>th</sup> and 17<sup>th</sup> Streets, the Development Office on 15<sup>th</sup> Street, the Bell property in Upland and all of the university owned properties along Melrose Avenue and throughout Sun Hill.

**Harrisburg Campus** – The boundaries are generally described as all of the property bounded by Thea Drive to the south, both sides of Vartan Way going north, including the parking lot, buildings, basketball/tennis courts and the surrounding land. Also included in the tobacco-free boundaries is the Maintenance complex on Progress Avenue.

**Wilmington Campus** – The boundaries are generally described as Concord Pike to the west, the moat between the shopping center and the campus to the south, the country club to the east and the maintenance complex, rugby field, the townhouses and adjacent parking lots to the north. We ask that you be respectful of the private property owners that are within the general campus boundaries.

**Exton Campus** – The boundaries are generally described as the walkways, parking lot and driveways surrounding 825 Springdale Drive.

**CAREER DEVELOPMENT OFFICE**  
**Discrimination in Recruitment Practices**  
**Policy and Procedures**

The Career Development Office of Widener University Commonwealth Law School is committed to helping students and graduates find employment which fulfills their personal and professional goals. The Office offers a wide variety of services to the student and graduate body, such as individual counseling, workshops and programs, job fairs, and job listings. Employers list job openings throughout the year and participate in Spring and Fall on-campus interviewing.

Employers who utilize the services of the Career Development Office to recruit law clerks or attorneys are informed of Widener's non-discrimination policy, to which Widener is firmly committed. The Career Development Office is guided by the non-discrimination principles of the University, the National Association for Law Placement, and the Association of American Law Schools, and so informs employers using the Office's services. Because of our strong commitment to the principles of non-discrimination, the school's Career Development facilities and resources are not available to employers whose employment practices are not consistent with principles of non-discrimination.

In practice, non-discrimination policies require employers to use valid, job-related criteria when evaluating candidates. Hiring decisions must be based solely on bona fide occupational qualifications. Criteria such as age, marital status, ethnicity, gender or sexual orientation may be illegal considerations, and questions relating to such factors should generally not be a part of the interviewing and hiring process. While the vast majority of employers are sensitive to this issue and diligently strive to attract a diverse, well-qualified body of employees, from time to time we are distressed to learn that employers ask questions which may be illegal or which may violate school policy.

At Widener University Commonwealth Law School, we take these incidents seriously. Students, graduates, or those using the Career Development Office through reciprocity, who believe they have been subject to discriminatory hiring practices, either on- or off-campus, may report the incident to any administrator in the Career Development Office. You may choose to file a formal complaint. The following procedures have been put in place to handle such allegations:

## **DISCRIMINATION COMPLAINT PROCEDURES**

1. Students, alumni, or those using the Career Development Office [hereinafter “Office”] through reciprocity, may make an oral or written complaint to any administrator in the Office regarding possible discriminatory hiring practices by an employer using the services of the Office. The complainant must outline the circumstances and reasons for the complaint, including the date of the occurrence, name and address of the employer, name of the interviewer involved, and the interviewer’s statements or conduct that are in question. The administrator receiving the complaint shall inform the Director for Career Development.
2. The complainant has the option of remaining anonymous with the employer. The Director shall inform the complainant, however, that remaining anonymous may hinder the ability to investigate or otherwise handle the complaint.
3. Upon receipt of a written complaint, the Director shall report the incident to the Dean of the Law School. The Director shall then investigate the complaint by interviewing the complaining party and, if appropriate, other parties who interviewed with the employer.
4. If the conduct complained of appears to the Director to establish a violation of the School’s nondiscrimination policy, the Director shall inform the employer of the complaint. The Director shall seek the employer’s response to the complaint.
5. The Director shall inform the Dean of the Law School when the investigation is completed and describe the positions of the parties. The Director shall also recommend a course of action, including the imposition of sanctions where appropriate, which must be approved by the Dean of the Law School prior to implementation.
6. If any sanctions are to be imposed, the Director shall be responsible for imposing them, unless otherwise advised by the Dean of the Law School.
7. The Director shall keep the complainant informed of all relevant developments with regard to the complaint, such as the employer’s response to the inquiry and the sanctions to be imposed, if any. The complainant should also be informed that if the complainant is interested in pursuing remedies outside those provided for in the above policy, they should contact legal counsel.

