

## TABLE OF CONTENTS

The Law School Adjunct Faculty Manual is organized alphabetically for your ease of use. If you cannot find the right section or if the answer to your question is not included in this handbook, please contact one of the administrators on the next page for information.

Academic Calendar.....	2
Academic Policies.....	2
Advance Assignments.....	2
Administrative Support.....	2
Athletic Facilities.....	2
Attendance.....	3
Book Orders.....	3
Bookstore.....	3
Building Hours.....	4
Business Hours/Dean’s Office.....	4
CALI Exercises.....	4
Career “Mentoring” of Students.....	4
Class Cancellations and Make-ups.....	5
Class Lists of Students.....	6
Code of Conduct.....	6
Computer Services.....	6
Copyright Policy.....	7
Counseling.....	8
Courses Offered and Course Descriptions.....	8
Course Evaluations.....	8
Disability Accommodations.....	9
Discrimination and Harassment Policy.....	9
Email Communication.....	10
Employment Contracts and Documents.....	10
Evaluation of Students (see Grading).....	10
Events.....	10
Examinations, Preparing.....	10
Examinations, Scheduling.....	11
Facilities Problems.....	12
Fax Services.....	13
Grades, Calculating.....	13
Grades, Submission and Process.....	15
Grading Policy.....	16
Identification Cards.....	16
Keys and Access to Rooms.....	17
Library Services.....	17
Mailing Address for the Law School.....	18
Mail and Messages.....	18
Mentors.....	18
Office Hours.....	19

Office Space.....	19
Papers & Submission.....	19
Parking.....	19
Payroll.....	20
Photocopying.....	20
Pipeline.....	20
Recommendations.....	21
Room Reservations.....	21
Rules.....	22
Smoking.....	22
Supplies.....	22
Syllabus Policy.....	22
Technology in the Classroom.....	22
Textbooks and Course Materials, Obtaining and Ordering.....	23
Textbook Selections.....	24
TWEN .....	25
Web Services (see Pipeline).....	25
Westlaw and Lexis Passwords.....	25

**Appendices**

<b>Pipeline Instructions .....</b>	<b>26</b>
<b>Code of Conduct.....</b>	<b>38</b>
<b>Policy Against Discrimination and Harassment.....</b>	<b>44</b>
<b>Sexual Misconduct Policy.....</b>	<b>56</b>
<b>Hamline University School of Law Learning Outcomes.....</b>	<b>65</b>
<b>List of relevant Hamline University Policies.....</b>	<b>66</b>

The University adjunct faculty guide, which contains additional information about University procedures & services, is available at

<http://www.hamline.edu/offices/registration-records/faculty-staff/adjunct-info.html>

**HAMLIN UNIVERSITY SCHOOL OF LAW**  
**CONTACT INFORMATION SHEET FOR ADJUNCT FACULTY**

**EMERGENCIES (fire, medical, etc.) On campus, call 911 from any campus phone, or the Safety and Security office, 651-523-2100 (24 hours per day/7 days a week)**

FOR INFORMATION CONCERNING	CONTACT or SEE
Academic Policies and Procedures Available on the Law School Website <a href="http://law.hamline.edu/registrar/policies.aspx">http://law.hamline.edu/registrar/policies.aspx</a>	Office of the Registrar, 651.523.2468 <a href="mailto:lawregistrar@hamline.edu">lawregistrar@hamline.edu</a> Morgan Holcomb, Associate Dean 651-523-2546 <a href="mailto:Mholcomb01@hamline.edu">Mholcomb01@hamline.edu</a>
Class Cancellations/Scheduling Make-up Class	Office of the Registrar, 651.523.2468 <a href="mailto:lawregistrar@hamline.edu">lawregistrar@hamline.edu</a>
Class/Attendance Rosters	Mary Street, 651-523-2885 <a href="mailto:mstreet@hamline.edu">mstreet@hamline.edu</a>
Course Syllabi	Mary Street, 651.523.2885 <a href="mailto:mstreet@hamline.edu">mstreet@hamline.edu</a>
Course Textbooks	Samantha Stepp, Bookstore Manager, 651.523.2369 <a href="mailto:hamlinelawbookstore@hamline.edu">hamlinelawbookstore@hamline.edu</a>
Midterm/Final Exams	Katrina Teppen, 651.523.3185, <a href="mailto:kkaiser01@hamline.edu">kkaiser01@hamline.edu</a>
Contract questions	Morgan Holcomb, Associate Dean 651.523.2546 <a href="mailto:Mholcomb01@hamline.edu">Mholcomb01@hamline.edu</a>
Student Attendance/Absence Issues Student Code of Conduct Issues/ Student Personal Issues	Morgan Holcomb, Associate Dean 651.523.2546 <a href="mailto:Mholcomb01@hamline.edu">Mholcomb01@hamline.edu</a>  OR Andrew Crouse, Asst Dean for Students & Multicultural Affairs 651.523.2143 <a href="mailto:Acrouse01@hamline.edu">Acrouse01@hamline.edu</a>
School Closing (weather emergency)	School Closing Line 651.523.5555 Hamline website: <a href="http://www.hamline.edu">www.hamline.edu</a>
Assistance with miscellaneous needs	Mary Street, 651.523.2885, <a href="mailto:mstreet@hamline.edu">mstreet@hamline.edu</a>
Payroll Questions	Wendy Wendt VanGuilder 651.523.2558 <a href="mailto:wwendtvanguilder@hamline.edu">wwendtvanguilder@hamline.edu</a>
Technology Problems	ITS Help Desk 651.523.2220 (In the Dean's Office, try Mary Street or Morgan Holcomb)

## **ACADEMIC CALENDAR**

You may access the current academic calendar at [law.hamline.edu/registrar/academic-calendars.html](http://law.hamline.edu/registrar/academic-calendars.html). As you plan your syllabus, it is important to consult this calendar to make sure that your regularly scheduled classes do not fall on a holiday or other day on which the law school has no class. For example, if your class regularly meets Monday nights, it will not meet on Labor Day, but there should be another day in the schedule in which that class is made up. Often, this happens during what our students call “crazy week,” the last week of the semester when courses that have missed a class due to a holiday meet on a different day than their regularly scheduled day. The day your course will meet during “crazy week” (if at all) is listed on the academic calendar. For example, if you lose a class on Labor Day because your class meets on Monday, during the last week of the semester, Monday classes might be scheduled to meet on Tuesday.

## **ACADEMIC POLICIES**

Sometimes a student will approach you about whether he or she is permitted to deviate from some standard requirement of the law school. For example, he may ask if he may take the final exam at a different time. Most of these requests need to go through the Office of the Registrar (OTR) and be approved by the Associate Dean for Academic Affairs or the Assistant Dean for Student and Multicultural Affairs. If you are unsure of the standard, feel free to refer the student to the Office of the Registrar, but you may also look up existing Academic Rules and Student Policies at <http://law.hamline.edu/registrar/student-policies.html>.

## **ADMINISTRATIVE SUPPORT**

Unfortunately, the administrative support we have to offer is limited. However, if you need assistance with word-processing, assembly of materials or other clerical work, please contact the Dean’s Office to see if we can provide assistance.

## **ADVANCE ASSIGNMENTS**

Your advance assignments for the first days of class should be included in your syllabus that is posted on the OTR website (see Syllabus Policy.) Some faculty members hand out a detailed syllabus with all assignments at the start of class, while others may wish to see how quickly the class proceeds through the material. Since many students are anxious when they do not have assignments well in advance, please announce your assignments for your next class NO LATER THAN the preceding class (and preferably well before that). A number of faculty members now post advance assignments, especially those requiring additional reading, on a class TWEN site. This system works fine if you advise your class that they need to check TWEN for assignments on a regular basis. (See TWEN WEB COURSES later in this manual for more information about creating a TWEN page.)

## **ATHLETIC FACILITIES**

See the University adjunct manual or recreation home page for more information. Walker Fieldhouse (fitness center) 651-523-2008, Student Center Pool, 651-523-2274.

## **ATTENDANCE**

Both the American Bar Association and Hamline University School of Law require class attendance by students. You may not waive this requirement, but you may construct your own policy to enforce the attendance rule. In your syllabus, you should define specifically what constitutes excessive absence (for example, no more than 6 hours of class per semester.) You should also specify what your possible courses of action may be if students exceed this line (e.g., they may be reported to the Associate Dean's office for possible withdrawal from the course from class, they will be required to do make-up work, they will suffer a grade reduction, etc.) The focus of this requirement is to ensure that the student has received the whole benefit of the course, including classroom interaction. If the student deviates quite substantially from your policy (for example, missing 10 hours out of the 42 normally provided for a 3-credit class), please consult with the Associate Dean for Academic Affairs before taking action.

Because the purpose of this requirement is to ensure that the student gets a full education in your course, the only absences noted in the Academic Rules as not subject to this policy are situations in which a student must participate in a client hearing in another law school course (e.g., a clinic), or when a student is required to be absent because of a major religious holiday. Students must advise you in advance of such an absence, in -, student writing, and provide a plan to make up the class. (See Religious Holidays in Student Policies.)

You should be taking attendance in some visible manner, such as passing around an attendance sheet, calling the roll, or using another method that gives you a record of attendance on a regular basis. If you discover that a student is absent several times without informing you, please notify the Office of the Registrar as soon as you can so we can investigate to determine if the student has suffered some difficulty such as extended illness or personal problems interfering with the course of study.

You may have, but are not required to have, policies on being late to class and/or being unprepared for class. Here, remember that teaching professionalism is an important part of your work. Again, any such policy that you plan to enforce with a penalty must be provided to students in writing by the start of the class. Faculty members employ a variety of approaches to deal with students who are late or unprepared more than once or twice, most typically a grade reduction as specified in the rules or make-up work. You may wish to consult other faculty members about what they do or look at faculty syllabi online to get a sense of current practices.

## **BOOK ORDERS**

(See Textbooks and Course Materials, Obtaining and Ordering)

## **BOOKSTORE**

The Law School bookstore is located in the lower level of the law school. In addition to required texts, it carries some hornbooks and study aids, supplies, a limited selection of HUSL clothing, pop, candy and some food items. The main University Bookstore, which is located at the corner of Snelling Avenue and Minnehaha Avenue, has a more extensive selection of gifts and other items, but does not carry law school books. The Anderson Center also has a small store that stocks food, supplies, and Hamline University clothing. The Law School bookstore is generally open at 8 a.m. through 6 p.m. on Monday through

Thursday, and through 2 p.m. on Friday, Saturday, and Sunday. During breaks it may have limited hours or be closed. The bookstore is governed through the Student Bar Association. You can reach the manager at 651-523-2369.

### **BUILDING HOURS**

The Law School building is generally open when the library is open from 6:30 a.m. to midnight Sunday through Thursday and until 11 p.m. on Friday and Saturday. The building may close earlier during breaks, depending on library hours. You can consult [http://law.hamline.edu/library/hours\\_law\\_library.html](http://law.hamline.edu/library/hours_law_library.html) to find out when the library is open. If you will need to be in the law school on a regular basis outside these hours, please contact the Dean's Office about access.

### **BUSINESS HOURS/DEAN'S OFFICE**

The Dean's Office, which includes the offices of the Dean, the Associate Dean for Academic Affairs, the Assistant Dean for Administration, the Assistant Dean for Student and Multicultural Affairs, the Assistant Dean of Programs, and their staff, is generally open 8 a.m. to 5 p.m. on Monday through Friday, excluding holidays. If you need to contact an administrator in this office outside of these hours, please contact the Dean's Office at 651-523-2885 to make other arrangements.

### **CALI EXERCISES**

Hamline has an extensive library of exercises available to your students to test their understanding of the law and its application in your classes, because of its membership in the CALI consortium of U.S. law schools. You can view these lessons through the library's website or at <http://www.cali.org>, password HAMLINfac86 (case sensitive). You can also obtain a copy of the CD-Rom available to all Hamline students from the circulation desk by contacting the Reference Librarian at 651-523-6063. If you put up a TWEN page for your students, TWEN will also prompt you to select CALI exercises pertinent to your class.

### **CAREER "MENTORING" OF STUDENTS**

The Career Services Office is located in Room 201, and is open two Saturdays a month as well as during regular business hours. Phone: 651-523-2470; Fax: 651-523-2451; email [cs@hamline.edu](mailto:cs@hamline.edu)

Students really appreciate advice from practicing attorneys about career options. You should feel free to give your students candid advice, in your opinion and experience, about career possibilities, their qualifications for obtaining positions in those fields, and what they should do to prepare for those fields. Please provide such advice professionally and ethically (for instance, avoid scurrilous attacks on particular law firms).

You can also help your students by encouraging them to follow up and take advantage of the many career preparation services available through the Career Services Office (CSO). They include:

*Resume and/or Cover Letter Critique*  
*Self-Assessment/Myers-Briggs Assessment and Consultation*  
*Interview Preparation/Mock Interview*  
*Job Search Exploration or Strategy Consultation*  
*Professional Development Consultation*  
*Job Posting*  
*Networking Guidance & Opportunities*  
*On-campus Interviewing*  
*Job Fair List and Reimbursement Policy*  
*Workshops on job preparation and on specific job fields throughout the year*

If you become aware of an employment, internship, volunteer, or other professional opportunity that you think would be of value to our students, or if you would be willing to serve as an advisor or mentor to a student, even just to answer a question by email, the CSO would really appreciate your help.

You are also welcome to contact this office for help if you see a tie-in between your course and a particular career field. For example, if you think it would be helpful to arrange a speaker in your class on how students can get jobs in that particular subject matter, the CSO may be able to help.

If you are approached about writing a recommendation for a student, please see **Recommendation Guidelines**.

### **CLASS CANCELLATIONS AND MAKE-UPS**

The calendar is planned so that you have at least 700 minutes of class per credit as required by the ABA. For example, a ninety-minute weekday class that meets twice a week will meet for 180 minutes per week (two 90-minute segments) for thirteen weeks, for a total of 2340 minutes. The current class schedule has at least one extra class day built into it. Thus, class may be cancelled once during the term with no make-up class required. But because we are required by the ABA to meet for the minimum number of minutes, it is **very important** that you make up any hours that you must miss due to illness or other emergency beyond one class day. Because rescheduling is difficult, it is important that you do not cancel class unless there is a true emergency.

**Please let the Office of the Registrar (OTR) know immediately if you have to cancel class (651-523-2468) so your students can be notified and arrangements for a make-up class can be made. The Office of the Registrar staff will help you coordinate available rooms and times, and they will post make-up assignments for you.**

**Some tips on make-up classes:** Because students also have complicated schedules and the classrooms are often fully occupied, we encourage you to consult with your class and the OTR (or visit the room scheduler on the OTR's home page under Other Services, Room Reservations) about a make-up if you need to make up a class. Most often, classes are made during the "reading days" built into the schedule between the last class and the beginning of final exams. However, you can schedule a make-up class at any other time if the students are able to attend and a room is available.

If there is no competing class (or other pressing obligation) for students before or after your class, and if it fits your course plans, it may be easier for you and the students to

agree to extend time at the beginning or end of your class sessions (e.g., adding 15 minutes to each class period) until you have made up the time missed. Finally, if all else fails, because finding make-up times that will work for both the faculty member and the students is so difficult, some faculty will look for someone to replace them during a particular class, if they believe that the replacement faculty will cover the necessary material or equally valuable subject matter with the same teaching quality. Classes are generally otherwise not cancelled except in the case of an extreme weather emergency. (See [www.hamline.edu](http://www.hamline.edu) or call 651-523-5555 or 651-523-2800 for university closings.)

### **CLASS LIST OF STUDENTS**

An attendance roster of all students enrolled in your classes will be placed in the adjunct message/mail cabinet located in the Faculty Study, Room 200. The cabinet is accessed by a code that will be e-mailed to you each semester. To access your current class list online, log into Piperline at [http://www.hamline.edu/homepage\\_items/home/piperline.html](http://www.hamline.edu/homepage_items/home/piperline.html). Log in information is available by calling the OTR at 651-523-2468. See “Piperline” entry for more information.

### **CODE OF CONDUCT**

Hamline Law School expects its students to conform to the highest ethical standards in all aspects of their law school experience. Our Code of Conduct sets forth minimum expectations, ranging from areas such as exam misconduct and plagiarism to dishonest conduct, illegality, and other conduct that would be cause to question the student’s character and fitness for purposes of the bar examination. Because this Code is so important, it is set out in full in the Appendix.

If you believe that a violation of the Code of Conduct has occurred, you should file a charge with the Associate Dean for Academic Affairs as described in the Code. However, unprofessional conduct that does not rise to the level of a Code violation should be reported to the Assistant Dean for Student and Multicultural Affairs or the Associate Dean for Academic Affairs, so that the student can be confronted and counseled about his or her behavior.

### **COMPUTER SERVICES**

Hamline has a wealth of computer services available to you with your Hamline ID and password. Piperline is Hamline’s web interface to information and services to teach your class. On Piperline, you can access your class lists, send emails to students, post grades and see limited information about your students (subject to confidentiality rules under FERPA.) For simple emails, most faculty use their class email list to be found on Piperline. However, you can also email all of your students through the Thomson Reuters (Westlaw) TWEN system if they have all signed up for your TWEN site. You can also set up discussion groups through TWEN.

