

# **POLICY MANUAL**



**HAMLIN UNIVERSITY  
SCHOOL OF LAW**

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## Policies and Procedures

This section contains a collection of major policies and procedures for students enrolled at Hamline University School of Law (HUSL). HUSL reserves the right to add new policies, amend or rescind an existing policy at any time. These policies supplement the HUSL [Academic Rules](#) (AR). In the event of a conflict between these policies and the *Academic Rules*, the *Academic Rules* govern. HUSL is an integral part of Hamline University. Many Hamline University policies apply to students enrolled at HUSL. Please see [http://www.hamline.edu/policies/law\\_student\\_policies.html](http://www.hamline.edu/policies/law_student_policies.html) for a comprehensive list of Hamline University policies.

Hamline University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

### I. Announcements

- A. HUSL Closings  
HUSL closings are announced online at <http://www.hamline.edu/> and at the following number: 651-523-5555.
- B. Class Cancellations and Make-ups  
Time permitting, class cancellations and make-ups are announced on the class email list.
- C. Monitor Announcement Requests  
Students or student groups wishing to post announcements on the monitors located in the Atrium area or in the Hamline Connection should contact Assistant Dean for Student and Multicultural Affairs Darrell Davis by email or phone 651-523-2966.
- D. Non-monitor Postings
  1. Posting of all other notices are administered by the Dean's Office. All posters must be dated and have an approval stamp prior to posting.
  2. Contact the Administrative Assistant in the Dean's Office to have the posters stamped.
  3. Any sign/poster hung without a stamp will be promptly removed and discarded.
  4. Posters must be removed by the party who posted them no later than 2 weeks after they were hung or, when applicable, 2 days after the publicized event has occurred.
  5. Posters may be hung only on appropriate bulletin boards with push pins or tacks on the lower level. Poster/signs may not be posted in the classrooms, on walls or doors unless they are giving directions to a room within the building for an event.

### II. Bar Exams

- A. Requirements  
The Board of Law Examiners (or equivalent entity) for each state or jurisdiction has specific rules that applicants must follow in order to register and eventually take the respective bar exam. Students should check immediately after they begin their legal education regarding particular requirements for the bar examination for the state(s) or jurisdiction(s) where they might seek admission to the bar. See <http://www.abanet.org/legaled/baradmissions/barcont.html> for a directory of state bar admission offices.
- B. Minnesota Bar Exam
  1. Subjects Tested/HUSL Courses  
Courses covering materials which help prepare students to take the Minnesota Bar Examination are usually offered twice each year. The following chart lists Minnesota Bar subjects and the corresponding HUSL course.

**Minnesota Bar Subjects**

Business Associations (partnerships, proprietorships, and corporations, including limited liability companies)

Civil Procedure

Constitutional Law

Contracts

Criminal Law and Procedure

Ethics and Professional Responsibility

Evidence

Family Law

Federal Individual Income Taxation

Real Property

Torts

Uniform Commercial Code – Articles 1 and 2

Wills, Estates and Trusts

**HUSL Courses**

Corporations

Unincorporated Business Entities

Civil Procedure I and II

Constitutional Law I and II

Contracts I and II

Criminal Law

Criminal Procedure I

Professional Responsibility

Evidence

Family Law

Tax I: Taxation of Individuals

Property

Modern Real Estate Transactions

Torts I and II

Commercial Law: Sales and Leases of Goods

Wills and Trusts

For more information on subjects tested on the Minnesota bar examination see

<http://www.ble.state.mn.us/exam.html#Subjects>.

## 2. MPRE

Minnesota requires that students take the Multistate Professional Responsibility Examination (MPRE). For more information on the MPRE see

<https://secureweb01.act.org/mpre/>.

**III. CALI Awards**

## A. Participation

HUSL participates in the Center for Computer-Assisted Legal Instruction (CALI) *CALI Excellence for the Future Awards*® program (the CALI awards).

## B. Eligibility

## 1. Sections

Letter graded sections in any term with an enrollment of 6 or more HUSL J.D. students as of the last day of classes; Pass/No Pass sections and sections with variable credits or variable assessment methods are not eligible. All sections of Lawyering Skills and all sections of Litigation Practice respectively count as one section when determining the CALI award recipient.

## 2. Students

HUSL J.D. students enrolled for a letter grade in a section as defined above.

## C. Criteria

Student with the highest grade in the class as determined by the faculty member.

## D. Awards per Section

One award per section. In extraordinary circumstances, if in the opinion of the faculty member there is a tie for the highest grade, a maximum of two awards may be requested.

## E. Notification to Recipients

Faculty reports recipients to the Office of the Registrar in conjunction with final grades submission. Once all the grades for the term are posted, the Office of the Registrar notifies CALI of the recipients in each eligible section. CALI makes the titles of the sections and name of the awardees available online at <http://www.cali.org> immediately. CALI sends certificates suitable for framing to the Office of the Registrar 4-6 weeks thereafter. The Office of the Registrar notifies students via email when the certificates are available for collection. Certificates not collected by the established deadline are

mailed to the student's mailing address of record. The Office of the Registrar also records each award as a permanent comment on the recipient's transcript.

#### IV. Career Services

##### A. First-year Students

###### 1. Programs

Pursuant to National Association for Law Placement (NALP) guidelines, prior to November 1, the Career Services Office may offer programs and information for first-year students on the organization and responsibilities of the legal profession, the variety of settings in which lawyers work, the general process of career planning and self-assessment, the provisions of the NALP Principles and Standards, and school policies. Prior to November 1, the Career Services Office will not offer programs for students covering the job-search process or its specific components such as resume writing, interviewing skills, or targeting employers for applications.

###### 2. Orientation

All students are required to attend mandatory Career Services orientation sessions, held in the Fall of the first year of law school.

##### B. On campus Interviewing (OCI)

1. Students must attend an OCI training and information session before they will be eligible to participate in OCI.

2. If a student schedules an interview through the Career Services Office during OCI and fails to show up for the interview, that student will not be allowed to further participate in OCI until the student:

a. Informs the Career Services Office of an acceptable reason for missing the interview; and

b. Brings a letter of apology addressed to the employer to the Career Services Office.

##### C. Employment Survey

Each graduating student must complete and turn in a *Graduate Employment Survey* to the Career Services Office prior to graduation. Completion of the survey is a graduation requirement. The Office of the Registrar will not issue a diploma to any student who has not turned in the survey.

#### V. Classroom Conduct

##### A. Classroom Conduct Generally

Classroom conduct and attendance is governed by the HUSL *Academic Rules*, which include the *Attendance Policy* and the *Code of Conduct*.

##### B. Faculty Absence

If a faculty member has not arrived in the classroom within the first 20 minutes of the class period, and other instructions have not been provided, students may assume the class is canceled. Students should report such unexpected cancellations to the Office of the Registrar.

#### VI. Complaint Process Guide

If a student believes that he or she has been subjected to discrimination or harassment based upon race, color, gender, ethnic background, national origin, sexual orientation, marital or parental status, disability, religion, age, veteran status or for any other reason, this guide provides a summary of the available options to address the situation.

##### A. Reporting

1. The student should first report all incidents and concerns related to potential mistreatment of any kind directly to the Assistant Dean for Student and Multicultural

Affairs (the Assistant Dean) at ext. 2966 or via email. The Assistant Dean will work with the student to determine how to proceed. The Assistant Dean will first review the facts and circumstances with the student. In some cases the student will be able to choose the direction that he or she would want to pursue. In other cases, the Law School may be required to take some sort of action. For example if the student reports an incident that could rise to the level of a Code of Conduct violation or if the situation involves a student about whom there has been more than one prior complaint, the Law School will be obligated to take separate action, typically in the form of an investigation. Similarly, if the student's report involves a situation in which harm to a student could arise, the Law School will have to take independent action.

2. If a student is involved in a situation that needs to remain confidential and that does not require independent action by the Law School the student should consider the University Ombuds service.
3. If the student believes that she or he has been subject to discrimination or harassment in violation of Hamline University Policy then the student may want to consider a more formal complaint. In this case she or he would initiate a complaint by reporting it to the Assistant Dean as the Grievance Representative for the University. Below is a description of the procedures to follow.
4. Finally, if the student believes that he or she has been subjected to a hate crime or the victim of hate speech he or she can report the incident directly to the Assistant Dean or to the Safety and Security Office.

#### B. Mechanisms to Address Specific Complaints

The following outline describes the four mechanisms that potentially could be utilized to address a particular incident or situation. These materials are intended as a guide in the event that the student has a complaint of some kind. These are not a repetition of the various policies in their entirety. Students should refer to the Hamline University website for the complete text of the following policies.

1. Hamline University School of Law *Code of Conduct*
  - a. The Hamline University School of Law *Code of Conduct* contains the rules which govern any student enrolled in any course at the Law School and ultimately any acts that would implicate an individual's bar admission. The rules define "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." The Code contains three areas of prohibited conduct: Dishonest Conduct or Illegal Acts, Prohibited Conduct – Examinations, and Prohibited Conduct – Written Work. Complaints regarding inappropriate conduct or discriminatory or harassing behavior would only fall into the first category. This category applies to dishonest or illegal acts that would be cause for a person to be rejected as a candidate for admission to the bar. Conduct contemplated here includes, but is not limited to:
    - Lying
    - Stealing
    - Cheating
    - Vandalism
    - Extortion
    - Threats and
    - Plagiarism
  - b. Any student may report an alleged code of conduct violation. The allegation must be submitted in writing to the Dean of the School of Law and include the name of the suspected students, the specific allegation and the factual basis for the allegation. The Dean will then appoint a member of the faculty to investigate the matter within 5 days, excluding weekends, of receiving the complaint. The

investigator will decide whether or not probable cause exists that a violation occurred. If no probable cause is found then the investigator's report will not be placed in the student respondent's file. The Dean will maintain a separate file indicating that the matter was investigated and that no probable cause existed. If probable cause is found the investigator will file a report to the Dean to that end and a hearing will be conducted on the matter before the Academic Discipline Committee. The Committee will prepare written decision as to whether or not a code of conduct violation occurred and, if applicable, an Order stating the penalty for the violation. A second violation will result in expulsion. The student respondent can appeal the decision. A meeting of the tenured faculty will be scheduled to consider the appeal.

2. Hamline University Discrimination and Harassment Policy

The Hamline University Discrimination and Harassment Policy has a specific set of procedures designed to address complaints of harassment and discrimination. The policy also prohibits retaliation for making a complaint under the policy. The policy reads as follows:

a. Discrimination Defined and Prohibited

It shall be a violation of the Hamline University employment policies and academic rules, punishable as set forth below, for any Hamline employee or student to discriminate against any member of the Hamline community with respect to any employment or educational opportunity on the basis of race, color, gender, ethnic background, national origin, sexual orientation, marital or parental status, disability, religion, age, or veteran status.

b. Harassment Defined and Prohibited

It shall be a violation of Hamline University employment policies and academic rules for any Hamline employee or student to harass any member of the Hamline community on account of race, color, gender, ethnic background, national origin, sexual orientation, marital or parental status, disability, religion, age, or veteran status. Hamline will not tolerate any such harassment and will take appropriate remedial action, including discipline.

c. Level I Mediation

If a student believes that he or she has been subject to discrimination or harassment pursuant to this policy the student should report it to the Assistant Dean. The Assistant Dean is the Grievance Representative per the policy and receives complaints under the policy and initiates grievance proceedings. Depending upon the circumstances the complaint can be first sent to Level I mediation. The Assistant Dean in consultation with the complainant and the Dean of the Law School, will select an appropriate mediator. The mediator's role is to help the parties reach a mutually agreeable resolution. The Assistant Dean, as the Grievance Representative, can also decide, with the student's input, to bypass mediation and send the matter directly to a Level II investigation.

d. Level II Investigation

The investigator shall make a written determination as to whether or not there is probable cause to believe the policy was violated. The respondent then has 10 days in which to respond in writing to the determination and request a hearing in the event that there is a probable cause finding. If the respondent does not appeal, the determination will be considered admitted and the Hearing Committee will determine and suggest sanctions to the designated official (appointed by the University's Dean of Students) who will issue a final decision that is not subject to appeal. If there is a determination of no probable cause the complainant can appeal by making a request for a hearing to the Grievance Representative, the Assistant Dean, in writing within 10 days after the determination is sent. If the complainant does not appeal the finding of no probable cause then the designated official will review the decision and if he or

she agrees it will become final and binding. However, if the designated official does not agree with the finding he or she can reverse the decision and find probable cause in which case the respondent's rights to appeal and request a hearing are invoked.

e. Level III Hearing

A hearing committee will be convened as soon as possible to hear the matter. The committee will be comprised of a representative from each academic unit, one exempt staff person, one nonexempt staff person, one representative from the academic unit from which the matter arose (in our case the Law School) and one administrative representative from the Law School. Each party can bring an advocate of their choosing to the hearing. However the advocate will not be allowed to participate in the hearing. Ten days after the conclusion of the hearing the committee will make a decision and issue sanctions.

