

Section I

ACADEMIC CALENDAR

2008 Fall Semester

August 20-22	Wednesday – Friday	Law Orientation
August 25	Monday	Classes begin – students who have not made arrangements for paying tuition and fees by 4:00 p.m. will be charged a late payment fee
September 1	Monday	LABOR DAY (NO CLASSES)
September 5	Friday	Last day to add courses
September 19	Friday	Last day to drop courses
October 2-3	Thursday/Friday	Mid-Semester Break & First Year Practice Exams
October/November		Web Registration for Spring 2009 for all students
November 26	Wednesday	Last day to classes. Deadline to complete incomplete grades from spring semester
November 27-28	Thursday/Friday	THANKSGIVING (NO CLASSES)
December 1	Monday	First day of final examinations
December 12	Friday	Last day of final examinations
December 20	Saturday	Graduation Date
December 13- January 12, 2008		HOLIDAY BREAK

ACADEMIC CALENDAR

2009 Spring Semester (*Tentative*)

January 12	Monday	First day of classes
January 23	Friday	Last day to add courses
February 6	Friday	Last day to drop courses
March 23-27	Monday-Friday	SPRING BREAK
April		Web Registration for Fall 2009 for returning students
April 17	Friday	Last day of classes
April 20	Monday	First Day of Final Examinations
May 1	Friday	Last Day of Final Examinations
May 17	Sunday	COMMENCEMENT

Section 2

COLLEGE OF LAW DEANS, DIRECTORS, FACULTY & STAFF

I. Faculty

<i>A. Full-Time Faculty</i>	<i>Office Numbers</i>
Appleman, Laura I, Assistant Professor	460
Binford, W. Warren H., Asst. Professor & Dir. of Legal Clinic	Carnegie 111 & 201
Birke, Richard, Associate Professor & Dir. of Center for Dispute Resolution	Carnegie 202
Breen, Richard F., Professor & Director of Law Library	243
Carrasco, Gilbert P., Professor	453
Chiappetta, Vincent F., Professor	423
Clark, David S., Maynard & Bertha Wilson Professor	459
Cunningham-Parmeter, Keith C., Assistant Professor	422
Davidson, Caroline, Assistant Professor	457
Diller, Paul A., Assistant Professor, Visiting at University of Michigan	444
Dobbins, Jeffrey C., Asst. Professor & Dir. of Oregon Law Commission	Carnegie 209
Friedman, David, Assistant Professor	440
Graham, Kathy T., Associate Dean, & Professor	406
Green, Steven K., Professor & Dir. of Center for Democracy, Religion & Law	Carnegie 204
Hagedorn, Richard B., Van Winkle Melton Professor	421
Harri, Edward J., Instructor & Assistant Dean	430
Jacobson, M.H. "Sam", Instructor & Dir. of Academic Support Services	420
Letsou, Peter V., Associate Dean, & Wendt Professor of Business Law	410
Mazur-Hart, Helen L., Instructor	429
Morris Collin, Robin, Professor	431
Nafziger, James A.R., Thomas B. Stoel Professor & Dir. International Programs	427
O'Reilly, Terrance, Assistant Professor	453
Richardson, Dean M., Professor	425
Singh, Sukhsimranjit, Associate Director of Center for Dispute Resolution	Carnegie 203
Skinner, Gwynne, Assistant Professor of Clinical Law	Carnegie 110
Smith, Susan L., Professor	428
Standen, Jeffrey A., Professor	432
Symeonides, Symeon C., Dean & Professor	409

	Tamayo, Yvonne, Professor	447
	Todd, Jennifer B., Instructor	458
	Tornquist, Leroy J., Professor	442
	Vollmar, Valerie J., Professor	449
	Williams, Norman R., Professor & Director of Center for Law & Government	Carnegie 205
	Wise, Michael B., Professor	426
<i>B.</i>	<i>Visiting Professors</i>	
	Eisenberg, Meyer	450
	Rooke-Ley, Michael	456
	Runkel, Ross R.	446
<i>C.</i>	<i>Adjunct Professors</i>	
	<i>(Fall Semester 2008)</i>	
	Richard Audley (Insurance)	
	Andrea Bartoloni (International Business Transactions)	
	Robert Collin (Environmental Justice)	
	Susan Cook (Elder Law)	
	The Honorable Paul DeMuniz (Oregon Criminal Procedure & Practice)	
	Kenneth Gatter, M.D. (Bio Medical Research)	
	Paul Graham (Energy Law)	
	Norman Hill (Real Estate Transactions)	
	Hans Linde (State Constitutional Law)	
	Al Lyons (Workers' Compensation)	
	Reed Marbut (Water Law)	
	John McCormack (Copyright)	
	Helen Russon (Disability Law)	
	The Honorable David Schuman (State Constitutional Law)	
	Douglas Tookey (International Environmental Law)	
	Gerald Watson (State & Local Government Law)	
	<i>(Spring Semester, 2009, Tentative - based on Spring Semester 2008)</i>	
	Jas Adams (Wildlife Law)	
	The Honorable W. Michael Gillette (Oregon Administrative Law)	
	The Honorable Mary James (Pre-Trial Civil Litigation)	
	The Honorable Jack Landau (Legislation)	

Peter Livingston (Land Use Planning)
Edwin J. Peterson (Pre-Trial Civil Litigation)
Carol Prause (Federal Estate & Gift Tax)
C. Kent Roberts (Admiralty Law)

II. Administrative Staff

Deans

Symeon C. Symeonides (Dean)
Kathy T. Graham (Associate Dean for Academic Affairs)
Peter V. Letsou (Associate Dean)
Edward J. Harri (Assistant Dean of Students & Coordinator of Disabilities Services)

Admissions

Carolyn R. Dennis (Director)
Brian Miller
Jeni Lindorfer
Jocelyn Glaze

Career Services

Phylis Myles (Director)
Norma Freitas
Debi Mosman

Student Services

Julie Fehrenbacher (Manager)
Ann Abbott (Recorder)
Farmchoy Chao (Student Services Coordinator)

Disability Services

Edward J. Harri

Multicultural Affairs

Marva C. Fabien (Director of Diversity & Professional Development)

Faculty Assistants

Candace Bolen
Andrea Whalen
Reyna Meyers
Chris Strum (Special Projects)

Clinical Law Program

W. Warren Binford (Director)

Gwynne Skinner

Margaret Schue

Lisa Ehlers

Alumni Affairs and Development

Mike Bennett (Director)

Catherine Gaskin

Publications and Communications

Anne Marie Becka

Deans' Office

Linda Alderin

Kathleen Fitzgerald

III. Law Library

Richard F. Breen, Jr.....Director of the Law Library

Vicki Jo Beglau.....Acquisitions & Government Documents Specialist

Galín Brown.....Circulation Manager

Susan DeLaune.....Collection Maintenance Specialist

Sam J. Foster.....Cataloging Specialist

Lysa Hall.....Head of Technical Services

Elaine Hines.....Collection Maintenance & Serials Specialist

Tim Kelly.....Law Reference Librarian

Marcia Hoak.....Law Reference Librarian

Cherri Miles.....Library Accounts Manager & Web Specialist

Don Oswalt.....Law Reference Librarian

IV. Oregon Law Commission

Jeffrey C. Dobbins.....Executive Director

Wendy J. Johnson.....Deputy Director

.....Staff Attorney

Lisa Ehlers.....Administrative Legal Assistant

FACULTY PHOTOS



ASSISTANT PROFESSOR
Laura I. Appleman



**ASSISTANT PROFESSOR & DIRECTOR,
CLINICAL LAW PROGRAM**
W. Warren Binford



ASSOCIATE PROFESSOR
Richard Birke



LIBRARIAN & PROFESSOR
Richard F. Breen



PROFESSOR
Gilbert P. Carrasco



PROFESSOR
Vincent F. Chiappetta



**MAYNARD & BERTHA WILSON
PROFESSOR**
David S. Clark



ASSISTANT PROFESSOR
Keith C. Cunningham-Parmeter

FACULTY PHOTOS



ASSISTANT PROFESSOR
Caroline Davidson



ASSISTANT PROFESSOR
Paul A. Diller



ASSISTANT PROFESSOR
Jeffrey C. Dobbins



ASSISTANT PROFESSOR
David R. Friedman



ASSOCIATE DEAN & PROFESSOR
Kathy T. Graham



PROFESSOR
Steven K. Green



VAN WINKLE MELTON PROFESSOR
Richard B. Hagedorn



ASSISTANT DEAN & INSTRUCTOR
Edward J. Harri

FACULTY PHOTOS



INSTRUCTOR
M.H. "Sam" Jacobson



**ASSOCIATE DEAN & WENDT
PROFESSOR OF BUSINESS LAW**
Peter V. Letsou



INSTRUCTOR
Helen L. Mazur-Hart



PROFESSOR
Robin Morris Collin



THOMAS B. STOEL PROFESSOR
James A. R. Nafziger



ASSISTANT PROFESSOR
Terrance O'Reilly



PROFESSOR
Dean M. Richardson



**ASSOCIATE DIRECTOR
CENTER FOR DISPUTE RESOLUTION**
Sukhsimranjit Singh

FACULTY PHOTOS



ASSISTANT PROFESSOR
Gwynne Skinner



PROFESSOR
Susan L. Smith



PROFESSOR
Jeffrey A. Standen



DEAN & PROFESSOR
Symeon C. Symeonides



PROFESSOR
Yvonne A. Tamayo



INSTRUCTOR
Jennifer B. Todd



PROFESSOR
Leroy J. Tornquist



PROFESSOR
Valerie J. Vollmar



ASSOCIATE PROFESSOR
Norman R. Williams



PROFESSOR
Michael B. Wise

Section 3

ACADEMIC REGULATIONS

I. Preamble

1. All students enrolled at Willamette University College of Law (WUCL) are subject to the Regulations reproduced in this Section.
2. It is the responsibility of each student to be thoroughly familiar with these Regulations and to comply with them.
3. Willamette University and the College of Law reserve the right to change these and other regulations at any time.

II. Student Conduct

- I. Standards of Conduct.** Willamette University College of Law expects a high standard of conduct from its students. A student's registration is a pledge to abide by the WUCL *Honor Code*. The *Code* is reproduced in Section 12 of this *Handbook*.

A law student may be permanently excluded from WUCL if, in the opinion of the law faculty, the student's conduct demonstrates that the student lacks the necessary good character for admission to the bar.

WUCL students are also subject to the *Willamette University Standards of Conduct*. These *Standards* are reprinted in the *Willamette University Selected Policies Manual*, which is distributed to students in the fall, and are available online at <http://www.willamette.edu/dept/campuslife/policies>. Extra copies are available in the Office of Student Services.

- 2. Class Attendance Policy**

- (a) The Principle.** Willamette University College of Law is committed to providing a rigorous, sophisticated educational program designed to effectively prepare its students for successful and satisfying legal careers. Regular and punctual class attendance, thorough preparation for each class, and active participation in class discussion are not only indispensable ingredients of this program but also extremely beneficial to each student. Consequently, students are expected to attend all class sessions.

Nevertheless, recognizing that in some cases circumstances beyond a student's control may prevent attendance of all classes, the Faculty adopted the Class Attendance Policy reproduced below, which sets the maximum number of permissible absences. This number is deliberately set high so as to take account of all possible reasons for which a student might miss classes (including illness, family emergencies, job interviews, etc.) while obviating the need for individual ad hoc exceptions. Consequently, no exceptions will be granted or considered. A student who misses more than the permissible number of classes will be excluded from the course, regardless of the reasons for the absences. This is because the student has not participated in the educational process to a degree sufficient to permit the award of academic credit. Much more is taught in the classroom than is tested on the exams.

(b) *The Specific Requirements.*

- (1) Attendance at 75% of regularly scheduled class hours is essential to learning the course material. Any student who does not satisfy this minimum, regardless of reasons, at any point during the semester, will be excluded from the course. Dismissal will be noted on the student's transcript with the symbol "X".
- (2) Each instructor must record attendance in class each day and submit records to the Office of Student Services at the end of each week. A student may review his or her attendance record on JASON. The Honor Code applies to students who inaccurately record their own or anyone else's attendance.
- (3) An instructor may impose a stricter attendance policy, and may impose additional sanctions for non-attendance, including lowering the grade by one gradation, if the instructor provides notice of the instructor's attendance rules and sanctions by the end of the first week of classes.

3. ***Employment During Law School.*** The Accreditation Standards of the American Bar Association (ABA) provide that, to qualify for residence credit, "[a] student may not engage in employment for more than 20 hours per week in any semester in which the student is enrolled in more than 12 class hours." The ABA Standards also provide that "[a] law school shall demonstrate that it has adopted and enforces policies insuring that individual students satisfy the requirements of this Standard...[regarding] limitations on employment." Upper-class students shall strictly comply with this requirement. Furthermore, first-year students are strongly advised not to engage in any employment while law school is in session.

4. ***Etiquette for Cell Phones in Classrooms.*** The use of cell phones in a classroom during class disrupts the educational process and is therefore prohibited. Please turn off your cell phone before you enter the classroom.

5. ***Etiquette for Portable Computer Use in Classrooms.*** Students may use computers in class only for educational purposes, such as taking notes or accessing materials that are necessary for the particular class. The use of computers for other purposes, such as reading, composing, or sending e-mail or instant messages, playing video or audio files or games, or displaying web pages not necessary for the class is prohibited. Each professor retains the right to establish a more or less restrictive policy.

III. **Academic Program**

I. ***Required First-Year Curriculum.*** All first-year students are required to attend the Orientation program. The first-year curriculum consists of the required courses listed below. The numbers in parentheses indicate the number of credit hours assigned to the particular course.

<i>Fall</i>	<i>Spring</i>
Civil Procedure (4)	Constitutional Law I (3)
Contracts I (3)	Contracts II (3)
Criminal Law (3)	Property (4)
Torts (4)	Elective (3) (see below)
Legal Research & Writing I (2)	Legal Research & Writing II (2)
<i>Total Hours (16)</i>	<i>Total Hours (15)</i>

2. **First-Year Elective.** In the Spring semester of the first-year, each student must take one of the elective courses listed in the left column below. Each elective course is introductory to one of the concentration certificate programs shown in the right column. These programs are described in Section 7 of this *Handbook, infra*.

<i>Elective Course</i>	<i>Certificate Program</i>
Intro. to Dispute Resolution	Dispute Resolution
Introduction to Business Law	Business Law
Law Making Process	Law & Government
International L. & Dispute Resol.	International & Comparative L.

By successfully completing one of these electives, a student becomes eligible to – but need not – apply for the corresponding certificate program.

Students who do not wish to take any of the above electives may apply to the Associate Dean of Academic Affairs for permission to take a second– or third-year course from a selected list.

3. **Required Repetition of First-Year Courses.** Students who at the end of their first year of law school have a cumulative GPA of 2.50 or lower are required to retake in the second year any first-year course (other than the elective course) in which they received a grade of C (2.00) or lower.

These students must meet the attendance policy requirements and retake the exam until they earn a grade of C+ (2.30) or higher on the retake. A student does not earn additional credit for retaking a course. The student’s transcript will show all grades, but the official grade will be the average of the grades rounded up to the nearest hundredth.

4. **Upper-Class Required Courses.**

(a) *All Students.* During the second year, all students must enroll in and complete Constitutional Law II (3), Evidence (4), and Professional Responsibility (2). All students must complete a Professional Skills Writing Requirement described in Section 4A of this *Handbook, infra*. All students must also satisfy the Research Writing Requirement described in Section 4B of this *Handbook, infra*.

(b) *Students with a Cumulative Grade Point Average (GPA) of 2.70 or Lower.*

(1) *After First Year.* Students who have a cumulative GPA of 2.70 or lower at the end of their first year must complete three of the following courses during the second year of law school: Administrative Law, Business Organizations, Criminal Procedure, Federal Income Tax, Sales, Secured Transactions, or Trusts & Estates.

(2) *After Second Year.* Students who have a cumulative GPA of 2.70 or lower at the end of their second year must complete the following courses prior to graduation: Administrative Law, Business Organizations,

5. *Grades in Required Courses.*

(a) *Legal Research & Writing.* To graduate, a student must earn a grade of Honors or Credit in each semester of Legal Research & Writing. A student who receives a “No Credit” grade in either semester of this course must enroll in and receive a passing grade in an intensive writing course offered at WUCL during the summer. A student required to take the intensive writing course may petition the Legal Research & Writing faculty for waiver or modification of the requirement, citing exceptional circumstances that may warrant a waiver or modification.

(b) *All Other Required Courses.* To graduate, a student must earn a passing grade of D- (.60) or better for each first-year course other than Legal Research & Writing, and a passing grade of D- (.60) or better for the courses of Evidence, Professional Responsibility, and Constitutional Law II.

A student who has received a failing grade in a required course must retake both the course and the examination. When a student retakes a course, the F will remain on the transcript but will not be included in the student’s GPA. The grade earned on the retake will also appear on the transcript and will be used to calculate the student’s GPA.

6. *Letter-Graded Courses.*

(a) All first-year courses (100-series) other than Legal Research and Writing and all upper-class 200-300 series courses are graded on a letter-graded basis.

(b) All 400-600 series courses are graded on an Honors/Credit/No Credit basis.

(c) A student may not take a course on an Honor/Credit/No Credit basis, if the course is listed as a letter-graded course.

7. *Total Number of Credits Required for Graduation.*

(a) The total number of credit hours required for graduation is 90, of which 75 must be letter-graded.

(b) For letter-graded courses, a student must earn a grade of D- (.60) or higher to have the hours count toward the 75 letter-graded hours graduation requirement. A grade below D- is a failing grade and is recorded as ‘F’. It is computed into the student’s GPA, but the hours for that course are not counted toward the 90-hour graduation requirement.

(c) For courses graded on an Honors/Credit/No Credit basis, a grade of “No Credit (NC)” means that the hours for that course will not count towards the 90-hour graduation requirement.

8. *Courses After the First Year.* Upon completion of the first year of law school, a student will have earned 31 hours of credit, of which 27 hours are letter-graded and 4 hours are graded on an Honors/Credit/No Credit basis. (For students who must repeat a first-year course, see *supra* III.3.) To graduate, a student must earn 59 additional hours during the next two years of law school.

After the first year, students are free to plan their own class schedules with the assistance of a faculty advisor, subject to the requirements of III.3 and III.4, *supra*. They may choose from the 200-300-series courses or the 400-600-series courses. Students also have the option of applying for one of the concentration certificate programs available at WUCL. For the specifics, see Section 7, of this *handbook, infra*

Students are encouraged to enroll in as many bar exam courses as possible. For a list of bar courses, see Section I4 of this *Handbook, infra*.

9. **Maximum Number of Credit Hours Per Semester.** The ABA Accreditation Standards provide that, during a single semester, “[a] law school shall not permit a student to be enrolled in coursework that . . . would exceed 20 percent of the total coursework required by that school for graduation.” In our case, this means that a student may not enroll in more than 18 credit hours per semester. This includes credit received from all sources, including externships, moot court competitions, law journals, etc. Students are advised to plan their schedule so as to stay well below the 18-credit maximum.

IV. Grading Rules and Practices

- I. **Letter Grades and Grading Scale.** WUCL uses a letter grading system. The grade range is A+ to F. The letter system includes minuses and pluses for each letter grade as follows:

Grade	Quality Points
A+	4.3
A	4.0
A-	3.6
B+	3.3
B	3.0
B-	2.6
C+	2.3
C	2.0
C-	1.6
D+	1.3
D	1.0
D-	0.6
F	0

Other grades or symbols that may appear on a student's record are:

H	Honors
CR	Credit
NC	No Credit
I	Incomplete
*	Best paper
W	Withdrawn
X	Exclusion for failure to comply with class attendance policy
NGR	No Grade Received

2. Uniform Grading Standards. The faculty has adopted the following policy:

- (a) All first-year classes must have a mean grade within the range of 2.70 to 2.90.
- (b) All second- and third-year classes with an enrollment of 20 or more students must have mean grade within the range of 2.80 to 3.00.
- (c) In all first-year classes and in all second- and third-year classes with an enrollment of 20 students or more:
 - (1) 10-15% of the grades must be a C (2.00) or below; and
 - (2) at least 5% of grades must be below C (2.00).

3. Grades May Not be Changed

- (a) After submission to the Registrar, a grade may not be changed.
- (b) A grade may be corrected in the case of a computational or clerical error certified in writing by the professor and verified and approved by the Dean.

4. Miscellaneous.

- (a) *Incomplete.* A student who receives an incomplete ('I') grade must satisfactorily complete the requirements for that course by the last day of classes of the following semester. If the student fails to do so, the 'I' grade is automatically converted to a grade of 'F' in the case of a letter-graded course and to an 'NC' grade in the case of a course graded on an H/CR/NC basis. In both instances, the credit hours do not count toward the 75- or the 90-hour graduation requirement.

A student who receives an 'I' and then completes the course requirements within the above deadline may not receive a grade that is higher than the grade previously assigned as "best paper" in that course.

- (b) *Audit.* Students do not have the option of "auditing" a course. A student who wishes to "sit in" on a course must secure the instructor's prior permission. The course is not shown on the student's transcript.

- (c) *GPA Average Ranges.* WUCL computes GPA ranges for full-time students (those enrolled for 10 or more total hours) who place in the top 10%, top 25%, top 33%, and top 50% of the class. These ranges are computed for both semester and cumulative grade point averages. Ranges are not calculated below 50%.
- (d) *Individual Class Rankings.* Semester rankings are noted for full-time students who complete 5 or more graded hours and place in the top 33% of the class. Cumulative rankings are noted for those who place in the top 33% of the class. This information is not posted to the law transcript.
- (e) *Dean's Honors List.* The Dean's Honors List is composed of the top 10% of the class based on semester grades and is limited to full-time students completing 8 or more letter-graded hours.

V. Academic Probation

- 1. *When a Student is on Academic Probation.*** A student is on academic probation if he or she has a cumulative grade point average below C+ (2.30). Academic probation is intended to give notice to the student that his or her academic standing is in jeopardy and to initiate a process of academic counseling.
- 2. *Required Courses for Students on Academic Probation.***
 - (a) Students on academic probation must take and/or retake all the courses required of students with a GPA below 2.50 and 2.70 as provided in III.3 and III.4, *supra*.
 - (b) Students on academic probation must have their course selection approved by the Associate Dean for Academic Affairs.
 - (c) Except in unusual circumstances, students on academic probation may not reduce their course load below 10 semester hours.
 - (d) Upon request, faculty may work with a student on probation to help the student address his or her academic difficulties.

VI. Academic Exclusion

- 1. *When a Student is Ineligible to Continue.*** A student is permanently excluded from WUCL if he or she has a cumulative grade point average below:
 - (a) 1.80 after completing one semester; or
 - (b) 2.00 after completing two semesters; or
 - (c) 2.25 after completing three or more semesters.
- 2. *Petitions for Readmission.***
 - (a) A student who has been excluded for failure to maintain the required GPA may petition for readmission, but only after the student has remained out of school for at least one semester.
 - (b) Readmission is a matter of law school discretion rather than a matter of right. Readmission is allowed only in exceptional cases.
 - (c) A Faculty Committee evaluates all petitions for readmission. The Committee assesses the petitioner's potential for reaching the required GPA level for the

next segment of course work, as prescribed by the Academic Regulations. The Committee also examines whether the exclusion had been caused by an acute but non-chronic medical or personal crisis and whether that crisis continues to be an obstacle to the student's ability to succeed in law school.

3. **Required Courses for Readmitted Students.** Readmitted students must take the same courses required for students on academic probation.

VII. Graduation Requirements

I. General.

- (a) Willamette University confers the degree Doctor of Jurisprudence (J.D.) on those students who successfully complete the program of legal education and meet all the Requirements for Graduation prescribed by WUCL.
 - (b) It is the student's responsibility to be thoroughly familiar with the Graduation Requirements and to comply with them.
 - (c) Out of concern and as a matter of courtesy, the Office of Student Services (OSS) occasionally reminds individual students of the need to satisfy specific Requirements. However, failure to send or to receive such a reminder may not be used as a ground for seeking exemptions from these Requirements.
 - (d) Questions regarding the Graduation Requirements, should be addressed to the OSS or the Associate Dean for Academic Affairs. Neither the OSS nor the Associate Dean have authority to grant exemptions from these Requirements.
2. **Required Number of Credit Hours.** To be eligible to graduate, a student must successfully complete 90 semester-hours of course work, 75 of which must be letter-graded.
 3. **GPA Requirements.** To be eligible to graduate, a student must earn:
 - (a) a cumulative GPA of C+ (2.30) or higher in all courses the student has taken in law school; *and*
 - (b) a GPA of C+ (2.30) or higher in all courses the student has taken in the last two full-time semesters of law school.

A student who fails to meet Requirement 3(b) is not eligible to graduate, but is eligible to continue for an additional semester of study, subject to the following four requirements:

- (1) The student must return as a full-time student;
- (2) The student must take any "bar" course offered that semester which the student has not already taken.
- (3) Courses taken must be letter-graded courses and taken at the College of Law (i.e., AGSM courses, CLA or other courses, summer school courses, courses at other law schools are not allowed).
- (4) The Associate Dean for Academic Affairs approves the course selection.

A student may petition to the Academic Affairs Committee for an exemption from requirements 1 and 2. The Committee may grant an exception only in extraordinary circumstances, as the Committee may determine.

If, after the additional semester of study, the student's combined GPA for the final two semesters of study and the additional semester is a 2.30 or greater, the student shall be eligible to graduate, provided that the student has met all other requirements for graduation (i.e., overall GPA is greater than 2.30, graduation writing requirement has been satisfied, residency requirement has been satisfied, etc.).