Undergraduate faculty also use Blackboard to post information, set up assignments, or create opportunities for interactive dialogue, but not many of the law faculty use that system. So if you choose to use Blackboard, you may have to do a little instruction with your students. Also, please notify Katrina Teppen in the registrar’s office so she can configure your course to allow for Blackboard use.

Hamline University has wireless access, and many students take advantage of this to bring laptops to class or to work around the building. Many students also make extensive use of computer databases available through the law library and Bush Library website when they do legal research; some of these are publicly available databases and others are available through the library staff.

For a list of available computer technologies at Hamline and instructions for using them, please go to:

[http://www.hamline.edu/hamline\\_info/offices\\_services/technology/knowledgebase/index.html](http://www.hamline.edu/hamline_info/offices_services/technology/knowledgebase/index.html). To use Piperline, see the Piperline Appendix in the back of this manual. If you have any difficulty accessing Piperline for the first time, please contact Hamline's IT staff, 651-523-2220, [itshelp@hamline.edu](mailto:itshelp@hamline.edu). You will need your Hamline ID number and a password, which will be sent to you by e-mail after you are first assigned a course.

### **COPYRIGHT POLICY**

You may want to use non-book written materials, recordings, videos, etc. in conjunction with your classes. Hamline's copyright policy states "...the copyright laws allow a user to read, listen to, or view the copyrighted material. The copyright laws do not allow a user to modify a copyrighted work, make copies of it (beyond those allowed by fair use), distribute copies of a work through the Internet, or broadcast a copy of a work (such as in the case of video or audio) on any channel or network." Faculty and staff members are responsible for "reading and understanding the requirements of copyright law and the policy statement and guidelines of the University." Under the Hamline policy, "faculty or staff members who willfully, intentionally, negligently, or without good faith violate applicable copyright laws will be solely liable for damages or judgments incurred."

To assist in complying with applicable copyright law, Hamline has established a process for helping you determine if you need copyright permission and to obtain the copyright permission that you need through Ikon, the University copy center. Information can be found at

[http://www.hamline.edu/hamline\\_info/offices\\_services/technology/knowledgebase/copyright/index.html](http://www.hamline.edu/hamline_info/offices_services/technology/knowledgebase/copyright/index.html)

Most law reviews will freely grant permission to use law review articles without a copyright fee if you simply fax or email a letter to them explaining that you are going to use an article, what class and how many students, and that you will provide the copy without charge except for photocopying expenses. Most ask you to acknowledge the publication permission in the materials. For fall classes, you will want to ask well in advance since many law review offices are not staffed on a daily basis in the summer. A list of most law reviews with links to their home pages can be found at the following website:

Washington and Lee Library website, <http://lawlib.wlu.edu/LJ/index.aspx> (note that this website is specifically set up for electronic submission of law review articles but you can get homepage information there as well.)

Other options may be to put copies of the **materials on reserve** in the library for students to read, or to **link to them on-line** through TWEN, Blackboard, through your on-line

syllabus, or another site. The Law Library has provided a useful tutorial in how and when to do this on <http://law.hamline.edu/library/faculty-guide-online-readings-linking-documents-subscription-databases.html>.

### **COUNSELING**

(see also Career “Mentoring” of Students)

Occasionally, you will be approached by a student who is having personal or other difficulties or you will notice that a student seems to be having trouble completing assignments, coming to classes, or paying attention in class. In addition to talking with the student yourself and applying your policies on course expectations, you should encourage the student to contact the Assistant Dean for Student and Multicultural Affairs, Andrew Crouse, 651-523-2143, to seek personal counseling or professional help for his or her problems. If we can identify personal difficulties early, we can often work with these students to provide the support necessary so that they can be successful.

### **COURSES OFFERED AND COURSE DESCRIPTIONS**

Occasionally, your students might ask your opinion about whether they should take other courses in Hamline’s curriculum. If you need to see what the course covers, go to [http://law.hamline.edu/course\\_descriptions.html](http://law.hamline.edu/course_descriptions.html). Almost all Hamline courses are offered at least once every other year; most bar courses are offered once or twice a year.

### **COURSE EVALUATIONS**

Toward the end of the semester, the Office of the Registrar will remind students that they must fill out online course evaluations for all of their courses. Students have until the first day of the exam period to complete their course evaluations. Once exams begin, students are locked out of the course evaluation system and cannot complete any additional evaluations for that semester. If a student fails to complete a course evaluation for a course, he or she cannot access the grade for that course until ten days after grades are posted.

Hamline employs a “double-blind” practice on grading and student evaluations to ensure the appearance of fairness in evaluation. That is, you cannot review your student evaluations until after you have submitted your grades, and the students can only evaluate you before the exam period begins. You will be able to see your evaluations via Pipeline once the grades for your course are posted. You will also receive a computer summary which shows you where your numerical scores stack up compared with all faculty at Hamline within a few weeks after your grades are in.

The following are the questions asked on the forms:

(Questions 1-10 are rated from 1-5 and students have the opportunity to comment)

1. The instructor’s knowledge and understanding of the subject matter were strong.
2. The instructor was well-prepared for class.
3. The instructor challenged my thinking in this course.
4. The instructor created a classroom atmosphere conducive to learning.
5. The instructor created an atmosphere of respect for differing views.
6. The instructor was accessible outside of class.
7. The course materials were strong.

8. The workload was appropriately demanding.
9. The classes were well organized.
10. I would take another course from this instructor.

Additional comments:

What was the best thing about this course and/or instructor?

How could the instructor improve the course?

Other Comments:

Student evaluations are considered in decisions to re-hire adjunct faculty, but they are not the only basis for such evaluation. They serve as a useful tool as you try to re-vamp a course, assess whether a novel method worked, or improve your teaching techniques. You are also welcome and encouraged to request through the office of the Associate Dean for Academic Affairs that a full-time or more experienced adjunct faculty member attend your class to offer suggestions. In addition, the Dean or Associate Dean may decide to visit your class to evaluate your teaching, or designate this task to another full-time faculty member. But normally you would receive advance notice before such a visit occurs.

### **DISABILITY ACCOMODATIONS**

Accommodations for student disabilities, such as learning or physical disabilities, are worked out through the office of the Assistant Dean for Students and Multicultural Affairs. You will be notified if a student has been given an accommodation within your classroom such as permission to tape your class. (You may not be notified if the student has been given an accommodation such as an extended exam period, due to the anonymity of the grading system.)

If you become aware that a student may have an undiagnosed disability or illness (such as mental illness or substance abuse), please encourage the student to seek appropriate diagnosis and treatment through the Assistant Dean for Students and Multicultural Affairs' office. Occasionally, students do discover a learning disability for the first time in law school, and if we can work with the student early, it can make a major difference in how successful he or she can be. If any accommodations a student has been given are disruptive for your class, please contact the Assistant Dean for Students and Multicultural Affairs to work something out.

As you work with students with disabilities, please be sensitive to the fact that many students do not want others to know that they have a disability or that they have received accommodations.

### **DISCRIMINATION AND HARASSMENT**

Hamline University does not tolerate discrimination or harassment of faculty, staff, students or guests, or sexual misconduct or violence. Because of the importance of this policy, the entire policy on discrimination and harassment, as well as the policy on sexual misconduct, including the procedures that should be followed if you either experience or witness such actions, is provided in the Appendix.

## **EMAIL COMMUNICATION**

You must use your Hamline University email for all communications related to your teaching. Please check your Hamline email regularly because we will communicate with you through this address. Confidential information is normally not sent through email, and grades MAY NOT be submitted from your non-Hamline email account. If you need to change your email at any time, please contact Mary Street in the Dean's Office at 651-523-2885.

You may communicate with your students by email through the university's Pipeline system (see Computer Services, above) or through your TWEN site (see TWEN below.) All students are required to have a Hamline authorized Google email account and will be accessible through the Pipeline system. But if you choose to use TWEN to post important notices, assignments, etc., make sure that your students are aware that they must sign up for your TWEN page. You may also ask your students to give you their Google email address because that is the "official" notice system for the University. University student emails end with @hamline.edu

## **EMPLOYMENT CONTRACTS AND DOCUMENTS**

Your employment contract confirms that you are scheduled to teach at Hamline University School of Law and that you are employed as an adjunct faculty member for that particular semester. It will specify the course you are hired to teach, the pay rate and the class meeting time. You should receive it by 3-4 weeks before the semester begin. If you do not receive it, please contact the Dean's Office at 651-523-2885.

If you are new to Hamline, you will receive a W-4 and other forms with instructions, which you will need to complete and return to the Dean's Office.

## **EVALUATION OF STUDENTS**

(see Grading)

## **EVENTS**

We welcome your participation in student and all-school events occurring on campus. You can get information about events occurring on campus at [www.law.hamline.edu/connection](http://www.law.hamline.edu/connection).

## **EXAMINATIONS, PREPARING**

Writing your examinations or evaluation instruments is one of the most difficult things you will do as a faculty member. In addition to covering major substantive issues, you will want to think about what skills and learning you wish to evaluate (Issue-spotting? Precise description of rules?), how your course relates to bar exam skills and knowledge students need, how many times over the semester you want to (and are able to) examine the students, and what you think will provide the most fair testing opportunity for all students.

You are encouraged to contact other faculty members or the Associate Dean for Academic Affairs if you want to sort through these issues before you write your exam.

**Sample exams and answers** can be placed on reserve and are included in a web-based archive if you give your permission at the end of the semester. Electronic copies of your exam are the easiest to post. Sample exams for posting can be sent to Selva Palani, Assistant for Circulation Services, 651-523-2308, or [spalani01@hamline.edu](mailto:spalani01@hamline.edu).

If you are teaching a course that is regularly taught at Hamline, you might also wish to go to this website to get a sample exam for this course to give you a sense about how other faculty construct exams. You will need your Hamline ID and password to access these exams.

### **EXAMINATIONS, SCHEDULING**

For all upper-class courses, we have a variety of scheduling methods, and you are welcome to select the option that seems appropriate to your course. As you consider how to select an exam schedule, please select a schedule that is consistent with your teaching goals for the course. Recent learning theory also suggests that multiple evaluations, such as mid-terms, short papers, problem exercises, etc. coupled with group or individual feedback, are the most effective way to teach students.

Here are some popular exam methods offered:

1. **Timed, scheduled closed-book exam:** Students come to the law school for a prescribed period of one to four hours (scheduled by the OTR) and are provided a paper exam (or the exam is deployed through software that students open on the computer. If you use multiple choice or true-false questions on your exam, we will deploy the exam on the software, Softest, for ease of grading.) They are allowed to take the exam through secure exam software (which does not allow them to access any other programs while they are taking the exam.) The student may use no materials in this exam. The exam answers are printed out through the Office of the Registrar.

A rule of thumb for closed-book, timed exams, but by no means required, is to schedule one hour of exam, more or less, for every class hour in your course (e.g., for a 3-hour course, 3 or 3.5 hours of exam.)

Usually within 24 hours of the exam time, exams are ready to pick up unless there has been an exam variance (e.g., for an ill student or a student with an emergency). In case of a variance, the OTR will retain some of the other exams for grading in a group to preserve student anonymity.

2. **Timed, scheduled open-book exams:** This type of exam is scheduled the same as a closed-book exam but you may designate certain materials that students may use, such as a rules supplement, the textbook, outlines they have prepared, web materials, or any subset of materials. NOTE: Students will not be allowed to use any other materials, such as a calculator, that you did not describe in the written exam instructions even if you told them earlier that they could.
3. **Timed, self-scheduled closed-book exams:** This type of exam is set up like a scheduled exam, except that each student may choose which day and time block he or she wants to take the exam during the entire exam period. Students are on

their honor not to speak to other students who have yet to take the exam. There are two time blocks (9:00 a.m. and 1:30 p.m.) each day of the exam period.

4. **Timed, self-scheduled, open book exams:** This type of exam is the same as a closed book self-scheduled exam but students may bring materials designated by you to the exam.
5. **Self-scheduled, open-book take-home exams:** Our software permits you to designate that students may take exams from any site by downloading and taking the exams during the period you designate and returning them electronically to the OTR by the end of that period. We can determine electronically when they opened and closed the exam to make sure that students stay within the time limits. This option works best when you are allowing them a lengthy period, such as an 8-hour or 24-hour period, in which to write their exams. If you wish to do a regular-length exam such as 3 hours using this method, please consult with the OTR about the pros and cons. Because we cannot monitor students' use of materials (or even who took the exam) while they are taking this kind of exam, this exam works when students can use virtually any materials they wish.

**Mid-term exams** can be scheduled in a similar manner with the OTR. You will receive an inquiry about whether you plan to schedule a mid-term. Due to the complexity of scheduling, if you plan a scheduled, timed closed-book mid-term, please plan to administer it during one of your classes if at all possible.

**Scheduled and self-scheduled exams** are proctored by the Office of the Registrar. You do not need to be present during these exams. If at all possible, you should be available by phone or email for scheduled exams so that you can be reached if there is some significant problem with the exam (such as a critical typographical error or missing page, etc.)

Printed self-scheduled exams may be **picked up** throughout the grading period if you wish.

**Exam schedule waivers may NOT be given by individual faculty members.** If a student approaches you about taking your exam on a different day or accommodations for a disability or any other deviation from your requirements for the exam, he or she needs to see a staff member in the Office of the Registrar. Such requests are decided by the Assistant Dean for Student and Multicultural Affairs. You are certainly welcome to provide the Assistant Dean with any input on the request, pro or con. The Assistant Dean will attempt to ensure that all students are treated fairly and consistently with the rules we have in place.

### **FACILITY PROBLEMS**

Please report any problems with the facility or technology to Mary Street in the Dean's Office. If the office is closed you should contact the Office of Safety and Security, 651-523-2100, regarding building issues or the ITS Helpdesk, 651-523-2220, regarding technology issues.

## **FAX SERVICES**

The Law School fax machines are located inside the workroom near the OTR, and in the faculty administrative offices. These fax machines are available during the regular weekday working hours. If you expect a fax, please contact the OTR (523-2468 or 523-2424) or the faculty administrative assistants (523-2518 or 523-2805) to let them know it is coming and where you want to pick it up (either in your message box in the adjunct cabinet in the faculty study, which is secured, or at the library desk).

Fax for administrative offices: 651-523-2435

Fax for faculty: 651-523-2236

## **GRADES, CALCULATING**

Under our Academic Rules, a student's final grade must be based, at least in part, on some written work by the student, which may include an exam, exercises, and/or a substantial research paper. However, you may factor in attendance, participation in class or in professional activities, or oral exams, PROVIDED that you have announced by the first day of class (and preferably in your on-line syllabus) what your grading components and policy will be. It is ESPECIALLY important that you are clear and precise if you intend to lower student grades due to lack of attendance or participation. (For excessive absences, see Absences.)

Written exams are graded anonymously. If you plan to give any exam during the course of the semester, you should notify the Office of the Registrar well in advance (and usually they will ask you near the beginning of the semester.) Mid-term and final exam numbers are issued to students electronically, but they are different numbers. (If a student asks you about their number, have them look online or consult with OTR.) You should discourage any attempt by students to "flag" what their exam or exam number is and should avoid trying to identify the student's exam (e.g., by familiar handwriting) until the exam grades are turned in.

If a student attempts to negotiate a grade with you after you have submitted grades, you may remind them that no final grades can be changed except for clerical errors. This means, quite literally, that you forgot to add in the grade for a multi-component course (such as a class participation grade you had already calculated), improperly multiplied or added, etc. It does not include circumstances where you become convinced that you have made an error in judgment in grading the student's work.

Because in paper courses many students are consulting the instructor on topics and doing drafts, anonymity is not required and often is not possible. The "final grades are final" rule still applies in these cases. You might remind your students that these assignments will not be graded anonymously and they may turn in their final projects by name.

If you plan to factor in class participation to a class in which students are graded on an anonymously-given final exam, e.g., through a grade "bump" up for participation, the preferred way to do so is on Pipeline. After you enter your exam grades, you will be prompted to enter grade enhancements. After you have done so, or even if you choose not to enter grade bumps, make sure that you select "submit" once again or your grades will not be finally submitted to the Registrar.

If the options on Pipeline for grade enhancements do not fit the way you want to factor in grade participation, please contact the OTR for assistance. They can help you apply your formula to your students exam grades without disclosing the students' identities.

Although this is rare as a practice, you may ask for the names of the students before incorporating non-anonymous assessment factors. However, if you do so, you should turn in your pre-incorporation grades to the Registrar's office before you get these names, and you may not move the grade up more than one gradation (e.g., from "C+" to "B-"). You may NOT move a student's grade DOWNWARD from the exam grade once you know the student's identity.

Students who do not take exams or turn in assignments designated by you as components of the grade on the required date will receive an "F" for that assignment unless they have been properly excused. You may, however, extend the time that a draft or paper is due, so long as you believe that this extension will not unfairly impact the other students in the class. Any student who wants a deviation from the schedule for a final or mid-term exam must see the Assistant Dean for Students to seek a variance. You may not give a student an "incomplete" because he or she wants to take an exam later or fails to take a final. A student who wants an incomplete in a course must petition the associate dean for academic affairs.

However, you should remind students that they must complete the final assignments by the date you agreed on, which can be no longer than the end of the next semester (summers and J-terms excluded.) If a student does not meet this deadline, he or she receives an F in the course. Graduating students are not eligible for an incomplete (I) grade.

Should a student miss an exam because, for example, he or she overslept, the Associate Dean of Academic Affairs or the Office of the Registrar will be in touch with you to discuss an appropriate disposition.