3. Hamline University Ombuds Service

If a student experiences a conflict with a student, faculty member or administrator she or he can refer the matter to the Ombuds Service. The Ombuds Office provides confidential, neutral problem solving services. The Ombudsperson can listen, identify alternatives, explain policies, facilitate discussion and provide feedback. However, the Ombudsperson will not act as an advocate, provide legal advice, participate in a formal grievance, determine the outcome of a conflict or serve as an office of notice to the University. Students interested in these services can contact Hamline's Ombudsperson at ext. 2555 or via email.

4. Hamline University Hate Incidents and Crime Protocol

a. Hate Incident Definition

According to *Hamline University Hate Incident and Crime Protocol* a Hate Incident is defined as "A speech, act, or harassing action that targets, threatens, or attacks an individual or group because of their actual or perceived race, color, national origin, ethnicity, religious affiliation, gender, disability, or sexual orientation."

b. Hate Crime Definition

A hate crime is defined as "Any crime in which the defendant intentionally selects the victim, or, in the case of a property crime, the property that is the object of the crime, because of the actual or perceived race, color, national origin, ethnicity, gender, disability, or sexual orientation of any person."

c. Examples

Examples of hate crimes or incidents according to the policy include racial graffiti, physical assault based upon membership in a protected category and verbal or written slurs or jokes. Any hate incident or hate crime that appears to rise to the level of a hate crime under state or federal law will be reported to the appropriate authority.

d. Reporting

Students who believe that they have been the victim of a hate crime or hate incident may report it directly to the Office of Safety and Security at ext. 2100.

## VII. Confidential Information and Privacy Policy

### A. Hamline University Family Educational Rights and Privacy Act (FERPA) Statement

#### 1. Introduction

The Family Educational Rights and Privacy Act of 1974, as amended, was designated to protect the privacy of education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Hamline University intends to comply fully with the Act. Students who have questions or wish to take action with respect to any of the FERPA statements below should do so with their respective Office of the Registrar.

## 2. Education Records

FERPA affords students certain rights regarding their education records which include:

- a. The right to inspect and review their education records within forty-five (45) days of Hamline University receiving the request. Students must submit a signed, written request to the Registrar identifying the records they wish to inspect. The Registrar will notify the student of the time and place where the records may be inspected. Student records are available to them with the following exceptions: confidential letters of recommendation submitted prior to 1975; records of their parents' financial status; records related to their student employment that are subject to other laws and are administered by the Human Resources office; medical and psychological records, which will be released only to a healthcare professional designated by the student; and, if the student signed a voluntary waiver of access, letters of recommendation related to admission, candidacy for awards, and candidacy for employment — these records may be used only for the purpose originally intended.
- b. The right to request an amendment to education records that they believe are inaccurate or misleading. Students may ask Hamline University, in writing via the Office of the Registrar, for such an amendment by clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If Hamline University decides not to amend the record, the Registrar will notify the student of the decision and advise the student of the right to a hearing. Additional information about the hearing procedures will be provided to the student with the notification.
- c. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. One such exception is disclosure to a school official with legitimate educational interest. A school official is a person employed by Hamline University including law enforcement and health staff; a person or company with whom Hamline has contracted; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official. An official has a legitimate educational interest if they must review an education record in order to fulfill professional responsibility. Upon request, Hamline University discloses education records without consent to officials of another school in which the students seeks or intends to enroll and to officials of another educational agency or institution if the student is enrolled in or receives services from the other agency or institution. Students must submit a signed request to the Registrar for grade reports or transcripts to be released to a third party (such as a parent or spouse).
- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hamline University to comply with the rights of FERPA.

## 3. Directory Information

As required by FERPA, Hamline University designates the following categories of student information as public or Directory Information. Such information may be disclosed by Hamline for any purpose, at its discretion:

- a. Name, address, email address, telephone number, dates of attendance, class, full-time or part-time status, photographs taken and maintained by the university for various purposes.
- b. Previous institutions attended, major and minor fields of study, awards, honors (including dean's list), degrees and dates conferred.
- c. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth.

## 4. Release of Student Information to Others

Except as specified above, your records will be released only upon completion of a consent form or letter you have signed. Any such release will include a notice that further release by the recipient is prohibited by law. A record of the release will be maintained. Records about you will be released without your consent to your parents if you are a dependent as defined by the Internal Revenue Service; to federal officers as prescribed by law; as required by state law; to agencies or individuals conducting educational research, provided that the administrator of the records is satisfied concerning the legitimacy of the research effort and the confidentiality to be maintained by the researcher; to agencies responsible for accreditation of the institution or its programs; in response to a lawful subpoena, after making reasonable attempts to provide prior notification and opportunity for objection by you; and to institutional security officers when necessary for a criminal investigation.

5. Election of Confidentiality

Under FERPA, currently enrolled students may withhold disclosure of directory information (see above) by notifying their Registrar and completing a request form. Electing confidentiality has significant consequences. Please see your Registrar for more information. Hamline University assumes that non-notification by the student to withhold directory information indicates individual approval for disclosure.

6. Retention of Records

Hamline University reserves the right to maintain only those records it considers useful and to set retention schedules for various categories of those records according to American Assembly of Collegiate Registrars and Admissions Officers (AACRAO) professional guidelines. However, the administrator responsible for each category of records will ensure that a record being challenged is not destroyed prior to resolution of the dispute.

B. Alumni Office

1. The Alumni Office will not release any information regarding our alumni to any person, organization, or institution other than fellow alumni, staff, faculty or students of Hamline University School of Law.
2. The Alumni Office will release information to fellow alumni, staff, faculty or students of Hamline University School of Law. The Alumni Office will release name, business address, business telephone number, email address, and year of graduation.
3. An alumnus/alumna may request that the alumni record be marked as confidential and that information will not be available to anyone without the alumnus/alumna's consent, unless required by law.
4. If a non-alumnus/alumna requests information regarding an alumnus/alumna of the School of Law, the alumnus/alumna will be contacted to let them know that a non-alumnus/alumna was seeking information and the alumnus/alumna is free to contact the non-alumnus/alumna or ignore the request.
5. The Alumni Office does not sell, distribute, or make the alumni database available to any outside organization or institution that is not directly related to or employed by the University.

## VIII. Contact Information

A. Information Required by the Office of the Registrar

1. Each student must have on file with the Office of the Registrar the following information:
  - a. A current mailing address
  - b. A current telephone number
2. Each student should have on file with the Office of the Registrar the following information:
  - a. Personal email address

**Please note:** no notices will be sent to this address. However, inquiries from this address will be answered to the student's Hamline University-issued email account. Inquiries from other email addresses cannot be serviced.

- b. Emergency contact information
- c. Alternate telephone numbers
- B. Information Update/Changes  
Students should maintain contact information online using Pipeline. Students may instead opt to make those changes in person in the Office of the Registrar. Hamline University requires that all students review their contact information once each semester prior to registration for the following semester.
- C. Notices Deemed Received  
Notices are sent to the student's Hamline University issued email account. Students are responsible for checking their email accounts frequently. Hamline University issued email accounts remain active for 6 months after the student's official separation date from Hamline University (graduation, withdrawal, dismissal, etc.). Critical individual notices regarding academic standing, disciplinary matters and the like may also be sent through certified first class USPS mail.

## IX. Disability Accommodations Policy

- A. Disability Accommodations and Services  
The Hamline University School of Law Disability Accommodations Policy shall comply with the Americans with Disabilities Act (ADA), Section 504 of the *Rehabilitation Act of 1973*, and the *Minnesota Human Rights Act (MHRA)*, and will be implemented in anticipation of the standards promulgated by the Minnesota State Board of Law Examiners.
- B. Students Eligible for Disability Accommodations and Services  
Any student who has a physical or mental impairment, which substantially limits one or more major life activities (walking, learning, seeing, hearing, etc.) is eligible for disability accommodations and services.
- C. Definitions  
**Disability** means a physical or mental impairment that substantially limits one or more of the student's major life activities.  
**Physical impairment** means a physiological disorder or condition or anatomical loss affecting one or more of the body's systems.  
**Mental impairment** means a mental or psychological disorder, such as organic brain syndrome, emotional or mental illness, attention deficit disorder and specific learning disabilities.  
**Reasonable accommodation** means an adjustment or modification, including but not limited to, an adjustment or modification of the standard testing conditions for an examination, that enables a qualified student with a disability to have an equal opportunity to participate in the educational experience without:
  - 1. fundamentally altering the nature of the course, course assignment, examination, program or event, or the instructor's ability to determine whether the student possesses the knowledge, skills, and abilities required to receive credit for a course;
  - 2. imposing an undue burden on the instructor or the Law School; and
  - 3. compromising the security and validity of any examination or paper.
- D. Procedure for Obtaining Disability Accommodations and Services
  - 1. All students must schedule an intake meeting with the University's Disability Services Director to request accommodations and/or services.
  - 2. All students seeking reasonable accommodations must complete a *Request for Disability Services and Accommodations* form.
  - 3. All students who request disability accommodations and/or services must provide recent and appropriate documentation from a qualified professional that verifies the

- student's need for disability accommodations, adjustments, and/or services in an academic setting. Documentation, including testing and diagnosis information, must be no more than three years old. Students who received disability accommodations from the Law School Admission Council on the Law School Admission Test or from another post-secondary educational institution, for assignments and examinations, must submit documentation of the accommodations received to support their requests.
- E. Accommodations on Examinations-Deadline for Requests  
Students who request accommodations and/or services for an examination must submit their requests at least 2 weeks before the exam variance deadline established by the Assistant Dean for Students and Multicultural Affairs (Assistant Dean) for the examination. Students who request accommodations and/or services for an examination must notify the Assistant Dean of their request by submitting a completed *Exam Variance Request* form to the Assistant Dean, even if the student is requesting the same examination or accommodations and/or services previously approved.
- F. Accommodations on Examinations-Anonymous Grading and Confidentiality
1. In order to implement Law School AR-105, which provides that all Law School examinations should be graded anonymously and requires that students identify themselves only by examination number for anonymously graded exams, students are prohibited from submitting any request for accommodations and/or services for an examination to the course instructor. The Director will develop an accommodation plan with the student which is an agreement regarding the accommodations and services that will be provided. The accommodation plan can be modified throughout a student's career at the Law School. To the extent possible, accommodations and services shall be provided without revealing the student's identity to the student's instructors or to any other student. Students are expected, but not required, to treat their receipt of exam accommodations and services as a confidential matter and refrain from disclosing anything about their accommodation status to other students, faculty, or staff.
  2. The Director will review requests for testing accommodations on a case-by-case basis. The Director will review the student's documentation, and any information obtained from the student in the intake meeting. The Director may request additional documentation and information, and may, subject to the restrictions established in this policy, refer the student's documentation to a medical or other specialist for evaluation at the University's expense.
  3. If the Director determines that the student is eligible for services, the Director will deliver a copy of his or her determination to the Law School Assistant Dean for Student and Multicultural Affairs. The Assistant Dean shall then notify Law School Office of the Registrar of the accommodations and/or services to be provided, as appropriate and consistent with the law and this policy.
- G. Disability Accommodations and Services Offered-Generally
1. The Law School will make reasonable modifications to any policy, practice, and procedure that might otherwise deny equal access to a student with a disability. The Law School will make these modifications unless the modifications would cause a fundamental alteration to the Law School's academic program or its requirements for its students.
  2. All services and accommodations are individualized. Some accommodations provided include:
    - a. Alternate format reading materials – such as books on tape, Braille or large print
    - b. Assistive technology in accommodations room
    - c. Classroom note takers
    - d. Strategies for studying
    - e. Sign language interpreters
    - f. Advocacy and tools for self-advocacy

- g. Assistance with accessibility issues
  - h. Disability information for the University
  - i. Meetings with prospective students and families
  - j. Referrals for assessments
  - k. Priority registration if needed
  - l. Individual meetings
  - m. Community links
  - n. Liaisons to faculty, staff and other University services
- H. Disability Accommodations and Services Not Offered-Generally  
Personal care assistance, assessments, and equipment for individual ownership.
- I. Disability Accommodations and Services Offered on Examinations  
Generally, the Law School will provide disability accommodations consisting of additional testing time, and will collaborate with the Disability Services Office to provide auxiliary aids and services to ensure effective communication.  
Students with disabilities will be tested separately from students who are taking the examination under standard testing conditions, unless a student requests otherwise. The Law School will not provide a private testing room for a student with a disability unless the student demonstrates that a private testing room constitutes a “reasonable accommodation” as defined by this policy.  
If the student prefers not to accept a reasonable accommodation, the Law School will not require the student to accept the accommodation.

