

# WUCL Academic Handbook

## I. Preamble

- A. All students enrolled at Willamette University College of Law (WUCL) are subject to the Academic Handbook.
- B. It is the responsibility of each student to be thoroughly familiar with the Academic Handbook and to comply with the Handbook.
- C. Willamette University and the College of Law reserves the right to change the Academic Handbook and other policies at any time.

## II. Student Conduct

### 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 faculty, in consultation with students, adopted these standards of conduct, and meeting these standards is a critical component of our academic program.

The *Code* is reproduced in the [Student Honor Code](#) General Principles section of this *Handbook*.

Of immediate importance: Students have a continuing duty to report any arrest, plea of guilty or "no contest," or conviction of any crime or traffic violation (except parking citations). The report must be made to the Associate Dean for Student Affairs & Administration within 5 business days of any arrest, charge, plea of guilty or "no contest," or conviction. If appropriate, the Associate Dean will inform the Director of Campus Safety and other university officials. Information regarding any such incident may be evaluated and reviewed by the university. Disclosure is required whether the crime or violation occurred in or outside of Oregon. Failure to report this information may constitute grounds for immediate dismissal from the university.

Willamette University College of Law students are also subject to the [Willamette University Code of Student Conduct](#). This *Code* is published on the Office of Student Affairs website.

### Class Attendance Policy

#### 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 elements of this program but

are 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 in 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 while obviating the need for individual ad hoc exceptions. A student who misses more than the permissible number of classes (without formal university accommodations in place allowing for additional absences) will be administratively withdrawn from the course. This is because the student has not participated in the educational process to a degree sufficient to permit the award of academic credit. The College of Law has adopted this policy to assure compliance with ABA accreditation standards.

### **The Specific Requirements.**

- a. Attendance at 75% of regularly scheduled class hours is essential to learning the course material. Attendance tracking begins on the first day of classes. If a student chooses to add a course during the Add/Drop period but after the first meeting date, any classes missed will count as an absence. Any student who does not satisfy this minimum, regardless of reasons, at any point during the semester, will be administratively withdrawn from the course. That administrative withdrawal will be noted on the student's transcript with the symbol: "X".
- b. Each instructor may record attendance in class each day and may submit records to the Office of Student Affairs (OSA) at the end of each week. A student should regularly review their attendance record on SAGE to ensure accuracy.
- c. Students have an affirmative obligation to report and resolve any discrepancies in their attendance tracking. (See Student Honor Code.) It is the student's responsibility to track attendance and avoid administrative withdrawal. SAGE attendance tracking is a courtesy and shall not be relied upon by students. An instructor may impose a stricter attendance policy, and may impose additional sanctions for non-attendance.

### **Employment During Law School**

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. Upper-division 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. Students who wish to seek a waiver of these provisions must apply to the Associate Dean for Student Affairs & Administration for permission to adjust these work hour limitations.

### **Cell Phones and Devices in Classrooms**

The use of cell phones and communication devices in a classroom during class disrupts the educational process and is therefore prohibited.

## **Laptop Use in Classrooms**

Students may use computers in class only for permitted 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 email or instant messages, watching video, playing games, or displaying websites not necessary for the class is prohibited. Each instructor retains the right to establish a more restrictive policy.

## **III. Academic Program**

### **A. 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.

#### **Fall**

LAW 101 - Civil Procedure

LAW 103 - Contracts I

LAW 105 - Lawyering I

LAW 109 - Torts

*Total Hours (16)*

#### **Spring**

LAW 104 - Contracts II

LAW 106 - Lawyering II

LAW 108 - Property

LAW 111 - Constitutional Law I

LAW 114 - Criminal Law

LAW 119 - Applied Legal Analysis (if required) or 2 credit elective (optional)

*Total Hours (14-16)*

### **B. Applied Legal Analysis and Advanced Training in Legal Skills**

### 1. Students Matriculating in Fall 2024 and Beyond (Graduating in 2027 and Beyond)

Upon the completion of the first semester of studies at the law school, students with a cumulative GPA of 2.9 or below are required to take LAW 119 - Applied Legal Analysis I (Spring) in the spring semester of their 1L year.