**FOR FURTHER INFORMATION REGARDING THE LAW SCHOOL’S POLICIES AND PROCEDURES SUPPORTING NON-DISCRIMINATION, PLEASE CONSULT THE CAREER DEVELOPMENT OFFICE.**



## **WIDENER UNIVERSITY**

### **CHILDREN ON CAMPUS AND WORKING WITH CHILDREN POLICY**

A. **PURPOSE:** The purpose of this Policy is to ensure the fulfillment of the University's moral obligation to protect children as vulnerable members of society and the University's obligation to its students, staff and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education.

B. **SCOPE:** This Policy applies to activities and programs taking place on any University campus, or under the authority and direction of the University at other locations in which Minors will be physically present and participating. This Policy shall not apply to research programs subject to the review and approval of the University's Institutional Review Board. All camps involving Minors, whether athletic, academic, recreational or otherwise, are subject to this Policy.

C. **DEFINITIONS:** The following definitions apply to this Policy:

1. "Minor" means any person under the age of 18, including, without limitation, those persons referred to in this policy as "children"; provided, however, that it shall exclude any person who is at least the age of 17 who is enrolled as an undergraduate student of the University.
2. "Authorized Adult" means a parent, legal guardian or adult who has complied with the requirements to be present with Minors under this Policy and who is responsible for escorting or supervising the Minor(s) while on campus or while participating in any activities identified in this Policy.

D. **REQUIREMENTS OF POLICY GOVERNING PRESENCE OF MINORS ON CAMPUS:**

1. General Rule: As a general rule, because the University's work is higher education, University campuses are not appropriate environments for children unless they are enrolled in a program specifically designed for children and appropriately supervised by adults with the proper training and credentials. The University manages its campuses primarily for adults, and does not have the capacity to provide safe places for children who are not enrolled in a specific program. As such, parents and guardians who find it necessary to bring a Minor onto campus must adhere strictly to the following rules:
  - (a) No Minor may be left alone on campus at any time for any reason;

the University will call the police if any child is found locked or alone in a car or wandering alone around the campus;

- (b) Minors may not accompany University students to class;
- (c) Personnel may not bring Minors to work unless the University has specifically designated a time and place for staff children to be present;
- (d) Resident students may not "babysit" children in their rooms; in addition, resident students may not have guests in their rooms who are Minors.
- (e) The University understands that child care emergencies happen. However, the University is not in a position to provide emergency child care on campus. We advise students, faculty and staff who have child care emergencies to choose to remain at home rather than trying to bring the child to class, work or other events on campus. We ask supervisors and faculty members to be lenient in excusing absences that result from child care emergencies. If, despite this policy statement, a student brings a child to class or an employee brings a child to work, the faculty member or supervisor may act at his or her discretion in handling the immediate situation, but in all cases, should remind the student or employee of this Policy. In all cases involving students, the faculty member should inform the respective dean of the situation so that appropriate follow-up communications can occur in a timely way.

2. Requirements Governing Presence of Minors on Campus: In order to ensure that the essential functioning of the University is not impaired and that the safety of all Minors on campus is provided for, it is necessary to establish certain requirements governing the presence of Minors on the University's campuses. These requirements are as follows:

(a) All Minors:

- (i) All Minors not registered for classes who are otherwise participating in a University program or a program taking place on University property must be supervised by an Authorized Adult(s) at all times while they are participating in that program.
- (ii) All supervised Minors participating in a University program or a program taking place on University property are permitted in the general use facilities (Athletic Fields, Public Spaces, Academic Buildings, Dining Areas, etc.) but may be restricted from certain areas of the facilities or from utilizing certain equipment.

- (iii) Minors Accompanied by an Authorized Adult are permitted at events and venues open to the public. However, the University reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised Minors, such as recruiting events.

(b) Pre-High School Age Children:

- (i) All pre-high school age children on University campuses must be escorted or supervised at all times by an Authorized Adult. It is the responsibility of the parents, legal guardians or other Authorized Adult to make appropriate off-campus arrangements if these children cannot be accompanied at all times while on campus.
- (ii) Pre-high school age children, not participating in University sponsored programs or a program taking place on University property, are prohibited from laboratories and other areas where significant potential safety hazards and liabilities may exist and where strict safety precautions are required. In addition, unsupervised or unescorted pre- high school age children are prohibited from entering areas that include, but are not limited to, storage rooms, equipment rooms and certain athletic facilities such as locker rooms, training rooms, courts, swimming pools and playing fields.

(c) High School Age Children:

- (i) High school age children not participating in University programs or programs taking place on University property may utilize University facilities such as the Library and the University bookstore as long as they meet behavioral standards expected of enrolled students. When using these facilities, all high school age Minors must be accompanied by an Authorized Adult. High school age children not meeting University community conduct standards for University students will be asked to leave the campus.
- (ii) High school age students are not allowed in classrooms while classrooms are in session unless permission is granted by the faculty member having authorized access to the classroom. Should a high school age student become disruptive, the University student and visitor may be asked to leave.

