STUDENT POLICIES

HAMLINE UNIVERSITY
School of Law
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INTRODUCTION

This manual collects major policies and procedures pertinent to students enrolled at Hamline University School of Law (HUSL). HUSL reserves the right to add new policies, amend, rescind or grant an exception to an existing policy at any time.

These policies incorporate the HUSL Academic Rules (AR), as so designated, which are promulgated by the Law Faculty, other policies applicable only to law students, and the most significant Hamline University (HU) student policies pertinent to law students, incorporated within the document or by reference. In the event of a conflict between the Student Policies and the Academic Rules, the Academic Rules govern. The law school also abides by and interprets the ABA Standards for Approval of Law Schools. <http://www.abanet.org/legaled/standards/standards.html>.

Please see <http://www.hamline.edu/policies/law_student_policies.html> for a comprehensive list of Hamline University policies.

Copies of the Student Policies and the Academic Rules will be available in the Office of the Registrar (OTR) and Library and on the Hamline University Website.

Questions concerning the interpretation and application of the Student Policies and Procedures should be addressed to the OTR, Associate Dean for Academic Affairs or Assistant Dean for Students and Multicultural Affairs, as appropriate.

Requests for exceptions to the requirements of the Academic Rules must be presented in writing to the Associate Dean for Academic Affairs. (AR 113) Requests for exceptions to the requirements of the Student Policies must be presented in writing to the Associate Dean for Academic Affairs or Assistant Dean for Students and Multicultural Affairs, as appropriate.

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.

1. SECTION 1: GENERAL ACADEMIC AND PROFESSIONAL CONDUCT EXPECTATIONS

1.1. Code of Conduct: The HUSL Code of Conduct is the key policy governing expected academic and professional conduct while students are enrolled in any course in the law school. The Code is promulgated by the Law Faculty and defines both generally and specifically “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.”

1.2. Violations and Report of HUSL Code of Conduct Violation: Any person may report an allegation of a violation of the Code of Conduct in writing to the Associate Dean of Academic Affairs. A description of actions which constitute a violation of the Code of Conduct and procedures for reporting and follow-up on a Code allegation are provided in the HUSL Code of Conduct, Appendix A, of this policy manual.

1.3. Other Policies, Academic and Professional Conduct: HU and HUSL have promulgated several other policies outlining their expectations for academic, professional and personal conduct by Hamline University Students. These policies are attached as Appendices to this Student Policy Manual and can also
be accessed at <http://www.hamline.edu/policies/law_student_policies.html>. In particular, students should review the following academic and professional conduct policies:

- Discrimination and Harassment (Appendix B1)
- Sexual Misconduct (Appendix B2)
- Firearms and Weapons (Appendix B3)
- Alcohol Use on Campus (Appendix C1)
- Smoking (Appendix C2)
- Substance Abuse and Prevention (Appendix C3)
- Technology Use (Appendix D2)
- E-mail Distribution (Appendix D3)

1.4. **Violations and Sanctions**: Violations of other policies as defined in 1.3 above which are not also prima facie violations of the HUSL Code of Conduct may give rise to HU and/or HUSL administrative responses as follows:

1.4.1. **HU Policy Violations**: Violations of a HU policy that contains a specific procedure for addressing it will be handled through the prescribed procedure.

1.4.2. **HUSL Policy Violations and Conduct Unbecoming of a Law Student**: The Dean and the Associate Dean for Academic Affairs may initiate procedures or apply sanctions other than those prescribed by the Code of Conduct, even where “no probable cause” has been found in a Code of Conduct investigation. These sanctions include but are not limited to:

1.4.2.1. **Grade Reduction**: A reduction of the student’s grade in a course may be made if the violation pertains to activity related to that course. The activity is related to that course if it is during class meeting hours, during examination or other evaluation periods, involves online or in-person communications between students or faculty relating to that course, or in the course of a student’s interaction with non-HUSL students or faculty when the student is engaged in completing work for that course.

1.4.2.2. **Letter of Reprimand**: A letter of reprimand by the Dean or his designee may be placed in the student’s file.

1.4.2.3. **Bar Notification**: The Dean may notify the bar authorities in the state in which the student applies to be admitted to the bar describing the conduct.

1.4.2.4. **Counseling Requirement**: The Dean or his designee may require that a student obtain counseling or evaluation for substance abuse, mental health issues, anger management, etc., as a condition to continuing his or her coursework for the semester.

1.4.2.5. **Withdrawal**: An involuntary withdrawal from school may be imposed if there is a serious violation of a law school or university policy that is not a violation of the Code of Conduct.

1.4.2.6. **Holds**: A student may have a hold placed on his record for failure to comply with certain requirements, see Sections 9.1 and 9.2. A hold may prevent a student from taking examinations or submitting course papers, registering for an upcoming term, or obtaining transcripts or other official records.

1.5. **Disputes**: For violation of HU policies that do not include a procedure for resolution, or to resolve conflicts between students and other students, faculty or staff members, which are not prima facie violations of the Code of Conduct, the Dean may establish dispute resolution procedures such as mediation,
arbitration, or restorative justice circles and similar dispute resolution mechanisms. The HUSL Code of Conduct Investigators may also utilize these dispute resolution mechanisms in settlement of a HUSL Code of Conduct allegation.

1.6. **Policies Incorporated by Reference:** The following law school and university policies are attached as Appendices to the Student Policy Manual or their location is referenced below. They are incorporated into this manual by reference. University policies may be found on the website applicable to law students, [www.hamline.edu/policies/law_student_policies.html](http://www.hamline.edu/policies/law_student_policies.html).

- Appendix A: HUSL Code of Conduct
- Appendix B: University Policies Relating to Interpersonal Behavior (included in part or whole)
- Appendix B1: Discrimination and Harassment Policy (see also Hate Incident and Crime Protocol on the university web page)
- Appendix B2: Sexual Misconduct Policy
- Appendix B3: Firearms and Weapons Policy (See also Policies on Response to Crimes Against Persons, University Authority and Civil Penalties, Violence Prevention on the university web page)
- Appendix C: Policies on the Use of Hamline Property
- Appendix C1: Alcohol Policy
- Appendix C2: Smoking Policy
- Appendix C3: Substance Abuse and Prevention Policy
- Appendix C4: Building Use Policy (see also law school posting rules, Section 17.5.5 and Posting and Canvassing Policy and Political Candidate/Campaign Policy on the university web page above)
- Appendix C5: Parking Policy (see also Bicycles Policy on the university web page above)
- Appendix D: Technology and Information Policies
- Appendix D1: Computer Requirements for Entering 2009 Students
- Appendix D2: Technology Use Policy (See also Web Policy and Software Policy on the university web page above and the Bandwidth and Copyright Infringement Policy if you live in a Hamline residence or intend to download significant amounts of material.)
- Appendix D3: E-mail Usage Policy
- Appendix D4: Freedom of Expression and Inquiry Policy
- Appendix E: Disability Policies

1.7. **Students Responsible for Policies:** HUSL law students, and any persons who are enrolled in HUSL courses, are responsible for knowing and abiding by the Student Policies and Procedures, Academic Rules, financial aid policies and procedures applicable to them, and any University policies which are posted on the university website, and course limitations, as well as any policies and procedures pertinent to activities in which they are involved, such as journals, competitions, and student organizations.

2. **SECTION 2: ADMISSION REQUIREMENTS** (for procedures, see Admissions website)

2.1. **J.D. Program**

2.1.1. **Admissions Committee Responsibility:** Admissions policies and readmissions decisions are administered by the Admissions Committee of the law school. (AR 102)

2.1.2. **Bar Requirements:** Because some state bars require students to meet certain requirements for bar admission well before they graduate, each applicant should determine what the bar requirements, including character requirements, are in the state(s) in which he or she is considering legal practice. (AR 102)

2.1.3. **Disclosures:** Students are required to disclose certain information on their applications to Hamline and at certain other times throughout their law school career in order for the law school to
make an appropriate admissions decision, to provide certain kinds of career services assistance, and to certify students as eligible to sit for the bar.

Failure to disclose this information at the time it is requested, misrepresentation in regards to information requested, or failure to amend any application disclosures or to disclose requested information when an error comes to light may subject a student to appropriate penalties, including but not limited to withdrawal of the student’s acceptance to HUSL, cancellation of any credits earned, or the Dean’s refusal to certify a student as eligible to be admitted to the bar.

2.1.4 Disclosure Procedure: Students who become aware of any disclosures necessary to amend their application or any other documents they have submitted to the law school should immediately contact the office of the Assistant Dean of Students and Multicultural Affairs to make the disclosures necessary.

2.1.5 Failure to Timely Disclose Application Omissions or Errors: Failure to amend omissions or errors on a student’s law school application by October 1 of the year in which the student matriculates will be presumed to be intention. The student will have the burden of proving that this failure was not intentional and must demonstrate why he or she was unaware of this omission or error, or unable to disclose the information at an earlier time. Failures to disclose required information may be investigated as a violation of the Code of Conduct.

2.1.6 Technology Requirements: See Section 4.8 and Appendix D1 for information on the law school’s required computer and related technology policies.

2.1.7 First-Year Admission From U.S. Undergraduate Institutions

2.1.7.1 Bachelor’s Degree Requirement: Applicants for admission to the first-year class must possess a Bachelor's degree from an appropriately accredited college or university prior to matriculation, unless the student is enrolled in an approved 3 plus 3 program. (AR 102)

2.1.7.2 GPA/LSAT Requirements: All applicants for admission to the first-year class must have a cumulative undergraduate grade point average and Law School Admission Test score which indicate probability of success in law study. In addition to the more traditional forms of testing and undergraduate grades, the Admissions Committee may give special consideration to motivation, personal experience, maturity, and the ability to articulate one's particular interest in, and affinity for, the study of law. (AR 102)

2.2 First-Year Admission of Students with Non-U.S. Law Degrees

2.2.1 Admission of Students With Non-U.S. Degree: Students with a law degree from a country other than the United States may apply for admission to the J.D. program. (AR 102)

2.2.2 Advanced Standing for Students With Non-U.S. Degrees Policy and Procedure: Students may apply for credit toward the J.D. degree based upon courses completed in earning their law degree from another country to the OTR no later than the successful completion of the first year of study in the J.D. program. The Associate Dean for Academic Affairs will determine how many credits will be awarded based upon credits earned for the foreign law degree. (AR 102)

2.2.3 Maximum Advanced Standing Credits: In no event shall more than one-third of the credits required for graduation with a J.D. degree be awarded based upon the foreign law degree credits. (AR 102)
2.2.4. Graduation Requirements for Students with Advanced Standing: Students seeking advanced standing must take all first year required courses and fulfill all other requirements for graduation even if they are granted advanced standing. (AR 102)

2.3. Transfer From Another Law School J.D. Program to Hamline J.D.

2.3.1. Undergraduate and Law School Record: To be eligible for transfer to HUSL, a student should have an undergraduate record that would have qualified him or her to enter the law school as a beginning student. No student who is ineligible to return to his or her former law school or who has failed to maintain at least a "C" average (2.000) for all law work attempted, may transfer. (AR 102)

2.3.2. Other Considerations for Admission: If minimum academic record requirements are met, transfer applications will be judged as to whether such a transfer would be in the best interest of the student and of the law school. (AR 102)

2.4. Admission to LL.M. Program for Foreign Lawyers

2.4.1. LL.B. Requirement: All applicants for the LL.M. program must have an LL.B. or equivalent degree with high academic standing from a recognized university outside of the United States. (AR 102)

2.4.2. Proof of English Language Facility: All LL.M. applicants must demonstrate proficiency in the English language satisfactory to the Admissions Committee. If the applicant’s primary language is not English, the applicant must complete the Test of English as a Foreign Language (TOEFL) or similar comprehension test. (AR 102)

2.4.3. Transcripts: All LL.M. applicants must supply an evaluation of their transcript through WES or a similar evaluation service for all undergraduate, graduate, and professional work. The academic records should include classes taken, grades, dates of enrollment, explanation of the grading system and date and degree awarded. If they are in a language other than English, the records must be accompanied by a certified English translation. (AR 102)

2.5. Transfer From Another Law School LL.M. Program to Hamline LL.M.

2.5.1. Transfer Credit Prior Approval: No transfer credit will be accepted toward the LL.M. degree without approval of the Associate Dean for Academic Affairs. (AR 102)

2.5.2. Limit on Non-LL.M. Credits Transferable: If an LL.M. student is attending a graduate program with another college or university in a dual degree or credit exchange program as approved by the law faculty, up to 6 credits from that degree program may be applied toward the LL.M. degree. (AR 102)

2.6. Readmission of Dismissed Students Into the J.D. Program

2.6.1. Limitations on Readmission for Academic Dismissals: A student dismissed because of academic deficiency will not ordinarily be considered eligible for readmission. The dismissed student may not be readmitted for at least one full academic year (fall and spring semester, or spring and fall semester). Any disqualified student considering a possible reapplication should contact the Admissions Office for more information. (AR 102)

2.6.2. Request for Readmission Procedure: Any academically dismissed student will be required to make an affirmative showing that he or she possesses the requisite ability, and that the prior dis-
qualification does not indicate a lack of capacity to complete his or her studies. In addition to this written requirement, the Admissions Committee may in some cases request an in-person oral presentation by the applicant to the full committee. (AR 102)

2.6.3. **Second Request for Readmission**: If an application for readmission is not successful, the student must wait another full academic year (another fall and spring semester, or spring and fall semester) before readmission is possible.

2.6.4. **Readmission of Students Dismissed for Non-Academic Reasons**: A student dismissed for reasons other than academic deficiency may reapply on the terms allowed by the terms of the dismissal. (AR 102)

2.7. **Readmission of Academically Dismissed Students Into the LL.M. Program**: A student dismissed because of academic deficiency in the LL.M. program will not be eligible to apply for readmission to the LL.M. program. (AR 102)

2.8. **Admission of Non-Degree Seeking and Special Students**: With the approval of the Associate Dean for Academic Affairs or the relevant authorized Institute staff, HUSL may permit the enrollment in a particular course or limited number of courses, of persons in the following categories as auditors, as non-degree candidates, or as candidates for a degree other than a law J.D. or LL.M. degree, without requiring compliance with its admission standards and procedures:

- Students enrolled in other colleges or universities or in other departments of the University of which the law school is a part;
- Students enrolled in certificate programs offered by HU; and
- Members of the bar, graduates of other approved law schools, and other persons satisfying the requirements for admission set forth in AR 102.

3. **SECTION 3: ENROLLMENT AND CREDITS**

3.1. **Enrollment Status, J.D. Program**

3.1.1. **Length of Program**: Students can be enrolled in the J.D. program no longer than 84 months after they begin their J.D. studies. (See ABA Standard 304(c))

3.1.2. **Full-Time and Part-Time Status**:

3.1.2.1. **Full-Time Status**: Students are identified as full-time students for tuition and other purposes if they are enrolled in the following credits in the relevant term:

- Fall & Spring Semesters: 12-16 credits
- Summer Term: 6-8 credits
- January Term (J-term): 1-3 credits (AR 104)

3.1.2.2. **Part-Time Status**: Students are identified as part-time students for tuition and other purposes if they are enrolled in the following credits in the relevant term:

- Fall & Spring Semesters: 8-11 credits
- Summer Term: 1-5 credits

3.1.2.3. **Non-HUSL Status Classifications**: Third parties, such as government and private agencies, may use different criteria determining part-time and full-time status; for example, see the
section on classification by the Veterans’ Administration (VA) 15.4.6. Students should become familiar with non-HUSL status classifications that affect their student status and financial aid eligibility.

3.1.3. **Limited Credit Loads**: In extremely limited circumstances, the Dean or Associate Dean for Academic Affairs may approve the enrollment of a J.D. degree-seeking student for fewer than 8 credits. The student will be designated a part-time student, but tuition and other status issues will be determined by the number of credits in which he or she is enrolled. Students must receive permission in advance to enroll in fewer than 8 credits.

3.1.4. **Maximum Credit Loads**: In no event may a student exceed 17 credits per semester, 10 credits per summer term, or 3 credits per January term. (AR 104)

3.2. **Employment Limitations**

3.2.1. **Employment Limitations for Full-Time Students**: ABA Standard 304 limits full-time students (students taking 13 credits or more in any one week) to 20 hours or less of employment per week. (ABA Standard 304(f)) Students who are employed more than 20 hours per week must enroll as part-time day or part-time weekend students and elect no more than 12 credits in any semester when they work more than 20 hours. This rule cannot be waived by the law school, and full-time students must certify that they will not work any more than 20 hours per week in the upcoming semester as a condition of registering for their classes in that semester.

3.2.2. **Employment Limitations, Summer or J-Term**: The employment restrictions in 3.2.1 apply to any week during J-term or summer term in which students are enrolled in courses that meet more than 12 classroom hours (50 minutes), regardless of the credit load they are taking.

3.3. **Full-Time and Part-Time**

3.3.1. **Weekday Entering Students Presumed Full-Time**: Incoming J.D. students in the Weekday Program are presumptively full-time students with limited exceptions for weekday part-time students, primarily for participants in the Founders Enrollment Program. (AR 104)

3.3.2. **Weekend Entering Students Presumed Part-Time**: Incoming J.D. students in the Weekend Program are presumptively part-time students. (AR 104) They may apply for full-time status or status as a full-time day student after their first-year of classes.

3.3.3. **Transfer between Weekday/Weekend Status or Full-time/Part-time Status**: Normally, students who matriculate as full-time students into the weekday program remain full-time students through their first year, and students who matriculate as part-time students into either the weekday or the weekend program remain part-time students through their first year.

Students who wish to move from full-time to part-time weekday or part-time weekend, or students who wish to move from part-time weekend to full-time weekday, during any year in their J.D. program, must apply for approval of a transfer by completing a *Petition for Internal Transfer* form in the Office of the Registrar. The petition is acted upon by the Associate Dean of Academic Affairs or Assistant Dean for Students and Multicultural Affairs.

Students who matriculated as part-time students through the Founders Enrollment Program (FEP) may petition the Associate Dean to become full-time students in their second semester if they achieve a 2.5 cumulative GPA in their first semester. FEP student petitions to move from part-time must be both submitted to, and approved by, the Associate Dean prior the last day to add courses.
for the second semester. An FEP student who is approved to move to a full-time load in his or her second semester must continue to comply with other requirements of the FEP program through the second semester.

3.3.4. Limits on Transfer Between Weekday and Weekend Curricular Options: While normally full-time weekday students may drop to part-time with permission, the number of part-time weekday program students, excluding Founders Enrollment Program participants, may not exceed 15% of the total number of weekday program students. (AR 104) Admission to the weekend program is contingent upon available spots and appropriate courses available in the weekend section for that term.

3.3.5. 12-Credit Administrative Part-time Option for Weekend Part-Time J.D. Students:

3.3.5.1. 12-Credit Option Status: Under limited circumstances and subject to approval by the Associate Dean for Academic Affairs, students who have been enrolled in the weekend program in prior semesters and have taken a majority of weekend program courses may apply for the 12-credit administrative part-time option. If approved, the student will be permitted to take 12 semester credits without triggering full-time status and with a non-full-time tuition cost. See 12-credit option under “tuition” for more information.

3.3.5.2. 12-Credit Option Application: The student seeking the 12-credit option must complete the Petition for 12-Credit Administrative Part-Time Form in the OTR which requires the following information to be included:

Beginning date of legal studies at HUSL;
Beginning date of participation in the weekend program;
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;
Plan of study for the semester in which the option will be in effect (including a full list of courses).

3.4. Course Registration and Status for Weekday and Weekend Options

3.4.1. First Year Students: First-year students must register for all their required classes within the curricular option for which they are officially registered (weekday or weekend) with the Office of the Registrar. (AR 104) Classes for the weekday curricular option are scheduled Monday-Thursday 8 a.m. to 9 p.m. and Friday 8 a.m. to 5 p.m. Classes for the weekend curricular option on Saturday and Sunday, with some upper-class courses scheduled Friday after 5 p.m.

3.4.2. Retaining Weekday or Weekend Status: After the first year, more than half of a student’s classes must be in the weekday in order for the student to retain weekday status, and more than half of a student’s classes must be on the weekend in order for the student to retain weekend status.

3.4.3. Limits on Transfer Between Weekday and Weekend Curricular Options: After the first year, students have the option of moving between full-time and part-time course loads, although the number of part-time students may not exceed 15% of the total number of weekday program students. (AR 104)

3.4.4. Weekend to Weekday Transfer Procedure: 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, which must be approved by the Dean of Academic Affairs.
3.4.5. **Weekday to Weekend Transfer Procedure:** 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, which is acted upon by the Dean of Academic Affairs. Admission to the weekend option will be contingent upon available spots and appropriate courses available in the weekend section for that term.

3.5. **Class or Year of Study**

3.5.1. **Class Designation Generally:** 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.

3.5.2. **Change to Next Class:** A student’s class is “rolled” to the next class after completion of two terms, usually the end of each spring.

3.5.3. **Visiting Away or Leave Students Class Status:** Visiting away does not toll the rolling of a student from one class to the next. A student’s leave of absence does toll the rolling of his or her status.

3.6. **Transfer Credits to and From Other Institutions, J.D. Program**

3.6.1. **U.S. Law Students Transferring Credits Into Hamline:**

3.6.1.1. **Number and Type of Credits That Transfer:** A J.D. student in good standing at another approved law school may receive transfer credits for courses in which the student received a grade of at least 2.000 on a 4.000 point scale, or its equivalent. No more than 43 transfer credits can count toward graduation. (AR 102)

3.6.1.2. **Recording Credits/GPA Effect:** Transfer credit courses will be recorded on the student’s transcript. Grades will also be recorded but will not be calculated into the student’s grade point average. (AR 112)

3.6.1.3. **Procedure for Recording Credits:** Upon a student’s acceptance for transfer into the J.D. program, the OTR will evaluate the credits sought to be transferred to HUSL to determine what credits will transfer and whether the credits transferred fulfill the requirements for graduation from HUSL based on an official transcript sent directly from the other institution to HUSL. (AR 102)

3.6.2. **Non-U.S. Law Students Transferring Credits Into HUSL**

3.6.2.1. **Evaluation of Transfer Credits:** Students who wish to transfer credits from non-U.S. law schools to the J.D. program must have their official transcript from the foreign law school evaluated by WES or a similar service. (AR 102)

3.6.2.2. **Numerical Limitation on Transfer Credits:** The Associate Dean for Academic Affairs will determine how many credits will be awarded based upon credits earned for the foreign law degree. (AR 102)

3.6.2.3. **GPA Limitation on Transfer Credits:** Advanced standing transfer credit will be awarded for LL.B. or equivalent work at the foreign law school only for courses in which the student achieved a grade of “C” (2.000) or equivalent, or better. (AR 112)
3.6.2.4. **Timing of Transfer Credits**: A non-U.S. law student must apply for advanced standing transfer credits at the end of the first year of courses taken in the J.D. program. Advanced standing credits will be granted only if the student has achieved a cumulative grade point average in first-year courses of 2.000 or higher. (AR 102)

3.6.2.5. **Recording Credits/GPA Effect**: Transfer credit courses will be recorded on the student’s transcript. Grades will also be recorded but will not be calculated into the student’s grade point average. (AR 112)

3.6.3. **LL.M. Students Entering the J.D. Program**

3.6.3.1. **LL.M. Advanced Standing Credit**: No more than 29 advanced standing semester credits can be transferred from any LL.M. program to count toward the 88 credits required for the Hamline J.D. program. (AR 102)

3.6.3.2. **Graduation Requirements for LL.M Transfers**: LL.M. students transferring into the J.D. program must take all first-year required courses and must otherwise meet all requirements for graduation from the J.D. program. (AR 102)

3.6.4. **Hamline Students Transferring to Other Institutions**: Students who wish to transfer to another law school should notify the Registrar and the Associate Dean before applying for transfer, and request appropriate documentation from OTR for transfer credits. 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 to another school, provided that they are in good standing, have no holds and submit all the pertinent documentation fees.

3.6.5. **Hamline Students Visiting Away Who Seek to Transfer Credits to Hamline for Their Degrees**:

3.6.5.1. **Prior Approval**: A student at HUSL who wishes to take courses at another law school for credit must seek approval in advance from the Dean's Office. (AR 112) Students should submit their petitions through the OTR.

3.6.5.2. **Visited School Limitations**: Students may visit away at ABA-accredited schools only.

3.6.5.3. **Visited School Limitations—Minnesota**: Students may visit away at one of the other three Minnesota law schools during fall and spring semesters as allowed in the Minnesota law school consortium agreement. (See Section 6.3) In unusual circumstances where it is necessary to take courses at other Minnesota law schools during the summer term or J-term, students must apply to “visit away” at Minnesota law schools (See Section 3.6.5)

3.6.5.4. **Visiting Away Procedures**: To visit away at another law school, a student must submit a Petition to Visit Away Form and a $50 processing fee to the Office of the Registrar for approval by the Associate Dean of Academic Affairs. The Petition to Visit Away must include a list of all coursework to be undertaken at the other institution and the course descriptions for each course. Coursework that is not pre-approved will not be allowed to transfer.

3.6.5.5. **Visiting Away Credits**: Credits earned in an approved visit at another law school will be treated as transfer credits provided the student attains a grade of C (2.000) or better. The grade will be entered on the student’s transcript but will not be calculated into his or her GPA. A maximum of 43 credits can be earned by visiting away. (AR 112)
3.6.5.6.  **No Visiting Away in Final Semester:** Visiting away at another law school is not permitted during the last semester of the student’s law school career.

4.  **SECTION 4: TUITION, FEES AND TECHNOLOGY**

4.1. **Current Tuition:** Information about current tuition and fees for full- and part-time options and per-credit loads can be found at <http://law.hamline.edu/admissions/tuition-and-fees.html>.

4.2. **Special Tuition and Fees Policies for Institute Courses:** The following policies and procedures apply to the Dispute Resolution Institute (DRI) and Health Law Institute (HLI) Summer Institute and January Term courses, or condensed courses which are taught throughout the year and made available to non-degree students:

4.2.1. **Non-Refundable Deposit:** A $150 per course tuition deposit is charged to the student’s account for each Institute course at the time of registration. This deposit is NON-REFUNDABLE even if the student cannot take the course through no fault of the student. The tuition deposit is applied toward the total tuition amount.

4.2.2. **Balance Due Date and Refunds:** The balance of the tuition for Institute courses is due one week prior to the beginning class session for each course, after which NO REFUNDS ARE MADE.

4.2.3. **Deposits for Wait Listed Students:** Wait listed students for institute courses are not charged the $150 tuition deposit until they have a place in the course.

4.2.4. **Books and Materials:** The costs of books and course materials for institute courses are billed directly to students along with the balance of their course tuition one week prior to the start of the course.

4.3. **Payment Plans and Sanctions for Failure to Pay**

4.3.1. **Plan Required:** All students must enter into a payment plan on August 1 of each year as described in the University’s Financial Agreement and Disclosure document (See <http://www.hamline.edu/disclosure> for details.)

4.3.2. **Sanctions/Failure to Pay Timely:** A student who is unable to keep current on his or her payment plan must immediately contact the Hamline Student Accounts office to determine whether he or she can revise their payment plan. If he or she does not contact the Student Accounts office and come current with his or her plan or reach a new agreed plan with Student Accounts, or does not follow through with commitments made under the plan, the following sanctions will be applied until the student is current:

4.3.2.1. **Registration:** Students not current on their accounts may not register any for classes for the upcoming term. NOTE: Inability to register may cause students to forfeit any registration priority they might otherwise have and may have a negative effect on their financial aid.

4.3.2.2. **Final Exams:** Students who are not current on their accounts may not sit for any final examinations in the classes in which they are registered. NOTE: Failure to sit for any final examination on the date scheduled or, in the case of a self-scheduled examination, by the end of the self-scheduled examination period, results in the entry of a grade of “F” unless the Dean or Assistant Dean for Student and Multicultural Affairs or their designees, for extremely exigent circumstances only (AR 105(G)), authorize an examination variance.
4.3.2.3. **Papers and Other Work:** A student not current on his or her account will not be issued a receipt by the OTR for any paper or evaluation instrument which he or she attempts to hand in, nor will the paper be accepted by a member of the Registrar’s staff. If such a student conveys his or her work directly to the professor in his course, any final grade on any final paper or other evaluation instrument in any course in which the student is registered will not be recorded until such time as he or she becomes current on his or her account.