A student who, after returning for an additional semester as provided in the preceding paragraph, fails to obtain a GPA of 2.30 or higher for the last three semesters is ineligible to graduate. The student may return for an additional semester or semesters under the conditions provided above until the student's grades for the last two regular semesters (usually 5th and 6th) combined with the grades of one additional semester produce a combined GPA of 2.30 or higher for the three semesters. All course grades, including grades received in a semester that is not included in calculating the GPA for the three-semester rule, must be included in the cumulative GPA required for graduation, which remains at 2.30.

4. **Writing Requirements.** To graduate, students must complete an additional Professional Skills Writing Requirement described in Section 4A of this *Handbook, infra* and satisfy the Research Writing Requirement described in Section 4B of this *Handbook, infra*.
5. **Full-Time Status, Residency, and Duration Requirements.**
 - (a) To graduate, a student must complete at least six semesters of full-time law study at an ABA accredited law school.
 - (b) To qualify for full-time status in a particular semester, the student must enroll in coursework for at least ten semester credit hours and must receive a passing grade for at least nine of those credits.
 - (c) For the purposes of this requirement, a semester must comprise at least 65 days in which classes are regularly scheduled. The Associate Dean for Academic Affairs has discretion to allow a student to cumulate two summer sessions as one semester for purposes of meeting this requirement subject to the conditions specified at X.3(b), *infra*. This option is not available to a transfer student.
 - (d) The student must complete the last two semesters at WUCL. A student may request waiver of this requirement by applying for permission to become a visiting student as provided in X.2, *infra*. The Associate Dean for Academic Affairs has absolute discretion in deciding whether to grant the waiver.
 - (e) Students must complete the J.D. degree within five years from the date of initial enrollment.
6. **Other Requirements.** The candidate must comply with such other requirements as the WUCL Faculty may prescribe. In unusual circumstances, the Faculty may allow some substitution of requirements.
7. **Petition for Graduation.** A student who meets the above Requirements must submit a petition for the law degree, affirming that the candidate has met the various requirements for graduation. Petitions are distributed at the beginning of the student's sixth semester.

8. **Honors at Graduation.** The faculty votes to bestow honors on graduating law students. Each year students with the highest cumulative grade point averages will graduate with summa cum laude, magna cum laude and cum laude honors.

VIII. Registration for Classes

1. **Double Registration.** Students may not register for two or more courses that meet simultaneously. A student who attempts to take two or more courses that meet at the same time will be registered for and receive academic credit for only one course.

A student may not enroll in both the Externship Program and the Civil Practice Clinic during the same semester.
2. **Deadline for Adding Courses.** Unless approved by the professor and the Dean or Associate Dean for Academic Affairs, the last day for second- and third-year students to add courses is 4:00 p.m. on the last day of the second week of classes. For Externships, the deadline is 4:00 p.m. of the last day of the *first* week of classes. The Office of Student Services makes the course changes.
3. **Deadline for Dropping Courses.** Students may drop a course until 4:00 p.m. on the last day of the fourth week of the semester. After the fourth week, students may drop courses only with the permission of the faculty member and Associate Dean for Academic Affairs. Permission may be granted only in cases of a serious medical or family emergency that necessitates the change.
4. **Withdrawal Not Permitted.** Students may not withdraw from a course after taking an examination or a portion of an examination in that course. This provision includes mid-term examinations or papers and/or “take home” examinations. Students may not withdraw from a course after receiving a grade for that course. First-year students may not withdraw from courses.
5. **Summer School.** Students who are on academic probation at the end of the fall or spring semester may not enroll at a summer program offered by another law school. They may enroll at the WUCL summer program only with the prior permission of the Associate Dean for Academic Affairs. For the Summer Program in China, please refer to specific information posted on the website.

IX. Double Credit for Academic Work

1. **The Rule.** Except as provided below, a student may not use work done for one course to fulfill requirements in another course.
2. **The Exceptions.** A student may receive credit in two distinct courses for the same work if the student:
 - (a) writes two distinct papers on two different aspects of the same general topic; or
 - (b) engages in substantial additional work for the second course. Such work is ordinarily evidenced by at least 45 additional hours of work per hour of credit in the second course.

Under either exception, the student must obtain the permission of both instructors before submitting the work for the second course. At least one of the instructors must be a member of the full-time WUCL faculty. In both instances, the instructors have full discretion in deciding whether to grant the requested permission.

3. **Law-Review or Moot-Court Work.** In applying the Rule of IX.1 or the Exceptions of IX.2., a “course” includes work submitted to the *Willamette Law Review*, the *Willamette Journal of International Law & Dispute Resolution*, or the WUCL Moot Court Board. In such a case, the student must obtain the permission required by Paragraph 2 from the Faculty Advisor of the *Review*, the *Journal*, or the Moot Court Board, respectively.

X. Credit for Courses Taken at Summer School and Other Schools

1. **Transfer Students.** WUCL accepts a limited number of students from other ABA accredited law schools as transfer students. WUCL accepts credit hours earned in an ABA accredited law school when the grade received is a C (2.00) or above (or equivalent). However, grades are not transferable. A transfer student’s grade point average will be based solely upon the course work completed at WUCL.

2. **Visiting Students.**

- (a) **Required Permission.** After completion of the first year, a student who is in good academic standing at WUCL and is not subject to Rules III.3 or III.4(b), *supra*, may apply to the Associate Dean for Academic Affairs for permission to become a visiting student at another ABA approved law school. The Associate Dean has absolute discretion in deciding on the application, as well as in approving the student’s course selection at the other school. Permission to visit will be granted only in exceptional circumstances and, in the case of third-year visits, only for compelling reasons. Permission will not be granted for courses that overlap with courses for which the student has already received credit.
- (b) **Transfer of Credit.** WUCL will accept credit for courses in which the student has received a grade of C (2.00) or higher (or equivalent) at the other school. The courses will count towards the 75 letter-graded credits requirement for graduation, but the grades will not be averaged into the student’s WUCL GPA.

Subject to prior approval of the Associate Dean, WUCL will also accept credit for courses taken on a credit/no credit basis if the student received credit at the other school. These courses will be included in the 15 credit hours a student may take on an H/CR/NC basis.

To receive WUCL credit, a student must make arrangements with the other school to have an official transcript of the student’s grades sent to WUCL. One hour of semester-credit is granted for each hour of credit completed in a semester-equivalent course. Quarter-hour equivalent courses are pro-rated accordingly.

3. **Summer School**

- (a) **Summer Program at Another School.** Students who are in good academic standing at WUCL may apply for permission to attend a summer program offered by another ABA accredited law school. The Associate Dean of Academic Affairs has absolute discretion in granting the permission and in approving the student’s course selection. Permission will not be granted for courses that overlap with courses for which the student has already received credit. The transfer of credit is governed by the same rules as the transfer of credit for visiting students. See X.2(b), *supra*.

- (b) *Summer School and "Residency."* The Associate Dean for Academic Affairs has discretion to allow a student to cumulate two summer sessions (taken at WUCL or another school) into one semester for purposes of meeting the six-semester residency requirement (VII.5, *supra*), provided that:
- (1) The two summer sessions comprise at least 65 days in which classes are regularly held;
 - (2) The student was enrolled for at least 10 semester credit hours and received credit for at least 9 of those hours; and
 - (3) The student did not engage in remunerative employment for more than 20 hours per week while attending summer school.

4. *Courses Taken at the Atkinson Graduate School of Management (AGSM).*

- (a) Candidates for the Doctor of Jurisprudence (J.D.) degree or Joint J.D. and Masters of Business Administration (M.B.A.) degrees may not receive credit for a bar subject taught at AGSM.
- (b) Candidates for the J.D. degree who are not candidates for the Joint J.D. and M.B.A. degrees may take up to 6 credit hours of other course work at AGSM.
- (c) AGSM courses do not count toward satisfying the 75 letter-graded hours graduation requirement of WUCL.
- (d) AGSM courses may be used to satisfy the 90-credit hour graduation requirement of WUCL if the student receives grades equal to or higher than AGSM's graduation requirement in those courses (ie, B(3.00)).
- (e) WUCL requires law students to attend 6 semesters of course work and to complete at least 10 semester hours of work at WUCL in each of those semesters. Law students must remain enrolled for 10 hours at WUCL for the entire semester in order to receive credit for any AGSM class for that semester.
- (f) Candidates for the Joint J.D./M.B.A. degree may combine AGSM and WUCL credit hours in the same semester to fulfill the WUCL graduation requirement of 6 semesters in residence, each consisting of enrollment in not less than 10 semester hours.
- (g) Grades earned at AGSM may not be used in calculating WUCL grade point averages nor in calculating WUCL class standings.
- (h) WUCL students should assume that AGSM courses will not satisfy WUCL prerequisite requirements for advanced courses at WUCL.

5. *WUCL Courses Taken by AGSM Students.*

- (a) AGSM students who are candidates for the M.B.A. degree but not the joint J.D./M.B.A. degree may take up to 6 credit hours of course work at WUCL, but not before the semester in which they complete at least 24 hours of core AGSM courses. If during that semester any core AGSM courses are dropped, the WUCL course must also be dropped.
- (b) AGSM students must earn a grade of C (2.00) or above or Credit in the WUCL courses to receive pass credit at AGSM.

- (c) AGSM students who are candidates for the M.B.A. degree may elect WUCL courses in addition to the six hours for which credit may be transferred with permission from the AGSM Dean.
 - (d) In courses in which enrollment is limited, law students shall have preference in enrolling for WUCL courses and management students shall have preference in enrolling in AGSM courses.
6. **Undergraduate Courses.** Generally, WUCL does not give credit for courses taken at an undergraduate college. However, up to four hours of credit may be given for foreign language courses taken at Willamette University College of Liberal Arts (WUCLA) or in conjunction with a WUCL program abroad.

XI. Leave of Absence or Withdrawal

1. **Leave of Absence.** A student who has completed one year of residence at WUCL and who is in good academic standing may apply in writing to the Associate Dean for Academic Affairs for a leave of absence. The leave, if granted, normally will be for a period not to exceed one academic year.
2. **Withdrawal and Readmission.**
- (a) A student who withdraws from WUCL without a previously approved leave of absence is not entitled as a matter of right to return to WUCL.
 - (b) A student who wishes to return to WUCL must submit an application for readmission explaining the reasons for the withdrawal and the reasons that support readmission. Among the factors to be considered in granting readmission are: (1) the quality of the applicant's work before the withdrawal; (2) the reasons for withdrawal; (3) the length of time between withdrawal and application for readmission; and (4) whether the applicant meets the admission standards at the time of readmission.

XII. Academic Counseling

1. **Academic Advisors.** First-year students are assigned a faculty academic advisor. This faculty member is available to answer academic questions throughout law school. Prior to registration for the third-semester courses, all first-year students must have their academic advisors approve and sign their course enrollment forms. Students on academic probation must have their course selection for the next semester approved by the Associate Dean for Academic Affairs.
2. **Academic Support.** An academic support program is available to assist students who are on academic probation after the first semester of law school. This program is directed by Professor Sam Jacobson, assisted by Marva C. Fabien, Director of Diversity & Professional Development at the College of Law.

XIII. Students With Disabilities

The University maintains an Office of Services for Students with Disabilities. The Director, JoAnne Hill, can be reached at 370-6471. Students who have a disability that may require auxiliary services should make an appointment with the Director to learn about eligibility and available services as soon as possible, preferably at or before the beginning of the semester. For further information, see the section on Disability & Learning Services, Section 19 (Willamette University Facilities and Services) of this *Handbook*.

A student who has a disability that requires special examination accommodation should meet with the WUCL Coordinator of Disability Services, Prof. Edward J. Harri, and the Manager of the Office of Student Services, Ms. Julie Fehrenbacher.

XIV. Scholarship Renewal

Scholarships awarded by Willamette University College of Law are governed by the principles and process described below.

1. **All scholarships are for one academic year only.** Scholarship renewal for the following year is subject to the conditions specified in the initial written scholarship grant (usually the admission letter).
2. **GPA requirements for scholarship renewal.** One condition for scholarship renewal is that the recipient must earn a minimum cumulative GPA of 2.90. In 2005-06, the top 47% of the first-year class and the top 55% of the second-year class earned a higher GPA.
3. **Loss of scholarship.** A scholarship recipient who fails to meet the specified GPA requirement loses the scholarship. The loss of scholarship is permanent and not subject to an appeal. Except as specified below, the scholarship shall not be reinstated, even if in subsequent semesters the student earns a GPA that exceeds the one specified in the initial scholarship grant.
4. **Possible limited reinstatement.** In June of each year, a student who lost his or her scholarship under Paragraph 3, above, may apply for partial reinstatement of the scholarship if the student can show compelling circumstances warranting the reinstatement. The application, in the form of a concise letter, is submitted to the Office of Student Services before the last Monday of June. A faculty committee reviews the applications and makes recommendations to the Dean who has absolute discretion on whether to grant reinstatement. A decision is usually made during the first half of July. In recent years, the Dean has granted a limited number of partial reinstatements in modest amounts.
5. **New scholarships.** In July of each year, the Dean awards a limited number of new or additional scholarships to students whose outstanding academic performance during their first year at WUCL warrants special recognition. These awards are limited to students who have been admitted without a scholarship or with a scholarship of an amount that the Dean determines to be lower than warranted by the student's subsequent academic performance. In recent years, the Dean has awarded such Special Recognition Scholarships to students who ranked in the top 20% of the class, which usually equates to a GPA of 3.33 or higher. Applications for these scholarships are not necessary (indeed they are specifically discouraged) as the awards are based solely on academic performance and availability of funds.

XV. Transcripts

1. **Obtaining Copies of Transcripts of WUCL Work.** Currently enrolled students may obtain an unofficial transcript copy from the Office of Student Services. Official transcript copies must be obtained from the Registrar's Office on the third floor of the University Center.
2. **Undergraduate Transcripts.** Transcripts of secondary or higher education study that have been submitted to WUCL as a requisite for admission cannot be returned to the student. Students desiring transcripts from other institutions must order official

transcripts directly from the institution at which the work was taken. Willamette University does not issue or certify copies of transcripts from other institutions.

Section 4

GRADUATION WRITING REQUIREMENTS

All students must successfully complete a Research Writing Requirement in order to graduate from Willamette University College of Law. Students must complete an additional Professional Skills Writing Requirement. These requirements are described below.

A. Professional Skills Writing Requirement

Students must complete a Professional Skills Writing Requirement as a condition for graduation. A student satisfies this requirement by successfully completing at least one of the following courses at Willamette University College of Law.

- Business Lawyering
- Contract Drafting
- Deposition Skills
- Environmental Law & Policy
- Externship
- International Business Transactions
- International Moot Court Competition
- Legal Clinic
- Oregon Criminal Procedure and Practice
- Oregon Family Law Practice
- Pre-Trial Civil Litigation

A student who intends to use either Externship or Legal Clinic to satisfy this requirement must complete additional writing assignments as directed by the professor.

B. Research Writing Requirement

All students must satisfy the Research Writing Requirement as a condition for graduation. A student satisfies this requirement by successfully completing a substantial research paper in conjunction with a law school course or by submitting an article of suitable quality to the *Willamette Law Review* or the *Willamette Journal of International Law and Dispute Resolution*. The specifics of this requirement are described below.

Purpose

The primary purpose of the requirement is to provide compulsory experience in the two closely related skills of legal research and legal writing. In addition, the requirement should give the student experience in gaining in-depth mastery of a specific subject and solving a legal problem without severe time limitations.

Quality

The paper

The paper written for the Research Writing Requirement should be of the highest quality. Such writing is usually the product of a number of drafts, self-critical revisions by the writer, and corrective work by the advisor.

Length, number of authorities

Neither length nor number of authorities is the sole indicator of quality. Except in unusual cases, the text and footnotes should cover at least 20 pages and should include at least 20 relevant primary authorities (cases, statutes, regulations, and the like). However, accurately gathered and analyzed empirical data may also be used as the major part of any paper.

Authorities

Use all relevant primary and secondary authorities, articles, treatises, including the most recent ones. Give credit where credit is due. Follow A Uniform System of Citation for citation form.

Style

Use proper spelling and grammar. Organize: Use a logical plan of presentation; focus the reader's attention on important ideas; avoid unnecessary repetition. Be precise: Use the best word for your meaning and define words when necessary. Be concise: Delete unnecessary words; avoid unnecessarily complex sentences.

Communicate

Be forceful and direct; be clear; avoid ambiguity; use simple language without simplifying your ideas.

Format and cover

Use a title page and a table of contents. Type (one side only), double space, on 8 1/2 x 11 inch white paper. Use a one-inch margin on all sides. Designate page numbers on each page. Place the final copy for the professor in a folder with a sturdy side fastener. These may be obtained at the campus bookstore. Please do not use a three-ring notebook.

Satisfying the Research Writing Requirement by writing a paper in conjunction with a course

Faculty advisor

If the Research Writing Requirement is to be satisfied by writing a paper in conjunction with a course, it must be done under the supervision of a faculty advisor and must be written while a student is currently taking, and in conjunction with, a WUCL course. It is the student's responsibility to seek out a course for the Research Writing Requirement and obtain project approval from the professor teaching that course. Enrollment in the course and faculty approval must be gained before beginning the writing project. The advisor must be a full-time professor, not an adjunct, currently teaching at WUCL. No faculty member may supervise more than 15 people during an academic year.

Courses

All WUCL courses taught by full-time faculty may be used to satisfy the Research Writing Requirement with the exception of the 100 series courses, Externship, and Independent Research. Moot Court Competition Briefs may not be used. Students enrolled in a first-year elective in the second or third year may use the course to satisfy the requirement. Students may not work together on the Research Writing Requirement paper.

Academic credit

The student will not receive additional academic credit for the paper.

Completion of the Research Writing Requirement

The following steps must be completed for the Research Writing Requirement:

1. The writing project must be completed to the faculty advisor's satisfaction. The faculty advisor should sign the Research Writing Requirement Completion Form, which should be taken to the Office of Student Services.
2. A passing grade must be received in the course in which the Research Writing Requirement project is completed.
3. Upon receipt of the Research Writing Requirement Completion Form and the course grade, a transcript notation will be made showing satisfactory completion of the requirement and the related course.

Deadlines

May graduates

The deadline for May graduates to turn in their Research Writing Requirement Completion Form is the date grades are due for third-year students. If the completion form has not been received by that time, a student may be denied the right to graduate.

December graduates

The deadline for December graduates to turn in their Research Writing Requirement Completion Form is the last day of the Fall semester examination period.

Satisfying the Research Writing Requirement with an article submitted to the *Willamette Law Review* or the *Willamette Journal of International Law & Dispute Resolution*

Articles submitted to either publication by student authors enrolled in the respective organizations may be used to satisfy the Research Writing Requirement. Instructions and completion forms are available in the Law Review Office. The completion forms need to be signed by the Editor and the faculty advisor. Signed completion forms should be taken to the Office of Student Services. Deadlines for completion are the same as if you were writing in conjunction with a course.

Section 5

EXAMINATIONS

Students are expected to familiarize themselves with the examination instructions.

Regulations Applicable to Both Flex and Non-Flex Examinations

Examination numbers

The College of Law examination procedure is based on an anonymous grading system. Examination numbers are assigned at random each semester to every student. A practice examination is given to first-year students every fall semester to familiarize them with the examination procedure. A separate examination number is issued for the practice examination. Notices will be posted designating dates when examination numbers will be issued in the Office of Student Services. Students should not reveal any examination number to any faculty member.

Rooms

Examinations may be taken in designated rooms only. Each examination will have a cover sheet indicating where students may take the examination. This cover sheet will be posted in the lobby area outside the Office of Student Services prior to each examination.

Distribution of examinations

Examinations will be distributed in the lobby area outside the Office of Student Services 10 minutes before the beginning of the examination. Where there are two parts, the second part will be distributed following the completion of the first part and any break time designated in the examination instructions.

Paper

Unless instructions on the examination are given to the contrary, students who handwrite will use blue books furnished by WUCL. Students who type their examinations must use paper furnished by WUCL and use one side only.

Timing of examinations

You may read only the cover page and the instruction page while waiting for the signal to begin the examination.

A warning to stop will be given 5 minutes before the end of each examination. All work must stop immediately when the signal to stop is given. No exceptions will be allowed. This includes placing examination numbers and/or page numbers on your completed test. It is advised that all students put their examination number on their blue book and examination envelope before the examination starts.

Return of examination questions at the end of the examination

Examination questions must be turned in with the answers at the end of the examination time. There will be a box for your completed examinations in the lobby area outside the Office of Student Services.

Use of various devices during the examination

Any material or instrument which, if used by a person, would give or appear to give that person an unfair advantage for the purposes of testing must be considered to be in violation

of the spirit of the WUCL Honor Code. With the exception of a laptop computer subject to rules and procedures established by WUCL, no electronic devices are allowed in examinations. However, calculators may be used if permission is given by the professor. These rules may be relaxed at the discretion of the Dean to accommodate learning disabilities. Wearing headsets, ear muffs and ear plugs used primarily to block out surrounding noise is not a violation of the WUCL Honor Code.

Problems or irregularities with examinations

Discuss any irregularity or examination problem with the College of Law staff in the Office of Student Services. Do not contact any professor.

Rescheduling an examination

It is the policy of WUCL to permit students to reschedule examinations only at the discretion of the Dean or Associate Dean for Academic Affairs and only in rare cases.

All examinations must be rescheduled through the Office of Student Services. In deference to the anonymous grading system, do not contact the relevant professor about rescheduling an examination. Forms for rescheduling must be submitted to the Office of Student Services and must have the approval of the Dean or Associate Dean for Academic Affairs. Forms to reschedule examinations will be available in the Office of Student Services.

Circumstances allowing for rescheduling are as follows:

1. Two examinations scheduled at the same time.
2. Two examinations scheduled within 24 hours. (Two examinations on the same day or an examination in the afternoon and one the next morning are considered to be "scheduled within 24 hours." Two examinations on successive mornings or two examinations on successive afternoons do not qualify as "scheduled within 24 hours".)
3. Special consideration will be given to students who must retake first year examinations.
4. Three examinations scheduled in three consecutive days.
5. Death in the immediate family.
6. Illness - In the event of illness, each of the following steps must be taken:
 - a. Notify the WUCL staff in the Office of Student Services immediately.
 - b. Without delay arrange with the staff in the Office of Student Services to take the missed examination at a later date.
 - c. Missed examinations must be rescheduled during the examination period or immediately following the last scheduled examination.

7. If, for religious reasons, a student cannot take an examination which has been scheduled on a Saturday, the student will be permitted to reschedule such examination.
8. Other extreme and unforeseen cases.

No excuse for failure to take non-flex examinations at appointed times will be accepted except in emergency cases. The Dean or Associate Dean for Academic Affairs, in their sole discretion, shall determine exceptions.

Flex Examinations

Flex examinations may be taken during the specified flex times and in assigned rooms. There will be an easel in the lobby outside the Office of Student Services indicating where students may take the flex examinations. The requirements governing flex examinations are the same as those governing non-flex examinations (see immediately above).

Section 6

WILLAMETTE UNIVERSITY JOINT DEGREE PROGRAM

College of Law and Atkinson Graduate School of Management

A. *Regulations for the Joint Degree Program*

1. Students entering the program in Fall 2008 must complete 120 hours of course work which must be taken over no less than 4 academic years. An academic year consists of a fall and spring semester. For students who entered the program prior to Fall 2008, the requirement is 126 hours of course work.
2. All Joint Degree students must complete all required courses for the Doctor of Jurisprudence degree (J.D.).
3. While students may apply for admission to the Joint Degree program at any time prior to or during law school or management school, students will not be admitted to the Joint Degree program until after completion of the first year in either professional school.
4. As a condition of graduation, WUCL requires Joint Degree students to be enrolled for 6 semesters of course work totaling 10 credit hours for each of those semesters. After year 2 of the program, Joint Degree students may combine AGSM and WUCL credit hours in the same semester to fulfill the requirement of enrollment in not less than 10 credit hours per semester.
5. All Joint Degree students must complete at least 72 semester hours of course work at WUCL, 59 hours of which must be letter graded.
6. All Joint Degree students must complete 48 semester hours of graded course work at AGSM. (For students who completed their MBA first year course work before Fall 2008, the requirement is 54 semester hours of course work.) The 48 semester hours consists of the following: a) 24 semester hours from first year core courses; b) 6 semester hours from first year elective courses; c) 3 semester hour Strategic Management course during year 3 or 4; d) 3 semester hour Governance in a Global Environment course during year 3 or 4; e) 3 semester hour Concentration Experiential elective course during year 3 or 4; f) 9 semester hours of other MBA elective credits during year 3 or 4.
7. Grades received in either of the two schools shall not be used in arriving at grade point averages or class standings in the other school.
8. Regulations governing the courses for the Doctor of Jurisprudence (J.D.) or the Master of Business Administration (M.B.A.) program at either school shall apply unless inconsistent with these joint regulations.
9. As WUCL is on a 60-minute class schedule and AGSM is on an 80-minute class schedule, class overlaps may exist. WUCL policy prohibits concurrent

registrations. Thus, no Joint Degree student may enroll in courses having overlapping schedules.

B. First-year WUCL program for Joint Degree candidates

1. A student who begins the Joint Degree program at WUCL will normally take all the required first-year law courses during that year.
2. While enrolled in the first-year law program, students will take no AGSM courses. Exceptions will be made by joint action of the deans of both schools, or their delegates, in appropriate cases.
3. A 2.30 grade point average (GPA) must be maintained by a law student in the first year of law school in order to be eligible for the program, and once a joint degree student, the student must maintain a 2.30 average throughout law school to remain in the program. Joint Degree students who become ineligible under this rule, but have a grade point average of 2.99 or above at the end of the first year of the law curriculum, may elect to continue as regular law students or seek the two degrees in the normal five years. This rule shall not affect eligibility to continue as a regular AGSM student.