## E. IMPLEMENTING THIS POLICY:

1. Program Registration: Departmental units shall, through an appropriate supervisor or department head, prior to the beginning of the University's fiscal year for ongoing programs and activities and at least sixty days prior to the first scheduled date of participation by Minors, inform the Associate Vice President - Administration of the details of the program or activity on forms provided by that department.

Any requests for clarification as to whether a particular program or activity is subject to this Policy, or a request for a waiver to this Policy, should also be sent to the Senior Vice President for Administration & Finance and the Associate Vice President for Administration. Information provided shall include, at a minimum, the University employee in charge of the program or activity; the dates and locations where Minors will be participating; the general nature of the activities and program to be undertaken or offered; the names of all adults who will be participating directly with Minors in the program or activity; and the administrative requirements associated with the program or activity, including but not limited to waivers and permission slips to be obtained from the parent/guardians of participating Minors and medical emergency forms.

2. Background checks: A successful background check will be required of each adult prior to his or her direct participation with Minors in a program or activity covered by this Policy and at least once every four years thereafter. Background checks may be conducted by an outside contractor with the approval of the Associate Vice President – Administration at the contractor's expense, though certain background requests may be accessed directly by the applicant (e.g., Pennsylvania Child Abuse History Clearance. <http://www/dpw.state.pa.us/resources/documents/pdf/fillinforms/dpwchildabuse.pdf>). Background check request forms and information will be available from the Associate Vice President-Administration.

It is the responsibility of the person in charge of the program or activity to assure that each participating adult has submitted the required background check request forms and has subsequently received clearance to participate. The Associate Vice President- Administration will maintain a roster of individuals who have been cleared to participate and the dates on which a new background check will be required.

The background check will be limited to criminal offenses, including, but not limited to, child abuse, for which an individual has been convicted, plead guilty to a felony or misdemeanor, or where such charges are currently pending. The University may accept successful documented background clearances from governmental agencies (e.g., School Districts) that have been completed within four (4) years from the start date of employment.

A decision not to permit an individual to participate in a program or activity covered by this Policy based on the results of a background check will be made by the Associate Vice President for Administration after consultation with the Senior Vice President for Administration and Finance or others as needed. The results of background checks conducted under this Policy will be used only for the purposes of this Policy, except that the University reserves the right to take appropriate action with respect to employees who may have falsified or failed to disclose information material to their employment or employment applications uncovered as a result of the background check, including and up to immediate termination of employment. Copies of background check reports shall be retained in the Department of Human Resources.

3. Training: Each adult who will be participating with Minors in a covered program or activity shall attend annual mandatory training on the conduct requirements of this Policy, on protecting Minors from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct (including, but not limited to, appropriate law enforcement authorities). The Senior Vice President for Administration and Finance or his/her designee may enhance and/or modify the required training program to meet specific needs of the particular program or activity involved, but any such enhanced or modified program must include all the elements described in this section. In addition, the Senior Vice President for Administration and Finance or his/her designee shall arrange for sufficiently frequent training sessions to permit covered programs and activities to continue to function on a regularly scheduled basis.
4. Conduct Requirements: Adults participating in programs and activities covered by this Policy shall not:
  - (a) Have one-on-one contact with Minors; in general, it is expected that activities where Minors are present will involve two or more adult participants.
  - (b) Participate in a sleepover under the auspices of the program or activity, unless (1) one of the Minor's parents or legal guardians is present or (2) one of the Minor's parents or legal guardians has given written consent and there is at least one other adult, and the two adults remain in each other's presence at all times.
  - (c) Engage in abusive conduct of any kind toward, or in the presence of, a Minor.
  - (d) Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any Minor.
  - (e) Pick up Minors or drop off Minors from their homes, other than the driver's child or children or friend of the driver's child or children, in the adult's personal vehicle, whether before, during, or after the program or activity.