4.3.2.4. **Official Academic Documents:** All account balances must be paid in full before final transcripts, diplomas, final letters of good standing and similar documents will be issued. Students who request a transcript or letter of good standing before they have completed their coursework must demonstrate that they are current on their payment plan before receiving these documents.

4.3.2.5. **Bar Certification:** Students will not be certified to any state bar examiner as having graduated from Hamline until their account is paid in full and the federal loans exit interview process is complete. Reminder: If a student fails to complete payment by the date on which the Dean certifies his or her graduation for any particular bar exam, he or she will not be able to sit for that bar. Bar certifications for Minnesota are due approximately one month prior to the start of the bar exam; students sitting for other state bars should consult their own state bar examiners.

For the effect of this rule on graduation, see Section 5.10 Non-Course Graduation Requirements.

4.4. **Charges for Students Who Voluntarily Withdraw From Hamline During Fall or Spring Term**

4.4.1. **Tuition Tolling Date:** For students who officially withdraw from HUSL during a semester (fall and spring), the amount of tuition owed is calculated according to the date on which the student notifies the Office of the Registrar of his or her intent to withdraw.

4.4.2. **Withdrawal During Drop-Add Period:** Students who officially withdraw from HUSL within the first 10 days of class for weekday students, and the first two weekends for weekend students (“drop period”) will not be responsible for any tuition charges.

4.4.3. **Withdrawal Before Withdrawal Deadline:** Between the end of the “drop period” and the date in the semester on which students have completed 60% of their classes, tuition owed will be calculated daily on an increasing scale based on the percentage of days in the term before the withdrawal date.

4.4.4. **Withdrawal After Withdrawal Deadline:** Students who withdraw from school after they have completed 60% of their classes will be responsible for all tuition charges for the semester, whether or not they complete their classes.

4.4.5. **Date for Drop Period:** The date for the end of the “drop period” in a particular term is posted on the academic calendar on the law school website or may be obtained from the Office of the Registrar. 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.

4.4.6. **Last Day to Withdraw:** For fall and spring semesters, the final day to withdraw from school with a notation of W is the last day of classes in that term. For abbreviated fall and spring, J-Term, and summer courses, the last date to withdraw is the last date of class meeting for the particular class.
4.4.7. **Effect of Withdrawal, Full-Time to Part-Time Status:** The tuition charge 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 credits) to full-time status.

4.4.8. **Effect of Withdrawal, Fees:** Student fees assessed by the University are not refundable if a student withdraws from school after the beginning of the term.

4.5. **Charges for Students Who Drop One or More Courses but Remain Enrolled**

4.5.1. **Course Drops During Drop-Add Period, Full-Time or Part-Time Status:** Students who only drop one or more individual courses during the first 10 days of class (for weekday classes) or the first two weekends (for weekend classes) will be assessed the part-time or full-time tuition rate (or a per-credit rate if they take fewer than 8 credits) based on the number of credits they are taking after the drop.

4.6. **Involuntary Withdrawal and Leave of Absence Credit**

4.6.1. **Involuntary Withdrawal/Leave of Absence Tuition Credit:** A student who is involuntarily withdrawn or who takes a leave of absence midway through an academic term may apply to the Associate Dean to receive a tuition credit to be applied to the student’s account during the term the student re-enrolls at HUSL. The decision whether to give a tuition credit and the amount is discretionary. Should a student not return to HUSL, tuition will be owed under the schedule described in Section 4.5.4.

4.6.2. **Tuition Credit, Process:** 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. The student must petition the Associate Dean for a tuition credit, describing the circumstances that necessitate the leave and providing documentation, where requested.

4.6.3. **Credit Not Available to Enrolled Students:** This policy shall not apply to a student who continues to be enrolled but who withdraws from one or more courses or converts from full to part-time status except in extraordinary circumstances as determined by the Associate Dean for Academic Affairs.

4.7. **Technology Requirements:** Law students are required to have or purchase a computer and, from time to time, other technology such as TurningPoint “clickers” that are necessary for classroom use. See Admissions materials and Appendix D for information on the law school’s required computer and related technology policies.

5. **SECTION 5: GRADUATION REQUIREMENTS–J.D. PROGRAM**

5.1. **Graduation and Bar Admissions:** Students who plan to sit for the bar are responsible for determining the requirements for bar admission in the state(s) in which they choose to practice, including requirements for character and fitness to practice law, and for selecting courses that will prepare them to take the bar examination or to be admitted in that state.

Minnesota’s standards for admission to the bar are contained in 52 Minnesota Statutes Annotated, Rules for Admission to the Bar (Introduction to Academic Rules).
5.2. **J.D. Degree Credits Required:** To be awarded the Juris Doctor (J.D.) degree, a student must complete 88 semester credits. (AR 110)

5.3. **Minimum and Maximum Enrollment Periods:** Students must complete their graduation requirements not less than 24 months and not more than 84 months after they matriculate. (AR 110) The time is calculated from the date of matriculation (first day of classes) to certification for graduation (even if that occurs after graduation, see below.) These time periods are imposed by the ABA and may not be waived by the law school.

5.4. **Minimum GPA:** To graduate, a student must have a cumulative GPA of 2.000 or above. (AR 110)

5.5. **Non-Credit Requirements:** To graduate, a student must also meet other requirements listed below in Section 5.10.

5.6. **Credits Required at Hamline:** A minimum of 45 of the 88 credits required to graduate at HUSL must be completed in the HUSL curriculum. (AR 112)

5.7. **Required Courses:** Courses required for graduation for current HUSL students are described further in Sections 5.7.1 to 5.7.8. They include all foundational or “first year” courses, LRW III for weekend students, a professional responsibility course, a Legal Perspectives course, an additional skills course, and a seminar requirement. Students who fail a required course must retake the course in order to meet graduation requirements.

5.7.1. **Foundational Courses:** Current students must complete the following foundational courses (often referred to as “first-year courses”) as a condition of graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure I</td>
<td>Property</td>
</tr>
<tr>
<td>Civil Procedure II</td>
<td>Contracts I</td>
</tr>
<tr>
<td>Legal Research and Writing I (*)</td>
<td>Contracts II</td>
</tr>
<tr>
<td>Legal Research and Writing II (*)</td>
<td>Torts I</td>
</tr>
<tr>
<td>Legal Research and Writing III (**)</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>Constitutional Law I</td>
<td></td>
</tr>
</tbody>
</table>

May of the above courses are pre-requisites for other courses (e.g., successful completion of Civil Procedure I is a prerequisite for registration into Civil Procedure II), students are strongly advised to check the course catalog for details.

(*) Different courses for weekday and weekend programs.

(**) Required in the weekend program only.

5.7.2. **Foundational Course Completion Deadline:** Foundational courses must be completed by the end of the fourth semester of law school. (AR 103)

5.7.3. **Additional Legal Writing Requirement for Weekend Program:** Any student who originally matriculated to the law school as a part-time student to the weekend program in fall 2006 or any subsequent term must also complete Legal Research and Writing III.

5.7.4. **Additional Course Requirements:** Of the 88 required credits, HUSL students must also meet the professional responsibility, perspective, skills, and seminar requirements as described below.

5.7.5. **Professional Responsibility:** At least two credits must be in a Professional Responsibility or Ethics course certified by the Associate Dean as meeting this requirement. The courses certified as
meeting this requirement are designated in the course schedule, and include (but are not limited to) the following:

Professional Responsibility
Seminar in Ethics

5.7.6. **Legal Perspectives**: At least two credits must be in one or more Legal Perspectives course(s) certified by the Associate Dean as meeting this requirement. Legal Perspectives courses emphasize comparative, theoretical or historical themes. The courses certified as meeting this requirement are designated in the course schedule and include (but are not limited to) the following:

**Legal Perspective Courses Regularly Offered Throughout the Year**

<table>
<thead>
<tr>
<th>Comparative Law</th>
<th>Law and Bioethics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consortium Class: Legal Scholarship for Equal Justice</td>
<td>Law and Economics</td>
</tr>
<tr>
<td>Employment Discrimination</td>
<td>Legal History</td>
</tr>
<tr>
<td>International Human Rights Law</td>
<td>Native American Law</td>
</tr>
<tr>
<td>International Law</td>
<td>Restorative Justice</td>
</tr>
<tr>
<td>Jurisprudence</td>
<td>Sexual Orientation Law</td>
</tr>
<tr>
<td></td>
<td>Transnational Intellectual Property Law</td>
</tr>
</tbody>
</table>

**Other Legal Perspective Courses**

- Seminars (as designated annually by the Associate Dean for Academic Affairs)
- Selected Topic courses (as designated annually by the Associate Dean for Academic Affairs)
- Courses offered by HUSL through its International/Study Abroad Programs (as designated annually)

5.7.7. **Skills Requirement**: At least two of the 88 credits required for graduation must be in one or more courses certified as a skills course meeting the ABA requirement. The courses certified as meeting this requirement are designated in the course schedule and include (but are not limited to) the following:

**Courses Regularly Offered Throughout the Year**

| Accounting for Lawyers (meets only one credit of the requirement) | Legal Advocacy |
| Advanced Legal Research | Legal Drafting (typically meets only one credit of the requirement) |
| Advanced Litigation Practice | Litigation Practice |
| Arbitration | Mediation |
| Collective Bargaining and Labor Arbitration | Negotiation |
| Dispute Resolution Practices | Oral Advocacy |
| Lawyering Skills | Trial Advocacy |

**Other Courses Meeting this Requirement**

- All HUSL courses designated as Clinics
- All HUSL Competitions courses (NOTE: Students must enroll for credit in the competition for it to satisfy the skill requirement.)

- All HUSL Practicums

5.7.8. Seminar Requirement: At least one course of those counted toward graduation must be a course designated as a Seminar in the course catalog. Seminars must meet all of the following requirements:

The course must be a rigorous writing experience requiring the production of a substantial research paper;
Each student must complete at least one well-developed draft, which the professor will critique extensively;
Each student must complete a re-write of the critiqued draft(s) based on the faculty member's assessments;
The class must be limited in size to 16-18 students; and
The class must be taught or co-taught by a full-time HUSL faculty member.

5.7.9. Non-HUSL Courses Meeting Graduation Requirements: Hamline students may obtain permission to have classes, including international or summer programs, offered by other ABA-approved law schools certified as meeting graduation requirements so long as they meet all of the requirements imposed by the parallel course at Hamline. Such courses must be pre-approved by the Associate Dean for Academic Affairs unless the courses were taken in another ABA-approved J.D. program or eligible foreign law school program prior to the student’s transfer to Hamline. Students must cooperate in helping the Associate Dean and OTR obtain information from the other law school to certify that the course meets this requirement.

5.8. Credit Limitations on Types of Courses That Count for Graduation

5.8.1. Individual Course Limits: Of the 88 credits required to graduate, a student may include:

No more than one independent study, regardless of the number of credits earned;
No more than one practicum or Extended Practicum, except with special permission (a year-long prearranged Extended Practicum counts as one course);
No more than 12 credits in a practicum;
No more than 4 credits of Legal Drafting courses;
No more than 5 credits of Competition or Moot Court courses, and
No more than 12 credits in “online” or other designated distance education courses.

5.8.2. Aggregate Course Limitations on Non-Classroom Courses: Under ABA and HUSL rules, the total number of credits that a student can earn toward graduation in any combination of the following courses is 23 credits:

Practicums, Extended Practicums or other approved Field Placements;
Competitions;
Independent studies;
Courses not offered by HUSL, such as those taught by Hamline graduate schools or other university programs with which Hamline has course exchange or dual or joint degree programs; and
Any course that “is substantially based upon time expended outside a regularly scheduled class time at the School of Law or another ABA accredited law school.”

Courses to which the 23-credit limitation DOES NOT apply include:

Hamline courses designated as Seminars;
Hamline courses designated as Clinics or other Clinics which require a substantial classroom component as designated by the Associate Dean for Academic Affairs;
International/foreign study programs approved by HUSL or another ABA accredited law school;
Online courses conducted by the law school or another ABA accredited law school in accordance with ABA standards for distance education.

5.9. **Pro Bono Graduation Requirement**: Each J.D. candidate at HUSL entering the law school as a first-year student in 2009 and thereafter, or as an advanced students in 2010 fall and thereafter, is required to perform twenty-four (24) hours of pro bono service for graduation with a J.D. degree. The completion of this requirement will be noted on the student’s transcript as follows: “Completed Hamline pro bono service requirement.” The current Minnesota Justice Foundation 50+ hour certification will also be noted the transcript. The 24 hours of service required by HUSL may be included in the hours for the MJF certification. To qualify as pro bono service, the student’s service must be provided to Qualifying Clients or Recipients (Section 5.9.1) and must be a Qualifying Service (Section 5.9.2).

5.9.1. **Qualifying Clients or Recipients**: For purposes of the definition below, qualifying “groups or individuals” to receive such service are the same as those listed in Rule 6.1 of the Minnesota Rules of Professional Conduct. Rule 6.1 defines pro bono services as services to:

1) persons of limited means, or
2) charitable, religious, civic, community, governmental and educational organizations in matters which are designed primarily to address the needs of persons of limited means, or
3) individuals, groups or organizations seeking to secure or protect the civil rights, civil liberties or public rights, or
4) charitable, religious, civic, community, governmental and educational organizations in matters in furtherance of their organizational purposes, where the payment of standard legal fees would significantly deplete the organization's economic resources or would be otherwise inappropriate.

5.9.2. **Qualifying Services**: Pro bono service is defined as service to groups or individuals using lawyering skills and undertaken without compensation or academic credit, such as:

1) The provision of legal services under the supervision of a licensed attorney;
2) Counseling clients or participants in nonprofit or governmental entities and giving them advice on law-related matters under the supervision of an attorney;
3) Participation as a coach, judge or teacher in a non-law school moot court, mock trial, or legal education program;
4) Participation in dispute resolution activities, such as mediation, negotiation, arbitration, litigation, restorative justice practices, and others under the supervision of an attorney; and
5) Any of the following with prior approval of the dean or the dean’s designee:
   a. Critical thinking (legal or professional problem analysis and generation of solutions and strategies);
   b. Legal research, legal writing, critique or synthesis of legal argumentation;
   c. Planning or implementing factual investigation of a conflict or legal problem, and
d. Strategic analysis and project design for community issues facing nonprofit or governmental entities.

When undertaking pro bono service, students should keep in mind Minnesota Statute §481.02 prohibiting the unauthorized Practice of Law.

5.9.3. Procedure for Earning Hours Through MJF: Students who wish to earn hours toward their pro bono requirement may select from projects offered or supervised by the Minnesota Justice Foundation, Hamline chapter. MJF has an office in the lower level of the law school, or eligible projects can be accessed online at <www.mnjustice.org>. After selecting and completing projects, students should record their hours as instructed by the MJF procedures online at this website. MJF will provide the Office of the Registrar with information to certify the completion of the 24-hour requirement as soon as it is completed. Hamline students may earn hours for MJF’s introductory volunteering seminar.

5.9.4. Alternative Procedure for Earning Hours: Students may select a project or projects which complies with the definitions and limitations of the pro bono policy, and have their project approved in advance on the Pro Bono Requirement Approval Form available in the OTR. The Assistant Dean for Students and Multicultural Affairs approves such projects. Thereafter, students must have a supervisor at the project site complete a certification that the student has provided the hours of pro bono service. The Certification Form is available in the Office of the Registrar.

5.10. Other Non-Course Graduation Requirements: In addition to meeting course requirements listed in these policies, graduates MUST also meet the following requirements in order to graduate:

5.10.1. Disciplinary Matters: Students must have resolved any pending disciplinary matters, including the completion of their responsibilities under any Code of Conduct decision or settlement agreement.

5.10.2. Financial Balances: Students must have met all financial obligations towards HU, including the full payment of any outstanding tuition and fees.

5.10.3. Perkins Interview: If they have received a Perkins Loan, students must have completed a Perkins Loan Exit Interview. The Perkins Loan Coordinator can be contacted at ext. 2020.

5.10.4. Graduate Employment Survey: To permit necessary statistical reporting, graduates must have submitted a Graduate Employment Survey to the Office of Career Services.

5.10.5. Application for Graduation/Audit: Graduating students must file an Application for Graduation with the Office of the Registrar and undergo a graduation audit to ensure that they have met or will be able to meet the requirements for graduation by the expected graduation date.

5.11. Effect of Failure to Meet Non-Course Graduation Requirement: Graduation date and ranking: If a graduating student does not meet non-course graduation requirements by the final date on which grades are due for graduates in any particular term, he or she will not graduate in that term, and will instead graduate in the term which ends after requirements are met. The student will be ranked with the graduates of the term in which he or she has met all course and non-course graduation requirements.

Example: Assume a student completes all of his credits for a May graduation, but does not complete one of his non-course graduation requirements by the date on which grades for the May semester are
due and bar certifications must be in, generally in mid-June. That student will be listed as an August graduate, and be ranked with the class graduating the next year in May. Since the law school cannot certify a student as graduated until all requirements are met, failure to complete non-course graduation requirements by the date grades are due may prevent the student from sitting for the July bar examination.

6. SECTION 6: SPECIAL COURSE AND CURRICULUM RULES

6.1. Prerequisite and Co-Requisite Course Requirements

6.1.1. Responsibility to Determine Requisite Courses: Some HUSL courses after the first year require or encourage students to take other courses prior to attempting that particular course. These courses are designated as prerequisites, co-requisites (described as concurrent in the course descriptions) or recommended courses (as defined below) Students are responsible for determining whether there are any prerequisites for a course they wish to take, and for completing that course before they register for the second course.

6.1.2. Prerequisites Definition: Prerequisites are courses that students must have completed before enrolling in the course with the prerequisite.

6.1.3. Co-Requisites (Concurrent) Definition: These are courses that permit a student to take another course requisite for successful completion of the second course during the same term as the second course, but students must be enrolled in both courses.

6.1.4. Prerequisite or Co-Requisites: Some courses list the requisite courses as prerequisite or concurrent. In that case, a student may take the requisite course either before or during the same term as the course requiring a requisite course.

6.1.5. Recommended: Some courses indicate that another course is recommended as a prerequisite or concurrent course to ensure the best experience in the second course, but students are not required to take the recommended course as a condition of taking the second course.

6.1.6. Procedures: For procedures on registering for courses with prerequisites, waivers of prerequisites and other procedural information, see Section 9.4.1.

6.2. Clinical Course Rules

6.2.1. Professional Responsibility Requirement: Students must complete the course entitled Professional Responsibility as a prerequisite for all courses designated as clinics, unless the Director of Clinics certifies another course in professional responsibility as meeting the requirement for a particular clinic.

6.2.2. Student Limited Practice Certification: Students in many HUSL clinics must be certified for limited general practice by the Minnesota Supreme Court (or the relevant state Supreme Court) in order to handle client matters. The Minnesota Supreme Court certifies students for limited general practice for a period of one year, though students may be recertified.

Students should contact the clinic office as soon as they enroll in a clinic to determine the date by which they must request certification in order to successfully complete all of the requirements of the clinic.
They 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> and 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. After OTR determines that the student is eligible, OTR submits the request to the Minnesota Supreme Court, which typically responds with a certification within 1-3 weeks. OTR files a copy in the student’s file and forwards a copy to the student and to the supervising attorney.

For a full description of the rules for limited practice certification and procedures for certification, 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>.

6.3. Minnesota Law School Consortium Courses

6.3.1. **Consortium Description**: Students may register for courses at the University of Minnesota Law School, University of St. Thomas School of Law, and William Mitchell College of Law under the terms of the law schools’ consortium agreement.

6.3.2. **Consortium Course Tuition**: For consortium courses, Hamline students pay tuition to Hamline for the credits earned. Consortium credits are counted in the student’s course load for purpose of determining full-time status, tuition and fees, etc.

6.3.3. **Consortium Course Limitations**: Courses qualifying for consortium status must not be offered during the academic year at the home school of the enrolling student. Clinics, externships, internships, and independent studies are excluded from consideration as consortium courses.

6.3.4. **Consortium Space Limitations**: 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.

6.3.5. **Consortium Summer and J-term Exclusions**: Courses offered at any of the four schools during summer and January terms are excluded from consortium treatment. Students must apply to take summer and January term courses as visitors at the other school, and be approved by the Associate Dean for Academic Affairs, and must pay tuition as required by the offering school. (See Section 3.6.5)

6.3.6. **Maximum Consortium Credits**: Students are allowed to earn no more than six consortium credits during their law school career.

6.3.7. **Eligibility for Consortium Courses**: Students must be in good standing at HUSL to participate in the program.

6.3.8. **Consortium Student Policies and Procedures**: Students must abide by all rules of the visited school and are graded and evaluated by the standards of the visited school.

6.3.8.1. **Examination Numbers**: The visited institution assigns exam numbers to students from the other law schools who are participating in the consortium agreement.

6.3.8.2. **Exam Conflicts**: 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 visited institution handles emergency variances.

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6.3.8.3. **Grades and Transfers:** The visited 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. Grades appear on the HUSL transcript, but do not affect grade point averages. (AR112)

6.3.8.4. **Receipt of Transcript:** 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. Upon receipt of the transcript from the other institution, credits are posted as transfer credits at HUSL.

6.3.9. **Consortium Application Process**

6.3.9.1. **Consortium Courses:** Each semester the four schools exchange a list of available courses.

6.3.9.2. **Consortium Student Requests:** Interested students place their name on consortium course wait lists at their home school during their home school’s initial registration period. Students should e-mail the HUSL Registrar as soon as possible each semester requesting to be placed on the wait list.

6.3.9.3. **Processing Requests:** Once each school’s early add/drop period ends, the Registrars process the consortium course registrations from the wait lists, 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. The HUSL Registrar certifies the HUSL students’ good standing and e-mails the lists of requesting students to the other three registrars.

6.3.9.4. **Notification of Available Seats:** The other Registrars notify the HUSL Registrar if/when seats are available. If there are available seats, the student is notified by the HUSL Registrar that a seat is available at the other institution.

6.3.9.5. **Paper Registration Required:** 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 then enrolls the student in a “dummy” consortium course at HUSL, reflecting the appropriate number of credits.

6.4. **Institute Course Policies**

6.4.1. **Tuition and Registration in Institute Courses:** See sections on Tuition and Registration for information about special policies that apply to Dispute Resolution Institute (DRI) and Health Law Institute (HLI) courses. Non-J.D. and non-Hamline students must apply to take summer and J-Term Institute courses. See <http://law.hamline.edu/adr/dispute-resolution-institute-hamline.html> and <http://law.hamline.edu/health/health-law-institute-hamline.html>.

6.4.2. **J.D. and LL.M. Credit in Institute Courses:** In Institute courses, in order to receive credit toward their degrees, degree-seeking students must attend all class sessions and complete assigned advance reading. J.D. and LL.M. students usually have different course requirements than non-degree-seeking students, such as a written paper, final examination, or simulated exercise (such as a trial) as required by the course.

6.4.3. **Certificates for J.D. and LL.M. Students Availability:**
6.4.3.1. **Certificates Available:** In addition to earning course credit toward their J.D. or LL.M. degree, Hamline students may earn certificates in Dispute Resolution and Health Care as described in Section 6.4.4 et seq.

6.4.3.2. **No Guarantee of Course Availability:** While many of the requirements for Institute certificates can be met during the regular fall and spring semesters for J.D. students, and HUSL gives some registration priority for classes for some certificates, HUSL does not guarantee that any J.D. or other student who applies for or is accepted to any certificate program will be guaranteed enrollment in regular term fall or spring courses in order to complete the certificate. Due to course and financial aid limitations, some certificate students may need to complete their requirements during January or summer terms, and students should verify any financial aid restrictions for these terms.

6.4.4. **Certificate in Advocacy and Problem-Solving (CAPS):** CAPS is available only to J.D. students. All CAPS students must apply and be admitted into the CAPS program. See <http://law.hamline.edu/adr/dispute-resolution-institute-hamline.html>. CAPS students must complete twenty-two (22) credits of study, including all of the following:

- Three foundational courses: Theories of Conflict or Conflict Theories, Evidence and Negotiation;
- Three process overview courses: Mediation, Arbitration and Litigation;
- One course in advocacy practice through one of Hamline’s clinics, moot competitions, or practicums;
- Four elective credits from pre-approved elective courses; and
- One capstone thesis during their final year in law school.

6.4.5. **Certificate in Dispute Resolution (CDR):** CDR is available to J.D., LL.M. and non-degree students. All students, whether J.D. or non-J.D. must apply and be accepted into the Certificate program. See <http://law.hamline.edu/adr/dispute-resolution-institute-hamline.html>. Students may earn certificates by taking fourteen (14) credits of courses as follows:

- Required courses (9 credits): Theories of Conflict or Conflict Theories, Negotiation, Mediation, and Arbitration.
- Elective courses (5 credits). Students select elective credits from a list of approved courses.

6.4.6. **Certificate Program in Global Arbitration Law and Practice: National and Transborder Perspectives:** This certificate program, offered only in the summer abroad program at Queen Mary University in London, requires completion of all six credits in this program, see <http://law.hamline.edu/adr/dispute-resolution-institute-hamline.html>.

6.4.7. **General Health Law Certificate:** The General Health Law Certificate is available to Hamline J.D. students only. All students must apply and be accepted into the Certificate program. To obtain the General Health Law Certificate students must complete 14 total credits. Eight of those credits are in the following core courses:

- Quality of Care and Liability
- Organization and Finance
- Law and Bioethics

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The other six (6) credits are earned through elective health law courses. Students must also complete the practical experience and extracurricular components. For more information, visit <http://law.hamline.edu/health/health_law_certificate.html>.

6.4.8. **Health Care Compliance Certificate Program**: The Health Care Compliance Certificate is available to Hamline J.D. students, LL.M students and non-degree students who have a B.A. or B.S. All students must apply and be accepted into the Certificate program. To obtain the Health Law Compliance Certificate students must complete twelve (12) total credits—10 credits through the 4 core courses listed below and 2 credits of electives. The core courses are divided between fall and spring semesters as follows:

Introduction to Health Care Compliance Policies and Procedures (fall)
Health Care Compliance Laws and Regulations (fall)
Health Care Compliance Skills: Auditing, Investigating, and reporting (spring)
Governance and Ethics in Health Care Compliance (spring)

Students are paired with industry professionals in a mentoring program. For more information, visit <http://law.hamline.edu/health/corporate_compliance_certificate_program.html>.

6.5. **International Study**

6.5.1. **Hamline Study Abroad Programs**: Hamline Law School offers the following opportunities for students to study abroad for HUSL credit toward their law degree. Students must apply to these programs and should consult the respective web page for information involving such matters as courses, cost, withdrawal, faculty, travel, housing, insurance, financial aid, country information, passports and visa.

- **London, England**: Certificate Program in Global Arbitration Law and Practice: National and Transborder Perspectives (summer)
- **Jerusalem, Israel**: Conflict Resolution from the Religious Traditions (J-term)
- **Bergen, Norway**: Study Abroad in Norway (summer)
- **Puerto Rico**: Study Abroad in Puerto Rico (J-term)
- **Sweden**: Jönköping University (Sweden) Year-long Exchange Program

6.5.2. **Jönköping Sweden Study Program**: Students may receive up to 30 credits in international and business law courses during one year for study abroad at Jönköping University, Sweden. For further information, contact the Programs office. An application is required and there is a limit to the number of students that Hamline can send in this program each year.

6.5.3. **Other ABA Study Abroad Programs**: J.D. students may enroll in Study Abroad Programs at other ABA-accredited law schools. However, to receive credit toward the J.D. degree, students must follow the procedures for transfer of credits (Section 3.6) which involve approval prior to enrollment in these programs.

6.5.4. **Other Foreign Study**: Students who wish to receive credit for foreign study other than in Hamline or another an ABA-accredited study abroad program must apply for approval of the foreign study through the office of the Associate Dean for Academic Affairs.

6.5.4.1. **Requirements for Study**: The proposed program must comply with the ABA rules on ABA Criteria for Student Study at a Foreign Institution document (page 11) available at
The student will be responsible for demonstrating that the proposed program complies in all respects with ABA standards.