If you are giving a combination of letter and numerical grades to students on final exams or projects or throughout the semester, please remember that our equivalent scale (and the "translation" that the students will be looking for) is as follows:

A is computed as 4.0

C is computed as 2.0

A- is computed as 3.75

C- is computed as 1.75

B+ is computed as 3.5

D+ is computed as 1.5

B is computed as 3.0

D is computed as 1.0

B- is computed as 2.75

D- is computed as 0.75

C+ is computed as 2.5

F is computed as 0.0

## **GRADES, SUBMISSION AND PROCESS**

From the student's perspective, prompt submission of final grades is extremely important. Toward the end of each semester, you will receive a notice from the Office of the Registrar reminding you about grading procedures and informing you of any new procedures. We appreciate your efforts to submit grades on time.

Please make arrangements with the Office of the Registrar to pick up your final exams or to have them delivered to you if necessary. At that time, the registrar will have you sign for the number of exams you have received so we can make sure you have all of the exams in the course. In the rare case that you have an exam number with no matching exam, contact the registrar's office immediately. You may occasionally see a "W" on your list of exam numbers. A "W" designates a student who has withdrawn from the course before taking the exam, so you do not need to look for an exam from this student. You may also see an "AU" that indicates an auditor, such as an attorney taking the course for CLE credit.

**Grades must be submitted directly via computer by logging in to Pipeline.** This is the fastest and most accurate method for submitting grades. You can enter Pipeline by going to the Hamline website, go to "Log-ins" and follow the prompts for your Login information (your Hamline ID number and your PIN number), the semester you are teaching, etc. Detailed instruction are provided in Appendix A.

**Tip A: Before you hit the "submit" button on your grades, do at least one final check to make sure that you did not inadvertently make a math error (if you are grading components of the exam separately), record grades on the wrong line, and so forth. Most students will not question the grade they have received, and no one will ever notice that you have made such an error.**

**Tip B: Read the instructions for posting grades on Pipeline before you start. They are attached as the first appendix to this manual. The most common error faculty members make is not to hit the second, final "submit" button when they are done, so that the OTR has no record that your grades are received.**

*Exam bags:* Your exams will each come in a plastic bag to ensure that no pages are lost. If you return those bags to the OTR at a convenient time, we are happy to re-use them.

*CALI Award:* Hamline participates in the Center for Computer-Assisted Legal Instruction (CALI) Excellence for the Future Awards program. If you teach a graded class with 6 or more Hamline J.D. students, you will be asked to supply the name of the student with the highest grade in the class to receive the award. The highest grade is determined in your discretion--for example, if you are giving "grade bumps" for class participation or other reasons, you can choose the student with the highest grade counting participation or excluding participation. Students get a CALI exercise of their choice and a certificate.

*Exam Retention:* The ABA requires law schools to retain a copy of student exams for a period of one year, unless they have been returned to the student. If you have difficulties storing your exams in a secure place, please contact the Office of the Registrar for an alternative. Some faculty who provide students with their exam will still retain a photocopy of the exam in case the student comes back with further questions. At the end of a year, as you discard your exams or other evaluation instruments, please be mindful

of confidentiality—for example, if shredding is not a reasonable option because of the number of pages you are grading, you might want to tear off or otherwise obliterate student exam numbers or other identifying information. If you have developed a mentoring relationship with a student and it is likely that he or she may call upon you for a job reference, you may wish to retain the student’s exam or papers until sometime after graduation so you can utilize them to construct a detailed reference. (See Recommendations for Students regarding disclosure forms and the process for providing recommendations.)

### **GRADING POLICY**

Hamline does not use a grading curve or give faculty members required guidelines about how they should grade their exams or papers. In courses where students are extensively evaluated and permitted to re-draft, or in courses that students self-select because of their interests, the entire class may end up with grades that are higher than the average bar class where many students are enrolled. However, particularly when several sections of the same large course are offered, students can feel unfairly treated if the grades in one section consistently are higher than the grades in other sections.

If you are interested in finding out what the history of grades in your particular course has been, you may contact the OTR. As a rule of thumb, a median student grade in a large second or third-year course is somewhere in the C+ to B range. Students whose GPA falls below a straight C, 2.000 are placed on academic probation and have one additional semester to bring their average above 2.0. If they do not achieve a 2.0 after one semester, they are automatically academically dismissed from school.

The standard against which faculty grade their students is subject to continuing discussion, though faculty members have academic freedom to assess their students as they see fit. If you asked, some faculty might say that, because this is a professional school with a licensing exam, they consider whether the student they are grading is capable of passing the bar given his or her performance, and their grading (especially below C or C+) reflects this concern. Others grade students by evaluating whether they have achieved goals set out in the course or how they perform in comparison to young attorneys, other law students around the country, other Hamline students, or some combination of these standards. You are encouraged to talk with other faculty members about grading fairly given your course objectives.

### **ID CARDS**

As a member of the adjunct faculty, you may wish to obtain a Hamline ID card from the Safety and Security office in Drew Hall (across Hewitt from the law school, on the first floor.) The Office is open 24 hours per day, 7 days per week. The Hamline ID will display your photo and Hamline ID number. The ID will allow you to:

1. Check out library materials (borrowing privileges extend to the end of the semester in which you are teaching.) See Library Services for further information.
2. Make photocopies at most digital imagers in the law school.

3. Log into Pipeline where your class lists, information on your students, grading lists, etc., can be found. Please remember that this information is confidential.
4. Easily access certain employee services on Pipeline, such as direct deposit.

More information about the Hamline ID card can be obtained by calling Safety and Security, 651-523-2100.

### **KEYS AND ACCESS TO ROOMS**

Your classroom should be open at the time scheduled for your class. Similarly, the faculty study should be open for your use in meeting with students or preparing for class until the late evening hours unless an event is scheduled in the room. If you encounter a problem with a locked classroom or other reserved room during regular working hours, go to the Dean's office for help. After hours contact Safety and Security at 651-523-2100. Please let the Dean's Office know if you had a problem with access to your classroom so that the problem can be reported to the Safety and Security Office and we can make sure your classroom is routinely opened.

### **LIBRARY SERVICES**

We invite you to take full advantage of the services offered by the Hamline Law Library. As faculty have some privileges that students do not have, and students often staff the circulation desk, identify yourself as an adjunct faculty member when you ask for these services, and seek the services of a full-time librarian or staff member if you need specific services. You also may want to request a tour so you know where materials related to your class are located.

*Access to the library* when class is in session during the school year  
Monday-Thursday, Saturday, Sunday, 7:30 a.m. to 11:00 p.m.  
Friday, 7:30 a.m. to 10:00 p.m.

For hours other than these times, call 651-523-2125, or check out the library website, <http://lawlibrary.hamline.edu/content.php?pid=54482&sid=399157>.

*Circulation privileges:* You may check out materials that normally circulate such as treaties and reserve materials. You also may order books through CLICnet, which is the consortium of local college and university libraries, and have them sent to the law library, usually within a day or two of ordering. You will need your library barcode found on your ID to order these books, but you can do it on-line at <http://lawlibrary.hamline.edu/> (click on Consortium-wide Catalog (CLIC)).

*Course Help:* If you are teaching a class which requires students to do research outside of course materials, such as for a required paper, Hamline librarians can come to your class and make a presentation on data sources specific to the subject matter of your course. Contact Barb Kallusky for help, [bkallusky01@hamline.edu](mailto:bkallusky01@hamline.edu).

*Online Resources:* Hamline has an extensive list of databases through its website, including on-line legal research resources and other information, including library hours, staff and policies, <http://lawlibrary.hamline.edu/>.

*Reference:* Hamline has an excellent collection of legal materials and a reference staff that is willing to help you with many services as you prepare for class, including some brief research projects. Contact the reference desk by phone at 651-523-2937, or email at [reference\\_law@hamline.edu](mailto:reference_law@hamline.edu). For research help with a specific topic, contact Barb Kallusky at [bkallusky01@hamline.edu](mailto:bkallusky01@hamline.edu).

*Reserve Materials:* If you would like to make materials available, such as past exams or hard copies of materials that are not electronically available (see TWEN and LEXIS Web Courses for electronic posting), you may bring copies to the library desk and ask that they be placed on reserve, filling out the reserve form with information about what course they are for and how long you want them kept on reserve. When possible, ask for the Library Assistant for Circulation or another full-time staff member. Please avoid placing on reserve the sole copy of something you need back. The Associate Dean's office will happily photocopy these items for you if you have only an original.

Normally, items are placed on reserve within 24 hours, and are removed at the end of the semester and returned to you in your faculty folder. Please remember the time lag when you announce to your students that you have placed an item on reserve.

You may also call the Library Assistant for Circulation at 651-523-2052 to place an item on reserve from the library, if you want to make sure that your students have access to it for a period of time.

### **MAILING ADDRESS FOR LAW SCHOOL**

The mailing address and fax for any administrator in the Dean's office or the OTR is:  
Hamline University School of Law  
1536 Hewitt Avenue  
Saint Paul, MN 55104  
Fax: 651-523-2435

### **MAIL AND MESSAGES**

Unless it is highly confidential, faculty mail will be placed in a personal message box in a locked adjunct file cabinet in the faculty study, for which you will get a code by email. Please check this message box on a regular basis, as it will include class lists and other important information.

If you anticipate receiving mail or a message that requires a higher level of confidentiality, please contact Mary Street at [mstreet@hamline.edu](mailto:mstreet@hamline.edu) to work out an arrangement for it to be delivered to you.

### **MENTORS**

If you find that it would be helpful to have a full-time faculty member available to answer your questions about such things as syllabus preparation, exam preparation, use of technology in the classroom, etc., please contact the Associate Dean for Academic Affairs. We will do our best to match you with a faculty member who can respond to your needs.

## **OFFICE HOURS**

Because adjunct faculty members are on campus for limited periods, we recognize that you cannot keep the extensive office hours that other faculty members can, but we strongly urge you to provide some amount of time before or after class (or on another day when you have free time) when students can talk with you. If your office hours will be quite limited, please provide another form of access to students, i.e., hours when you can be called at your place of employment, email access, etc. Information about when students may contact you (and when they should not) should be placed in your syllabus.

## **OFFICE SPACE**

We invite you to prepare for class and meet with students in the faculty study. The faculty study is right above the Moot Courtroom on the second floor, next to the library. You can access this room either by crossing the second floor “bridge” on the north side of the building, or by going up the stairwell to the left as you enter the building from the northwest side of the building. If you come at unusual hours and the faculty study is locked, you may get a key from the library circulation desk, or contact security at 651-523-2100 to let you in.

The faculty study is not reserved for adjunct faculty only, so you may come to the study only to find that a meeting or event has been scheduled there. If you find that you will need a consistent time to utilize this or other space alone or to meet with your students, please contact Mary Street and she will reserve such a space for you. If you need additional access to any equipment to prepare for class, please let us know and we will do our best to accommodate your needs.

## **PAPERS, SUBMISSION**

The law school uses TWEN for submission of final papers as well as any other important graded papers that must be submitted by a certain deadline. Instructors can construct a TWEN site easily with a personal password they can get from Megan Koltes in the library, [mkoltes01@hamline.edu](mailto:mkoltes01@hamline.edu) or 651-523-2737. TWEN allows students to upload papers from any remote location and allows you to open them anywhere you have access to the web. You may also select whether you want the papers submitted anonymously by number or by name. Finally, TWEN will document exactly when the paper was submitted in case you have a specific deadline. Please contact the law library if you need any help learning how to use TWEN.

## **PARKING**

Hamline requires parking permits for faculty, staff, and students who are using the parking lots between 8 a.m. and 8 p.m. Monday through Thursday, and 8 a.m. through 4 p.m. on Friday. If your class meets at a time when parking is enforced, the Dean’s Office will obtain a parking permit for you, upon receipt of vehicle information from you.

Parking policies and information about registering your car and available lots are at [http://www.hamline.edu/hamline\\_info/offices\\_services/campuses\\_grounds/safetysecurity/general/new\\_parking\\_policy.html](http://www.hamline.edu/hamline_info/offices_services/campuses_grounds/safetysecurity/general/new_parking_policy.html).

## **PAYROLL**

Your adjunct salary will be paid at the end of the month, once a month (unless other arrangements are made) over the course of the semester(s) in which you are teaching (fall from September to December, spring from February to May, summer at the end of June and July.) We encourage you to sign up for direct deposit. This form will be sent to you with your employment forms.

## **PHOTOCOPYING**

Photocopies relating to your course ONLY may be made using your Hamline ID card, or by asking a faculty administrative assistant if you are in the building during the day. You may also send, email, or fax materials to the Dean's Office (Mary Street, mstreet@hamline.edu) for photocopying. Copied materials will be placed in your faculty box in the faculty study so long as you give adequate turnaround time. If you will be doing extensive photocopying for your class, you should contact the Assistant Dean of Administration, Richelle Wesley, in advance about charging students a fee to cover the cost of copying, or consider having the Bookstore make the copies for you and sell them as a coursepack through the bookstore. You may want to consider not photocopying the materials but putting them online on TWEN or Blackboard and giving your students the option of photocopying or printing them if they wish. See TWEN for more information. **You must comply with copyright laws when distributing manuals for class.**

## **PIPERLINE**

Pipeline is Hamline's web-based student information system. You can use your Pipeline account to do the following:

Under "Faculty Services"

1. Obtain a class list for your class.
2. Get contact and other information about your students.
3. Get a photo roster of your students (on the class list page.)
4. Send your entire class an email.
5. Look at the schedule for your course (days, times, room, course number called CRN, etc.) under Faculty Detail Schedule.
6. Look at the waiting list for your class, if there is one (the number of people on the wait-list are also posted on the Registrar's home page under courses, select the semester, and then select your class.)
7. The grades you have posted for that class.
8. View the results of your student course evaluations (under Course Evaluation Menu.)
9. Create a Blackboard course for your course (see Computer Services in this manual. Please let Katrina Teppen in the Office of the Registrar know if you plan to use Blackboard.)
10. Most importantly, **SUBMIT YOUR GRADES ONLINE.**

Under "Employee Services" you can

1. Get a "pay stub."
2. View your direct deposit history and make changes in your direct deposit status.
3. See your W2 and W4 forms.
4. Update your contact information.

If you are a continuing adjunct member, you should already have access to Pipeline. If you do not have access, contact the ITS Helpdesk at 651-523-2220.

If you are a new adjunct, as soon as you are hired for a course, you will receive an automated email generating your Hamline ID number, and a separate email communicating the PIN number for your account on Pipeline. To access this system, you will need your Hamline ID number and your PIN number.

We would encourage you to log into Pipeline as soon as this information arrives, which you can do by going to the Hamline University or Law School homepage, click on "Login" at the top, then choose "Pipeline" and the "Login to secure area." You will be asked for your Hamline ID and your PIN at that time. The Office of the Registrar would be happy to teach you how to use the system. Contact Katrina Teppen, 651-523-2468.

### **RECOMMENDATIONS FOR STUDENTS**

You may be approached by students about a recommendation letter for a job or other professional opportunity. We appreciate your taking this time to help our students seek these opportunities. It is important that you comply with federal law (FERPA) when you make these recommendations. When an oral or written recommendation is based on the faculty member's personal observation or knowledge, it does not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information obtained from a student's education record is included (grades, GPA, etc.), the faculty member is required to obtain a signed release from the student which 1) specifies the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies the party or class of parties to whom the disclosure can be made. The release and a copy of the recommendation (if one is issued) become part of the student's education record and thus, under FERPA, the student has the right to read it, unless she/he has waived that right of access. See 34 C.F.R. 99.12 (b)(3). FERPA explicitly allows faculty members to request students to waive access in order to ensure candid assessments.

Whenever a student requests that you make a verbal or written recommendation, ask him or her to complete the recommendation waiver form available on the Registrar's web page. (It is obviously better to err on the side of caution, even if you believe no personally identifiable information is involved.)

We recommend that you ask the student to check the "waive access" box. If a student refuses, you may still choose to issue a letter of recommendation, but the student will have a right to inspect the letter under FERPA. Ensure that your statement/letter does not exceed the disclosures permitted by the student.

Attach a copy of the letter to the form. Keep this form and letter for at least one year from the date of issuance. If you would prefer for the law school to keep the letter, please send it to the Registrar's Office. Dispose of all old letters by shredding them.

### **ROOM RESERVATIONS**

If you need space to meet with students outside of class hours and the faculty study is not available or will not work best for your needs, you may reserve a room on the Hamline Law School Registrar's website. Go to "Services"

<http://law.hamline.edu/registrar/services.html>, and click on “Room Reservation Requests.” You can first view what rooms are available on a certain date and place, and then request a room reservation, which is usually confirmed within a day or two. If you need a room reservation and cannot wait, contact the Registrar’s office, 651-523-2468, to confirm a room.

## **RULES**

The rules affecting the academic program and student conduct are posted on the Registrar’s website, under “Student Policies.”

## **SMOKING**

Hamline Law School is a smoke-free facility.

## **SUPPLIES**

Most of the classrooms have whiteboards that require the use of dry-erase markers, which can be obtained from the OTR or through the Dean’s Office. If you need other supplies for a class outside of regular office hours, please contact the Dean’s Office ahead of your class. We will find or order them for you, and arrange to put them in your adjunct faculty box in the faculty study, or elsewhere, as you choose.