## X. Dispute Resolution Institute (DRI)

- A. Procedures for Hamline J.D. Students
1. Summer Institute and January Term Courses
    - a. Tuition
      - (1) A \$150 per course, non-refundable tuition deposit is charged to the student’s account for each course. The tuition deposit is applied toward the total tuition amount.
      - (2) The balance of the tuition is due one week prior to the beginning class session for each course, after which no refunds are made.
      - (3) Waitlisted students are not charged the \$150 tuition deposit until they have a place in the course.
    - b. Registration
      - (1) Students are able to register and drop courses online for two weeks, starting on the first day of January or Summer term registration via Pipeline, without a deposit charge.
      - (2) On the fifteenth day after January or Summer registration starts, Pipeline registration for DRI courses is turned off and registered students are assessed the non-refundable \$150 per-course tuition deposit. Subsequently,
        - i. All requests to add a course must be made using a paper application (available on-line at <http://www.hamline.edu/law/adr>) with the attached \$150 per course tuition deposit. Students seeking financial aid are not required to submit a deposit with the application. Such students must write “Financial Aid” at the top of the application and their student account will be charged the non-refundable \$150 per course deposit. Paper add requests are processed by the DRI office.
        - ii. All requests to drop a course must be made using an *Add/Drop* form (available from the Office of the Registrar). Paper drop requests are processed by the DRI office.
  2. Certificate in Advocacy and Problem-Solving (CAPS)  
This new Certificate designed specifically for Hamline J.D. students, seeks to integrate ADR and the day-to-day work of lawyers. CAPS students complete twenty-

two credits of study, including three foundation courses (Conflict Theory, Evidence, and Negotiation), three process overview courses (Mediation, Arbitration, and Litigation), advocacy practice (clinics, moot competitions, or practicums), and four elective credits chosen from a rich array of pre-approved elective courses. Each student also completes a capstone thesis, written with publication in mind.

For further details, please refer to the online information at

[http://law.hamline.edu/dispute\\_resolution/certificate\\_advocacy\\_and\\_problemsolving\\_caps.html](http://law.hamline.edu/dispute_resolution/certificate_advocacy_and_problemsolving_caps.html).

3. Certificate in Dispute Resolution (CDR)

Established in 1996, the fourteen-credit Certificate Program in Dispute Resolution helps students to develop their ADR knowledge and skills in an organized, thoughtful, and scholarly way. Students take a foundation course in conflict theory, complemented by three ADR process courses: Negotiation, Mediation, and Arbitration. After this nine-credit introduction to theory and practice, students round out their certificate curriculum with five elective credits chosen from a rich array of pre-approved elective courses. More than 150 students are currently enrolled, including a broad cross-section of law and other graduate students, practicing lawyers, human resources and business personnel, and other professionals. This intentional variety of students is designed to mirror the contemporary lawyer's work in increasingly multi-disciplinary settings.

For further details, please refer to the online information at

<http://law.hamline.edu/adr/certificate-program-dispute-resolution.html>.

4. Certificate Program in Global Arbitration Law and Practice: National and Transborder Perspectives

A joint venture with Thomas E. Carbonneau, the Samuel P. Orlando Professor of Law at The Pennsylvania State University, Dickinson School of Law, in cooperation with The School of International Arbitration, Queen Mary, University of London.

This six-credit program summer abroad program at Queen Mary University of London, begins with a foundation course covering the salient aspects of U.S. arbitration law as it relates to domestic and international disputes. Building on the foundation experience, three advanced courses on international commercial arbitration give students the opportunity to apply basic principles in specialty areas. All students also complete a capstone arbitration advocacy course, which uses an interactive workshop format to examine the advocacy challenges and opportunities unique to the arbitral process.

For further details, please refer to the online information at

<http://law.hamline.edu/adr/2008-study-abroad-london-england.html>.

B. Procedures for All Other Students

Students not seeking a J.D. degree from HUSL should visit the DRI web site at

<http://www.hamline.edu/law/adr> and click on the link for the appropriate program for information about specific requirements, admission criteria, and registration processes.

## XI. Dual Degree and Course Exchange Programs

For information pertaining to LL.M. students, please see the *Dual Degree and Course Exchange Programs* under the *LL.M. for International Lawyers* section.

A. Hamline University

1. Eligible Programs

a. J.D. students may pursue a dual degree and/or seek course exchange credits in the following Hamline School of Business (HSB) programs:

(1) Master of Arts in Public Administration (MAPA)

(2) Master of Business Administration (MBA), which is supplanting the Master of Arts in Management (MAM) (MAM courses will be phased out through Fall 2009)

- (3) Master of Arts in Nonprofit Management (MANM)
- b. J.D. students may pursue a dual degree and/or seek course exchange credits in the Master of Fine Arts (MFA) program at Hamline's Graduate School of Liberal Studies (GLS).
2. Admission
  - a. Admission to the J.D. program does not guarantee admission to the graduate school programs.
  - b. Students must apply to be admitted to the applicable HSB or GLS program. The application must be submitted to HSB or GLS and must include a duly completed *Dual Degree Programs Certificate of Eligibility* form (applications and forms are available from HUSL's Office of the Registrar).
  - c. The certificate of eligibility will only be issued to students who:
    - (1) Have successfully completed one year of Law School
    - (2) Have a 2.500 or higher cumulative Law School grade point average
    - (3) Have been approved to participate by the Associate Dean for Academic Affairs
3. General Credit Exchange

Students who have not been formally admitted into the MBA, MAPA, MAM or MANM program, but do meet the requirements for admission listed above, may take certain courses at HSB that are transferable to the J.D. degree. This provision does not apply to the MFA program.
4. Registration
  - a. Registration for MBA, MAPA, MAM, MANM or MFA courses to be applied towards the J.D. degree must be pre-approved by the Associate Dean for Academic Affairs.
  - b. The process is as follows:
    - (1) Students check with the pertinent HSB or GLS department to ensure that the course is open to J.D. students.
    - (2) Students submit a properly completed *Graduate Course Registration Request* form at the HUSL Office of the Registrar listing the specific course(s) sought.
    - (3) The Office of the Registrar routes the form to the Associate Dean for Academic Affairs for consideration.
    - (4) The student is notified via email whether the request is approved or denied.
    - (5) If the request is approved, the HUSL Office of the Registrar notifies the CLA Office of the Registrar by faxing or emailing the form.
    - (6) The CLA Office of the Registrar registers the student in the appropriate courses.
5. Approved Course List

The MBA/MAPA/MAM/MANM/MFA courses must be from the following lists or be otherwise pre-approved in writing by the Associate Dean for Academic Affairs:

  - a. MBA
    - (1) For law students participating in the general credit exchange program (but not admitted to the MBA program), the available electives will vary from term to term. The Office of the Registrar will have the list of electives approved by the Associate Dean for Academic Affairs.
    - (2) For joint-degree law students admitted to the MBA program, the law students will complete MBA Module 1 (10 MBA credits, transferring 7 JD credits) and one MBA elective (GPA 8101: Marketing for Managers), usually after the second year of law school.

Module 1 consists of the following inseparable components:

      - MBA 8101: Management & Organizational Behavior
      - MBA 8130: Multicultural Communication
      - MBA 8160: Leadership Skills Development
      - MBA 8180: Management Ethics

- MBA 8190: Business Process Management: People
- b. MAPA
  - (1) Foundations in Public Administration
  - (2) Professional Ethics for Governments and Nonprofits
  - (3) Organizational Theory and Behavior
  - (4) Public Fiscal Management
  - (5) Public Policy Analysis
  - (6) Public Sector Human Resource Management
  - (7) Administrative Law and Process
  - (8) Research Methods in Public Administration
  - (9) Conflict Theories
  - (10) Social Identities and Conflicts
- c. MAM (MAM courses will be phased out through Fall 2009)
  - (1) Foundations in Management and Leadership
  - (2) Professional Ethics for Business
  - (3) Marketing for Managers
  - (4) Research Methods and Business Applications
  - (5) Private Sector Human Resource Management
  - (6) Private Sector Financial Management
  - (7) Business Law
  - (8) Managerial Communications
  - (9) Social Identities and Conflicts
- d. MANM
  - (1) Fundamentals of Nonprofit Management
  - (2) Professional Ethics for Governments and Nonprofits
  - (3) Organizational Theory and Behavior
  - (4) Fundraising for Nonprofits
  - (5) Law for Nonprofit Organizations
  - (6) Financial Management of Nonprofit Organizations
  - (7) Governance and Planning in Nonprofit Organizations
  - (8) Research Methods and Program Evaluation
  - (9) Human Resource Management for Nonprofit Organizations
  - (10) Conflict Theories
- e. MFA (Joint JD/MFA only; no “course exchange” without admission into MFA program)
  - (1) Writers and Readers Both (offered every semester)
  - (2) Groundings in the Craft: Elements of Poetry (offered every Fall)
  - (3) Groundings in the Craft: Elements of Creative Nonfiction (offered every Fall)
  - (4) Groundings in the Craft: Elements of Fiction (offered Fall and Spring)
  - (5) Advanced Fiction Courses (all have “Groundings in the Craft: Elements of Fiction” as a prerequisite)
  - (6) Advanced Fiction: Craft (offered every Fall)
  - (7) Advanced Fiction: Workshop (offered every Spring)
  - (8) Advanced Creative Nonfiction (prerequisite is “Groundings in the Craft: Elements of Creative Nonfiction”) (offered every Spring)
  - (9) Advanced Poetry: Craft (prerequisite is “Grounding in the Craft: Elements of Poetry”) (offered every Spring)
  - (10) MFA: Capstone, Part One (special permission by MFA program)
  - (11) MFA: Capstone, Part Two (special permission by MFA program)
- 6. Tuition
  - a. J.D. students pay tuition for the J.D. degree (part-time or full-time) which covers HSB or GLS courses that students seek to apply towards their J.D. degree. The total number of J.D. and HSB or GLS billing credits must fall within the part-time

- or full-time ranges of allowable credits; each 4-credits HSB or GLS course counts for 3 billing J.D. credits.
- b. Students enrolled in HSB or GLS courses they do not plan to apply towards their J.D. degree must pay per-credit HSB or GLS tuition separately for those courses.
- 7. Transfer Credits
  - a. After HSB or GLS grades are posted at the end of each semester in which a J.D. student enrolls in a HSB or GLS course, credits will be automatically posted towards the student's J.D. degree program as transfer credits.
  - b. Each 4-credit HSB or GLS course transfers as three J.D. credits.
  - c. The student must receive a grade of B or better in the course. In all other respects AR-112 applies.
  - d. Students admitted to the dual degree program are allowed to transfer a total of twelve HSB GLS credits (typically three 4-credit HSB or GLS courses) for a total of nine J.D. credits.
  - e. Students not enrolled in a dual degree program are allowed to transfer a total of eight HSB or GLS credits (typically two 4-credit HSB or GLS courses) for a total of six J.D. credits.
- B. College of St. Catherine
  - 1. Eligible Programs
    - a. Hamline University J.D. students may pursue a dual degree, certificate and/or seek course exchange credits for the following College of St. Catherine programs:
      - (1) Master of Library and Information Sciences degree (MLIS)
      - (2) Master of Arts in Organizational Leadership degree (MAOL)
      - (3) MAOL Certificate in Organizational Leadership
      - (4) MAOL degree with Concentration in Dispute Resolution
    - b. College of St. Catherine students may pursue a dual degree, certificate and/or seek course exchange credits for the following Hamline University School of Law programs:
      - (1) Juris Doctor degree (J.D.)
      - (2) Dispute Resolution Institute Dispute Resolution Certificate
  - 2. Policies and Procedures

Please contact the Office of the Registrar for additional information regarding these programs.

## XII. Examinations and Papers

- A. Anonymity

In order to preserve grading anonymity, students who encounter a problem during a scheduled, self-scheduled or take home examination must not contact their professors. Students must contact the Office of the Registrar instead.
- B. Exam Numbers
  - 1. All examinations and many papers are graded anonymously. To preserve grading anonymity, unless otherwise explicitly instructed by faculty, students must use their exam numbers to identify all examination materials (exams, *Scantron* forms, papers, etc.).
  - 2. Students are assigned a 4-digit mid-term exam number and a 5-digit final exam number each semester. These exam numbers are available on Piperline beginning a couple of weeks before mid-term exams start.
  - 3. To access exam numbers students should:
    - a. Login to **Piperline**
    - b. Choose **Student Services**
    - c. Click on **Registration**
    - d. Click on **Student Detail Schedule**

- e. Select a term and click **Submit**
  - f. Exam numbers are listed below total credit hours at the top of the page
- C. Student Accounts Examination Hold  
Students in arrears in excess of \$500.00 may not sit for exams, collect or submit examination materials and/or final papers.
- D. Examination Conduct
1. All examinations are governed by the HUSL *Code of Conduct* and AR-105.
  2. Students must report to the designated exam room no later than ten minutes before the exam is scheduled to start
  3. Students who are late to a scheduled exam:
    - a. Must report to the Office of the Registrar to obtain a copy of the exam and a receipt and then proceed directly to the appropriate exam room to take the exam.
    - b. Do not receive extra time to complete the exam, unless
    - c. The student can produce adequate documentation justifying the late arrival (for example, a tow truck receipt, police report, etc.). The documentation must provide evidence to surmount the minimum threshold established by AR-105 (“extremely exigent circumstances”). Submission of sample documentation above does not guarantee extra time.
  4. Students who are late to a self-scheduled exam should take the exam during the next self-scheduled session. If there are no additional sessions, the rule for scheduled exams applies.
  5. The HUSL *Code of Conduct* prohibits dishonest acts in an examination setting. Unless specifically permitted by the exam or proctor, prohibited conduct includes:
    - a. Discussing the exam with another student
    - b. Giving, receiving, or soliciting aid
    - c. Using electronic devices (other than a laptop running SofTest)
    - d. Referencing unauthorized materials
    - e. Reading the questions before the examination starts
    - f. Exceeding the examination time limit
    - g. Removing any examination materials from the room during an examination (including scratch paper)
    - h. Failing to turn in all examination materials (including scratch paper)
    - i. Ignoring proctor instructions.
  6. Students using SofTest (see the *Laptops* section below) must read the start-up instructions before starting an exam. If the laptop becomes inoperative the student should start writing in a bluebook immediately as no additional time is granted for time spent restating a laptop during an examination. There is no technical assistance available during the examination.
  7. Students using bluebooks must fully complete the cover information for all bluebooks, and sequentially number and nestle them, so that the first bluebook has all others inside.
  8. At the conclusion of the examination students must place all examination materials (including scratch paper but not the receipt) in the plastic bag and give it to the proctor (if present) or return it to the Office of the Registrar.
  9. Students who finish a scheduled exam early may bring their exam to the Office of the Registrar to obtain a receipt signature or may obtain a receipt signature from a proctor if a proctor is in the room. Students who finish their exams within the last five minutes should remain seated until time expires.
- E. Receipts  
Students must obtain an *Exam Checked Out/Receipt* form from the Office of the Registrar for any exam, paper, or other document submitted for a grade. If there is a dispute as to whether an exam, paper or other document to be graded has been received, the item will be deemed to not have been received unless the student can produce a duly executed copy of the receipt.