6.5.4.2. Faculty Supervisor: The ABA rules require a full-time professor to act as a supervisor of the foreign study.

6.5.4.3. Administrative Fee: 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.

6.5.4.4. Financial Aid Limitations: In most cases, financial aid is not available for other foreign study programs.

6.5.4.5. Probation Limitation: Students must be in good standing to register for a study abroad program. This is an ABA rule and cannot be waived by the program.

6.6. Independent Studies: 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. Registration forms are available from the Office of the Registrar and online at <http://law.hamline.edu/registrar/forms_menu.html>.

7. SECTION 7: DUAL DEGREE AND COURSE EXCHANGE PROGRAMS

7.1. Available Hamline Dual Degree and Course Exchange Programs: J.D. students may pursue a dual degree and/or seek course exchange credits in the following programs in the Hamline School of Business (HSB) and the Hamline Graduate School of Liberal Studies (GLS):

   HSB Master of Arts in Public Administration (MAPA)
   HSB Master of Business Administration (MBA)
   HSB Master of Arts in Nonprofit Management (MANM)
   GLS Master of Fine Arts Program

(Note: Some students who matriculated before fall 2009 are eligible to complete a dual degree they began in the Master of Arts in Management (MAM) program, which has been eliminated.)

7.2. Dual Degree Application: J.D. students who are pursuing a dual or joint degree in another Hamline graduate school or approved graduate institution should concurrently apply for admission to both programs as joint degree students.

7.3. Credits Earned Prior to Matriculation at HUSL: Under ABA rules, Hamline may not grant credit toward the J.D. degree for any courses which are initiated or completed in other graduate schools prior to matriculation (first day of classes) at HUSL, including other Hamline graduate schools.

7.4. Admission to the HSB or GLS Graduate Program for Dual Degree: HUSL students must apply to HSB or GLS to be admitted to the applicable HSB or GLS program. HUSL students are not guaranteed admission to these programs.
7.5. **Certificate of Eligibility Required**: In addition to their application to HSB or GLS, students must complete a HUSL *Dual Degree Programs Certificate of Eligibility Form*. The certificate of eligibility will only be issued to students who:

- Have successfully completed one year of Law School;
- Have a 2.500 or higher cumulative Law School grade point average; and
- Have been approved to participate by the Associate Dean for Academic Affairs.

7.6. **Courses That Count Toward J.D. Degree in Hamline Dual Degree Programs**:

7.6.1. **MBA Courses**: MBA Module 1 (10 MBA credits, transferring as 7 J.D. credits) and one MBA elective (MBA 8101: Marketing for Managers, 4 MBA credits, transferring as 3 J.D. credits), usually taken after the second year of law school. Module 1 consists of the following inseparable components:

- MBA 8101: Management & Organizational Behavior
- MBA 8102: Human Resource Management
- MBA 8160: Leadership Skills Development
- MBA 8191: Project Management

7.6.2. **MAPA Dual Degree Courses**:

- Foundations in Public Administration
- Professional Ethics
- Organizational Theory and Behavior
- Public Fiscal Management
- Public Policy Analysis
- Human Resource Management for Government
- Administrative Law
- Research Methods
- Conflict Theories
- Social Identities and Conflicts

7.6.3. **MANM Dual Degree Courses**:

- Fundamentals of Nonprofit Management
- Professional Ethics
- Organizational Theory and Behavior
- Fundraising for Nonprofits
- Law for Nonprofit Organizations
- Financial Management of Nonprofit Organizations
- Governance and Planning in Nonprofit Organizations
- Research Methods and Program Evaluation
- Human Resource Management for Nonprofit Organizations
- Conflict Theories

7.6.4. **MFA Courses**:

(Joint J.D./MFA only, no “course exchange,” see below.)

- Writers and Readers Both (offered every semester)
Groundings in the Craft: Elements of Poetry (offered every fall)
Groundings in the Craft: Elements of Creative Nonfiction (offered every fall)
Groundings in the Craft: Elements of Fiction (offered fall and spring)
Advanced Fiction Courses (all have “Groundings in the Craft: Elements of Fiction” as a prerequisite)
Advanced Fiction: Craft (offered every fall)
Advanced Fiction: Workshop (offered every spring)
Advanced Creative Nonfiction (prerequisite is “Groundings in the Craft: Elements of Creative Nonfiction”) (offered every spring)
Advanced Poetry: Craft (prerequisite is “Groundings in the Craft: Elements of Poetry”) (offered every spring)
MFA: Capstone, Part One (special permission by MFA program)
MFA: Capstone, Part Two (special permission by MFA program)

7.7. General Credit Exchange

7.7.1. Student Eligibility for Hamline Course Exchange: Upper-class law students who have not been formally admitted into the MBA, MAPA, MAM or MANM program, but have successfully completed one year of Law School with a 2.5000 or higher cumulative Law School grade point average, may take certain courses at HSB that are transferable to the J.D. degree. This provision does not apply to the MFA program.

7.7.2. Eligible Courses for Exchange: The courses approved for transfer from the MBA/MAPA/MANM or MFA programs must be from the lists in 7.6.1, 7.6.2, or 7.6.3 or 7.6.4 or be otherwise pre-approved in writing by the Associate Dean for Academic Affairs.

7.7.3. Available Electives: For law students participating in the general credit exchange program (but not admitted to a HSB dual degree 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.

7.8. Registration and Tuition for Dual Degree and Credit Exchange Courses:

7.8.1. Registration: Registration for MBA, MAPA, MAM, MANM or MFA courses, either through the dual degree program or through the credit exchange must be pre-approved by the Associate Dean for Academic Affairs, if the student requests that credits be applied towards the requirements of the J.D. degree.

To receive pre-approval, students should check with the pertinent HSB or GLS department to ensure that the course is open to J.D. students. Students then submit a properly completed Graduate Course Registration Request Form to the HUSL Office of the Registrar listing the specific course(s) sought. The Office of the Registrar routes the form to the Associate Dean for Academic Affairs for approval. If the request is approved, the HUSL Office of the Registrar notifies the Graduate Schools’ Office of the Registrar by faxing or e-mailing the form. The Graduate Schools’ Office of the Registrar registers the student in the appropriate courses.

7.8.2. Tuition for Hamline Dual Degree and Exchange Courses:

7.8.2.1. Cost of Tuition: J.D. students pay part-time or full-time tuition for the J.D. degree, which covers HSB or GLS courses that students seek to apply towards their J.D. degree.
7.8.2.2. **Tuition for Non-Transferred Courses:** Students enrolled in HSB or GLS courses that cannot be transferred towards their J.D. degree must pay per-credit HSB or GLS tuition to that school separately.

7.8.2.3. **Credit Limitations for Tuition Purposes in Dual Degree or Credit Exchange Courses:** 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 for the J.D. program. Each 4-credit HSB or GLS course is treated as a 3-credit J.D. course for purposes of determining tuition and credit limitations.

7.8.3. **Transfer of Credits Between Law School and Hamline Graduate School**

7.8.3.1. **Credit Limits for Transfer Purposes, Dual Degrees:** Students admitted to any HSB or GLS dual degree program are allowed to transfer a total of twelve (12) HSB or GLS credits toward their law school degree (typically three 4-credit HSB or GLS courses) which transfer as the equivalent of nine (9) J.D. credits.

7.8.3.2. **Credit Limits for Credit Exchange:** Students not enrolled in a dual degree program are allowed to transfer a total of eight (8) HSB or GLS credits toward their law school degree (typically two 4-credit HSB or GLS courses), which transfer as the equivalent of six (6) J.D. credits.

7.8.3.3. **Transfer Courses, Minimum GPA:** To transfer a course from any Graduate School Program to the law school, the student must receive a grade of B or better in the graduate course.

7.8.3.4. **Transfer Courses, Effect on GPA:** Under Academic Rule 112, the transferred grade will be recorded on the student's law school transcript, but will not be calculated into the student's grade point average.

7.8.3.5. **Transfer Courses, Time of Posting:** 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.

7.9. **Dual Degree and Course Exchange with St. Catherine University**

7.9.1. **Eligible Programs:** HUSL J.D. students may pursue a dual degree, certificate and/or seek course exchange credits for the following St. Catherine University programs:

- Master of Arts in Organizational Leadership degree (MAOL)
- MAOL Certificate in Organizational Leadership
- MAOL degree with Concentration in Dispute Resolution

St. Catherine University students may pursue a dual degree, certificate and/or seek course exchange credits for the following HUSL programs:

- Juris Doctor degree (J.D.)
- Dispute Resolution Institute Dispute Resolution Certificate

Please contact the Office of the Registrar for additional information regarding these programs.
7.10. **International Student Exchange Programs**

7.10.1. **Credit Available**: Law students at the University of Bergen, Norway, and the Jönköping University, Sweden, are eligible to receive credit toward their Norwegian and Swedish degrees as outlined in the Bergen-Hamline Exchange Agreement and the Jönköping-Hamline Exchange Agreement, on file in the Office of the Dean.

7.10.2. **Course and Credit Requirements**: International exchange students are required to take the American Legal Systems course unless the course requirement is waived for good cause by the Associate Dean of Academic Affairs. Their other exchange courses will be approved by the Director of the Norway and Sweden exchanges.

7.10.3. **Visas**: International Exchange students must follow pertinent regulations of their own universities and United States visa requirements requiring the type and number of courses in which they may enroll. U.S. visa requirements currently mandate that foreign exchange students be enrolled for a minimum of 8 credits each semester.

7.10.4. **Examinations/Grading**: International exchange students are presumptively graded on the same basis and with the same evaluation instruments as J.D. students in the same class. If international exchange students do not 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 preference to the Associate Dean of Academic Affairs who will inform their instructors.

7.10.5. **Variances**: International exchange 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. They must apply for a variance according to the procedure provided for J.D. students. (See Section 11.4.)

7.10.6. **Tuition and Fees**: Tuition and fees for international exchange students are determined in accordance with the applicable institutional agreement and each individual's Statement of Financial Support.

7.10.7. **Regulations Applicable to Non-U.S. Exchange Students**: Exchange students are subject to all Hamline University regulations, including the HUSL Code of Conduct, while they are taking courses at Hamline.

8. **SECTION 8: LL.M. PROGRAM FOR FOREIGN LAWYERS**

8.1. **LL.M. Admissions Criteria**

8.1.1. **Degree Required**: All applicants for the LL.M. program must have an LL.B. or equivalent degree with high academic standing from a recognized university outside of the United States. (AR 102)

8.1.2. **English Language Proficiency**: All applicants must demonstrate proficiency in the English language satisfactory to the Admissions Committee. 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.
8.1.3. **Transcript Review:** In addition to an official or certified-true transcript, all applicants must supply a WES (World Education Service) or similar evaluation service evaluation of their academic records for all undergraduate, graduate and professional work. This evaluation must include academic records for all undergraduate, graduate, and professional work. The academic records should include classes taken, grades, dates of enrollment, explanation of the grading system and date and degree awarded. If these records are in a language other than English, the records must be accompanied by a certified English translation.

8.1.4. **LL.M. Admissions Process:** Applications should be submitted directly to HUSL, Programs Office; 1536 Hewitt Ave.; St. Paul, MN 55104; USA. FAX 651-523-2435. Applicants will be required to provide the following:

- 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;
- A personal statement containing additional information about career goals and/or personal background that is not evident;
- Two letters of recommendation (preferably academic);
- Evidence of admission to a local bar association, if applicable; and
- Translated academic transcripts with the application as described above.

8.1.5. **Admissions Fees:** A U.S. $400.00 non-refundable deposit must be submitted to the program administrator by the date indicated in the acceptance before an *I-20 Immigration Visa Form* will be completed for the student. The deposit will be applied to tuition upon the student’s matriculation.

8.1.6. **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.

8.2. **LL.M. Graduation Requirements**

8.2.1. **LL.M. Time Limitations:** LL.M. students must complete their program of studies within 36 months from commencing studies at the law school. (AR 104) This date begins with the date of matriculation (first day of classes) and ends with the date on which the student completes all requirements for graduation.

8.2.2. **Credits and GPA:** In order to earn the LL.M. degree from HUSL, a student must complete a minimum of 24 semester credits with a cumulative grade point average of 2.000 or above. (AR 104)

8.2.3. **Required Courses:** The LL.M. student must complete all required courses, currently the American Legal Systems course. (AR 110)

8.2.4. **HUSL Credits Required for Graduation:** At least 18 of the total 24 credits required for the LL.M. degree must be completed in the HUSL J.D. curriculum, including the American Legal Systems course. (AR 102)

8.3. **LL.M. Credit Limitations and Status**

8.3.1. **LL.M. Credit Limitations and Status:** AR 104 provides the following status and credit limitations for LL.M. students:
Fall and Spring: Full-time LL.M. students: 8-15 credits
Summer Term: Full-time LL.M. students: 1-8 credits
January Term: Full-time LL.M. students: 1-3 credits

An LL.M. student may take a maximum credit load of 15 credits per semester (fall or spring).

8.3.2. **Required Grade Point Average**: An LL.M. student must maintain a 2.000 cumulative grade point average in any term in which he is enrolled in courses for the LL.M. program to be in good standing in the LL.M. program. (AR 106)

8.3.3. **Effect of Academic Dismissal**: An LL.M. student dismissed because of academic deficiency in the LL.M. program (i.e., failure to maintain a 2.0 GPA) will not be eligible for readmission to the LL.M. program. (AR 102)

8.4. **Advanced Standing and Credit Transfers for LL.M. Students**

8.4.1. **HUSL Exchange Students Advanced Standing**: A student in an approved HUSL exchange program (currently Norway or Sweden) who has successfully completed at least four (4) credits of courses and one full 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.

8.4.2. **HUSL Exchange Course Repetition Not Required**: If an international exchange student who has subsequently matriculated in the LL.M. program has taken American Legal System or any other course required by the LL.M. during the exchange, the student will not be required to re-take that course.

8.4.3. **LL.M. Applicants Who Are Considering Another Hamline Graduate Program**: 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 to ensure that all available credits will transfer.

8.4.4. **Transfer of Credits, Hamline Graduate to HUSL LL.M. Program**: 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.

8.4.5. **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.

8.4.6. **HSB and GLS Graduates Enrolling Into LL.M. Program**: 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:
The student must make a 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 or her LL.M. program; 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; and The student must have earned a grade of “B” or better in each of the courses for which credit transfer is sought.

8.4.7. **LL.M. Students Who Are Hamline Graduate Non-Degree-Seeking Students**: 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: 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. 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. 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.

8.4.8. **Other Provisions Governing Students in Hamline Graduate and HUSL LL.M. Programs**: HSB or GLS students may not take HUSL courses for law school degree credit without having first been admitted to an HUSL degree program. Variance from this policy will only be considered under extraordinary circumstances.

8.4.9. **No Transfer of Other Graduate School Credits to the LL.M. Degree**: Under no circumstance will HUSL accept a transfer of credits toward its LL.M. degree from any graduate course or program that is not offered by Hamline University. This credit transfer policy does not apply to students seeking admission to, or who are enrolled in, an HUSL J.D. program.

8.5. **LL.M. Examinations and Grading**

8.5.1. **Presumptive Evaluation Methodology**: LL.M. students are presumptively graded on the same basis as J.D. students in the same class using the same methods and grading scale. If LL.M. students do not 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 and work out an appropriate grading methodology with the instructor with the approval of the Associate Dean.

8.5.2. **Examination Variances**: 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. LL.M. students must follow the same procedures as J.D. students to receive an examination variance. (See Section 11.4.7.)

8.6. **Admission of LL.M. Students Into the J.D. Program and Transfer of Credits**
8.6.1. **Admissions Process:** 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.

8.6.2. **Transfer of LL.M. Credits to the J.D. Degree:** In accordance with ABA rules, Hamline 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. In keeping with Section 8.4.9, no credits earned in a non-Hamline LL.M. program or any other non-Hamline graduate program can be transferred to the J.D. program if they are earned before the student has matriculated as a J.D. student. Any credits earned in a non-Hamline J.D. program are transferable as discussed in Transfer Credits, Section 3.5.

8.6.3. **No Transfer of Non-J.D. Courses:** LL.M. students will not be permitted to transfer credits toward the J.D. degree for LL.M. classes not designed for J.D. students (such as the HUSL American Legal System course).

8.6.4. **LL.M. Credits in J.D. GPA:** Credits earned at HUSL are articulated into the student record. These credits and grades are computed into the J.D. degree cumulative GPA.

8.6.5. **Timing of LL.M. Credit Transfer:** A Hamline J.D. student seeking to transfer LL.M. credits to the J.D. degree must apply for advanced standing transfer credit at the end of the first year in the J.D. program.

8.6.6. **Required J.D. GPA for Transfer Credits:** The student may apply for transfer credit for courses taken in the J.D. program as an LL.M. student only if the student has achieved a cumulative grade point average of 2.00 or higher in first-year courses taken as a J.D. student.

8.7. **LL.M. Tuition, Fees and Financial Aid**

8.7.1. **Payment of LL.M. Tuition and Fees:** Payment for tuition and fees or a payment plan must be arranged before a student is allowed to register and start classes.

8.7.2. **LL.M. Student Financial Aid:** Very 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.

9. **SECTION 9: REGISTRATION FOR COURSES**

9.1. **Requirements That Must Be Met Prior to Registration**

9.1.1. **Immunizations:** First-time students must provide proof of immunization before they register for any course at Hamline University. Minnesota Law (M.S.135A.14) requires that all students born after 1956 and enrolled in more than one class at a public or private post-secondary school in Minnesota, be immunized against diphtheria, tetanus, measles, mumps and rubella.

   Hamline University gathers this immunization information from all new students at the time of registration on Piperline.
9.1.2. **Health Insurance Requirement**

9.1.2.1. **Insurance for U.S. Citizens and Resident Aliens**: All Hamline University undergraduate and law students are required to have acceptable sickness and accident insurance. U.S. citizens and resident aliens who have their own policy may waive Hamline student health insurance and avoid a charge, by reporting their policy name and number at the time of registration on Piperline.

9.1.2.2. **Insurance for International Students**: All international students are required to have the policy sponsored by Hamline University, unless specifically exempted.

9.1.2.3. **Effect of Failure to Show Proof of Insurance**: U.S. citizens and resident alien students who do not show proof of insurance by registration will be automatically enrolled in the university policy and their student accounts will be billed for the cost of that coverage. Students are responsible for submitting any insurance claims and making co-payments.

9.1.3. **Tuition and Fees Payment Current**: Before a student may register, he or she must be current on the payment schedule worked out with the Student Accounts office.

9.1.4. **Proof of Prior Degree**: A student who is matriculating as a J.D. or LL.M. student must make sure that his or her official transcript and/or required proof of graduation with his undergraduate degree has been received by the Office of the Registrar before he or she may register for classes. In cases where such proof has not been received by the Registrar by the time of matriculation due to no fault of the student, the Registrar or Associate Dean will provide a deadline by which such proof must be received for a student to continue to be registered in classes. Students must cooperate with the Office of the Registrar in obtaining necessary proof.

9.1.5. **Final Year Career Portfolio Planning and Portfolio Requirement**: Students will not be allowed to register for their final semester of law school until they engage in a Transition Interview with the Career Services Office, which will include producing an acceptable legal application document portfolio and discussing or sharing post-graduate job search or employment plans.

9.2. **Effect of Failure to Meet Registration Pre-Requirements**: Failure to meet registration pre-requirements will result in a registration hold. Students who have a registration hold on their record will not be able to register either on Piperline or through the Office of the Registrar for upcoming terms.

Financial holds (for failure to comply with Rule 9.1.3) are placed and removed by the Office of Student Accounts. A hold for failure to complete state law immunization requirements cannot be removed until those requirements are met. A student’s failure to meet requirements that result in other holds may be waived only with the permission of the Dean or Associate Dean of Academic Affairs and only in extraordinary circumstances not the fault of the student.

9.3. **Registration Priorities**

9.3.1. **Registration Priority for Upper-Class Students**: Students receive higher initial registration priority as they advance in their legal education. See the registration materials for each term for details. All registration priorities apply to the first registration round for each term and do not carry over to later Wait List Activation or Open Add periods.
9.3.2. Registration Priority for Weekend and Weekday 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 p.m. or later start time), Saturday or Sunday. All other classes are considered weekday classes.

9.3.3. Certificate Student Registration Priority: Students enrolled in a DRI or HLI certificate program at HUSL have the option to petition for registration priority during the fall and spring semesters for certain core courses required to complete a DRI or HLI certificate. Such registration priority is not a guarantee of enrollment in any particular course, nor does it afford priority for certificate electives or non-DRI courses. Students with approved forms will be registered, space permitting, according to registration priority (class, program, time of submission) by the Office of the Registrar.

9.3.4. LL.M. Student Priority: LL.M. students often matriculate and register after J.D. students have completed the initial registration round. For each term, before the Wait List Activation Period, LL.M. students have priority over J.D. students for classes with available seats for which a wait list has been established, up to 10% of the total number of seats.

9.3.5. No Priority for Visiting, Consortium and Auditing Students: These students have the lowest initial registration priority for courses offered at HUSL.

9.3.6. Priority Registration for International and Institute Courses: Registration priority for international study programs offered by HUSL, including those offered by the DRI Institute, or any other HLI or DRI Institute program or course is governed by the policies set forth by those programs. Please refer to each program’s website for details.

9.3.7. Seminar Course Priority: A degree-seeking Hamline law student may take more than one seminar, but Hamline J.D. students who have not yet had an opportunity to enroll in a seminar have priority for registering in seminar courses.

9.3.8. Clinic Priority: Students who have not completed a clinic have priority over students who have previously completed a clinic. Students enrolling in a second clinic or may enroll on those dates designated by the Registrar if there remain seats available after first-time enrollees are placed.

9.4. Prohibited Registrations and Required Permissions Before Registration

9.4.1. Prerequisites and Co-Requisites: Students must fulfill, or receive waivers for, prerequisites to courses in order to register. Definitions of prerequisites and co-requisites can be found in Rule 6.1.

9.4.1.1. Waivers of Prerequisites, Consultation Recommended: Students seeking a waiver to a pre- or co-requisite must request such waiver in writing from the professor. If the student seeks such a waiver reasonably in advance of registration, the professor may waive the pre- or co-requisite with approval of the Associate Dean if there are grounds to believe that the student has sufficient background in the area to justify the waiver.

Once the student has received confirmation of approval of a waiver from the professor or the Associate Dean, the student must ensure that the Office of the Registrar is notified by the professor, with a copy to the Associate Dean for Academic Affairs, in order for the waiver to be properly coded in the system prior to the start of registration.
Whenever another course is a prerequisite, a co-requisite, or a recommended course, students are strongly urged to consult the professor in the course about whether they can successfully complete the course without the requisite.

9.4.1.2. **Pre- and Co-Requisites, Piperline Enforcement**: Piperline strictly enforces course pre- and co-requisites (“if you have not taken X, you cannot take Y”) and will not let a student register without a pre- or co-requisite or an appropriate waiver. Students are responsible for reading course descriptions to determine applicable pre- and co-requisites.

Piperline 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 automatically dis-enrolled 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.

9.4.1.3. **Pre- or Co-Requisites Completed at Other Law Schools**: Students who have completed coursework at other institutions that might satisfy a pre- or co-requisite for a course at HUSL should visit the Office of the Registrar prior to the start of registration to ensure that the coursework is properly articulated to satisfy the specific pre- or co-requisite.

9.4.2. **Course Registration Restrictions**

9.4.2.1. **Students on Probation**: Students on probation may not register for upcoming summer courses or J-term courses without the advance permission of the Associate Dean for Academic Affairs.

9.4.2.2. **Journal and Law Review Restrictions**: A student may not receive credit within the same academic year for more than one of the following:

Law Review;
Hamline Journal of Public Law and Policy; and
Journal of Law and Religion.

9.4.2.3. **Competition Restrictions**: A student may not receive credit within the same academic year for more than one competition course. Yearlong competition courses count as one course.

9.4.2.4. **Distance Education (Online) Courses**: A student may not register for more than four "distance education" credits in any one term. A course is a “distance education” course if more than one-third of the course is taught online and is approved by the faculty. See the schedule for courses that are “distance education” courses.

9.4.2.5. **Clinical Course Restrictions**: To be eligible to register for a clinic, students must be in good standing (e.g., not on probation), eligible for Certification under MN Supreme Court Rule 2 for Student Practice (see the Student Limited Practice Certification information in Section 6.2), and have completed or be concurrently enrolled in the course titled Professional Responsibility unless the Director of Clinics approves a substitute professional responsibility course. See 9.3.8 for registration priorities.
9.4.2.6. **Course Type Restrictions for Graduation:** The American Bar Association and the faculty of the law school have imposed certain restrictions on the number of certain types of credits that students may apply towards their required J.D. credits. See Section 5.8 for details.

9.4.2.7. **Independent Study Restriction:** Students may register for only one Independent Study during their law school education.

9.4.3. **Permissions Request Form and Timing:** When permission is required to overload, take an underload, etc., that permission must generally be sought by completing a form that can be obtained on the Registrar’s home page or the OTR. All requested details, including, where required, the specific names of courses, must be completed for the request to be considered.

Students are advised to submit requests well in advance of registration to allow sufficient time for completion of paperwork. Only when the student has been notified that the waiver is complete will he or she be able to register.

9.4.4. **Overloads:** J.D. students may not register for more than 16 credits in fall or spring term without approval from the Associate Dean for Academic Affairs. (Students registering for 8-11 credits are designated part-time, and students registering for 12-16 credits are designated full-time, except for students taking the 12-credit administrative part-time option.) Students must seek permission of the Associate Dean for Academic Affairs to register for more than 8 credits in a summer term. No student may elect more than 3 credits in January term.

9.4.5. **First Year Course Completions:** All law students must complete their required foundational courses (commonly known as first-year courses) within the first four semesters of their legal education. Exceptions will be permitted only with the advance approval of the Associate Dean for Academic Affairs.

9.4.6. **Independent Studies:** Students must complete the Independent Study Registration Form, receive approval from their full-time faculty supervisor, and have the independent study approved by the Associate Dean for Academic Affairs through the OTR before they are registered.

9.4.7. **Extended Practicums:** Students must complete the Extended Practicum Registration Form. Students who wish to register for the Extended Practicum (6-12 credits) must apply for and receive permission from the Director of the Practicum Program before they may register for the course.

9.5. **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.

9.6. **Registration Procedures**

9.6.1. **Dates and Procedures for Registration:** The Office of the Registrar sets the dates for registration, including initial registration, wait list activations, open add, drop, and withdrawal from courses consistent with the Academic Rules. These dates are posted on the Registrar’s web site under Academic Calendar and are available on the paper schedule books distributed for each regular term.

The precise procedures for registering for any particular term are posted on the OTR web site under Term Information and may be accessed by selecting the appropriate term, and then registration in-
structions. The instructions provided for any particular term govern even if they are in conflict with the general rules described herein.

9.6.2. **Validation by Attendance Required:** 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).

9.6.3. **Process for Course Registration:** The Office of the Registrar sets the dates for initial registration for courses, add/drop, wait list 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. Students register using Piperline. Students who forget their Student ID/PIN combination must contact the Office of the Registrar for assistance via their Hamline e-mail account or by phone during office hours.

All non-Piperline registration transactions must be completed in person by the student (or a duly designated proxy) by means of a properly completed form. Forms are available in the Office of the Registrar. Faxed or e-mailed add/drop requests will not be processed.

9.6.4. **Wait Lists:** Students wishing to enroll in a closed class may place themselves on a wait list on Piperline.

Students may enroll in a closed class from a wait list, upon notification of eligibility to enroll, during the Wait List Activation Period. See the registration materials for each term for details. Wait listed students may enroll in an open class at any time.

9.6.5. **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.

9.6.6. **Paper Registration Forms:** The following forms for special registration permissions are available on the Registrar’s Forms Menu:

- Extended Practicum Registration Form
- Graduate Course Registration Form (to register for a non-law school Hamline graduate course)
- Independent Study Registration Form
- Petition for Internal Transfer (to change from weekday to weekend or weekend to weekday status)
- Underload/Overload Request Form

9.6.7. **Course Adds:** No course adds are permitted after a particular course begins its second week of class meetings. First year students may not add courses other than foundational “first year” courses if they are approved to go from part-time to full-time.