C. First-year AGSM program for Joint Degree candidates

1. Students who begin the Joint Degree program at AGSM will take no law school courses while enrolled in their first-year of the graduate program.
2. Students must complete all of the first-year core curriculum and the Integration & Professional Development requirements of AGSM.
3. Students at AGSM must maintain a 3.00 cumulative grade point average (GPA) over the 30-credit-hour core program to continue in the Joint Degree program. Joint Degree students who become ineligible under this rule may elect to continue as a regular AGSM student or seek the two degrees in the normal five years.

Tuition and Charges

Joint Degree students who have been admitted to WUCL and to AGSM pay the tuition rate of WUCL during their first year of full-time enrollment in WUCL and during the two years of concurrent enrollment in WUCL and AGSM. Joint Degree students who have been admitted to WUCL and AGSM pay the tuition rate of AGSM during the one year of full-time enrollment in AGSM.

CERTIFICATE PROGRAMS

I. CERTIFICATE PROGRAM OF BUSINESS LAW CONCENTRATION

The Certificate of Business Law Concentration is recommended to students with a particular interest in representing business clients. The Program provides a solid foundation in business organization, finance, securities, and tax law and an elective component permitting the student to explore a range of related topics such as intellectual property and antitrust or focus more deeply in areas such as mergers and acquisitions, debtor-creditor, real estate, employment law or international transactions. Students gain familiarity with fundamental business principles and related economic and legal methodologies through a specially designed introductory course and an elective taken with MBA students at the Atkinson Graduate School of Management. Additionally, two courses apply a unique, integrated approach to business-legal issue identification, analysis and resolution.

A. Entry into the Program

To enter the Certificate Program a student must (1) have a cumulative GPA of 2.5 or higher and (2) apply and be admitted to the Certificate Program.

Up to forty (40) students from each class will be selected based on:

1. Academic performance in the course Introduction to Business Law;*
2. Cumulative GPA;
3. Personal statement; and
4. Such other considerations as the Program Admission Committee deems appropriate.

* Applications from students who have not yet taken Introduction to Business Law will also be considered.

B. Requirements for the Certificate Program of Business Law Concentration

Students must successfully complete a total of thirty-four hours in the Certificate Program courses and the writing requirement listed below. To receive the Certificate a student must complete all requirements for the Certificate Program prior to graduation. However, if a Certificate candidate is unable to complete all requirements prior to graduation for good reason shown, the student, upon application to and with the discretionary approval of the Certificate Program Committee, may be permitted to continue post-graduation at the College of Law to complete the Certificate requirements. In all such cases the Certificate requirements must be fully completed within the academic year immediately following graduation.

IL	REQUIRED INTRODUCTORY COURSE Introduction to Business Law (Law 115)	3 hrs.
2L/3L	REQUIRED CORE COURSES Business Organizations (Law 202) Corporate Finance (Law 203) Federal Income Tax (Law 215) Business Entities Tax (Law 360)	3 hrs. 3 hrs. 3 hrs. 4 hrs.
2L/3L	LAW ELECTIVES (Students select any two of the courses listed below. Concentrations are listed to show possible relationships between courses but students are not required to select courses from the same concentration). Dispute Resolution Arbitration (Law 239) Negotiation Workshop (Law 609) Employment Labor Law (Law 205) Employment Law & Discrimination (Law 249) Finance Securities Regulation (Law 309) Payment Systems (Law 338) Financial Distress Debtor & Creditor (Law 303) Secured Transactions (Law 337) Intellectual Property Intellectual Property (Law 315) Patent Rights & Enforcement (Law 354) International Business International Business Transactions (Law 318) International Tax (Law 345)	6 hrs.

<p>Mergers and Acquisitions Antitrust Laws (Law 314) Mergers & Acquisitions (Law 349)</p> <p>Real Estate Real Estate Transactions (Law 214) Real Estate Finance (Law 346)</p> <p>Tax Applied State & Local Government Law (Law 217) International Tax (Law 345)</p>	
<p>2L/3L AGSM ELECTIVE (Students select one of the courses listed below.)</p> <p>Executive Economics (AGSM 501)* Finance (AGSM 504) Management Controls (AGSM 534) Advanced Management Controls (AGSM 645)* Management and Operations Review (AGSM 670)*</p>	3 hrs.
<p>2L/3L BUSINESS LAWYERING: CASE STUDIES (Law 379)</p>	3 hrs.
<p>3L VENTURE PLANNING</p>	2 hrs.
<p>3L WRITING REQUIREMENT The research writing requirement must be completed within the business field. It can be done in connection with either a paper or seminar course (such as Mergers & Acquisitions or Advanced Criminal Law) or in connection with another course with professor approval. A presentation of the paper may also be required.</p>	3 hrs.

**with permission of instructor*

II. CERTIFICATE PROGRAM IN DISPUTE RESOLUTION

A. *Entry into Program*

To enter the Certificate program, a student must apply and be admitted to the program. Up to 16 students will be admitted into the program. Three are students from the applicant pool who achieve the highest cumulative grades in Civil Procedure and Introduction to Dispute Resolution: The Negotiation Process.* The next five are the highest cumulative grade point holders in the applicant pool, and the remaining eight positions will be filled by a standing committee on the CDR Certificate on the basis of the personal statement and application. To be admitted to the program, a student must have a 2.5 GPA.

B. *Requirements for the Certificate*

Students must successfully complete a total of 16 or 17 hours in the Certificate Program courses, the writing requirement, as well as the practicum requirement to receive the certificate. The practicum requirement consists of performing 200 hours of service in the second and third years of law school. Typically, 100 of these hours will be internal service (i.e., acting as a Teaching Assistant or helping with internal CDR programs) and 100 hours will be external (i.e., continuation of the practice).

Courses Required for the Certificate Program in Dispute Resolution

Certificate candidates must take the sequenced courses in the order prescribed by the Program, unless they receive specific permission from the CDR Certificate Committee to take the courses in some other order. Certificate candidates will not be required to participate in the registration lottery for those courses. Courses with similar titles or content taken out of sequence and without permission from the Committee, during the summer, or at other institutions will not earn credit toward a Certificate in Dispute Resolution.

*Introduction to Dispute Resolution: The Negotiation Process will be referred to as "Introduction to Dispute Resolution" for brevity.

1L	INTRODUCTORY COURSE Introduction to Dispute Resolution: The Negotiation Process (Law 113)	3 hrs.
2L	CORE COURSES Arbitration (Law 239) International Arbitration & Litigation (Law 372) Advanced Negotiation (Law 635) Mediation Workshop (Law 619)	3 hrs. 2 hrs. 3 hrs. 3 hrs.
2L/3L	LAW ELECTIVES (Students select one of the listed courses or may substitute another trial-related course as approved by the Director.) Trial Practice (Law 613) Intensive Trial Practice (Law 613) Pre-Trial Civil Litigation (Law 374) Civil Practice Clinic (Law 618)	3 hrs.
2L/3L	CAPSTONE SEMINAR Advanced Topics in Conflict Theory (second years must audit seminar) (Law 361)	2 hrs.

III. CERTIFICATE PROGRAM IN INTERNATIONAL & COMPARATIVE LAW

The Certificate Program in International & Comparative Law provides students with a rigorous and comprehensive introduction to the fundamentals of international law and dispute resolution, comparative law, and private international law. Students are also given an opportunity to study specialty subjects ranging from international business transactions, admiralty law, comparative constitutional law, to immigration law. The Certificate Committee recommends that students select international business transactions to round out their program. Skills training is provided through editorial work on the school's international law journal and international law moot court competition. Off-campus study programs in China, Ecuador, and Germany offer invaluable experience abroad. The Certificate Program is further enhanced by providing students access to courses in the Atkinson Graduate School of Management in such subjects as international management and foreign investment.

A. Certificate Program Requirements

In order to receive a Certificate, a Certificate candidate must satisfy all four of the following requirements:

1. Have a cumulative GPA of 2.5 or higher to be eligible for admittance into the Program.
2. Apply and be admitted to the Certificate Program, preferably during the summer after the first year, but before graduation.
3. Complete a total of sixteen hours in the Certificate Program courses listed below, with a cumulative Program GPA of 2.8 or higher in the graded courses.
4. Graduate with a cumulative College of Law GPA of 2.5 or higher.¹

B. Course Requirements

1L/2L/3L	INTRODUCTORY REQUIRED COURSE International Law & Dispute Resolution (Law 117 or Law 316)	3 hrs.
2L/3L	OTHER REQUIRED COURSES Take <u>any three</u> of these courses: Comparative Law (Law 320) International Business Transactions (Law 318) ² International Arbitration and Litigation (Law 372) Private International Law (Law 313)	3 hrs. 3 hrs. 2 hrs. 3 hrs.
2L/3L	INTERNATIONAL OR COMPARATIVE LAW SEMINAR WRITING REQUIREMENT Selected Problems in International Law (Law 359), any other international or comparative law seminar requiring a research paper, or, with the Certificate director's approval, a paper in another seminar on an international or comparative law topic.	2 or 3 hrs.

2L/3L	ELECTIVE COURSE Admiralty (Law 210) Bucerius Law School (Germany) courses (various numbers),with approval of the Certificate director (Law 378) Chinese Law and Legal Institutions (Law 526) (China Summer Program) Comparative Constitutional Law (Law 358) European Union Law (Law 383) Human Rights (Law 373) Independent Research, with approval of the Certificate Director (Law 470) Immigration Law (Law 350) International Arbitration and Litigation (Law 372) International Business Transactions (Law 318) International Finance (GSM 658) ³ International Law Moot Court (Law 415X or 416X) International Law Journal (Law 420X) International Management (GSM 656) ³ International Tax (Law 245) Latin American Law and Legal Institutions (Law 365) (Ecuador Program) Managing Entry Into Foreign Markets (GSM 657) ³ Private International Law (Law 313) Selected Problems in International Law (Law 359) Certain courses are approved but only offered occasionally: Comparative Dispute Resolution (Law 376) Foreign Relations Law (Law 247) International Environmental Law (Law 363) Ocean Resources (Law 518)	1, 2 or 3 hrs.
Total Required Hours		16 hrs.

¹ Students should have the practical ability to take and complete all courses required for the Certificate in International and Comparative Law prior to graduation. If, for any reason, a Certificate candidate is unable to complete all courses prior to graduation, the student shall either opt to graduate on time without the Certificate or graduate on time and continue at the College of Law for such additional period as is necessary to complete the Certificate requirements.

² This course is normally offered in alternate years. Thus it will only be offered once during your second and third year of law school and it is recommended that you enroll at the time offered.

³ Courses in the Atkinson Graduate School of Management (GSM) are subject to approval for admission to the course by the Atkinson School and to College of Law limits on Atkinson courses described in the Student Handbook.

IV. CERTIFICATE PROGRAM IN LAW & GOVERNMENT

From its inception, Willamette University College of Law has maintained a unique relationship with the leading legal and governmental institutions in the state. Located across the street from the Oregon Capitol and the state Supreme Court, the college has a long history of translating the Capital city's rich political and legal environments into a living laboratory for students. The Oregon Law Commission, housed in the Legal Arts Building, provides opportunities to participate in the State's Official Law Improvement Program.

The Certificate Program in Law & Government provides students with a significant educational experience in the field of public law. Through personalized and rigorous training, students develop an understanding of the legal structure, function and operations of national, state and local government institutions. The program provides knowledge of the ways in which public policy is made and modified and the methods used to effectively influence formulation of law and policy.

The Certificate Program in Law & Government requires 20 hours of specialized study as part of the 90 hours required to earn the J.D. Participation in the certificate program is open to 15 students from each class. Core courses include constitutional and administrative law, legislation, state and local government law, state constitutional law, and public policy studies. Specialty seminars may cover such topics as natural resource law, land-use regulation and employment discrimination.

First-year students interested in admission to the program must enroll in the introductory law and government course offered in the spring semester. In addition to the introductory course, the program requires four additional courses, a major paper and a practicum.

A. *Certificate Program Requirements*

To be eligible to receive a Certificate, a Certificate candidate must (1) have a cumulative GPA of 2.5 or higher to be eligible for admittance into the Certificate Program; (2) apply and be admitted to the Certificate Program; (3) complete a total of nineteen hours in the Certificate Program courses listed below; and (4) receive a cumulative GPA of 2.8 in the Certificate Program courses, including Constitutional Law I and II, all of which must be taken on a graded basis.*

(See following page for courses required.)

*Students must have the practical ability to take and complete all courses required for the Law and Government Certificate prior to graduation. If, for any reason, a Certificate candidate is unable to complete all courses prior to graduation, the student shall either opt to graduate on time without the Certificate and/or continue at the College of Law for such additional time as is necessary to complete the Certificate requirements.

B. *Courses Required for the Law & Government Program Certificate*

1L	REQUIRED INTRODUCTORY COURSE Law-making Process (Law 116)	3 hrs.
2L/3L	REQUIRED CORE COURSES Legislation (Law 216) Administrative Law (Law 255) State & Local Government Law (Law 304) Public Law Seminar (e.g. Advanced Topics in Public Law and Policy; Advanced Administrative Law; Topics in Natural Resources Law: consult with Program Director)	3 hrs. 3 hrs. 3 hrs. 2 or 3 hrs.
2L/3L	REQUIRED PRACTICUM EXPERIENCE Law & Government Practicum (Law 476) A faculty approved and supervised research project with a written work product prepared for use by and under the direction of a faculty-approved external placement. Does not satisfy research writing requirement. Note: For students pursuing a Certificate with emphasis in a substantive area the Practicum writing project must be in the substantive area selected for emphasis.	2 hrs.
2L/3L	RESEARCH WRITING REQUIREMENT Certificate students must satisfy their research writing requirement through one of the five Required Core Courses listed above.	
Total Required Hours		15 hrs.

Course Work Leading to a Certificate With a Substantive Emphasis

Students also have the option to take course work leading to a Certificate with a substantive emphasis. The Certificate in Law & Government "with emphasis in" a substantive area is earned by adding five hours to the nineteen hours required for the Certificate in Law & Government. Those five hours are drawn from one of the following substantive areas: Criminal Justice, Environment and Natural Resources, Employment/Human Resources, Public Administration, or Comparative Public Law. For students pursuing an emphasis, the Practicum writing project must be in the substantive area selected for emphasis.

V. CERTIFICATE PROGRAM IN SUSTAINABLE ENVIRONMENTAL, ENERGY & RESOURCES LAW (SEER).

Students interested in careers in sustainable, environmental, energy and natural resources law have the opportunity to enroll in a focused program of study and earn a specialized certificate along with their Doctor of Jurisprudence degree.

The Certificate Program in Sustainable Environmental, Energy & Resources Law (SEER) places special emphasis on the role of the lawyer in formulating environmental and natural resources law and policy to sustain and protect our global resources. The program's full course of study was designed to be both comprehensive and intensive. Students enrolled in the SEER Certificate Program will receive a solid foundation in all areas of the law but also have the academic flexibility to specialize in specific areas related to sustainability and the environment.

A Certificate Program Requirements

This certificate program requires completion of 15 hours of coursework including Lawmaking Process (3 hours), Environmental Law & Policy (3 hours), Sustainable Natural Resources (3 hours) or Global Sustainability (2 hours), and 6 or 7 additional hours of coursework taken from the core program.* A student must maintain a minimum grade of a B(3.00) in each course required to complete the certificate.

* Participation in the certificate program is limited to 15 students.

B. Courses Required for Certificate in Program Sustainable Environmental, Energy & Resources Law (SEER)

1L	REQUIRED INTRODUCTORY COURSE Lawmaking Process	3 hrs
2L/3	REQUIRED CORE COURSES Environmental Law & Policy Sustainable Natural Resources OR Global Sustainability AND Administrative Law 6 or 7 additional hours of coursework taken from the Core: Land Use Planning, Water Law, Wildlife Law, Energy Law, Environmental Justice, American Indian Law & Environmental Law Moot Court.	3 hrs 3 hrs 2 hrs 3 hrs
2L/3L	REQUIRED PRACTICUM EXPERIENCE Complete a substantial, professional work product concerning environmental, energy, or resources during a supervised practicum experience (i.e. clinic, externship) approved by the Director.	
2L/3L	RESEARCH WRITING REQUIREMENT Certificate students must satisfy their research writing requirement writing on an environmental, energy or resources topic in a core program seminar or another seminar approved by the Director.	
TOTAL REQUIRED HOURS		15 hrs

Section 8

LL.M. PROGRAM

Willamette's LL.M. program in Transnational Law combines the strengths of the school's comprehensive curriculum in domestic law, such as in commercial transactions and dispute resolution, with its well-established foreign programs and transnational course offerings taught by internationally recognized scholars and teachers. Students and scholars in the program, including established lawyers, have an opportunity to broaden their knowledge and expertise in some of the most fascinating, important, and fast-changing areas of transnational law. Foreign lawyers will also have the opportunity to prepare themselves to take an American state bar exam where available.

The LL.M. program provides students with the fundamentals of international law and dispute resolution, international business transactions, comparative law, private international law, and, for foreign lawyers, United States law. Specialty subjects range from the law of ocean resources to international taxation. The program offers students an unusual opportunity to apply comparative and international legal insights to domestic law topics. Foreign students, in particular, have an opportunity to study and apply subjects from Willamette's rich array of domestic law courses. Off-campus study programs in China, Ecuador and Germany offer invaluable experience abroad. The LL.M. program is further enhanced by providing students access to courses in the Atkinson Graduate School of Management such as international management, foreign investment and the international economics of Northwest trade.

CURRICULUM

Candidates for the LL.M. degree must complete a total of 25 hours of credit, as follows:

ORIENTATION PROGRAM

Students earn one credit on successful completion of an orientation program with three components: a survey of American legal process; research methodology and bibliography; and advanced writing techniques.

TRANSNATIONAL COURSES

Students select at least 10 hours of credit from the following list of transnational courses:*

2L/3L	ELECTIVE COURSES	
	Admiralty (Law 210)	2 hrs.
	Chinese Law and Legal Institutions (Law 526)	5 hrs.
	Comparative Constitutional Law (Law 358)	2 hrs.
	Comparative Law (Law 320)	3 hrs.
	Private International Law (Law 313)	3 hrs.
	European Union Law (Law 383)	3 hrs.
	German Law & Legal Institution (Law 378)	Variable

Human Rights (Law 373)	2 hrs.
Immigration and Refugee Law (Law 350)	2 hrs.
International Business Transactions (Law 318)	3 hrs.
International Environmental Law (Law 363)	3 hrs.
International Law and Dispute Resolution (Law 316)	3 hrs.
Journal of International Law and Dispute Resolution (Law 420X)	1 hrs.
International Law Moot Court Competition (Law 416X)	1 hrs.
International Arbitration and Litigation (Law 372)	2 hrs.
International Tax (Law 345)	3 hrs.
Latin American Law and Legal Institutions (Law 365)	10 hrs.
Ocean Resources (Law 518)	2 hrs.
Selected Problems in International Law (Law 359)	2 hrs.
<i>*Not all courses are offered each year</i>	

ELECTIVE COURSES

Students select either the “A” track or the “B” track, as follows:

Track A (primarily for foreign students): Students must take 12 hours of credit of “domestic law” courses, including up to four hours at the Atkinson Graduate School of Management. The curriculum of each LL.M. candidate is subject to faculty advice and administrative approval.

Track B (for United States and foreign students): Students select four additional hours of credit from the list of transnational courses and the remaining hours of credit (normally eight) from the complete list of courses offered at Willamette.

WRITING REQUIREMENT

All LL.M. candidates receive two hours of credit from a carefully supervised paper on a theme of either international/comparative law or transnational aspects of a specific topic of domestic law. In the preparation of the required paper, each LL.M. candidate works with a faculty member in the substantive field of the proposed paper. All LL.M. candidates meet together regularly in an informal seminar to discuss their topics and progress on their papers. LL.M. Writing Seminar (Law 539).

MOOT COURT BOARD

Purpose

The Moot Court Board's purpose is to encourage student awareness, interest and competence in the art of trial and appellate advocacy. This objective is accomplished through the organization, promotion and participation of extra-curricular negotiations, appellate and trial advocacy competitions. The underlying premise of the Moot Court Board is the belief that active participation in Moot Court educational seminars and competitions enables a student to obtain a working, practical knowledge of the law, which enhances the substantive legal knowledge acquired in a student's course work.

Membership on the Moot Court Board

At the end of each school year, first and second year students in good academic standing are eligible to apply for membership on the Moot Court Board. Moot Court Board's primary selection occurs at the end of an academic year; however interested students not on the Board are encouraged to apply at the end of fall semester. The Executive Committee of Moot Court considers a variety of factors, including: participation in the First Year Appellate Competition, past academic experiences, past work experiences, past participation in Moot Court activities (e.g. volunteering to bailiff or witness for other Moot Court teams), and general strengths the candidate can bring to the Board. All winners of the First Year Appellate Competition are invited to join Moot Court Board. New members are selected through an anonymous application process which results in an interview with the Executive Committee. The applications submitted by interested students are reviewed anonymously and ranked according to the factors listed above. At least 51 percent of the applicants are offered interviews with the Executive Committee. The number of students selected after interviews are determined by the number of openings available on the Moot Court Board.

Members of Moot Court Board will not receive academic credit for their active participation on the Board, which consists of regular attendance at Moot Court Board meetings, attendance at educational seminars, volunteering on at least one competition per year, and competing in at least one Moot Court competition per year. Members may receive credit for competing in a competition.

Appellate Competitions

These competitions require teams to write an appellate brief and argue its position before a panel of judges. Those students advancing to the regional/national competition will be required to write a new brief for the advanced competition.

- National Appellate Competition (Fall). Limited to Moot Court Board members only.
- Open Appellate (Spring). Open to all second- and third-year students.

Trial Competitions

These competitions require each team to work in a trial setting, including opening and closing statements and the examination of witnesses. Neither Evidence nor Trial Practice are prerequisites to competing in these competitions.

- Spaulding Trial Competition (Fall). Limited to Moot Court Board members only.
- Donald Turner Criminal Law Competition (Fall or Spring). Open to all second- and third-year students.
- ATLA Trial Competition (Fall or Spring). Limited to Moot Court Board members only.

Miscellaneous (offered based on student interest)

- Negotiation Competition (Fall). Open to all second- and third-year students.
- Advocacy workshops and seminars on trial, appellate, and dispute resolution topics (3 per semester).
- Environmental Competition (Fall). Open to all second- and third-year students.

Competition Credit

One academic credit is available only for the first time competing in any competition. Credit will be awarded upon successful completion of the competition and attendance at the Moot Court Board Educational Meeting designated for that competition. Proof of attendance at a registered trial, appellate, or dispute resolution CLE, not otherwise required to satisfy an academic requirement, will satisfy the educational seminar requirement. An additional academic credit is available to Moot Court Board members who advance to a Regional or National competition. This academic credit is only available for the first time advancing in any competition and is limited to one academic credit per year.

First-Year Appellate Competition

The Moot Court Board organizes the competition portion of the Legal Research and Writing course. Each first-year student must research and write an appellate brief and participate in oral arguments to receive credit for the second semester of Legal Research and Writing. Each small section of Legal Research and Writing has its own competition. Finalists may argue up to five times and the winner of each Legal Research and Writing section will be automatically offered a spot on the Moot Court Board. Additionally, the runner-up of each section will be offered an automatic interview for a position on the Board.

Summary

Beyond the initial experience of Legal Research and Writing and the First Year Appellate Competition, a student's exposure to appellate writing and advocacy is primarily through additional Moot Court competitions. Involvement in Moot Court activities through assisting with competitions, participating in advocacy workshops, competing in various competitions, and serving as a Moot Court Board member can provide immeasurable insight into what many

participating attorneys deal with - briefs and memoranda to the court and other advocacy opportunities. Potential employers view membership on the Moot Court Board favorably.

Students are encouraged to take advantage of the opportunities that membership on the Moot Court Board can provide. Additionally, students are encouraged to participate in the various activities and competitions that Moot Court Board organizes and sponsors throughout the year.

Moot Court Board Credit

<i>Semester Enrolled</i>	<i>Course Number</i>	<i>Section</i>	<i>Credit Hours</i>	<i>Prerequisites</i>
Ist semester	430X	0	0	None
2nd semester	431X	0	0	430X
3rd semester	432X	0	0	430X, 431X
4th semester	433X	0	0	430X, 431X, 432X

Competition Options

<i>Competition</i>	<i>Course Number</i>	<i>Credit</i>
National Appellate	404X	I Credit-See above
Spaulding Trial	409X	I Credit-See above
Open Appellate	425X	I Credit-See above
ATLA Trial	418X	I Credit-See above
Negotiation Competition	422X	0 Credit-See above
Don Turner Criminal Trial	426X	I Credit-See above

Section 10

AWARDS

The following prizes and awards are available to College of Law students:

I. Awards Recognizing Overall Accomplishment

Ted and Dorothy Butler Law Scholarship

In 1980 Professor Ted Butler, well-liked by both students and faculty, retired from teaching in the College of Law. A scholarship fund was established in Professor Butler's honor, and is awarded annually to the student making the most progress from the end of the first year of study to the end of the second year of study, based on cumulative grade point average.

International Academy of Trial Lawyers Award

This award is presented annually to a third-year student who, in the judgment of the faculty, has distinguished himself or herself in the field of courtroom advocacy on the basis of performance in trial practice competitions, contributions to the trial practice programs of the College of Law, academic record in courses related to trial practice, overall academic record, performance in moot court competitions, and law-related work experience.

National Association of Women Lawyers Outstanding Law Graduate Award

This award is presented to the graduating student who best represents the following criteria: contributes to the advancement of women in society; promotes issues and concerns of women in the legal profession; exhibits motivation, tenacity and enthusiasm; demonstrates academic achievement; and earns the respect of deans and faculty. The award consists of a one year honorary membership in the Association.