All students in these catalog years are required to take LAW 279 - Advanced Training in Legal Skills in the first semester of their 2L year, unless they score a sufficiently high score on the 1L diagnostic test. (The score may change annually and will be announced each year.)

### 2. Students Matriculating in 2023 and Graduating in 2026 and Beyond

Upon the completion of the first semester of studies at the law school, students with a cumulative GPA of 2.55 or below are required to complete LAW 119 - Applied Legal Analysis I (Spring) in the spring semester of their 1L year.

Students with a cumulative GPA below 2.65 are required to take LAW 279 - Advanced Training in Legal Skills, but may be relieved of this requirement with a sufficiently high score on the 1L diagnostic test. Please contact the Associate Dean for Student Affairs & Administration to discuss a waiver of this requirement.

### 3. Students Graduating in 2024 or 2025

Upon the completion of the first semester of studies at the law school, students who have a cumulative GPA of 2.55 or below are required to complete LAW 119 - Applied Legal Analysis I (Spring) in the spring semester of their 1L year. Students who after two semesters have a cumulative GPA below 2.65 must take LAW 279 - Applied Legal Analysis II (prior course name) in the next semester.

For part-time students, the requirement for the Applied Legal Analysis and Advanced Training in Legal Skills courses applies at the end of the semester in which the student has accumulated 15 credit hours. A part-time student who has a cumulative GPA of 2.9 or below is required to register for the Applied Legal Analysis or Advanced Training in Legal Skills course offered in the next semester, either LAW 119 or LAW 279.

## C. Upper-Division Curricular Requirements

The College of Law's upper-division JD curricular requirements balance the need to ensure that all students receive a common foundation in fundamental subject matter and legal skills, while supporting students in exploring their areas of interest. Students are encouraged to make a complete curricular plan in SAGE in spring of their 1L year, review their plan against the requirements below, and continue to adjust their plan as needed throughout their 2L and 3L year in consultation with their advisor and their certificate program director, if applicable.

All students, regardless of catalog year, cumulative GPA, or the results of their diagnostic assessment, must meet the following requirements to graduate:

- Complete LAW-206 - Professional Responsibility in their 2L year;
- Complete the [Experiential Learning Requirement](#);
- Complete the [Graduation Writing Requirement](#);
- Complete the appropriate required upper-division courses (see below). Required courses must be taken at Willamette University College of Law.
- Complete a total of 90 credits, 70 of which must be letter-graded and no more than 7 of which may be co-curricular, with a cumulative GPA of at least 2.30.

Students should reference the appropriate section below, depending upon their catalog year, to determine their required upper-division courses.

Waivers to academic requirements will not be granted because a person is not taking a bar, or because they are taking a bar in a jurisdiction where different topics are tested. Generally, only irreconcilable scheduling conflicts with other required classes would potentially justify the grant of a waiver of required courses listed in this section, but such waiver can only be granted by the Student Petitions Committee. Waiver requests are submitted to the Committee via the Associate Dean for Student Affairs & Administration. Decisions of the Committee are final.

## **1. Students Graduating in 2026 and Beyond**

Students graduating in 2026 or beyond are required to complete the following courses:

- LAW 213 - Evidence
- LAW 214 - Real Estate Transactions
- LAW 252 - Constitutional Law II
- LAW 334 - Criminal Procedure I
- LAW 202 - Business Organizations
- LAW 208 - Family Law
- LAW 279 - Advanced Training in Legal Skills (previously ALA II), if applicable (refer to section III.B. above)
- LAW 640 - Legal Analysis for the Bar (last semester)
  
- LAW 278 - Negotiation or LAW 272 - Client Interviewing/Counseling. This requirement may also be fulfilled by taking at least four credits from the following courses: LAW 3016 - Business Negotiations (2 credits), LAW 633 - Contract Drafting (2 credits), LAW 3018 - ADR (3 credits), LAW 324 - Tenant Eviction Defense (3 credits), LAW 899 - Plea Bargaining (2 credits), or a Clinic offered through the Clinical Law Program (variable credits).