9.6.8. **Course Drop:** J.D. students not in their first year may drop a course within the drop period without a notation of the course on their record or financial penalty. This period generally ends within ten (10) calendar days after the course begins but the dates posted for the term on the Academic Calendar govern. If a student drops a course after the add/drop period, a “W” will be recorded on his or her transcript.
J.D. students may not drop Contracts I & II; Civil Procedure I & II; Legal Research and Writing I, II, or III; Constitutional Law I; Criminal Law; Property; or Torts I without the permission of the Associate Dean for Academic Affairs; and cannot drop any course after the course’s last class session for the semester or term (AR 103).

9.7. Special Rules for Institute (DRI and HLI) Summer or J-Term Course Registrations

9.7.1. Non-Hamline Law Students Enrollment: Any degree-seeking students currently enrolled in an ABA-accredited law school must complete the application for these courses. The application must be submitted along with a letter of good standing from the home institution that includes permission for the student to take the Hamline course(s) as a visiting student.

9.7.2. Attorney Enrollment: Attorneys may apply for admission to take summer and J-term courses by completing the appropriate section of the Application Form found on the DRI and HLI websites. Attorneys will be granted special student status to enroll in these courses. CLE credits will be granted upon successful completion of each course. Certification/CEU credits under Minnesota Rule 114 credits will be granted upon successful completion of qualifying DRI courses. Please consult the HLI homepage for information about HLI certifications.

9.7.3. Other Professionals: Other professionals may apply for admission to take summer or J-term courses by completing the appropriate section of the Application Form found on the DRI and HLI websites. To be considered, applicants must furnish an official transcript demonstrating completion of a B.A. or advanced degree (or international equivalent), unless waived by the particular Institute course or program in which they are enrolled.

9.7.4. Non-Refundable Deposit Required: All students in Institute courses will be charged a deposit to hold their seat in these courses. This deposit is NON-REFUNDABLE even if the student cannot attend the course because of exigent circumstances, whether or not caused by the student. The amount of the deposit is listed on the websites for DRI and HLI.

9.7.5. Hamline Student Registration Procedures: Specific procedures for online registration for Hamline law students for J term and summer courses are distributed to students prior to each online registration period.

9.7.6. Institute Summer or J-Term Course Drops: Students are typically permitted to add and drop Institute courses via Piperline for two weeks after registration opens without financial penalty. After that point, requests to add or drop an Institute course must be made using an Add/Drop Form (available from the Office of the Registrar) or by submitting such request in writing to the Institute administrator offering the course.

9.7.7. Institute Term Rules Supersede: In any particular J-term or summer term, an Institute may provide for special registration procedures on its website. Those rules may supersede these rules, so students are advised to check the website for special registration procedures.

10. SECTION 10: CLASSROOM EXPECTATIONS: ATTENDANCE, PUNCTUALITY, PREPAREDNESS, AND OTHER CONDUCT

10.1. Attendance Policy
10.2. **Attendance Goals and Policy:** Class attendance is governed by AR 108. The preamble to AR 108 provides classroom experience is: 1) an exploration of knowledge; 2) a development of skills; and 3) an examination of professional attitudes. These are critical components of a quality legal education. HUSL pursues quality legal education as a duty to its students, as a duty to the profession, as a duty to future clients of its students, and as a duty to society. (AR 108)

The program of instruction at HUSL is based on an active and informed exchange between instructor and student and between student and student. Regular, prepared class attendance helps develop skills essential to the competent practice of law. Regular and punctual class attendance and adequate preparation are required by Hamline and by the ABA. (AR 108)

10.3. **Procedures for Taking Attendance:** A continuing record will be kept of each student's absences and late arrivals, but no daily reporting of attendance need be made. (AR 108)

10.4. **Instructor 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. (AR 108)

10.5. **Minimum Attendance Requirements:** Individual faculty members shall determine what constitutes excessive absences. Individual instructors may make these requirements more specific when they deem it necessary for a particular course. Examples of courses where more specific requirements would be appropriate include skills courses and clinical courses. Instructors who do so must communicate that information in writing to their students at the beginning of the course. (AR 108)

10.6. **Procedure for Reporting Failure to Attend:** Instructors will report promptly to the OTR the names of students whose accumulated absences they consider excessive. (AR 108)

10.7. **Attendance Sanctions: Process for Course Withdrawal:** Any instructor may request that a student be removed from the course if the student fails to meet the attendance standard or the instructor’s particular attendance requirements. Such request should be directed to the Associate Dean for Academic Affairs. The student will be notified of the instructor’s request and will be afforded an opportunity to present reasons why the student should not be removed from the course. The decision whether to withdraw the student from the course will be made by the Associate Dean for Academic Affairs in consultation with the instructor for the course. Withdrawal from the course for failure to meet the attendance requirement shall result in a “W” on the student’s transcript for the course. (AR 108)

10.8. **Other Sanctions for Failure to Attend:** The right to take an examination in any class may be withdrawn if a student has not been attending classes regularly. Also, a student may be dismissed or suspended for excessive absences. (AR 108) These sanctions may be imposed by the Dean upon recommendation of the Associate Dean for Academic Affairs.

10.9. **Excused Absences–Clinic Hearings:** If there is a conflict between attendance at a hearing required by a course and another class, the conflict shall be resolved in favor of the hearing. This rule shall not be interpreted to extend beyond hearings in court or before an administrative body. The student who misses a class because of the hearing has the right and duty to make suitable arrangements to cover the materials of that class, if the absence is not to be counted. (AR 108)

10.10. **Excused Absences–Religious Holidays**
10.10.1. Religious Holidays General Policy: 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. 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.

10.10.2. Religious Holidays–HUSL Rule on Excused Absences: Observance of a major religious holiday (e.g. Rosh Hashanah, Yom Kippur, and Good Friday) shall not be deemed absence for purposes of the attendance policy. (AR 108)

10.10.3. Student Duties for Religious Holiday Absences: HU 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.

Students who plan to miss class must:

1) Inform instructor in writing of anticipated absences at the beginning of the course;
2) 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;
3) Obtain class notes from other students.

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.

10.11. Lateness: Lateness to class will be dealt with in the discretion of the instructor involved. Persistent or frequent lateness may be the basis for reduction of the grade awarded in a course. Instructors will notify their classes at the beginning of the term of their policies regarding lateness. Instructors should seek to avoid holding students past the scheduled class period. Students should not be penalized for lateness reasonably necessitated by such holding over. (AR 108)

10.12. Unpreparedness: Unpreparedness means an obvious want of minimal preparation of assigned materials for class recitation or discussion. Persistent or repeated unpreparedness may be the basis for reduction of the grade awarded in a course, under AR 105. Wherever possible, students should be given an opportunity to redeem prior unsatisfactory performance. Distinguished class recitation or discussion may be the basis for increasing the grade awarded in a course. (AR 105)

10.13. False Statements in Connection With Attendance, Lateness or Unpreparedness: It is a Code of Conduct violation to falsely sign or initial an attendance sheet for a student not present in class. It is also a Code of Conduct violation to sign in for a class that a student did not attend in substantial part. (AR 108) It is also a Code of Conduct violation to ask another student to falsely sign the attendance sheet for the requester. The making of a false statement to an instructor or other school official with respect to attendance, lateness, or unpreparedness constitutes a violation of the Code of Conduct of the most serious order. (AR 108)
10.14. **Other Prohibited Conduct:** The Code of Conduct specifies both general and specific actions as violations. In particular, any dishonest conduct, illegal act, or conduct which is cause for rejection of a candidate for admission to the Bar of the Supreme Court of Minnesota is prohibited at Hamline. The Code specifies lying, stealing, cheating, vandalism, extortion, threats and plagiarism as Code violations, along with specific prohibitions of certain conduct on examinations, written work and misrepresentation of academic and personal achievement. For more detail, see Appendix A.

11. **SECTION 11: EXAMINATIONS, PAPERS AND GRADING**

11.1. **Grading Rules and Procedures**

11.1.1. **Requirements for Written Evaluation Instrument:** The final grade in each course or seminar offered at the School of Law must be based at least in part upon one or more of the following forms of written accountability, selected at the discretion of the instructor: a written examination conducted at the end of the course or seminar, written examinations or written exercises given at other times during the course or seminar, or a substantial research paper. Satisfaction of the requirements of special courses such as Law Review, Moot Court, Legal Writing, or clinical courses may require other appropriate activities or submissions. (AR 105)

11.1.2. **Additional Evaluation Requirements:** The final grade in any course or seminar offered in the law school may be based in part upon such factors as class attendance, class discussion, participation in activities of a professional nature related to the subject matter of the course or seminar, or oral examination. (AR 105)

11.1.3. **Notice of Evaluation Requirements:** By the beginning of each semester or term, the instructor will make students reasonably aware of how the final grade for each course will be calculated. (AR 105)

11.1.4. **Assignment of Examination Numbers:** All 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 few weeks before mid-term exams start. They may be accessed by logging into Piperline, then clicking on the following sequentially: **Student Services; Registration; Student Detail Schedule**; and the term for which the exam number is sought. Exam numbers are listed below total credit hours at the top of that page.

11.1.5. **Anonymous Grading:** All written examinations at HUSL must be graded anonymously. All examinations identified by exam number shall be read and graded by the instructor by number and grades will be submitted to the Office of the Registrar by examination number. (AR 105) The following describes the procedures for ensuring anonymity of grading:

11.1.5.1. **Student Responsibilities for Anonymity:** Each student shall identify him or herself by exam number (not his or her name or student ID number) for any written exam. Unless they are otherwise explicitly instructed, students must use their exam numbers to identify all examination materials (examination questions, examination answers, Scantron forms, scratch papers, etc.) Students who encounter a problem during a scheduled, self-scheduled or take home examination must not contact their professors to discuss it. Students must contact the Office of the Registrar instead.
11.1.5.2. Procedure for Combined Anonymous and Non-Anonymous Grading:
Whenever a student’s final course grade will be based on factors in addition to one or more examinations identified by number, the instructor shall work with the OTR to assure anonymity pending the computation of the final course grade. To maintain grading anonymity in courses involving exams graded by number in which some portion of the final grade is determined with non-anonymous procedures, the faculty has established the following alternative procedures for collating separate parts of the final grade:

11.1.5.2.1. Final Examinations and Other Evaluation Instruments or Requirements:
Faculty may submit the grades in the course, the exams by number and other grades by name, and inform the OTR to calculate the final course grade based on the instructor’s assessment formula. (AR 105)

Faculty may request that the Office of the Registrar provide the faculty member with adequate information to compute the final grade without violating anonymity. (AR 105) For example, the OTR may supply each faculty member with a list of final exam numbers correlated with mid-term exam numbers. If the identity of students who took mid-term examinations has remained anonymous throughout the course, the faculty member can collate the grades for the mid-term examinations and the final examination and enter a final grade on the grading sheet.

Faculty may add a “grade bump” for class participation during the online submission process.

11.1.5.2.2. Grade Changes After Instructor Learns of Student Identity: If the instructor prefers to know the students’ identities before incorporating assessment factors other than anonymously-graded examinations, the instructor can do so under strict limitations. Once a student’s identity is revealed, the instructor can only move the student’s grade up (and not down) by one gradation (e.g., from a “C+” to “B-“). (AR 105)

11.1.6. Paper Grading: Where a written paper or other evaluation instrument is required in a course in lieu or in addition to a written examination, the faculty member will designate whether these papers or instruments are to be graded anonymously or not, and whether students should utilize their mid-term or final examination numbers or their names to identify their evaluation instruments.

11.1.7. Grades Submitted–Finality: Once final grades are submitted for a particular course, they cannot be changed unless a clerical error has occurred. (AR 105) A grade change submitted after rankings have been computed does not affect the student’s class rank for that term. (See Section 13.1 et seq.)

11.2. Grade Equivalents and Computation

11.2.1. Grading Modes: Courses are graded either using letter A-F grading mode, or Pass/No-Pass grading mode. The grades are designated by the faculty in the course description.

11.2.2. Numerical Grade Equivalents: Student transcripts record a letter grade for each course for which credit is given as follows unless the course has been designated as being graded as Pass/No Pass. For purposes of calculating a grade point average, the following numerical equivalent is used:

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

11.2.3. Process for Calculating a Grade Point Average (GPA): Cumulative grade point average (GPA) is calculated by dividing the sum total of grade points earned by the sum total of standard-graded credit hours. Grade points (aka "quality points") are computed by multiplying the value associated with the corresponding letter grade by the credit value of each course.

11.2.4. Grades Not Included in the Grade Point Average (GPA): The grades and credit value of "I," "W," "P," "AU," "N" and "Z" are not included in grade point averages. (AR 105) These grades designate the following status for students who were originally enrolled in those classes:

I–Incomplete (the student has not completed the requirements for the course but has been given the opportunity to complete the course by the instructor. See Section 11.3.4 and AR 105 for further information. This grade is also utilized for courses that span two semesters, such as Competitions.)

W–Withdrawn (the student has chosen not to complete the course, and has withdrawn from the class at a point between the end of the drop period and the last day of classes.)

P–Pass (the student receives credit for the course, but no grade is calculated into the GPA.)

AU–Audit (the student has been given the permission to participate in classroom sessions and perhaps other work, but not for academic credit; this grade is not available to a degree-seeking student, since audits by such students are not recorded.)

N–No Pass (the student was enrolled as a credit-seeking student, but has not earned the credit in the course and has not been given an incomplete.)

Z– (this is an administrative grade issued when the student has completed the coursework but pending issuance of a final grade.)

Grades in courses which are taken outside the law school curriculum are not calculated into the grade point average unless the courses or programs so designate, even though the grades for those courses are generally recorded on the transcript. This includes courses transferred from other law schools or other Hamline graduate programs, as well as courses transferred from study abroad and summer school or J-term not sponsored by Hamline.

11.2.5. Courses Currently Graded With Pass/No Pass Grades: The following courses/credits are graded Pass/No-Pass; all other courses are presumptively graded using the standard grading mode.

Accounting for Lawyers
11.3. **Special Rules Governing Course Grades**

11.3.1. **Failure to Take a Scheduled Examination:** A student who does not take a scheduled examination will receive a grade of "F" for that examination, unless properly excused.

For purposes of this rule, a student who has a self-scheduled final examination will be deemed to have failed to take the exam on schedule if he or she does not complete the examination by the last date of the self-scheduled examination period designated by the Office of the Registrar. Students should note that they are limited to taking two examinations per day during the examination period.

A student may not take an “incomplete” for a final examination.

11.3.2. **Failure to Turn in Written Work on Schedule:** Any student who does not turn in a required paper on the date scheduled by the instructor will receive a grade of “F” for that paper, unless properly excused by the instructor.

11.3.3. **Failure to Meet Other Course Requirements:** Failure to meet any course requirement can be the basis for a final grade of “F” in the class, unless properly excused by the instructor. This is true even if the course requirement is not graded or calculated into the grade point average. For purposes of this rule, course requirements are those that are provided in the instructor’s syllabus by the first day of class or are later announced in writing or orally to all class members as a requirement that must be met to receive credit in the course. Oral announcements made in a scheduled class are deemed to be the equivalent of written announcements, and students are responsible for knowing them, whether or not they have attended the class.

11.3.4. **Incomplete Grades:**

11.3.4.1. **Basis for Issuing Incomplete Grades:** Incomplete grades are issued by instructors only in exceptional cases. (AR 105) They are issued to students who have not completed all requirements for the course and set a deadline by which the requirements for the course must be completed. Permission to take an incomplete may not waive a course requirement.

11.3.4.2. **Responsibility for Seeking Incomplete:** Students are responsible for seeking an incomplete if they have a compelling reason for being unable to complete course requirements under the schedule for completion provided by the instructor for all students. They must have a written *Incomplete Form* filled out and signed by the instructor, approved by the Associate Dean, and recorded by the Office of the Registrar.

11.3.4.3. **Deadline for Removal of Incompletes:** All incomplete grades must be removed by the deadline set by the instructor but in no event later than the end of the following academic
semester. (AR 105) This rule may not be waived by the faculty member granting the incomplete.

11.3.4.4. **Sanction for Failure to Remove Incomplete**: Failure to remove the Incomplete by the appropriate deadline (Section 11.3.4.3) will result in the grade being changed from an “I” to an "F." For purposes of this provision, a summer session of academic or other work is not considered to be an academic semester. (AR 105)

11.3.5. **Grade Required for Credit to Be Given**: A student may not receive credit for a course unless he receives a grade of “D-” or better. A course that must be successfully completed for graduation or any other academic rule has not been successfully completed unless the student receives a “D-” or better. Thus, for example, successful completion of a prerequisite with a grade of “D-” or better is required in order to remain in the course for which the prerequisite was required. (AR 105)

11.3.6. **Grade Effect If Student Retakes a Course**: A student may be required or permitted to retake a course for credit, e.g., because the student received an "F" in a required course, as a condition of an exception to an academic dismissal, or as a condition of readmission following academic dismissal. If a student re-takes a course for credit for any reason, both the grade from the first course and the grade from the re-take will appear on the transcript and both grades will be calculated into the student’s cumulative grade point average. (AR 105)

In special circumstances and for compelling reasons, the Dean may, upon the recommendation of the Associate Dean for Academic Affairs or the Admissions Committee, grant an exception and permit a student to retake a course and have the new grade only calculated into the student’s cumulative grade point average. Even if this exception is granted, the original course and grade will still appear on the student’s transcript. (AR 105)

11.3.7. **Credits Awarded if Student Retakes a Course**: For purposes of meeting graduation requirements, including the 88 credit minimum to graduate, credit for a retaken course will be awarded only once. (AR 105)

11.4. **Examination Exceptions**

11.4.1. **Excused Failure to Take Scheduled Exam**: A student shall not be excused from taking any examination on the date regularly scheduled except due to extremely exigent circumstances, for which documentary evidence may be required. "Extremely exigent circumstances" do not include conflicts with weddings, receptions, or similar special events; conflicts with travel plans or reservations; conflicts with employment plans, opportunities, or obligations; or the fact that a student must take examinations scheduled on sequential days or two examinations scheduled on the same day. This rule also applies to any anonymously-graded, non-final exam that counts towards the final course grade, so long as written notice of the exam date(s) (by syllabus, online posting, or otherwise) is provided by the first day of the course or the final day to drop the course, whichever is earlier.

11.4.2. **Non-Excused Failure to Take Scheduled Exam**: If the failure to take a scheduled examination is not excused, a student who fails to take it will receive an “F” for the examination. If a student does not take a self-scheduled examination by the end of the self-scheduled examination period, the student will receive an “F” for the examination unless excused.

11.4.3. **Excused Absences and Permission for Make-up Examinations**: Whenever a student knows in advance that he or she cannot attend a scheduled examination or complete a self-scheduled exami-
nation by the end of the examination period due to extremely exigent circumstances, the student must seek permission for a “variance” to make up the examination at another time from the Assistant Dean for Students and Multicultural Affairs or his designee. This permission should be sought on the form for variance requests available in the Office of the Registrar whenever time permits.

If an emergency occurs, such as a serious illness, injury or accident within 24 hours before the examination, the student should contact both the Assistant Dean and the Office of the Registrar to notify them of the student’s need for a variance.

11.4.4. Make-up Exam Deadline: If the Assistant Dean or his designee excuses the student’s absence at an exam and/or gives approval for any examination to be made up, the student shall be required to take a make-up examination within two weeks from the date regularly scheduled for the examination or, for self-scheduled exams, within two weeks from the last day of the self-scheduled exam period. (AR 105)

11.4.5. Examination Accommodations: Students with known or suspected disabilities, who may require some type of reasonable accommodation, including an exam accommodation or variance, should contact the Assistant Dean for Student and Multicultural Affairs to make a formal request for accommodation to the University Disability Services Office. See Appendix E for more information. To ensure accommodation, the students should make this contact as early as possible.

11.4.6. Deadline for Variance Requests: The student must request an examination accommodation or variance for each final examination period by the deadline published by the Assistant Dean for Student and Multicultural Affairs.

11.4.7. English as a Second Language (ESL) Variances

11.4.7.1. General Rules: 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 published by OTR.

11.4.7.2. Exam Applicants: 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.

11.4.7.3. LL.M. Exam Variances: An LL.M. student who does not intend to pursue a J.D. degree or take the bar exam in the United States, and who has not earned more than 24 law school credits at Hamline Law School, is eligible for an ESL accommodation if he or she meets at least three (3) of the following six (6) qualifications:

He or she has been a resident of the United States for fewer than 7 years;
He or she has completed a substantial portion of his or her high school and college education outside of the United States;
He or she has completed a substantial portion of his or her undergraduate or law school education at an institution where English was not the primary language of instruction;
He or she has received an “English as a second language” accommodations on undergraduate examinations;
He or she has received an “English as a second language” accommodation on the LSAT; or
He or she has received a TOEFL score below 114 points on the Internet-based exam.

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, and
- 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.

11.4.7.4. J.D. Students and LL.M. Students Who Intend to Pursue a J.D. Degree: A J.D. student and L.L.M. student intending to pursue a J.D. degree or planning to take a bar exam in the United States is eligible for an ESL accommodation if he or she has earned 24 or fewer credits at HUSL or at another ABA-accredited law school, and meets at least three (3) of the following six (6) qualifications:

- He or she has been a resident of the United States for fewer than 7 years;
- He or she has completed a substantial portion of his or her high school and college education outside of the United States;
- He or she has completed a substantial portion of his or her undergraduate or law school education at an institution where English was not the primary language;
- He or she has received “English as a second language” accommodations on undergraduate examinations;
- He or she has received an “English as a second language” accommodation on the LSAT; and
- He or she has a TOEFL score below 114 points on the Internet-based exam.

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; and
- 5 extra minutes per hour on Law School exams for students who have earned from 19 to 24 Law School credits.

11.4.8. Examination Accommodations, Religious Holidays: Students seeking an exam variance for a scheduled exam on religious grounds must petition the Assistant Dean for Student and Multicultural Affairs.

11.4.9. Other Examination Variances: Students seeking a variance on grounds other than disability, ESL or religious holidays 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. See also Rule 11.31 on permitted and non-permitted reasons for receiving an examination variance.
11.5. **Examination Procedures**

11.5.1. **Responsibility and Conduct for Examinations:** Examinations will be governed by the HUSL Code of Conduct and administrative procedures established by the Dean's Office and the OTR. **NOTE:** Any violation of the examination rules described below or provided for a particular examination may subject a student to an investigation under the *Code of Conduct*. The student’s statement that conduct was inadvertent will not be dispositive of whether a Code investigation will be initiated.

11.5.2. **Examination Procedures Applicable to Both Scheduled and Self-Scheduled Examinations:**

11.5.2.1. **Preparing for the Exam:** Students must report to the designated exam room no later than ten minutes before the exam is scheduled to start.

11.5.2.2. **Materials and Devices for Closed Book Exams:** Unless the written examination instructions indicate otherwise, students must put away any material items to the side or back of the room before they receive the examination (either from the proctor or from the OTR in the case of self-scheduled exams.) Material items include but are not limited to books, notes, calculators, phones, electronic devices of any other kind, purses, backpacks, briefcases, etc. Material items containing any writing or graphics of any kind, including notes that the student has made to him or herself before the start of the examination, should not be visible to the student at the time the examination starts.

11.5.2.3. **Instruction Discrepancies:** If there is any discrepancy between the written examination instructions and any other information students have received about using devices such as calculators or notes on the exam, the written examination instructions will govern. This rule applies to all exams.

11.5.2.4. **Use of Computers During Exams:** Once students have entered the examination room, they may start their laptops/computers before the examination starts; but they may not thereafter use their laptops for any other purpose than taking the examination. Students must have the exam-taking software (currently *SofTest*) running at all times. Students may not go pass the “STOP” screen before they are notified to do so by the proctor (or until the examination period starts for self-scheduled examinations.)

11.5.2.5. **Laptop Users Requirements:** Students who wish to use a computer/laptop to take examinations must complete a brief mock *SofTest* exam offered by ITS prior to the start of the examination period to ensure that they are familiar with the software and their equipment is exam-ready. Students will be notified about the period in which they should take the mock exam. Students who do not take the “mock exam” will not be permitted to use *SofTest* for their examinations.

Students must agree to the *SofTest Laptop Exam Agreement* outlined in a click through screen that displays before each exam begins.

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.

11.5.2.6. **Laptop Failure:** If the laptop encounters software difficulties or becomes inoperative, the student should **start writing in a bluebook immediately** and should assume that the last 60
seconds of work have not been saved. No additional time is granted for time spent trying to make a laptop functional during an examination. Bluebooks are available in each examination room.

If students choose to seek assistance, they may only do so with Hamline’s ITS department located in the basement of Bush Library. There is no on-site technical assistance available during the examination, and no guarantee that ITS will be able to assist the student.

At the end of the examination, the student should let the proctor in the Office of the Registrar know that he or she has had laptop failure and the student will be given instruction on how to ensure that the work he or she has already produced on Softest will be preserved.

11.5.2.7. Use of Bluebooks: Before the end of the examination, students using bluebooks must fully complete the cover information for all bluebooks, and at the end of the examination, sequentially number and nestle them, so that the first bluebook has all others inside.

11.5.2.8. Exam Procedures Start and End: Students may not remove their examinations out of the plastic sleeve provided until the proctor indicates that they may do so or until the examination period has started. They may read only the examination instructions visible through the plastic sleeve.

At the conclusion of the examination students must place all examination materials (including scratch paper but not the receipt) in the plastic sleeve and give it to the proctor (if present) or return it promptly to the Office of the Registrar. Students who do not go directly to the Office of the Registrar with their examinations at the end of the exam may be subject to the same penalties as those who exceed the time allotted for the examination period, see Section 11.5.5.

11.5.2.9. Leaving the Exam Room: 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. They should not tarry on their way to either location, bring anything with them (except for required medications), or speak with anyone on the way or on return.

11.5.3. Special Procedures for Scheduled Examinations:

11.5.3.1. Start of Exam: At the start of a scheduled examination, the proctor will call the roll in each examination room to make sure that all students who are scheduled to take the exam are present. The proctor will distribute examinations and notify students where they may obtain scratch paper, if applicable, and when it is time to start the examination.

11.5.3.2. Early Finishers: 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.

11.5.3.3. End of Exam: All students must stop immediately when the proctor calls the end of the examination or when the examination period ends, if no proctor is present. If they do not, they will be penalized (see Section 11.5.5).

11.5.4. Special Procedures for Self-Scheduled Exams:
11.5.4.1. **Self-Scheduled Authority:** Whether examinations are self-scheduled is determined in advance by the instructor. Students may not decide to self-schedule a scheduled examination.

11.5.4.2. **Self-Scheduled Exam Periods:** During the self-scheduled exam period, there are generally two periods each day when students may start a self-scheduled exam. The morning period begins at 9 a.m. and the afternoon period begins at 1:30 p.m. Students may take self-scheduled exams any day either in the morning or in the afternoon session, and need not reserve or schedule exam times in advance.

11.5.4.3. **Self-Scheduled Exam Rooms:** Three to four rooms are allocated each morning and afternoon only for self-scheduled exams. The list of rooms available each day is prominently displayed next to the Office of the Registrar's door. Wherever possible, separate rooms are assigned for the following: students typing open book exams, students typing closed book exams, students handwriting open book exams, and student handwriting closed book exams. “Open book” exams are exams that permit students to have materials or equipment other than their laptops with SofTest, an examination paper and scratch paper. Students who are taking examinations in one room are typically in different courses. Students may not take a self-scheduled exam in a space other than the designated rooms. Students may not take an open book in a closed book room or vice-versa.

11.5.4.4. **Self-Scheduled Exams Preparation:** Students who are taking self-scheduled examinations should collect all examination materials (exam questions, plastic sleeves, Scantron forms, etc.) from the Office of the Registrar, between 30 and 10 minutes before the selected start time. Student must complete, timestamp, and sign an Exam Receipt. Students should not leave laptops or other valuables unattended in exam rooms while collecting their examination materials.

After collecting the examination materials, students must proceed directly to the examination room and must not speak to any person regarding the course or examination at any time thereafter until the end of the self-scheduled examination period. Students must leave an empty seat between themselves and other students taking an exam in the same room.