## **SYLLABUS POLICY**

To help students make a final determination about whether they have selected the right courses, purchase required textbooks and prepare for class, Hamline University School of Law requires all faculty members to produce syllabi for their courses, which are due a month before classes start. The syllabus you post should contain the following information:

1. Required, Recommended, and Supplemental Readings
2. Statement of Learning Outcomes (your goals for skills and knowledge students should have achieved by the end of class.) See Hamline’s overall learning outcomes in the Appendix.
3. Attendance Policy
4. Testing and Grading
5. Assignments and Questions for Class (at least the first two weeks' worth)
6. Your policy on in-class laptop use.

Please send an email attachment with your syllabus as a Word document to Mary Street at [mstreet@hamline.edu](mailto:mstreet@hamline.edu) or call her at 651-523-2885. She will post it on-line.

## **TECHNOLOGY IN THE CLASSROOM**

Every faculty member is required to include in his or her syllabus a laptop policy, which explains how electronics, particularly laptops, may be used in the classroom. Faculty policies vary widely. You will find a sample of policies by consulting other faculty syllabi online on the Registrar’s home page. Go to <http://law.hamline.edu/registrar.html> and select “Term Information.” You can then access syllabi for all recent semesters.

At the podiums in all classrooms, you will find projection technology, a computer connected to Hamline's computer network (so that Powerpoint and other software products can be placed on the network and retrieved from the classroom), a laptop jack, a DVD and VHS player, a document camera, and a screen. The Moot Courtroom has additional features. More services are provided by the University through Media Services (see University Adjunct Faculty handbook).

If you need a lesson in how to use the available technology, please contact the Dean's Office. We will arrange an appointment to go over the equipment with you. See <http://www.hamline.edu/policies/technology-use.html> for the University technology policy.

### **TEXTBOOKS AND COURSE MATERIALS, OBTAINING AND ORDERING**

When you are hired as an adjunct professor, the Office of the Associate Dean will contact the major legal publishers to request that they send **complimentary copies** of the books in your teaching area to your business address (unless you specify otherwise.) If you do not begin receiving these textbooks within two months before classes start, please contact the Dean's Office (651-523-2885.)

You will receive a **bookstore order form** several months before the semester, along with a due date. Federal law requires us to post textbook information well in advance of the beginning of the semester so students have ample time to purchase books. The form will ask you to give basic information (author, title, ISBN, etc.) about your required texts. You may also designate some optional texts that you would encourage the students to read for additional help, such as hornbooks, or for their further education, such as specialized treatises.

The bookstore normally orders somewhat fewer texts than the class enrollment a few weeks before the beginning of the semester. This is because many students are now purchasing their texts from on-line sources. However, sometimes a course will suddenly expand its enrollment right before class starts. Should you discover at the first class that some students do not have their text because they went to the bookstore and none was available, you should encourage them to contact the bookstore manager immediately and/or try to find a text in the community or on-line. Sometimes, you may have to make a copy of assignments available for a couple of class periods while students are getting their texts. If that happens, you may leave materials at the reserve desk of the library so all students have access to them.

If you are going to have a coursepack or supplemental materials in lieu of or in addition to a published text, please remember that you will need to seek **copyright permission** prior to utilizing the materials unless they fall under the fair use exception. See Copyright Policy (above) for more information.

#### ***Textbook Selection***

Selecting a textbook can be challenging. Some topics have a wide variety of books from which to choose. For others, no published textbook will be available, and you will have to create your own materials.

Some of the issues you should keep in mind as you select a text:

**What are your course objectives and the learning outcomes you want students to achieve by the end of the class?** For example, if you want to integrate skills exercises into your course, you will want to look for a text that offers these exercises or that will fit well with exercises you are providing as a supplement. If certain cases are important to your course, you will want to look at how they are edited in various texts to see which editor has emphasized the issues you want to explore. If you want to discuss historical context of the cases you study, look for a text that provides students a concise historical note. Your students will come with a wide variety of backgrounds in disciplines such as history, economics, etc., so you should be sensitive to that fact in selecting a textbook.

Don't hesitate to contact a full-time faculty member who teaches in your area if you want advice about what topics should be covered in a particular course or what and how to cover particular material.

**How much can you cover during the semester?** Hamline students typically expect an assignment somewhere between 15-25 pages of traditional law book text per class hour, depending on the course, the complexity of the material, and the type of material (is it narrative or does it require close case reading, for example?). Non-traditional assignments (novels, etc.) may be longer or shorter.

If you assign an unrealistic amount of reading, some may not complete it for class. (This is especially true if you meet only once or twice a week, so that reading assignments are on the long side.) If you assign too little reading, you may not be able to cover all of the topics you wish to cover, or you may not have enough material to keep the class discussion lively and moving for your entire class period. Students will expect you to be demanding, but will complain if they believe that you are treating your class as if it is the only thing they have to do with their lives and make your reading assignments too daunting.

One good practice is to read the material thoroughly yourself before making up an assignment sheet, to time how long it takes you to read various segments. Remember that students read more slowly because they are not familiar with the vocabulary, concepts, or context for the reading.

**How challenging and yet accessible is the textbook?** You will want to select a text that challenges students, but given the varying levels of academic ability you may encounter, you should consider whether all students can at least comprehend the material as they read, even if they do not understand all of its implications.

**Cost.** While there tends not to be a great cost differential between new texts in the same area published by the major legal publishers, students are always grateful if you assign a text that they can obtain in used copy, or a text that is also being used in another class. On the other hand, the newest editions of casebooks may have critical recent cases or may be reorganized and improved to deliver a superior product to the students. The bookstore can obtain cost information for you if you believe this is an important issue to explore or you can check Amazon or the publisher online to compare costs.

## **TWEN WEB COURSES**

Many faculty members create courses on TWEN (The West Education Network), and most students will be familiar with this resource after their first year of law school. These courses allow you to post materials from your own hard drive, from Westlaw and from websites you may have discovered in lieu of going through the trouble and expense of photocopying. You can also create discussion groups for students, post new assignments and notices to your students, link to CALI exercises relevant to your course, post quizzes, poll students, and perform a number of other functions. You will want to let your students know how frequently they are expected to check TWEN for additional materials. Some faculty use these websites virtually every week for mandatory assignments; others use them to post optional materials for students.

NOTE: In this faculty handbook, TWEN is referenced for convenience and because it is used by more faculty at Hamline, but LexisNexis Web courses is another avenue for you to accomplish the same goals.

Contact Megan Koltes in the Library if you would like help setting up these courses or have questions about their features and which of these courses would work best for your needs, 651-523-22737. You can use your Westlaw password to access TWEN.

**WEB SERVICES** – see Piperline

**WESTLAW AND LEXIS PASSWORDS**

You can get a personal password for class preparation for your class by contacting Megan Koltes, [mkoltes01@hamline.edu](mailto:mkoltes01@hamline.edu) or 651-523-2737. Adjunct passwords are valid only for the semesters during which you are teaching at Hamline.

# Appendix A

## PIPERLINE GRADE ENTRY INSTRUCTIONS

### Navigation

Log in to **Pipeline**.

Click on the **Faculty Services** link.

Read the Faculty FERPA statement and click the **CONTINUE** button.

Click the **Final Grades** link.



[Student Services](#) [Financial Aid Services](#) [Faculty Services](#) [Employee Services](#) [Personal Information](#) [Additional Services](#)

[RETURN TO MENU](#) [HELP](#) [EXIT](#)

### Faculty Services

- [Faculty Elections](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Detail Wait List \(Law\)](#)
- [Summary Wait List \(Law\)](#)
- [Text Class List](#)
- [Mid Term Grades](#)
- [Final Grades](#)
- [Hamline History Grade Roster](#)
- [Registration Overrides](#)
- [Electronic Gradebook by Component](#)
- [Electronic Gradebook for a Student](#)
- [Advisee & Student Information Menu](#)
- [Course Evaluation Menu](#)
- [Hamline Faculty Document Menu](#)
- [Law School Faculty Document Menu](#)
- [Send Email to \*Pipeline\*](#)

RELEASE: 8.5.1

Select a term from the dropdown list and click the **Submit** button.

The screenshot shows the Hamline University website's Faculty Services section. At the top left is the Hamline University logo. A navigation bar contains links for Student Services, Financial Aid Services, Faculty Services (highlighted), Employee Services, Personal Information, and Additional Services. In the top right corner, there are links for RETURN TO MENU, HELP, and EXIT, along with the user ID 9553042, the name Katrina A. Teppen, and the date/time Jun 07, 2012 10:27 am. Below the navigation bar, an information icon is followed by the text: "Select the Term for processing then press the Submit Term button." A dropdown menu labeled "Select a Term:" is set to "Spring 2012". Below the dropdown is a "Submit" button. At the bottom left of the page, it says "RELEASE: 8.4".

Select a course from the dropdown list and click the **Submit** button.

The screenshot shows the Hamline University Pipeline page. At the top left is the Hamline University logo. In the top right corner, there are links for Logins, Contact Us, Directories, and Calendar. A navigation bar contains links for Faculty Services, Employee Services, Personal Information, Finance, and Additional Services. Below the navigation bar, the Hamline Pipeline logo is on the left, and links for RETURN TO MENU, HELP, and EXIT are on the right. An information icon is followed by the text: "Please enter the CRN you wish to access, or select a different term from the menu." Below this text, a dropdown menu labeled "CRN:" is open, showing three options: "Insurance Law - 36612" (selected), "Jurisprudence - 36611", and "Insurance Law - 36612". Below the dropdown is a "Submit" button. At the bottom left, there are links for "Skip to top of page" and "Skip Select CRN Links", and a link for "[ Enter Section Identifier (CRN) Directly ]". Below these links, it says "Release: 7.3".

## Entering Grades

The first screen will ask you whether you wish to display the roster in **Exam Number Order** or **Name Order**.

- Select **Exam Number Order** to enter grades anonymously by final exam number.  
*Note: You will get a chance to see the names for grade bumps, after you've entered grades anonymously in the Exam Number Order screen.*
- Select **Name Order** to enter grades by name.

If you need to grade another section, click the **RETURN TO MENU** link at the top, then click the **CRN Selection** link from the **Faculty Services** menu.

If you selected **Name Order**, skip to page 10 of these instructions.

The screenshot shows the Hamline University Piperline website. At the top left is the Hamline University logo. To the right are links for Logins, Contact Us, Directories, and Calendar. Below this is a dark navigation bar with links for Faculty Services, Employee Services, Personal Information, Finance, and Additional Services. The main content area features the Piperline logo and a [RETURN TO MENU](#) link. A dropdown menu is open under 'Select Display Option', showing 'Exam Number Order' and 'Name Order'. Below the dropdown is a 'Set Links' link. A row of links includes Term Selection, CRN Selection, Class List, Faculty Detail Schedule, Mid-Term Grades, Student Menu, and Summary Class List. The release version is 7.4.0.1.

## Entering Grades by Exam Number

The **Grade** dropdown list contains all valid possible grades for the particular class. Select a final grade for each student. When ready, click the **Submit** button. (Notice the warning that the page will time out after 30 minutes – submit periodically to insure that the time limit is not exceeded). If appropriate, please designate the CALI Award recipient by selecting **Yes** from the **CALI Award?** dropdown list (please refer to the current policy to determine if the class qualifies).



Enter final grades, then click the Submit button at bottom of page.

### Course Information

#### Jurisprudence - LAW 9556 1

CRN: 36611

Students Registered: 4



Please save your work often by clicking the Submit button. For security reasons, Pipeline will drop your connection (and discard unsaved data) if you do not save your work at least once every 30 minutes. You must save your current work before **March 5 10:24am**.

### Final Grades

Record Number	Exam ID	Credits	Registration Status	Grade	CALI Award?	Rolled
1	30595	3.000	**Registered** Jan 02, 2009	<input type="text" value="None"/>	<input type="text" value="No"/>	N
2	34258	3.000	**Registered** Jan 02, 2009	<input type="text" value="None"/>	<input type="text" value="No"/>	N
3	35203	3.000	**Registered** Jan 02, 2009	<input type="text" value="None"/>	<input type="text" value="No"/>	N
4	37129	3.000	**Registered** Jan 02, 2009	<input type="text" value="None"/>	<input type="text" value="No"/>	N



Please submit the grades often. There is a 30 minute time limit starting at 09:54 am on Mar 05, 2009 for this page.

[Choose Display Order](#) [Skip to top of page](#)

[Skip Final Grade Worksheet Links](#)

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid-Term Grades](#) | [Student Menu](#) | [Summary Class List](#) ]

Release: 7.4.0.1

You are not allowed to move forward to the Name Order (and “bump”) screen until you submit grades for all students. You may enter grades all at once or in several Pipeline

sessions. Use the **Submit** button to save the data and reset the timeout clock (if the page times out, you will lose your work!).

 Enter final grades, then click the Submit button at bottom of page.

**Course Information**

**Jurisprudence - LAW 9556 1**  
**CRN:** 36611  
**Students Registered:** 4

 Please save your work often by clicking the Submit button. For security reasons, Pipeline will drop your connection (and discard unsaved data) if you do not save your work at least once every 30 minutes. You must save your current work before **March 5 10:24am**.

**Final Grades**

Record Number	Exam ID	Credits	Registration Status	Grade	CALI Award?	Rolled
1	30595	3.000	**Registered** Jan 02, 2009	C	No	N
2	34258	3.000	**Registered** Jan 02, 2009	A-	No	N
3	35203	3.000	**Registered** Jan 02, 2009	B+	No	N
4	37129	3.000	**Registered** Jan 02, 2009	None	No	N



 Please submit the grades often. There is a 30 minute time limit starting at 09:54 am on Mar 05, 2009 for this page.

[Choose Display Order](#) [Skip to top of page](#)

[Skip Final Grade Worksheet Links](#)

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid-Term Grades](#) | [Student Menu](#) | [Summary Class List](#) ]

Release: 7.4.0.1

Once all grades are entered for a section click **Submit**. You will then see a button labeled **Final Submit**. **Be careful – once you click the Final Submit button, you may not change any of these grades** (except to “bump”) or go back to the **Exam Number Order**

screen. Click the **Print** button to create a hard copy of these grades prior to clicking **Final Submit**.

 Enter final grades, then click the **Submit** button at bottom of page.

**Course Information**

**Jurisprudence - LAW 9556 1**  
**CRN:** 36611  
**Students Registered:** 4

 Please save your work often by clicking the **Submit** button. For security reasons, Pipeline will drop your connection (and discard unsaved data) if you do not save your work at least once every 30 minutes. You must save your current work before **March 5 10:33am**.

The changes you made were saved successfully.

**Final Grades**

Record Number	Exam ID	Credits	Registration Status	Grade	CALI Award?	Rolled
1	30595	3.000	**Registered** Jan 02, 2009	<input type="text" value="C"/>	<input type="text" value="No"/>	N
2	34258	3.000	**Registered** Jan 02, 2009	<input type="text" value="A-"/>	<input type="text" value="No"/>	N
3	35203	3.000	**Registered** Jan 02, 2009	<input type="text" value="B+"/>	<input type="text" value="No"/>	N
4	37129	3.000	**Registered** Jan 02, 2009	<input type="text" value="A"/>	<input type="text" value="No"/>	N

 Please submit the grades often. There is a 30 minute time limit starting at 10:03 am on Mar 05, 2009 for this page.

[Skip to top of page](#)

[Skip Final Grade Worksheet Links](#)

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid-Term Grades](#) | [Student Menu](#) | [Summary Class List](#) ]

Release: 7.4.0.1

## Name

Once you click the **Final Submit** button, the **Name Order** screen comes up. You now have the opportunity to “bump” any of the grades up by one gradation. Select **Yes** from the dropdown list in the **Bump?** column. You may bump grades all at once or in several Pipeline sessions. Use the **Submit** button to save.

 Enter final grades, then click the Submit button at bottom of page.

**Course Information**

**Jurisprudence - LAW 9556 1**

**CRN:** 36611

**Students Registered:** 4

 Please save your work often by clicking the Submit button. For security reasons, Piperline will drop your connection (and discard unsaved data) if you do not save your work at least once every 30 minutes. You must save your current work before March 5 10:45am.

You have made no changes to the final grades or attendance hours. No changes were made to the database.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Bump?	CALI Award?	Rolled
1	<a href="#">Anderson, Amanda A.</a>	9740383	3.000	**Registered** Jan 02, 2009	A-	<input type="button" value="No"/>	<input type="button" value="No"/>	N
2	<a href="#">Brown, Bert B.</a>	9635317	3.000	**Registered** Jan 02, 2009	C	<input type="button" value="No"/>	<input type="button" value="No"/>	N
3	<a href="#">Carlson, Carrie C.</a>	9364914	3.000	**Registered** Jan 02, 2009	A	<input type="button" value="No"/>	<input type="button" value="No"/>	N
4	<a href="#">Dooley, Dawn D.</a>	9848990	3.000	**Registered** Jan 02, 2009	B+	<input type="button" value="No"/>	<input type="button" value="No"/>	N

 Please submit the grades often. There is a 30 minute time limit starting at 10:15 am on Mar 05, 2009 for this page.

[Skip to top of page](#)

[Skip Final Grade Worksheet Links](#)

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid-Term Grades](#) | [Student Menu](#) | [Summary Class List](#) ]

Release: 7.4.0.1

After selecting **Yes** in the **Bump?** column and clicking **Submit**, a **Y** will display in that column. You may not “un-bump” students. Since you may bump any number of students (including zero), the **Final Submit** button will always appear (once all grades have been entered). When you are done bumping students for this section, click the **Final Submit** button. **Be careful – once you click the Final Submit button, you may not bump any other student in this section.** Click the **Print** button to create a hard copy of these grades prior to clicking **Final Submit**.