Frank A. Turner Scholarship

Mrs. Joy Turner Moses, an alumna of the University, Class of 1911, bequeathed \$750 to the College of Law in memory of her father, Frank A. Turner, 1898, the annual income of which is awarded to the student maintaining the highest scholastic standing for the entire year.

Willamette University College of Law

Col. Rupert E. Park Jr. Pro Bono Student of the Year Award

This award reflects Willamette's commitment to upholding and celebrating the professional obligation of all attorneys to provide pro bono legal assistance. It is presented to a third-year student who has consistently demonstrated commitment to volunteer representation of low-income people in need of legal assistance. Students receive no remuneration or academic credit for their services.

II. Awards Recognizing Achievement in a Particular Class

American Bankruptcy Institute Award

The ABI Medal Program issues a bankruptcy award to the student receiving the highest grade in the Debtor-Creditor class.

Best Paper Certificates

Best Paper Certificates are awarded by the College of Law to the students receiving the highest grade in each of the graded courses.

Roy Lockenour Award for Professional Responsibility

This award is given each year to the student receiving the highest grade in Professional Responsibility.

Oregon State Bar Securities Regulation Section Award

The Oregon State Bar gives this award each year to the student receiving the highest grade in Securities Regulation.

Bruce Spalding Memorial Award for Trial Advocacy

This award is presented to the outstanding student in the Trial Practice Program.

Isaac Van Winkle Scholarship

The Isaac Van Winkle scholarship is available annually to those students in Constitutional Law I who have achieved the highest grades.

Nathan Burkan Memorial Award

This award is presented to the student who, in the judgment of the Dean, has written the best essay on Copyright Law.

The Civil Rights Award

This award is given to the student receiving the highest grade in Civil Rights.

Tax Executives Institute Scholarship

This scholarship is given to law student(s) showing an interest in pursuing a career in business taxation law.

ALI-ABA Scholarship & Leadership Award

This scholarship and leadership award is given to the graduate who best represents a combination of qualities that embody the American Law Institute and the American Bar Association.

Section II

TUITION & FEE CHARGES PER SEMESTER
COLLEGE OF LAW - 2008-2009

Full-time (10-18 semester hours)

Tuition	\$14,125.00
Student Body Fee	40.00
Health Insurance*	<u>440.00</u>
TOTAL	\$14,605.00
Each credit over 18:	\$ 1,087.00

Part-time (Less than 10 semester hours)

1 hour	\$1,087.00
2 hours	2,174.00
3 hours	3,261.00
4 hours	4,348.00
5 hours	5,435.00
6 hours	6,522.00
7 hours	7,609.00
8 hours	8,696.00
9 hours	9,783.00

Joint Degree Program

Tuition rate is based on enrollment. Joint degree students who are enrolled fulltime at WUCL will be charged Law tuition rates. Joint degree students who are enrolled fulltime at AGSM will be charged Atkinson tuition rates. During the two years of concurrent enrollment at WUCL and AGSM students will be charged Law tuition rates.

Health Insurance*	\$440.00
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* Health Insurance is billed in the fall, and is a 2 tier rate based on age at the beginning of the academic year:

- \$440 (For students under 25 years of age on 8/15/08)
- \$700 (For students 25 years old and over on 8/15/08)

I. Late payment

- A. *Late payment fee*
A fee of \$50 is charged for late payment.
- B. *Finance charges*
A 1% per month fee is charged on all balances after 30 days.
- C. *Payment schedules*
Payment schedules are available in Student Accounts, Waller Hall, ground floor.

II. Refund policy

Students are admitted to Willamette University with the understanding that they will remain until the end of the semester unless unforeseen circumstances necessitate their withdrawal. Students who are suspended or expelled from the University forfeit all refunds of tuition and fees.

In compliance with the Higher Education Amendments of 1998 (Section 668.22), Willamette University's refund policy is as follows:

- A. A student's withdrawal date is: the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or the midpoint of the period for a student who leaves without notifying the institution.
- B. Refunds for tuition will be prorated on a per day basis based on the academic calendar up to the 60% point in the semester. There are no refunds for tuition after that point in time.
- C. Withdrawing students are responsible for applicable room and board charges through the date they checked out of their campus housing with Residence Life.
- D. Students withdrawing for medical reasons may petition for a Medical Withdrawal. In the case of an approved Medical Withdrawal, the student refund is the same as a student who withdraws from the University; however, the student's transcript will indicate a withdrawal for medical reasons. Applications for a Medical Withdrawal may be obtained from the Office of Disabilities Services.
- E. Health insurance charges and student body fees will not be refunded to withdrawing students.
- F. In the case of a student's death during a term, a full tuition refund will be granted to the student's estate.

III. Financial Aid

A. *General*

Financial aid is available to law students depending on a student's qualifications, financial need, and enrollment. Aid may take one or more of the following forms: scholarship, loans, and part-time employment. The Law School determines scholarship decisions. The Office of Financial Aid determines loan and work-study employment eligibility. For those law students who receive a Willamette College of Law scholarship offer at entrance, the scholarship is renewable in subsequent years provided the required cumulative Grade Point Average is met and the student continues in good academic standing.

For the most current information on procedures and deadline dates, refer to the Graduate Forms and Newsletters section you will find on Willamette's website: <http://www.willamette.edu/dept/finaid/graduate.html>.

Law students wishing to receive loans and/or work-study in their second and/or third year must annually file the Free Application for Federal Student Aid (FAFSA). This should be done by March 1 of each year for the following academic year. You may file via the web at www.fafsa.ed.gov or with a paper FAFSA application available from the Office of Financial Aid in the University Center, 3rd floor. Students who file their FAFSA's by March 1 and have all the required data on file (including any requests for specific documentation such as tax forms, etc.) should receive their award notifications during May/June. The renewal of loan eligibility depends on timely application (FAFSA) and response to any requests for documentation, as well as timely response to the award notification.

B. *Financial aid refund procedure*

Students who withdraw and have received financial aid will receive their refund after the required portion of their financial aid is returned to the aiding programs. The required portion of financial aid that is returned to the aiding programs are calculated as follows:

- Title IV² aid and all other aid is earned in a prorated manner on a per day basis based on the academic calendar up to the 60% point in the semester. After the 60% point no refunds are granted for tuition.
- Recalculation of financial aid is based on the percent of earned aid using the following formula:

$$\text{Percent Earned} = \frac{\text{Number of days completed up to the withdrawal date}^3}{\text{divided by the total days in the semester (105)}}$$

- Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

$$\text{Aid to be returned} = (100\% - \text{percent earned}) \times \text{the amount of financial aid applied to the student's account.}$$

- When financial aid is returned, the student may owe a balance to the University. The student should contact the Business Office to make arrangements to pay the balance.

Questions regarding this refund policy should be directed to the Assistant Controller located in the University's Business Office.

² The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: unsubsidized FFEL loans, subsidized FFEL loans, subsidized Federal Direct Stafford loans, FFEL PLUS loans, Federal Direct Stafford loans, Federal Perkins loans, Federal Direct PLUS loans, Federal Pell grants, and Federal SEOG.

³ Withdrawal date is defined as the actual date the student began the institution's withdrawal process.

Section 12

STUDENT CONDUCT

I. College of Law Honor Code (adopted by the Faculty July 29, 1986 and amended xxx)- Preamble

Willamette University College of Law expects that students will aspire to the highest ideals of honor. This Code is the mechanism by which individuals may exercise their responsibility for academic integrity. It provides a method for submitting allegations of academic dishonesty, determining whether the alleged conduct is a violation of the Code, and imposing a penalty. The purposes of the Code are to penalize and deter academic violations, and to provide fair procedures that protect student rights.

Section I: Honor Code

Each member of the Willamette College of Law community is responsible for maintaining the highest standards of honesty and academic integrity. Any person knowing or reasonably suspecting that an act in violation of this Code has occurred shall report the alleged violation as provided in Section IV. A.

Section II: Composition and Organization

A. Composition of the Grievance Committee

1. There will be a Grievance Committee to hear Formal Charges and to determine whether a violation has occurred and the penalty for the violation.
2. A panel of the Grievance Committee will consist of six voting members. Each Committee must have one faculty member and four students. The sixth member can be a faculty member or staff person. The Dean will appoint the faculty or staff members. At the beginning of each school year, the President of the Student Bar Association will select 10 students (three from the first-year class, four from the second-year class, and three from the third-year class) to serve as members of the Grievance Committee Pool. When a Formal Charge has been issued by the Grievance Officer and a hearing called, the Associate Dean for Academic Affairs will select four students from the Grievance Committee Pool to serve on the Grievance Committee for that Formal Charge. The Associate Dean for Academic Affairs will appoint one of the four students to serve as the Chair of the Committee. No member may vote upon a factual determination who has not been personally present at the hearings at which evidence was presented supporting that determination. No student committee member may be a class or SBA officer.

B. Appointment of Grievance Officer

1. The Dean shall appoint a faculty member to serve as the Grievance Officer prior to the beginning of the school year. The Grievance Officer shall carry out the functions described in section IV.

2. At the beginning of each school year, the Grievance Officer shall inform the students, faculty and staff of his or her appointment and of the process for using this College of Law Honor Code.
- C. Replacement of Committee Members and Grievance Officer
1. *Recusal.* Any member of the Grievance Committee or the Grievance Officer may recuse himself or herself from a particular case and should do so whenever such person believes that circumstances exist which could affect his or her judgment in performing duties assigned under this Code, or when to perform such duties in the case would create the appearance of impropriety.
 2. *Disqualification.* Any member of the Grievance Committee or a Grievance Officer who has personal knowledge of facts involved in a case, who has reported a violation involved in the particular case or one arising out of the facts involved in the case, who is related to or employed with or is otherwise closely associated with the respondent student, a victim (if any), or any person identified as a likely witness at the hearing, is disqualified to serve upon the Committee when the case is being considered.
 3. *Excusal.* Both the respondent student and the Grievance Officer involved in a case are entitled to excuse one member of the Grievance Committee from consideration of a particular case. No reason or explanation is required when exercising this right but the right may only be exercised once in each case and must be exercised before the hearing or the right is lost. The party exercising this right shall notify the Committee Chair prior to the hearing. The Committee Chair shall not reveal the party who exercised the excusal.
 4. *Challenge.* If either the respondent student or the Grievance Officer involved in a case has reason to believe a member of the Grievance Committee is biased or otherwise disqualified to serve, a timely challenge may be filed with the Committee and the Committee must either uphold or deny the challenge. For the purpose of permitting such a challenge, the respondent student shall be furnished with a list of proposed Grievance Committee members at the time he is served with a copy of the Formal Charge. Thereafter, the Committee Chairperson shall promptly notify the respondent student and the Grievance Officer of subsequent changes in the Committee's composition. Failure to object prior to reading of the Formal Charge at the hearing will constitute a waiver of the right to challenge.
 5. *Replacement Method.* If a faculty member of the Grievance Committee is excused, disqualified, challenged, self-recused or removed, the Dean shall appoint, as appropriate, a temporary or permanent replacement. If a student member of the Grievance Committee is disqualified, excused, challenged, or self-recused, the Associate Dean for Academic Affairs shall appoint a replacement from the Grievance Committee Pool. If the Grievance Officer is disqualified, removed, or self-recused, the Dean will select, as appropriate, a temporary or permanent replacement. A replacement is only subject to challenge upon grounds of disqualification.

6. *Illness or Other Inability to Attend.* A member of the Grievance Committee who becomes ill or otherwise unable to perform the duties of that office may be replaced as though becoming disqualified. However, no Grievance Committee member may vote upon a factual determination who has not been present at the hearings at which the evidence was presented supporting that determination.

F. Distribution of the Procedure

Each first-year student shall receive a copy of this Code at registration. Copies of this Code must be available at the Office of Student Services counter in the law school.

Section III: Jurisdiction

A. Grant of Jurisdiction

The Grievance Committee has jurisdiction over all student violations of this Code, as limited by the general Student Regulations in the Willamette University Standards of Conduct. All other matters will be referred to the Dean of the College of Law.

B. Limits on Faculty

1. The faculty and administration do not have original jurisdiction over violations when the Grievance Committee has original jurisdiction.
2. Neither a faculty member nor a law school administrator may impose a penalty against a student for a violation within the jurisdiction of the Grievance Committee except pursuant to a determination by the Grievance Committee. However a respondent student and Reporting Party may consent to a penalty, as outlined in section IV.B.6, thereby waiving the Formal Charge Procedures of the Code.
3. No penalty such as a change in grade for violations of the Honor Code may be imposed by a faculty member, except through the procedures outlined herein.

Section IV: Procedure

A. Reporting, Consultation, and Formal Concern

Anyone who wishes to report an incident believed to be a violation over which the Grievance Committee has jurisdiction must meet with the Grievance Officer and discuss whether to express a Formal Concern to the Grievance Officer, as outlined in section IV.B.

The Reporting Party should identify the violation believed to have occurred and the violator(s) believed to have committed it, where they are known.

The Grievance Officer may determine that no investigation is merited.

B. Grievance Officer's Duties

1. The Grievance Officer shall meet with anyone who wishes to report an incident believed to be a violation over which the Grievance Committee has jurisdiction as specified in section III.A.
2. The Grievance Officer must receive all Formal Concerns alleging violations of the Honor Code. Any person, including administrators, faculty, staff, and students, may report Formal Concerns to the Grievance Officer. Any Formal Concern must be reported to the Grievance Officer within 20 days of the discovery of evidence upon which the Formal Concern is based.
3. The Grievance Officer must meet with the Reporting Party to ascertain the basis of the Formal Concern.
4. Within one week of obtaining the Formal Concern, the Grievance Officer must meet with the respondent student to ascertain the basis of the Formal Concern.
5. The Grievance Officer must gather evidence and meet with witnesses in order to determine the validity of the Formal Concern.
6. The Grievance Officer must attempt to resolve the dispute and obtain the consent of the Reporting Party and responding student as to any proposed resolution of the Formal Concern and consequent penalty, if any. Any consensual resolution of a Formal Concern involving penalties specified in Section V. A.4 through V.A.7 must obtain the approval of a panel of the Grievance Committee.
7. If dispute resolution fails, the Grievance Officer must determine whether there is sufficient evidence to warrant the filing of a Formal Charge against the student. The Grievance Officer has the discretion to file a Formal Charge. The Officer shall notify the respondent and the Reporting Party whether a Formal Charge will be filed.
8. A Formal Charge should state the class or classes involved in the incident, if any, the approximate date and time of the incident, and the type of violation alleged. The Charge must list the evidence, both inculpatory and exculpatory, expected to be presented and the witnesses expected to be called at the hearing.
9. If the Grievance Officer decides to file a Formal Charge, the Officer must request that the Associate Dean for Academic Affairs form a Grievance Committee as outlined in section II.A.2. The Associate Dean for Academic Affairs shall appoint the members of the Grievance Committee and Chair within seven days of receiving the Officer's request. The Grievance Officer shall file the Formal Charge with the Grievance Committee and the Respondent Student no later than two days following the Associate Dean's formation of the Committee.

10. The Grievance Officer will act as presenter at the Grievance Committee hearing and may call witnesses and present evidence. The Officer must present all non-privileged exculpatory and inculpatory evidence he has obtained during his investigation.
11. In the event of an informal resolution of a Formal Concern, the Grievance Officer must notify the Dean. The Grievance Officer shall exercise discretion as to whether to release a report of an informal resolution of a Formal Charge. If such a report is prepared, it must be consistent with the provisions of Sec. IV.G.

C. The Hearing

1. The respondent student must be given a hearing within 14 calendar days after receipt of a copy of the Formal Charge. The respondent student may choose the hearing date, subject to Committee approval. The respondent student may request a hearing date that is more than 14 calendar days after receipt of the Formal Charge, but such a request is subject to Committee approval, which shall not be unreasonably withheld.
2. The hearing is presumed closed to the public. The respondent student has the right to a public hearing, but the right is waived if the respondent student does not affirmatively elect a public hearing. If a private hearing is held, the proceedings must be kept confidential by the Grievance Committee and the Grievance Officer.
3. The respondent student and/or the respondent student's representative may appear in person, hear testimony, present information, call witnesses, and ask questions of witnesses at the hearing. The respondent student's decision to appear does not oblige the respondent student to testify. If the respondent student chooses not to testify, the decision will not be held against the respondent student.
4. The respondent student may choose not to attend a hearing and submit a written explanation in lieu of attendance. The Committee may ask the respondent student to clarify any portion of the written explanation; however, the respondent student may refuse to do so. If the respondent student fails to attend the hearing and all required procedures have been followed, the Committee may decide the case on the information, evidence, and witnesses present.
5. If there is a hearing, at least five Committee members (or their replacements) and the Grievance Officer must attend. The reporting person must appear and testify. A representative of the respondent student's choice may appear and represent the respondent student. Witnesses shall be excluded from the proceeding when they are not testifying, except that the reporting person shall not be excluded from the hearing.
6. Witnesses and evidence in their possession, or under their control, may be called at the hearing by the Committee, the Grievance Officer, and the respondent student. The respondent student, the Grievance Officer, or the Committee may compel any member of the College of Law community to appear as a witness.

Unjustified failure to appear or produce such evidence may constitute a violation of this Code, as provided in Section V B.

7. During the hearing, members of the Committee, the respondent student or the Grievance Officer may question any witness, the reporting person, and the respondent student, if the respondent student testifies. While the Committee must fairly evaluate the evidence and reach a decision, the Committee may also call witnesses and ask questions as needed to ensure that an adequate factual record is developed at the hearing.
8. Formal rules of evidence shall not apply during the hearing.

D. Record

The respondent student may make a record of the proceedings. The Committee must make a tape recording of the proceedings. The Committee's record is to be given to the Associate Dean to be kept for further reference by the committee. The respondent student may obtain a copy of the Committee's record by paying the cost of transcription.

E. Necessary Votes and Standard of Proof

The Committee cannot take action against a student unless at least five members are present. The respondent student will be found guilty if at least four of the Committee members present vote "guilty." A Committee member shall vote "guilty" only if convinced of guilt by clear and convincing evidence. The burden of proof is upon the Grievance Officer. The penalty will be determined by a majority vote of those present, except that the penalties of suspension or expulsion may only be imposed if all but one of the Committee members present vote to impose that penalty.

F. Rehearing

The respondent student may petition the Committee for rehearing. A rehearing will be granted if at least four of the Committee members vote in favor of the rehearing.

G. Report of Decision

- I. *Preparation and content.* The Committee chair shall prepare a full written report of the case. Any member of the Committee may write a dissent, which will become part of the report. The report must include, if applicable, the offense charged, a summary of the evidence, factual findings, the reason for the findings and any other information necessary for a complete account of the case. Except where a respondent student has elected a public hearing, the report must exclude information that would tend to reveal the identity of the respondent student unless such disclosure is necessary to protect the reputation of a student or the school.

2. *Release.* Except as provided in subsection 3), the report shall be posted in a conspicuous place for a period of 14 calendar days, and copies shall be delivered to
 - a. the respondent student,
 - b. the SBA Executive Committee,
 - c. the faculty,
 - d. the Associate Dean, who shall keep a copy in a file available in the event of appeal or further proceedings, and
 - e. the Dean, together with the name of the respondent student.
3. *Release in the case of private warnings.* When the Committee's decision is to resolve a matter with a private warning (as provided in § V.A.2), a notation of that fact shall be posted in a conspicuous place for a period of 14 calendar days. Copies of the report shall be delivered to the respondent student and to the Grievance Officer. The original report shall be delivered in a sealed envelope to the Associate Dean for retention in Committee files. The faculty or the Committee may direct that the report be unsealed if appeal or other proceedings appear to make it advisable.

H. Internal Procedures

The Grievance Committee has the power to implement reasonable and necessary procedures and/or rules to carry out the provisions of the Code. Procedures or rules adopted for a hearing must be communicated to the respondent student.

I. Deviation from Procedure

Unintended or necessary deviation from the Code, including deviation from time limits, does not provide a defense for the respondent student unless it is shown that the respondent student suffers substantially by the deviation. The respondent student cannot be deprived of the right to a hearing before at least five Committee members, of the right to counsel, of examination of witnesses, and of confrontation with the accuser. Objections regarding deviations from the Procedure must be timely raised.

J. Expedited Process

The respondent student or the Grievance Officer may request that the process of investigation and hearings be expedited, waiving time limits and/or procedural steps set out in this Section V. Any such request shall be in writing, submitted to the Grievance Committee Chair, with a copy to the Grievance Officer or the respondent student who shall have an opportunity to respond.

The Grievance Officer shall rule on such requests, making reasonable efforts to grant them to the extent that expedited process permits a complete and fair investigation, hearing and deliberation. The Grievance Officer's ruling may be reversed or modified by majority vote of the Committee upon the motion of any Committee member.

Section V: Penalties and Violations

- A. One or more of the following penalties may be imposed if the respondent student is found guilty:
1. Reduction of the grade in the class or subject to which the violation relates. However, any reduction of a class grade as a penalty for a violation requires the advice and consent of the faculty member teaching the class.
 2. A Committee opinion concerning the propriety of the conduct, concerning the applicability of the Grievance document language, or similar matters, either coupled with or without a private warning to the person or persons involved.
 3. A formal reprimand. The reprimand may or may not name the student involved, may or may not be posted with the Committee Report, may or may not be delivered to the Dean with directions to place a copy in the student's academic file.
 4. A decision to place the student on disciplinary probation. The probation may be for a fixed period, may be until the completion of identified conditions or may be indefinite. Indefinite probation expires automatically upon graduation.
 - a. Probation may be conditioned upon restitution measures such as the following:
 - i. Replacement of or payment for items taken or damaged.
 - ii. Written apology to persons injured.
 - iii. Written explanation clearing the name of students or others who in the absence of such explanation may innocently suffer blame or humiliation as a consequence of the student's own misconduct.
 - iv. Donation of time or services to the law school library, administration, faculty, class, CDR clients, Student Bar Association, or others affected by the student's conduct.
 - b. Probation may be conditioned upon compensatory measures such as:
 - i. Donation of time or services to public service projects or to the law school library, administration, faculty, CDR, class or Student Bar Association.
 - ii. Repeating a class or project affected by the student's conduct.
 - iii. Completing an additional project in the course affected by the student's conduct.

5. Suspension
 6. Any appropriate combination of the above, or such other or additional disposition as appears appropriate.
 7. Expulsion
- B. The following are academic violations for which the Grievance Committee may impose penalties.
- I. To engage in conduct that obstructs the instructional process of the College, such as:
 - a. Stealing or converting library materials.
 - b. Stealing or converting classroom materials.
 - c. Stealing or converting faculty teaching materials.
 - d. Falsification of the attendance roster.
 2. To engage in conduct that obstructs the learning efforts of fellow students, such as:
 - a. Stealing or converting a student's books, notes, supplementary study aids, work product.
 - b. Stealing or converting a student's tape recorder, typewriter, computer, computer program.
 - c. Prevention of or unauthorized interference with another student's ability to attend classes.
 3. To engage in conduct that obstructs the Evaluation Process of the College, such as:
 - a. Communicating to a grader the identity of a student who has taken an exam, or other course-required project that is to be anonymously graded, before grading has been completed.
 - b. Violating the time limits provided for an exam, either by beginning before the stipulated time or by answering after the time set for completion.
 - c. Acquiring or divulging unauthorized information concerning the content of an examination or other graded course material.
 - d. Misrepresenting the identity of the person taking an exam or completing course-required material.
 - e. Falsely representing completion of a course requirement.

- f. Collaborating upon a course-required project without the authorization of the instructor.
 - g. Falsely representing another's words or ideas as one's own, in any academic work.
 - h. Falsifying or inventing information in an academic work without authorization.
4. To engage in conduct that obstructs the provision of Clinical Services by the College, such as:
- a. Neglect of the affairs of a Clinic client entrusted to the student.
 - b. Unauthorized revelation of a Clinic client's confidences.
 - c. Unprofessional conduct while engaged in representation of a Clinic client.
5. To engage in conduct that obstructs the operation of the Grievance Procedure of this Code, such as:
- a. Failing to appear, to testify or to produce items when directed to do so by the Grievance Committee, a Grievance Officer or a respondent student.
 - b. Giving false or misleading information to the Grievance Committee with intent to deceive the Committee or concealing information from the Grievance Committee with such intent.
 - c. Falsely accusing a student of an academic violation.
 - d. Improperly influencing the judgment of a Grievance Officer in the exercise of the officer's discretion, or a member of the Grievance Committee in the exercise of the member's duties under this Code.
 - e. Revealing, without authorization, the identity of a respondent student.
6. To knowingly:
- a. Solicit another to commit an academic violation.
 - b. Conspire with another to commit an academic violation.
 - c. Attempt to commit an academic violation.
 - d. Aid or abet another in commission of an academic violation.
 - e. Furnish materials or services to another, knowing that his or her purpose is to commit an academic violation with the use of such materials or services.

7. The above listings are not exhaustive. The Grievance Committee may also impose a penalty for student conduct which obstructs the instructional process, the learning process, the evaluation process, the provision of Clinical Services, or the operation of the Grievance Procedure in a manner similar to the examples listed.
- C. The Committee shall consider the following guidelines when it selects a penalty.
1. Selection of an appropriate disposition should reflect a finding that the student's conduct was purposeful, knowing, reckless or merely negligent. In the latter case, a disposition should rarely exceed a warning or private reprimand, coupled with such provisions as are necessary to accomplish restitution.
 2. Selection of an appropriate disposition should reflect the increased culpability present where the conduct is repeated, where the impact of the conduct is widespread or particularly severe, or where the impact is upon a client.
 3. Selection of an appropriate disposition should reflect the importance of promoting and protecting the learning process and equality of access to law school materials, the integrity of the grading process, and respect for principles of confidentiality.
 4. Selection of an appropriate disposition should reflect the need to deter the student from repeating, and other students from engaging in, the improper conduct. It should be designed to remove any unfair advantage gained by reason of the conduct. If another has been injured by the student's conduct, the disposition should be designed to provide restitution to the degree practicable.
 5. Selection of an appropriate disposition should reflect sensitivity to the impact of any adverse decision upon the reputation and future of the student.