11.5.4.5. **Self-Scheduled Exams Start Rules:** Students taking self-scheduled examinations may NOT take the examination materials out of the plastic sleeve until the room clock turns to 9 a.m. or 1:30 p.m. There is no proctor to announce the start of the exam session.

11.5.4.6. **Self-Scheduled Exam End Rules:** Students must end their exams on or before the minute that the examination is scheduled to end. 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 in the plastic sleeve provided. (See Section 11.5.3.3 above.) Students will then receive a signed copy of their Exam Receipt.

11.5.5. **Exams That Exceed Time/Penalty:** Students are responsible for ending their examination on or before the minute that the examination is scheduled to end. Because of the unfairness caused to other students if some students are allowed to exceed their time, students who fail to end their examinations on time are subject to a presumptive one-gradation penalty (e.g., B to B-) if they exceed the time, even by a few minutes. Individual faculty members may choose to “opt out” of this policy and impose their own penalty, which is imposed while the student is still anonymous to the instructor.
Students who substantially exceed the examination time may be subject to a more substantial penalty and/or an investigation of whether they have violated the Code of Conduct.

To avoid a grade penalty, students are strongly encouraged to use the “timer” features on the SofTest software, which comes up on the screen within a few minutes after the examination has begun, and which can also be accessed from the SofTest menu. SofTest records the start and end of the examination, and will be considered dispositive evidence of whether a student has exceeded the examination period. Students who write their examinations in blue books will be held fully responsible for ensuring that they have ended their examination on time. There will generally be no proctor warning.

11.5.6. **Proof of Submission Receipt**: Students must obtain an Exam Receipt from the Office of the Registrar for any exam, paper, or other document submitted for a grade. Students should retain this receipt for at least one year after their examination or paper is submitted. If there is a dispute as to whether an exam, paper or other document to be graded has been received, the item will be presumed not to have been received unless the student can produce a duly executed copy of the receipt.

11.5.7. **Proof of Time of Submission Time Stamp**: All papers that are required to be submitted through the OTR must be time stamped with the electronic stamp located in the OTR. If there is a dispute as to whether an exam, paper or other document to be graded has been timely received, the time stamp on the receipt will be dispositive.

All papers that are required to be submitted through the OTR (including self-scheduled exams taken in bluebooks and take home exams) must be time stamped with the electronic stamp located in the OTR. If there is a dispute as to whether an exam, paper or other document to be graded has been timely received, the timestamp will be dispositive.

11.5.8. **Take Home Exam Process**: In some courses, instructors will require take home examinations with longer than typical duration and an open book format. Take home examinations cannot be closed-book examinations and are distributed throughout the self-scheduled examination period, though time limits for a take home examination will be strictly enforced and subject to the same penalties as for timed and self-scheduled exams (see Rule 11.45). Take home exams may not be handed in to the Office of the Registrar after 5 PM on the last day of the exam period regardless of when the exam was distributed.

An examination with a duration longer than 4.5 hours will be treated as a take home examination unless the instructor specifies otherwise.

Take home examinations may be deployed in two modes, depending on the decision of the instructor and OTR:

Students may pick up a paper copy of the examination from the Office of the Registrar. They must complete, time stamp, and sign an Exam Receipt. They must return the examination and answers by the end of the time permitted in the take home examination in the plastic sleeve provided, with any additional materials required by the instructor to be returned. Students must obtain an Exam Receipt from the Office of the Registrar. Sections 11.5.6 and 11.5.7 regarding proof of submission and timeliness of submission apply.
Students may deploy their examinations remotely through *SofTest*, which records the time that the student begins and ends the examination. Students should make sure to familiarize themselves with procedures for taking a remotely deployed *SofTest* exam.

### 11.6. Paper Submissions

Final papers or other written submissions that require deadlines are generally submitted to the instructor through the course TWEN site. Students who have not logged onto the TWEN site for this particular course before submitting a final paper should log on in advance of the submission deadline to ensure that they know how to upload their papers. TWEN records the day and time of submission. Students are responsible for any late submissions caused by their failure to properly submit documents through TWEN.

For TWEN support students are encouraged to contact the appropriate resource from the following:

**TWEN Technical support**
Call: 1-800-850-9378, or
Send an email: west.support@thomson.com

**TWEN Non-technical support:**
Call: 1-800-486-487, or
Send an email: west.twensupport@thomson.com

More resources and information are available at:
https://lawschool.westlaw.com/shared/marketInfoDisplay.asp?code=MI&id=266

If no TWEN site is available and if the instructor requires submission through the Office of the Registrar, such papers must be submitted to the Office of the Registrar in person during regular business hours. Students may designate a proxy via a signed written authorization to submit the paper on their behalf. Students, or their proxies, must complete, sign, and timestamp an Exam Receipt to be submitted with the paper. A member of the Office of the Registrar will sign the Exam Receipt and issue a copy to the student or proxy, which the student should keep for at least one year in case there is any question about the timeliness of submission.

To ensure receipt, papers are not accepted in the Office of the Registrar by e-mail or fax.

Since the Office of the Registrar does not have additional information regarding additional faculty requirements for paper submissions (e.g., whether the paper should be time stamped, or submitted in an envelope), students should consult the syllabus or faculty member to determine these specifications.

### 11.7. Grading Notification Process

#### 11.7.1. Grading Decisions
Subject to the rules described in Sections 11.1-11.3, discretion for evaluating student performance and determining grades is lodged in the course instructor. Instructors notify students about their grading policies through the course syllabus.

#### 11.7.2. Grade Availability
Grades are typically due three to four weeks after the last day of exams in any particular session. Students should refer to the academic calendar for each term’s grade sub-
mission deadline. Most grades are posted by faculty directly on Piperline, which are “rolled” by a staff member in the Office of the Registrar into the student record typically within 24 hours after they are posted. For grades submitted by the instructor on paper, grades are posted as they are submitted to the Office of the Registrar, generally within one to two working days of submission. Once they are posted, grades are final except for clerical errors. (See Section 11.1.7)

Students should not contact the professor to inquire about their examination or grade until after grades are posted to protect the integrity of the examination period and the anonymous grading system.

Students should not make employment, bar admission or other plans on the expectation that instructors may turn in their grades prior to the grading deadline.

12. SECTION 12: ACADEMIC STANDING, PROBATION, DISQUALIFICATION and EFFECTS ON FINANCIAL AID

12.1. Academic Standing

12.1.1. Good Academic Standing: All J.D. and LL.M. students having at least a 2.000 cumulative grade point average are in good academic standing. (AR 106) Students enrolled in their first semester at HUSL do not receive a designated standing.

12.1.2. Academic Support Requirements: Students with a cumulative grade point average under 2.400 in any term will be required to complete curricula and/or academic support programming designated by the Associate Dean for Academic Affairs. (AR 106) Students whose GPA is under 2.400 after the first year generally must complete a special course offered during the fall of their second year for credit and participate in tutoring through the Academic Success program. Programming requirements are otherwise structured to address the issues faced by each particular student. Students who need more information about academic support requirements may contact the Director of the Academic Success program.

12.1.3. Probation: J.D. Students: At the end of any semester, including the first semester, a student whose cumulative grade point average is below 2.000 is on academic probation. A probationary student has one semester to raise his or her cumulative grade point average to at least 2.000. For purposes of this rule, an academic semester does not include a summer or January term. (AR 106.) Thus, any student on probation after the spring semester must achieve a 2.000 by the end of the next fall semester.

12.1.4. Probationary Student Course Limitations: Students who are placed on probation at the end of a fall semester, including the first semester may not register for upcoming summer courses without advance permission from the Associate Dean for Academic Affairs. A student must understand the financial aid and credit implications of enrolling in a course while on probation.

The ABA prohibits students who are on probation from participating in study abroad programs at any ABA-accredited law school. (Criteria for Approval of Foreign Summer Programs Section V (B).) Thus, a student on probation by the time study abroad registration is completed will not be able to register for study abroad. As an example, a student who is on probation after a fall semester may not normally register for a study abroad program if either registration ends or the program begins before July 1, because he or she will not be removed from probation until after spring grades are entered and GPAs are calculated in late June.
Students who are on probation also are not eligible to enroll in clinical programs and may not be eligible to enroll in a select number of other courses or programs at the law school. See the particular program for more information.

12.1.5. **Academic Dismissal, J.D. Student:** A J.D. student will be subject to dismissal in any of the following circumstances:

He or she fails to achieve a cumulative 2.000 grade point average after completing a probationary semester. An academic semester does not include a summer or January term.

He or she fails to complete the requirements of the J.D. law program within 84 months. (ABA Standard 304(c))

12.1.6. **Academic Dismissal, LL.M. Student:** An LL.M. student will be subject to dismissal in any of the following circumstances:

Failing to achieve a cumulative 2.000 grade point average at the completion of 24 credits.

Failing to complete the requirements of the LL.M. degree within a three-year period.

12.1.7. **Voluntary Withdrawals From the Law School:** Any student wishing to withdraw from the law school must make application to the OTR. Mere failure to attend classes or unofficial communication of withdrawal to faculty members does not constitute withdrawal. The official withdrawal presumes that the student will not be returning to his or her legal studies at HUSL. Should the student later choose to return, that student can do so only by reapplication to the Admissions Committee. (AR 107)

12.1.8. **Involuntary Withdrawals From the Law School:** A student will be withdrawn from the law school if he or she is academically dismissed under Section 12.1.5, exceeds the 84 month rule (see Section 12.1.5), if he or she stops attending classes without adequate communication or explanation, if he or she fails to enroll during the next semester without adequate communication or explanation, or if he or she fails to comply with any conditions of reinstatement or probation or a Code of Conduct settlement without notice and good cause as determined by the dean or his designee. Students should inform the OTR immediately if they are not attending class or have failed to enroll for the next semester in a timely manner. Students should inform the dean’s office if they have good cause for failing to comply with any condition of reinstatement, probation or a Code of Conduct settlement.

12.1.9. **Leaves of Absence:** Any student in good standing wishing to leave HUSL temporarily, intending to return in a later semester, must make application to the OTR for a leave of absence. Unless the leave of absence provides to the contrary, the student will be eligible to return at the commencement of one of the three following semesters. If a student does not return from leave at the commencement of one of the three following semesters, he or she can gain admission only by reapplication to the Admissions Committee. Students who are not in good academic standing are not eligible for a leave of absence. (AR 107) First-year students are not normally eligible for a leave of absence.

12.2. **Financial Aid Satisfactory Academic Progress (SAP) Requirements:**
12.2.1. **General Standards:** Financial aid eligibility is based on satisfactory academic progress (SAP) standards that Hamline University of Financial Aid is required by the U. S. Department of Education to establish, publish, and apply. The Financial Aid Office measures academic performance and enforces SAP standards to ensure that financial aid recipients progress toward completion of their degree or certificate program. Students who fail to meet these standards become ineligible to receive financial aid until compliant with all of the requirements detailed in this policy.

To demonstrate Satisfactory Academic Progress, a student’s academic performance must meet two main SAP components. The first is a qualitative component, represented by grade point average (GPA). The second is a quantitative component measured by credit completion (the ratio between attempted and completed credits) and the maximum timeframe to complete the degree or certificate program.

12.2.2. **Standards of Satisfactory Academic Progress (SAP):** For definitions of the terms used in this section, see the Hamline University Financial Aid website.

- **Grade Point Average** – All graduate and professional students must maintain a cumulative GPA that is equivalent to the graduation standards published by their program. (For the J.D. and LL.M. programs, that is a 2.000)
- **Credit Completion** – Students must complete 67% of all credits attempted. A completed credit has a grade of A, B, C, D, H, or HP. Withdrawals, incompletes, and repeated courses are included in attempted credits.
- **Maximum Time Frame** – All students are expected to finish their degree or certificate within an acceptable period of time. Financial aid recipients may continue to receive federal aid through their cumulative attempted credit that equals 150% of the required number of credits needed to complete their program, including transfer credits from another college that apply to the Hamline program. (For law students, that number is 132 credits.) Students who require developmental coursework may appeal to have the 150% limit extended.

12.2.3. **Implementation of Standards of Satisfactory Academic Progress:** Following the second term of enrollment, academic progress for every financial aid applicant will be monitored after each term. If the program is less than one year in length the review will take place at the mid-point. All of a student’s academic coursework is considered in the review process, whether the student received aid that term or not. The assessment will be based on the student’s entire academic record, including all transfer credit hours accepted. Because grades may not be available before the next scheduled term begins, it is possible that financial aid may be disbursed before the review is conducted. In the event that a student is found to be ineligible for the financial aid that has been disbursed due to failure to meet one of the standards, the aid that was disbursed will be canceled and returned to the appropriate program(s). If the student successfully appeals and is granted a probationary term, the aid can be reinstated for that term.

12.2.4. **SAP Probation:** If the student does not meet either the GPA or Credit Completion standard, the student will be placed on Financial Aid Probation for the next registered term. While on probation, students are eligible to receive financial aid. Students on probation are encouraged to use the many academic support services on campus to improve their academic standing.

To be removed from financial aid probation, the student must meet the cumulative their programs minimum GPA requirement and 67% credit completion standards. If a student does not achieve the minimum cumulative standards, he or she may remain on financial aid probation and eligible for financial aid if he or she earns the minimum GPA and completes 100% of the attempted credits.
during the probationary term. A student who has reached the maximum time frame prior to completing the program will no longer eligible for financial aid. There is no probation for the maximum time frame requirement.

12.2.5. Financial Aid Ineligibility: Students who do not meet the minimum cumulative GPA and/or credit completion ratio or do not meet the terms of financial aid probation will be no longer eligible for federal, state or institutional aid. Students may be eligible for private loan programs and outside assistance that does not require SAP.

Provided the student’s academic status allows for registration, he or she may attend the university at his or her own expense until the minimum cumulative GPA and credit completion requirement has been met.

Hamline University may immediately deem a student ineligible for financial aid in the event of extraordinary circumstances, such as a student who registers for but does not earn any credits for two consecutive terms, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid.

Students who failed to meet these standards due to unusual circumstances may appeal the financial aid SAP suspension status.

12.2.6. Dismissed Students: Students who have been dismissed by the university are no longer eligible for financial aid. If a student is readmitted, he or she must complete the SAP appeal process. Eligibility for financial aid will be determined based on financial aid SAP standards through a review of the academic record.

12.2.7. Appeals: A student who is unable to achieve satisfactory academic progress and is dismissed from financial aid has the right to appeal based on unusual or extenuating circumstances, such as medical or personal problems. The student may appeal the financial aid suspension status at any time during the year if:

The record shows that the student has now earned the required cumulative minimum GPA and credit completion ratio to meet SAP standards;

The student is readmitted after dismissal; and

Unusual circumstances interfered with the student’s ability to meet SAP standards, including but not limited to: illness, accident, or injury experienced by the student or a significant person in the student’s life; death of a family member or significant person in the student’s life; divorce experienced by the student or parent; reinstatement after an academic dismissal or extended break in the student’s enrollment; personal problems or issues with spouse, family, roommate, or other significant person; exceeding time frame while in a second undergraduate or dual degree program or as a result of changing major.

To appeal, students must submit to the Financial Aid Office the following:

A statement from the student explaining the nature of the extenuating circumstances that contributed to the SAP deficiency;

An explanation of how the barriers to academic success have been removed; and

Third party documentation to support the circumstances.

13. SECTION 13: RANKING, HONORS, AWARDS AND GRADUATION POLICIES
13.1. **Ranking**

13.1.1. **Definitions:** Rankings are lists of J.D. students sorted in descending order by institutional cumulative grade point average as of a given date. AR 109 requires that students be ranked in this order and that the rank appear on the student transcript.

13.1.2. **Required Ranking:** All HUSL students in a J.D. degree program who are actively enrolled in a fall or spring term will be ranked. (AR 109) Grades posted after the date students are ranked (soon after grades are due) such as grades posted upon finishing an incomplete, do not retroactively change rank. Students are ranked numerically. Students with the same GPA share rank. A student’s rank is always one more than the total number of students ranked above him or her.

13.1.3. **Term Rank:** Term rank places a non-graduating student within one of three classes (L1 or L2 or L3/L4.) L3 and L4 students, including any student who has attended Hamline for more than 3 calendar years, are ranked together. (AR 107) A student’s class is determined by how many calendar years he or she has attended Hamline. Term rank is calculated once per term after all grades for the term are due and have been processed by the Registrar’s office.

13.1.4. **Graduation Rank:** Graduation rank is calculated once per academic year after the May term grades are in, and includes all students who have graduated in the preceding summer (August), fall, January, or spring terms. (AR 109)

13.1.5. **Effect of Failure to Complete Graduation Requirements on Ranking:** Any student who has failed to complete any graduation requirement on the date on which graduating student rankings are run after grades are submitted for the May term will be ranked for graduation with the subsequent class. These requirements include, but are not limited to, payment of any outstanding balances owed Hamline, failure to complete a Perkins exit interview or Career Services graduation survey, or failure to comply with the terms of any disciplinary or other requirements imposed.

13.1.6. **Dean’s Preclusion of Ranking:** The Dean may preclude students from ranking for academic and/or disciplinary reasons.

13.1.7. **Transfer Student Ranking:** Transfer students rank only on the basis of grades received at HUSL, and no transfer grades are calculated into their GPA or class rank, even when they are posted on the transcript. Transfer students will not receive a rank until they have completed two full semesters in attendance at HUSL.

13.1.8. **Ranking Information/Disclosure:** Individual students may see their term or graduation rankings on the Final Grades screen of Piperline (link path is **Student Services, Student Records, Final Grades**.)

Individual ranks are not considered directory information by Hamline University and cannot be disclosed to third parties without express written authorization from the student. Therefore, any student who wants the Office of the Registrar or the Career Services Office to disclose an official ranking must file a written permission for disclosure with each of those offices.

The Office of Career Services establishes guidelines for the student’s inclusion of ranks in résumés and other such documents.
Ranking information not traceable to an individual student, such as number of students ranked in any particular class and what GPA was required to achieve certain quartiles is published on the Office of the Registrar’s web site <http://law.hamline.edu/registrar/rankings_honors.html>.

13.2. **Honors**

13.2.1. **Dean’s Honor Roll:** Beginning at the end of the first semester of the first year, J.D. students who receive a 3.250 or above grade point average for any semester of 8 or more graded Hamline Law School credits shall be placed on the "Dean's Honor Roll" for that semester and the achievement will be recorded on the student's transcript. Any student with a grade of "I" for any semester will not be eligible for the Dean's Honor Roll for that semester until the "I" has been removed from his/her record. (AR 109)

13.2.2. **Graduation Honors:** The School of Law recognizes the following honors as calculated for students under AR 109:

- **Summa Cum Laude:** Students who complete their required course work with a cumulative grade point average of 3.750 or higher will graduate *Summa Cum Laude*.
- **Magna Cum Laude:** Students who complete their required course work and earn a graduation rank in the top ten percent will graduate *Magna Cum Laude*.
- **Cum Laude:** Students who complete their required course work and earn a graduation rank in the top twenty percent will graduate *Cum Laude*.

13.3. **Awards**

13.3.1. **CALI Awards:** HUSL participates in the Center for Computer-Assisted Legal Instruction (CALI) *Excellence for the Future Awards®* program. CALI may from time to time establish rules that supersede or add to the requirements listed below.

13.3.1.1. **Courses Eligible for CALI Awards:** Courses in which CALI awards may be given include 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. In normal circumstances, only one award per section of any particular course is given.

13.3.1.2. **Students Eligible for CALI Awards:** HUSL J.D. students who enrolled for a letter grade in a section defined in 13.3.1.1 are eligible for CALI Awards.

13.3.1.3. **Calculation of Award:** The CALI award is given to the student with the highest numerical grade in the class as determined by the faculty member. The faculty member may include all factors announced as relevant in determining the grade, such as class participation or non-examination evaluations. 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 given upon request of the faculty member.

13.3.1.4. **Notification to Recipients:** Faculty members report the recipient of the CALI award to the Office of the Registrar when they submit their final grades. Once all the grades for the term are posted, the Office of the Registrar notifies CALI recipients in each eligible section. CALI makes the titles of the sections and name of the awardees available online at
13.4. **Graduation and Commencement Procedures**

13.4.1. **Graduation Terms**: 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

13.4.2. **Expected Graduation Date**: 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 to the expected graduation date.

13.4.3. **Commencement Dates**: 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 22, 2010
- Saturday, May 21, 2011
- Saturday, May 19, 2012

13.4.4. **Graduation Honors, Preliminary and Final**: 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, i.e., when grades are received and recorded and students are ranked, which generally occurs in late June.

13.5. **Diplomas**

13.5.1. **Receipt of Original Diplomas**: Diplomas are ordered after graduation honors are officially awarded and typically arrive mid to late October. Students are notified via their Hamline Institutional e-mail 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 mailed via USPS First Class Mail to the student’s mailing address of record.

13.5.2. **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.

13.5.3. Lost, Damaged or Destroyed Diplomas: Upon return of the original diploma, HUSL will issue a standard replacement diploma. The fee for re-issuance of a standard diploma is $50. 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.

13.5.4. 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 issue a new diploma upon presentation of a certified copy of the court order or similar official document. (Section 13.45) 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.

14. SECTION 14: Bar Examination Requirements and Procedures

14.1. Bar Exam 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.

14.2. Minnesota Bar Exam 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.

<table>
<thead>
<tr>
<th>Minnesota Bar Subjects</th>
<th>HUSL Courses</th>
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<tbody>
<tr>
<td>Business Associations</td>
<td>Corporations</td>
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<td>Unincorporated Business Entities</td>
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<td>Civil Procedure</td>
<td>Civil Procedure I and II</td>
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<tr>
<td>Constitutional Law</td>
<td>Constitutional Law I and II</td>
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<tr>
<td>Contracts</td>
<td>Contracts I and II</td>
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<td>Criminal Law and Proce-</td>
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<td>Criminal Procedure I</td>
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<tr>
<td>Ethics and Professional Responsibility</td>
<td>Professional Responsibility</td>
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For more information on subjects tested on the Minnesota bar examination see <http://www.ble.state.mn.us/exam.html#Subjects>.

Minnesota requires that students take the Multistate Professional Responsibility Examination (MPRE). For more information on the MPRE see <https://secureweb01.act.org/mpre/>.

15. SECTION 15: ACADEMIC RECORDS

15.1. Privacy Rights and Disclosure of Academic Records (FERPA Policy)

The following is Hamline University’s FERPA Policy, which can also be accessed at <http://www.hamline.edu/shared/policies/university_all/ferpa.html>.

15.1.1. 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 Registrar’s Office.

Education Records

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

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.

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 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.
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; contractors, consultants, volunteers, and other outside service providers used by Hamline University to perform institutional services and functions; 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).

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.

**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:

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

**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.

**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.

**Retention of Records**
Hamline University reserves the right to maintain only those records it considers useful and to set reten-
tion 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.

15.2. **Alumni Records**

15.2.1. **Release of Information to Hamline Community:** The Alumni Office will not release any information regarding alumni to any person, organization, or institution other than to fellow alumni, staff, faculty or students of Hamline University School of Law. The Alumni Office will release name, business address, business telephone number, e-mail address, and year of graduation.

15.2.2. **Alumni Request for Confidentiality:** 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.

If a non-alumnus/alumna requests information regarding an alumnus/alumna of the School of Law, the alumnus/alumna will normally be contacted to let him or her know that a non-alumnus/alumna was seeking information and will be notified that the alumnus/alumna is free to contact the non-alumnus/alumna or ignore the request.

15.2.3. **Sale or Distribution of Alumni Databases:** 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.

15.3. **Transcript Requests**

15.3.1. **Privacy of Student Transcripts:** A student’s educational records are private. Transcripts of records can be issued to the student and to other persons only as allowed by Hamline’s FERPA policy (see the Confidential Information and Privacy Policy Section, 15.0, for more information). Requests from any other party must include a release/authorization duly executed by the student.

15.3.2. **Transcript Types:** All transcripts issued by the Office of the Registrar are official transcripts.

15.3.3. **Electronic Transcripts:** Electronic transcripts are digitally signed secure PDF documents available via Piperline.

15.3.4. **Paper Transcripts:** Traditional official paper transcripts are available in person from the Office of the Registrar or via standard mail.

15.3.5. **Requesting a Transcript:** The preferred method for requesting a transcript is on Piperline. The link path is Student Services, Student Records, Request Official Transcripts. Follow on-screen instructions.

15.3.6. **Fees:** Incoming students pay a one-time fee for a customary volume of transcripts issued while they are students or alumni. Thereafter, individual students who request single transcripts are not charged fees for issuance of these transcripts unless they request Rush Service, see Section 15.3.8. However, HUSL reserves the right to charge a per transcript fee for abnormal, excessive and/or repetitive requests.
15.3.7. Transcript Processing Time: Requests for paper transcripts are processed daily during regular business hours. Electronic transcripts requests are automatically processed on the hour including after business hours. Routine system maintenance and unexpected system failures may delay processing.

15.3.8. Transcripts With 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 providing and paying for shipping labels for overnight delivery services. Paper transcripts cannot be faxed.

15.3.9. Restrictions on Issuance of a Transcript: Official transcripts will not be issued for students with outstanding financial obligations towards Hamline University.

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

15.4. Issuance of Other Official Documents:

15.4.1. Document Issuance, No Fee: Upon request, the Office of the Registrar will issue a customary number of copies of the following documents free of charge to students, or to third parties who have the written permission of the student.

- Dean’s Honors Verifications
- Expected Graduation Term/Date Verification
- Good Standing Verification (except for Visiting Away, see Rule 15.4.3)
- GPA Verification
- Grade Verification
- Ranking Verification
- Certificate of Eligibility to Sit for a Bar Exam

15.4.2. Procedure for Issuance of Other Official Documents: 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>. An e-mail from the student’s Hamline Institutional e-mail account is considered a valid, electronically signed, request.

15.4.3. Letter of Good Standing/Fee: There is a $50.00 fee for issuance of a letter of good standing issued with an authorization to visit away at another law school.

15.4.4. Fee Waivers: Requests for a fee waiver due to documented extremely exigent economic hardship will be considered by the Associate Dean of Students and Multicultural Affairs.

15.4.5. Enrollment and Degree Verifications/Alternate Procedure: 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 <http://www.enrollmentverify.org> or <http://www.degreeverify.org> or by mail at:

National Student Clearinghouse
13454 Sunrise Valley Drive, Suite 300
Herndon, VA 20171
15.4.6. Enrollment Verification to the Veterans Administration (VA) and Similar Agencies: 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. The Assistant Registrar is the VA Certifying Official for HUSL.

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. Students requesting enrollment verification for any other agency must request it each time they need it.

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. 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 to half of the maximum number of credits for a standard full time load as defined in AR 104.

No fees are assessed for VA and similar certification/verification services.

15.5. Name and Gender Changes

15.5.1. Minor Name Corrections: Minor changes in names (for example, spelling corrections or revisions) can be made without a court order at the discretion of the OTR. In these instances, the student must provide documentation such as a current driver's license with photo, Social Security card, or resident alien card.

15.5.2. Significant Student Name Changes: Students must notify the Office of the Registrar within sixty days of a legal name change. They must submit a Name Change Form to the Office of the Registrar in person, along with original supporting documentation such as a new Social Security card, marriage license, dissolution decree, court ordered name change, etc. These originals will be returned to the student upon request. Name changes cannot be made online.
15.5.3. **Alumni Name Changes:** HUSL alumni can make requests to the OTR. They must provide the same documentation as students.

15.5.4. **Gender Changes:** A certified copy of a court order is required, along with a written request from the student in order to change gender and the accompanying name on institutional records.

15.5.5. **Diploma Names:** Diplomas are issued with the student's legal name on file at the time of degree completion.

15.6. **Forms Required for Academic Record Changes or Provision of Information:**

The following forms which are necessary to change academic records, seek academic permissions or receive academic documents 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

16. **SECTION 16: CAREER SERVICES AND PROFESSIONAL DEVELOPMENT**

16.1. **Programs and Requirements for First-Year Students**
16.1.1. **Limitations on Programs That Can Be Offered**: Pursuant to National Association for Law Placement (NALP) Guidelines, before 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.

16.1.2. **Mandatory CSO Orientation**: All students are required to attend mandatory Career Services orientation sessions, held in the fall of the first year of law school.

16.2. **On Campus Interviewing (OCI) Rules**

16.2.1. **OCI Training Required**: Students must attend an OCI training and information session before they will be eligible to participate in OCI.