 Enter final grades, then click the Submit button at bottom of page.

**Course Information**

**Jurisprudence - LAW 9556 1**

**CRN:** 36611

**Students Registered:** 4

 Please save your work often by clicking the Submit button. For security reasons, Pipeline will drop your connection (and discard unsaved data) if you do not save your work at least once every 30 minutes. You must save your current work before **March 5 10:50am**.

The changes you made were saved successfully.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Bump?	CALI Award?	Rolled
1	<a href="#">Anderson, Amanda A.</a>	9740383	3.000	**Registered** Jan 02, 2009	A-	<input type="button" value="No"/>	<input type="button" value="No"/>	N
2	<a href="#">Brown, Bert B.</a>	9635317	3.000	**Registered** Jan 02, 2009	C+	Y	<input type="button" value="No"/>	N
3	<a href="#">Carlson, Carrie C.</a>	9364914	3.000	**Registered** Jan 02, 2009	A	<input type="button" value="No"/>	<input type="button" value="No"/>	N
4	<a href="#">Dooley, Dawn D.</a>	9848990	3.000	**Registered** Jan 02, 2009	A-	Y	<input type="button" value="No"/>	N

       

 Please submit the grades often. There is a 30 minute time limit starting at 10:20 am on Mar 05, 2009 for this page.

[Skip to top of page](#)

[Skip Final Grade Worksheet Links](#)

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid-Term Grades](#) | [Student Menu](#) | [Summary Class List](#) ]

Release: 7.4.0.1

## Final Submit

Once the **Final Submit** button is pressed on the **Name Order** screen, grades may no longer be changed or bumped in **Pipeline** for that section. Note that the roster is now displayed using a different background color, and that there are no **Submit** or **Print** buttons.

 [Logins](#) | [Contact Us](#) | [Directories](#) | [Calendar](#)

[Faculty Services](#) | [Employee Services](#) | [Personal Information](#) | [Finance](#) | [Additional Services](#)

 [RETURN TO MENU](#) | [HELP](#) | [EXIT](#)

 Enter final grades, then click the Submit button at bottom of page.

**Course Information**

**Jurisprudence - LAW 9556 1**

CRN: 36611

Students Registered: 4

 Please save your work often by clicking the Submit button. For security reasons, Pipeline will drop your connection (and discard unsaved data) if you do not save your work at least once every 30 minutes. You must save your current work before March 5 10:53am.

You have made no changes to the final grades or attendance hours. No changes were made to the database.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Bump?	CALI Award?	Rolled
1	<a href="#">Anderson, Amanda A.</a>	9740383	3.000	**Registered** Jan 02, 2009	A-	N	N	N
2	<a href="#">Brown, Bert B.</a>	9635317	3.000	**Registered** Jan 02, 2009	C+	Y	N	N
3	<a href="#">Carlson, Carrie C.</a>	9364914	3.000	**Registered** Jan 02, 2009	A	N	N	N
4	<a href="#">Dooley, Dawn D.</a>	9848990	3.000	**Registered** Jan 02, 2009	A-	Y	N	N

[Skip to top of page](#)

[Skip Final Grade Worksheet Links](#)

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid-Term Grades](#) | [Student Menu](#) | [Summary Class List](#) ]

Release: 7.4.0.1

## Entering Grades by Name

The **Grade** dropdown list contains all valid possible grades for the particular class. Select a final grade for each student. When ready, click the **Submit** button. (Notice the warning that the page will time out after 30 minutes – submit periodically to insure that the time limit is not exceeded). If appropriate, please designate the CALI Award recipient by selecting **Yes** from the **CALI Award?** dropdown list (please refer the current policy to determine if the class qualifies).

**HAMLINE UNIVERSITY** [Logins](#) | [Contact Us](#) | [Directories](#) | [Calendar](#)

[Faculty Services](#) | [Employee Services](#) | [Personal Information](#) | [Finance](#) | [Additional Services](#) ]

**HAMLINE Pipeline** [RETURN TO MENU](#) | [HELP](#) | [EXIT](#)

 Enter final grades, then click the Submit button at bottom of page.

**Course Information**

**Insurance Law - LAW 9513 1**

CRN: 36612

Students Registered: 4

 Please save your work often by clicking the Submit button. For security reasons, Pipeline will drop your connection (and discard unsaved data) if you do not save your work at least once every 30 minutes. You must save your current work before **March 5 11:13am**.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	CALI Award?	Rolled
1	<a href="#">Anderson, Amanda A.</a>	9740383	3.000	**Registered** Jan 04, 2009	None ▾	No ▾	N
2	<a href="#">Brown, Bert B.</a>	9635317	3.000	**Registered** Jan 04, 2009	None ▾	No ▾	N
3	<a href="#">Carlson, Carrie C.</a>	9364914	3.000	**Registered** Jan 04, 2009	None ▾	No ▾	N
4	<a href="#">Dooley, Dawn D.</a>	9848990	3.000	**Registered** Jan 04, 2009	None ▾	No ▾	N

 Please submit the grades often. There is a 30 minute time limit starting at 10:43 am on Mar 05, 2009 for this page.

[Choose Display Order](#) | [Skip to top of page](#)

[Skip Final Grade Worksheet Links](#)

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid-Term Grades](#) | [Student Menu](#) | [Summary Class List](#) ]

Release: 7.4.0.1

Once all grades are entered for a section click **Submit**. You will then see a button labeled **Final Submit**. **Be careful – once you click the Final Submit button, you may not**

change any of these grades or go back to the **Name Order** screen. Click the **Print** button to create a hard copy of these grades prior to clicking **Final Submit**.

**HAMLINE UNIVERSITY** Logins | Contact Us | Directories | Calendar

---

**Faculty Services**   **Employee Services**   **Personal Information**   **Finance**   **Additional Services**

---

**HAMLINE Pipeline** [RETURN TO MENU](#) | [HELP](#) | [EXIT](#)

 Enter final grades, then click the Submit button at bottom of page.

**Course Information**

**Insurance Law - LAW 9513 1**

**CRN:** 36612

**Students Registered:** 4

 Please save your work often by clicking the Submit button. For security reasons, Pipeline will drop your connection (and discard unsaved data) if you do not save your work at least once every 30 minutes. You must save your current work before **March 5 11:20am**.

The changes you made were saved successfully.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	CALI Award?	Rolled
1	<a href="#">Anderson, Amanda A.</a>	9740383	3.000	**Registered** Jan 04, 2009	<input type="text" value="I"/>	<input type="text" value="No"/>	N
2	<a href="#">Brown, Bert B.</a>	9635317	3.000	**Registered** Jan 04, 2009	<input type="text" value="B+"/>	<input type="text" value="No"/>	N
3	<a href="#">Carlson, Carrie C.</a>	9364914	3.000	**Registered** Jan 04, 2009	<input type="text" value="A"/>	<input type="text" value="No"/>	N
4	<a href="#">Dooley, Dawn D.</a>	9848990	3.000	**Registered** Jan 04, 2009	<input type="text" value="C"/>	<input type="text" value="No"/>	N

       

 Please submit the grades often. There is a 30 minute time limit starting at 10:50 am on Mar 05, 2009 for this page.

[Skip to top of page](#)  
[Skip Final Grade Worksheet Links](#)

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid-Term Grades](#) | [Student Menu](#) | [Summary Class List](#) ]

Release: 7.4.0.1

Once the **Final Submit** button is pressed on the **Name Order** screen, grades may no longer be changed in **Pipeline** for that section. Note that the roster is now displayed using a different background color, and that there are no **Submit** or **Print** buttons.

 Enter final grades, then click the Submit button at bottom of page.

**Course Information**

**Insurance Law - LAW 9513 1**  
**CRN:** 36612  
**Students Registered:** 4

 Please save your work often by clicking the Submit button. For security reasons, Pipeline will drop your connection (and discard unsaved data) if you do not save your work at least once every 30 minutes. You must save your current work before March 5 11:22am.

You have made no changes to the final grades or attendance hours. No changes were made to the database.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	CALI Award?	Rolled
1	<u>Anderson, Amanda A.</u>	9740383	3.000	**Registered** Jan 04, 2009	I	N	N
2	<u>Brown, Bert B.</u>	9635317	3.000	**Registered** Jan 04, 2009	B+	N	N
3	<u>Carlson, Carrie C.</u>	9364914	3.000	**Registered** Jan 04, 2009	A	N	N
4	<u>Dooley, Dawn D.</u>	9848990	3.000	**Registered** Jan 04, 2009	C	N	N

[Skip to top of page](#)

[Skip Final Grade Worksheet Links](#)

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid-Term Grades](#) | [Student Menu](#) | [Summary Class List](#) ]

Release: 7.4.0.1

## **Appendix B**

### **Hamline University School of Law Code of Conduct (as of July, 2013)**

#### **AR-114. Code of Conduct**

##### Article One: Statement of Purpose

The Hamline University School of Law Code of Conduct (herein-after, "The Code") contains the rules which shall govern any student enrolled in any course offered by the Law School and the procedures to be followed in administering the rules. These rules state elemental standards of honesty and integrity to the end that graduates of the School of Law will be academically qualified for the practice of law and possessed of those character traits necessary to the special trust relationships involved in the practice of law.

##### Article Two: Scope

The Code applies to all conduct (academic and other) that relates to an individual's status as a student of the School of Law. However, The Code is not an exclusive remedy for criminal or tortuous acts.

##### Article Three: Prohibited Conduct

###### Section 3.01 - Dishonest Conduct or Illegal Acts

Any dishonest conduct, course of conduct, illegal act, or conduct which is cause for rejection of a candidate for admission to the Bar of the Supreme Court of Minnesota is prohibited. Nonexclusive examples of such conduct are:

- (a) Lying;
- (b) Stealing;
- (c) Cheating;
- (d) Vandalism;
- (e) Extortion;
- (f) Threats; and
- (g) Plagiarism.

###### Section 3.02 - Prohibited Conduct - Examinations

This Section provides further examples and specific notice of the type of conduct which the law school regards as dishonest in the examination setting. This Section is not to be construed as limiting Section 3.01 in any way. To engage in any of the following acts in connection with any examination shall be prohibited:

- (a) To discuss the examination during the examination with anyone except the instructor or the instructor's substitute unless specifically permitted to do so by the written examination instructions;
- (b) To give, receive, or solicit aid during any examination, take-home examination or make-up examination or to give, receive or solicit aid in connection with any make-up examination after the regularly scheduled examination has been administered. "Aid"

means any form of information or assistance except that which is specifically permitted by the written examination instructions;

(c) To use any materials in any examination except those which are specifically permitted by the written examination instructions;

(d) To exchange materials with another student during the examination unless specifically permitted to do so by the written examination instructions;

(e) To continue writing any examination answer when the examination time has expired;

(1) When the examination is customarily ended by announcement, the examination time shall be deemed to have expired when the instructor or the instructor's substitute makes an announcement which would be interpreted by a reasonable person to mean the examination has ended;

(2) In any other situation, the examination shall be deemed to have expired at the end of the time period which is allowed by the written examination instructions;

(f) To take, without authorization, conceal or destroy any materials from any library where the result is to deny access to such materials to other students.

### Section 3.03 - Prohibited Conduct - Written Work

This Section provides further example and specific notice of the type of conduct which the law school regards as dishonest with regard to written work produced as an assignment for a course or for any extracurricular activity such as Moot Court or the law journals. This section is not to be construed as limiting Section 3.01 in any way.

To engage in any of the following acts in connection with any written work shall be prohibited:

(a) To engage in any act specifically prohibited by the written instructions governing the assignment;

(b) To submit as one's own any written assignment partially or totally written by another unless specifically permitted to do so by the written instructions governing the assignment;

(c) To collaborate with another student in violating either subsection (a) or subsection (b) of this section;

(d) To take, without authorization, conceal, or destroy materials from any library where the result is to deny access to such materials to other students.

### Section 3.04 - Prohibited Conduct - Misrepresentation of Academic or Personal Achievement

This Section provides further examples and specific notice of the type of conduct which the law school regards as dishonest. This Section is not to be construed as limiting Section 3.01 in any way.

To engage in the following conduct shall be prohibited: To make any written or oral misrepresentation with respect to academic or personal achievement such as with transcripts, resumes, or oral statements, including but not limited to the submission of false records of

achievements, misrepresentations of grade point averages or academic honors, or altering, forging, or misusing the university's academic records.

#### Article Four: Code Administration

##### Section 4.01 - Allegation Filing

Any person may file an allegation of Code violation. A student having knowledge that another student has committed a violation of the Honor Code raising a substantial question as to that student's honesty, trustworthiness or fitness to be a lawyer in other respects, should file an allegation of Code violation. Such allegation shall be prepared in writing and shall include (a) the name(s) of the suspected student(s), (b) the specific allegation(s), and (c) the factual basis for the allegation(s).

The written allegation(s) shall be filed with the Dean of the School of Law. A copy of the allegation(s), with matters identifying the filing party deleted, and accompanied by an explanation of the procedure to be followed, shall be served upon the student suspect(s) notifying the student through his/her message box to pick up a notice at the Dean's Office, and by one of the following methods: (a) mail; (b) first class mail to the student suspect's last address on file with the Registrar; or (c) personal service. Although the Administration cannot guarantee absolute confidentiality, attempts will be made to keep the allegations filed in confidence. Only those with a demonstrated "need to know": (e.g. the Dean, the investigator, the Dean's appointed staff handling the procedures of the Code of Conduct, witnesses, if any) shall be privy to any allegation filed.

##### Section 4.02 - Investigation

Written allegation(s) filed with the Dean shall be investigated by a faculty member appointed to serve as the investigator for that purpose. Investigators shall be appointed as follows:

(a) At the beginning of each academic year, the Dean shall appoint two tenured faculty members to serve as investigators for the following year. The two persons so appointed shall not all be instructors in the same first year section. In the event the appointed investigators have a conflict of interest or are otherwise unavailable to investigate or prosecute, the Dean may appoint another person to investigate or prosecute.

(b) Within five days, excluding Saturdays, Sundays, and law school holidays, of receiving a written allegation of a Code violation, the Dean shall appoint one of the investigators to investigate the allegation. The allegation shall be investigated as rapidly as possible, and the investigator shall make a determination as to whether or not probable cause exists to believe that a violation has occurred. In carrying out this duty, the investigator may request an interview with the accused student(s) during the investigation. The student(s) with whom an interview is requested has the right to decline the request. In making such a request for an interview, the investigator shall inform the student, with whom an interview is requested, of the right to decline the request. If the student consents to being interviewed, he/she shall be informed of the purpose of the interview, the nature of the allegation(s), and of the right to legal or lay representation at the student's expense. Notwithstanding whether an interview has been requested and consented to, a student under investigation may, on his/her own election, present an oral and/or written statement concerning the allegations to the investigator.

The investigator shall complete the investigation and file a written report with the Dean within fourteen days of being appointed, provided however, that the Dean may, upon request of the investigator, and for good cause shown, enlarge the time for the filing of the report. The report shall include a statement of whether or not the investigator found probable cause of a violation. If probable cause is not found, the investigator shall file the report with the Dean as required above and send a copy to the student suspect(s) involved in the manner the allegation may be sent. If probable cause is found, the investigator shall, in addition to the written report, prepare a written complaint according to the requirements of section 4.05. The complaint shall be appended to the report.

The written report and complaint shall be filed with the Dean as required above. The Dean shall cause the written report and complaint, if any, to be served upon the student(s) in the manner the allegation may be sent. The allegation(s) shall be kept in strict confidence as provided for in Section 4.01.

#### Section 4.03 - Finding of No Probable Cause by Investigator

If probable cause is not found by the investigator, the Dean shall notify student(s) within twenty-four (24) hours that probable cause was not found.

The Dean, investigator or any other member of the administrative staff, shall not place in the student's personal file and/or Registrar's files any allegation which has failed to bring forth student violation proceedings due to lack of probable cause. In such cases, the file in the matter shall remain in the Dean's office for such purposes as confirming that no probable cause was found, providing evidence that is relevant to any subsequent investigation or proceeding (including investigations or proceedings by the Law Examiners of any jurisdiction), and providing information that is responsive to subpoenas or search warrants in compliance with applicable law. Upon written request, students who were the subjects of the investigation may review this file in the presence of a member of the Dean's professional staff.

#### Section 4.04 - Disposition by Agreement

The investigator-prosecutor and charged student may dispose of any charges by agreement at any point in time prior to a decision by the Academic Discipline Committee. Any such agreement must be approved by the Dean before it will be deemed a valid and final disposition.

#### Section 4.05 - Complaint

Upon a finding of probable cause, the investigator shall file a formal written complaint with the Dean. The complaint shall include the following:

- (a) the name(s) of the accused student(s)

(b) the specific charge(s), and

c) a complete statement of the facts supporting the charge(s).

The Dean shall schedule a hearing to be held before the Academic Discipline Committee on a date at least fourteen days, but not more than thirty days, from the date on which the complaint was delivered to the student.

On request to the Dean by the student(s) involved, an expedited hearing shall be scheduled as soon as possible.