## F. Time-stamps

All papers, take-home exams or documents submitted to the Office of the Registrar must be time-stamped with the electronic stamp located in the Office of the Registrar. Timed examinations must not be time-stamped.

## G. Paper Submissions

Papers must be submitted to the Office of the Registrar in person during regular business hours (see exception for students residing outside the metro area below). Students may designate a proxy via a duly executed document to submit the paper on their behalf. Students, or their proxies, must complete, sign, and timestamp an *Exam Checked Out/Receipt* to be submitted with the paper. A member of the Office of the Registrar will sign the *Exam Checked Out/Receipt* and issue a copy to the student or proxy. The Office of the Registrar does not have information regarding faculty preferences for submissions (e.g., whether the paper should be time-stamped, or if an envelope is required). Students uncertain as to submission requirements should ascertain such information from the assignment specifications or request clarification from the faculty.

## H. Self-Scheduled Exams

1. Students may take self-scheduled exams any day during the exam period either in the morning or in the afternoon session, at 9 am or 1:30 pm. Students need not reserve or schedule exam times in advance.
2. Students collect all examination materials (exam questions, plastic bags, *Scantron* forms, etc.) from the Office of the Registrar, 30 to 10 minutes before the selected start time. Student must complete, time-stamp, and sign an *Exam Checked Out/Receipt* form. Students should not leave laptops or other valuables unattended in exam rooms while collecting their examination materials.
3. Students must report directly to an exam room after collecting the examination materials.
4. Students may not study or speak to anyone else after collecting their examination materials.
5. Three to four rooms are allocated each morning and afternoon for self-scheduled exams. The list of rooms available each day is prominently displayed next to the Office of the Registrar's door. Separate rooms are assigned for of the following: students typing open book exams, students typing closed book exams and students handwriting exams. Students taking examinations for various classes share rooms. Students may not take a self-scheduled exam in a space other than the designated rooms.
6. Students must leave an empty seat between themselves and other students taking an exam in the same room. Once seated, students may read the examination instructions but must not read past the **STOP** page until the room clock turns to 9 a.m. or 1:30 p.m. Students are bound by honor to abide by the guidelines stipulated on the examination instructions. There is no proctoring. Students taking a closed book exam should set all their belongings on the side or front of the room to avoid the appearance of impropriety. Students may not leave the room during the exam except to contact a proctor in the Office of the Registrar or to go to the bathroom without tarrying in the atrium.
7. Students may not start an exam before the designated start time. Students who arrive late (past 9:00 a.m. or 1:30 p.m.) will lose exam time.
8. While taking an exam, students must keep track of time. The room clocks govern. There is no five-minute warning.
9. When students finish the exam, or when time is up, all examination materials (including scratch paper) must be returned to the Office of the Registrar. Students receive a signed copy of their *Exam Checked Out/Receipt* form.
10. Not all exams are self-scheduled. Students should refer to the online exam schedule for information about each section's exam modality.

11. Students may not self-schedule a scheduled exam.
- I. Laptops
  1. Students may utilize a laptop to take exams.
  2. Once an examination has begun, students must have the exam-taking software (currently SofTest) running at all times.
  3. Students wishing to use SofTest must attend a SofTest information session, complete a mock exam and agree to the *SofTest Laptop Exam Agreement* (as outlined in a click-thru screen that displays before each exam begins).
  4. Students may not reformat or otherwise erase SofTest files from their laptops until such time as a final uncontested grade is incorporated into the student's permanent record.
  5. A limited number loaner laptops are available from the Office of the Registrar on a first-come first-served basis for use in **mid-term and final HUSL exams only**, as follows:
    - a. 17 laptops are available for students using Macs (as the current exam taking software does not run on the Mac OS).
    - b. 3 laptops are available to students whose laptops cease functioning during the exam period. A student must have his or her laptop inspected by staff at the ITS Helpdesk prior to requesting a loaner laptop. A loaner will be issued only if, in the ITS Helpdesk staff expert opinion, the student's laptop cannot be fixed in time for the next exam.
- J. Students Residing Outside the Metro Area

Students residing outside the seven-county metro area (Anoka, Carter, Dakota, Hennepin, Ramsey, Scott and Washington) may receive and submit take home examination materials and final papers via their Hamline University-issued email accounts. Requests/submissions made using other email accounts are not accepted. Take home exams and papers for courses offered by the Dispute Resolution Institute are not covered by this section.

  1. Take home Exams
    - a. Students must make a request for each take home exam they want emailed to them. The request must come from the student's Hamline University-issued email account, must be directed to the Assistant Registrar and must be timely in accordance with published deadlines. The request must include:
      - Section Title, Professor and CRN
      - The date the student would like to receive the exam
    - b. The take home examination will be emailed by the Assistant Registrar to the student's Hamline University-issued email account between 4:00 and 6:00 p.m. on the date indicated by the student.
    - c. The time allotted for the take home exam begins when the Assistant Registrar email is **sent** to the student.
    - d. Students should not use SofTest to type their take home exams.
    - e. The student must attach the answers in reply to the email from the Assistant Registrar and send it the Assistant Registrar before time is up. The answers must be fully formatted and ready for print, including page numbers ("Page x of y" format), in either MS Word or PDF format.
    - f. The answers must include a header listing the student's final exam number.
    - g. The exam receipt date/time is the date/time the email is **received** by the Assistant Registrar. To be considered timely, exams must be submitted before the end date/time of the examination period and in accordance with specific examination instructions.
    - h. The Assistant Registrar will print the answers, submit them on behalf of the student and send the student an email confirmation within 48 hours of receipt.
  2. Final Papers
    - a. Students should not use SofTest to type their final papers.

- b. The student must send the paper using their Hamline University-issued email account to the Assistant Registrar. The paper must be fully formatted and ready for print, including page numbers, in either Word or PDF format.
  - c. The final paper must include a header listing the student's final exam number.
  - d. The paper receipt date/time is the date/time the email is **received** by the Assistant Registrar. To be considered timely, papers must be submitted before the end date/time of the examination period and in accordance with any specific instructions provided by the faculty.
  - e. The Assistant Registrar will print the paper, submit it on behalf of the student and send the student an email confirmation within 48 hours of receipt.
- K. Exam Variances
1. Students with Disabilities  
Students with disabilities, who may require some type of reasonable examination accommodation, are encouraged to request an accommodation from the University Disability Services Director as early as possible but, to ensure adequate levels of service, no later than four weeks prior to the deadline for requesting implementation of exam variances as set by the Office of the Registrar. Appropriate accommodations will be granted on a case-by-case basis. Please see the *Disability Accommodations Policy* section above for details.
  2. English as a Second Language (ESL)  
Students for whom English is not their native language can receive an exam variance according to the standards enumerated below. Students seeking an exam variance must make their request to the Assistant Dean for Student and Multicultural Affairs, as early as possible in the semester, but not later than the date set by the Office of the Registrar.
    - a. LL.M. Students
      - (1) LL.M. students who do not intend to pursue a J.D. degree or take the bar exam in the United States are eligible for an ESL accommodation if they meet **three** of the following qualifications:
        - Resident of the United States for fewer than 7 years.
        - Completed a substantial portion of high school and college education outside of the United States
        - Completed a substantial portion of undergraduate or law school education at an institution where English was not the primary language of instruction
        - English as a second language accommodation on undergraduate examinations
        - English as a second language accommodation on the LSAT
        - TOEFL score below 114 points on the Internet-based exam
      - (2) Students meeting the qualifications listed above receive an ESL accommodation according to the following scale:
        - 15 extra minutes per hour on Law School exams and a bilingual dictionary for students who have earned fewer than 12 Law School credits.
        - 10 extra minutes per hour on Law School exams and a bilingual dictionary for students who have earned from 12 to 18 Law School credits.
        - 5 extra minutes per hour on Law School exams and a bilingual dictionary for students who have earned from 19 to 24 Law School credits.
      - (3) Students who have earned more than 24 Law School credits are not eligible for a variance.
    - b. J.D. Students and LL.M. Students Who Intend to Pursue a J.D. Degree

- (1) J.D. Students and L.L.M. students intending to pursue a J.D. degree or planning to take a bar exam in the United States are eligible for an ESL accommodation if they meet **3** of the following qualifications:
    - Resident of the United States for fewer than 7 years.
    - Completed a substantial portion of high school and college education outside of the United States
    - Completed a substantial portion of undergraduate or law school education at an institution where English was not the primary language.
    - English as a second language accommodation on undergraduate examinations
    - TOEFL score below 114 points on the Internet-based exam
    - Completed a substantial portion of undergraduate or law school education at an institution where English was not the primary language of instruction
  - (2) Students meeting the qualifications listed above receive an ESL accommodation according to the following scale:
    - 10 extra minutes per hour on Law School exams for students who have earned fewer than 12 Law School credits.
    - 8 extra minutes per hour on Law School exams for students who have earned from 12 to 18 Law School credits
    - 5 extra minutes per hour on Law School exams for students who have earned from 19 to 24 Law School credits.
  - (3) Students who have earned more than 24 Law School credits are not eligible for a variance.
- c. Applicability
- Accommodations provided for English as a second language shall be applicable to any final examination, mid-term examination, or hourly examination required for completion of a Law School course that is administered under timed conditions, including courses offered by the Dispute Resolution Institute. Accommodations for English as a second language will not be provided for essays, final papers, and take home final examinations.
3. Other Variances
- Students seeking a variance on grounds other than disability or ESL must petition the Assistant Dean for Student and Multicultural Affairs for a variance as soon as possible but, to ensure adequate levels of service, no later than the deadline for requesting implementation of exam variances as set by the Office of the Registrar and, for emergency requests, in no circumstance, later than the start time of the examination.

### **XIII. Foreign Study**

- A. Individual Study
1. Foreign study other than in an ABA-accredited study abroad program requires the student to apply for approval of the foreign study through the office of the Associate Dean for Academic Affairs and requires a full-time professor to act as a supervisor of the foreign study.
  2. For additional information, see the *ABA Criteria for Student Study at a Foreign Institution* document (page 11) available at <http://www.abanet.org/legaled/standards/20072008StandardsWebContent/Criteria%20for%20Foreign%20Study.pdf>.
  3. An administrative fee equal to the charge for a two credit course will be payable to the Law School. The fee is in addition to any tuition or other fees charged by the foreign institution.
- B. American Bar Association (ABA) Accredited Study Abroad Programs

1. HUSL offers several ABA accredited summer abroad programs. For more information, see <http://www.hamline.edu/law/curriculum/global/>.
2. To participate in an ABA approved study abroad program offered by another school and to transfer the earned credits from that program to HUSL, students must follow the procedure for visiting away.