16.2.2. **OCI Interview Requirements**: 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 informs the Career Services Office of an acceptable reason for missing the interview and brings a letter of apology addressed to the employer to the Career Services Office.

16.3. **Pre-Registration 3/4L Career Planning and Portfolio Requirement**: Students will not be allowed to register for their final semester of law school until they engage in an Exit Interview with the Career Services Office, which will include producing an acceptable legal application document portfolio and discussing or sharing post-graduate job search or employment plans.

16.4. **Required Pre-Graduation 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 because the law school must report its graduates’ employment status to various entities. The Office of the Registrar will not issue a diploma to any student who has not turned in the survey.

16.5. **Solomon Amendment Amelioration**: Congress has required that universities that receive certain federal funds make an exception to their non-discrimination policy and permit the branches of the United States military access to certain Career Services offices. Pursuant to faculty vote objecting to the military policy on discrimination against persons based on sexual orientation, and Hamline’s requirements of membership for the American Association of Law Schools, the law school engages in activities to ameliorate the effect of the Solomon Amendment on the law school community. For further information, contact the Career Services Office.

16.6. **Employment Recommendations**: Because of federal law records requirements, students who wish to have a faculty or staff member write a recommendation which discloses any information contained in their records, such as grades or class standing, must complete a Request for Letter of Recommendation form available in the OTR and present it to the faculty member before the letter can be issued.

17. **SECTION 17: COMMUNICATIONS**
17.1. **Required Contact Information for Students**: Each current student of the law school, from the first day of orientation until the date of bar certification, must have on file with the Office of the Registrar the following information: a current mailing address, a current telephone number where the student can be reached during the day, and a Hamline Institutional e-mail account.

17.2. **Recommended Contact Information for Students**: Each student is encouraged to have the following information on file with the Office of the Registrar:

- Personal e-mail address (however, see Official Notices below);
- Contact information including name, address, all telephones and e-mail addresses for one or more persons who should be reached in case of emergency; and
- Alternate telephone numbers of the student, including work, cell and any other numbers where the student can be reached.

17.3. **Information Update/Changes Requirements**: Students should maintain and update their contact information online using Piperline. However, students may also update their contact information 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.

17.4. **Official Communications From the Law School**

17.4.1. **Official Notices From the Law School**: All official notices from the law school regarding course and class concerns, academic records, academic requirements, and other such matters are sent to the student’s Hamline Institutional e-mail account. Any notice that is sent to a student’s official Hamline e-mail account is deemed received by the student.

17.4.2. **Failure to Check E-mail or Respond to Official E-mail Notices**: Students are responsible for all information sent to the student’s official Hamline Institutional e-mail account and for failure to respond to any notice or inquiry sent to their e-mail accounts. If because of disability or other exigent circumstance the student is unable to use the account, the student must immediately inform the Office of the Registrar of a satisfactory alternative method of notification and the time period during which such notification method must be utilized. Students are responsible for checking their Hamline Institutional e-mail accounts frequently.

17.4.3. **Additional Notices**: Critical individual notices regarding academic standing, disciplinary matters and the like may also be sent through certified First Class USPS mail, but e-mail notification through the Hamline Institutional e-mail account will be deemed sufficient for purposes of any deadlines imposed by academic or other rules.

17.4.4. **Duration of Hamline Institutional E-mail Accounts**: Hamline University-issued institutional e-mail accounts through Google remain active throughout the student's law school career (including leaves or other breaks) and after a student graduates or leaves school for as long as the student or alumnus chooses to keep them.

17.4.5. **Communication of Schedule Changes**: Changes to the schedule that occur before the beginning of the semester will be posted on the website under the term and course for which the change is made.
17.4.6. **Communication of School Closings/Inclement Weather Policy:** It is Hamline University's policy to conduct classes as scheduled, but sometimes winter storms or other weather situations are so severe that travel is extremely hazardous. If adverse weather and/or hazardous travel conditions occur that necessitate canceling or postponing the university's activities, the official announcement will be posted on Hamline University’s main website (www.hamline.edu). Students may also call 651.523.5555 for recorded information or listen to radio broadcast on WCCO-AM radio (AM 830) WCCO-TV Channel 4 as well as other media outlets.

In the event Hamline University has chosen not to close, classes will be held at the School of Law.

17.4.7. **Communication of Individual Class Cancellations:** If a particular class is not being held due to inclement weather or illness of the instructor, time permitting, the OTR will notify students through the class e-mail list and if possible, post a notice on the law school website. Students who wish to inquire whether a class has been canceled may also call the Office of the Registrar during regular office hours, 651-523-2468.

17.4.8. **Class Make-Ups:** ABA Standards require that every class meets for 700 minutes per credit (ABA Standard 304, Interpretation 304-4). Therefore instructors must make up any class canceled for any reason, including inclement weather, illness or professional obligations. Classes will be rescheduled at the prerogative of the instructor, and may be made up during the reading/make-up days at the end of the semester or at another time which does not pose a conflict for students in that class with another regularly scheduled class in which they are registered.

17.5. **Other Communications at Hamline**

17.5.1. **Communication Through Message Boxes:** HUSL message boxes are un-secured shelves in the lower level of the law school. They are 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 should not be treated as secure mailboxes.

The Office of the Registrar automatically assigns a free message box to every student upon matriculation. Message box numbers are randomly assigned, but students who have difficulty accessing message boxes on top rows may request a lower row box. A roster of message box numbers and student names (except those who requested confidentiality under the FERPA policy) is posted in the glass case across from the message boxes.

Message boxes for students who withdraw, 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 of the date on which the student leaves HUSL temporarily or permanently, and all contents are discarded.

17.5.2. **Communication Through Post Office Boxes:** Hamline University provides Post Office mailboxes to students residing on campus through the campus Post Office.

17.5.3. **Communication Through The Connection:** HUSL provides an online weekly newsletter to its students, faculty and staff, called The Connection. Students may submit short announcements and articles for The Connection in the Office of the Assistant Dean for Student and Multicultural Affairs for approval and they will be posted into The Connection.
17.5.4. **Communication Through Monitors:** Students or student groups wishing to post announcements on the monitors located in the atrium area or in *The Connection* should contact the Assistant Dean for Student and Multicultural Affairs by e-mail or phone 651-523-2966.

17.5.5. **Building Postings:** The policy on posting notices within the law school and East Hall areas supervised by the law school is administered by the Dean’s Office. All posters must be dated and have an approval stamp prior to posting. Any sign/poster hung without a stamp will be removed and discarded. 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. 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.

For information about posting in other buildings at Hamline, see the Building Use Policy, Appendix C4, the Posting and Canvassing Policy and the Political Candidate/Campaign Policy at <http://www.hamline.edu/shared/policies/university_all/posting.html>.

18. **SECTION 18: OTHER SERVICES PROVIDED BY THE OFFICE OF THE REGISTRAR**

18.1. **Lockers**

18.1.1. **Locker Availability:** HUSL lockers in the lower level of the law school building are available for rent to students and student organizations from the Office of the Registrar. The president or chief executive officer of each student organization may request a locker for the organization and designate users for the locker.

18.1.2. **Process for Requesting, Assigning and Relinquishing Lockers:** Students may request one or more lockers online using the *Locker Request Form*. 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. Students may relinquish lockers at any time by contacting the Office of the Registrar.

18.1.3. **Locker Fees:** 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). An appropriate cleaning fee will be assessed if the locker is not emptied and cleaned by the deadlines stipulated below.

18.1.4. **Locker Combination:** Students’ locker number and combination information are available via Piperline. From the main menu, click Personal Information and then Campus Address (Mail Stop) Information. Locker number and combination information for student organizations are available via Piperline under the account(s) of the designated organization member(s). Students who believe their combination number has been compromised should request a combination change from the Office of the Registrar.

18.1.5. **Locker Content Limitations:** Students and student organizations should employ common sense regarding what to store in the lockers. Students should not store perishable or malodorous items, flammable, corrosive or otherwise dangerous substances, noise emitting devices, etc.

18.1.6. **Law Student Access to Lockers:** HUSL reserves the right, without notice, to open lockers and dispose of any items or substances deemed harmful, dangerous or annoying to others and/or to notify law enforcement authorities if the possession of any contents of the locker is illegal.
18.1.7. No Insurance: Locker contents are not insured by HUSL; students are discouraged from storing valuables.

18.1.8. Ending Locker Use: 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. Students who graduate must remove all contents and clean their lockers within sixty days of graduation. Organization lockers must be transferred to the newly elected officers or emptied and cleaned within sixty days of spring graduation. Contents not removed by the stated deadlines will be discarded and/or donated to charity. A minimum $10.00 per locker cleaning fee will be assessed.

18.2. 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 in the FERPA statement or above or as required by applicable law. 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.

18.3. Mail Services: Students may drop First-Class U.S. and internal campus mail at the front counter of the OTR. 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.

18.4. 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.

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
Additional Pages: $1.00 each

18.5. Copying: Students are encouraged to use the Law Library copy machines. The Office of the Registrar provides only 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:
18.6. **Notary Services**: Notary services are free to current students from the OTR. Appointments for services are recommended to ensure staff availability.

18.7. **Lost and Found**: Items turned into the Office of the Registrar are forwarded to the Campus Office of Safety and Security for safekeeping.

19. **SECTION 19: OTHER UNIVERSITY SERVICES**

19.1. **Financial Aid**: Financial Aid is administered through the University Financial Aid office which administers and enforces federal, state and university rules on financial aid. Students who are considering changes in enrollment (e.g., leaves, visiting away, withdrawals), status (e.g., full-time to part-time or vice-versa), and courses (adds and drops which may affect enrollment status) should contact Financial Aid before they seek to make these changes to determine the effect of the changes on their Financial Aid. The law school administration does not have authority over financial aid decisions.

19.2. **Parking**: The Office of Safety and Security registers autos and enforces the Parking Policy, Appendix C5, including issuing permits for parking at Hamline. Students who ride bicycles or other non-motorized vehicles to or on campus should note the Bicycles Policy on the university web page, <http://www.hamline.edu/shared/policies/university_all/bicycles_policy.html>.

19.3. **Student Accounts**: The University Student Accounts Office administers Hamline’s policies and rules regarding tuition and fees, payment schedules, etc. Students who have financial difficulties (including problems with scholarships or financial aid) which prevent them from complying with payment agreements should immediately inform Student Accounts and make appropriate arrangements. Students with a financial hold which prevents them from registering or taking examinations must contact Student Accounts to revise their payment agreements before a financial hold can be removed. The law school administration does not remove financial holds.

19.4. **Technology Services**: The Department of Information and Technology Services (ITS) provides most of the technology services available to Hamline law students. For technology troubleshooting, students may call the ITS Helpdesk, 651-523-2220 or visit ITS in the lower level of Bush Library (the undergraduate library adjacent to the law school.) Students should carefully read the Technology Use Policy, Appendix D2, and the E-mail Use Policy, Appendix D3. If they live in campus, plan to download significant amounts of material, or have rights to utilize a Hamline web page, they should also review the Bandwidth and Copyright Infringement Policy, the Web Policy, the Software Policy, as appropriate.

19.5. **Library Services**: The Hamline Law Library and Bush Memorial Library provide library services to Hamline students. Please consult their respective web pages for more information about hours, loan policies, CLIC/LUMINA and other interlibrary loan services, online search catalogues and other information.

19.6. **Room Scheduling**

19.6.1. **Process for Scheduling Rooms**: There are several online resources accessible through the Office of the Registrar’s main web page which allows for both room reservation and room occupancy checks. The preferred method to reserve rooms is online.
19.6.2. **Restrictions on Scheduling Rooms:** 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.

19.6.3. **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 submit a *Student Organization Event Approval Form* duly approved by the Assistant Dean of Students and Multicultural Affairs.

19.6.4. **Building Use Policy:** For additional information on rules for using Hamline buildings, see Building Use Policy, C4, as well as the Posting and Canvassing Policy and the Political Candidate/Campaign Policy at <http://www.hamline.edu/shared/policies/university_all/posting.html>. Students who are planning gatherings or events on campus, whether professional or personal, should review Hamline’s policies and procedures on alcohol use (C1), smoking (C2), substance abuse (C3), and parking (C5) as well.

### 20. **SECTION 20: EXTRACURRICULAR ACTIVITIES-POLICIES**

#### 20.1. **Competitions**

20.1.1. **Student Responsibilities for Competitions Course:** Students involved in competitions are required to sign an agreement indicating their responsibilities for timely submission of all written exercise and attendance at team meetings and practices. Meeting the terms of this agreement is a condition of receipt of a course grade and continued participation on the competition team.

20.1.2. **Student Responsibilities for Expenses:** Students who are terminated from teams due to their failure to meet this agreement or who resign from the team before completing their responsibilities are responsible for any costs incurred by Hamline in enabling their participation on the team, including the entry fee, airfare, hotel, exhibit and printing/mailing costs. Students are responsible for any costs not picked up by the law school for competitions, and for any costs not specifically pre-approved, including mailing and printing costs. Students may not be reimbursed for any costs for which appropriate original receipts are not provided on a timely manner.

Other Competitions Policies: For more information, see the Competitions website at <http://law.hamline.edu/competitions>.

#### 20.2. **Journals:** The Hamline Journal of Public Law and Policy and the Hamline Law Review are governed in part by by-laws. Students should consult their respective websites for more information.
APPENDIX A: HUSL CODE OF CONDUCT  
Academic Rule 114  
(updated August 2009)  

Article One: Statement of Purpose  

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

Article Two: Scope  

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

Article Three: Prohibited Conduct  

Section 3.01 – Dishonest Conduct or Illegal Acts  

Any dishonest conduct, course of conduct, illegal act, or conduct which is cause for rejection of a candidate for admission to the Bar of the Supreme Court of Minnesota is prohibited. Nonexclusive examples of such conduct are:  
(a) Lying;  
(b) Stealing;  
(c) Cheating;  
(d) Vandalism;  
(e) Extortion;  
(f) Threats; and  
(g) Plagiarism.

Section 3.02 – Prohibited Conduct – Examinations  

This Section provides further examples and specific notice of the type of conduct which the law school regards as dishonest in the examination setting. This Section is not to be construed as limiting Section 3.01 in any way. To engage in any of the following acts in connection with any examination shall be prohibited:  
(a) To discuss the examination during the examination with anyone except the instructor or the instructor's substitute unless specifically permitted to do so by the written examination instructions;  
(b) To give, receive, or solicit aid during any examination, take home examination or make-up examination or to give, receive or solicit aid in connection with any make-up examination after the regularly scheduled examination has been administered. "Aid" means any form of information or assistance except that which is specifically permitted by the written examination instructions;  
(c) To use any materials in any examination except those which are specifically permitted by the written examination instructions;  
(d) To exchange materials with another student during the examination unless specifically permitted to do so by the written examination instructions;  
(e) To continue writing any examination answer when the examination time has expired;
(1) When the examination is customarily ended by announcement, the examination time shall be deemed to have expired when the instructor or the instructor's substitute makes an announcement which would be interpreted by a reasonable person to mean the examination has ended;

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

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

Section 3.03 – Prohibited Conduct – Written Work

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

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

(a) To engage in any act specifically prohibited by the written instructions governing the assignment;
(b) To submit as one's own any written assignment partially or totally written by another unless specifically permitted to do so by the written instructions governing the assignment;
(c) To collaborate with another student in violating either subsection (a) or subsection (b) of this section;
(d) To take, without authorization, conceal, or destroy materials from any library where the result is to deny access to such materials to other students.

Section 3.04 – Prohibited Conduct – Misrepresentation of Academic or Personal Achievement

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

To engage in the following conduct shall be prohibited: To make any written or oral misrepresentation with respect to academic or personal achievement such as with transcripts, resumes, or oral statements, including but not limited to the submission of false records of achievements, misrepresentations of grade point averages or academic honors, or altering, forging, or misusing the university's academic records.

Article Four: Code Administration

Section 4.01 – Allegation Filing

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

The written allegation(s) shall be filed with the Dean of the School of Law. A copy of the allegation(s), with matters identifying the filing party deleted, and accompanied by an explanation of the procedure to be followed, shall be served upon the student suspect(s) notifying the student through his/her message box to pick up a notice at the Dean's Office, and by one of the following methods: (a) mail; (b) first class mail to the student suspect's last address on file with the Registrar; or (c) personal service. Although the Administration cannot guarantee absolute confidentiality, attempts will be made to keep the allegations filed in confidence. Only those
Section 4.02 – Investigation

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

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

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

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

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

Section 4.03 – Prohibition of Record Keeping

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

The Dean, investigator or any other member of the administrative staff, shall not place in the student's personal file and/or Registrar's files any allegation which has failed to bring forth student violation proceedings due to lack of probable cause. In such cases, the file in the matter, reduced as the Dean deems appropriate to contain limited information, shall remain in the Dean's office for such purposes as confirming at the student's request that no probable cause was found, providing evidence that is relevant to any subsequent investigation or proceeding, and providing information that is responsive to subpoenas or search warrants in compliance with applicable law. Upon written request, students who were the subjects of the investigation may review this file in the presence of a member of the Dean's professional staff.
Section 4.04 – Disposition by Agreement

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

Section 4.05 – Complaint

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

(a) the name(s) of the accused student(s)
(b) the specific charge(s), and
(c) a complete statement of the facts supporting the charge(s).

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

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

Section 4.06 – Hearing

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

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

Section 4.07 – Witnesses

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

Section 4.08 – Decision

The Academic Discipline Committee shall prepare a written Decision. The Decision shall include a determination of whether a violation was committed. A three-fourths majority vote of the membership of the Committee shall be required to make such a determination. Where such a determination is made, the Committee shall also prepare an Order stating the penalty for the violation. The penalty for any second violation shall be expul-
sion. The Committee shall file its Decision, and Order, if any, with the Dean not later than fourteen days from the end of the hearing. The written Decision and Order shall be made available to the Prosecutor and to the student involved. If the Decision and Order is not appealed within fourteen days thereafter, it shall become final. Where the Committee has determined said student(s) did not violate any honor code provision(s), the Dean, investigator or any member of the administrative staff, shall not place in the student's personal file and/or Registrar's files any allegation or complaint related to cases in which a determination of no violation has been made. Any existing notations of allegations in the student's personal file and/or the Registrar's files or complaints which have resulted in a determination of no violation shall be subject to expungement in accordance with the procedure specified in Section 4.03.

Section 4.09 – Appeal

A student found to have committed a violation shall have the right to appeal the Committee's Decision and Order to the tenured faculty. The tenured faculty members who served as investigator(s) and/or prosecutor(s) in the case under review shall not participate in the review. A majority of tenured faculty members neither disqualified by the preceding sentence nor disqualified on their own initiative shall constitute a quorum. If notice of appeal is timely filed, the Decision and Order shall be reviewable both as to penalties and findings. The notice of appeal shall include specific allegations of error with regard to the Decision and Order.

Section 4.10 – Appellate Hearing

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

Federal District Court Student Practice Rule for the District of Minnesota can be found at Local Rule 83.8 of the United States District Court for the District of Minnesota.

Minnesota Supreme Court Rules on Certified Law Students can be found at 52 Minnesota Statutes Annotated, Student Practice Rule.
APPENDIX B: POLICIES PERTAINING TO INTERPERSONAL BEHAVIOR

Appendix B1: Discrimination and Harassment Policy

Policy Statement and Definitions: (approved by the Hamline University Board of Trustees May 4, 1993)

The fundamental principle underlying this policy is that an Academic community must be open to discourse and full participation by each of its members. Discrimination or harassment designed to silence, stigmatize, marginalize, or exclude any individual is not only unjust and unfair, but also is incompatible with the university mission to educate and to seek truth.

Hamline University will not tolerate harassment or discrimination based on race, color, gender, ethnic background, national origin, sexual orientation, marital or parental status, disability, religion, age, or veteran status in its employment or educational opportunities.
This policy is intended to prevent such discrimination or harassment, if possible, and to remedy any discrimination or harassment that does occur firmly, fairly, and promptly. All students, faculty, staff, and employees must comply with this policy. Independent contractors against another independent contractor or an employee of an independent contractor shall not interpret this policy to allow complaints. In addition, if Hamline cannot apply this grievance procedure, Hamline reserves the right to pursue any other avenue of redress available.

Retaliation for bringing or participating in any investigation or proceeding under this policy will not be tolerated and will be independent grounds for discipline. Nothing contained in this policy limits any rights of Hamline University or in any way restricts Hamline University from investigating or taking appropriate remedial action.

Where harassment conduct may also constitute sexual violence, the university’s Sexual Violence Policy may also apply and should be reviewed. Among other things, an assault should be reported to the Dean of Students office, Safety and Security, and/or the Saint Paul Police Department; a grievance may be initiated under this policy; criminal proceedings may be initiated and may be pursued concurrently with, and/or in addition to, proceedings under this policy and/or any other university investigation or proceeding. The university reserves the right to advise criminal authorities under any circumstances it deems appropriate.

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.

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. There are two types of harassment: sexual harassment and harassment by personal vilification.

Sexual Harassment Defined and Prohibited
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct or communication of a sexual
nature (1) when submission is made a term or condition, explicitly or implicitly, of obtaining employment or education; (2) submission or rejection is used as a factor in decisions affecting the individual's employment or education; or (3) which has the purpose or effect of substantially interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or educational environment.

Harassment by Personal Vilification

Harassment by personal vilification includes oral remarks, written remarks, or conduct which (1) are based upon any perceived or actual personal characteristic (race, gender, etc., as listed in 2.01, above), and (2) are used to create an intimidating or hostile working, learning, or living environment for any individual or group of employees or students.

I. Complaint Process

The law school has instituted its own internal procedure to comply with the policy. If a student believes that he or she has been subjected to discrimination or harassment as defined above, this guide provides a summary of the available options to address the situation. Further details about the university process may be found on the university website, <http://www.hamline.edu/shared/policies/university_all/sexual_violence.html>.

A. Reporting

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 e-mail. 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.

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.

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.

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. See the university’s Hate Incident and Crime Protocol on the university webpage, <http://www.hamline.edu/shared/policies/university_all/hate_incident_crime.html>.

B. Mechanisms to Address Specific Complaints of Discrimination and Harassment

The university has a three-level grievance process, in addition to the option of utilizing the University Ombud to resolve the grievance.

Hamline University Discrimination and Harassment Policy

1. 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 law school Grievance Representative under the university 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.

2. Level II Investigation
The Assistant Dean will identify an investigator of the complaint. 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 investigator determines that there is probable cause to believe the policy is violated but the respondent does not request a hearing, the allegations in the investigator’s determination will be presumed to be admitted and the Hearing Committee (described below) will determine and suggest sanctions to the designated official (appointed by the university’s Dean of Students.) That official will issue a final decision that is not subject to appeal.

If the investigator determines that there is no probable cause to believe the policy is violated, 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 investigator’s finding based on the evidence, he or she can reverse the decision and find probable cause. In that case, the respondent’s rights to appeal and request a hearing are invoked.

3. Level III Hearing
A Hearing Committee will be convened as soon as possible to hear any cases in which either the complainant or the respondent request one pursuant to Section (d) above. See University Policies for a description of the Hearing Committee and procedures. The complainant may review the investigation files. Court rules of evidence will not apply, nor will court rules of civil procedure apply. Fair and efficient resolution of the dispute will be the goal. Each party can bring a person of their choosing to the hearing for support. However, the supporter will not be allowed to represent the parties, e.g., through examination or cross-examination of witnesses, presentation of opening or closing statements, or intervention in the presentation of evidence. Ten days after the conclusion of the hearing, the committee will make a decision and issue sanctions.

C. Hamline University Ombud Service
If a student experiences a conflict with a student, faculty member or administrator she or he can refer the matter to the Ombud Service. The Ombud 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 e-mail.
Appendix B2: Sexual Misconduct Policy

(Including Policy Against Sexual Assault, Policy Against Sexual Harassment of Students, Policy Against Sexually Inappropriate Conduct, and Policy Against Reprisals.)

Last Updated: Jul 28, 2008

Student Policy Regarding Prohibition of Sexual Misconduct of All Forms

This policy was approved by President's Staff on February 7, 2006

Introductory Statement

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

Definitions:

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

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

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

Force: use of physical force, threats, intimidation or coercion to commit sexual assault.

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

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

Investigation: a process of neutrally examining facts to determine what has transpired. It minimally includes interviewing the complainant, the respondent, and witnesses where appropriate, gathering evidence and determining the credibility of the parties prior to making findings. Information about the allegations will be shared with those who need to respond to them, corroborate them, or may be able to provide relevant information about the matter.
Ombudsman: The ombudsman is a confidential, neutral, and informal resource to whom students, faculty, and staff can bring any university-related problem, concern, or complaint. The ombudsman is an informal supplement to existing university problem-solving services and can help to surface concerns, resolve disputes, manage conflict, and educate individuals in more productive ways of communicating. The ombudsman will listen to the issue and help to identify steps that Hamline offers to reach a fair resolution. Communications with the ombudsman are entirely confidential, except in the rare case of imminent risk of serious harm. The ombudsman is not an office of notice for the university, meaning by talking to the ombudsman, a complaint is not filed.

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

Physical Force: intentional physical impact upon another, use of physical restraint or use of a weapon.

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

Sexual Assault: intentional sexual conduct with another person occurring without that person’s consent.

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

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

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

Sexually Inappropriate Conduct: unwelcome conduct of a sexual nature, or directed at a person because of their gender, which does not rise to the level of harassment or assault but which is disruptive or offensive to a reasonable person of a background similar to the recipient. This conduct may include crude, obscene or threatening gestures, unwelcome sexual comments, and seeking invasive proximity to an individual (stalking).

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

Policy Against Sexual Assault of Students

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

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

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

**Sexual Assault Prohibited**
Hamline University prohibits sexual assault as defined in this policy.

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

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

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

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

**If You Believe You Have Been Sexually Assaulted**

Please refer to the Counseling and Health Services website for additional information at <http://www.hamline.edu/assault_emergency>.

**Hospital**

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

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

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

On Campus:
Counseling and Health Services Center: 651-523-2204
Religious and Spiritual Life Office: 651-523-2315

Off Campus:
Sexual Offense Services of Ramsey County: 651-643-3006 (24 hour hotline)
Sexual Offense Services of Ramsey County: 651-643-3022 (business line)
OutFront: 612-822-0217

What Will Happen When a Report is Received

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

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

If You Report to Hamline University

1. REPORTING ONLY:

If sexual assault amongst Hamline University students is reported to Hamline University, the University will make every effort take action that balances between the wishes of the complainant and the safety and other interests of the community. The complainant may report the sexual assault to a person in authority at the University and state that they do not wish to have the incident investigated. In this case, the report will not be acted upon unless or until the complainant changes their mind about pressing charges, or unless Hamline University decides that it must act upon the incident in order to protect the safety of the community at which time an investigation will occur through Safety and Security.
2. MEDIATION:

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

3. PRESSING CHARGES:

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

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

What Can You Expect?

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

Both the complainant and the respondent should expect to be informed of their options and choices. To ensure that this occurs, the University will offer both complainant and any respondents an advocate to assist through the process. Individuals who report sexual assault to campus authorities will be provided with written information detailing those options at the time that they make the report, including counseling resources available to them. Reports to police will afford individuals notice of their rights under the Minnesota Crime Victim’s Bill of Rights. (Link to site <http://www.ojp.state.mn.us/MCCVS/CVJU/rights.htm>.)

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

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

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

Policy Against Sexual Harassment Amongst Students

Policy Statement

Hamline University prohibits sexual harassment in any form. Sexual harassment of or by employees or faculty members are prohibited under Hamline University Discrimination and Harassment Policy. Under federal law and the policies of this University, students are also protected from sexual harassment interfering with their education. This policy prohibits sexual harassment amongst students.
Seemingly consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned.

**Student-to-Student Sexual Harassment**

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

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

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

**Reporting Student to Student Sexual Harassment**

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

Please be aware that when you report alleged sexual harassment, the University is obligated to investigate the complaint and to take prompt and appropriate action to stop any improper or illegal conduct.