- (f) Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during such programs or activities.
  - (g) Make pornography in any form available to Minors participating in programs and activities covered by this Policy or assist them in any way in gaining access to pornography.
- 5. Allegation of Inappropriate Conduct: Adults participating in programs and activities covered by this Policy shall:
  - (a) Immediately report any violation of the Conduct Requirements of this Policy to the person in charge of the program or activity and to the Senior Vice President for Administration and Finance and the Director of Campus Safety, and shall contact law enforcement and emergency responders as may be appropriate under the circumstances.
  - (b) Assure the safety of Minors participating in programs and activities covered by this Policy, irrespective of any other limitation or requirement, including removal of Minors from dangerous or potentially dangerous situations. In such case, the Director of the Campus Safety must be notified immediately.
  - (c) Discontinue any further participation in programs and activities covered by this Policy when an allegation of inappropriate conduct has been made against him or her, until such allegation has been satisfactorily resolved.
- 6. CHILD ABUSE: IN ANY AND ALL CASES OF SUSPECTED CHILD ABUSE, REFER TO THE UNIVERSITY'S POLICY ON CHILD ABUSE REPORTING FOR ADDITIONAL REPORTING OBLIGATIONS. [THIS POLICY MUST BE DRAFTED.]
- F. **RETALIATION**: The University prohibits retaliation against any individual who, in good faith, reports a violation of this Policy or who participates in any investigation or disciplinary action arising from a report of a violation of this Policy shall be subject to disciplinary action, up to and including termination of employment or expulsion.
- G. **EFFECTIVE DATE AND AMENDMENT**: This Policy shall be effective as of August 1, 2014, and may be amended at any time thereafter by the President of the University.

**Widener University**  
**Working with Minors Policy**  
**University Programs and Activities**

Department Name: \_\_\_\_\_

Department Head Name: \_\_\_\_\_

Office Extension: \_\_\_\_\_ Email Address: \_\_\_\_\_

Description of Activity/Program:

Dates of Activity/Program:

How will the Minors Participate in the Activity:

Who Will be Supervising or Accompanying the Minors while Participating in the Activity:

**Signatures:** Department Head: \_\_\_\_\_

Sr. Vice President/Dean: \_\_\_\_\_

Please send the completed and signed form to the attention of Grace Karmioli,  
Assistant Director of Employment Services, Office of Human Resources *at least  
thirty days prior to* the first scheduled date of participation by Minors.

## **WIDENER UNIVERSITY INFORMATION TECHNOLOGY SERVICES**

Widener University's computing resources are managed by the Office of Information Technology Services (ITS), which is located on the second floor of Academic Center North (ACN) on the Main Campus and also has offices on the Wilmington and Harrisburg campuses.

ITS provides central computing resources, including Internet access via LAN and wireless, numerous lab-based academic-specific software applications, residential computing connections, and technical support. ITS maintains general-purpose labs on all campuses, with two on the Chester campus and one each on the Wilmington and Harrisburg campuses. Students are issued a network login and password to access the computers in the general labs. ITS maintains several computer classrooms throughout the university and provides support for Main Campus classrooms equipped with multimedia presentations (DE and HB classrooms are supported by Media Services).

ITS also provides CampusCruiser as the web-based information portal for the university. Widener University provides each student with an e-mail account and other multiple services on CampusCruiser. All "official" university correspondence will be sent to student's CampusCruiser e-mail accounts. It is the student's responsibility to routinely check their e-mail. CampusCruiser allows the university community to access personal and group calendars, e-mail, class schedules, and campus events. CampusCruiser also allows users to register for classes and review personal academic information such as GPA, financial status, and more.

**Student Employment:** ITS is also a major student employer for both work study and non work study positions. ITS currently employs over 30 Lab Attendants/Consultants for work in the University's general computing labs, 6 Student Support Techs, 2 Accounts Payable Clerks who assist our purchasing specialist with the daily operations of accounts payable, and 3 Technical Assistants who assist our professional staff on a daily basis. For more information on our Student Employment, please visit the Student Computing virtual office in CampusCruiser.

**Student Technical Support:** The university is dedicated to providing both commuter and residential students technical support through the ITS Student Technical Support program. Students are hired and trained extensively by the ITS department to be the first line of support for students experiencing technical problems with their computers. This includes virus issues, spyware/adware removal, software incompatibility, hardware issues, and problems connecting to the university's network. A walk-in support office is also available to students throughout the week, located in the ITS offices.

For additional information about the Student Computing Support Center visit the Student Computing virtual office in CampusCruiser.



# FINANCIAL INFORMATION

## Billing /Student Account Statement Information

Complete information on tuition billing, due dates, payment and payment plan options, direct deposit of refunds, and withdrawal policies can be found in the Law School Guide to Fees and Payment at <http://Widener.edu/BursarOffice>.

You will be able to view a copy of your student account and your online activity through CampusCruiser and the “My Online Student Account” function. If you have a monthly balance due, you will also be able to view through your e-bill. Each time we upload an e-bill, you will receive an email notification to your Widener assigned CampusCruiser email address. All electronic statements will be sent to any authorized users that have been set up by the student.