#### **XIV. Full-time and Part-time Status (J.D. Students)**

- A. Academic Rule 104  
AR-104 governs part-time and full-time status and the ability to enroll part time.
- B. 12-Credit Administrative Part-time Option for Weekend J.D. Students
  1. A 12-credit administrative part-time option is available only for students enrolled in the weekend program under certain limited circumstances.
  2. Under this option, weekend students can take 12 semester credits without triggering full-time status and full-time tuition. The student must pay for the 12<sup>th</sup> credit on a per credit basis and is treated as part-time for student fees, scholarship and financial aid purposes.
  3. Under ABA Standards, students can work full time at 12 credits, but not if they take more than 12 credits for the semester.
  4. Students must petition the Associate Dean for Academic Affairs to elect into this option. Failure to petition results in assessment of full-time tuition. The petition must include the following information about the student:
    - a. Beginning date of legal studies at HUSL
    - b. Beginning date of participation in the weekend program
    - c. Number of semesters (Fall or Spring) in which weekend program credits (as opposed to credits for classes in the weekday program) were at least half of total credits for that semester
    - d. Plan of study for the semester in which the option will be in effect (list of courses)
  5. Students may originally receive a bill for full-time tuition, but the Office of Student Accounts applies a credit after the Add/Drop period ends (when the schedule is "set").
- C. Limitation on Employment for Full-time J.D. Student
  1. AR-104 governs.
  2. A full-time J.D. student may not be employed in excess of 20 hours per week.
  3. This rule typically does not apply to summer terms, except that a student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours (see *ABA Standard 304*).
- D. Class/Year of Study  
Class is determined by the time elapsed since matriculation. Class for a first-year student is L1, for a second-year L2, for a third-year L3, and L4 for all others. A student's class is "rolled" to the next class after each academic year. Visiting away does not toll rolling; a student's leave of absence does.
- E. Enrollment Verification to the Veterans Administration (VA) and Similar Agencies
  1. The Assistant Registrar is the VA Certifying Official for HUSL.
  2. Students eligible for educational benefits from the VA or similar federal, state or local agencies needing verification of enrollment in order to start or continue receiving educational benefits must request such verification from the Office of the Registrar.
  3. Students seeking benefits through the VA need to request verification of enrollment only once (to start receiving benefits). Enrollment verifications to the VA will be automatically processed at appointed times each subsequent semester until such time as the student graduates or requests that certification stops. Within each semester, eligible students may request immediate recertification to the VA after a change in enrollments; automatic recertification occurs within 30 days of the change.

4. Students requesting enrollment verification for any other agency must request it each time they need it.
5. Course loads during Fall and Spring semesters are reported to the VA as follows:
 

12+ credits	:	Full-Time
9-11 credits	:	Three-Quarters Time
6-8 credits	:	Half-Time
5 or fewer credits	:	Less Than Half-Time

 Course loads during Summer terms are reported to the VA as follows:
 

6+ credits	:	Full-Time
5 credits	:	Three-Quarters Time
3-4 credits	:	Half-Time
2 or fewer credits	:	Less Than Half-Time

 Students enrolled in a January term are reported as Full Time.  
 Please Note: a Half-Time credit load is not equivalent to a Part-Time credit load as defined in AR-104.B, rather, it is a measure of the number of credits for VA reimbursement purposes and it ranges from half of the minimum number of credits for a standard full time load as defined in AR-104.B to half of the maximum number of credits for a standard full time load as defined in AR-104.B.
6. No fees are assessed for VA and similar certification/verification services.

## XV. Grading

- A. Academic Rule 105  
Grading is conducted in accordance with AR-105.
- B. Distribution  
Grades are distributed through Piperline.
- C. Grade Submission Deadline  
Grades are typically due 3-4 weeks after the last day of exams. For specific term deadlines see each term's academic calendar.
- D. Posting  
Grades are posted as they are submitted, generally within 24 hours of submission (except on weekends and holidays). Grades are made visible in Piperline the day after the last day of exams.
- E. Grading Modes  
The grade mode is determined by the type of course. Courses can be graded either using standard A-F grading mode, or they can be graded using the Pass/No-Pass grading mode. Students may not opt for one or the other, but are graded in accordance with the course's established grading mode.
  1. Standard Grading Mode Grades
    - a. Grades affect GPA.
    - b. D- is the minimum grade required to receive credit for a course.
    - c. Possible grades and associated numerical values are:
      - A is computed as 4.0
      - A- is computed as 3.75
      - B+ is computed as 3.5
      - B is computed as 3.0
      - B- is computed as 2.75
      - C+ is computed as 2.5
      - C is computed as 2.0
      - C- is computed as 1.75
      - D+ is computed as 1.5
      - D is computed as 1.0
      - D- is computed as 0.75

- F is computed as 0.0
2. Pass/No-Pass Grading Mode Grades
    - a. Grades do not affect GPA.
    - b. Possible grades are:
 

P	:	Pass
N	:	No-Pass
    - c. The following courses/credits are graded Pass/No-Pass; all other courses are presumptively graded using the standard grading mode.
      - (1) Accounting for Lawyers
      - (2) Competitions
      - (3) Family Mediation
      - (4) Journal of Law and Religion
      - (5) Journal of Public Law and Policy
      - (6) Law Review
      - (7) Legal Research and Writing Teaching Assistants course
      - (8) Oral Advocacy
      - (9) Practicums
      - (10) Transfer Credits
  3. Other Grades
    - a. These grades can be assigned to courses under either of the two grading modes described above.
    - b. Grades do not affect GPA.
 

AU	:	Student audited course, no credit is awarded, not available to degree seeking students.
I	:	Student has not completed coursework, student must complete coursework by the end of the following semester or receive a failing grade; or coursework is ongoing (such as student competitions spanning Fall and Spring).
W	:	Student withdrew from the course, student will not complete coursework.
Z	:	Student has completed coursework, grade held.

## **XVI. Graduation: J.D. Program**

- A. Graduation Requirements
 

AR-110 governs graduation requirements for the Juris Doctor degree. In order to graduate with a degree of Juris Doctor, students must:

  1. Complete 88 credits, of which:
    - a. 45 credits must be completed at HUSL
    - b. 28 credits (or 30 credits for weekend program students) must be first-year required courses as follows (must be completed within the first four semesters):
      - (1) Civil Procedure I
      - (2) Civil Procedure II
      - (3) Constitutional Law I
      - (4) Contracts I
      - (5) Contracts II
      - (6) Criminal Law
      - (7) Legal Research and Writing I
      - (8) Legal Research and Writing II
      - (9) Legal Research and Writing III (weekend program only, for students admitted as first-year students in Fall 2006 or later)
      - (10) Property
      - (11) Torts I

- c. At least two credits must be in Professional Responsibility (and/or a qualifying Seminar in Ethics course)
- d. At least two credits must be in one or more Legal Perspectives course(s) (see list below)
- e. At least two credits must be in one or more Skills course(s) (see list below, applicable to students admitted in Fall 2006 or later)
- f. One course must be a Seminar course
- g. No more than one course can be an Independent Study
- h. No more than one course can be a Practicum or Extended Practicum (a year-long prearranged Extended Practicum counts as one)
- i. No more than 12 credits can be Practicum or Extended Practicum credits
- j. No more than 4 credits can be Legal Drafting credits
- k. No more than 5 credits can be Moot Court or other Competition credits
- l. No more than 23 credits can be derived from the following types of courses:
  - (1) Field Placement
  - (2) Moot Court and other Competition
  - (3) Law Review or Journal
  - (4) Independent Study
  - (5) Course Exchange or Dual Degree Course
  - (6) Course for credit that is substantially based upon time expended outside a regularly scheduled class time at the School of Law or another ABA accredited law school. This rule does not apply to seminars, clinics which require a substantial classroom component, foreign study programs approved by HUSL or another ABA accredited law school, and courses conducted by HUSL or another ABA accredited law school in accordance with ABA standards for distance education.
- m. No more than 12 credits can be in distance education courses
- 2. Complete their course of study no earlier than 24 months and no later than 84 months after commencing their law school studies.
- 3. Be in good standing, including but not limited to:
  - a. Final Cumulative Grade Point Average (cum GPA) equal or higher than 2.000
  - b. No pending disciplinary matters
- 4. Meet all financial obligations towards Hamline University
- 5. Complete a Perkins Loan Exit Interview (if you are a recipient of a Perkins Loan). The Perkins Loan Coordinator can be contacted at ext. 2020.
- 6. Complete a *Graduate Employment Survey* with the Office of Career Services.
- 7. File an *Application for Graduation* with the Office of the Registrar
- B. Graduation Dates
  - 1. HUSL graduates students at the end of each term during the academic year. Graduation dates typically fall in the following months:
 

Spring	:	May
Summer	:	August
Fall	:	December
January Term	:	January
  - 2. Upon matriculation, students enrolled in the weekday curricular option are assigned an expected graduation date of May, 20XX, where XX is three years after the year of matriculation; weekend students are assigned an expected graduation date of May, 20XX, where XX is four years after the year of matriculation. Students are responsible for notifying the Office of the Registrar of changes in anticipated graduation date.
- C. Commencement
 

Commencement exercises are held once per academic year, after the final exams for the Spring semester, in mid to late May. Participation is open to all students graduating

during the academic year (Fall, January Term, Spring and Summer grads). Future commencement dates are tentatively set as follows:

Saturday, May 23, 2009

Saturday, May 22, 2010

Saturday, May 21, 2011

Saturday, May 19, 2012

D. Graduation Honors

Preliminary graduation honors are announced at Commencement based upon work completed through the conclusion of the previous Fall semester. Official graduation honors are awarded at the conclusion of the academic year.

E. Diplomas

1. Original Diplomas

Diplomas are ordered after graduation honors are officially awarded and typically arrive mid to late October. Students are notified via their HUSL issued email account when diplomas arrive in the Office of the Registrar and given a deadline to pick up the diplomas. Diplomas that are not picked up by the deadline will be automatically mailed via USPS First Class Mail to the student's mailing address of record.

2. Duplicate Diplomas

HUSL may issue a duplicate diploma upon student request. The student must provide a duly executed affidavit stating the reason for the request. To protect the institution and to assure the integrity of records, the duplicate diploma will include special wording printed on its face as follows: "Duplicate diploma issued upon request of the awardee on *date*." The new diploma will bear the signatures of the current officers of the University (as opposed to those who signed the original diploma). The diploma will carry the date the original diploma was awarded. The fee for issuance of a duplicate diploma is \$90.

3. Lost, Damaged or Destroyed Diplomas

a. Upon return of the original diploma, HUSL will issue a standard diploma. The fee for re-issuance of a standard diploma is \$50.

b. If the student is unable to return the original diploma the student must provide a duly executed affidavit stating the reason. To protect the institution and to assure the integrity of records, the new diploma will include special wording printed on its face as follows: "Upon request of the awardee, this diploma was reissued on *date* to replace the original that was lost or destroyed." The new diploma will bear the signatures of the current officers of the University (as opposed to those who signed the original diploma). The diploma will carry the date the original diploma was awarded. The fee for re-issuance of a lost or destroyed diploma is \$90.

4. Change of Name on the Diploma

Hamline University School of Law (HUSL) adheres to the American Association of College Registrars and Admissions Officers (AACRAO) guidelines for diploma re-issuance upon change of name: "the name on a diploma should not be changed except when there has been a court-ordered change of name." HUSL will, upon presentation of a certified copy of the court order (or similar official document), issue a new diploma. To protect the institution and to assure continuity of records, the new diploma will include special wording printed on its face as follows: "Upon request of the awardee, this diploma was reissued on *date* following a legal change of name." The new diploma will bear the signatures of the current officers of the University (as opposed to those who signed the original diploma). The diploma will carry the date the original diploma was awarded. The original diploma must be returned prior to issuance of (or exchanged for) the new diploma. The fee for re-issuance of diploma upon change of name is \$90.

F. Courses Meeting the Legal Perspective Graduation Requirement

Each student must take at least two credits in Legal Perspectives courses, which emphasize comparative, theoretical, or historical themes. These include:

1. Comparative Law
  2. Consortium Class in Equal Justice
  3. Employment Discrimination
  4. International/Study Abroad Programs
  5. International Human Rights Law
  6. International Law
  7. Jurisprudence
  8. Law and Bioethics (previously Law and Medicine)
  9. Law and Economics
  10. Legal History
  11. Native American Law
  12. Norwegian Law and Legal System
  13. Restorative Justice
  14. Seminars (as designated annually by the Associate Dean for Academic Affairs)
  15. Selected Topic courses (as designated annually by the Associate Dean for Academic Affairs)
  16. Sexual Orientation Law
  17. Transnational Intellectual Property Law
  18. Other classes or ABA-approved international programs that cover comparative, theoretical, or historical themes will qualify, if pre-approved by the Associate Dean for Academic Affairs
- G. Courses Meeting the Skills Graduation Requirement  
Each student must take at least two credits in Skills courses (applicable to students admitted in Fall 2006 or later). These include:
1. Accounting for Lawyers
  2. Advanced Legal Research
  3. Advanced Litigation Practice
  4. Arbitration
  5. Clinics
  6. Competitions
  7. Collective Bargaining and Labor Arbitration
  8. Dispute Resolution Practices
  9. Lawyering Skills
  10. Legal Advocacy
  11. Legal Drafting
  12. Litigation Practice
  13. Mediation
  14. Negotiation
  15. Oral Advocacy
  16. Practicums
  17. Trial Advocacy
  18. Other classes or ABA-approved international programs with skills components will qualify, if pre-approved by the Associate Dean for Academic Affairs.

## **XVII. LL.M. for International Lawyers**

- A. Academic Rules Govern  
The HUSL *Academic Rules*, including the *Code of Conduct* govern the LL.M. program.
- B. Admission
  1. AR-102 governs admission.
  2. Requirements
    - a. Degree  
An LL.B. or equivalent degree with high academic standing from a recognized university outside of the United States.