## **2. Students Graduating in 2024 or 2025**

**a) All students graduating in 2024 or 2025 are required to complete:**

- LAW 213 - Evidence
- LAW 214 - Real Estate Transactions
- LAW 252 - Constitutional Law II
- LAW 334 - Criminal Procedure I
- LAW 640 - Legal Analysis for the Bar (last semester)

At least two of these courses should be taken each semester until completed, although Legal Analysis for the Bar must be taken in the year prior to graduation. All students are also strongly encouraged to take the classes listed in subsection 2c, below.

**b) Students Maintaining a Cumulative GPA Above 3.1 (for students graduating in 2024 or 2025).**

If a student has a cumulative GPA above 3.1 after completing their first year curriculum, they are exempt from the requirements in subsection 2.a. Such students are nevertheless encouraged to take those classes. If a student has a cumulative GPA of 3.1 or below on the first grade report received after they have completed the equivalent of 55 credits, the exemption no longer applies and they must take the classes required in subsection 2.a prior to graduation.

**c) Students with a Cumulative GPA of 2.8 or Lower (for students graduating in 2024 or 2025).**

In addition to the requirements of 2.a, above, students who have a cumulative GPA of 2.80 or below after completing their first year curriculum, or in the first grade report received after they have completed the equivalent of 55 credits, are required to complete the following courses:

- LAW 202 - Business Organizations
- LAW 208 - Family Law
- LAW 234 - Trusts and Estates
- LAW 246 - Sales
- LAW 313 - Conflicts of Law
- LAW 337 - Secured Transactions

These courses remain requirements, even if a student raises their cumulative GPA in a subsequent semester.

**d) Students with a Cumulative GPA of 3.1 or Lower Entering Their Final Semester (for students graduating in 2024 or 2025).**

Students who have not otherwise been subject to the requirements in subsections 2.a. or 2.c above, but whose cumulative GPA is 3.1 or lower as they begin their final semester prior to graduation, must take LAW 213 Evidence, LAW 252 - Constitutional Law II, and LAW 640 - Legal Analysis for the Bar prior to graduation. If the student has already taken any of those classes, they must instead take, as a substitute for each class already taken, any class in 2.a

that they have not already taken and passed; or, if the student has passed all of those courses, they may take any course in 2.c that they have not already passed. Students should also note the obligation to maintain a 2.3 cumulative GPA in their final two semesters, see [GPA Requirement](#).

#### **D. Grades in Required Courses**

- To graduate, a student must earn a passing grade of D- (0.6 quality points) or better for each required course in order to earn credit. A student who earns a failing grade in any required course will not earn credit for that course and must retake the course at WUCL. The F will remain on the transcript, but will not be included in a student's GPA, if the student retakes the required course and receives a passing grade. The grade earned on the retake will also appear on the transcript and will be used to calculate the student's GPA.
- A course cannot be retaken if a student previously earned a passing grade.

#### **E. Letter-Graded Courses**

- All first-year courses are graded on a letter-graded basis.
- Most upper-division 200-300 series and 600 series courses are graded on a letter - graded basis, although students should always confirm at the time of registration.
- Most upper-division 400 series courses are graded on an Honors/Credit/No Credit basis, although students should always confirm at the time of registration.
- A JD student may not take a course on an Honors/Credit/No Credit basis if the course is listed as a letter-graded course.

#### **F. Total Number of Credits Required for Graduation**

- The total number of credit hours required for graduation is 90, of which at least 70 must be letter-graded. Students may count no more than seven (7) co-curricular credits towards the 90 total credits required for graduation.
- For letter-graded courses, a student must earn a grade of D- (0.6) or higher to have the hours for that course count toward the 70 letter-graded hour graduation requirement. A grade below D- is a failing grade and is recorded as F. Credits for that course are not counted toward the 90-hour graduation requirement. The F will be included in the student's cumulative GPA unless and until the course is retaken. There is no right to retake a course and there is no guarantee that a course will be re-offered.
- 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.

#### **G. Courses After the First Year.**

After completion of the first-year curriculum, students are free to plan their own class schedules with the assistance of a faculty advisor, subject to the requirements of [Upper-Division Required Courses](#), *supra*.

#### H. 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 exceeds 20 percent of the total credit hours required by that school for graduation. Accordingly, a student may not enroll in more than 18 credit hours per semester. Enrollment of 17 or 18 credits must be approved by the Associate Dean for Student Affairs & Administration and will be billed at the per credit rate for each credit in excess of 16 credits for that semester in addition to the full-time tuition rate. This includes credit received from all sources, including externships, co-curricular credits such as moot court competitions, law journals, and courses taken at AGSM or other institutions.