Section VI: Appeals

- A. If the Grievance Committee has imposed a penalty, the one penalized may either appeal to the faculty or accept the Grievance Committee's penalty. The appeal may only be based on significant procedural error in the proceeding; significant new evidence not presented in the initial hearing which was not known to the appealing party at the time of the original hearing and was not discoverable by the exercise of reasonable diligence; a clearly excessive penalty; misconduct on the part of the Grievance Officer; or evidence of bias on the part of any member of the Grievance Committee
1. The appeal must be submitted in writing to the Associate Dean within seven (7) calendar days of the posting of the report by the Grievance Committee. The posting of the report will not be affected by an appeal; however, the imposition of a penalty will be delayed while the appeal is pending.
 2. The faculty may, at its discretion, deny a petition for review by a vote of the majority of the members present.

3. The faculty may alter the Grievance Committee's determination of guilt, or penalty, by a vote of a majority of the faculty eligible to vote at faculty meetings.
 4. The faculty will not increase the penalty unless the Grievance Committee's choice of penalty is clearly inappropriate. The faculty may impose only the type of penalty the Grievance Committee may impose.
 5. When determining the penalty, the faculty will look to Section V for guidance.
 6. The faculty will grant the respondent student a reasonable opportunity to be heard. The faculty may limit the amount of time the student may use, as long as the opportunity to be heard is adequate.
 7. The student may appear with or through counsel.
 8. The faculty shall prepare a report of its decision, excluding any information tending to reveal the identity of the respondent student unless such disclosure is necessary to protect the reputation of a student or the school. A copy of the report shall be posted in a conspicuous place for a period of 14 calendar days. A copy shall be delivered to the respondent student or the respondent student's representative. A copy shall be given to the Associate Dean for retention in Committee files. Except in cases where the faculty elects to resolve a matter by private warning, a copy shall be delivered to the Dean together with the name of the respondent student.
- B. Faculty members who participated in a Committee decision involving the case appealed, or who have an interest in the case that may prevent them from fairly considering the matter, may not hear the appeal.
 - C. If faculty or administration assistance is necessary to administer a penalty, the faculty and administration will implement the penalty.
 - D. The decision of the faculty on appeal shall be final. This Code does not impinge on anyone's duty to report information to a bar organization.

Section VII: Effect on Graduation and Degree

- A. The filing of a Formal Charge with the Grievance Committee will have the effect of suspending a respondent student's normal graduation date pending completion of the proceedings, any appeal and any penalty that may be imposed.
- B. If the proceedings, appeal and penalty have not been completed three weeks prior to a respondent student's normal graduation date, the respondent student may request the privilege of participating in graduation ceremonies and receiving a degree subject to completion of the grievance process. The request must be in writing, addressed to the Board of Trustees, the University President, and the Dean, and it must be submitted to the Dean.
- C. If the respondent student submits a request pursuant to this Section VII, the name of the respondent student shall be included on the list of candidates for graduation

submitted to the faculty for their recommendation to the Board of Trustees. To the extent reasonable under the circumstances, the existence of the pending grievance shall not be disclosed to the faculty, and the faculty's recommendation as to the respondent student shall not reflect in any way on the merits of the allegations or any aspect of the grievance procedure.

- D. If the faculty recommends the respondent student for graduation, the Dean shall forward the respondent student's request to the University President, together with any recommendation that the Dean, the Grievance Officer, the Grievance Committee and the Grievance Officer may wish to submit. The University President has unconstrained discretion to (1) forward the request to the Board of Trustees, (2) deny the request and remove the name of the respondent student from the list of candidates for degrees submitted to the Board of Trustees, or (3) take such other action as the University President deems appropriate.
- E. If the Board of Trustees approves a "degree subject to completion," the respondent student may participate in graduation ceremonies but will receive, instead of a degree, a brief letter stating that the respondent student has satisfied degree requirements except in regard to matters that are the subject of a pending grievance procedure.
- F. At the conclusion of the grievance procedure and any appeal, the "degree subject to completion" shall be canceled. If the respondent student is acquitted, the respondent student shall receive a degree dated as of the respondent student's normal date of graduation. If the respondent student is found guilty and the penalty entails denial of the degree, the effect shall be that the respondent student is deemed to have never received a degree. If the respondent student is found guilty but the penalty does not entail denial of the degree, the degree shall be awarded within a reasonable time after the Dean certifies to the University President that the procedure has been completed and the respondent student has satisfactorily completed the penalty.

II. Willamette University Code of Student Conduct

College of Law students are subject to the Willamette University Code of Student Conduct. A copy of the Code is distributed to each student at the beginning of the Fall semester. Additional copies are available in the Office of Student Services.

III. College of Law Grievance Procedures

- 1. Students who believe that a faculty or staff member has violated their rights have the responsibility to discuss thoroughly their complaints with that faculty or staff member.
- 2. In the case that students and the faculty or staff member involved are unable to resolve their differences, students should then discuss the complaint with the Dean of the College of Law. After the initial meeting, the faculty or staff member, the Dean and the student may meet if all parties agree. At the conclusion of these steps the Dean may dismiss the student's complaint, but only if the Dean makes a finding that the complaint is essentially a dispute about a faculty member's judgment in grading.
- 3. If students are not satisfied by steps one and two, and provided the Dean has not dismissed the complaint, they should permit a written complaint to the Dean. The

student may have assistance in drafting the complaint. Upon receipt of the written complaint, the Dean will impanel a Grievance Board. A Grievance Board will be composed of six members – two students from the Student Grievance Committee, three faculty members (normally from the Faculty Personnel Committee), and the Dean or Associate Dean, who serves as Chairman, and who votes only in case of a tie. The student and faculty or staff member are each entitled to four peremptory challenges. Copies of the complaint will be sent by the Dean to the faculty or staff member involved, the student, and the members of the Grievance Board.

4. Within ten class days of receiving a copy of the student's complaint, the faculty or staff member involved shall submit a written response to the Grievance Board Chairperson. Copies of the response shall be given to all persons who received copies of the student's complaint.
5. The Grievance Board will convene within fifteen class days of receiving the response. After reading and discussing the complaint and the response, the Grievance Board may request personal interviews with the faculty or staff member and student involved and third parties who are knowledgeable about the matter. Request for a personal interview with the committee may also be made by the faculty or staff member, the student, or by the above-mentioned third parties. In the event that these interviews are conducted so that the parties appear separately before the committee, taped transcripts of such interviews will be available to the faculty or staff member and student involved. If such interviews are not deemed necessary, the Grievance Board shall write a recommendation and rationale upon reading and discussing the initial written complaint and response. Copies will be sent to the student, the faculty or staff member, and the superior.
6. If after ten days, the Grievance Board is aware that no action has been taken on its recommendation, it may forward its recommendation to other levels for further action (e.g., President, appropriate Vice President).
7. A written appeal to the Chairperson of the Grievance Board may be filed within five days after the receipt of the recommendation. Upon receipt of the written appeal, the Chairperson of the Grievance Board shall submit a copy of the original complaint, response, all testimony, Grievance Board recommendations and rationale, and the appeal to the President of the University.
8. All proceedings of the Grievance Board shall be kept confidential and not noted in the student's permanent record.
9. The student who desires to use the procedures must file a written complaint by the end of the next semester after the time he/she believes his/her rights were violated.

Section 13

STUDENT BAR ASSOCIATION; STUDENT ORGANIZATIONS

I. STUDENT BAR ASSOCIATION

A. Constitution (Effective January 1, 1996)

Preamble

We, the students of Willamette University College of Law, in order to provide an organization for the control of all matters of general student concern, do hereby ordain and establish the following constitution.

Article I. Organization

Section 1. This organization shall be known as the Willamette Student Bar Association.

Section 2. The Willamette Student Bar Association shall consist of all students registered in the College of Law, Willamette University, who have paid the specified dues to the Associated Students of Willamette University.

Article II. Officers

Section 1. The officers of the Association shall be a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, an Ombudsperson, an American Bar Association (ABA) Liaison, and a Joint Degree Liaison of the Executive Committee.

Section 2. At a regular election, a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, an Ombudsperson, an ABA Liaison, and a Joint Degree Liaison shall be chosen from either the first- or second-year class.

Section 3. No student who has a cumulative grade point average of less than that required for graduation shall be eligible to hold an Association office.

Article III. Executive Committee

Section 1. An executive committee composed of the Willamette Student Bar Association Officers and each of the respective class presidents will have the powers provided for in this Article.

Section 2. The Executive Committee shall have jurisdiction and control over all matters and affairs concerning the interests of the Willamette Student Bar Association.

Section 3. The Executive Committee shall have control over all funds of the Willamette Student Bar Association.

Article IV. Elections

Section 1. The nominations for President, First Vice-President, Second Vice-President, Secretary, Treasurer, Ombudsperson, ABA Liaison, and Joint Degree Liaison shall be made prior to 5 PM of the fourth Tuesday of Spring Semester of each year. Five days prior to that date, the President of the Association shall give adequate notice to the members of the Association that nominations are in order. These nominations shall be filed with the President by petition, signed by at least five percent of the members of the Association. The Third-Year Class President shall have charge of all Association elections; and an Election Committee composed of Association Officers, excluding any members who are running for Association Office, shall have the power to review and deal with alleged misconduct in any election, through the Grievance Committee.

Section 2. The elections for Association offices shall take place prior to the end of the fifth week of classes in the Spring Semester, and shall be by secret ballot. In order to cast a ballot, a voter must personally appear at the polls on election day. A majority of the votes cast shall be necessary for election. If a second balloting is necessary, the President of the Third-Year Class shall set a date for the election, which shall be confined to the next two (2) leading candidates for each office. The polls shall remain open for a period of not less than six (6) hours.

Section 3. In case of vacancy of the office of the President of the Willamette Student Bar Association for any reason, the President of the Third-Year Class shall call an election within ten (10) days, giving adequate notice and providing for proper nomination procedures as provided in Section I of this Article. Other vacancies shall be filled at an election called for that purpose by the President of the Association.

Section 4. The officers elected in accordance with the provisions of this Article shall be installed and assume their duties within two weeks of their election.

Section 5. In the event that any officer of the Student Bar Association or of any class is deemed gravely delinquent in his conduct or in the execution of his or her duties, a special recall election shall be held within ten (10) days of receipt by the Executive Committee of a petition demanding a recall and signed by twenty-five (25) percent of the members of the Association or by twenty-five (25) percent of the respective class concerned with its officer.

Section 6. In a recall election, the vote of two-thirds of the ballots cast shall be necessary to recall the officer. The President of the Third-Year Class shall be in charge of this election and shall give adequate notice of this election and shall otherwise comply with Section 3 of this Article. If the recall shall be for the President of the Third-Year Class, then the President of the Association shall be in charge of this recall election, complying with Section 3 of this Article.

Article V. Duties and Meetings

Section 1. The duties of the President shall be to preside at all general meetings of the Association and the meetings of the Executive Committee. The President is the executive head of the Association and is charged with carrying out the provisions of this Constitution, and bylaws enacted in accordance therewith. The President shall call and preside at the first meeting of the First-Year Class each year for the purpose of explaining the Grievance Procedure and conducting the class election as provided for in Article IV, Section 2.

Section 2. It shall be the duty of the First Vice-President to act in the absence of the President, and to oversee all representatives appointed to committees or subcommittees created by the Executive Committee or the law school faculty.

Section 3. It shall be the duty of the Second Vice-President to act in the absence of the President and the First Vice-President, and to serve as Social Chairperson for the Association.

Section 4. It shall be the duty of the Secretary to keep a record of all Association meetings and Executive Committee meetings. The Secretary shall make these minutes available by posting them in an appropriate place in a timely manner.

Section 5. It shall be the duty of the Treasurer to keep proper accounts of all monies received and expended.

Section 6. It shall be the duty of the Ombudsperson to be a liaison between the Executive Committee and the Association.

Section 7. It shall be the duty of the ABA Liaison to act as the liaison between the American Bar Association Law Student Division and the Student Bar Association.

Section 8. It shall be the duty of the Joint Degree Liaison to act as the representative of the Joint Degree students at the College of Law.

Section 9. Additional duties may be provided for any officer in the bylaws.

Section 10. Meetings of the Association shall be called at the discretion of the President, or within a week after the President has received a written request signed by ten percent of the members of the Association. The President shall be responsible for posting notice on the bulletin board at least 48 hours in advance of all meetings, both Association and Executive Committee meetings, or if not possible, the President shall personally notify each class. All meetings shall be conducted in accordance with rules of order. If formal rules are adopted, the President may select the Ombudsperson as the Parliamentarian.

Section 11. The Executive Committee meetings shall be held on a regular weekly basis, and it shall be the duty of the Secretary to post notice at least 48 hours in advance of those meetings.

Article VI. Classes

Section 1. Each class shall elect a President, a Vice-President, and a Secretary-Treasurer. No Association Officer shall also hold a class office.

Section 2. The officers of each class shall be elected no later than the end of the fifth week of the fall semester and shall serve for one year. The elections are to be conducted by the Student Bar Association as is provided for in Article VI.

Section 3. Only members of a class are eligible to cast votes to elect their class officers.

Section 4. The election shall be by secret ballot. No student who is on academic probation is eligible to hold a class office.

Article VII. Grievance Procedure

Section 1. There shall be established an Honor Code of the Student Bar Association to promote in each student a sense of individual responsibility, integrity, and honor worthy of the high standards of academic conduct that governs the study of law. Each student shall be expected to assume the burden of responsibility for the consequences of his or her actions as they affect the rights of fellow students.

Section 2. To preserve harmonious and effective operation of the Honor Code, the Judicial Power of the Student Bar Association shall be vested in the Grievance Procedure Committee. The duties, functions, composition, and powers of the Grievance Procedure Committee shall be those set forth in the Honor Code and in Article IV, Section 1 of this Constitution (i.e., to investigate, make findings of fact, render a determination, and make recommendations; the committee shall perform the judicial functions consistent with recognized constitutional, procedural, and substantive safeguards).

Article VIII. Amendments

Section 1. Amendments to this Constitution shall be initiated by any member of the Executive Committee or upon written petition signed by at least ten (10) percent of the Association members. Petitions presented to the Executive Committee must be acted upon within two (2) weeks of the date of petition.

Section 2. A proposed amendment must be approved by a simple majority of the Executive Committee before being presented to the Association for ratification. If a proposed amendment is rejected by the Executive Committee, a petition signed by twenty-five (25) percent of the Association members shall require a special election to be held within two (2) weeks of the date such petition is presented to the Executive Committee. Ratification of the amendment by two-thirds (2/3) of the students voting in the special election called by the Association President. At least fifty (50) percent of the Association members must vote in the election if the election is to be valid.

Section 3. The amendment shall take effect upon ratification of the Association.

B. Bylaws (Revised 2003-04)

I. Officers

a. Executive Committee

- (1) *President* – The SBA President shall serve concurrently as Executive Committee Chair, charged with calling meetings, forwarding an agenda, posting public notice, and presiding over SBA meetings. The President is the official representative and spokesperson of the College of Law students before the faculty, administration, university, and the outside legal and civic community with regard to activities or functions of the SBA. The President must discharge the duties of the office under the provisions of the Student Bar Association Constitution and in accordance with the Honor Code. The President is ultimately responsible to College of Law students for the official conduct of all SBA business. The President shall have the authority to establish and appoint members to standing Faculty/Student committees, upon the recommendation of the First Vice President. The President can appoint, at his/her discretion, members to any other committee, with approval of the Executive Board.
- (2) *First Vice President* – In the absence of the President, or if the SBA President is otherwise temporarily unable to fulfill the duties of President and chair, the First Vice-President shall assume the duties of President. In addition, the First Vice-President is charged with scheduling and interviewing candidates for student appointments to committees, and selecting candidates for appointment by the President. The First Vice-President shall publish and distribute an SBA news-letter to the students a minimum of once a semester. The First Vice-President shall preside at the Meeting of the Presidents, or appoint someone to preside in case of absence.
- (3) *Second Vice President* – The SBA Second Vice-President shall act as President in the absence of the First Vice-President and the President. The Second Vice-President is the Social Chair for the SBA, charged with oversight of SBA social activities. In addition, the SBA Second Vice-President shall serve as chairperson of the SBA Social Event Committee.
- (4) *Treasurer* – The SBA Treasurer is responsible for the accurate accounting of all monies received and expended by the SBA. The Treasurer is the chief budgeting officer and chair of the Budget Committee, comprised of the SBA Treasurer, the class treasurers, and the SBA Ombudsperson. The SBA Treasurer shall require all students or student organizations receiving funds from the SBA to make a full accounting of the funds received. The SBA Treasurer shall provide a treasurer's report for each SBA meeting during which

the SBA votes on or discusses the allocation of student funds. The SBA Treasurer shall issue, a full report to the general student body on the financial status of the SBA and its budget allocations at least one time during the semester.

- (5) *Secretary* – The SBA Secretary shall keep accurate minutes of all SBA meetings, including recording all motions and votes. The Secretary shall certify to the President the presence of a quorum prior to any meeting being called to order. The Secretary shall, after obtaining Executive Committee approval, post all meeting minutes. The Secretary shall keep a notebook of all meeting minutes, agendas, Treasurer's reports (if submitted in writing), as well as measures introduced and passed by the Executive Committee.
- (a) The Secretary shall keep and maintain an up-to-date roster of the SBA, all student organizations and their officers, all student/faculty committees and their members, and all law student members serving on university committees.
- (b) These rosters shall be published and distributed to the following:
- i Student Bar Association Officers
 - ii Student Organization Officers
 - iii Class Presidents
 - iv Law school library circulation desk
 - v Office of Student Services
 - vi Placement office
 - vii Dean's office
 - viii University Student Affairs office
 - ix A copy should be posted and other copies kept in a file by the SBA for distribution to interested students
- (6) *Ombudsperson* – The SBA Ombudsperson is the Executive Committee liaison to the faculty and students, charged with: (1) representing positions of the SBA Executive Committee to faculty members and/or students, as per the discretion of the Executive Committee; (2) obtaining information from faculty, students, administration, and the University upon the direction of the President or the Executive Committee; (3) supplying such information to the Executive Committee or the students as directed; and (4) scheduling and directing pop can revenue collections efforts, as well as SBA/University vending machine policies. The Ombudsperson also shall be responsible for the care and upkeep of the bulletin boards in the student lounge areas.
- (7) *American Bar Association (ABA) Liaison* – The ABA Liaison represents Willamette University College of Law at national and circuit meetings/conventions of the American Bar Association. The ABA Liaison shall disseminate any information obtained from the

12th Circuit and from the National Association. The liaison, in conjunction with the local student chapter of the ABA, will promote membership in the Association.

- (8) *Joint Degree Liaison* – The Joint Degree Liaison shall be a student who has completed at least one year at either WUCL or AGSM and is currently attending classes at AGSM. The office will be filled by a general election of all joint degree students enrolled at WUCL. The Joint Degree Liaison shall serve as the liaison between the joint degree students, the SBA, and the Administration of WUCL and AGSM.
 - (9) *Class Presidents* – Each class shall elect a class president. The class presidents will serve as the executive officer for the class and as a voting member of the SBA Executive Committee.
- b. Class Officers
- (1) *Class Presidents* – Class Presidents are responsible for reporting official class activities to the SBA Executive Committee.
 - (2) *Vice President* – The class Vice President shall represent the class President as a voting member of the Executive Committee, if the President is unable to fulfill the duties of office, until such time as a new President is elected or the President is able to finish the term. The class Vice President shall act as class Social Chair. The class Vice President shall serve as a member of the SBA Social Events Committee.
 - (3) *Secretary/Treasurer* – The Secretary/Treasurer shall serve with the SBA Treasurer on the Budget Committee. The officer also will keep minutes of all class meetings and accurate accounting of all class funds.
- c. Multiple Positions
- (1) No SBA officer or class officer may serve in more than one SBA or Class office.
 - (a) Example: Serving concurrently as class treasurer and SBA Secretary is prohibited.
 - (b) Example: Serving concurrently as student organization officer and SBA or Class officer is permitted.
 - (2) No SBA Executive Committee member may simultaneously serve as the Grievance Officer.
- d. Any SBA/Class Officer elected to any other SBA/Class office must turn in his or her resignation, to be effective the day the newly elected officers are sworn in.

II. Succession

As provided for under Article V of the SBA Constitution.

III. Elections

A. Chief Elections Officer

- I. The President of the third-year class shall be the Chief Elections Officer for all elections in which that person is not a candidate. The First Vice President shall act as the Chief Elections Officer if the Third-Year President is unable to do so. If the First Vice President is unable to conduct the election, the SBA President will appoint a disinterested Executive Committee member to serve as Chief Elections Officer.
 - a. No member who is a candidate may exercise any authority or have involvement in organizing or conducting an election.
 - b. The Chief Elections Officer shall be the same person throughout an election cycle.

Example: When a new third-year class President is elected in the initial round of Fall Elections, the outgoing class President, if acting as Chief Elections Officer, shall continue in that capacity for any necessary run-off elections.

B. Elections Schedule

- I. The initial round of all class officer elections shall be held by Monday of the fifth (5th) week of classes during the Fall Semester of each academic year.
2. The initial round of elections for all SBA officers shall be held by Monday of the fifth (5th) week of classes during Spring Semester of each academic year.
3. Any SBA or class offices that become vacant shall be filled through a special election as mandated by the Constitution.
 - a. Emergency Appointment Power – The SBA Executive Committee may appoint an individual to fill a vacancy on the SBA Executive Committee, not including Class Presidents, if either of the following conditions are present: 1) conditions require the position to be filled immediately; or 2) the time of the vacancy is less than 3 months until the next SBA/Class Officer election.
 - b. Procedure – The President shall provide written notification to the Student Bar Association of the vacancy. The President shall accept nominations from the Student Bar Association for the vacant office for a period of time deemed reasonable by the President. An individual may take office upon nomination by the President and an affirmative vote of 8 of the 11 Executive Committee members in a roll-call vote.

- c. Class Officers – Class Officer vacancies shall be filled according to Section III of the Bylaws.

C. Petitions

- I. Petitions for elections shall be made available to students through the Office of Student Services two (2) weeks before elections, and notice of their availability shall be posted on the SBA bulletin board and in the Student Lounge.
 - a. Petitions are to be available to students beginning the Monday two (2) weeks before the elections and shall be available through the end of the week.
 - b. Petitions for SBA office require the signatures of twenty-five (25) students.
 - c. Petitions for class offices require the signatures of twenty-five (25) students in the same class as the petitioning candidate.
 - d. A candidate petition must contain the candidate's name (typed or printed), their year in school (1L, 2L, 3L, or appropriate joint degree indication), the office they are a candidate for, and their legal signature manifesting the candidate's intent to seek office prior to the petition deadline.
 - e. Petitions completed with the above information must be returned to the Office of Student Services by 4:00 PM Friday of the week in which they are distributed.

D. Campaigning

- I. Candidates shall be allowed to campaign during the full week before elections.
- 2. Speaking before a class (with permission), personal solicitations, group meetings, and campaign posters are all allowable campaign activities; however,
 - a. no campaign literature may be hung in the Winter Street lobby, on the SBA bulletin board, on the fabric walls of the law school, or on the painted walls of the law school;
 - b. interrupting an instructor or a class in progress is forbidden;
 - c. unethical and/or fraudulent conduct may be referred to the Grievance Officer.

Questionable conduct referred to the Grievance Committee shall be dealt with at the Grievance Committee's discretion.
 - d. NO PERSON MAY SOLICIT VOTES OR POST SIGNS IN THE LOBBY WITHIN FIFTEEN (15) FEET OF WHERE THE ELECTION TABLE IS SET UP DURING VOTING HOURS.

E. Ballots

1. The Chief Elections Officer shall prepare a ballot listing all offices to be voted on, and the names of the candidates who have appropriately filed for each office, including a space designated for a write-in vote.
2. Once prepared, ballots are to be carefully monitored and are in no way allowed to be reproduced without the oversight of the Chief Elections Officer.
3. Ballots shall be available to students only at the voting table during polling hours and ARE NOT TO BE TAKEN OUTSIDE THE PRESENCE OF THE ELECTION ATTENDANT.
4. If the position has one or more people filed as official candidates, the Elections Officer shall rotate the names of the candidates equally among the ballots.

F. Voting

1. Voting is to be conducted between the hours of 8:30 am and 4:00 pm at the minimum.
2. An election attendant shall be present at the voting table at all times during polling hours.

Election attendants shall be those disinterested WUCL students appointed by the Chief Elections Officer.

3. Students must provide their names and await class list verification prior to receiving a ballot.

Any student not appearing on the class list or whom the election attendant suspects of false identification may be asked to provide current student ID.

G. Counting Ballots

1. Ballots are to be placed by the voting student into a ballot box where the ballots are to remain until they are counted.
2. Ballots are to be counted by the Chief Elections Officer, who may enlist the assistance of any other disinterested SBA officer, class officer, or the Office of Student Services employee.
3. Votes are to be counted and checked at least twice. The final results shall then be verified in the presence of at least one other SBA Executive Committee member.

Officers verifying election results shall do so with their legal signature and the title of the office they hold.

4. Any candidate may ask for one recount, to be conducted by the Chief Elections Officers within two (2) days of the request.

H. Write-In Candidates

1. For offices that have registered candidates,
 - a. in order to be counted as an official candidate in that election, a write-in candidate must receive 25 votes.
 - b. if at least 50 votes have been cast for a write-in candidate, that candidate must receive 50% + 1 vote of all votes cast for that position to win.
2. For offices with no registered candidates, a write-in candidate must obtain a simple majority of the votes cast for that position to win.
3. To be counted as a valid write-in vote, a name must be indicated. A simple check in the write-in area will not be counted as a vote.