## How to Pay

To pay ON-LINE with a credit card (Visa, MasterCard, American Express, Discover) or via Direct Debit from a checking or savings account:

<b>Step #1</b>	Log on to your Campus Cruiser account
<b>Step #2</b>	Select the “Web Advisor” tab
<b>Step #3</b>	Locate the Financial Profile Section
<b>Step #4</b>	Click on “My ID and Pin#” tab
<b>Step #5</b>	Click on “My Online Student Account” tab
<b>Step #6</b>	Follow the step by step instructions to log in to your online student account

Parents and other payers authorized by a student can directly access the Widener Student Billing and Account website at: [www.widener.edu/ebill](http://www.widener.edu/ebill).

There is no charge for using electronic-check (e-check) from a personal checking or savings account as a payment method. Credit card payments will be charged a 2.75% convenience fee.

### Important Note about Credit Card Payments/Refund Policy:

Payments made toward student tuition accounts using a credit card will be charged a 2.75% convenience fee by our credit card vendor TouchNet. The convenience fee is non-refundable, even if the student account payment is refunded. Authorization of a credit card payment to a student account signifies acceptance of these terms.

If you would like to mail your payment (checks only):

Make your check payable to Widener University and write your student identification number on the check. The cancelled check will serve as your receipt. Please enclose payment and mail to:

Bursar Office  
Widener University Commonwealth Law School  
3800 Vartan Way  
P.O. Box 69380  
Harrisburg, PA 17106-9380

If you need to wire tuition payments to Widener University, email your request to the University Bursar at [busoffmc@mail.widener.edu](mailto:busoffmc@mail.widener.edu) including student name and Widener ID in the body of the email.

### **University Payment Plans**

Payment plans are designed to assist students in managing the “gap” or balance remaining after all charges and financial aid have been applied to the student account. Widener University assesses charges by semester; the statement of account will reflect charges for the current semester tuition, fees, and housing. Your financial aid award letter also breaks up your annual award by semester and applies financial aid to your student account by semester. Widener payment plans are designed to assist in covering each semester balance.

Widener University offers two (2) semester based payment plans:

#### 3 Month Summer Semester Payment Plan

Enrollment Fee: \$50 (Non-refundable)

The 3 month semester payment plan is available for the summer semester. This plan distributes the total semester estimated net charges across 3 months with payments due:

Summer Semester – May, June, and July

#### 4 Month Fall / 4 Month Spring Semester Payment Plans

Enrollment Fee: \$50 per semester (Non-refundable)

The 4 month semester payment plan is available for both the fall and spring semesters. This plan distributes the total semester estimated net charges across 4 months with payments due:

Fall Semester – August, September, October, and November

Spring Semester – January, February, March, and April

## **University Complete Withdrawal Policy**

Adjustments to charges for complete withdrawal will be effective on the date written notice is received by the appropriate program office of Widener University. At that point the total withdrawal policy and refunding of semester charges is enacted. Students have a drop/add period at the start of each semester to adjust their schedule of courses. Once drop/add ends, semester course schedules are set and there is no refund issued when a student does a course withdrawal ( a “W” is noted on the student transcript) from one or more courses throughout the semester unless the student is withdrawing from all courses in the semester.

**Note:** If you completely withdraw from the University AND have received financial aid, you may be responsible for returning financial aid funds you have received based on the eligibility requirements set by the federal government. This may result in a balance owed to the University.

# FINANCIAL AID INFORMATION

## Tuition and Fees

Tuition is charged on a per credit basis depending on your program. Tuition and fees are set annually by the University. Please follow this link to the University's Guide to Fees and Payment:

<http://law.widener.edu/Admissions/Discover/CostsandFinancialAid/TuitionandFees.aspx>.

## Types of Aid

Federal Direct Unsubsidized Loan - Graduate students may borrow up to \$20,500 per year from this program. The aggregate for this program (including undergraduate debt) is \$138,500 of which no more than \$65,000 can be from the subsidized\* loan program. The Department of Education calculates a fixed interest rate on an annual basis and that interest rate will apply for the life of the loan. The interest rate calculation is based on the 10 year Treasury Note sold at the last auction prior to June 1 plus 3.60 percent. Interest for the 2014-2015 academic year is fixed at 6.21% and accrues from the day the loan is disbursed. Repayment begins six months after the student graduates or ceases at least half-time enrollment. Students may elect to make interest payments while in school, or have the unpaid interest capitalized once they enter repayment.