- b. English Language Proficiency  
If the applicants' primary language is not English, the applicant must complete the Test of English as a Foreign Language (TOEFL) or similar international language comprehension test and achieve an Internet-based score of approximately 100 or its equivalent.
  - c. Application  
Applications should be submitted directly to Hamline University School of Law, Programs Office, 1536 Hewitt Ave., St. Paul, MN 55104, USA.
  - d. Application Materials
    - (1) Proof of financial support in the form of letter of credit from a sponsor or bank demonstrating the ability to pay for tuition and expenses.
    - (2) A personal statement containing additional information about career goals and/or personal background that is not evident.
    - (3) Two letters of recommendation (preferably academic).
    - (4) Evidence of admission to local bar association, if applicable.
    - (5) Academic transcripts must be translated, evaluated and authenticated by WES (World Education Services) and the WES report must accompany the application.
3. Fees
- a. A U.S. \$400.00 non-refundable deposit must be submitted to the program administrator before an I-20 will be completed for the student.
  - b. The deposit will be applied to tuition upon the student's matriculation.
  - c. Deposits must be received by the date indicated in the acceptance letter.
4. Visas  
All students must satisfy the U.S. government requirements for admission to the U.S. and for permission to remain in the U.S. for the necessary duration of study for the LL.M. degree. Obtaining a visa is the responsibility of the student.
- C. Graduation requirements
- 1. AR-110 governs graduation requirements.
  - 2. Students must complete the American Legal Systems course (3 credits).
  - 3. 18 of the total 24 credits required for the LL.M. degree must be completed in the HUSL curriculum.
  - 4. Up to 6 of the 24 required credits may be taken through an approved course exchange program with Hamline University graduate schools or other college or university.
  - 5. An exchange student who has completed a semester at HUSL and has subsequently matriculated in the LL.M. program may have 4 of the 24 credits required for the LL.M. degree waived.
  - 6. An exchange student who has completed a semester at HUSL and has subsequently matriculated in the LL.M. program need not retake the LL.M. required courses if the student took those courses while an exchange student.
  - 7. The LL.M. degree must be completed within 3 years of matriculation in the program.
  - 8. A cumulative grade point average of 2.000 or higher is required to earn the LL.M. degree.
- D. Academic program
- 1. Prior to matriculation, the student will develop a curriculum plan in consultation with the LL.M. program adviser.
  - 2. Credit Load
    - a. To meet student visa requirements, foreign LL.M. students must enroll as full-time students.
    - b. In accordance with AR-104, an LL.M. student is considered a full-time student if taking 8 or more credits during the semester (Fall or Spring).
    - c. Maximum credit load is 15 credits per semester (Fall or Spring).

- d. LL.M. students enrolled during a January or Summer term are considered full-time students.
  3. An LL.M. student must maintain a 2.000 cumulative grade point average to be in good standing in the LL.M. program.
  4. An LL.M. student matriculating in the Fall semester will attend the orientation for J.D. students and will also have an orientation session specifically designed for LL.M. student needs. LL.M. students matriculating in the Spring semester will be given an orientation by the LL.M. program director or designee.
- E. Examinations and Grading
1. Grading is in accordance with AR-105.
  2. LL.M. students are presumptively graded on the same basis as J.D. students in the same class. If LL.M. students do not ultimately intend to seek a J.D. degree and prefer to give their instructors the discretion to grade them on a different basis, they must indicate that option through the Office of the Associate Dean for Academic Affairs.
  3. LL.M. students may be allowed an examination variance based upon English as a second language needs as determined by the Assistant Dean of Students and Multicultural Affairs. See *the Examinations and Papers – Exam Variances* section for details.
  4. LL.M. students transferring to the J.D. program must be accepted into the J.D. program through the normal admissions process administered by the HUSL Admissions Committee.
  5. In accordance with ABA rules, LL.M. students admitted to the J.D. program may receive advanced standing based upon pre-matriculation credits only for those courses in which the student was graded using the same testing methods and academic criteria as the J.D. students in the same course and received a grade of “C” or better. LL.M. students will not be permitted to transfer credits for LL.M. classes not designed for J.D. students (such as the HUSL American Legal System course). Eligible pre-matriculation credits appear on the J.D. degree transcript and are incorporated into the J.D. degree record as follows:
    - a. Credits from other institutions are incorporated as transfer credits. Such credits do not affect J.D. degree GPAs.
    - b. Credits earned at HUSL are articulated into the student record. These credits and grades are computed into the J.D. degree cumulative GPA.
    - c. The student must apply for advanced standing transfer credit at the end of the first year of courses taken in the J.D. program if the student has achieved a cumulative grade point average in first-year courses of 2.000 or higher.
- F. Tuition and Fees
1. Payment for tuition and fees or a payment plan must be arranged before a student is allowed to register and start classes.
  2. Limited financial aid in the form of LL.M. tuition scholarships may be available but no other loans or scholarships are available from Hamline University. Contact the Hamline University Financial Aid Office for information about other financial resources.
- G. Transfer Credits, Dual Degrees and Course Exchange Programs
- This policy governs application of Hamline’s School of Business (HSB) and Graduate School of Liberal Studies (GLS) credits toward Hamline University School of Law (HUSL) LL.M. degree completion.
1. New Applicants  
Students wishing academic credit earned in a HSB or GLS degree program to count toward a HUSL LL.M. degree, or vice versa, should concurrently apply for admission to both programs as joint degree students. Students admitted as joint degree students may use up to two (2) HSB or GLS courses, for a maximum equivalent of

- six (6) LL.M. credits, from the HUSL list of approved transfer courses toward their LL.M. degree.
2. **Currently Enrolled HSB or GLS Degree-Seeking Students**  
Currently enrolled HSB or GLS degree-seeking students with a 3.0 cumulative GPA or above may apply for admission to the HUSL LL.M. program as joint degree students. Students admitted to the LL.M. program as joint degree students after having begun their HSB or GLS degree program may transfer up to two (2) HSB or GLS courses, for a maximum equivalent of six (6) LL.M. credits, from the HUSL list of approved transfer courses toward the twenty four (24) credits required for the LL.M. degree. Students may transfer credit for qualifying HSB or GLS courses completed either before or after the student has been admitted into the LL.M. program.
  3. **HSB, GLS and LL.M. Graduates**  
Students who have completed their degree from HSB or GLS and who subsequently apply for and are admitted to the HUSL LL.M. program may not transfer any graduate credits to count toward the LL.M. degree except as follows:
    - a. The student must make written request to the HUSL Associate Dean for Academic Affairs for credit transfer approval within one year of completing his/her HSB degree, and not after completing the first semester of his/her LL.M. program.
    - b. No more than two (2) HSB or GLS courses, for a maximum equivalent of six (6) LL.M. credits, may be transferred to count toward the 24 credit LL.M. degree requirement. Only courses on the HUSL list of approved transfer courses may be used toward the LL.M. degree.
    - c. The student must have earned a grade of "B" or better in each of the courses for which credit transfer is sought.
  4. **Non-Degree-seeking Students**
    - a. Current LL.M. students who are not also HSB or GLS degree-seeking students may request permission to apply individual coursework from HSB or GLS toward their LL.M. degree under the following circumstances:
    - b. The LL.M. student must receive advance written approval from the HUSL Associate Dean for Academic Affairs and HUSL Registrar to take the requested HSB or GLS course(s). In determining whether to grant such permission, the student must demonstrate that the HSB or GLS courses(s) satisfy(ies) a curricular programming need based on the student's course of study and that such need cannot be satisfied with course offerings available from HUSL.
    - c. The LL.M. student must meet all HSB or GLS admission requirements as a non-matriculated student and must complete forms required for "special student" status.
    - d. The student must successfully complete the approved HSB or GLS course(s), earning a "B" or better grade in each of the courses for which credit transfer is sought.
  5. **Other Provisions**
    - a. HSB or GLS students may not take HUSL courses without having first been admitted to an HUSL degree program.
    - b. Variance from this policy will only be considered under extraordinary circumstances.
    - c. Under no circumstance will HUSL accept a transfer of credits toward its LL.M. degree from any non-Hamline University graduate course or program.
    - d. This credit transfer policy does not apply to students seeking admission to, or who are enrolled in, an HUSL JD program.

## **XVIII. Lockers**

- A. Availability
  1. HUSL lockers are available for rent to students and student organizations from the Office of the Registrar.
  2. Students request lockers online using the *Locker Request* form. Students may request more than one locker.
  3. The president or chief executive officer of each student organization may request a locker for the organization and designate users for the locker.
  4. Locker numbers are assigned at random. Students who have difficulty accessing lockers on top rows may express a preference for the lower row or vice versa.
  5. Students may relinquish lockers at any time by contacting the Office of the Registrar.
- B. Fees
  1. For each locker rented, a nominal non-refundable fee is automatically charged either to the student's or student organization's account each semester (\$7.50). Active students or organizations who want to discontinue use of a locker must notify the Office of the Registrar.
  2. An appropriate cleaning fee will be assessed if the locker is not emptied and cleaned by the deadlines stipulated below.
- C. Location

Lockers are located in the Law School building's lower level.
- D. Locker Combination
  1. Students' locker number and combination information are available via Pipeline. From the main menu, click **Personal Information** and then **Campus Address (Mail Stop) Information**.
  2. Locker number and combination information for student organizations are available via Pipeline under the account(s) of the designated organization member(s).
  3. Students who believe their combination number has been compromised should request a combination change from the Office of the Registrar.
- E. Contents
  1. Students and student organizations should employ common sense regarding what to store in the lockers. Students shouldn't store perishable or malodorous items, flammable, corrosive or otherwise dangerous substances, noise emitting devices, etc. HUSL reserves the right to, without notice, open lockers and dispose of any such items or substances.
  2. Locker contents are not insured by HUSL; students are discouraged from storing valuables.
  3. Students who withdraw or are withdrawn from HUSL, go on a leave of absence or visit away for Fall or Spring term(s) must remove all contents and clean their lockers within fifteen days of the effective date of withdrawal or leave.
  4. Students who graduate must remove all contents and clean their lockers within sixty days of graduation.
  5. Organization lockers must be transferred to the newly elected officers or emptied and cleaned within sixty days of Spring graduation.
  6. Contents not removed by the stated deadlines will be discarded and/or donated to charity.

## XIX. Message Boxes

- A. Intended Use
  1. HUSL message boxes are un-secured shelves used for communication of non-confidential information such as notification of upcoming events, delivery of copies of the law review and journal publications, student organization notices, student-to-student exchange of class materials, etc. Message boxes are not mailboxes.
  2. Hamline University provides Post Office mailboxes to students residing on campus through the campus Post Office.

- B. Availability  
The Office of the Registrar automatically assigns a message box to every student upon matriculation.
- C. Fees  
Message boxes are free.
- D. Location  
Message Boxes are located in the Law School building's lower level.
- E. Message Box Number
  1. Message box numbers are randomly assigned.
  2. Students who have difficulty accessing message boxes on top rows may request a lower row one.
  3. A roster listing message box numbers and students' names is posted on the glass case across from the message boxes. The names of students who opted for confidentiality do not appear on the roster (see the *Confidential Information and Privacy Policy* section for more information on FERPA).
- F. Contents
  1. Students should check their message boxes frequently.
  2. Message boxes for students who withdraw, are withdrawn, visit away, take a leave of absence, graduate or are otherwise away for more than one semester from HUSL, revert to the pool of unassigned message boxes effective the date of withdrawal, separation or graduation; contents are immediately discarded.

## XX. Military Recruiting

- A. Non-discrimination Policy  
Hamline University requires all organizations that wish to recruit or conduct employment interviews on campus to comply with the University's [Non-discrimination Policy](#). The military does not comply with this policy because of its discrimination against gay, lesbian, bisexual and transgender persons.
- B. Exception for Military Recruiting  
Because of the threat of loss of federal funding to the University if the military is not allowed to recruit on campus, the University has decided to allow the military to recruit on campus, including HUSL.
- C. Ameliorative Efforts  
The Student and Alumni Services Committee of HUSL proposes and coordinates ameliorative efforts to minimize the impact on gay, lesbian, bisexual and transgender students of allowing military recruiting efforts.

## XXI. Name Changes

- A. Requirement  
Students must notify the Office of the Registrar within sixty days of a legal name change.
- B. Process  
This information cannot be updated online. Students must submit a *Name Change* form to the Office of the Registrar in person.
- C. Supporting Documentation  
Original supporting documentation must be provided (new Social Security card, marriage license, court order, etc.). The Office of the Registrar will return original documents to the student upon request.

## XXII. Norway Student Exchange

- A. Credits and Course Load

1. Visa requirements mandate that Norway students be enrolled for a minimum of 8 credits each semester.
  2. Norway students are required to take the American Legal Systems course.
- B. Examinations/Grading
1. Grading is in accordance with AR-105.
  2. Norway students are presumptively graded on the same basis as J.D. students in the same class. If Norway students do not ultimately intend to seek a J.D. degree in the U.S. and prefer to give their instructors the discretion to grade them on a different basis, they must indicate that option through the Office of the Dean of Academic Affairs.
  3. Norway students may be allowed an examination variance based upon English as a second language needs as determined by the Assistant Dean of Students and Multicultural Affairs. See the *Examinations and Papers – Exam Variances* section for details.
- C. Tuition
- Tuition is determined in accordance with the *Bergen-Hamline Exchange Agreement* and each individual's *Statement of Financial Support*.