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

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

**On Campus**
Counseling and Health Services Center: 651-523-2204
Religious and Spiritual Life Office: 651-523-2315

**Off Campus:**
Sexual Offense Services of Ramsey County: 651-643-3006 (24-hour hotline)
Sexual Offense Services of Ramsey County: 651-643-3022 (business line)
OutFront: 612-822-0217

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

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

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

Policy Against Sexually Inappropriate Conduct

**Policy Statement**

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

**Reporting Sexually Inappropriate Conduct**

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

Complainants have three options when making a report to the University.

**Reporting only:**

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

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

**Pressing Charges:**

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

**What Can You Expect**

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

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

**Prohibition Against Reprisal**

**Policy Statement**

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

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

Any complainant who believes that they are being subjected to negative consequences for making a complaint should notify a person in a position of authority at the University immediately. Those found to engage in reprisal towards someone because they have made a good faith complaint of sexual misconduct will be disciplined, up to and including expulsion from the University.
Appendix B3: Firearms and Weapons Policy

Hamline University maintains a strict policy prohibiting weapons in the university community, including legal and authorized weapons. Use of any firearm, explosive, weapon, dangerous chemicals, or biological agents on university property or at any university function is prohibited. Other prohibited items include, but are not limited to, swords, pellet or BB guns, knives, paintball guns, and bows and arrows (collectively weapons).

Students, faculty, and staff are not allowed to carry and/or possess weapons at any time while in the University buildings or property, whether or not licensed to do so. University "property" includes, but is not limited to:

- Buildings
- Sidewalks or walkways
- Lawn areas

Students, faculty, and staff are also prohibited from carrying and/or possessing weapons at any time while working or attending University or University-related events, whether or not on University property, including, but not limited to:

- Driving university vehicles at any time; and
- Driving privately owned vehicles used in the course of conducting university business.

The University also prohibits university visitors from carrying and/or possessing weapons on university property or attending university or university-related, non-hunting activities. Non-employees include, but are not limited to, vendors, visitors, customers, and potential customers of the university, excluding law enforcement officers.

Reports of any suspected violation of this policy should be made to the Office of Safety and Security (651-523-2100) immediately. Violation of this policy is unacceptable and shall be grounds for discipline. The university will not tolerate retaliation against any employee who reports a suspected violation of this policy.

Visitors who are required to carry a weapon in the scope of their employment would be exceptions to this policy.

As with our other policies, Hamline students are responsible for the behavior of any visitors they have on campus. Students who live in university-owned properties (i.e., residence halls, apartment building, houses) will be held accountable through the judicial process if they or their visitors/guests violate this or other campus policies. If you have any questions or need clarification on the policy, please contact the Associate Dean of Students in Student Affairs division, Dean of Students office.
APPENDIX C: POLICIES ON USE OF HAMLINE PROPERTY

Appendix C1: Alcohol Use on Campus Policy
Last Updated: Oct 17, 2008

Introduction
Hamline University's alcohol policy establishes an atmosphere of accountability and places upon those who use alcohol the responsibility to do so in an orderly manner consistent with both state and local laws and reasonable regulations by the university. The policy and procedures are consistent with all state and local laws, in particular, those regarding legal age and alcohol.

The university shall also offer educational programs on the uses, abuses and effects of alcohol and other drugs. The following regulations and procedures cover student alcohol use in all areas of campus.

The regulations and procedures apply to any event sponsored, funded, or hosted by any Hamline University organization or department on and off Hamline University property.

Regulations

Consumption or Display
Consumption or display of alcoholic beverages is prohibited from the public grounds of the university, including athletic facilities, lawns bordering city sidewalks, windows, walkways and parking lots. Alcohol may be served and consumed only within a confined area. See the procedures section for a definition of a confined area and examples.
Alcohol may not be served to, consumed, or possessed by anyone under the age of twenty-one (21) years. Alcohol may not be served or furnished to any person who is obviously intoxicated.

All students or student organizations wishing to serve alcohol, as part of an organized social event, may do so by filing an "Alcohol Event Registration Form." This form can be obtained at the Student Center Front Desk and is submitted to the Dean of Students office, Old Main 112, for final approval after all signatures have been obtained. No event shall be approved whose sole purpose is the consumption of alcohol. Provisions for this policy are detailed in the procedures section. Alcohol may not be served at an event where admission to the event is charged or a donation required.

Purchase of Alcohol
Student fees or any proceeds from an event may not be used for the purchase of alcohol. Student organizations may provide a cash bar at campus events. Only beer and wine may be sold to students twenty-one (21) and older. There will be a maximum of three drinks sold to each person of legal drinking age. Student organizations should work with Student Activities staff to determine how to pay for service fees associated with a hosted bar.

State and Local Law
Alcohol is subject not only to reasonable regulation by the university, but also to restrictions imposed by state and local laws. To secure the integrity of the university, therefore, anyone using alcohol on the Hamline campus is required to do so within the provisions of state and local law. Relevant sections of the Minnesota Statutes 1985, Amended and the ordinances of the City of Saint Paul are included following the provisions of this policy.
Residence Halls and University Owned/Regulated Houses
Consumption of alcoholic beverages by individual students of legal age within the confines of their own residence hall rooms with the door shut is a matter of privacy and will remain so as long as it does not take place in corridors, lounges or common areas, and as long as the rights of other students or neighbors to an orderly environment and reasonable quiet is not infringed upon. The same principles of privacy and orderly environment apply to individual students of legal age in university owned or regulated houses, as long as consumption does not take place on porches, lawns or other public areas.

Health Risks
The use and particularly abuse of alcohol has severe health risks including: psychological and physical dependence; impaired judgment; birth defects; brain, liver, kidney, stomach, pancreas and heart damage; and even death.

It is not the university's role or responsibility to protect members of the university community from their own abuse of alcohol. However, resources, assistance, or referral regarding health risks, treatment or rehabilitation options are available through the university's Counseling and Health Services Center (651-523-2204). Local resources within the Twin Cities area are also available.

Guests
Hamline University students are restricted to no more than two non-Hamline affiliated guests at an all campus event, unless otherwise restricted by the event's sponsors. All guests at all campus events will be required to sign-in and show picture identification upon entry to an event. Hamline University students are responsible for the guests they bring to campus events and held accountable for their guest's behavior.

In the case of educational, cultural or alumni events which draw a portion of their audience from off campus, and where alcohol is served, guest requirements may be waived on a case-by-case basis by the Dean of Students in Student Affairs division, in consultation with the sponsors and such other officers of the university as the dean of students deems appropriate.

Outside Groups
The alcohol policy is intended for Hamline University students and not for the general public. No permission will be granted for events sponsored by outside groups using university facilities or student-sponsored parties, the intent of which is to entertain off-campus guests with alcohol.

Responsible Hosting Workshop
A student group, wishing to serve alcohol at an event must have a majority of the membership attend a Responsible Hosting Workshop. A minimum of five (5) students who have attended the Responsible Hosting Workshop serve as Safety Monitors as defined under Section II, Procedures, item E. Security.

Enforcement/Sanctions
Enforcement of this policy is the responsibility of the Dean of Students in Student Affairs division, Dean of Students office, and designated university personnel. Sanctions for violation of this policy will be resolved in accordance with the student judicial policy. Sanctions include, but are not limited to: a written warning, fines, educational intervention and/or assessment, probationary status, removal from residence halls, apartments, or university owned or regulated houses, suspension, expulsion, and/or referral for prosecution as applicable by local, state and federal law.

Procedures
Types of Events
Campus Sponsored Events are events which are advertised on-campus only, held on- or off-campus, and limited to one per weekend per academic unit. Campus Sponsored events may be advertised at another sponsoring college or university in the case of a co-sponsored event.

Invitation Only Events are events where guests are by invitation only, there is no admission charge, no advertising on or off campus, held in a reserved area, and limited to 100 people. An invitation list must be submitted with the Alcohol Event Registration Form. Invitation Only events of more than 100 people may be held at the discretion of the Dean of Students in Student Affairs.

Event Applications
An Alcohol Event Registration Form is required for all events at which alcohol is to be served. Event application forms are available at the Student Center front desk and it typically takes 2-3 working days to get the required signatures from the following offices: Student Activities, Safety and Security, Classroom and Events Services, and the Dean of Students office. Applications for "campus events" must be filed in Dean of Students Office, no later than 10 days prior to the event; applications for "invitation only" events must be filed 5 days prior to the event.

The registration form includes a contract, which must be signed by five (5) students who are expected to attend the event and the group's advisor. All five students must have attended the Responsible Hosting Workshop. (These five students may also serve as Safety Monitors as defined in Item E, or they may identify additional students who will serve as Safety Monitors.) In the case of an organizational event, one signature must be from an officer. The purpose of the contract is to clearly identify for the sponsors of events their responsibilities and obligations, and potential consequences of failure to meet the guidelines of planning a responsible alcohol event. The responsibility for the personal behavior of students, bartenders, security guards, etc. at the event does not fall on the five aforementioned students, but upon the offending individual. Hired security must be in attendance at "campus sponsored" and "invitation only" events for its entirety.

The Dean of Students in Student Affairs division reviews properly completed registration forms as quickly as possible. Applications are then either approved or denied provisionally or completely. Provisional approval or denial reasons are appended to the application. All approved applications are sent to the Classroom and Events Services Office, Security Office, event sponsor, staff member whose building in which the event takes place, and to designate individuals related to the event. One copy of the application is maintained on file in the Student Center as a record of the activity.

Location of Events
At the discretion of the Dean of Students, events involving alcohol may be held on-campus in the following areas: Student Center Ballroom, HUB, Manor Main Lounge (upon approval of Manor Hall Council), Law School west lawn, recreation field, university owned and regulated houses, Sorin A & B, Sorin north lawn, Bailey Room, Law School Student Lounge, Law School Circular Lounge, Law School Atrium, Klas Center, and the Learning Center Art Gallery.

Alcohol must be served and consumed in a confined area, created through the use of structural barriers (e.g. fenced off). No individuals may enter the confined area unless they are of legal age and have a fully intact wristband. For events occurring in university owned or regulated houses alcohol must be served in a separate room.

Advertising
Advertising for events where alcohol will be served must not have any reference to alcohol as an attraction for the event. Publicity needs to be approved by Student Center staff and cannot be posted until the event is ap-
proved. The fact that Hamline IDs will be checked must be on all publicity and may not be the focus of the advertising. Advertising should include a statement that Hamline students may bring no more than two non-Hamline guests to events.

Security
For "campus sponsored" or "invite only" events the sponsor or sponsoring group must designate at least five (5) individuals as safety monitors at all times. The safety monitors must not consume alcohol prior to or during the event. Safety monitors, who can include students, faculty, staff, and/or advisors, must be in attendance to ensure the event's responsible alcohol planning procedures are followed and to act as liaisons to security. Professional security is required at events where alcohol is served. Events with 100 guests must have two security officers, one of whom checks ID's and five (5) safety monitors. One additional security officer and safety monitor must be added for each additional 100 persons. A two-way radio will be available from the Safety & Security Office for campus-sponsored events. Campus Security staff will be available to assist with events at the request of the sponsors. Please refer to the chart below for specific numbers of security and safety monitors. The Student Activities staff may revise/alter these numbers in consultation with the event organizers.

<table>
<thead>
<tr>
<th># of Guests</th>
<th>Professional Security</th>
<th>Safety Monitors</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;50</td>
<td>2</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>51-100</td>
<td>2</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>101-150</td>
<td>2</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>151-200</td>
<td>3</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>201-250</td>
<td>3</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>251-300</td>
<td>4</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>301-350</td>
<td>4</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>351-400</td>
<td>5</td>
<td>8</td>
<td>13</td>
</tr>
</tbody>
</table>

Serving Alcohol
The amount of alcohol purchased and served may not exceed 36 ounces of beer or 12 ounces of wine per person of legal drinking age. Only beer and wine are permitted at "campus sponsored" and "invitation only" events.

Individuals serving alcohol must be professional bartenders, at least 18 years of age, not affiliated with Hamline University, and must not consume alcohol prior to or during the event as long as they are serving. Servers must also refuse to serve alcoholic beverages to anyone who appears intoxicated or does not have a fully intact wrist-band.

Serving guidelines will be provided to individuals or organizations with a copy of the approved Alcohol Event Registration Form. These guidelines are to be shared with the bartender(s) by the individuals or organizations prior to the event.

Food and equally attractive non-alcoholic beverages must be served at all times while alcoholic beverages are being served or consumed. A budget for alcohol, food and non-alcoholic beverages is to be submitted along with the Alcohol Event Registration Form.
Attendance/Guests
Attendance at events must not exceed fire code capacity limits for the space used. Contact Classroom and Events Services (651-523-2474) for more information. Guests (non-Hamline students) at campus-sponsored events are required to sign-in and show picture identification upon entry to an event.

Clean Up and Damages
Clean up of the facilities shall be completed immediately after the conclusion of the event and is the sole responsibility of the sponsor. Should further clean up be necessary, arrangements will be made between the organizing party and the related staff of the building or location of the event. If clean up is not completed properly, the organization shall be charged for additional cleaning as appropriate. In the event of any damage to the facilities as a result of the event, the organizing party and/or the vandal shall cover expenses. No further events may be hosted until prior bills are paid in full.

Violations and Sanctions
Violations by individuals or sponsoring groups will be reported to the university Judicial Officer and will be processed in accordance with the Hamline University Student Judicial System.
Appendix C2: Smoking Policy
Last Updated: Dec 01, 2006

Hamline University acknowledges and supports the findings of the U.S. Surgeon General that the use of tobacco poses a significant health hazard to smokers and non-smokers alike. Hamline University is committed to protecting the health of all who study, work, and live here.

It is the university’s policy, therefore, to prohibit smoking in any public building on campus and within 25 feet of any building.

Enforcement of the policy will be in accord with the enforcement of other policies set by Hamline University.

Appendix C3: Substance Abuse and Prevention Policy
Last Updated: Sep 04, 2005

Introduction
Hamline University is concerned with preventing the use of illicit drugs and the abuse of alcohol, educating students regarding medical and psychological hazards, and increasing student sensitivity to the ways in which substance abuse interferes with the rights and privileges of others. The use of illicit drugs and abuse of alcohol results in serious health hazards and potential legal penalties for those convicted of unlawful use, possession, or distribution of these substances.

Hamline University has a tradition of students acting responsibly and refraining from actions that are damaging to themselves, to others, or to the university. Students are expected to take responsibility for their own conduct and to comply with state and federal laws as well as with Hamline University's policy. Hamline University prohibits the use, possession, cultivation, manufacture, sale, or transfer of illegal drugs on university property or at university-sponsored activities. Students are expected to act lawfully with respect to the possession and consumption of alcoholic beverages as stated in this document. Hamline students are expected to become familiar with these laws and policies.

Local, State, and Federal Legal Sanctions
Local, state, and federal laws establish severe penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, may range from a fine and probation to lengthy imprisonment. In the case of possession or distribution of illegal drugs, these sanctions could include seizure and the summary forfeiture of property, including vehicles. It is especially important to know that recent federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of $1 million.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol
The use of any mind or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension, or anxiety when the substance is not used. In addition, with many substances, use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect, and/or physical dependence, characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired and people often do not realize they are losing control over the use of the substance and they need help.
Alcohol acts as a depressant to the central nervous system and can cause serious short and long-term damage. Short-term effects include nausea, vomiting, and ulcers; more chronic abuse can lead to brain, liver, kidney, and heart damage and even eventual death. Ingesting a large amount of alcohol at one time can lead to alcohol poisoning, coma, and death. Drugs such as LSD, amphetamines, marijuana, cocaine, and alcohol alter emotion, cognition, perception, physiology, and behavior in a variety of ways. Health risks include, but are not limited to, depression, apathy, hallucinations, paranoia, and impaired judgment. Abuse of either alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirths.

It is impossible to accurately predict how an individual will react to a specific drug or to alcohol because effects vary depending on the person, environmental variables, the dosage and potency of the substance, the method of taking the substance, and the chronicity of use, and whether the substance is taken in conjunction with other substances. Illegal drugs have partially unpredictable effects due to variability in dosage and purity. When two or more substances are combined, there is often an effect that is stronger than their additive sum.

**Assistance for Alcohol Abuse and/or Drug Use Problems**
Hamline University is committed to education and counseling as the primary focus of their substance abuse programs and provide confidential, professional assistance for students. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services including counseling, educational materials, and/or referrals are available at the following offices:

1) Counseling and Health Services Center: 651-523-2204  
2) Dean of Students Office: 651-523-2421  
3) Residential Life Office: 651-523-2061

**Sanctions**
Hamline University will impose sanctions on individuals and organizations that violate this policy. These sanctions will be consistently enforced and penalties will depend on the severity of the offense. The Dean of Students in Student Affairs division will deal with violations and disciplinary action.

Penalties can include expulsion from the university and referral for prosecution for violations of the law. A student who is found to be selling illegal drugs may be suspended or expelled from the university, even for a first offense. Sanctions for less severe offenses may include, but are not limited to, the following: verbal and written warnings, the completion of an appropriate rehabilitation program, and suspension for the repeat offender. An event may be closed immediately or other intervention may be taken to correct a violation. Disciplinary action may be invoked apart from any civil or criminal penalties that the student might incur.

**Appendix C4: Building Use Policy**

Last Updated: Aug 25, 2005

The following rules are necessary to preserve the quality of our environment. Violations may result in withdrawal of privileges (including the use of the building), fine, suspension or dismissal.

- Posting must follow all guidelines provided in the Hamline University Posting Policy.
- Rooms are scheduled through the Campus Scheduling Office at 651-523-2474, or the School of Law OTR for rooms in the School of Law.
- Smoking Policy: it is Hamline University policy to prohibit smoking in any public building on campus. The only exception to this will be designated rooms in the residence halls.
• No food or beverages are permitted above the ground floor in the School of Law except in designated areas. Food and beverages may be brought into the classroom only during a noon colloquium or at other times if specifically permitted by the instructor.

Please note that food and beverages are not permitted in the Moot Court Room in the School of Law at any time.

• Responsibility for keeping classrooms cleared of cups, wrappers, etc., rests with each individual.
• There shall be no writing on or marking of walls or furniture.
• No dogs, cats, or other pets are permitted in buildings.
• Please be respectful of others and cooperate to keep buildings clean and in good repair.
• No use of bicycles, skateboards, in-line skates or other recreational equipment will be permitted in university buildings at any time.
• No use of chalk or other substances will be permitted on the exterior or interior walls of buildings.

Appendix C5: Parking Policy

Last Updated: Aug 12, 2008

(Note: this policy has been edited to address law student issues only. See the university website, <http://www.hamline.edu/hamline_info/offices_services/campuses_grounds/safetysecurity/general/new_parking_policy.html, for further details>.

Safety and Security Services is responsible for overseeing the establishment of parking policies and procedures for all students, faculty, staff, and visitors. Because the university is located in a residential area, parking is a very important issue. Please be considerate of our neighbors. The following policies and procedures have been established to maximize the use of parking facilities for the entire university community and minimize the impact of university parking on our neighbors.

Safety and Security Services reserves the right to change and adapt this policy throughout the academic year in order to accommodate the changing parking needs of the Hamline community. Any parking policy changes will be communicated fully to the Hamline University community. Hamline University assumes no responsibility for any damage to or theft of vehicles or any property within those vehicles parked in university lots.

TWO FACTS YOU NEED TO KNOW ABOUT HAMLINE PARKING

1. ALL students, faculty and staff must REGISTER their vehicle regardless of where they park (even a neighborhood street). Registration is FREE. (See link below.)

2. You must BUY a permit to park in campus lots 8 a.m. - 4 p.m. Monday through Friday during the school year.

Daytime Parking (September-May) During the school year, university lots require a Hamline parking permit to park weekdays from 8 a.m. to 4 p.m.

PLEASE NOTE: Taylor Avenue, from Snelling to Pascal, and Simpson Avenue from Hewitt to Taylor is permit parking only.
"Reserved" permits are always required to park in reserved parking spots, and reserved parking is enforced twenty-four hours a day, 365 days a year.

**Evening, Weekend and Summer Parking (May-August).** During September 2009 - May 2010 (the traditional academic year), you may park in campus lots without a permit after 4 p.m. You may also park without a permit on weekends and during the summer.

**EXCEPTION:** The faculty-staff parking lot ALWAYS requires a faculty-staff permit, 365 days a year, 24 hours a day. Also, you must of course abide by other restrictions as noted: handicapped parking, reserved spaces and other signage.

**Vehicle Registration**
All Hamline students, faculty, and staff, parking in university lots or on area streets, ARE REQUIRED to register their vehicles (including motorcycles and motor scooters) online with Safety and Security Services for identification purposes. Vehicle registration is an important safety and security issue. In case of an emergency, vehicle registration allows security to easily identify vehicle owners in university parking lots and on area streets. Registration is necessary whether or not a parking permit is required. During the school year, university lots require a Hamline parking permit to park 8 a.m. to 4 p.m., Monday- Friday. (See Apartment-Style Residence Hall for student apartment parking permits.)

**Important Note:** Students must register or update their vehicle information each year in order to enter the lottery for a permit. Students can only register one vehicle.

**Important Note:** Vehicle registration does not grant permission to park in Hamline University parking lots.

Register your vehicle online at <www.hamline.edu/security>.

**Motor Scooters**
Motor Scooters are not permitted to drive or park on Hamline sidewalks, walkways or grounds. Motor Scooters should park in designated areas only. The designated areas are: small parking area south of East Hall and the southeast corner on Simpson at Hewitt.

**Parking Permits**
The fee for a permit is $150 (as of 2009-10). All faculty and staff are eligible to purchase parking permits. Students must enter a lottery.

New permits are issued each school year and you must come in person to Safety and Security Services to pick up your permit. This school year’s permits will be available to faculty and staff beginning Monday, August 3, 2009. **Permits will not be issued without current vehicle registration** (See Vehicle Registration) and photo ID. Student payment is by a student account charge. Charges are applied when you receive your permit.

Permit parking will be enforced Monday through Friday, 8 a.m. to 4 p.m., beginning Friday, September 11, 2009, through Friday, May 21, 2010. All other violations are enforced year-round. All permits are the property of Hamline University and may not be transferred or re-sold. While parked on campus, parking permits must hang from your rear-view mirror, with the permit number facing outward.

**Please note: A permit does not guarantee you a parking space.**

If you will be driving a vehicle other than one listed on your permit, notify Safety and Security Services at 651-523-2100 before (or as soon as) you arrive at Hamline. You will be asked to provide the following information:
your name and Hamline extension, your Hamline ID, permit number, license state, license number, make and color of vehicle being driven, and length of time the vehicle will be driven (one week, one day, etc.). If you change vehicles or your license plate changes, you must update your vehicle information on line.

Parking Permit Payment
Payment for parking permits will be billed to student accounts for students or payroll deduction for staff and faculty. Payment will not be billed until a permit has been issued. Each person purchasing a parking permit will have to go to Safety and Security Services to be issued a parking permit and to have their permit date-validated. At this point billing for the permit will be made electronically either through student account or payroll deduction.

Parking Permit Application Process for (Law) Students
Not all students wishing to obtain a permit will receive one. Eligible students seeking a permit must enter a lottery.

School of Law Commuter Lottery
The School of Law Commuter Lottery is held in August due to the school’s earlier start date. This year’s law school lottery will be held on Friday, August 21, 2009. To enter the law school lottery, register your vehicle on line and check the box that says, "Apply for Permit/Enter the Lottery." Even if your vehicle is registered from a previous year, you must re-register each year before the date of your lottery. If you fail to register in time, you cannot receive a permit.

All other resident students are eligible for the Residential Student Lottery. To enter the Resident Student lottery, register your vehicle on line and check the box that says, "Apply for Permit/Enter the Lottery." Even if your vehicle is registered from a previous year, you must re-register each year before the date of your lottery. If you fail to register in time you cannot receive a permit.

Transfer Student Lottery (see website for more information)

Lottery Results
Lottery results will be posted on the Hamline University Safety and Security Website under Lottery Results. If your name appears among those listed as winning a permit, you are eligible to purchase a permit. You have three weeks from the date of the lottery in which to purchase your permit. If you do not purchase your permit at the end of the three-week period, it will be offered to students on a wait list. Students not winning the lottery are placed on a wait list. The wait list students should check the Website Lottery Results periodically to determine if they have become eligible to purchase a permit. The wait list is updated every three weeks until all available permits are sold.

Other Vehicles
If you will be driving a vehicle other than one listed on your permit, or your license plate number changes, notify the Office of Safety and Security at 651-523 2100 before (or as soon as) you arrive at Hamline. You will be asked to provide the following information: your name and Hamline extension, your Hamline ID, permit number, license state, license number, make and color of vehicle being driven, and length of time the vehicle will be driven (one week, one day, etc.). All lots are permit parking only. Taylor Avenue, from Snelling to Pascal, is a one-way street and permit parking only. Simpson Avenue from Hewitt to Taylor is permit parking only.

Apartment-Style Residence Hall (if you live in this Residence Hall, see the Safety and Security website for information about parking)

Handicap Parking Permits
Safety and Security Services does NOT issue handicap permits. If you wish to obtain a handicap permit, please complete the application provided by the Minnesota Department of Public Safety, Driver and Vehicle Services Division located on the Web at <www.dps.state.mn.us/dvs> or contact Driver and Vehicle Services at 445 Minnesota Street, Suite 164, Saint Paul, MN 55101-5164. You may also e-mail <motor.vehicles@state.mn> or call 651-296-6911. Vehicles parked illegally (without a MN state permit) in handicap spaces will be ticketed by Safety and Security Services and/or the City of Saint Paul Police Department.

**Tickets, Fines, and Towing**
Safety and Security Services will patrol all university property for the purpose of enforcing policies, providing general aid and assistance, and crime prevention. Vehicles parked in violation of the parking policy may be ticketed and/or towed.

**PLEASE NOTE:** Unregistered vehicles belonging to Hamline faculty, students, or staff will be identified by a check of their state vehicle license plate number and charged for any ticketed amount.

**Hamline University Parking Tickets**
Parking tickets may be issued for, but are not limited to, any of the following violations:
- No permit
- Failure to register vehicle
- Failure to display permit
- Expired/revoked/stolen permit
- Fraudulent permit/Plate not registered to vehicle
- Taking two parking spaces or parking over the yellow line
- Parking on grass/sidewalk
- Parking where signs prohibit/restrict
- Parking beyond the end of row
- Parking in an unmarked space
- Parking in a handicap space without authorizing permit
- Parking in a reserved parking space
- Parking in a fire lane
- Faculty, staff or student in visitor parking
- Visitor parking - visitor not signed in
- Blocking entrance/exit
- Loading zone
- Overnight parking, restricted area
- Wrong way on a one way
- Snow lot violation
- 15/30-minute violation

**Hamline University Parking Fines**
All violation fines are $25 except for the handicap parking violation, which is $100. The vehicle owner will be responsible for any towing and/or impound charges incurred.

**Towing and Impound**
A vehicle may be towed, at the owner's expense, when a third or subsequent violation has been issued within a school year, to that vehicle or person or permit to which a vehicle is registered. If, after the vehicle has been released from impound and the vehicle is once more improperly parked at Hamline, it may be towed again at the owner's expense. Towed vehicles can be retrieved from Rapid Recovery Inc., 14 East Acker Street, Saint Paul, MN 55117, 651-665-0022. The cost for towing and impound is not controlled by Hamline University. This cost
is paid directly to the impound company, not Hamline University. The vehicle owner will be responsible for any towing and/or impound charges incurred.

**Hamline University and Safety and Security Services reserve the right to tow or impound a vehicle based upon circumstances, regardless of the number of previous violations. For example; vehicles may be towed immediately if improperly parked in reserved, handicap spaces or fire lanes.**

The Saint Paul Police Department has jurisdiction over city streets, all fire lanes and handicap parking spaces, even if these spaces are located on private property. Therefore, you may also receive a ticket from, or be towed by, the City of Saint Paul.

**Hamline Parking Violation Appeals**
Any ticket may be appealed by completing a parking appeal within seven days of the date the ticket was issued. Appeals filed after seven days will not be accepted. Parking appeal forms are available at Safety and Security Services or on the website.

A Parking Appeals Committee will meet as needed to review appeals that have been submitted. Decisions of the appeals committee are final. Notification of their decision will be sent via e-mail, Hamline mail, or U.S. mail. All fines upheld by the appeals committee must be paid within ten days of the date of the letter of notification. Tickets that are awaiting the decision of the Appeals Committee will not be counted as an offense for purposes of assessing fines for subsequent violations.