#### Section 4.06 - Hearing

The Academic Discipline Committee shall hear the matter on the date set by the Dean pursuant to Section 4.05. The Committee shall be composed of the two tenured faculty members chosen at random if a hearing is required, and two students selected by the Student Bar Association president. If those selected cannot serve for any reason, the Dean may select alternate faculty members and the Student Bar Association president may select an alternate student.

The committee shall choose its own chairperson. Committee hearings shall be closed to the public. Extensions in time for holding the hearing shall be granted by the committee solely upon a showing of good cause. The investigator who prepared the complaint shall act as the prosecutor. The accused student shall have a right to representation at such hearing by legal counsel or lay counsel of the student's own choosing and at the student's own expense. Strict rules of evidence shall not be followed at the hearing, and all documentary or oral evidence offered by the student or by the prosecutor may be accepted. The hearing will be tape recorded. The complete record of the proceeding, including the tape recording, shall be filed in the Dean's office upon completion of the hearing.

#### Section 4.07 - Witnesses

Upon request of the accused student and/or the prosecutor, the Dean shall compel the presence of the student and/or witnesses at the hearing. Refusal or failure of such a witness to attend shall result in such sanction(s) as the Dean deems appropriate in the circumstances.

#### Section 4.08 - Decision

The Academic Discipline Committee shall prepare a written Decision. The Decision shall include a determination of whether a violation was committed. A three-fourths majority vote of the membership of the Committee shall be required to make such a determination. Where such a determination is made, the Committee shall also prepare an Order stating the penalty for the violation. The penalty for any second violation shall be expulsion. The Committee shall file its Decision, and Order, if any, with the Dean not later than fourteen days from the end of the hearing. The written Decision and Order shall be made available to the Prosecutor and to the student involved. If the Decision and Order is not appealed within fourteen days thereafter, it shall become final.

#### Section 4.09 - Appeal

A student found to have committed a violation shall have the right to appeal the Committee's Decision and Order to the tenured faculty. The tenured faculty members who served as investigator(s) and/or prosecutor(s) in the case under review shall not participate in the review. A majority of tenured faculty members neither disqualified by the preceding sentence

nor disqualified on their own initiative shall constitute a quorum. If notice of appeal is timely filed, the Decision and Order shall be reviewable both as to penalties and findings. The notice of appeal shall include specific allegations of error with regard to the Decision and Order.

#### Section 4.10 - Appellate Hearing

A meeting of the tenured faculty shall be scheduled to consider the appeal within ten days, unless the student charged requests a delay; in no event shall the appeal be heard later than thirty days after filing of notice of appeal, except in the event that a quorum of the tenured faculty is not in residence in the law school. In the event a quorum of the tenured faculty is not in residence, the Dean may postpone the hearing until the first week of the next semester, unless a quorum of the tenured faculty can be secured prior to such time. The tenured faculty will consider the appeal in any manner it deems appropriate, including, but not limited to, review of the taped and documentary record, reopening of the record to take additional evidence and/or argument by the student (or his or her representative), and the prosecutor. A quorum will be as provided in Section 4.09. A simple majority of those present and voting shall be sufficient to make decisions in appellate hearings

## **Appendix C**

### **Policy Against Discrimination and Harassment Based on Protected Class Status**

Last Updated: 10/17/2012

Department Responsible: Dean of Students and Human Resources

Pertains To: Faculty, Staff, Students

#### **I. POLICY PURPOSE AND PROHIBITED CONDUCT**

##### **A. Policy Purpose**

##### **B. Discrimination Defined and Prohibited**

##### **C. Harassment Defined and Prohibited**

##### **D. Retaliation Defined and Prohibited**

##### **E. Definition of Other Policy Terms**

#### **II. GENERAL PROCEDURAL OVERVIEW**

#### **III. DESIGNATED OFFICIAL**

#### **IV. PROCEEDINGS UNDER THE POLICY**

##### **A. Complaint Initiation**

##### **B. Frivolous/Bad Faith Complaints**

##### **C. Delegation or Deferral of Complaint to Other Policies**

##### **D. Process Initiation**

##### **E. Mediation**

##### **F. Investigation**

##### **G. Hearing Procedures**

##### **H. Appeal Procedures**

#### **V. RECORD KEEPING**

#### **I. POLICY PURPOSE AND PROHIBITED CONDUCT**

##### **A. Policy Purpose**

Hamline's mission is "to create a diverse and collaborative community of learners dedicated to the development of students' knowledge, values, and skills for successful lives of leadership, scholarship, and service." The Strategic Plan identifies as one of its goals that of becoming "an exemplar in the integration of diversity to achieve and sustain an inclusive community." Strategic Direction, 2. Discrimination, harassment, or retaliation designed to silence, stigmatize, marginalize, or exclude any individual based on his or her inclusion in a protected class as identified below is incompatible with the University mission and vision to educate, to seek truth, and to sustain an inclusive community.

Hamline University will not tolerate harassment or discrimination based on race; color; gender/sex; ethnic background; national origin; sexual orientation; gender presentation; marital, domestic partner or parental status; status with regard to public

assistance; disability; religion; age; or veteran status in its employment or educational opportunities.

This policy is intended to prevent such discrimination or harassment, if possible, and to remedy any discrimination or harassment that does occur firmly, fairly, and promptly. In addition, retaliation for the good faith bringing of a complaint or participating in any investigation or proceeding under this policy will not be tolerated and will be independent grounds for discipline or discharge.

All students, faculty, and staff must comply with this policy. Discrimination, harassment, or retaliation by independent contractors or their employees against Hamline employees or students also will be addressed by University administration. Under such circumstances, Hamline reserves the right to pursue any avenue of investigation and redress available. Complaints regarding the conduct of independent contractors or their employees should be directed to the Vice President of Finance and Administration.

Nothing contained in this policy limits any rights of Hamline University or in any way restricts Hamline University from investigating or taking immediate interim remedial action in appropriate circumstances. Nothing in this policy precludes an individual or the University from contacting criminal authorities under any circumstances deemed appropriate.

#### **B. Discrimination Defined and Prohibited**

It shall be a violation of this policy, as an act of discrimination, for any Hamline employee or student to make an adverse decision against any member of the Hamline community with respect to any employment or educational opportunity on the basis of race; color; gender/sex; ethnic background; national origin; sexual orientation; gender presentation; marital, domestic partner or parental status; status with regard to public assistance; disability; religion; age; or veteran status. One such form of discrimination prohibited by this policy is gender/sex discrimination, which includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other unwelcome verbal or physical conduct or communication of a sexual nature: (1) when submission to such is made a term or condition, explicitly or implicitly, of obtaining or maintaining any employment or education opportunity; or (2) submission or rejection is used as a factor in a decision adversely affecting the individual's employment or education.

#### **C. Harassment Defined and Prohibited**

It shall be a violation of this policy for any Hamline employee or student to harass any member of the Hamline community on account of race; color; gender/sex; ethnic background; national origin; sexual orientation; gender presentation; marital, domestic partner or parental status; disability; religion; age; or veteran status. Harassment includes unwelcome oral or written communications or conduct: (1) which is based upon an individual's perceived or actual inclusion in a class protected under this policy; and (2) which has the purpose or effect of substantially interfering with an individual's employment or education or creating an intimidating, hostile, abusive or offensive employment or educational environment.

## **D. Retaliation Defined and Prohibited**

It shall be a violation of this policy for any Hamline employee or student to retaliate against any member of the Hamline community who has, in good faith, brought forward a complaint pursuant to this policy, provided testimony in good faith, or otherwise participated in proceedings conducted under this policy. Retaliation includes harassment and a decision adversely affecting an individual's employment or education on the basis of such participation.

## **E. Definition of Other Policy Terms**

1. "Advisor" means a person who serves to support a Complainant or Respondent in connection with and on the terms set forth in this policy. The Advisor may be internal or external to the University. The Advisor is not a Party to the proceedings.
2. "Complainant" means a person (or persons) who allege(s) discrimination, harassment, or retaliation under this policy.
3. "Days" when used in a relationship to time limits means working days (not calendar days).
4. "Designated Official" means the Dean of Students or the Dean's designee. In the event that a complaint is brought against the Dean of Students or if bias is perceived on the part of the Dean of Students, the Director of Human Resources shall serve as the Designated Official.
5. "Impacted Party" means a Respondent who is found by the Hearing Committee to have violated this policy and who consequently has had remedial measures imposed which directly and adversely impact the individual.
6. "Investigator" means the individual selected by the Designated Official to conduct an investigation of the complaint.
7. "Ombudsman" is a University employee who can serve as a confidential, neutral, and informal resource for any University-related question, concern, or conflict. Because such communications with the Ombudsman are confidential (except in the case of immediate risk of harm), addressing a concern with the Ombudsman does not serve to initiate a complaint under this policy or provide notice to the University of the complaint.
8. "Mediator" means the individual selected by the Designated Official who seeks a mutually agreeable resolution to the complaint and conducts the Mediation. The Mediator may not be called to testify at the hearing on the matter or in any other proceeding relating to what took place during the Mediation.
9. "Parties" means the Complainant(s), the Respondent(s), and, where the President deems it warranted, a designee of the President (such as in certain cases where a Complainant is unwilling or unable to move forward with a complaint).
10. "Respondent" means a person (or persons) against whom discrimination, harassment, or retaliation is alleged.

## **II. GENERAL PROCEDURAL OVERVIEW**

### **A. Informal Resolution**

Members of the Hamline community who feel that this policy may have been violated are strongly encouraged to seek informal resolution of the issue. Informal resolution may include addressing the individual who is perceived to have violated the policy and/or speaking to a supervisor, dean, department chair or academic advisor. In addition, the office of the University Ombudsman can serve as a confidential, neutral, and informal resource for any University-related question, concern, or conflict and may be used to discuss informal resolution as well.

While informal measures to address concerns under this policy are strongly encouraged, the University will not be deemed to have notice of an issue unless a complaint is made to the Designated Official. Addressing a concern with a colleague, your supervisor, your dean, department chair or academic advisor, or the Ombudsman does not serve to initiate a complaint under this policy or provide notice to the University of the complaint.

## **B. Formal Proceedings**

Pursuit of proceedings under this policy will be taken seriously and could have significant consequences for any person found to be in violation of the policy. Should a formal complaint be initiated with the Designated Official, the following steps, outlined in detail below, may occur:

- Mediation, in which both parties attempt to arrive at a mutually satisfactory resolution with the aid of a trained, neutral Mediator.
- Investigation, through which a trained Investigator reviews the facts underlying the complaint and issues a written determination as to whether there is probable cause to find a violation of this policy.
- Hearing, at which the parties have the opportunity to present facts to a Hearing Committee constituted pursuant to this policy.

The University will attempt to promptly resolve all complaints of discrimination, harassment, and retaliation, but reserves the right in its sole discretion to alter the time limits set forth in these procedures when necessary. Among others, the President, Dean of Students, Director of Human Resources, Mediator(s), Investigator(s), and Hearing Committee are authorized to extend deadlines. In particular, deadlines may need to be extended to take into account the academic calendar and potential absences from campus of faculty, students, and staff during academic recesses. Deadlines will not be extended based on the unavailability of an Advisor to any party; rather, an effort will be made where possible by the Designated Official to identify an alternate Advisor if there are issues with availability.

The goal at all stages of the proceedings is for all participants to treat each other respectfully and fairly, with even-handed treatment of all participants. All University officials involved in the proceedings will monitor the aspect of the proceedings in which they have involvement for any indications of power imbalances between parties or any intimidation of participants, and will take all appropriate steps to deal with such concerns.

The Complainant, Respondent, Advisors, Mediator(s), Investigator(s) and Hearing Committee shall be informed of the requirement to keep the allegations and proceedings under this Policy confidential, except as this policy or legal rights may allow. Nothing in this policy prohibits an individual from communicating with a state or federal human rights agency. Confidentiality by the Designated Official and the University administration will be maintained as reasonable and appropriate, but cannot be guaranteed.

## **III. DESIGNATED OFFICIAL**

The President has delegated to the Dean of Students in the Student Affairs division, as the Designated Official, the responsibility for the proper implementation of this policy,

including the selection, training, and coordination of the Mediator(s), Investigator(s), and Hearing Committee. An exception to this delegation will occur when: (1) a complaint is brought by or against the Dean of Students; (2) the Designated Official has a personal friendship which extends to interaction outside of the University setting or a familial or external professional relationship with the Complainant or Respondent; or (3) the Complainant or Respondent provides notification and factual bases supporting a claim of bias on the part of the Designated Official to the Director of Human Resources within five (5) days of making or receiving notice, respectively, of a complaint, and the Director of Human Resources determines that the Dean of Students will not serve in the role of Designated Official for the proceedings at issue. Under such circumstances, the Director of Human Resources shall be the Designated Official. The Designated Official shall receive annual training on the subject of prohibited discrimination and harassment.

In all appointments to be made under this policy, the Designated Official will consult with the dean(s) of the college(s) or supervisors of the respective Complainant and the Respondent. In addition, student leaders, Human Resources, and administration shall be consulted as appropriate. All individuals so contacted will be advised of the obligation to keep the matters disclosed confidential. No one shall be permitted to serve as a Mediator, Investigator, on the Hearing Committee or as a decision maker regarding policy violation or any sanction for such if the complaint is made against that person or if the person has a personal friendship which extends to interaction outside of the University setting or a familial, or external professional relationship with the Complainant or Respondent. Under such circumstances involving a decision maker under this policy, the Designated Official shall consult with the Provost in the identification of an alternate. The names of the Mediator, Investigator, and Hearing Committee members assigned to a complaint may be obtained from the Designated Official by the Parties to the complaint at any time.

#### **IV. PROCEEDINGS UNDER THE POLICY**

##### **A. Complaint Initiation**

All complaints of discrimination, harassment, or retaliation pursuant to this policy must be submitted to the Designated Official. Written complaints which are signed and dated are preferred, and a [complaint form](#) is attached to this policy. Oral complaints will be accepted by the Designated Official, who will gather the information required by the attached complaint form, prepare the written complaint, and request that the Complainant sign the document so prepared. A complaint also may be submitted to the Designated Official by calling the Campus Conduct Hotline at 1-866-943-5787. A specially trained intake specialist will answer the call and gather the information needed to investigate the complaint. If you so choose, you may remain anonymous when reporting through the hotline, though this may adversely affect the University's ability to investigate and address the complaint. All documents relevant to the complaint must be provided by the Complainant to the Designated Official at the time the complaint is initiated. Failure or refusal to provide complete information pursuant to this policy may compromise the process.

##### **B. Frivolous/Bad Faith Complaints**

The Designated Official shall review the completed complaint to determine if the facts alleged, even if true, would establish a violation of this policy that would warrant the institution of formal proceedings. The Designated Official also shall review the completed complaint to assess whether, on its face, the complaint has been brought in

good faith. Should the Designated Official determine that the complaint would not give rise to a policy violation or was brought in bad faith, the Complainant will be told that the complaint does not state a claim that warrants formal proceedings. The University reserves all rights to investigate and address complaints made in bad faith.

### **C. Delegation or Deferral of Complaints to Other Policies**

The Designated Official also shall review the completed complaint to determine if it falls under the authority of this Discrimination and Harassment Policy, if it should be delegated to the authority of a separate policy, or if it should be deferred pending the outcome of proceedings under another policy:

- Complaints where the Complainant(s) and Respondent(s) are students may be delegated to the Student Judicial policy.
- Complaints alleging misconduct that is unrelated to an individual's status in a protected class may be delegated to the Dean of Students Office or Human Resources, as appropriate.
- Complaints determined to allege student-to-student sexual assault or sexual harassment may be delegated to the Sexual Misconduct Policy applicable to students.
- Complaints about academic evaluation unrelated to an individual's status in a protected class may be delegated to the authority of the Grade Changes and Appeals Policy.

The discretion as to whether a complaint is delegated or deferred in favor of another policy lies wholly with the Designated Official. Delegation of a complaint by the Designated Official is final. If a complaint is delegated, the Complainant must initiate a complaint under the alternate, appropriate policy in order for the action to proceed.

### **D. Process Initiation**

Once a complaint is made and deemed to fall under this policy, the Designated Official shall coordinate all proceedings under this policy, serve as a resource to the Parties as to the status of the proceedings, and ensure that the procedures under this policy are followed. The Designated Official will notify the Respondent and provide him/her a copy of the complaint. A Party may confidentially meet, without the other Parties present, with the Designated Official to review this policy's procedures and the options available. Copies of outcomes from all aspects of the complaint process shall be sent to the Designated Official.

In addition, upon the filing of a complaint pursuant to this policy, the Designated Official will notify each Party of his or her right to identify one Advisor who is to serve in a support role for the Party in the proceedings on the terms set forth within this policy. The Advisor may be internal or external to the University. At the timely, written request of any Party to the Designated Official, the Designated Official will identify and designate an Advisor for any Party who is unable to identify an Advisor on his or her own. The Complainant and Respondent are themselves responsible for keeping their respective Advisors apprised of the status of the complaint and proceedings. Advisors shall not have communications concerning the complaint with anyone with procedural or substantive responsibilities under this policy outside of the presence of their Advisees. Advisors shall be informed by the Designated Official of the need to maintain confidentiality pursuant to this policy.

Also, upon the filing of a complaint pursuant to this policy, the Designated Official shall identify three potential Mediators. The Mediators may be internal or external to the University, at the discretion of the Designated Official. The Complainant and Respondent will each be allowed to timely reject one of the identified Mediators after which the Designated Official shall select the Mediator from the remaining candidates.