### XXIII. Ranking

- A. Definition
- Rankings are lists of J.D. students sorted in descending order by institutional cumulative grade point average as of a given date. Grades posted after that date do not retroactively change rank. Students are ranked numerically; the student at the top of the list has rank 1, the second 2, etc. Students with the same GPA share rank. Rank is always one more than the total number of students ranked above.
- B. Types of Ranking
- Two types of ranks appear on transcripts: term and graduation.
1. Term Rank
- Term rank places a student within a given class (L1, L2, L3/L4). It is calculated once per ranking term (Fall and Spring), after all grades for the term are posted. It determines academic standing. L3 and L4 students rank together. All HUSL students in a J.D. degree program with active enrollments in the term rank.
2. Graduation Rank
- Graduation rank is calculated once per academic year and includes all students who graduate in that academic year. An academic year encompasses Fall, January, Spring and Summer terms. Graduation ranks are calculated after all Summer term grades are posted.
- C. Miscellanea
1. The Dean may preclude students from ranking for academic and/or disciplinary reasons.
  2. Transfer students rank only on the basis of grades received at HUSL and following two full semesters of attendance.
  3. Individual ranks are not considered directory information by Hamline University and cannot be disclosed to third parties without express written authorization from the student.
  4. The Office of Career Services establishes guidelines for the inclusion of ranks in résumés and other such documents.
  5. Rankings display on the Final Grades screen of Piperline (link path is **Student Services, Student Records, Final Grades**). Ranking information not traceable to an individual student, such as number of students ranked, pentiles, quartiles etc., is published in the Office of the Registrar's web site [http://law.hamline.edu/registrar/rankings\\_honors.html](http://law.hamline.edu/registrar/rankings_honors.html).

## XXIV. Registration Policies

### A. Registration for Courses

#### 1. Dates

The Office of the Registrar sets the dates for initial registration for courses, add/drop, waitlist activation periods and other pertinent registration deadlines in accordance with AR-103. Students must complete all registration processes within the prescribed periods. Often, there are different registration periods for weekday and weekend classes. See the online registration materials for each term for details.

#### 2. Pipeline and Add/Drop Forms

Students register using Pipeline. Students who forget their Student ID/PIN combination must contact the Office of the Registrar for assistance via their Hamline University-issued email account. All non-Pipeline registration transactions must be completed in person by the student (or a duly designated proxy) by means of a properly completed *Add/Drop* form. Forms are available in the Office of the Registrar. Faxed or emailed add/drop requests will not be processed.

#### 3. Over/Under Loads

Part-time J.D. students may not register for fewer than 8 credits and full-time J.D. students may not register for more than 16 credits without approval from the Associate Dean for Academic Affairs. *Overload/Underload Status Request* forms are available in the Office of the Registrar.

#### 4. Pre- and Co-Requisites

Pipeline strictly enforces course pre- and co-requisites. Students are responsible for reading course descriptions to determine applicable pre- and co-requisites. Students who have completed coursework at other institutions that might satisfy a pre- or co-requisite for a course at HUSL are encouraged to visit the Office of the Registrar prior to the start of registration to ensure that the coursework is properly articulated as to satisfy the specific pre- or co-requisite. Students seeking a waiver to a pre- or co-requisite must request such waiver from the professor or, if an adjunct professor is not readily available, from the Associate Dean for Academic Affairs; once the student has received confirmation of approval of a waiver from the professor or the Associate Dean, the student must notify the Office of the Registrar via email, ccing the professor/dean, in order for the waiver to be properly coded in the system prior to the start of registration.

#### 5. Negative Pre- and Co-requisites

Pipeline does not enforce “negative pre- or co-requisites” (“if you have taken x you may not take y” restrictions). Students are responsible for reading course descriptions to determine applicable negative pre- and co-requisites. Students who enroll in such courses despite the restriction are summarily disenrolled upon the conclusion of the registration period. In the event that a student manages to re-enroll or otherwise remain enrolled for such a course, no academic credit will be granted.

#### 6. Course Offering Cancellations

On occasion, a course may be canceled after registration because of insufficient enrollment, changes in faculty availability, or institutional needs. Should that occur, students will be notified so that they may register for another course.

#### 7. Attendance

Class attendance is governed by AR-108. Students must validate their registration by attending the first class meeting for all courses. Failure to do so may result in being dropped from the course. Students unable to attend their first class must contact the faculty before the scheduled meeting time to request an attendance waiver. Attendance waivers may not be available for courses with a compressed schedule (particularly during January and Summer terms).

### B. Course Registration Restrictions.

1. A student may not within the same academic year receive credit for:
    - a. More than one of the following:
      - (1) Law Review
      - (2) Hamline Journal of Public Law and Policy
      - (3) Journal of Law and Religion.
    - b. More than one moot court competition team
  2. A student may not register for more than four "distance education" credits in any one term
  3. There are other restrictions on the type and number of credits students may apply towards their J.D. degree. See the *Graduation: J.D. Degree* section for details. These restrictions may be waived, if by virtue of completing such credits, the student exceeds the 88 credits required for graduation and does not need the restricted credits to graduate.
- C. Registering for a Clinic
- Each clinical experience requires students to consider questions of professional ethics as attorneys. Clinic experiences are three credits each. Clinics are offered Fall and Spring every year unless otherwise noted on the course catalog or in specific offerings. To be eligible to register for a clinic, students:
- Must be in good standing
  - Must be eligible for Certification under MN Supreme Court Rule 2 for Student Practice (see the *Student Limited Practice Certification* section below)
  - Must have completed or be concurrently enrolled in the Professional Responsibility course (or Seminar: Ethics)
  - Must not have completed a clinic before (unless there is space after all those students who have not completed a clinic before have been placed)
- D. Registering for an Independent Study
- The Independent Study offers students the opportunity to explore a specific legal topic under the supervision of a full-time faculty member and with the approval of the Associate Dean for Academic Affairs. The work will involve the production of a significant research paper or comparable project. Students may register for only one Independent Study during their law school education. *Independent Study Registration* forms are available from the Office of the Registrar and online at [http://law.hamline.edu/registrar/forms\\_menu.html](http://law.hamline.edu/registrar/forms_menu.html).
- E. Registration Priority
1. Generally  
Students receive higher initial registration priority as they advance in their legal education. See the registration materials for each term for details. Initial registration priority applies to the first registration round for each term and does not carry over to the Waitlist Activation or Open Add periods.
  2. Registration Priority for Weekend Classes  
Students in the weekend program have initial registration priority for weekend classes. Weekend classes are defined as those meeting exclusively on Friday night (5:00 pm or later start time), Saturday or Sunday. Initial registration priority for weekend classes applies to the first registration round for each term and does not carry over to the Waitlist Activation or Open Add periods.
  3. DRI Certificate Programs  
Students enrolled in a DRI certificate program at HUSL have registration priority during the Fall and Spring for certain core courses required to complete a DRI certificate. The eligible courses are: Arbitration, Mediation, Negotiation and Theories of Conflict.
  4. Students Matriculated in the LL.M. Program for International Lawyers  
LL.M. students often matriculate and register after J.D. students have completed the initial registration round. For each term, before the Waitlist Activation Period, LL.M.

- students have priority over J.D. students for classes with available seats for which a waitlist has been established for up to 10% of the total number of seats.
5. Visiting, Consortium and Auditing Students  
Except as noted below, these students have the lowest initial registration priority for courses offered at HUSL.
  6. International HUSL and DRI Courses  
Registration priorities for international study programs offered by HUSL and by DRI, and for DRI Summer Institute programs is governed by the policies set forth by those programs. Please refer to each program's website for details.
- F. Waitlists
1. Students wishing to enroll in a closed class may place themselves on a waitlist. Once a waitlist is established, a class will remain closed as long as the total number of available seats does not exceed the total number of students on the waitlist.
  2. Students may enroll on a closed class from a waitlist, upon notification of eligibility to enroll, during the Waitlist Activation Period. See the registration materials for each term for details. Waitlisted students may enroll in an open class at any time.
- G. Open Add Period
- The Open Add Period takes place on the last day to add classes for each part of term. All open seats are available on a first come first served basis to all students. See the registration materials for each term for details.
- H. Consortium Agreement
- The four Minnesota law schools (Hamline University School of Law, University of Minnesota Law School, University of St. Thomas School of Law and William Mitchell College of Law) have entered into a consortium agreement that allows students to register for certain courses at any of the four law schools. The faculties from each law school have agreed on the following points:
1. Courses qualifying for consortium status must not be offered during the academic year at the home school of the enrolling student.
  2. Students are allowed to earn no more than six consortium credits during their law school career.
  3. Students must be in good standing to participate in the program.
  4. Summer and January term classes are excluded. Students are eligible to take Summer and January term courses as visitors on an individually approved basis.
  5. Tuition for consortium agreement courses remains at the home school and is charged on the home school's fee schedule.
  6. Students must abide by all rules of the visiting school.
  7. Clinics, externships, internships, and independent studies are excluded from consideration.
  8. Each semester the four schools exchange a list of available courses.
  9. Students place their name on consortium course waitlists at their home school during their home school's initial registration period.
  10. Consortium status courses at each school must have space available or be under-enrolled after each school's initial add/drop procedures have been applied. Once each school's early add/drop period ends, the Registrars process the consortium course registrations from the waitlists making sure that, if there are such requests, an equal number of students from each of the other three law schools are permitted to register for each consortium course.
  11. The visiting institution assigns exam numbers to students from the other law schools that are participating in the consortium agreement.
  12. Students who have an exam conflict must apply for a variance from the home institution, and the home institution's exam is thus rescheduled. The visiting institution handles emergency variances.

13. The visiting school awards grades and submits transcripts to the home institution, but the home institution determines how to accept the transfer credits and how the transfer credits will appear on the home institution's transcript.

The HUSL Office of the Registrar implements these points as follows:

1. Students should email the HUSL Registrar as soon as possible each semester requesting to be placed on the waitlists for consortium courses at the other institutions.
2. The HUSL Registrar certifies standing and emails the lists to the other three Registrars at the conclusion of the initial registration period.
3. The other Registrars notify the HUSL Registrar if/when seats are available.
4. If there are available seats, the student is notified by the HUSL Registrar that a seat is available at the other institution. Once the student is registered at the other institution, it is the student's responsibility to submit a paper *Add/Drop* form to the HUSL Office of the Registrar. The HUSL Office of the Registrar enrolls the student in a "dummy" consortium course at HUSL reflecting the appropriate number of credits.
5. At the conclusion of the course, once grades have been posted, it is the student's responsibility to request that the other institution send an official transcript to the HUSL Office of the Registrar.
6. Upon receipt of the transcript from the other institution, credits are posted as transfer credits. Grades appear on the HUSL transcript, but do not affect grade point averages. See AR-112 for details.
7. The "dummy" enrollment is then deleted from the record (tuition and applicable fees are not).

## XXV. Religious Holidays

### A. Hamline University Policy

1. Attendance policies at Hamline University are established by each of the five respective academic units: the College of Liberal Arts, the Graduate School of Education, the Graduate School of Liberal Studies, the Graduate School of Management, and the School of Law. However, Hamline University acknowledges that students follow many different religious faiths and practices, which occasionally require that students need to miss classes for holidays on dates when the University remains open.
2. The University makes every reasonable effort to allow students to observe religious holidays without academic penalty while recognizing that accommodations should not create an undue interference with the student's participation in a course. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with an opportunity to pursue a reasonable alternative to complete such academic responsibilities and requirements.
3. Students who plan to miss class must:
  - a. Inform instructor in writing of anticipated absences at the beginning of the course;
  - b. Meet with instructors to arrange a plan to complete the student's academic responsibilities for the course, including the rescheduling of any missed coursework, assignments or examinations; and
  - c. Obtain class notes from other students.
4. Students who have properly notified their instructors will be offered an opportunity to make up the work, without penalty, in a manner that is consistent with the attendance policy of the academic unit and is convenient to both students and

- faculty. To the extent possible, faculty should try to avoid scheduling examinations or deadlines on dates that conflict with religious holidays.
5. All University offices and units should make every effort to schedule major events at times that do not conflict with major religious observances and that may inadvertently exclude the participation of some members of the campus community.
- B. HUSL Process to Request an Examination Variance  
Students seeking an exam variance for a scheduled exam on religious grounds must petition the Assistant Dean for Student and Multicultural Affairs.

## XXVI. Room Scheduling

- A. Law School  
Rooms in the Law School building are scheduled through the HUSL Office of the Registrar. There are several online resources accessible through the Office of the Registrar's main web page which allow for both room reservation and room occupancy checks. The preferred method to reserve rooms is online. *Room Reservation* forms are also available from the Office of the Registrar.  
Individual students may not schedule rooms for individual study, except the study rooms in the Law Library; students must contact the Law Library circulation desk to reserve such study rooms.  
For more information, please contact the Office of the Registrar at ext. 2468.
- B. Other Campus Buildings  
Law School public areas and rooms in other buildings on campus are scheduled through the University Conference and Events Services at ext. 2474.
- C. Student Organization Event Approval Form  
In order to reserve a room for a student organization sponsored event, the student organization officer requesting the room must attach a *Student Organization Event Approval* form duly approved by the Assistant Dean of Students and Multicultural Affairs to the *Room Reservation* form.

## XXVII. Services Provided by the Office of the Registrar

The following services are available during regular business hours.