*\* The Budget Control Act of 2011 eliminated the Federal Direct Subsidized Loans for Graduate and Professional students for periods of enrollment beginning on or after July 1, 2012.*

Federal Direct GradPLUS Loan- Widener University Commonwealth Law School recommends that students needing additional funding after borrowing the maximum Federal Unsubsidized Loan apply for a Federal GradPLUS Loan.

The GradPLUS Loan does require a credit check. *The credit check is based on credit history, not credit score. Lack of a credit history does not negatively affect your ability to be approved.* Students not able to borrow on the strength of their own credit history will be offered an *endorser* option. A student may generally borrow up to their cost of attendance minus all other aid received. The U.S. Department of Education calculates a fixed interest rate on an annual basis and that interest rate will apply for the life of the loan. The interest rate calculation is based on the 10 year Treasury Note sold at the last auction prior to June 1 plus 4.60 percent. The interest rate for the 2014-2015 academic year is fixed at 7.21%.

Students may elect to make interest payments on the GradPLUS loan while in school, or have the unpaid interest capitalized. Repayment on the loan begins 60 days from disbursement. However, an in-school deferment will automatically be applied as long as a student remains enrolled at least half-time. A post half-time enrollment deferment will allow repayment to begin six months from graduation or when a student drops below half time status.

## **Campus-Based Programs**

Federal Work Study - FWS is need-based as determined by information submitted on the Free Application for Federal Student Aid (FAFSA) and reserved for the neediest students. Widener University receives a yearly allocation from the Federal government to fund the program. To be considered for this program, returning students must submit FAFSA results and the Widener Law Financial Aid Data Form to the Financial Aid Office by April 1.

## **Grants**

Dean's Grant - This program provides small grants to assist needy students in covering the costs associated with their legal education. Returning students who complete their financial aid applications by April 1 are considered for this grant. Incoming students have a rolling deadline based on admission. Applicants must demonstrate exceptional financial need to be awarded a grant from this program.

Delaware State Grant - This grant is available to Delaware residents only. Eligibility is determined by the Delaware Higher Education Commission. Awards are based on need and cumulative grade point average. The Free Application for Federal Student Aid (FAFSA) must be received by the Central Processing Center by April 15 to be considered.

## **Scholarships**

Incoming students are reviewed for merit-based grants/scholarships upon their admission to the Law School and the award is renewable for the duration of their career provided the required GPA is maintained. The Financial Aid Office reviews first year students after their first semester\* for merit based scholarships that are applied to the fall semester of their second year and remainder of their career at Widener University Commonwealth Law School provided they maintain the required cumulative GPA and conditions set forth in their award letter.

Merit-Based Scholarships are reviewed for retention once Spring grades are released. Students must maintain the required cumulative GPA to have their scholarships renewed for the next academic year. Scholarship awards are based on a student's division at the time of the award. Changes in division will be reviewed on a case by case basis. A regular division student may change to an extended division student in their last semester without change in scholarship amount provided the amount of the scholarship is less than the cost of the semester. A change in division to FLEX will result in the loss of scholarship.

\*Students who apply to the Office of Student Affairs for an exception to the Harrisburg Faculty Policy Section 201(b) Completion of First Year Courses should be aware that they will not be considered for the first year rising awards as the awards are made based on a cohort of students that begin their JD program together and complete the required first year course load.

Endowed scholarships are listed in the Widener University Commonwealth Law School Financial Aid Sourcebook and online with applications due in the spring. There are also various foundations, bar associations and organizations which provide assistance to qualified students. *We maintain an outside scholarship database that is accessible by password.*

*Follow these steps to access the file:*

1. Go to <http://harrisburglaw.widener.edu/>
2. Select Prospective Students
3. Select Admissions
4. Select Affording Law School
5. Select Types of Aid
6. Select Scholarships
7. Select Outside Scholarships
8. You will be prompted for the user name and password.

User Name: lawmoney  
Password: widener

Once logged in it will download as an Excel file, select View and then Zoom to adjust the font size.

### **Veterans Education Benefits**

The Registrar Office is the office that certifies enrollment to the Department of Veterans Affairs. Please provide a copy of your certificate of eligibility to have your enrollment reported. Widener does participate in the Yellow Ribbon Program.

#### **The Yellow Ribbon Program**

The Yellow Ribbon Program, part of the Post-9/11 GI Bill, is a voluntary program that allows universities to fund additional tuition expenses exceeding the amount of the core benefit provided by the Post-9/11 GI Bill, which is determined based on the highest public in-state undergraduate tuition rate. Institutions participating in the Yellow Ribbon Program can contribute up to 50% of the expenses that exceed the base benefit, and the Department of Veterans Affairs then matches the amount provided by the institution.