I. Votes Needed for Victory

In order to win an election, one candidate must receive fifty (50) percent, plus one (1) vote of all the votes cast for that position.

Example: Candidate A has 100 votes. Candidate B has 98 votes.
198 votes were cast. Fifty percent or $.5 \times 198 = 99$.
 $99 + 1 = 100$ (the same as 198 divided by 2, + 1 = 100).

- (1) In the tally above, Candidate A received the 100 votes required and would win.
- (2) If, in the case above, two (2) write-in votes were cast for C, or C is a third candidate (A has 100, B has 98, C has 2), then (200 votes cast $\times .5$) + 1 = 101. Candidate A does not win, and a run-off election would result.
- (3) In calculating 50% of all the votes cast for that position, if the results contains a .5, round down to the nearest whole number.

Example: Candidate A has 100 votes.
Candidate B has 99.
The total votes $\times .5 = 99.5$.
Round down to 99, + 1 = 100.
Candidate A is the winner without a run-off vote.

J. Run-Off Elections

1. Run-off elections will be held when none of the candidates carry the required number of votes necessary to win outright.

2. The run-off will be between the two candidates who received the most votes in the initial election.
 - a. If no candidate shall receive a majority in the initial election, there shall be a run-off between the top two candidates. If there is a tie second place, then the top three candidates shall be in the run-off election.
 - b. No write-in votes will be accepted or counted during the run-off election.
 - c. Notwithstanding paragraph H(I)(a), if a candidate running unopposed fails to receive the number of votes needed to win, the write-in candidate(s) receiving the most votes will be placed on the ballot as an official candidate(s) in the next round.
 - d. Whoever receives a plurality of votes in the run-off election shall be declared the winner.

If there are more than two candidates in the run-off elections (in accordance with section 2(a)), the candidate receiving a plurality of the votes shall be declared the winner.
3. The run-off election shall be held within ten (10) days after the first election. The SBA shall consider and select a day for the run-off election based in part on when the most students will be around school to vote.
4. A third round of elections shall be necessary only when two candidates in a run-off election receive an equal number of votes.

K. Taking Office

- I. SBA officers will take office one week following the election.

In case of a run-off election, no SBA officer shall assume office until all SBA positions have been filled.
2. Newly elected class officers shall take office one week after they are elected. The SBA President shall call a meeting of the Executive Committee, at which time the President shall administer the oath of office to class officers.
3. The Oath of Office:
 - a. The Grievance Officer shall administer the Oath of Office to the newly elected SBA President, who then will administer the Oath of Office to other newly elected officers or class officers.
 - b. "I _____, pledge my dedication to Willamette College of Law students through service in the Student Bar Association. I will support the Constitution and Bylaws of the Student Bar Association, the Honor Code

of the College of Law, and will execute the duties of my elected office to the best of my ability."

IV. Meetings

- A. *Notice of all SBA meetings must be posted in the lobby and on the SBA bulletin board in the student lounge 48 hours prior to the meeting. The President shall be responsible for calling meetings at least once a week, posting notice, and preparing an agenda to be posted on the bulletin board in the student lounge at least 24 hours prior to each meeting.*

PUBLIC NOTICE MUST INCLUDE TIME, DAY, AND LOCATION.

B. *Conducting Meetings*

1. The Secretary will note the members present as well as guests who are presenting business to the board and certify to the President that a quorum is present (8 of 11 Executive Committee members). The President then will call the meeting to order.

In the absence of the President, the First Vice-President shall preside.

2. The meetings will be conducted within the parameters of, including but not limited to, Roberts Rules of Order (or other reasonable substitute) and the SBA Bylaws and Constitution.
3. Rules utilized must include:
- a. Recognition and opportunity for any individual wishing to be heard.
 - b. Motion process, with seconding required.
 - c. Opportunity for discussion of motions.
 - d. Voting on motions.

C. *Voting*

1. Each Executive Committee member present has one vote that may be exercised by that member.
- a. No voting is allowed absent a quorum.
 - b. No voting by proxy will be permitted.
2. Methods of voting that may be used are:
- a. A simple voice vote: all in favor "aye," opposed "nay."
 - b. Vote by a show of hands.
 - c. Assent: "Any opposition? Hearing none, the measure passes."

The Chair must acknowledge opposition to assent if it is expressed; if it is expressed, a simple voice vote or a roll-call vote is required.

- d. Roll-call vote: Each member is called by name; a response of "aye" or "nay" will be recorded by the Secretary for publication in the minutes.

The President, if voting, is required to vote last.

3. A roll-call vote is required for all requests for spending Student Bar Association money or at the request of any Executive Committee Member.
4. The method of voting, unless otherwise required by these bylaws, is within the discretion of the President or the presiding officer.
5. NO VOTES MAY BE TAKEN PRIVATELY OR BY SECRET BALLOT FOR ANY REASON.

V. Committees and Student Representatives

A. Qualifications

Any member of the full-time student population not on academic probation may serve as a committee representative.

B. *A list of the committees to operate during the school year shall be on file in the Office of Student Services. The SBA Secretary shall keep a list of all committees and members with the minutes. The list shall include all law student/faculty committees and University committees.*

- I. Each fall, members will be appointed to the Grievance Committee in the following manner:
 - a. After fall class elections, each class President shall appoint members to the Grievance Committee as follows:
 - (1) President of the first-year class appoints one person from the first-year class.
 - (2) President of the second-year class appoints three persons from the second-year class.
 - (3) President of the third-year class appoints one person from the third-year class.
 - b. The SBA Executive Committee shall select one of the three persons appointed by the President of the second-year class to serve as the Grievance Officer.

C. *Other College of Law and University Committees*

- I. The First Vice President shall coordinate the selection process by publishing a list of the committee positions available and a description of each committee's

function, and publicize committee positions available by placing signs in the school common areas.

2. Applications are to be accepted for at least one week and not longer than ten (10) school days after notice is given.
 - a. The appointment process is to be completed by the end of the first full week in April.
 - b. Term of appointment begins upon notification of appointment by the First Vice-President or SBA President and lasts for one year.
3. An interview sign-up list should be made available by the First Vice-President for interested students. Interviews are to be conducted by the President and the First Vice-President, who together will recommend appointment of students. The appointments must be approved by a simple majority of the Executive Committee. The Executive Committee must consider:
 - a. Any particular areas of student interest or expertise.
 - b. Creating a mixture of representation among classes on the committees.
 - c. Judgment as to an individual's commitment to actively serve on a committee, including work commitments, other activities, and class schedule.
 - d. The applicant's ability to work with faculty members and students.
 - e. Previous appointment to a committee with the goal of creating continuity from one year to the next. Preference should be given to a student who wishes to remain on a committee for a second or third year of service.
4. Preference should be given to students not currently serving in a student government capacity, although Executive Committee members are eligible to serve on committees.
5. The SBA President may remove any committee member who does not perform his/her appointed duties, regularly misses meetings of their committees, or fails to adequately communicate with the SBA.

Removal must be approved by a simple majority of the Executive Committee members.

D. Duties of Committee Members

1. Attend committee meetings.
2. Once selected, the committee members will be required to communicate, either by oral examination or by written report, with the SBA Executive Committee either directly or through the SBA First Vice-President.

- a. Student Committees shall appoint a member as secretary to take minutes of meetings.
 - b. Student/Faculty Committee members shall report to the SBA following committee meetings to inform the members of committee activity.
3. Committee Representatives shall notify the student body (by written or oral announcements) of issues or activities for which student opinion or participation is appropriate and actively solicit and consider student opinions and SBA positions prior to voting in committee.

VI. Treasury and Expenditures

A. At the beginning of each semester, the Treasurer of the SBA shall contact the University Business Office to appropriate the student fee money on which the Student Bar Association operates.

B. The SBA shall allocate student fee money primarily in three areas:

1. Classes – These funds, which shall constitute a minimum of one-third (1/3) of the semester allocations, shall be allocated by the Budget Committee equally among the classes, with the exception of the third-year class, which receives additional funds in the school year of their graduation.
2. SBA operating funds – These funds are for purposes, traditional and otherwise, through which the SBA serves the student body. The SBA shall be wholly accountable to the student body for all student monies dispersed and spent, with the exception of class funds for which class Presidents must account.

Anyone not currently an Executive Committee member seeking discretionary disbursements of SBA funds may come before the SBA Executive Committee to request funding.

- 1) The disbursement shall have the sponsorship of at least two members of the SBA Executive Committee.
 - 2) The request shall be a written proposal for the use of discretionary funds.
 - 3) The Budget Committee shall act in an oversight capacity for the expenditures of the discretionary funds, and fill any other role in the expenditures that a majority of the SBA Executive Committee deems necessary. The Treasurer shall report to the SBA with receipts of the amount spent within 30 days.
3. Recognized student organizations – These organizations shall account fully to the SBA and their members for all student fee money received.
 4. Discretionary Expenditures – The SBA President or an SBA Executive Committee Member acting on behalf of the President, shall have the authority to authorize expenditures for up to \$50 without the SBA Executive Committee

approval. This power is authorized only in those circumstances where obtaining SBA Executive Committee approval would cause unnecessary delay or financial harm to the SBA or an SBA approved organization. No more than \$150 a semester/summer may be spent in this manner.

C. *SBA*

1. The SBA Executive Committee shall keep accurate and open books, and shall approve by roll-call vote all monetary expenditures.
2. The SBA President, in conjunction with the SBA Treasurer, shall issue a report, as part of the SBA newsletter, on the financial status of the SBA, including individual budget allocations and other relevant information. The financial report shall also be posted in the minutes of the SBA meetings no later than two weeks after SBA approval of the budgets, and shall remain posted for a minimum of three (3) weeks.

The financial report shall include the actual allocations to each organization along with any policy reasons or other rationale on which allocations decisions were made. This shall include information about each budgeted organization's effectiveness and its accountability to the SBA and the student body.

D. *Granting of Student Bar Association Organization Status*

1. The Executive Committee, at its discretion, may grant organization status to any group requesting recognition.
2. Any group of students enrolled in the College of Law may apply to become a recognized SBA organization. The procedure all groups must follow shall be:
 - a. The group must enlist the support of at least three Executive Committee members willing to sponsor a proposal asking the SBA to grant SBA organization status to the particular group. The proposal shall contain a detailed description of:
 - (1) the group's statement of purpose;
 - (2) the selection process for members and officers;
 - (3) the organization's constitution, bylaws, or charter (which shall include the duties and requirements of its officers and members); and
 - (4) the proposed meeting times and procedures for meetings.
 - b. The criteria used to determine support of Executive Committee members should include:
 - (1) the service provided to the law school community by the organization;

- (2) the number of law student members in the organization; and
 - (3) the amount of time the organization has been in existence.
3. The proposal shall be introduced to the Executive Committee by its sponsoring members.
- a. Action on such a proposal shall not be considered by the Executive Committee at the same meeting in which the proposal is made.
 - b. Executive Committee members are to be provided with copies of the proposal, and action shall follow no sooner than one week and no later than two weeks from the day the proposal is made.
 - c. The Executive Committee shall fully discuss the merits of the proposed group, and its potential to its members and the student body as a whole.
 - d. Status is granted, for the purpose of funding, when 8 of the 11 Executive Committee members support the proposal in a roll-call vote.
 - e. The Executive Committee shall place each new organization on probation for a period of one year. After that period, the Executive Committee may or may not grant permanent status, or may continue probationary status for one year.
4. For any breach of trust with regard to student funds, or any activity that violates ethical, legal, honor code, or other intra school standards, the SBA Executive Committee may revoke an organization's recognized status, or may suspend status for a period of 1/2 to 1 full semester, or may take other appropriate measures which a majority of the SBA Executive Committee agrees upon.
- a. Such action requires notice to the organization of at least one week, and must be followed by a full written report to the student body, spelling out the reasons for the action.
 - b. Any action taken under section 4 above shall require a vote of 8 of the 11 Executive Committee members.
 - c. If status is revoked, reinstatement is allowed in the following semester, and is supported by 8 of the 11 Executive Committee members.

If reinstatement is allowed, the Executive Committee may require that the organization be placed on probationary status, where the SBA Executive Committee reserves the right to hold the organizations funds until they are needed, and that all organization expenditures must be approved by the Executive Committee.

5. ANY GROUP OF COLLEGE OF LAW STUDENTS MAY ORGANIZE FOR ANY LAWFUL PURPOSE REGARDLESS OF SBA RECOGNITION. RECOGNITION IS REQUIRED ONLY FOR GROUPS THAT SEEK FUNDS FROM THE SBA.

E. Reclaiming of allocated funds (amended April 17, 2003)

- I. Any organization that is no longer actively participating at Willamette University College of Law shall be required to return any unspent funds that were allocated by the SBA.
2. To facilitate the reclamation of unspent funds contained in accounts held by inactive or disbanded student organizations:
 - a. All student organizations at the Willamette University College of Law will have until September 1, 2003 to close out all of their off-campus bank accounts and open a new account at the bank used by the SBA;
 - b. All student organizations must include either the SBA President, Treasurer or First Vice-President, as a date restricted co-signer on their student organization bank account;
 - c. No SBA officer will be allowed to withdraw funds from any student organization account unless:
 - (1) The SBA officer is closing out the account and reclaiming SBA allocated funds contained therein in accordance with Section 5 of this amendment, or
 - (2) The SBA officer is also an officer of a student organization and is authorized to access that organization's account;
 - d. All student organizations receiving SBA funding shall be required to:
 - (1) Keep their bank statements for a minimum of 7 years,
 - (2) Maintain an accurate and current computerized record of their financial data on the SBA computer, and
 - (3) In accordance with Art. I, §A(4) of the Bylaws, authorize the SBA Treasurer to view their bank statements, and their financial information stored on the SBA computer;
 - e. The SBA is authorized to close-out any student organization account and reclaim any funds contained therein after a specific period of time, not to be less than 8 months, has passed without an indication of account activity, or the student organization has informed the SBA of its intent to cease all activity;
 - f. Reclaimed funds are to be reserved for the sole purpose of funding the SBA's charitable activities;

- c. Organizations that do not submit a budgeting request in a current budget period, but received funds in the prior semester, shall account fully, with documentation, for money budgeted to it during the prior budget period. The organization shall have a two-week extension from when budget packets are due to comply.
 - d. Organizations shall have two weeks from the time of expenditure to submit receipts or copies of receipts to the SBA Treasurer. Failure to comply shall result in possible suspension of funds to the organization.
 - e. The SBA may fund speakers. The Executive Committee may grant the request with a vote of 8 out of 11 members.
4. Student organizations shall be funded under procedures adopted by the Student Bar Association, the SBA Treasurer, and the Budget Committee.

The procedures are listed below. In situations not addressed in the bylaws, the SBA Treasurer shall conduct the budgeting process within the spirit of these procedures.

Meeting of the Presidents. Student organization Presidents or Chairpersons shall meet with the First Vice-President two times per semester. The meeting shall be scheduled at the discretion of the First Vice-President.

- a. Attendance at the meeting shall bear directly on the good standing of a student organization.

G. Definitions

- 1. Budget Packet: Reporting forms that include: Organization and Activity Information, the Financial Statement/Forecast and Subsidy Report, Explanation Form, and supporting documentation required to be filed each budget period.
- 2. Organization and Activity Information Form: A form that requires information on the organization's current status, past and proposed activities, and levels of student participation.
- 3. Financial Statement/Forecast and Subsidy Request requires the following specific information:
 - a. Proposed Last Period column requires the financial projection of resources, and expenditures as listed on the previous semester's "projected this semester" column, along with annotations of any changes.
 - b. Actual Last Period column lists resources and expenditures as they actually occurred for the previous budget period including any emergency funding. This information must be up-to-date as of the filing date of the Budget Packet.

- c. Projected This Period column shows resources and expenditures estimated for the current budget period using the ending balance of the actual last period column as a beginning balance.
4. Explanation Form: A form for additional comments on the quality and participation concerning sponsored activities and any explanations (with references to the Financial Statement).
5. Supporting Documentation: Financial Records to back up the information on the Financial Statement, such as:
 - a. Bank Statements – (1) statement showing the beginning balance for last period, if not on file with the SBA, with or without account reconciliation; (2) statement showing the deposit of the SBA's subsidy check from the last budget period in which the organization received SBA funding; (3) statement showing the ending balance for the last period, with or without account reconciliation.
 - b. Canceled Checks – check duplicates or receipts totaling semester expenditures since the last time the organization received SBA funding. If checks are written to individuals, receipts will be necessary to supplement the supporting documentation.
 - c. Announcements, flyers, or other notices advertising the last budget period's activities held by the organization.
6. Budget Period: The period for which recognized organizations shall budget. There are two budget periods during each year.
 - a. Fall – Approximately September 12 to February 11 of the same academic year.
 - b. Spring – Approximately February 12 to September 11 of the following academic year.
7. Emergency Funding: A request for funds to sponsor an activity or obtain an opportunity for the student body, which was unforeseen at the time the budget packet was submitted.
8. Budget Committee: An administrative subcommittee of the SBA Executive Committee responsible for reviewing organization budget requests, determining allowable expenses, determining substantial compliance with accountability requirements, evaluating each organization's benefit to the students, and making funding recommendations to the Executive Committee. Budget Committee members shall include: the SBA Treasurer (chairman), the SBA Ombudsperson, and each of the class Treasurers.
 - a. Each Budget Committee member has one vote.
 - b. A recommendation shall pass by a simple majority.

- c. Any member of the committee who also serves as an officer of an organization shall declare a conflict of interest and refrain from voting on any funding recommendation for that organization.
- 9. Allowable Expenses: A budget committee decision determining which of an organization's projected expenses for the budget period may receive funding.
- 10. Budget Committee Meeting: The Budget Committee shall conduct a hearing at which it will review each organization's request. If the committee requires additional information, it may ask for a representative of the organization to answer questions. Otherwise, the budget packet will act as a complete explanation and request form. Any organization wishing to have its budget request reviewed again can appeal to the full Executive Board.

H. Fall Budget Period – Time Lines

- 1. Forms shall be available during the second week of class, or no later than three weeks before class officer elections.
- 2. Forms shall be due on Monday, one week before class officer elections, by 5:00 PM.
- 3. Budget Committee hearings shall be held one week following the class officer elections.
- 4. The Budget Committee shall report to the Executive Committee at a meeting one week following the Budget Committee Hearings (see I., below).

I. Spring Budget Period – Time Lines

- 1. Forms shall be available during the second week of class, preferably that Monday.
- 2. Forms shall be due one week from the first day they are made available.
- 3. Budget Committee Hearings shall be held within one week of the date forms are due and before the last meeting of the current SBA Executive Board, so budgets may be approved before officer transition.

J. The Budget Committee shall report to the Executive Committee at the meeting immediately following the Budget Committee Hearings. The SBA Treasurer shall report:

- 1. the organizations requesting funds;
- 2. the amounts requested;
- 3. the Budget Committee recommendations; and
- 4. any contingencies recommended.

The approval of the report and the Budget Committee recommendations may be made as a whole or by organization. Prior to an Executive Committee vote, the SBA Treasurer shall inform the Executive Committee of the allocation amounts recommended for each organization.

Funds approved for any activity which the Budget Committee believes may not occur during the budget period shall be funded through a contingency fund. The Budget Committee shall earmark the funds for the requesting group, yet those funds shall remain in the SBA general account until the confirmation of the activity requiring the payment of fees, or until an invoice is received. When an organization receives approval for a contingent expenditure, the money set aside must be spent for its specified purpose. Contingencies approved in the Spring Budget Period must be spent by October 1 of the next academic year. Likewise, contingencies approved in the Fall Budget Period must be spent by February 1 of the same academic year. This policy is intended to prevent the SBA from having to seek reimbursement for money which has not been used, which represents a commitment breached by the organization. Contingency funds not appropriately accounted for by the deadlines shall lapse and become general fund money of the SBA.

K. Notice of Budget Committee Meetings:

1. Notification to Budget Committee members: Upon election of class Treasurers, the SBA Treasurer shall provide the class Treasurers and the Ombudsperson with the proposed Budget Committee meeting time by memo or in person.
2. Publication of Budget Committee Hearing: Date, time, and location of the Budget Committee Hearings shall be posted on the SBA Board in the law school.

L. Procedures

1. Budget Hearings: SBA Treasurer is the Budget Committee chairman and may select one member of the committee to act as recorder. The budget packets submitted by organizations should be complete enough to answer most questions.
2. In the event that the Budget Committee requires additional information, it may ask that a representative of the organization attend the meeting and answer questions. The Budget Committee shall give the organization 72 hours notice of the meeting. Organization representatives should know the details of the past budget period relating to activities, resources, expenditures, etc., together with those proposed for the current period.
3. PRIOR TO THIS MEETING, IF AN ORGANIZATION HAS NOT SUBSTANTIALLY COMPLIED WITH THE INFORMATION AND DOCUMENTATION REQUESTED, THE TREASURER SHALL RETURN THEIR BUDGET FORM WITH A CHECKLIST MARKED AS TO THE DEFICIENT AREAS.
 - a. FAILURE TO SUBSTANTIALLY CURE AN AREA RELATING TO FUNDS UNACCOUNTED FOR WILL RESULT IN A CONCLUSIVE PRESUMPTION THAT THE MONEY NOT ACCOUNTED FOR HAS NOT BEEN SPENT AND MAY TRIGGER AN AUTOMATIC REDUCTION OF THE REQUEST BY THAT AMOUNT.

- b. Failure to provide other information requested will be handled at the discretion of the Budget Committee.

M. Late Budget Allocations

1. If an organization submits its allocation request past the deadline, it still may be given funding if the following conditions are met:
 - a. After hearing the explanation of the tardiness, the Executive Board votes and a majority permits the submission of the late request.
 - b. A majority of the Executive Committee then may vote to give the organization its allocation.

N. Emergency Funding: A request for emergency funding must be made to the SBA Executive Committee when an event or opportunity arises which was unforeseen at the time of the budget process. An emergency funding request includes funds during the semester requested to fund a new organization, activity, or budgetary shortfall. The emergency request must be filed with the SBA Treasurer.

1. The request should explain:
 - a. what the activity is;
 - b. the purpose of the activity; and
 - c. the estimated cost of the activity.
2. A member of the organization must present the request to the Executive Committee.
3. The organization receiving emergency funds will indicate receipt of the money in their next Budget Packet. Emergency funding shall be included in the Actual Last Period column (see E.3.b).
4. Emergency requests require a vote by 8 out of 11 Executive Committee members.

VII. Amending Bylaws

These Bylaws, upon adoption, shall operate under the Student Bar Association Constitution of 1996; all previous bylaws shall be null and void.

1. Amendment to these Bylaws requires 8 votes among the 11 Executive Committee Members.
2. These Bylaws may be amended pursuant to the SBA Constitution Article VIII.

VIII. APPOINTMENT OF STUDENT MEMBERS OF FACULTY COMMITTEES

Faculty Committees

The President of the Student Bar Association selects and recommends to the Dean students for appointment to the following Faculty Committees at the College of Law. The current list of committees is as follows:

Academic Affairs

The committee handles issues regarding the curriculum of the law school; the committee also considers academic standards.

Admission

This committee works with Director of Admission Carolyn Dennis in developing strategies for maintaining a quality student body.

Bar Examination

The committee will explore ways the law school can maximize student bar examination passage rates.

Career Services

The committee will work with the Director of Career Services, Phylis Miles, to continue the work of the former Judicial Clerkships Committee and work on other career services issues.

Law and Government

This committee promotes faculty and student involvement in the school's Law and Government program.

Faculty Recruitment

This committee receives and screens applications for faculty positions.

Law Review

This committee considers policy questions related to the Review. The Editor-in-Chief is the student member of this committee.

Library, Technology & Facilities

This committee considers the physical space and technology needs of the law school and law library.

Minority Affairs

This committee deals with development and implementation of programs to attract and retain minority students and faculty.

Faculty Personnel

This committee handles faculty promotion and tenure issues. It also processes faculty sabbatical and leave requests.

Student Affairs

This committee handles student governance issues. Student representatives also serve on the Board of Trustees Law Committee, the Board of Visitors' Committee, and other committees which may be formed.

IX. STUDENT ORGANIZATIONS

Black Law Student Association

The National Black Law Students Association (BLSA) was founded in 1967 at the campus of New York University Law School by A.J. Cooper, Esquire. The purpose of the BLSA is

to use the collective resources of member chapters to express and promote the professional needs and goals of black law students. With its many affiliations and national programs, BLSA fosters and encourages professional competence and focuses upon the relationship of the black law student and the black attorney to the American legal structure. BLSA is also engaged in influencing the legal community to bring about meaningful change to meet the needs of the black community.

Environmental Law Society

The Environmental Law Society is an organization dedicated to the enhancement of understanding environmental law and how it affects and relates to all aspects of the substantive practice of law. Participants include students and faculty interested in environmental protection, regulatory compliance, business and corporate defense. The organization acts as a clearinghouse for information relating to environmental law and issues and sponsors presentations of outside speakers who have experience in the resolution of environmental disputes and problems. There are periodic meetings for members to share their experience and provide guidance and direction to others interested in the practice of environmental law.

Federalist Society

The Federalist Society for Law and Public Policy Studies is an intellectual network of conservatives and libertarians active at all levels of the legal community. It is founded on the principles that the state exists to preserve freedom, that the separation of governmental powers is central to our Constitution, and that it is emphatically the province and duty of the judiciary to say what the law is, not what it should be. The Society seeks to advance these principles and their application. This entails reordering priorities within the legal system to place a premium on individual liberty, traditional values, and the rule of law.

Inns of Court

The Willamette Valley American Inns of Court consists of over 100 lawyers and judges from Marion, Polk, Benton and Yamhill Counties, and law students from Willamette University College of Law. The Inns meets monthly and aims to improve the quality of lawyering by presenting programs concerning contemporary issues of law, ethics, and professionalism, and by the discussions that occur among attendees at the meetings and in connection with the presentation of programs.