- A. Mail Services  
Students may drop first-class U.S. and internal campus mail at the front counter. The Campus Post Office picks up mail daily from the Office of the Registrar during the early afternoon. The Office of the Registrar does not provide any other post office-type services.
- B. Faxing  
Students requesting a facsimile transmission must provide a cover page identifying themselves and the third party, total number of pages, contact numbers for themselves and the third party and any special transmission instructions. The Office of the Registrar reserves the right to refuse transmission of materials it deems inappropriate for transmission from HUSL.

The following fees apply (page counts exclude cover page):

Local

First Page	:	\$2.00
Additional Pages	:	\$0.25 each

Long Distance

First Page	:	\$2.00
Additional Pages	:	\$0.50 each

International

First Page	:	\$5.00
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Additional Pages : \$1.00 each

C. Copying

Students are encouraged to use the Law Library copy machines. The Office of the Registrar provides emergency copying services (if the Library is closed or the copiers are down).

Students may request copies of the following portions of their student file only:

- Application for Admissions
- Personal Statement
- LSAT exam cover page

Without exception, copies of transcripts from other institutions will not be furnished.

The following fees apply to all copy services:

First Page : \$2.00  
Additional Pages : \$0.25 each

D. File Review

Students may review their files located in the Office of the Registrar as stipulated in the Hamline University FERPA statement (see the *Confidential Information and Privacy Policy* section above). Students have a right to review the file as maintained by HUSL only. Copies of the student file will not be furnished for review purposes except for the materials listed above or as required by applicable law (in which case the above copy fee schedule applies). All review sessions must be pre-scheduled with the Office of the Registrar and will be supervised by staff from the Office of the Registrar. There are no file retrieval fees.

E. Notary Services

Notary services are free to current students. Appointments for services are recommended to ensure staff availability.

F. Lost and Found

Items turned in to the Office of the Registrar are forwarded to the Campus Office of Safety and Security for safekeeping.

G. Student Limited Practice Certification

1. The Minnesota Supreme Court certifies students for limited general practice for a period of one year. Students may be recertified. For a full description of the rules, see the Minnesota Supreme Court *Rules on Certified Law Students - Rule 1* available at [http://law.hamline.edu/registrar/certification\\_under\\_limited\\_practice.html#rule1](http://law.hamline.edu/registrar/certification_under_limited_practice.html#rule1). Certification under Rule 2 is available through the Clinics Office for students enrolled in a clinical program (see [http://law.hamline.edu/registrar/certification\\_under\\_limited\\_practice.html#rule2](http://law.hamline.edu/registrar/certification_under_limited_practice.html#rule2) for details).
2. To request certification (or re-certification) under Rule 1:
  - a. The student must complete and sign the top part of the *Student Certification for Limited Practice* form found at [http://law.hamline.edu/registrar/forms\\_menu.html](http://law.hamline.edu/registrar/forms_menu.html) and give it to the supervising attorney.
  - b. The supervising attorney must complete the bottom part of the form and forward it to the Office of the Registrar via U.S. mail or facsimile.
  - c. The Office of the Registrar evaluates the request, determines if the student is eligible, and if so, submits the request to the Minnesota Supreme Court.
  - d. The Minnesota Supreme Court typically responds within 1 to 3 weeks to the Office of the Registrar.
  - e. The Office of the Registrar then forwards a copy of the certification to the student and to the supervising attorney. A copy is also kept in the student's file.

H. Letters, Verifications and Certifications Issuance

Upon request, the Office of the Registrar will issue to students, or to third parties as requested by students, the following documents/letters free of charge:

- Dean's Honors Verifications

- Expected Graduation Term/Date Verifications
- Good Standing Verifications
- GPA Verifications
- Grades Verifications
- Ranking Verifications
- Certificate of Eligibility to Sit for a Bar Exam

All requests must be in writing and signed by the student. *Letter Request* forms are available in the Office of the Registrar and online at [http://law.hamline.edu/registrar/forms\\_menu.html](http://law.hamline.edu/registrar/forms_menu.html).

An email from the student's Hamline University issued email account is considered a valid, electronically signed, request.

There is a \$50.00 fee for issuance of a letter of good standing with authorization to visit away. Requests for a fee waiver due to documented extremely exigent economic hardship will be considered by the Associate Dean of Academic Affairs.

I. Other Forms Available from the Office of the Registrar

The following forms are available in the Office of the Registrar and/or online at [http://law.hamline.edu/registrar/forms\\_menu.html](http://law.hamline.edu/registrar/forms_menu.html).

- *Add/Drop Form*
- *Authorization to Furnish Information to State Board of Law Examiners/State Bars/Other Licensing Agencies*
- *Clinic Student Director Permission Slip*
- *Consortium, Visiting, Special or Auditing Student Application* (for non-HUSL students)
- *DRI Certificate Program Application*
- *DRI Certificate Student – Priority Registration Request*
- *Dual Degree Programs – Certificate of Eligibility to Enroll*
- *Extended Practicum Registration Form*
- *Graduation Date Change*
- *Graduate Course Registration Form*
- *Frame Order Form*
- *Grade Change Form*
- *Independent Study Registration Form*
- *Joint Degree (Dual Degree) Application For Admission*
- *Laptop Checkout Agreement*
- *Leave of Absence Form*
- *Letter Request*
- *Name Change Request*
- *Overload/Underload Status Request*
- *Petition for 12 Credit Administrative Part-time Status*
- *Petition for Internal Transfer*
- *Petition to Visit Away*
- *Request for a Letter of Recommendation*
- *Request for Final Exam Date and Time Change*
- *Statement of Grading Mode Option (\*)*
- *Student Certification for Limited Practice*
- *Student Organization Event Approval*

(\*) Available to LL.M. students only.

J. Enrollment and Degree Verifications

Hamline University School of Law has authorized the National Student Clearinghouse to provide enrollment/degree/graduation verifications. The National Student Clearinghouse can be contacted at:

Web

<http://www.enrollmentverify.org>

<http://www.degreeverify.org>

Mail

National Student Clearinghouse

13454 Sunrise Valley Drive, Suite 300

Herndon, VA 20171

## XXVIII. Transcript Requests

### A. Privacy

A student's educational records are private. Transcripts of records can be issued to the student and to other persons as allowed by FERPA only (see the *Confidential Information and Privacy Policy* section for more information on FERPA). Requests from any other party must include a release/authorization duly executed by the student.

### B. Transcript Types

All transcripts issued by the Office of the Registrar are official transcripts.

#### 1. Electronic Transcripts

Electronic transcripts are digitally signed secure PDF documents available via Pipeline.

#### 2. Paper Transcripts

Traditional official paper transcripts are available in person from the Office of the Registrar or via standard mail.

### C. How to Request a Transcript

1. Login to Pipeline. If you don't remember your Pipeline login information, please contact the Office of the Registrar by phone during regular business hours.

2. Click on **Student Services**

3. Click on **Student Records**

4. Click on **Request Official Transcripts**

5. Follow the on-screen instructions

### D. Fees

There is no transcript issuance fees associated with individual transcript requests. See *Rush Service* below for details on rush service charges.

New incoming first year students pay a one-time fee for normal life-time transcript issuance services.

HUSL reserves the right to charge a per transcript fee for abnormal, excessive and/or repetitive requests.

### E. Processing Time

Requests for paper transcripts are processed daily during regular business hours.

Electronic transcripts requests are automatically processed on the hour 24/7. Routine system maintenance and unexpected system failures may delay processing.

### F. Rush Service

Requests for overnight delivery of paper transcripts can be arranged by contacting the Office of the Registrar by telephone during regular business hours. The requester is responsible for defraying all expenses associated with overnight delivery services. Paper transcripts cannot be faxed.

### G. Issuance Restrictions

1. Official transcripts will not be issued for students with outstanding financial obligations towards Hamline University.

2. The HUSL Dean may restrict issuance of official transcripts for other reasons.

## XXIX. Tuition and Fees

- A. Payment Plans  
All students must enter into a payment plan as described in the University's *Financial Agreement and Disclosure* document (see <http://www.hamline.edu/disclosure> for details).
- B. Restriction on Registration  
Students who are not current on their payment plan are not permitted to register for classes.
- C. Restriction on Availability of Documents  
All account balances must be paid in full before transcripts, diplomas, letters of good standing and similar documents will be issued.
- D. Restriction on Bar Certification  
Students will not be certified to sit for any bar examination until their account is paid in full and the federal loans exit interview process is complete.
- E. Withdrawal Charges  
For students who officially withdraw from HUSL during a semester (Fall and Spring), the amount of tuition owed is calculated according to the last day of attendance in class. Students who officially withdraw from class within the first 10 days of class for weekday students and the first two weekends for weekend students will not be responsible for any tuition charges. After that date, tuition owed will be calculated daily on an increasing scale based on the percentage of days in the term before the withdrawal date. Students who withdraw after they have completed 60% of their classes will be responsible for all tuition charges. The above schedule is also used to calculate the refund due a student who drops from full-time status to part-time status or who drops from overload status (17 or more credits) to full-time status. Student fees assessed by the University are not refundable.  
Tuition and fee(s) owed and reimbursement schedules vary for January and Summer terms, depending on length of the class, type of class, enrollment status, etc. Please see the registration materials for the particular term for details.
- F. Involuntary Withdrawal and Leave of Absence Credit  
A student who involuntarily withdraws or takes a leave of absence midway through an academic term may receive a tuition credit to be applied to the student's account during the term the student re-enrolls at HUSL. The Associate Dean for Academic Affairs determines whether the student receives this credit and provides appropriate notice to the student, the Office of Financial Aid, the Student Accounts Office, and the Office of the Registrar for the student's file. This policy shall not apply to a student dropping a class or converting from full to part-time status except in extraordinary circumstances.

### **XXX. Visiting Away, Transfer, Advanced Standing**

- A. Visiting Away
  - 1. To visit away at another law school students must:
    - a. Apply to visit away by submitting a *Petition to Visit Away* form to the Office of the Registrar. The petition must include a list of all coursework to be undertaken at the other institution and the course descriptions for each. Coursework that is not pre-approved will not be allowed to transfer.
    - b. Submit a \$50 processing fee.
    - c. Receive the approval of the Associate Dean for Academic Affairs.
  - 2. Credits earned in an approved visit at another law school will be treated as transfer credits under AR-112.
  - 3. Visiting away at another law school is not permitted during the last semester of the student's law school career.
  - 4. Students may visit away at ABA-accredited schools only.
  - 5. Visiting away at one of the other three Minnesota law schools is allowed as outlined in the above-listed consortium agreement.

- B. Transfer Away  
Most schools require letters of good standing, transcripts and other documentation as part of an application to transfer. The Office of the Registrar issues such documentation to HUSL students seeking to transfer away provided that they are in good standing, have no holds and submit all the pertinent document issuance fees.
- C. Transferring into HUSL
  1. Transferring credits from another law school to HUSL is governed by AR-112.
  2. The Associate Dean for Academic Affairs and the Registrar determine whether coursework undertaken at another law school will:
    - a. Satisfy HUSL graduation requirements, and/or
    - b. Transfer and count towards the required number of credits for graduation.
- D. Advanced standing for foreign lawyers
  1. Foreign lawyers' admission to the J.D. program is governed by AR-102.
  2. Foreign lawyers admitted into the J.D. program must have their official transcript from the foreign law school evaluated by WES or similar service.
  3. Advanced standing transfer credit will be awarded for LL.B. or equivalent work at the foreign law school only and for courses in which the student achieved grades of "C" or equivalent, or better. Some credits earned in an LL.M. program can be used for subsequent credit toward the J.D. degree—if certain requirements are met (see the *LL.M. for International Lawyers* section).
  4. The student must apply for advanced standing transfer credit at the end of the first year of courses taken in the J.D. program if the student has achieved a cumulative grade point average in first-year courses of 2.000 or higher.
  5. Advanced standing transfer credit cannot be for more than 29 semester credits.
  6. Students must take all first-year required courses and must otherwise meet all requirements for graduation from the J.D. program.

### XXXI. Weekday and Weekend Options

- A. Curricular Options
  1. First-year students must register for all their required classes within the curricular option for which they are officially registered with the Office of the Registrar (weekday or weekend). Subsequently, more than half of a student's classes must be in that curricular option.
  2. Classes for the weekday curricular option are scheduled Monday-Thursday and Friday 8 am-4 pm. Classes for the weekend curricular option are scheduled Friday 5-10 pm, Saturday and Sunday.
  3. Upon completion of their first-year of studies, in accordance with AR-104, students may internally transfer from one option to the other.
- B. Transfer from the Weekend to the Weekday Curricular Option
  1. A weekend option student may apply for a transfer to the weekday option by completing a *Petition for Internal Transfer* form in the Office of the Registrar.
  2. The petition is acted upon by the Dean of Academic Affairs.
- C. Transfer from the Weekday to the Weekend Curricular Option
  1. A weekday option student may apply for transfer to the weekend option by completing a *Petition for Internal Transfer* form in the Office of the Registrar.
  2. The petition is acted upon by the Dean of Academic Affairs.
  3. Admission to the weekend option will be contingent upon available spots and appropriate courses available in the weekend section for that term.