## IV. Grading Rules and Practices

### 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-	.6

F	0
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Other grades or symbols that may appear on a JD student's record are:

- **H:** Honors
- **CR:** Credit
- **NC:** No Credit
- **I:** Incomplete
- **\***: High Paper
- **W:** Withdrawn
- **X:** Administratively Withdrawn for Failure to Comply with Class Attendance Policy
- **NGR:** No Grade Received

Courses which are graded on a letter-graded versus a non-letter-graded basis are described in [Letter-Graded Courses](#), *supra*.

### **Uniform Grading Standards.**

The faculty has adopted the following policy to ensure that student grades are consistent across sections and instructors:

1. All first-year classes with an enrollment of 20 or more students, with the exception of LAW 105 and 106--Lawyering I and II and LAW 119 Applied Legal Analysis, must have a mean grade within the range of 2.70-2.90.
2. Lawyering classes, regardless of class size, must have a mean grade within the range of 2.80-3.00.
3. In all first-year courses (with the exception of LAW 105, 106, and 119):
  - a. 10-15% of the grades must be a C (2.00) or below; and
  - b. at least 5% of grades must be below C (2.00).
4. All second and third-year classes with an enrollment of 20 or more students must have a mean grade within the range of 2.80-3.00 except LAW 279 and LAW 640.
5. Any non-JD students enrolled in a class shall be ignored for purposes of determining the applicability and content of these grading standards.

### **Grades May Not be Changed.**

1. After submission to the Registrar, a grade may not be changed.
2. A grade may be *corrected* in the case of a computational or clerical error certified in writing by the instructor and verified and approved by the Dean.

### **Miscellaneous.**

- **Incomplete.** Incomplete grades are given only with the permission of both the professor and the Associate Dean for Student Affairs & Administration, following

an application and the development of a plan for the student to complete the coursework in a timely manner. A student who receives an incomplete ('I') grade must satisfactorily complete the requirements for the course by 60 calendar days after the end of the semester (after final exams). The instructor has no discretion to extend the 60-day deadline. If the student fails to complete the work, 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 70- 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 to the "best paper" in that course.

- **Independent Research.** The Independent Research course involves the preparation of a paper or thesis on a topic selected by the student which is not fully covered by the regular curriculum, under the supervision of a full-time faculty member. One credit hour of Independent Research requires 52 hours of work, including any meetings with the supervising full-time faculty member. Two credit hours of Independent Research require 104 hours of work, including any meetings with the supervising full-time faculty member. A maximum of 2 credits of Independent Research can be applied towards graduation requirements.
- **Audit.** Auditors are permitted only with the express permission of the professor and the Associate Dean for Academic Affairs. Absent special arrangements with the professor, ordinary attendance rules apply.
- **GPA Ranges.** WUCL computes GPA ranges for students who place in the top 10%, top 25%, top 33%, and top 50% of the class. These ranges are computed on the basis of cumulative grade point averages. Ranges are not calculated below 50%.
- **Individual Class Rankings.** Each semester, cumulative rankings are noted for those who place in the top 33% of the class. This information is not posted to the law transcript. Rankings are produced as follows:

*Fall semester* – cumulative rankings for all 1L, 2L, and 3L students

*Spring semester* – cumulative rankings for all 1L and 2L students. Graduation rankings will be produced for all students graduating in August, January, and May in the current academic year.

*Part-time students* will be included in rankings after completing at least 15 credit hours. Students with 15 – 31 credits will be ranked with the 1L class, 32 – 60 credits with the 2L class, and 61+ credits with the 3L class.

- **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 that semester and part-time students completing 6 or more letter-graded hours that semester. This achievement is noted on the student's transcript.

- **Good Academic Standing.** A student is in good academic standing if their cumulative GPA is 2.30 or above.

## V. Academic Probation

### When a Student is on Academic Probation

Students are placed on academic probation if their cumulative grade point average at the close of any semester, including summer coursework, falls below C+ (2.30). Academic probation is intended to provide students with supportive academic counseling and notice that their academic standing is in jeopardy.