International Law Society

The Willamette University College of Law International Law Society is a member of the Association of Student International Law Societies. For students interested in any aspect of international law, the Society provides a forum for exchange of ideas and exposure to practical steps toward a career in International Law. The Society sponsors films and speakers for the university community on topics of international character, as well as maintaining an active file on international legal studies. The Society provides support for the Jessup Cup International Law Moot Court Competition.

J. Reuben Clark Law Society

The J. Reuben Clark Law Society is an international legal organization comprised of attorneys, judges and law students committed to ethical lawyering. The Willamette University Student Chapter promotes public service, loyalty to the rule of law, and appreciation for the religious dimension in society and in a law student's personal life. Activities include: lecture series, speaker luncheons, leadership seminars, golf tournaments,

social gatherings, and annual conferences. Membership in the Willamette University Student Chapter of the J. Reuben Clark Law Society is open to all currently enrolled law students who share in the goals, ideals, and values of the Law Society.

Law Class Organizations

Each class has its own organization and elects its own officers. Each class is responsible for various social activities and for raising funds for its own graduation costs and class gifts.

Law Partners

Law Partners is a social group for law students with spouses, children and significant others. The law school experience can be an all-consuming one which leaves family or friends on the outside. This group, through regular outings, barbecues and field trips, unites similarly situated individuals for support, relaxation and fun.

Legal Fraternities

Delta Theta Phi law fraternity is an international organization of law students and professionals, united to promote high scholarship, achievement, justice, the interests of the profession and College of Law. The Willamette Chapter was first organized in 1927. Delta Theta Phi is the only fraternity to maintain its own law journal, THE ADELPHIA.

Phi Delta Phi, one of the largest honorary legal fraternities, has a chapter in the College of Law. It is represented in Willamette by McNary Inn. This fraternity's objective is the attainment of high standards of legal scholarship, the advancement of the legal profession and the welfare of the College of Law.

Phi Alpha Delta law fraternity is an international association of law students and attorneys which promotes professional competency and achievement. The Willamette Chapter aids its law student members in bridging the gap between the academic emphasis of law school and the realities of actual practice by sponsoring speakers, tours, projects, and social events designed to broaden each member's professional experience.

Multi-Cultural Law Student Association

MLSA seeks to serve and advance the interests of law students of all ethnic backgrounds. Its members sponsor speakers who are of interest to the law school community. Its members also organize the annual Martin Luther King Jr. Dinner - a successful event bridging the communication between Willamette University and the surrounding community. MLSA's office is located on the first level of the law school in the student organization office area. Membership is open to all Willamette University College of Law students who share in the desire to diversify the law school and the legal profession.

Oregon Trial Lawyers Association

Willamette University OTLA is the first student chapter of the Oregon Trial Lawyers Association, a state chapter of the Association of Trial Lawyers of America (ATLA). It provides students interested in trial advocacy with an opportunity to meet with members of the trial bar in the course of lectures and discussions. Student members receive publications from ATLA and OTLA as well as reduced rates of OTLA trial practice seminars. The seminars include such topics as medical negligence, trial tactics and pre-trial discovery.

Christian Legal Society

Christian Legal Society is a non-denominational group, open to all Christian students. The

group's aim is to provide a community of fellowship and to promote the integration of faith in the practice of law. To this end, the Christian Legal Society holds regular fellowship meetings and invites speakers to the campus.

Sports Law Society

The Sports Law Society is a newly formed student organization, developed for the purpose of cultivating student awareness in the ever-growing industry of sports law. The SLS seeks to achieve this goal through informational sessions with members of the industry, information from sports law conferences and real life exposure through mock competitions. Additionally, it is our goal to represent the Willamette University College of Law as a leading source in Oregon and the Northwest with regards to Sports Law. We hope to achieve this goal through a well-maintained website, regularly scheduled speakers, stimulating discussions at club meetings, and by coordinating events involving the fascinating topic of Sports Law.

Student Bar Association

All law students are members of the Student Bar Association which is organized under a student-adopted constitution. The organization is affiliated with the Law Student Division of the American Bar Association, and in addition, students are eligible for individual membership in the Law Student Division. The President of the Student Bar Association may attend all regularly scheduled faculty meetings and may participate fully except where accreditation standards or University By-Laws require exclusion.

Willamette Journal of International Law and Dispute Resolution

The Willamette Journal of International Law and Dispute Resolution, now in its sixth year of annual publication, is edited by students enrolled in the international and comparative law program. Student editors receive 1 hour of academic credit per year in satisfaction of writing and editing responsibilities.

Willamette Law Online

Willamette Law Online is a free online case-summary service founded and staffed by students-one of the only services of its kind in the nation. WLO aims to provide its subscribers with timely, informative, and accurate legal case summaries from courts that shape the law in the Pacific Northwest and up-to-date archives of our subscription services that can serve as a valuable research tool. Our subscribers number in the thousands, and we summarize cases decided by the Supreme Court, the Ninth Circuit, and state courts in the Pacific Northwest, as well as in the areas of intellectual property, Indian law, and conflict of laws.

Willamette Law Review

The Willamette Law Review is published four times a year. Membership on the Board of Editors of the Law Review is a coveted honor available to exceptionally qualified students. Expertise acquired by Law Review members in legal research, writing, and editing is highly beneficial in future law practice. Students may receive up to 4 hours of academic credit for participation on Law Review.

Willamette Women's Law Caucus

The Willamette Women's Law Caucus is an association of women law students. The Caucus sponsors meetings and events for new and returning women students as a means for providing support and encouragement. Women attorneys in the area are invited to attend all

meetings. In past years the Caucus has sent representatives to both regional and national women law student conferences.

WiLLO

Willamette Lambda Legal Organization provides a forum for discussing gay, lesbian, bisexual, and transgender legal issues and provides a safe place to socialize, support one another and work together for success. Everyone associated with WUCL is invited to participate in WiLLO. However, participants are expected to respect the basic tenets of the organization which are that all gay, lesbian, bisexual and transgender people should receive the same basic rights accorded heterosexuals and that all people should be judged by their individual character, not their sexual orientation.

WUPA

Willamette University Professionalism Association is organized to promote a commitment to legal professionalism among Willamette University College of Law students, alumni, faculty, administration and staff, including an emphasis on promoting and coordinating opportunities for members of the WUCL community to participate in pro bono provision of legal services to low income persons. The program creates opportunities for students to participate in pro bono activities during law school.

WUPILP

Willamette University Public Interest Law Project is an organization dedicated to raising money for sponsoring law students in public interest internships. The primary fund-raising activity is the annual Spring Auction.

Section 14

STUDENT APPEARANCE RULE; ADMISSION TO THE BAR

I. Excerpt from rules for admission of attorneys relating to law student appearances in Oregon (Court Certification) (Revised April 16, 1993)

13.05 Purpose of Law Student Appearance Program

The bench and the bar are primarily responsible for providing competent legal services for all persons, including those unable to pay reasonable fees for these services. As one means to develop trial and appellate advocacy skills and to encourage law schools to provide clinical instruction in trial and appellate work, Rules 13.05 to 13.30 are adopted. Nothing contained in these rules shall affect the right of any person who is not admitted to the practice of law to do anything that the person might lawfully have done prior to the adoption of these rules.

13.10 Appearances and Activities of Eligible Law Student

- (1) An eligible law student may appear before any court or before any administrative tribunal in this state in accordance with this rule. As used herein, "appear" or "appearance" means personal appearance before a court or an administrative tribunal.
- (2) The law student shall at all times be subject to the supervision of a member of the Oregon State Bar, except as provided in subparagraph (3) of this rule.
- (3) Subject to the client's approval as hereinafter provided, an eligible law student may appear for a client, with or without the supervising attorney being present, except as hereinafter provided. The extent of the law student's participation shall be determined by the supervising attorney, giving due consideration to the nature of the case, the ability and experience of the student and the complexity of the factual and legal issues involved.
- (4) Except as provided for in subparagraph (5) of this rule, no law student shall appear without the supervising attorney in (a) any criminal case in which the defendant may be subject to a felony conviction, (b) any juvenile case where the act committed by the juvenile if committed by an adult would have been considered a felony, or (c) in any commitment proceedings.
- (5) An eligible law student may appear in any civil or criminal matter, on behalf of the state or any other governmental body, with the written consent of the supervising attorney of the state agency or governmental body.
- (6) No law student shall appear until the client, the supervising attorney and the judge of the court or the presiding officer of the tribunal have consented to such appearance. The supervising attorney shall be responsible for explaining to the client the nature and extent of the law student's participation and for obtaining the client's consent to such participation. The client's consent shall be in writing and filed with the court or tribunal and become part of the record of the case.

13.15 Other Activities of Eligible Law Student

- (1) An eligible law student may engage in other activities, under the general supervision of a member of the bar of the Supreme Court, but outside the personal presence of that lawyer, including:
 - (a) preparation of pleadings and other documents to be filed in any matter in which the student is eligible to appear; but such pleadings or documents must be signed by the supervising lawyer;
 - (b) preparation of briefs, abstracts and other documents to be filed in the appellate courts of this state; but such documents must be signed by the supervising lawyer;
 - (c) assistance to indigent inmates of correctional institutions or other persons convicted of crimes who request such assistance in preparing habeas corpus applications and supporting documents for post-conviction relief, except when the assignment of counsel in the matter is required by any constitutional provision, statute or rule of the Supreme Court; provided that if there is an attorney of record in the matter, all such assistance must be supervised both by the supervising attorney and the attorney of record, and all documents submitted to the court on behalf of such client must be signed by the attorney of record.
- (2) Each document or pleading prepared under subparagraph (1) of this rule must contain the name of the eligible law student who has participated in drafting it. If the student participated in drafting only a portion of it that fact may be mentioned.
- (3) An eligible law student may participate in oral argument in appellate courts, but only in the presence of the supervising lawyer.

13.20 Requirements and Limitations

- (1) To be eligible for certification pursuant to these rules, a law student must:
 - (a) Be duly enrolled in or have graduated from a law school approved by the American Bar Association;
 - (b) Have completed legal studies amounting to at least four semesters of full-time law study or the equivalent;
 - (c) Be of good character and be adequately trained to perform competently as a legal intern; and
 - (d) Certify in writing to the dean of the law school that the student has read and is familiar with the Model Rules of Professional Conduct of the American Bar Association and the Code of Professional Responsibility of the Oregon State Bar.
 - (e) Cause the dean of the student's law school to certify that the student is eligible under subsections (a), (b), (c) and (d) substantially in the form set forth in Appendix A.

- (2) A certified law student shall neither ask for nor receive any compensation or remuneration of any kind for the student's services directly from the client on whose behalf service is rendered; but a lawyer, legal aid organization, law school, public defender or any governmental body may pay compensation to the eligible law student as an employee, and the employer may charge for the student's services.
- (3) The certified law student's supervising attorney shall introduce the law student to the court or tribunal in which the student is to appear.

13.25 Certification Procedure

The certification of a student by the law school dean:

- (1) Shall be filed with the State Court Administrator and, unless it is sooner withdrawn, shall remain in effect until the expiration of the earlier of (a) eighteen months after it is filed or (b) the announcement of the results of the first bar examination following the student's graduation, provided, for any student who passes that examination, the certification shall continue in effect through the date of the first swearing-in ceremony following the examination.
- (2) May be withdrawn by the dean at any time by mailing a notice to that effect to the State Court Administrator. It is not necessary that the notice state the cause for withdrawal.
- (3) May be terminated by the Supreme Court at any time without notice or hearing and without any showing of cause. Notice of the termination shall be filed with the State Court Administrator.

13.30 Supervision

The member of the bar of the Supreme Court under whose supervision an eligible law student does any of the things permitted by these rules shall assume personal professional responsibility for the student's guidance in any work undertaken and for supervising the quality of the student's work. The supervising attorney shall assist the student's analysis, preparation and performance to the extent the supervising attorney considers appropriate, giving at all times consideration to the interests of the client.

** Additional requirements for certification under Willamette University College of Law policy

The College of Law requires, in addition to the qualifications stated under 13.20 above, that the student has taken Evidence and Professional Responsibility and that the student is in good standing (i.e. has a cumulative GPA of 2.30 or better) before the Dean will certify the student.

II. State Bar and MPRE Information

A. Admission to the Bar

I. General

Students should familiarize themselves with the rules governing admission to the bar in the states in which they intend to practice and comply with the requirements of such states relating to age, preliminary education, law school

courses and other legal training. Information may be obtained from relevant State Bar Associations or in the Office of Student Services.

2. Subjects covered on bar examinations

Willamette University College of Law course titles do not always correspond to subject titles provided by various bar associations. This being so, we have listed below common bar subject titles followed by the title of the College of Law course where that subject is most fully covered.

<u>Bar Subject</u>	<u>College of Law Course Title</u>
Administrative Law	Administrative Law
Agency	Business Organizations
Civil Procedure	Civil Procedure
Community Property	Community Property
Constitutional Law	Constitutional Law
Contracts	Contracts
Corporations	Business Organizations
Criminal Law	Criminal Law
Criminal Procedure	Criminal Procedure
Decedents' Estates	Trusts & Estates
Environmental Protection	Environmental Law & Policy
Evidence	Evidence
Federal Income Tax	Federal Income Tax, Business Entities Tax, Estate Planning (Oregon does not test on Estate & Gift Tax)
Labor Law	Labor Law
Land Use	Land Use Planning
Legal Ethics	Professional Responsibility
Partnerships	Business Organizations
Personal Property	Property
Real Property	Property, Real Estate Transactions
Remedies	Remedies
Securities Regulation	Securities Regulation
Torts	Torts
Trial Practice	Trial Practice, Evidence, Civil Procedure
Trusts	Trusts & Estates
Uniform Commercial Code	
	Art. II Sales
	Art. IX Secured Transactions
Wills	Trusts & Estates

Subjects Covered on the Bar Examination of the Five Western States

<i>Subject</i>	<i>Oregon</i>	<i>Washington</i>	<i>California</i>	<i>Alaska</i>	<i>Hawaii</i>
Contracts	X	X	X	X	X
Property	X	X	X	X	X
Criminal Law	X	X	X	X	X
Civil Procedure	X	X	X	X	X
Constitutional Law	X	X	X	X	X
Torts	X	X	X	X	X
Trusts & Estates	X	X	X	X	X
Business Organizations	X	X	X	X	X
Evidence	X	X	X	X	X
Professional Ethics	X	X	X	X	X
Real Estate Transactions		X	X	X	X
Sales	X	X	X	X	X
Criminal Procedure	X	X	X	X	X
Family Law		X		X	X
Payment Systems (<i>only UC Art.3</i>)		X			X
Secured Transactions	X	X			X
Administrative Law	X	X			
Remedies			X		
Fed. Income Tax	X				
Community Property		X	X		
Conflict of Laws					X

1. Questions on material covered in Land Use Planning, State Constitutional Law, and Business Entities Tax appear infrequently on the bar exams in some states. Also, Consumer Protection Law is tested on the Washington bar exam, but this topic is covered in the Washington bar review course.
2. Trusts & Estates is not tested separately on the Alaska bar but questions from this course are included in the Multistate Bar Exam (which Alaska uses).

Type of Examination Used in the Five Western States

<i>Subject</i>	<i>Oregon</i>	<i>Washington</i>	<i>California</i>	<i>Alaska</i>	<i>Hawaii</i>
Multistate Bar Exam (MBE)	X		X	X	X
Multistate Performance Test (MPT)	X		X	X	X
Essay	X	X	X	X	X

3. Application packets for admission to the bar
Refer to the individual State Bar website for the application packets.

4. Certificates of Graduation
Certificates of Graduation are required as part of the application for every state bar examination. The certificate forms should come with the application packet or during the application process. For students who indicate they will take the Oregon, Washington or Alaska bar examinations, certificates are automatically sent to the respective state bars the week following graduation. All other certificate of graduation forms should be directed to the Office of Student Services. Please notify them if you do not receive one of these forms with your application packet. Certificate forms which have been submitted in a timely manner will be mailed from the Law School the week following graduation.

B. Multistate Professional Responsibility Examination (MPRE)

1. States in which the MPRE is required for admission to the bar
The Multistate Professional Responsibility Examination (MPRE) is required for admission to the bars of most jurisdictions. Check with the Office of Student Services or the board of bar examiners in the state in which you plan to seek admission to the bar.

2. When a student may take the MPRE
The examination is administered three times per year at established test centers across the country. Check with the Office of Student Services for the schedule of dates. Law students may take the MPRE prior to graduation, and the testing schedule is designed to make this possible. Thus, you can pass part of your bar exam while still in law school. Oregon will honor a passing score on the MPRE for 24 months. For other states, check with the bar examiners where you plan to practice law.

3. Taking the MPRE at the College of Law
The MPRE may be taken at Willamette College of Law, Center 3504. Applications are available in the Office of Student Services.

Section 15

FREQUENTLY ASKED QUESTIONS

I. General

The answers to most student questions can be found in one of two places:

- 1) In this Student Handbook - consult either the Table of Contents or the Index; or
- 2) The Office of Student Services.

For instance, the answer to all of the following questions is "The Office of Student Services:"

- Where do I get my loan-deferment papers filled out?
- Where do I get a letter verifying my enrollment?
- Where do I get a copy of my enrollment verification?
- Where do I find out where my make-up class is being held?
- Where do I check out the camcorder or the VCR and monitor?
- Where do I get my exam #/ brief #/ practice exam # ?
- Where do I pick up my take-home exam?
- Where do I see most exams that I took last semester?
- Where do I arrange to reschedule an exam?
- Where do I get the locker combination that I forgot?
- Where do I change my address / phone number?
- Where do I find out my student box number?
- Where do I Add or Drop a course?
- Where do I turn in my registration form and address card?
- Where do I get an unofficial copy of my transcript or my LSAT scores?
- Where do I find out the courses covered on a particular state's bar exam?
- Where do I get the registration packet for the MPRE examination?
- Where do I buy a stamp, mail a letter, or get a band-aid and sympathy?
- Where can I get something notarized?
- What should I give as an emergency number for where I can be reached while I'm at school? (Office of Student Services: 503-370-6380)

II. Academic Life

Where can I get advice on what courses to take during my second and third years?

You can ask your faculty advisor. You can also ask the advice of those faculty who teach in an area of interest to you. Lastly, you can consult the list of courses recommended for students wishing to prepare for various legal specialties. (This list is included in the registration packets given to 1L students in the spring; extra copies of this list are available in the Office of Student Services.)

What are the deadlines for adding or dropping a course? And how do I do that?

The forms for adding/dropping courses are available in the Office of Student Services. The deadline for adding most courses is 4 p.m. on the Friday of the second week of the semester. The deadline for dropping most courses is 4 p.m. on the Friday of the fourth week of the semester. Adding or dropping a course after the deadlines takes the approval of the faculty member of the course and of the Associate Dean for Academic Affairs.

How do I get a copy of my transcript?

Official copies of your transcript are available from the University Registrar, whose office is located on the third floor of the University Center. Unofficial copies of your transcript can be obtained from the Office of Student Services.

How do I arrange to reschedule an examination?

The forms are available in the Office of Student Services two weeks prior to the first day of exams. See Section 5 of this *Handbook* for the details as to when a student is allowed to reschedule an examination.

Where do I pick up examinations?

Some take-home examinations will be handed out by the faculty member in the course. All others will be handed out in the lobby outside the Office of Student Services in the period immediately preceding the time when the student is to take the exam.

When are grades available? Do I pick them up, or are they mailed to my home?

All grades from fall semester will be available online before the beginning of spring semester. Grades from the spring semester are available in the Office of Student Services for graduating third-year students on the Friday before graduation. Grades for first- and second-year students are available online the second or third week of June and are mailed to students' home addresses (or to another address furnished by the student to the Office of Student Services).

III. Life Outside the Classroom

Where can I learn about student organizations I might be interested in?

A listing of various College of Law student organizations is contained in Section 12 of this *Handbook*. The Office of Student Services keeps a listing of officers in those organizations, which is as current as the information available to them.

How does a student organization obtain funding from the Student Bar Association?

There are two budget periods, one in each semester. Applications for spending during that semester are made, generally, during the first quarter of that semester. The Student Bar

Association bylaws are specific as to the documentation to be submitted and the procedure to be followed in the allocation of these funds. See Section 12 of this Handbook. The Student Bar Association also has some funds for emergency requests.

I want to arrange an event - who do I see?

Call the University Scheduling office at 503-375-5442.

Where can I get a visitor parking permit? a disability parking permit?

Visitor parking permits can be obtained through Campus Safety. Disability parking permits are available through the Oregon Department of Motor Vehicles.

What are the possibilities for physical exercise or intramural sports at Willamette?

The facilities of Sparks Center (weight room, swimming pool, racquetball courts, etc.) are open to all University students. College of Law students may also form teams to participate in intramural sports (contact Bryan Schmidt, Director of Campus Recreation, at 503-370-6812 for further information).

Where can I go if I have an urgent need for emergency funds (for this month's rent, utility bill, etc.)?

The Craig Lytle Lifeline fund was established for just this purpose. The family of Craig Lytle, JD'81, established a fund in his memory to be used for honor-system loans in amounts up to \$250 or so for such emergencies as inability to pay current rent or utility bills. The loans carry no interest, and students are expected to repay them when they are able. If the student makes a contribution/repayment which is a larger sum than that which was lent, it makes it possible to help additional needy students in the future. Students in need are encouraged to contact any of the following persons: Symeon Symeonides, Kathy Graham, Ed Harri, and Julie Fehrenbacher.

How do I communicate with other students at the law school?

While official law student groups and university groups can post notice on lawstu of an upcoming event that might focus on advocating a particular issue, lawstu is not a forum for issue advocacy or personal commentary and postings should be strictly limited to official informational use. Individuals in their individual capacity should not post messages on lawstu. Instead, individuals who wish to post a personal message should use lawchat. Posters who use lawstu for an inappropriate use will be contacted promptly; those who repeatedly abuse the lawstu forum will risk losing access privileges.

IV. Complaints About Actions of Fellow Students, Faculty, or Staff

How do I file a complaint about cheating by a fellow student?

The kinds of acts that are violations of the College of Law Honor Code are stated in Section II of this *Handbook*. Anyone wishing to file a complaint must submit a signed written statement to the Grievance Officer.

How do I file a complaint against a fellow student for misconduct other than academic misconduct?

College of Law students are subject to the Standards of Conduct contained in the Willamette University Selected Policies Manual. Complaints alleging a Standards of

Conduct violation are filed with Jim Bauer, Residential and University Judicial Officer, whose phone number is 503-370- 6212.

What are my options if I have been the victim of a sexual assault?

The student who has been the victim of a sexual assault may proceed against the person believed to have committed the offence through the criminal system, through the University's procedures under the Standards of Conduct, or both. Professor Susan Smith is the sexual assault advisor for the College of Law and can assist and advise a student subjected to a sexual assault.

What are my options if I feel I have been subjected to sexual harassment?

The University's sexual harassment policy is contained in the Willamette University Selected Policies Manual. If you wish to file a complaint alleging sexual harassment, the Complaint Recipient for the College of Law is Professor Warren Binford.

How do I make a complaint (other than a sexual harassment complaint) about a faculty member or staff member at Willamette?

If your complaint is about a faculty member, and you wish to proceed informally, you may speak directly to the faculty member or to the Associate Dean for Academic Affairs (Kathy Graham). You may also state your objections on the course evaluation at the end of the semester.

If your complaint is about a staff member, and you wish to proceed informally, you may speak directly to the individual or to the individual's supervisor.

If you wish to file a formal complaint against a faculty member or staff member, the procedure is contained in the College of Law Grievance Procedures in Section II of this *Handbook*.

Where do I go if I have a complaint about a grade I received in a course?

The faculty member is the only person with the power to change your grade, and under the College of Law's policies, the faculty member will be able to change it only in cases of clerical or computational errors in grading the exam or assigning the final grade. The faculty member will be willing to review your exam or paper with you, but will not change the grade (except for clerical or computational errors).

Section I6

WILLAMETTE UNIVERSITY COLLEGE OF LAW ADMINISTRATION & SERVICES

I. Deans' Offices

The Deans' offices are located on the fourth floor. There you will find Dean Symeon C. Symeonides (room # 411), Associate Dean for Academic Affairs Kathy T. Graham (room # 406), and Associate Dean Peter V. Letsou (room # 410).

Dean Symeonides represents WUCL internally (at the University level) and externally. He supervises the operation of all aspects of the law school, both academic and administrative. His executive assistant Linda Alderin handles his meetings schedule. She can be reached at 503-370-6605 or lalderin@willamette.edu

Associate Dean Graham is responsible for academic and student affairs. She is responsible for the preparation of class schedules and examination schedules and supervises the staff and the operations of the Office of Student Services. Her administrative assistant Kathleen Fitzgerald handles her meetings schedule. She can be reached at 503-370-6402 or kfitzger@willamette.edu

Associate Dean Letsou works on faculty development and supervises the certificate programs, as well as the Office of Admission and the Office of Career Services. His administrative assistant Kathleen Fitzgerald handles his meetings schedule. She can be reached at 503-370-6402 or kfitzger@willamette.edu

Professor Ed Harri also serves as Assistant Dean for Students. He counsels with students, on both academic and personal issues. He is the WUCL contact person for students with disabilities requesting accommodations. His office is room #430. He can be reached at eharri@willamette.edu

II. Office of Student Services

The Office of Student Services is where students conduct most of their business. Registration occurs here, as does the administration of final examinations. Students pick up and return Legal Research and Writing assignments and obtain student box and locker assignments. Students may reserve rooms for organization meetings, inquire about various deadlines in the academic calendar, and obtain information about graduation requirements. This is the place to turn if a student has questions about most aspects of WUCL (if the Office of Student Services personnel can't answer the question or handle the request, they will know who can).