Widener Law has elected to expand their participation, and beginning with the 2014-2015 academic year, will fund up to ten JD students on each campus with an unlimited contribution per student, not to exceed the cost of tuition.

Students must provide a copy of your Certificate of Eligibility approved for the Post-9/11 GI Bill at the rate of 100% with at least 5 months of eligibility remaining.

Students participating in the Yellow Ribbon program will pay nothing out of pocket towards their tuition for the fall and spring semesters. Summer expenses will be determined by how much of the maximum award was used during the fall and spring. After the base award, the Law School and VA will split the balance of the tuition due. The contribution will be paid by grant or scholarship with any previously awarded scholarship funds constituting the school's Yellow Ribbon contribution to that student.

## **The Financial Aid Application Process**

To apply for any form of financial aid administered by the Law School, students should arrange for the following documents to be submitted to the Financial Aid Office:

- **Data Form** - A completed Widener University Commonwealth Law School Financial Aid Data Form. This form may be obtained in the Financial Aid Office or it can be downloaded from the Widener University Commonwealth Law School Financial Aid web page.
- **FAFSA** - A completed *Free Application for Federal Student Aid (FAFSA)*. This application must be submitted to the processing center by all students wishing to apply for Federal Aid (Direct Unsubsidized, GradPLUS and/or Perkins Loans and Federal Work- Study). The FAFSA may be completed on-line at [www.fafsa.gov](http://www.fafsa.gov). You can link to the FAFSA website through the Widener University Commonwealth Law School Financial Aid web page.

You can also apply using a paper application that can be obtained by calling 1-800-4FEDAID. Students must complete a new FAFSA for each academic year they wish to receive federal aid. *Be sure to indicate Widener's appropriate school code for the Harrisburg campus.*  
**Harrisburg campus- E00656**

Students interested in **Federal Work Study** will be provided with application instructions and deadlines during the spring semester.

- **Student Loan Applications**

### Federal Direct Unsubsidized Loan

Widener University Commonwealth Law School is a participant in the Federal Direct Loan program administered by the Department of Education.

**Incoming students and returning student who have not previously borrowed** must complete a Federal Direct Subsidized/Unsubsidized MPN (Master Promissory Note) to borrow federal loans for the 2014-2015 academic year. Please visit <https://studentloans.gov> to complete a Direct Subsidized/Unsubsidized MPN online.

*Be sure to indicate Widener's appropriate school for the Harrisburg campus.*

**Harrisburg campus – E00656**

When completing the MPN you'll notice that you do not need to enter a requested loan amount. The Direct Loan MPN is a serial note that is valid for ten years and the borrower authorizes the school annually to increase the aggregate limit. Completion of required information on the Widener Law Financial Aid Data Form authorizes that increase on a yearly basis.

### Federal Direct GradPLUS Loan

*All students* who wish to borrow a Federal GradPLUS Loan will need to “Apply for a Graduate PLUS” and complete a GradPLUS MPN for the 2014-2015 academic year

regardless of prior borrowing. Applications can be completed online at <https://studentloans.gov>

- **Verification Paperwork**

Some students are selected for a process called verification. These students will be contacted to complete additional information. If selected, please provide the information in a timely manner.

## **Financial Aid Packaging Policy**

After receiving the required information, student files are reviewed in accordance with Widener Law's packaging policy. Widener's packaging policy requires that the expected student contribution (EFC) be subtracted from the total cost of attendance (COA) to determine financial need. Students must also maintain satisfactory academic progress as stated in the student handbook to be considered for aid.

Widener Law's packaging policy requires that the first level of need be met by any institutional or outside scholarships. The second source of funding will be the Federal Direct Loan program. If there is any remaining need, then eligibility for Federal Work-Study is determined, provided the April 1 deadline for returning students has been met. After the Financial Aid Office has made a determination of eligibility, students are notified of their awards. This award may be pending if all required forms have not been completed accurately by the student.

Loans will be certified by the Financial Aid Office to the Department of Education. Once a loan has been accepted by the Department of Education and a signed MPN is on file, funds will be disbursed. Disbursement of federal loans may not occur until seven days prior to the start of the semester.

Widener University Commonwealth Law School recommends that students needing additional funding after borrowing the maximum Federal Unsubsidized Loan apply for a Federal GradPLUS Loan.



## **Useful Websites**

These sites offer links to numerous financial aid and scholarship web pages. Any credible scholarship or grant will not require a down payment to guarantee the award. Be wary of organizations that charge a fee to conduct a scholarship search on your behalf.