**Visitor Parking**
Students, staff, or faculty parked in the visitor lot or spaces will be ticketed. Visitor parking is located in the old White House lot on Hewitt Avenue at Pascal Street. Visitor parking is enforced Monday-Friday, 8 a.m. to 4 p.m. Visitor parking is enforced as signage indicates. There is also visitor parking in the Admissions House lot, 833 Snelling. Admissions visitor parking is enforced Monday-Saturday. Visitors using these spaces must sign in their vehicle with the CLA Admissions Office.

**Loading Zones**
Parking is not allowed in loading zones. Loading or unloading in these areas is by permission only and limited to fifteen minutes. You must call Safety and Security Services, 651-523-2100, in advance, for permission to use loading zones.

**Overnight Parking**
Overnight parking is available only in designated areas at the north end of the Drew lot and the south end of the Law Lot. A vehicle is considered as parking overnight if it is parked in a university lot at 3 a.m. Students, with or without parking permits, are strongly encouraged not to park on residential streets overnight. Overnight parking in any area of the Hamline United Methodist Church lot from midnight to 6 a.m. Monday through Friday is prohibited. Parking in the Hamline church lot is prohibited twenty-four hours a day on Saturday and Sunday, and may result in a ticket and/or towing.

Permits are not required for overnight parking. However, special rules apply for overnight parking during the winter. See Winter/Snow Parking Plan for winter parking restrictions.

**Permits During Holidays, Breaks, and Winter Term**
If you would like to leave a vehicle at Hamline during a break, there are very limited spaces, which are available on a first-come, first-serve basis. If space is available, permits holders may leave their vehicle at Hamline by completing an Authorization Form at Safety and Security Services in 128 Drew Hall. Vehicles may be parked
only in the area(s) assigned to the vehicle. Safety and Security Services will not keep car keys. No vehicles will be allowed to stay beyond the break for which they are registered, as there are not provisions for long-term storage at Hamline.

Winter/Snow Parking Plan
After a snowfall and when snow is present on lots; to facilitate snow removal efforts, there will be NO PARKING in the following lots on the days indicated, from 11 p.m. until 7 a.m. the next morning.

Apartment Surface Lot: Tuesday and Friday

Drew Lot: Sunday, Wednesday and Friday

Faculty and Staff Lot (Heating Plant Lot): Monday, Thursday and Saturday

Law/Heights Lots: Monday, Thursday and Saturday

Physical Plant Lot: Tuesday and Friday

Visitor Lot: Sunday and Wednesday

Taylor Avenue: Tuesday and Saturday

Vehicles in violation in these lots may be ticketed and towed. The ticket cost is $25.

City of Saint Paul Parking Restrictions
All Hamline University students, faculty, and staff need to be aware of pertinent parking regulations issued from the City of Saint Paul. Hewitt Avenue, Englewood Avenue, and Pascal Avenue are all city streets and are enforced by the City of Saint Paul parking enforcement officers. We work closely with our neighbors who live on the streets around the university to ensure that our students, faculty, and staff are aware of the city’s parking regulations. Tickets and towing may occur if vehicles are parked in violation of city regulations.

Following is a list of the most common Saint Paul parking regulations:

· No parking for more than forty-eight hours in the same location on city streets
· No parking in a no overnight parking zone (2 a.m. to 6 a.m.)
· No parking in a restricted parking area
· No parking within 10’ of a fire hydrant
· No parking within 5’ of a driveway or alley
· No parking within 20’ of a crosswalk at intersection
· No parking within 30’ of approach to stop, yield sign, or signal
· No parking on a sidewalk
· No parking on a boulevard
· No parking over a curb

City of Saint Paul Snow Emergencies
Snow emergencies may be declared by the City of Saint Paul. Please call 651-266-PLOW (7569) if you are unsure where to park. If you are parked on a city street during the snow emergency, your vehicle may be subject to ticketing and towing. All vehicles tagged and towed in a snow emergency are taken to the police department’s impound lot located on Como Avenue, two blocks west of Snelling Avenue, across the street from the State
Fairgrounds.
APPENDIX D: TECHNOLOGY POLICIES

Appendix D1 Required Technology for Entering 2009 Students
Hamline University School of Law Computer Requirement for Students Beginning 2009-10

Hamline University requires all Hamline law students to have a computer. The reasons are essentially as follows: (1) Computers are being utilized by attorneys extensively in law practice today. We hope that our graduates will be proficient in the use of computers, as this is likely to enhance their ability to practice law effectively. (2) Requiring students to own a computer will enable them to obtain financial aid loans to purchase a computer. (3) Several members of the law faculty use electronic teaching resources in connection with their courses.

Requiring students to own computers will tend to assure that all students will be able to use those resources, not only in the law school and University computer labs, but in more convenient settings, such as their home, as well.

Some recommended minimum specifications for computers under this requirement are listed later in this document. Based on these specifications, students may borrow up to $2000 through financial aid sources to purchase a computer and reasonably related accessories. This will be a one-time allowance in each student’s available financial aid during their stay at Hamline. The additional funds, if a student needs to borrow, will generally come from Graduate PLUS or alternative loans. If a student needs to borrow to comply with this requirement and does not qualify for such a loan, he or she may request a waiver of the computer requirement, based on hardship, from the Assistant Dean of Students.

If a student already has a computer that does not meet the recommended minimum specifications, and believes that it will adequately serve his or her needs, the student does not need to purchase a new computer to be in compliance with the computer requirement. Students should be aware, however, that computers with specifications significantly below those recommended may be unable to use some programs that may be useful. In addition, computers that do not meet Hamline’s minimum standards, described in the attached University Computer Requirements and Recommendations, will not be permitted to connect to Hamline University’s network.

In part because surveys indicate that a large majority of law firms utilize them, we recommend that students have a Windows based computer (a PC rather than a Mac). In addition, we recommend that students purchase a brand name computer with a warranty and/or service plan for the length of time you anticipate you will be using the computer. We also recommend that students consult with their insurance agent as to whether their current insurance covers damage to or theft of their computer, and if it does not, we recommend that they obtain such insurance coverage.

Students will be in compliance with the computer requirement by owning either a desktop or laptop computer. Generally speaking, one will find that laptops are more expensive than desktops with equivalent specifications. On the other hand, some may find laptops to be more convenient, as the law school has made power and network connections available at student seating in its largest classrooms and several library carrels, as well as wireless access. In addition, if you wish to type your exams, you must do so on your own laptop running Windows software. (If you are using a Macintosh computer, you will need to purchase a copy of Window XP with Service Pack 2 or 3 or a copy of a 32 bit version of Windows Vista with Service Pack 1 and install it on your computer using Apple’s “Boot Camp” software, which is included with Mac OS X 10.5 Leopard software.)
We believe that computers meeting the following specifications will be sufficient to meet students’ needs for the next three to four years at Hamline. If financially feasible, however, students may wish to consider purchasing computers with higher specifications, such as a more powerful processor or a larger hard drive. A review of current pricing (as of April 2009) suggests that desktop computers meeting our recommended specifications are priced well within the available financial aid. Laptop computers meeting the specifications, however, run from few hundred dollars below to in excess of the available financial aid.

**Recommended Hardware Standards for the 2009-2010 Academic Year**

Hamline University School of Law recommends that new computers students purchase meet or exceed the following recommended hardware standards. These standards meet or exceed those that have been recommended for the University as a whole.

**Windows-based machine:**
- 2.4GHz or faster Intel Core 2 Duo or Core 2 Quad Processor (2.0 GHz or faster should be sufficient for laptops) or the equivalent.
- 4 GB of RAM.
- 160 GB or larger hard drive.
- DVD-RW or DVD+/−RW Drive.
- Mouse or Trackball (desktop systems only).
- Keyboard and speakers (desktop systems only).
- Monitor (or LCD Panel) with at least 12” of viewable screen.
- Standard 10/100 Base-T Ethernet network card (Required only for laptops and desktops used to connect physically to Hamline’s network on campus).
- Wireless: Laptops should have a standard 802.11g wireless card.
  - Operating System: Windows XP or Windows Vista (any version although XP should have Service Pack 2).
  - Printer: A personal printer costing $125−$200 should satisfy most needs.
  - A 1GB or larger USB flash (thumb) drive.
- Students should also strongly consider the purchase of a full feature word processing program, such as Microsoft Word or Corel WordPerfect. Student and Teacher editions of Microsoft and Corel Office Suites are generally available for significantly less than their Standard editions. The word processing program in Hamline’s computer labs is Microsoft Word.
- Laptop purchasers should consider purchase of a protective carrying case designed for laptops.

**Antivirus Software**

1) If you plan to connect to Hamline’s network on campus, either through a wireless connection or the more traditional hardwire, you will have to comply with the attached University Computer Requirements.

2) If you do not plan on connecting to Hamline’s network: We recommend that you purchase and install an anti-virus software program that provides regular updates if one did not come pre-installed on your computer.

3) Off Campus Internet Access: Students living off campus who wish to connect to the Internet are responsible for opening an account with an ISP (Internet Service Provider). Depending upon the type of ISP connection they choose (dial up, cable or DSL), they will need either a modem or network card/router. For more information, students should contact their ISP. Hamline does not endorse or recommend any service provider, nor does the University underwrite remote access.
Appendix D2: Technology Use Policy

Introduction and General Information
Hamline University recognizes the growing importance of technology as a means to support its missions of education, research and service, and therefore provides faculty, students and staff with access to technology, which includes a high-speed local area network, access to shared network software and storage space, public computing facilities, support services, online library databases and access to the Internet. In return users of Hamline's technology must be committed to complying with university policies and applicable law on appropriate use of these systems. All users of Hamline's technology are expected to observe the highest standards of responsibility and ethics. In general this means that an individual's use of technology should not infringe on the rights of other users, utilize an unfair share of system resources, or interfere with the normal operation of the computer system.

Because we are an academic community, the faculty, students and staff of Hamline University honor intellectual property, respect the privacy of data, and respect the rights of others. As a carrier of information, Hamline University does not subject users' files to prior review. However, the University does make its best effort to educate the community in responsible use and respond when violations are pointed out.

Each information technology resource—those existing on campus as well as external ones to which we are connected—has an owner. Attempts, even unsuccessful ones, to use or access any resource without the permission of the owner are a violation of this policy. All assessors must respect conditions of access and use stipulated by the owner. Although individuals are not the owners of accounts assigned to them (Hamline University is the owner), they are the owners of the files they create, and have rights to privacy and responsibilities to control access by others. You must respect others' rights when you communicate with them over networks.

Anything less than adherence to the letter and spirit of copyright laws and regulations is unethical and possibly illegal. Users must obtain permission of the creator or publisher to copy software written by others. Users must abide by license agreements controlling copying and use of software and data files of all kinds (text, audio, graphics, video, etc.)

University resources are provided solely for the education and research mission of Hamline University and may not be used for commercial or for-profit purposes. Users who express opinions and positions through the university's IT resources must make clear that these opinions and positions are those of the individual who posts them, not of the university. Because Hamline University is the owner of all IT resources granted to users, the university reserves the right to deny use to those who have used them in an irresponsible manner. Offenders may also be subject to disciplinary action through existing structures for faculty, students and staff, as described in relevant handbooks.

People who use both on-campus and external network media (including any communication performed on the network for any purpose) must do so responsibly and in a manner that constitutes respectful behavior as defined in the faculty, staff, and student handbooks. It is unethical not to adhere to this type of behavior, even when communicating with people outside the Hamline community. For example, no form of harassment, as defined in the student, faculty and staff Handbooks, will be tolerated within any media. In addition, all communications must include the sender's complete network address, unless the service explicitly invites anonymous communication. If someone requests you stop communicating electronically with him/her, you are required to do so immediately.
Questions concerning this policy should be directed to the Chief Information Officer, 651-523-2630.

**Appropriate Use of Technology**

**A. Use of Computers is a Privilege**
Hamline University maintains a variety of computing and network resources for use by students, faculty, staff, and guests in support of the university's mission of education, research, and service. Access to these resources is a privilege, and the university can revoke that privilege if university policies are not followed.

**B. Only Appropriate Uses are Permitted**
Hamline's technology may be used by students, faculty, staff, and guests for appropriate uses only, as defined in the policies.

1. Appropriate uses of Hamline's computer systems include primary uses and secondary uses. Technology can be used for the following primary uses:

   - Learning;
   - Research;
   - Teaching;
   - Internal and external communication/collaboration;
   - University administrative functions;
   - Authorized extra-curricular activities;
   - Access to the internet for appropriate uses defined in this policy;
   - Other uses supported in the current version of the Hamline University student/faculty/staff handbooks, or in other university policies;
   - Other uses that support the professional activities of the faculty and staff.

2. Hamline's technology may also be used for secondary uses, as long as such uses do not interfere with staff and faculty work duties. At times, however, it may be necessary to restrict secondary uses if they interfere with primary uses. Secondary uses include:

   - Personal communication;
   - Personal projects;
   - Recreational activities.

**C. Prohibited Uses**
Prohibited uses are those uses, which interfere with or are contrary to appropriate uses of the computer systems or network, furtherance of the university's mission, or compliance with the university's policies or applicable law. Prohibited uses of the university's technology include:

1. Interference with the operation of any university computer systems or network;
2. Interference with the security of any university computer systems or network;
3. Unauthorized attempts to alter files or systems;
4. Making unauthorized changes to the configuration or wiring of equipment;
5. Intentionally damaging software or hardware;
6. Intentionally disrupting the university's network, website, or e-mail systems;
7. Removing software or hardware from Hamline's computer systems without authorization;
8. Use of Hamline computer systems for personal or private commercial gain without appropriate authorization from a Hamline University cabinet member;
9. Use of university technology to access or change non-public information about any individual, or to access, without authorization, any e-mail, voice mail, or other communications intended for another individual.

D. Internet Activities
Use of the Internet must be in compliance with all applicable laws and university policies. The following guidelines should be observed:

Software may be downloaded from the Internet only when the owner of the software has granted permission for doing so.

Users should scan all downloaded software for viruses. Copyrighted materials (including text, graphics, video and audio) downloaded from the Internet, should only be used with the permission of the copyright holder, or to the extent allowed by fair use.

All personal and organizational web pages published by users of the Hamline computer system should clearly indicate who has created them. No one may create a presence on the Internet, such as a home page, which purports to be an official publication of Hamline University, without the written approval of the Hamline University Vice President for University Relations. See the Hamline University Web Policy for more information.

Confidential information from personnel files or student records cannot be placed on or transmitted through the Internet, unless it is appropriately encrypted or secured.

Compliance with Applicable Law

A. Various Laws Apply to Use of Technology
The privilege of using Hamline's technology is conditioned upon the technology user complying with all applicable law. Applicable law includes the law relating to defamation, pornography, trade secrets, theft, copyright, criminal actions, and sexual harassment.

B. Compliance with Copyright Laws for Software
Nearly all computer software is protected by the copyright laws. The exceptions to this rule are so few that users of Hamline's technology should assume that all software on Hamline's computer system, on third party systems, or available through the Internet is protected by copyright, unless there is clear information to the contrary. Simply stated, the copyright laws allow a user of software to use the software, load it onto the hard drive of a computer, and retain the original disk as an archive copy. The copyright laws do not allow a user to modify the software, make more copies of it, store copies on both a home and a university computer, or distribute the software through the Internet, unless the license agreement permits those activities. Unless a user of Hamline's computer systems knows that any of those activities is permitted by the applicable license agreement, users of Hamline's computer systems shall not copy any software, modify any software, load copies of it onto a network or on multiple hard drives, or distribute the software in any way, including through the Internet.

C. Licensing of Computer Software
All users of Hamline's technology must cooperate with Hamline in ensuring that the university properly obtains all software included for use within Hamline's technology. Users should refer to Hamline University policies on Information Technology software purchases. Obtaining copies of software without appropriate licenses or using software in a manner beyond the rights granted in any license are violations of this and other university policies, and can subject the individuals involved to discipline.

D. Use of Unlicensed Software
All software installed on the university's computer systems must be properly licensed, either by the university,
or by the individual user. The university will monitor its computer systems to ensure that unlicensed software is
not installed on its computers. Individuals who install software on their office computers must keep records to
show that this software is properly licensed, and they must inform the network manager that the software has
been installed.

E. Compliance with Copyright Laws for Text, Audio and Video
Nearly all written, audio, and pictorial (including graphics and video) material is protected by the copyright
laws, regardless of whether it is in a hard copy, an electronic copy, or on the Internet. The exceptions to this rule
are so few that users of Hamline's technology should assume that all such materials in hard copy or available in
electronic form or through the Internet are protected by copyright, unless there is clear information to the con-
trary. Simply stated, the copyright laws allow a user to read, listen to, or view the copyrighted material. The
copyright laws do not allow a user to modify a copyrighted work, make copies of it (beyond those allowed by
fair use), distribute copies of a work through the Internet, or broadcast a copy of a work (such as in the case of
video or audio) on any channel or network. As with materials from a library or other sources, the user is respon-
sible for using materials obtained off the Internet in compliance with the copyright laws and the Hamline Uni-
versity Information Technology Responsible Use Policy for Copying:

Hamline University Information Technology Responsible Use Policy for Copying

Because we are an academic community, the faculty, students and staff of Hamline University honor intellec-
tual property, respect the privacy of data and recognize the rights of others. In turn, each individual has a re-
ponsibility to use copying and reproduction technologies in a responsible manner, consistent with the overall
Technology Use Policy. Anything less than adherence to the letter and spirit of copyright laws and regulations
is irresponsible, unethical, and possibly illegal.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies
to works of all authors and publishers in the media. It encompasses respect for the right of acknowledgement,
the right to privacy and right to determine the form, manner and terms of publication and distribution.

Because printed, recorded, and digitized information is easily reproduced, respect for the work and personal ex-
pression of others is critical. All assessors must respect conditions of access and use stipulated by the owner of a
given resource. Violations of authorial integrity—including plagiarism, invasion of privacy, unauthorized access
and copyright violations—may be grounds for sanctions against members of the Hamline community. The Uni-
versity does not exercise prior review of copied materials. However, the University does make its best effort to
educate the community in responsible use and respond when violations are pointed out.

Protected Works Include Eight Categories:

- Literary works
- Musical works, including any accompanying words
- Dramatic works, including any accompanying music
- Pictorial, graphic and sculptural works
- Motion pictures and other audiovisual works
- Sound recordings
- Architectural works, including drawings, blueprints and the final structure

All Hamline faculty, students, and staff are held accountable to the Hamline University Information Technology
Responsible Use Policy for Copying.
Individuals, not Hamline University, will be held accountable for liability for willful infringement of copyright laws.

Security of Computer Systems

A. Protection Against Unauthorized Access
Each individual desiring access to Hamline's computer systems must comply with the procedures administered by Hamline's Information Systems department for obtaining a password and systems access. Each individual is responsible for choosing and protecting an appropriate password for that person's access to the university computer systems. Each individual is responsible for all actions taken and uses of the computer systems made under that individual's password. Faculty, staff, students, and guests shall not share passwords, post them on computer terminals, or otherwise communicate a password to anyone, other than their supervisors at Hamline and Hamline technical systems personnel.

B. Unauthorized Internet Access
Each individual is responsible for proper and lawful use of the Internet when it is accessed using Hamline technology. The rules for use of the Internet are basically the same as for use of Hamline's computer systems and use of paper documents. Prohibited uses of the Internet include all the prohibited uses of the university's computer systems defined in this policy, as well as any other uses of the Internet which would be a violation of applicable law. For example, Hamline's technology cannot be used to access the Internet for the sending of harassing material, pornography, chain letters, or defamatory matter.

C. Privacy of Files
Respecting the privacy of others' work and communications is an important value in an academic community that promotes the free exchange of ideas and civil discourse. Computer files and e-mail messages stored on the Hamline computer system are considered private to the extent allowed by law and university policy. As indicated in Section II C of this policy, attempts to access stored files or communications of another user, without authorization, are prohibited. However, it is important for users of Hamline technology to realize that the privacy of computer files, e-mail, and voicemail cannot be guaranteed and should not be assumed. Since Hamline University owns and maintains the computer and communication technology used by its students, faculty, and staff, it has the responsibility to service and repair these systems and to ensure that all university policies and applicable laws are observed. Hamline technology users should be aware that:

Technology services staff has access to all computer files and e-mail stored on the Hamline network servers. In the course of their normal duties they may see the content of these files.

In order to resolve some types of problems with the computer system it may be necessary to examine the content of a file.

There are cases in which Hamline University has the obligation to reveal the content of files stored on its computer systems. Hamline will examine or reveal the contents of user files if it is required by law or by court order, or in cases where there is reason to suspect serious violations of federal or state regulations, or of university policies. In the case of an internal investigation, access to a user's files must be authorized in writing by two university vice presidents.

D. No Expectation of Security on Internet
Information and messages sent over the Internet can be intercepted in various ways. Users of Hamline technology to access the Internet cannot assume that information they send over the Internet will be or remain confidential and inaccessible to anyone other than the intended recipient.
Related Policies
All Hamline University policies, including Freedom of Expression, Discrimination & Harassment, Academic Integrity, University Authority and Civil Penalties, Posting Policy, and the Judicial Code apply to use of any university technology. These policies can be used as guidelines to determine whether an individual is using the university’s computer systems in an appropriate or inappropriate manner.

Enforcement of Policies

A. Notification of Violations
Hamline encourages individuals to report any suspected violations of Hamline policy regarding Hamline's technology and the proper uses of it to the Director of Information Systems or an appropriate Hamline cabinet member. The university shall be responsible for investigating any potential violations, and encourages individuals to cooperate in the investigations. Hamline considers violations of this policy to warrant serious review and action.

B. Discipline for Policy Violations
Use of Hamline University's technology in violation of this policy may result in disciplinary action. Alleged violations of this policy will receive the same due process as any other alleged violation of university policy.

E-mail Guidelines
E-mail provides essential communication regarding teaching/learning/community and general operations of the university. All degree-seeking students, all full-time faculty, and all staff are required to use the official Hamline e-mail account (NetMail or GroupWise) that has been provided for Hamline related correspondence. All university correspondence, including assignments, course materials, financial aid information, employment and benefits information, safety and security alerts, news and events, and other important information, will only be sent to official Hamline addresses, and many notices will only be sent via e-mail. Individuals are responsible for any messages sent to NetMail or GroupWise accounts.

Network Connection Policy
Hamline University is committed to the use of technology to further the education of its students. As part of this commitment, Hamline University has pre-wired every residence hall room with network connection, providing every residence hall room with the ability to connect to Hamline's network and via this network, to the Internet/World Wide Web. Hamline University has also wired a number of classrooms on campus and several Law School Library carrels so that a student may connect from a laptop to Hamline's network via one of these classrooms or carrels. The following policy outlines the connection process, guidelines for network use, process for resolving network connection problems and hardware and operation system standards.

As a student user, you are expected to read and follow the policy as outlined in the software section of this website.

Web Policy
The Hamline University website provides online access to university and external information sources that support teaching, learning, marketing, and administration of the university.

Information on the website is provided by members of the community, including faculty, staff, and students, to enhance communication and informed decision-making by facilitating access to current information. The Hamline University Web Policy guides the development and publishing of that information.

Questions
Users of Hamline's technology are encouraged to ask questions and seek information on the topics covered in
this policy, in order to be better able to comply with this policy. Questions about the appropriate use of computer and technology resources should be directed to the Chief Information Officer (651-523-2630). Questions regarding disciplinary actions and procedures should be directed to the appropriate office: for students-the Dean of Students; for staff-the Director of Human Resources; and for faculty-the dean of the appropriate academic unit.

Appendix D3: E-mail Distribution Policy (updated 7/26/06)

All mass e-mail sent must follow the below policies:

- Mailings to any mass e-mail list (of 100 recipients or more) must be sent from a descriptive generic account, not from an individual’s e-mail account.
- Messages to any mass e-mail list (internal or external) may not include attachments.
- All messages to any list (internal, external, ad hoc) must include a footer that explains membership on the list and includes instructions and a link for unsubscribing, if applicable.
- All initial messages to any list (internal, external, ad hoc) must include an introductory header that explains why the person is receiving the e-mail.
- Messages to external lists must be coordinated and approved by the appropriate vice president. This necessitates a three-day advance notice and waiting period.
- Messages must be composed in “Plain Text” view – they should not include colors or images, as they are not universally displayed on various computer systems.
- Subject lines must follow the conventions outlined in the procedures section of the online e-mail guide.
- Subject lines, authorized posters to lists, and messages sent to any list may be reviewed for risk analysis.
- In addition to the above, every effort should be made to follow e-mail etiquette guidelines and “best practices” regarding the frequency, length, content, and other aspects of e-mail messages, as outlined in the procedures section of the online e-mail guide.

The e-mail list system, both internal and external, will be administered by Information Technology Services and the Office of Marketing Communications. These entities are the only offices allowed to create, change, or delete internal lists.

Appendix D4: Freedom of Expression and Inquiry (updated October 17, 2008)

Hamline students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by all orderly means without interference from the university or any part of it so long as their activities do not interrupt the regular and essential business of the university, or interfere with the rights of any member of this community.

Students have the accompanying responsibility, in such circumstances, to conduct themselves with maturity, to respect the rights and opinions of others and, when conditions warrant, to avoid creating the impression that they speak for anyone but themselves.
Hamline students have the right to invite to the university and to hear any person of their own choosing free of censorship or interference from the university or any part of it. Such procedures of scheduling and making reservations as are in force exist only for the purpose of orderly assignment of facilities and adequate preparation for the event. They are not designed and will not be used to interfere with the students’ exercise of this right.

Students have the responsibility to conduct such events consistent with the nature and purpose of an university of higher education and to make it clear to all concerned that such freedom from censorship and control does not imply university approval or endorsement of the views expressed.
APPENDIX E: POLICIES RELATING TO STUDENT DISABILITIES

Disability Accommodation Policy

A. Disability Accommodations and Services
The HUSL 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.

Accommodations for Disabilities

Last Updated: Oct 17, 2008

Hamline University is committed to ensuring all qualified students equal access to academic and extracurricular activities. The goal of Disabilities Services is to enable students with disabilities to maximize their educational potential and to develop independence and self-advocacy skills to the fullest extent possible within the standard university curriculum.

Both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 governs Hamline University. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability against people in programs or activities receiving or benefiting from federal financial assistance. The ADA of 1990 is a federal civil rights law that guarantees equal opportunity for individuals with disabilities in state and local government services, public accommodations, employment, transportation, and telecommunications. It upholds and extends the standards for compliance set forth in Section 504 to include all policies, procedures, and practices that impact the treatment of students with disabilities.

Hamline requires:

- Recent and appropriate documentation from a qualified professional to verify the need for accommodations, adjustment, and/or services
- Current documentation, including testing and diagnosis information, that has occurred within the past three years
- Consultation with the student in determining appropriate accommodations, adjustments, and/or services
- Timely requests for all accommodations, especially testing
- Advance notice for any requests for alternate format materials. These materials can take up to six to eight weeks to obtain
- A meeting with Disability Services at the beginning of each semester to review accommodations and to keep professors updated.
- Services and support provided may include, but are not limited to:
  - Alternate format reading materials
  - Books on tape
  - Braille
  - Large print
  - Assistive technology in accommodations room
  - Classroom note takers
  - Strategies for studying
  - Sign language interpreters
○ Testing services  
  o Extended time  
  o Reader  
  o Reduced distraction room  
○ Advocacy and tools for self-advocacy  
○ Assistance with accessibility issues  
○ Disability information for the University  
○ Meetings with prospective students  
○ Referrals for assessments  
○ Priority registration if needed  
○ Individual meetings  
○ Community links  
○ Liaisons to faculty, staff, and other university services

Undergraduate and graduate students who need accommodations should contact Director of Disability Services, at 651-523-2521. Law students who need accommodations should initially contact the Assistant Dean for Student and Multicultural Affairs, at School of Law, 651-523-2966. Disability Services work together with the law school on accommodations needed.

If any student feels that the provisions in the above policy are not being met, they should contact the Dean of Students and grievance coordinator, located in Dean of Students Office, Old Main 112, or by telephone at 651-523-2134.