Academic probation is noted on the student's transcript. A student returns to a status of good academic standing when their cumulative GPA is 2.30 or above.

### Required Courses for Students on Academic Probation

1. Students on academic probation must have their course selection approved by the Associate Dean for Student Affairs & Administration.
2. 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 Student Affairs & Administration.
3. Students on academic probation are ineligible to hold any office including in class SBA, or student organizations.

## VI. Academic Dismissal

### When a Student is Academically Dismissed

A student is academically dismissed from WUCL:

1. If the student's cumulative grade point average is below 2.10 after completing two semesters;
2. If the student's cumulative grade point average is below 2.25 after completing three or more semesters;
3. If, in their first full semester, the student is administratively withdrawn from more than seven credits for failure to meet the attendance requirements of the [Class Attendance Policy](#); or
4. If they are a transfer student and their cumulative GPA falls below 2.25 after any semester.

### Petitions for Readmission

1. A student who has been dismissed under the conditions set [above](#) may petition for readmission. Readmission is a matter of law school discretion rather than a matter of right. Readmission is allowed only in exceptional cases.
2. The Student Petitions Committee evaluates all petitions for readmission pursuant to ABA Standard 501(c), which requires "an affirmative showing" that the student's dismissal "does not indicate a lack of capacity to complete [the] program of legal education and be admitted to the bar." In particular, the Committee assesses the petitioner's potential for reaching the GPA necessary to return to good academic standing. Possible decisions from the committee are:
  - a. Affirmation of academic exclusion. Academically Dismissed will be noted on the students transcript.
  - b. Approval to return with conditions which may include remaining unenrolled for a period of time, up to one year, and may also include a specific action plan designed to maximize the students potential for success. Academic Probation will be noted on the students transcript for any semester when their cumulative GPA is below 2.30.
  - c. Approval to return but with the requirement to restart the program in its entirety. Previous academic work and grades will remain on the academic transcript, but will not count toward degree requirements and will not be factored into the students GPA.
  - d. Decisions of the Student Petitions Committee are final.

## Requirements for Readmitted Students

Unless otherwise specifically stated in writing at the time of their readmission, readmitted students are subject to all requirements in the student handbook as dated upon restart of classes.

## VII. Graduation Requirements

### A. General

Willamette University confers the degree Juris Doctor (JD) on those students who have been admitted and successfully completed the program of legal education and meet all the Requirements for Graduation prescribed by WUCL. **It is the student's responsibility to be thoroughly familiar with the Graduation Requirements and to comply with them.**

### B. Required Number of Credit Hours

To be eligible to graduate, a student must successfully complete 90 credit hours of law course work, at least 70 of which must be letter-graded. Students are limited to seven (7) credit hours of co-curricular program credits to count towards the 90 credit hours required for graduation. Co-curricular programs include journals and competition teams.

### **C. Experiential Learning Requirement**

Per ABA Standard 303(a)(3), students must complete one or more experiential course(s) totaling at least six (6) credit hours. A student satisfies this requirement by successfully completing a minimum of six (6) credit hours from courses labeled as "Experiential Learning Courses" in the course catalog and in registration materials released prior to each semester.

### **D. GPA Requirement**

To be eligible to graduate, a student must earn a cumulative GPA of at least C+ (2.30) in coursework completed at the College of Law.

### **E. Graduation Writing Requirement**

To graduate, students must satisfy the Writing Requirement described in Section 4, [Graduation Writing Requirement](#), of this Handbook, *infra*.

### **F. Time to Degree**

Students must complete all degree requirements within 84 months from the date of initial enrollment, subject to any extension granted by law.

### **G. Applying for Graduation**

A student who meets and fulfills the above requirements must submit an application for the law degree, affirming that the candidate has met the various requirements for graduation. Applications are available on SAGE.

### **H. Honors at Graduation**

1. The faculty may award academic honors to members of a graduating class based on the guiding principles outlined in this section.
2. Academic honors shall be determined anonymously, based on grade point averages and the guiding principles set forth below. Once the faculty completes its selection on the basis of cumulative GPA, the names of students receiving such honors may be revealed.
3. Notwithstanding the first sentence of paragraph 2, if any student selected for academic honors has, since their first enrollment at the College of Law, been found guilty of violations of the Honor Code or subjected to a sanction as a result of a violation of the

Willamette University Standards of Student Conduct, a majority of the faculty must specifically vote to award honors to such a student.