<https://studentloans.gov> Direct Loan Stafford and GradPLUS MPN completion website

[www.annualcreditreport.com](http://www.annualcreditreport.com) Centralized Service to Request Free Annual Credit Reports

[www.fafsa.gov](http://www.fafsa.gov) Free Application for Federal Student Aid

[www.nasfaa.org](http://www.nasfaa.org) National Association of Student Financial Aid Administrators

[www.studentaid.ed.gov](http://www.studentaid.ed.gov) Department of Education

[www.fastweb.com](http://www.fastweb.com) Scholarship Search Engine

[www.princetonreview.com](http://www.princetonreview.com) Princeton Review Information

[www.finaid.org](http://www.finaid.org) The Smart Student Guide to Financial Aid

[www.collegeboard.com](http://www.collegeboard.com) College Board Scholarship Search

## **FOR MORE INFORMATION OR ASSISTANCE**

Financial Aid Office  
Widener University Commonwealth Law School  
3800 Vartan Way  
P.O. Box 69380  
Harrisburg, PA 17106-9380  
t: 717-541-3961  
f: 717-541-1964  
[lawfinaidhb@mail.widener.edu](mailto:lawfinaidhb@mail.widener.edu)

## **Policy on Protective Action**

The university reserves the right and authority at all times to take protective action with respect to a student when, in the sole discretion of the university, the university believes that a student may pose a threat to the health, safety, or welfare of the student, other identified individuals, or the university community; or that a student may be endangered by his or her continuing presence on campus.

Protective actions may include removal of a student from campus, campus residence, or any campus facility, limitation of access to campus housing facilities or other campus facilities, restriction of communication or contact with any individual or group, the requirement to secure advance authorization to engage in a specified activity or any other action deemed appropriate by the university. The university may take protective action whenever it determines, based upon information or evidence in its possession, that circumstances warrant such action. Widener may consult with any university or outside professionals or law enforcement agencies in making its determination. This power shall apply regardless of whether disciplinary proceedings have been or are intended to be initiated against any student or whether any student has been charged with any crime. The university also reserves the right to search any vehicle on university property or any real property owned or controlled by the university whenever the university has any suspicion of prohibited conduct.

Whenever feasible, a representative or representatives of the university will meet with the student prior to implementing protective action. In the event that the university makes any such determination of protective action, the university shall notify the student, and where deemed advisable, the parents or guardians of the student, of the action taken and the period of time within which the student must comply, which may be immediately. In the event the student does not comply voluntarily, the university may notify the local police department to effectuate the protective action. The university shall also notify the student, either contemporaneously with the notice of protective action or thereafter, of the timing and the conditions pursuant to which the protective action may be discontinued. Within five days after notification to the student of the protective action, the student and parent or guardian may request an opportunity to meet with the dean of student affairs, the associate provost, and/or his or her designee.

The university may also, in its sole discretion, at any time, notify the student that such student's circumstances shall be processed in accordance with the interim sanction provisions of the Student Code of Conduct or any other provisions of any applicable Code of Conduct or other university policy, rule, or regulation. This policy is intended to be interpreted broadly so as to afford to the university any right or power it reasonably believes is necessary to protect the health, safety, or welfare of any member of the university community or others.

## **Offensive Weapons**

The possession and/or use of offensive weapons of any kind are strictly prohibited on all university campuses. Offensive weapons include, without limitation, firearms of any kind, guns, pellet guns, B.B. guns, paintball guns, dart guns, ammunition, bows and arrows, chemicals, flammable materials, items that constitute a fire hazard, fireworks, explosives, any instrument that that can hurl a projectile, sling shots, brass knuckles, knives, hunting knives, switchblades, and any other cutting instrument as determined within the sole discretion of the university, except those whose sole purpose is related to the preparation or consumption of food. In addition, items that are not generally considered as weapons but could be used or viewed as a weapon are prohibited. All offensive weapons and similar items will be confiscated immediately. Students violating this policy will be severely sanctioned, up to and including expulsion. The university will report such violations to the authorities if warranted.

Exceptions to this policy may be granted only upon registration with and the express written approval of the director of Campus Safety. Pepper spray and mace are considered to be offensive weapons; however, possession of these items and the like for self defense purposes may be permitted, but only upon prior registration with and the express written approval of the Department of Campus Safety. Control and storage of all offensive weapons shall be solely within the discretion of the director of Campus Safety. To the extent that exceptions to this policy are granted in connection with items for ROTC detachment, the director of Campus Safety shall consult with the military science professor with respect to the control and storage of such items.

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