### **E. Mediation**

The first step in seeking a solution to the complaint is Mediation. The goal of Mediation is to seek conflict resolution. In this phase, the selected Mediator serves as a neutral party to the proceedings and confidentially works with the parties in an attempt to seek a mutually agreeable resolution. The Parties' Advisors may attend the Mediation and provide consultation to their advisees. The Mediator has discretion as to the manner in which the Mediation is to be conducted. The Mediator may decide under certain circumstances, for example, that it is not appropriate to require the Parties to meet in person. The goal is to complete the Mediation process within fifteen (15) days of the identification of the Mediator.

Outcomes of Mediation include one of the following:

1. Secure a mutually acceptable resolution of the issue that, with the review and approval of the Designated Official, officially resolves the case.
2. Declare the issue at an impasse with written agreement by the Complainant and Respondent that no further action be taken, in which case, with the review and approval of the Designated Official, the complaint will be deemed withdrawn.
3. Declare the issue at an impasse, in which case the matter will proceed to an Investigation.

Upon the conclusion of this phase, the Mediator will communicate only the outcome to the Designated Official. The Mediator may not be called as a witness or provide any other information in this or other proceedings about what took place during the Mediation. At the discretion of the Designated Official, the Designated Official may circumvent Mediation where circumstances warrant and proceed directly to Investigation.

### **F. Investigation**

The goal of Investigation is to determine whether probable cause exists of a violation of this policy. The following is the customary procedure for investigation under this policy:

1. Within five (5) days of receipt of a communication from the Mediator indicating that the Mediation concluded at an impasse and one or more of the Parties wishes to pursue the matter further, the Designated Official will appoint a neutral Investigator for the complaint. The Investigator may be internal or external to the University, at the discretion of the Designated Official. The Investigator will be trained or will have training in the area of prohibited discrimination and harassment. The Investigator will investigate the charges. The investigation may involve interviews of the Parties and relevant witnesses and review of documentation. The Advisor may attend the interview only of his or her advisee and may not direct the answers of the advisee. The Advisor may ask questions for clarification but may not otherwise interrupt, and may not interfere with, the interview. The goal is to complete the investigation within thirty (30) days of the conclusion of the Mediation process.
2. The Investigator will use reasonable means to preserve confidentiality, but confidentiality cannot be guaranteed. Before any disclosure of information,

the Investigator must assess the situation and determine that disclosure is necessary to the pursuit of the investigation.

3. At the conclusion of the investigation, the Investigator will communicate briefly and in writing his or her findings of fact to the Designated Official, who will determine whether there is probable cause to believe the policy was violated. The findings and the Designated Official's conclusion as to probable cause will be sent to the Complainant and the Respondent, and will be kept by the Designated Official. In addition, the findings and the Designated Official's probable cause determination will be sent by the Designated Official to the appropriate Vice President (if a staff member is involved), or to the faculty member's dean (if a faculty member is involved).

If there is a determination of no probable cause, the Complainant may: (1) request another Mediation session; or (2) appeal by making a request for a Hearing to the Designated Official. Either request must be in writing within ten (10) days after the determination is made. If a timely request is made, and the Designated Official determines that the request is appropriate, the Designated Official will begin the mediation or hearing procedures. If no timely request is made, the determination will be deemed final and binding. The Designated Official will so inform the Complainant, the Respondent, and the supervisor and/or the Dean(s) of the college(s) of the Complainant and Respondent.

If there is a determination of probable cause, the Respondent may: (1) request another Mediation session; or (2) appeal by making a request for a Hearing to the Designated Official. Either request must be made in writing within ten (10) days after the determination is made. If the Respondent fails to timely respond, the determination may be deemed admitted and the Designated Official will review the determination with the Provost who shall then issue the final decision (including remedial measures), which shall not be subject to further review or appeal. If a timely request for mediation or hearing is made, the Designated Official will begin the mediation or hearing procedures.

### **G. Hearing Procedures**

The purpose of the hearing is to provide the opportunity for the Hearing Committee to listen to the Complainant and Respondent and to develop the relevant evidence with regard to the alleged violations of this policy. The goal of the Hearing is to determine whether the facts, as alleged, are true and whether the facts found to be true constitute discrimination, harassment, or retaliation under this policy.

Upon initiation of the hearing procedures, the Designated Official will appoint and convene a Hearing Committee. The Hearing Committee will be convened as soon as reasonably possible after receipt of a timely request for hearing.

The Hearing Committee will consist of three individuals. In constituting the Hearing Committee, the Designated Official will identify five (5) potential members. In identifying members, the Designated Official will follow the guidelines noted above in the section labeled and describing the role of the "Designated Official." The Complainant and the Respondent will each be allowed to reject one prospective Hearing Committee member, after which case the remaining three members will be designated by the Designated Official as the Hearing Committee. The Designated Official in specific cases may remove and replace committee members if a conflict of interest or time develops.

The process at the hearing will be generally as follows:

1. The Respondent and the Complainant may review in advance of the hearing the written determination of the Investigation as to whether there is probable cause to believe that this policy was violated.
2. The Respondent and Complainant may be accompanied to the hearing by an Advisor for support but the Advisor may not participate in the proceedings other than to ask questions of the Hearing Committee for clarification. Such questions may not, as determined by the chair of the Hearing Committee, interfere with the Hearing.
3. The Hearing Committee will meet and select its own chair and secretary to record the proceedings.
4. The Parties may present to the Designated Official no later than seven (7) days in advance of the hearing: (a) a written summary of their respective positions; (b) any and all documents they deem relevant to the proceedings; and (c) a list of no more than three (3) witnesses whom the Parties would like called to testify at the hearing with a statement describing the testimony that each would provide at the hearing. The Designated Official will immediately forward this information to the Hearing Committee.
5. The Hearing Committee will convene a hearing and will hear testimony from the Complainant and Respondent. The Committee also will call to testify the witnesses identified by the Parties as noted above except in those cases where the Committee unanimously decides that a witness would add no relevant information to the proceedings or has been identified for reasons other than to advance the fact finding of the Committee. The Committee may, but is not required to, call other individuals before it to inquire about the allegations.
6. The Hearing Committee has full discretion to place time limits on any and all testimony provided in the hearing. Only the members of the Committee may question the parties and witnesses. The Parties will not directly question any witnesses but will be allowed, only in a fashion that is not disruptive to the flow of the proceedings, to direct questions to the Chairperson of the Committee after being recognized.
7. Court rules of evidence will not apply, nor will court rules of civil procedure apply. Fair and efficient resolution of the dispute will be the goal.
8. The Hearing Committee will review the case to determine: (a) whether the facts, as alleged, are true; and (b) whether the facts found to be true constitute discrimination, or harassment, or retaliation, or any combination thereof, under this policy.
9. The Hearing Committee must be convinced of a violation of the policy by a preponderance of the evidence.
10. The hearing and all deliberations of the Hearing Committee will be made in closed session. No record of such will be made except by the secretary selected from among the Hearing Committee members. The decision of the Committee will be made by majority vote. The decision will be in writing and will state specifically its finding as to whether a violation of this policy has occurred. If a Committee member disagrees with the decision and so wishes, that member may add a written explanation as to the reason for the disagreement.

Within fourteen (14) days after the hearing has concluded, the Committee will meet with the Designated Official to review the bases for its finding as to whether a policy violation occurred. The Designated Official shall thereafter inform the Parties of the decision of the Hearing Committee.

Within fourteen (14) days after notification that the Hearing Committee did not find that a violation of policy occurred, the Complainant(s) may appeal such finding as outlined below. For those circumstances where the Hearing Committee finds that a violation of policy has occurred, the Designated Official will review the finding with the appropriate Dean or supervisor, and they shall then assess what, if any, remedial measures may be appropriate.

These remedial measures may include, depending on the severity of the offense and past history, one or more of the following (the list is not intended to be exhaustive):

- o Reprimand, public or private;
- o Appropriate community service;
- o Continued employment or attendance at the university being subject to certain conditions;
- o Denial of salary increases;
- o Demotion or reassignment of teaching or supervisory responsibilities;
- o Suspension from attendance at the university for a specific period, or suspension without compensation for a specified period;
- o Dismissal from employment or expulsion from attendance at the university.

Any sanction may be accompanied by required corrective action, such as treatment and/or counseling. For those circumstances involving the potential termination of a member of faculty or staff, the Designated Official shall in all cases consult with and receive approval from the respective Dean (and, where required, the President) or supervisor of the impacted employee.

The Designated Official will send written notice of the determination regarding remedial measures to the Party impacted directly by such measures and will send a separate written notice to the other Parties stating generally that corrective action has been identified.

## **H. Appeal Procedures**

A Complainant(s) may appeal a finding that a violation of policy did not occur within fourteen (14) days after notification of such from the Designated Official.

For a Respondent(s) who is a tenured law faculty member in cases involving a proposed discharge, demotion or suspension, Section 8 of the School of Law Faculty Handbook will apply at this juncture. In such cases, the Designated Official will send notice to all Parties stating generally that corrective action has been identified and that the handbook procedure in Section 8 will apply.

All other Respondent(s) may, within fourteen (14) days after notification that corrective action has been identified after a finding by the Hearing Committee that a violation of policy has occurred, appeal the finding of a policy violation and/or the identified remedial measures. For all of these Respondents, the filing of an appeal will delay the imposition of any remedial measures identified until resolution of the appeal unless, in the University's discretion, there are serious circumstances that warrant sooner implementation of the remedial measures, such as where (by way of example only) harm to an individual or to the University is threatened by such delay.

To effectuate an appeal, the Party must, within the fourteen (14) day period, provide a written statement describing in detail the bases for the appeal to the Provost. All documents that the Party wishes considered in connection with the appeal shall be attached to the statement. The Provost shall review the statement and the record of the proceedings and may review any other information relating to the matter. Within twenty-one (21) days of the receipt of the written statement requesting the appeal, the Provost will reach a decision. The decision shall be in writing and shall state as applicable: (1) whether the findings of the Hearing Committee will be upheld or reversed; and (2) whether any remedial measures imposed shall remain intact or be enhanced or reduced and in what specific respect. The Provost shall provide such written decision to the Designated Official, to the appealing party and to others with a business need to know.

This decision shall not be subject to further review or appeal, with the exception that, in cases involving remedial measures imposed and upheld on faculty (other than tenured law faculty where discharge, demotion or suspension is proposed and as to which the procedure noted above will apply), a staff member or a student, the procedure set forth below (the “remedial measure appeal procedure”) will be available to any challenge of the remedial measures by the individual directly and adversely impacted by the remedial measures (the “Impacted Party”). The underlying finding of a policy violation is not subject to the remedial measure appeal procedure.

1. To effectuate the remedial measure appeal procedure, the Impacted Party must, within fourteen (14) days of the date of the written decision on appeal, provide a written statement to the Provost describing in detail the bases for the appeal. All documents that the Impacted Party wishes considered shall be attached to the statement.
2. The Impacted Party may choose to mediate any issues over the remedial measures and is encouraged to do so under conditions agreed to by the Provost.
3. The Provost will supervise the formation of an advisory Remedial Measure Advisory Committee in the following way:

- o The Impacted Party will select one member;
- o The President or his/her designee will select one member who has not participated in the proceedings to date;
- o The two committee members thus chosen will choose a third member who has not participated in the proceedings to date.
- o The Provost will provide notice of the committee membership to the Designated Official and to the Impacted Party.

4. A hearing to address the remedial measure appeal will begin no more than fourteen (14) calendar days after the date of such notice.
5. The Impacted Party and Provost may be accompanied to the hearing by an Advisor for support but the Advisor may not participate in the proceedings other than to ask questions of the Remedial Measures Advisory Committee for clarification. Such questions may not, as determined by the chair of the Committee, interfere with the Hearing.
6. The Remedial Measure Advisory Committee will meet and select its own chair and secretary to record the proceedings.
7. The Impacted Party and the Provost may present to the Remedial Measure Advisory Committee no later than seven (7) days in advance of the hearing a list of no more than three (3) witnesses whom they would like called to testify at the hearing with a statement describing the testimony that each would provide at the hearing.
8. The Remedial Measure Advisory Committee will convene a hearing and will

hear testimony from the Impacted Party and Provost. The Committee may, but is not required to, call other individuals before it to inquire about the issues presented.

9. The Remedial Measure Advisory Committee has full discretion to place time limits on any and all testimony provided in the hearing. Only the members of the Committee may question the parties and witnesses. The Parties will not directly question any witnesses but will be allowed, only in a fashion that is not disruptive to the flow of the proceedings, to direct questions to the Chairperson of the Committee after being recognized.

10. Court rules of evidence will not apply, nor will court rules of civil procedure apply. Fair and efficient resolution of the dispute will be the goal.

11. The Remedial Measure Advisory Committee will review the evidence to determine if there is reasonable foundation for the remedial measures imposed. The burden is on the Provost to establish such by a preponderance of the evidence.

12. The hearing and all deliberations of the Remedial Measure Advisory Committee will be made in closed session. No record of such will be made except by the secretary selected from among the Remedial Measure Advisory Committee members. The decision of the Committee will be made by majority vote. The decision will be in writing and will state specifically its finding as to whether there is reasonable foundation for the remedial measures imposed. If a Committee member disagrees with the decision and so wishes, that member may add a written explanation as to the reason for the disagreement.

13. The Remedial Measure Advisory Committee will present its advisory decision in writing within seven (7) calendar days of the conclusion of the hearing to the Designated Official. In the event that the Committee decides that there is reasonable foundation for the remedial measure imposed prior to the appeal, there will be no further consideration of the matter and the Designated Official shall advise the Impacted Party and the Provost. In the event that the Committee concludes the remedial measures were not supported by reasonable foundation, it shall recommend whether the measures should be reduced and in what specific respect, and the recommendation shall be forwarded by the Designated Official to the President. This advisory decision shall be taken into consideration by, but is not binding on, the President. Within fourteen (14) days of receipt of the advisory decision, the President will provide a written decision to the Impacted Party, Designated Official and Provost in which the remedial measure imposed is upheld or modified and the reasons for the decision are identified. The President's decision is final.

## **V. RECORD KEEPING**

The Dean of Students will maintain all files and records created in connection with a complaint under these proceedings. With the exception of documented remedial measures, these files will be kept separate from regular student and employment files. Mediators and Investigators in subsequent investigations of other cases involving any of the same parties under this policy may obtain these records. The University affirms its right to use these records in any kind of administrative, governmental, or judicial proceedings outside Hamline in which they are relevant or necessary.

## Appendix D

# Student Policy Regarding Prohibition of Sexual Misconduct of All Forms

(From Hamline University Website July 2013)

### Introductory Statement

Hamline University collects its policies that address sexual misconduct by and towards students into one policy. These include the policy against Sexual Assault of Students, the Policy against Sexual Harassment Amongst Students, the Policy Against Sexually Inappropriate Conduct and the Prohibition Against Reprisal (collectively “Sexual Misconduct Policies”). These Sexual Misconduct Policies contain procedures for handling complaints of sexual assault, sexual harassment or sexually inappropriate conduct. These Sexual Misconduct Policies provide guidance for individuals involved in incidents or allegations of sexual misconduct involving students, but do not apply to sexual harassment of students who are acting at the time as an employee of Hamline University. Students who believe that they have been sexually harassed as part of their employment at Hamline University are provided protection under the Hamline University Discrimination and Harassment Policy, which can be found at [www.hamline.edu/policies](http://www.hamline.edu/policies).

### Definitions:

**Coercion:** exerting an unreasonable degree of pressure, duress, or cajoling when reasonably aware that physical sexual conduct is unwelcome.

**Complainant:** a student who notifies the University that they have been sexually harassed, assaulted or subjected to or observed sexually inappropriate misconduct.

**Consent:** Words or specific actions by a person that are intended to communicate a current, freely made agreement to perform or experience a sexual act with a particular person.

**Force:** Use of physical force, threats, intimidation or coercion to commit sexual assault

**Incapacitated:** Unable to consent to sexual activities due to use of alcohol or drugs impairing judgment, developmental disabilities, lack of consciousness, or similar temporary conditions.

**Intimidation:** The use of power or authority to compel the recipient to acquiesce or cooperate.

**Investigation:** A process of neutrally examining facts to determine what has transpired. It minimally includes interviewing the complainant, the respondent, and witnesses where appropriate, gathering evidence and determining the credibility of the parties prior to making findings. Information about the allegations will be shared with those who need to

respond to them, corroborate them, or may be able to provide relevant information about the matter.

**Ombudsman:** The ombudsman is a confidential, neutral, and informal resource to whom students, faculty, and staff can bring any University-related problem, concern, or complaint. The ombudsman is an informal supplement to existing University problem-solving services and can help to surface concerns, resolve disputes, manage conflict, and educate individuals in more productive ways of communicating. The ombudsman will listen to the issue and help to identify steps that Hamline offers to reach a fair resolution. Communications with the ombudsman are entirely confidential, except in the rare case of imminent risk of serious harm. The ombudsman is not an office of notice for the University, meaning by talking to the ombudsman, a complaint is not filed.

**Person in a position of authority:** Any University administrator, dean, director, assistant director or officer of the University, specifically including the Dean of Students, Assistant Dean of the Law School, Residential Life professional staff, and Safety and Security staff. RAs are not considered persons in authority; although RAs are required to report incidents to their hall director.