The Office of Student Services staff are:

Manager - Julie Fehrenbacher
Office of Student Services and Budget Coordinator – Farmchoy Chao
Recorder - Ann Abbott

The Office of Student Services is located on the second floor (Room 202).

III. Career Services

Career Services invites students to partner in advancing their careers by taking advantage of career coaching, recruiting opportunities, electronic job-search tools, and events. Relationships matter in the practice of the law; many of the events and activities are planned to create and promote new relationships among attorneys, alumni, and WUCL law students.

Location & Hours: CS is located inside the Student Services Area on the 2nd floor of the law school. Hours: 8 a.m. to 5 p.m. during the school year and 8 a.m. to 4:30 p.m. during the summer. The Resource area is open from 8 a.m. to 5 p.m. all year.

CS Appointments or Drop-In: Appointments can be made with the Director or Assistant Director on TWEN. Just choose “Career Services” as one of your classes. Each semester a specific day is designated as an “open hours” day – no appointment required. Check the CS calendar for dates. If our door is open, please drop-in. We are always happy to see you.

Career Services Staff: Phylis Myles, Director of Career Services; Norma Freitas, Assistant Director of Career Services; and Debi Mosman, Career Services Coordinator.

Here are some of the ways we can work with you:

A. Individual Assistance and Career Coaching

All 1L and 3L students are required to meet with the Director or Assistant Director of Career Services during their 1L and 3L years. 1L students can make appointments after November 1st of their 1L year.¹ Individual counseling includes identifying job skills, career planning and help developing strategies for individualized job search.

B. Symplicity – Events Calendar, Electronic Job Search Tools & Job/Externship Listings

Symplicity keeps you informed about CS events, new job postings and helps you track your job applications and favorite employers. Watch your home page for notices of upcoming events or check the Symplicity calendar. You can also RSVP to events on Symplicity. In addition, you can tailor your Symplicity home page for your needs.

Each student is required to fill out a Symplicity profile including areas of interest in law and geographic preferences, if known. **Students are required to update their profile in the spring semester in order to obtain an exam number. 3L students are required to fill out the “At Graduation Employment Status” survey on Symplicity in order to receive their exam number.** Once your profile is filled out, you can opt to have Symplicity send you a job posting notice each time a new job is posted for your interest/geographic areas. CS also identifies students for specific jobs by searching Symplicity profiles – which is why it is important to keep your profile updated.

¹ National rules prohibit law school CS offices from talking to 1L students about jobs until after November 1st.

Incoming first year students will receive their password in the Fall in order to fill out their profile.

C. Career Services Website

Career Services maintains a comprehensive website that lists information for students and graduates, as well as prospective students and employers. The fall on-campus-interview (OCI) schedule, federal judicial clerkship opportunities, factors influencing employment, as well as statistics about WUCL employment are found here.

We also have a comprehensive list of links to other job and career information sites by legal practice area. The website is updated periodically, so be sure to check it out on a regular basis: www.willamette.edu/wucl/career

D. CS Manual

CS supplies each IL student at the CS Orientation II with a comprehensive manual covering topics such as timetables and rules, 8 Steps for Your Job Hunt, how to develop your “tool kit”, making contacts, informational interviews, how to write effective cover letters and resumes, how to effectively interview for a job, negotiating job offers, state and federal judicial clerkships among other information. The information is very dense in this manual. Take the time to familiarize yourself with the book *before* you need it.

E. Mentor Program

IL students have the opportunity in the Fall to sign-up for an attorney mentor. WUCL has the largest mentor program in Oregon. Students and attorneys are matched through their interest application forms. A kick-off reception is held in the fall and the Mentor of the Year is honored at a spring reception. Watch Symplicity and your e-mail for information. We highly recommend that you take advantage of this program.

Last year, we introduced on a limited basis a geographic mentor contact which we are continuing to expand. This is in addition to the local attorney-student mentor program. Symplicity also has geographic/specialty area mentor-contact capability which we are also starting to use this year. Watch CS e-mails for more information on both programs.

F. Workshops

We provide a variety of programs each semester designed to build job search and professional skills. **ILs are required to attend CS Orientation I in September, CS Orientation II in late October and the January CS All Day Career Skills workshop on the Friday or Saturday before spring semester begins.**

Other workshops include career strategies (making the most of your three years to obtain your career objectives), successful interviewing techniques, networking and starting a law practice. In addition, specialty topics are scheduled on law-related themes. Watch the Symplicity calendar and CS e-mails. Suggestions for workshop topics are always welcome. RSVP on Symplicity for CS events.

G. Lunch Connections, Informational Panels & Specialty Area Receptions

Career Services schedules a weekly brown-bag Lunch Connection with individual attorneys or panels featuring attorneys from a cross section of specialty areas. Recent attorneys and panels have featured public interest, personal injury, business law and intellectual property lawyers. We also host lawyer/student receptions. These opportunities allow you to learn about areas of law and meet lawyers from various areas of the legal community, as well as practice your networking skills. RSVP on Symplicity for CS events.

H. Mock Interviews

Mock interviews, using volunteer attorney interviewers, are scheduled each semester to help you practice and hone your interviewing skills. Individual mock interviews can also be scheduled with CS by signing up on TWEN for two consecutive appointments.

I. On-Campus Interviews

Employers visit WUCL each fall to interview and hire 2Ls for the following summer and 3Ls for jobs after graduation. For more specific information, please see the Interviewing/On-Campus-Interview section of the CS OCI Manual which each OCI participant receives, the CS Manual which is given to each 1L student at the CS Orientation II, and our website. Debi Mosman is the OCI Coordinator.

J. Pro Bono and Externship Programs

CS directs the Pro Bono and Externship programs. Willamette's Pro Bono Honors Program enables students to enhance their learning experience by participating in community-based legal service projects. Students gain valuable hands-on involvement in the community by volunteering with a government agency or with a public interest or nonprofit organization. All Willamette law students are eligible to participate and receive Pro Bono Honors credit.

K. CS Resource Room

Located in the middle of the Career Services area, the Resource Room has a large selection of materials from how to books, law firms' and public service organizations' information to information available by geographic or specialty law areas. Bar magazines and local/specialty bar newsletters are also available. **To borrow a resource**, sign-it out with your name on the sign-out clip board sheet.

The CS Resource Room's computer is bookmarked with links to job and information sites by practice areas. A list of bookmarked sites is available. The computer also has its own printer which allows you to print cover letters and resumes on your resume paper without another student accidentally printing on your paper.

L. Reciprocity

Willamette students have automatic reciprocity with BYU, Gonzaga, Lewis & Clark, Seattle University, University of Idaho, University of Oregon, University of Utah, and University of Washington to allow free use of their Career Services offices and access to on-line job postings. Each of these schools has a different procedure for accessing information. Some passwords change monthly. Check with the CS Coordinator, Debi Mosman, for individual school requirements.

We are also able to arrange reciprocity with many other schools nationally. Please check with the CS Coordinator. Individual school policies are on line at: www.nalp.org. Select "Site Index"; scroll to "Schools" and click on "Reciprocity." A written request from the Career Services Office *prior* to a visit is required. Two weeks notice is appreciated.

IV. Office of Development and Alumni Relations

The Office of Development and Alumni Relations (Law Alumni Office) is responsible for alumni relations and major gift fund raising in support of Willamette University College of Law. The office coordinates alumni events, class reunions, alumni travel programs, and major gift development efforts.

Mike Bennett '70 is the Director of Development and Alumni Relations and Catherine Gaskin L'02 is the Associate Director of Alumni Relations.

In conjunction with the Career Services Office, the Law Alumni Office is happy to connect students with alumni in specific geographical areas.

Students are welcome to stop by the Office of Development and Alumni Relations in Room 405 and 407 in the Deans' suite on the fourth floor.

V. Office of Admission

The Office of Admission is responsible for the recruitment and enrollment of students into Willamette University College of Law. The Office of Admission seeks the assistance of current students in several ways: a) as volunteers to meet with prospective students, b) as volunteers to provide tours for prospective students, and c) to assist in admitted candidate follow-up events. Current students also help the Office of Admission with the law school's annual open house, Preview Day, and at First-Year Orientation. They also act as representatives of the school at some off-campus recruitment functions.

The Office of Admission is situated on the fourth floor of the College of Law directly across the hall from the entrance to the Deans' suite.

Section 17

WILLAMETTE COLLEGE OF LAW, J.W. LONG LIBRARY, 2008-2009

LAW LIBRARY These rules, procedures and services are intended to facilitate library use by all law students, faculty and others doing legal research. Please maintain a professional library environment and respect the needs of other library users.

Carrels

Carrels are limited to law and joint degree students. Policy & procedures for assigned carrels are posted on the library webpage at <http://www.willamette.edu/law/longlib>.

Catalogs

The Willamette University Library online catalog includes print, audio, electronic, and video entries for the J.W. Long and Mark O. Hatfield Libraries. The Hatfield Library Consortium catalog includes holdings from the Willamette University Libraries, the Oregon State Library and the State of Oregon Law Library, all of which are located within a five minute walk of each other. Other library catalogs, including SUMMIT (the academic union catalog for the Northwest), may be searched from our catalog.

Check-out Privilege

A Willamette ID or other Orbis Cascade Alliance member institution identification or Law Library borrower's card is required to check out materials. Willamette alumni, members of the Bench and Bar, State of Oregon employees, and law clerks may obtain a free Willamette Law Library borrower's card. Other borrowers may obtain a Willamette University Community Borrower's card from the Mark O. Hatfield Library upon payment of the current fee.

Circulation & Charge Period

1) Reserve Materials/Videos	I day
2) Software/Disks	2 hours, unless otherwise specified
3) Treatises/Periodicals	30 days

- Materials are subject to recall at any time.
- Borrowers are responsible for the cost of replacing lost items.
- Please place books to be reshelved on designated book trucks.

Computer Labs

Library computers and printers are provided for academic purposes and are restricted through login and password to law and joint degree students. A temporary guest login may be issued under special circumstances. Use of library computers for viewing or sending materials that others, applying community standards, find offensive is prohibited. Access to the campus network is a privilege subject to University policies and may be revoked at any time. Save Trees. Think twice before you print.

Files left on computer hard drive "C" are not secure and they may be viewed, changed or printed by anyone subsequently using the computer. Files left on the "C" drive will be deleted on a regular basis. Use your personal "H" drive. Network privacy is not assured.

Blank CD's are available for sale at the Circulation Desk. CD burners and USB ports are available on all lab computers.

Conference Rooms

Conference rooms are restricted to law and joint degree students.

- 1st priority - Reserved group study. Reservations per group may not exceed two class period time blocks.
- 2nd priority - Individual study during unreserved group study time blocks.
- DVD and VCR players are located in conference rooms 239 and 240.

Copiers

Copiers are available on each floor in Rooms 129, 235 & 301 across from the library stairwell. Compliance with copyright law is the responsibility of the user. Copy cards are available for purchase at the Circulation Desk.

Federal Depository

The Law Library is a Federal Depository and provides free public access to printed depository materials.

Honor Code

Stealing and/or converting library materials to one's own use is an academic violation under the College of Law Honor Code.

Hours/Use

Law faculty, staff, and law and joint degree students have year-round 24-hour cardlock access. Other Willamette students may request cardlock access from 5 p.m. to 11 p.m. during the academic year and may remain in the library until 11:30 p.m.

All other users are requested to identify themselves at the Circulation Desk. Their use is by permission, seating is limited to tables, and staff may request identification at any time.

Interlibrary Loan Service

Requests for interlibrary loan materials may be placed from the library homepage or through SUMMIT and are limited to Willamette University faculty, students and staff. ILL materials may be obtained only for curriculum related purposes.

Law Library Reciprocity

Willamette law students may use and check out materials from the State of Oregon Law Library and Orbis Cascade Alliance member institutions with a valid ID and in accordance with their policies.

Miscellaneous

- 1) There is no library paging service.
- 2) Noise, smoking, tobacco chewing, food, alcohol, pamphleteering, fund-raising, and pets are prohibited in the library.
- 3) Non-alcoholic beverages are allowed in the library only if they are in a spill-proof container.
- 4) Please remove all personal trash and dispose of liquids in the sinks in the photocopy rooms.
- 5) Inquire at the Circulation Desk regarding audio, microform, and video equipment.
- 6) Please do not place power cords across aisles.
- 7) Lost & Found - inquire at the Circulation Desk.
- 8) Please do not post or distribute circulars in the library.

Online Legal Research

- 1) Access the law library homepage at <http://www.willamette.edu/law/longlib> for links to databases and selected law web sites.
- 2) BNA, CCH, Lexis/Nexis, and Westlaw databases may be used only for academic purposes and by contract are limited to law faculty and law and joint degree students. Personal passwords are required for Lexis and Westlaw and may be obtained from the student Westlaw and Lexis representatives.

Phones

- 1) The library phone number is (503) 370-6386. Phones for local and 800 calls are located in the library photocopy rooms (1st, 2nd and 3rd floors). A fax service is available at the Circulation Desk for law-related purposes.
- 2) Cell phones may be used only in the photocopy rooms and should be otherwise turned off.

Reference

Reference service is available in person; by phone (503-370-6386); or by email (law-library@willamette.edu).

Security

Please report all emergencies (fire, medical, theft, etc.) and suspicious individuals to campus safety (x6911). Do not admit unknown persons to the library or to the law building after the doors have been locked. After dark, campus safety escorts are available (call x6911). Do not leave valuables unattended.

Directory/Floor

Agency Decisions (Subject Reports).....	1
American Law Reports Series (A.L.R.'s)	3
Citators.....	t
Federal & State (Selected)	3
Labor & Tax.....	2
Code of Federal Regulations	
Current	3
Superseded (access HeinOnline)	
Computer Labs/Databases (Rms 126,236,238,304) 1,2,3	
** Congressional Record (access HeinOnline)	
Dictionaries	1,2,3
Digests	3
Directories	(Reference) 2
Encyclopedias - Legal.....	3
Federal Register - most recent 2 years	3
Federal Register - complete (access HeinOnline)	
Indices to Legal Periodicals.....	1
Labor Materials	(Labor area) 2
LegalTrac	(Library Webpage) 1
Microforms.....	(Room 233) 2
National Reporter System.....	3
Newspapers	2
Oregon	
Advance Sheets	3
Administrative Rules	3
Attorney General's Opinions	3
* Briefs	
CLE Materials (Treatises, Reserve & Labor).....	2,3
Digests	3
House & Senate Journals	3
Reports.....	3
Session Laws.....	2,3
Statutes	1,2,3
Periodicals.....	1
Reference Materials	2
Reserve Materials (Circulation Desk).....	2
State Reports-OR & WA.....	
.....	3
State Reports (Prior to National Reporters)	1
Statutes (Federal & State).....	3
Supreme Court Reporter	3
Tax Materials	(Tax Area) 2
Treatises	
Labor.....	(Labor Area) 2
Main Collection.....	3
Tax	(Tax Area) 2
United Nations Documents.....	3
U.S.C.C.A.N.	3

U.S. Reports.....	3
U.S. Supreme Court Reports, Lawyers Ed.	3
Washington (State)	
House and Senate Journals.....	3
Reports.....	3
Session Laws.....	3
Statutes	3
* Available at the State of Oregon Law Library (corner of State and 12th streets).....	503-986-5640
** Print available at the University's Hatfield Library.....	503-370-6560

Section I8

WILLAMETTE UNIVERSITY COLLEGE OF LAW BUILDING

I. Building Regulations

A. Room Reservations

Room reservations must be scheduled through the Office of Student Services.

B. Lockers

Lockers are issued at the beginning of each academic year. All lockers must be cleaned out at the end of Spring Semester or no later than August 1. WUCL is not responsible for anything students leave in their lockers. If you have any questions pertaining to lockers, see the Office of Student Services.

C. Lost and Found

Lost and found items can be turned in and claimed in the Office of Student Services.

D. Posted Notices

Signs, announcements, posters, etc. are allowed only on designated bulletin boards. Several of the bulletin boards are restricted for certain purposes and are under the supervision of the Office of Student Services. These boards are identified by a sign. Please have all materials to be posted on those restricted bulletin boards stamped with a posting date in the Office of Student Services.

E. Bicycles; Pets

1. Bicycles are not allowed in the law school building. There are bicycle racks located on Winter Street at the south end of the law school and in back of the law school. Bicycles are not allowed on the sidewalk area or locked to the handrails.

2. Pets are not allowed in the law school building.

F. Fragrances

Please be sensitive to those in the building who have allergies to perfumes, colognes and other fragrances.

G. Fire Alarms

At the sound of the fire alarm, immediately leave the building through the nearest exit.

II. Quick Reference of Telephone Extensions

University Switchboard.....	"0"
Associate Dean, Academic Affairs	6402
Associate Dean, Student Affairs.....	6402
Atkinson Graduate School of Management	6440

Athletics (Sparks Center).....	6420
Bon Appetit.....	6005
Chaplain.....	6213
Career Services (Law).....	6057
Center for Dispute Resolution.....	6046
Counseling & Disability Services.....	6471
Dean's Office.....	6605
Financial Aid.....	6273
Health Center.....	6062
Law Admission.....	6282
Law Library.....	6386
Law Review.....	375-5435*
Moot Court.....	6622
Registrar's Office (Law).....	6380
Registrar's Office (University Center).....	6206
Security.....	6911
Student Accounts.....	6120
Office of Student Services(Law).....	6380
Willamette Store.....	6315
WITS (Law School).....	375-5411*
WITS (Help Desk).....	6767
WUPILP.....	6434

* May also be dialed as an extension of the main telephone system using the last four digits from on campus.

III. The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act, Public Law 93-380, effective November 19, 1974, is intended to ensure a student's right to inspect and review his/her educational records and to protect the student's right to privacy by limiting the transferability and disclosure of information in his/her records without prior consent.

Under the guidelines of FERPA, a student has the right to:

1. Inspect and review his/her educational records.
2. Seek amendment of his/her educational record which the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. Consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that the Act authorizes disclosure without consent.
4. File with the Department of Education a complaint under the Act concerning alleged failures by Willamette University to comply with the requirements of the Act.
5. The University designates as directory information, which may be disclosed from records relating to a student or applicant for admission without his or her consent, a student's or applicant's name, address (local, home or electronic mail), telephone

number, date and place of birth, major field of study, participation in officially recognized activities (including social and honorary fraternities) and sports, weight and height if a member of an athletic team, photograph, dates of attendance, full or part-time status, degrees and awards received, and previous educational institutions attended.

Public notice of these categories and of the right of an individual in attendance to refuse to permit the designation of any or all of them as directory information with respect to him or her will be given annually. Failure to respond to such notice will result in the routine disclosure of one or more of the designated categories of personally identifiable information. The University will continue to exercise informed discretion in responding to requests for information contained in records maintained by it that relate directly to students.

6. Limitation on Redisclosure

Except for disclosures of directory information, the University will inform a party to whom a disclosure of personally identifiable information from the records of a student is made only on the condition that the party will not disclose the information to any other party without the student's prior written consent.

Under the guidelines of FERPA, the accessibility to educational records is limited to school officials with a legitimate educational interest. Willamette University institutional policy is consistent with the intent, guarantees and safeguards embodied in the legislation. Departmental policies may vary procedurally, but are to be in alignment with institutional guidelines.

All requests for directory information holds must be in writing and submitted to the Office of Student Services. Although the initial request may be filed at any time, Willamette University will honor the request for no more than the academic year, at which time it must be refiled. The University has developed institutional procedures to ensure compliance with the Family Educational Rights and Privacy Act. A complete description of the regulations, guidelines and procedures in handling student educational records can be found in the Office of Student Services, Room 202; Office of the Registrar, University Center or the Office of Residence Life, Doney Hall.

Section 19

WILLAMETTE UNIVERSITY FACILITIES AND SERVICES

The Compass Card

This is a one-card system of identification, building access and campus commerce. Your ID card is also your campus debit card. Simply deposit funds into your account. For additional information call 503-370-6000 or email campuscard@willamette.edu.

Libraries

In addition to the College of Law Library, WUCL students have access to very substantial collections in four other nearby libraries: The Mark O. Hatfield Library, the Oregon State Library, the Oregon Supreme Court Library and the Salem Public Library. All of these libraries are within a few blocks of the law school.

Willamette Store

Located on the ground floor of Putnam University Center, the Willamette Store is open from 8:30 a.m. to 5:30 p.m., weekdays, and 10 a.m. to 4:30 p.m. on Saturdays.

Lecture Series

The University Convocations, which law students may attend, are held in the Cone Chapel or at other convenient locations and offer a wide variety of stimulating and sometimes controversial speakers, often nationally known, on topics such as religion, politics, morality, and the arts. In addition, the Willamette University Lecture Series, under the sponsorship of the Atkinson Fund, brings a distinguished lecturer to the campus each year. WUCL and the Student Bar Association also sponsor a series of lectures by well-known speakers in specialized areas of law.

Athletics

Law school teams by class affiliation may compete in men's and women's intramural athletics. The men compete in football, basketball, softball, volleyball, cross country, golf, racquetball, badminton, tennis, track and swimming with teams from the undergraduate living organizations, Atkinson Graduate School of Management, and faculty. Women have the same teams except flag football. Recreational use of the Sparks Physical Education and Recreation Center is available to law students and their spouses. The facility includes a swimming pool, field house, gymnasium, handball/racquetball courts, exercise room and weight room. Locker space may be reserved for a refundable fee. Undergraduate intercollegiate athletic competition offers a wide variety of viewing opportunities.

Meals

Money can be put on Compass Cards and can be used at The Willamette Store, Cat Cavern, Bistro or Goudy Commons.

Housing

Information about on-campus housing may be obtained from Residence Life. Off-campus housing must be arranged with local landlords, although some information on off-campus options is available at the Residence Life office which is located at Swindell's Plaza, on the north side of Doney Hall.

Veterans' Affairs

The Willamette University Registrar's Office handles all issues regarding Veterans' affairs. The office is located on the third floor of the University Center.

Student Health Center

All Willamette University students, half-time or more, are required to carry health insurance. The Student Health Center, located on the first floor of Baxter Hall, is open Monday through Friday, 8 a.m. to 5 p.m. It is closed during breaks, holidays and summer. All Willamette students who are enrolled at least half-time are encouraged to call for an appointment at 503-370-6062 for routine medical services. The Health Center is staffed by two nurse practitioners.

When closed, students may go to:

- Salem Hospital Urgent Care Clinic, 1002 Bellevue Street SE, 503-370-5554
- Salem Hospital Emergency Room, 665 Winter Street SE, 503-370-5238
- Immediate Care and Medical Clinic, 3777 Commercial St. SE, 503-588-9026

Services provided:

- Health care for acute illness and minor injuries
- Assist students by providing patient education
- Medical care for men's and women's reproductive health
- Self-help center with non-prescription medications
- Information and assistance with referral to medical specialists in the Salem community
- Assistance in development of a plan of care for special health care needs
- No office visit charge to students
- Fees charged for lab work, prescriptions, and some supplies
- Seen by appointment, urgent problems will be seen immediately
- No direct care services available in summer, however insurance program manager is available all year.

Counseling Services

Counseling Services are located in the Bishop Wellness Center, Baxter Complex, and their telephone number is 503-370-6471. The director is Don Thomson. The counseling services include:

- Confidential counseling, information, and referral services for students - individuals or couples. All conversation and communication with Counseling Services is completely confidential and not part of any other records at Willamette University.
- Licensed, professional staff.
- Help with stress, relationship problems, alcohol/drug problems, grief and loss, sexuality, sexual assault, confusion or indecision about a personal choice, or any other problem a person is encountering.
- Facilitates academic problem solving.
- Evaluation for medication is also available.
- Specialized groups - eating disorders, chemical dependency, adult children of alcoholics, parental divorce, and sexual abuse.
- Other programs such as stress management may be requested by graduate student organizations or individuals by calling or visiting Counseling Services.
- Educational programs for your organization.
- Call x6471 to schedule an appointment, if urgent you can be scheduled the same day.
- After hours emergency, call Campus Safety, x6911, or a Residence Life staff member for assistance.

Career Development Services

The Career Development counseling service offers individual and group counseling as well as a variety of materials, programs, and workshops to assist students in their career and graduate education decisions. (The programs are geared to undergraduates, but are available to law students).

Disability & Learning Services

Bishop Wellness Center, Baxter Hall
Phone: 503-370-6471 / TTY: 503-375-5383
www.willamette.edu/dept/disability/

Disability & Learning Services provides academic skill development for all students and addresses accommodation needs of students with documented permanent and temporary disabilities including learning, visual, auditory, and mobility impairments and chronic illnesses.

- Assists students to develop more effective skills in test-taking and preparation, note-taking, time management, study strategies and academic problem solving.

- Works with designated liaisons at WUCL to coordinate appropriate academic adjustments and services to ensure equal access to University programs. Adjustments and services include taped course materials, notetakers, exam accommodations, sign language interpreting, architectural modifications for wheelchair access, etc.
- Offers materials and workshops to increase disability awareness.

Students who have, or suspect they may have, a documentable disability should contact JoAnne Hill, Director of Disability Services, as early as possible to request services. Students are required to provide documentation supporting the need for requested services. Personal disability information is kept confidential to the extent possible in fulfilling accommodation requests.

For more information on services for students with disabilities, please contact Assistant Dean Edward J. Harri at 503-370-6431.

Campus Safety

A Campus Safety officer is available 24 hours a day and may be reached by calling 6911. The Campus Safety office is located in the annex between Lausanne and Doney Halls (enter from the south).

Parking

Parking in all on-campus facilities is limited to Willamette University students, faculty and staff members, and their invited guests. All vehicles parked on campus must display a current Willamette parking permit. Parking permits may be purchased the first week of school. Cars parked in violation of parking regulations may be towed.

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