**Physical force:** Intentional physical impact upon another, use of physical restraint or use of a weapon.

**Respondent:** An individual who has been alleged to be in violation of this policy.

**Sexual assault:** Intentional sexual conduct with another person occurring without that person's consent.

Sexual Contact includes but is not limited to sexual touching including kissing, intentional touching of the breasts, buttocks, vagina, penis or intrafemoral area in a sexual manner, and/or penetration of the anus, mouth or vagina with the penis, finger or other object in a sexual manner, or coercion to force someone else to touch one's genitals, buttocks, breast, or intrafemoral area. These definitions apply whether the person being touched is fully clothed, partially clothed or unclothed.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition either implicitly or explicitly, of obtaining their education
- Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education ; or
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive educational environment.

Sexually Inappropriate Conduct: Unwelcome conduct of a sexual nature, or directed at a person because of their gender, which does not rise to the level of harassment or assault but which is disruptive or offensive to a reasonable person of a background similar to the

recipient. This conduct may include crude, obscene or threatening gestures, unwelcome sexual comments, and seeking invasive proximity to an individual (stalking).

Threats: the use of statements, directly or by implication, that are intended to compel the recipient to do something they would not do by suggesting, promising or stating that negative consequences would result from the recipient failing to acquiesce or cooperate.

## **Policy against Sexual Assault of Students**

### **Policy Statement**

Hamline University will not tolerate any form of sexual assault or violence, whether committed by a stranger or an acquaintance. Such behavior is a violation of the standards of the community and may be a criminal act under Minnesota Law. This policy is intended to promote a community free of sexual assault, and to offer a process for reporting and addressing violations of the policy.

While recognizing the wide diversity of backgrounds, cultures, religious beliefs, and experiences of the University community, the University holds community members (students, faculty, employees, and staff) responsible for their actions and uses this policy to do so. When an incident of sexual violence occurs, Hamline University will take appropriate action, which may include discipline. This policy applies to violations occurring between Hamline University students on property owned by the University and off-campus, in connection with any University program (whether on or off campus), and applies to academic, extracurricular, athletic, residential and other University programs and activities.

Most incidents of sexual assault reported on college and university campuses involve individuals who are familiar with one another. Prior relationships between individuals involved in claims of sexual assault do not mitigate current complaints. Further, it should be understood that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has a degree of power or authority must understand that the validity of the consent involved may be questioned.

### **Sexual Assault Prohibited**

Hamline University prohibits sexual assault as defined in this policy.

In order to determine whether sexual contact constitutes sexual assault, the following criterion should apply:

- Sexual contact is sexual assault if it involved any kind of force, as described in this policy.
- Sexual contact is sexual assault if both parties have not consented to the conduct, as consent is defined in this policy.
- Sexual contact is sexual assault if one party was incapacitated at the time of the sexual contact.

Sexual assault can be committed by persons of any gender against individuals of the same or another gender. Sexual assault can occur between individuals who are or who have been involved in an intimate relationship, a friendship, a prior acquaintanceship or who are strangers.

Alcohol and drugs are often a factor in campus sexual assaults. The use of alcohol or drugs can incapacitate an individual and create risk. While the use of drugs or alcohol will be considered possibly incapacitating for the person who is the alleged target of a sexual assault, it will not be considered adequate defense or mitigate responsibility for a person who is judged to have committed an act of sexual assault.

If you believe you have been Sexually Assaulted

Please refer to the Counseling and Health Services web site for additional information at [http://www.hamline.edu/assault\\_emergency](http://www.hamline.edu/assault_emergency).

Hospital: It is recommended that the person assaulted receive medical care as soon as possible. Hamline University refers sexual assault victims to Regions Hospital in Saint Paul at 640 Jackson Street. Sexual Assault Nurse Examiners (SANEs) are trained as a part of the Sexual Assault Protocol Team Member Agency. You are not required to report through this process; however if you wish to report, the staff will assist in reporting to the police.

### **Reporting Sexual Assault**

If you believe that you or someone you know has experienced a sexual assault, you may do any of the following:

1. Report the matter to the Saint Paul Police Department to commence a criminal investigation (if you wish assistance from the University to make this report, the University will provide support and assistance)
2. Report the matter to Hamline University Office of Safety and Security, Hall Director on-duty, or to any person in a position of responsibility whom you trust to commence a campus investigation
3. Report the matter to both organizations to commence both a campus and criminal investigation.

### **Confidential Resources to Assist You or a Friend**

You may also use on or off campus resources to help you decide on the best course of action. Only these resources can preserve confidentiality. Use of any other resources, such as an RA, a member of the faculty, or a staff member will constitute a report to the University.

On Campus: Counseling and Health Services Center: 523-2204  
Religious and Spiritual Life Office: 523-2315

Off Campus: Sexual Offense Service of Ramsey County: 651-643-3006  
OutFront: 612-822-0217

## **What Will Happen When a Report is Received**

**If you report to Police:** If sexual assault is reported to the police, criminal charges may be filed against the alleged assailant following an investigation. The complainant will be interviewed by the police, and may be accompanied by an advocate at that time. Criminal charges of sexual assault may result in jail or prison time, parole, restitution, or treatment for those found or pleading guilty through the criminal justice process. Both the complainant and respondent have rights in the criminal process, and complainants should understand that they may be expected to testify and be cross-examined in a trial.

If criminal charges are filed in an alleged sexual assault, the University may take immediate action, which may include suspension of the person charged.

### **If you report to Hamline University:**

If sexual assault amongst Hamline University students is reported to Hamline University, the University will make every effort take action that balances between the wishes of the complainant and the safety and other interests of the community.

### **Reporting only:**

The complainant may report the sexual assault to a person in authority at the University and state that they do not wish to have the incident investigated. In this case, the report will not be acted upon unless or until the complainant changes their mind about pressing charges, or unless Hamline University decides that it must act upon the incident in order to protect the safety of the community at which time an investigation will occur through Safety and Security.

### **Mediation:**

The complainant can report the sexual assault to a person in authority at the University and request mediation. A mediator will be assigned to the report and meet with involved students to assess the willingness to mediate the situation and to ensure that each student agrees to this process. The mediator may refuse to mediate any incident they deem inappropriate for mediation, including those involving force.

### **Pressing Charges:**

The complainant can report the sexual assault to a person in a position in authority for Judicial Action, which will include an investigation and report produced through Safety and Security. If the investigation finds that there was probable cause for the complaint, a complaint would begin being filed through the Hamline Student Judicial System, and the matter taken to a hearing.

Students are urged to contact Campus Safety and Security even if an assault does not involve another student in order to receive advocacy and support in the criminal process.

### **What can you expect?**

The intent of this policy is to create a campus free of sexual violence. The University is also committed to fairness for those involved in these matters.

Both the complainant and the respondent should expect to be informed of their options and choices. To ensure that this occurs, the University will offer both complainant and any respondents an advocate to assist through the process. Individuals who report sexual assault to campus authorities will be provided with written information detailing those options at the time that they make the report, including counseling resources available to them. Reports to police will afford individuals notice of their rights under the Minnesota Crime Victim's Bill of Rights.

(link to site <http://www.state.mn.us/MCCVS/CVJU/rights.htm> )

Respondents to a complaint or those subject of an investigation should expect to be fully informed of the violation that they have been accused of, have the opportunity to respond fully to the allegation, have the opportunity to identify a reasonable number of witnesses or to produce evidence, and to receive appropriate support and assistance through on campus or off campus resources. When notified that they are the subject of an investigation into sexual assault, all individuals will be provided with printed expectations.

Both complainants and respondents may request special accommodations during the investigation and complaint process. Students should make those requests to the Dean of Students Office

When it appears that the safety or security of any member of the University community may be jeopardized, the president or his or her designees will take such action as is necessary to assure safety.

## **Policy against Sexual Harassment Amongst Students**

### **Policy Statement**

Hamline University prohibits sexual harassment in any form. Sexual harassment of or by employees or faculty members are prohibited under Hamline University Discrimination and Harassment Policy. Under federal law and the policies of this University, students are also protected from sexual harassment interfering with their education. This policy prohibits sexual harassment amongst students

Seemingly consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned.

### **Student-to-Student Sexual Harassment**

Student-to-student behavior can rise to a level of sexual harassment when an individual is subjected to severe or pervasive unwelcome words, actions, displays, humor or electronic material collective "activity", this activity is sexual in nature or directed at this individual because of that individual's gender, and this activity is offensive to the individual based. While a complainant is not obligated to confront the person whose activity is a problem, if the respondent continues the activity in the face of an explicit objection the credibility of the complaint will be strengthened.

Offensiveness alone does not constitute sexual harassment; rather, sexual harassment involves a level of offensiveness and intrusion that substantially interferes with the education of the complainant or creates an environment so hostile that it creates a fundamental disadvantage to the complainant.

The University makes a distinction between sexual harassment and the free expression of ideas and artistic tastes. The essential importance of free exchange and expression are of essential importance to the University, and a standard of reasonableness will guide the University when evaluating claims involving images, displays, or statements.

### **Reporting Student to Student Sexual Harassment**

If you or someone you know is experiencing conduct that you believe to be student-to-student sexual harassment, you should consider taking direct action by telling the person to stop from the conduct, and by making a statement that the conduct is offensive or unwelcome to you. If you feel unable to do this, or you have tried unsuccessfully to address the conduct, you can report the conduct to any person in a position of authority at the University. Please be aware that when you report alleged sexual harassment, the University is obligated to investigate the complaint and to take prompt and appropriate action to stop any improper or illegal conduct.

### **Confidential Resources to Assist you or a friend**

You may also use on or off campus resources to help you decide on the best course of action. Only these resources can preserve confidentiality. Use of any other resources, such as an RA, a member of the faculty, or a staff member will constitute a report to the University.

On Campus: Counseling and Health Services Center: 523-2204  
Religious and Spiritual Life Office: 523-2315

Off Campus: Sexual Offense Service of Ramsey County: 651-643-3006  
OutFront: 612-822-0217

### **What can you expect?**

Individuals reporting sexual harassment should expect the University to first determine whether the alleged conduct falls within the scope of this policy or the University Discrimination and Harassment Policy. If it falls under the University Discrimination and Harassment Policy, the complainant will be referred to the proper resources, and provided support for making a complaint under that policy. If the conduct is student-to-student conduct covered under this policy, the complainant should expect that an investigation will be conducted and that if the investigation finds that the conduct violated University policy that action will be taken to stop the conduct and address the individual responsible for the harassment. This could include removing offensive materials, educating the parties responsible, or disciplinary action up to and including expulsion from the University.

If an individual is accused of harassment under this policy, they should expect to have the opportunity to fully respond to the complaint, to identify a reasonable number of

witnesses, to have evidence considered, and to be told the outcome of the investigation. While it is reasonable for a respondent to expect to have the opportunity to know the complaint against them and to respond to each allegation, the respondent should understand that he or she does not have the right to directly confront the individual making the complaint, and that attempting to do so could be viewed as retaliation or reprisal and in violation of University policies.

The University must investigate these matters regardless of the wishes of the complainant, as the University is responsible to halt unlawful conduct once it becomes aware that such conduct might be occurring.

## **Policy against Sexually Inappropriate Conduct**

### **Policy Statement**

Participation in the Hamline University carries responsibilities and privileges. Amongst the responsibilities of our community members is the specific responsibility to refrain from interfering with the educational opportunity of others. Sexually inappropriate conduct may not rise to the level of a violation of law, but nevertheless degrades the academic and social environment of a university and can interfere with the learning opportunities of others.

### **Reporting Sexually Inappropriate Conduct**

If you or someone you know is experiencing or observing conduct that you believe to be Sexually Inappropriate Conduct, you should consider taking direct action by telling the person to stop the conduct, and by making a statement that the conduct is offensive or unwelcome to you. If you do not feel that you can do this, or you have attempted unsuccessfully to do this, you can report the conduct to any person in a position of authority at the University.

Complainants have three options when making a report to the university

#### **Reporting only:**

The complainant may report the sexually inappropriate behavior and state that they do not wish to have the incident investigated. In this case, the specific report will not be acted upon unless or until the complainant changes their mind about pressing charges or unless Hamline University decides that it must act upon the incident in order to protect the safety of the community at which time an investigation will occur through Safety and Security. The University may also take remedial steps such as education, training, distributing University policies to a targeted group, or other steps which will not identify that there has been a specific complaint nor identify the source of the complaint.

#### **Mediation:**

The complainant can report the sexually inappropriate conduct to a person in authority and request mediation. A mediator will be assigned to the report and meet with involved students to assess the willingness to mediate the situation and to ensure that each student agrees to this process. The mediator may refuse to mediate incidents at his or her discretion.

## **Pressing Charges:**

The complainant can report the sexually inappropriate conduct to any of the above for Judicial Action, which will include an investigation and report produced through Safety and Security. If the investigation finds that there was probable cause for the complaint, you can begin a process through the Hamline University Judicial System that would allow you to file a complaint, and take the matter to a hearing.

## **What can you expect?**

In some cases, sexually inappropriate conduct is targeted towards an individual. If this is the case, the matter will be treated similarly to a sexual assault matter without the associated criminal investigation. In this case, an investigation may be conducted. The complainant and the respondent will be informed of their options and choices. Both individuals will be provided with information which explains their rights and responsibilities, as well as counseling and advocacy resources available to them.

In other cases, sexually inappropriate conduct is generalized or non-targeted, such as the display of pornographic images or the use of inappropriate language that is not directed at an individual. In this case, the University will examine the appropriate educational/remedial approach prior to considering sanctions against the individual or individuals involved. This approach may be used following or without an investigation.

## **Prohibition Against Reprisal**

### **Policy Statement**

Hamline University encourages members of the community who feel that they have been subject to sexual misconduct to seek support and assistance from the University and to make use of this policy. As such, any complainant under this policy is protected from reprisal or retaliation for making such a complaint.

Reprisal can include but is not limited to institutional acts which harm the complainant, badgering or intimidation of a complainant, subjecting the complainant to terms of conditions of their education which are harmful as a result of their having made a complaint, or allowing defamatory statements about the complainant.

Any complainant who believes that they are being subjected to negative consequences for making a complaint should notify a person in a position of authority at the University immediately. Those found to engage in reprisal towards someone because they have made a good faith complaint of sexual misconduct will be disciplined, up to and including expulsion from the University.

## Appendix D

### Hamline University School of Law Learning Outcomes

(adopted by the faculty on May 17, 2013)

Upon graduation, J.D. graduates from HUSL will:

#### Knowledge

1. **Understand key foundational areas of U.S. law**, including areas of substantive law tested on bar examinations, other student-elected areas of substantive law, and the functioning of the U.S. legal system;<sup>1</sup>

#### Professionalism and Values

2. **Understand what it means to be a member of the legal profession**, including understanding professional values, the duty of public service, and responsibilities to the profession, clients, and society;<sup>2</sup>

#### Skills

3. **Demonstrate competence in the lawyering skills required to effectively represent clients**, including legal analysis, research, problem-solving, and written and oral communication;<sup>3</sup> and

#### Cultural Consciousness

4. **Understand that clients, colleagues, adversaries, and others have diverse backgrounds and perspectives and that the practice of law is increasingly global.**<sup>4</sup>

---

<sup>1</sup> ABA #1; Hamline LO #6; HUSL ##1.1, 1.2, 1.3

[assessment tool: bar exam and exams in substantive courses].

<sup>2</sup> ABA ## 3 & 4; Hamline LO ## 1, 2 & 7; HUSL ## 1.5, 3.2, 3.3, 3.4, 3.5

[assessment tool: MPRE, PR exam, mock interview and resume, clinical and externship evaluations, pro bono hours].

<sup>3</sup> ABA ## 2 & 4; Hamline LO ## 2, 4 & 5; HUSL ## 2.1, 2.2, 2.3, 2.4, 2.6, 3.1

[assessment tool: seminar paper rubric, clinical and externship evaluations, bar exam, exams in substantive courses].

<sup>4</sup> ABA # 5; Hamline LO # 3; HUSL ## 1.4, 2.5

[assessment tool: clinical and externship evaluations; study abroad].

## Appendix E

### Policies of Hamline University

(An alphabetical list of all Hamline University policies can be found at <http://www.hamline.edu/policies/a-z.html>)

Accident Reporting Policy  
Accommodations for Disabilities  
Alcohol Policy  
Attendance Policy  
Automobile Use Policy  
Bandwidth Use and Copyright Infringement Policy  
Bar Examinations  
Bicycles Policy  
Building Use Policy  
Code of Conduct  
Cultural Diversity Policy  
E-mail Distribution Policy  
Family Educational Rights and Privacy Act (FERPA) Statement/Release of Student Information  
Firearms and Weapons Policy  
Freedom of Expression and Inquiry  
Graduate & Law Satisfactory Academic Progress Policy  
Hamline Magazine  
Hate Incident and Crime Protocol  
Health Insurance  
Immunization  
Inclement Weather and Emergency Closing  
Name Change  
Parking Policy  
Political Candidate/Campaign Policy  
Posting and Canvassing Policy  
Response to Crimes Against Persons  
Rules for Vehicle Use  
Sexual Misconduct Policy  
Smoking Policy  
Software Policy  
Student Judicial System  
Substance Abuse and Prevention Policy  
Technology Use Policy  
University Authority and Civil Penalties  
Violence Prevention Policy  
Web Policy