4. Cumulative GPA for determining academic honors shall be determined to the closest 0.01 grade point.
5. For the purpose of conferring academic honors, the number of students in a graduating class is the total number of students being awarded Juris Doctor degrees in a given academic year. The number of students that correspond to a particular percentage of the graduating class is the number of students in the class that are necessary to come closest to, but not to exceed, the specified percentage. Example: In a graduating class of 139 students, 5% is 6.95 students; therefore, 5 percent of the graduating class would be six, not seven, students. If, in this example, the sixth and seventh students have identical GPAs, 5 percent of the graduating class shall be five, not seven, students.
6. Absent exceptional circumstances, the faculty will confer honors based on the following principles:
  - a. **Summa Cum Laude** shall be awarded to the student (or students) with the highest cumulative GPA(s) in the class.
  - b. **Magna Cum Laude** shall be awarded to the students not receiving Summa Cum Laude whose cumulative GPA places them in the top 7% of the class.
  - c. **Cum Laude** shall be awarded to the students not receiving Magna or Summa Cum Laude whose cumulative GPA places them in the top 16% of the class.
  - d. Discretionary Honors: Breaks between categories of honors should match significant gaps in the listing of all cumulative GPAs. In order to take advantage of those natural gaps, the faculty may award additional honors to students with GPAs below the levels set in paragraph 6.a-c, taking into consideration significant breaks in the entire list of cumulative GPAs. If there are no such gaps between categories of honors (taking into account the limits in paragraph 6.e, the default levels set forth in paragraph 6.a-c should govern. As a general matter, significant gaps are those of 0.03 grade points or more, although for the award of additional Summa Cum Laude awards, additional awards may be conferred across gaps of up to 0.08 grade points.
  - e. In conferring discretionary academic honors under 6.d:
    - i. No student with a cumulative GPA below the top 4% of the graduating class may receive academic honors of *Summa Cum Laude* or higher;
    - ii. No student with a cumulative GPA below the top 10% of the graduating class may receive academic honors of *Magna Cum Laude* or higher;
    - iii. No student with a cumulative GPA below the top 20% of the graduating class may receive academic honors.
7. The decisions of the faculty, including deviations from these guidelines, are deemed final and unappealable.

## VIII. Registration for Classes

### Variable Credit Courses

Students may opt to register for between 3 and 12 credit hours for LAW 480 - Externship. Academic credits will be determined by the number of hours the student is scheduled to work at their externship site in consultation with the Director of Externships. When permitted by the instructor, students may opt to register for between 2 and 4 credit hours for the clinical law courses - LAW 618 and LAW 634. Academic credits will be determined by the number of hours the student is scheduled to work in the clinic in consultation with the Director of the Clinical Law Program. Academic credits to be awarded must be finalized no later than the add/drop deadline for the semester in which the student is registered. Adjustments to credit hours cannot be made after that time.

## **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 any Clinic during the same semester.

## **Deadline for Adding and Dropping Courses**

Unless approved by the professor and the Associate Dean for Student Affairs & Administration, the last day for second- and third-year students to add and drop courses is 4:00 p.m. on the last day of the second week of classes. A withdrawal after the add/drop deadline, but before the withdrawal deadline, will result in a "W" on the transcript. Students may not withdraw from any course after the withdrawal deadline, unless the student receives an approved medical withdrawal. See the [academic calendar](#) for specific deadlines each semester.

## **Summer Coursework**

Summer coursework runs from mid-May to mid-August and consists of two May intersession periods, Summer Session I, and Summer Session II. Summer I is six weeks starting after graduation, and Summer II four weeks starting in mid-July. Students are only permitted to take one credit per intersession period. In the Summer I and II sessions, students may register for up to 7 credit hours of regularly scheduled summer school courses in each session. Students registered for a summer Externship (LAW-480) may rarely be permitted to register for up to 10 credits, including Externship, though students registering for more than 7 credits will need permission from the Associate Dean for Student Affairs, who evaluates, in light of past student performance, whether students can successfully complete all required work in Summer I and Summer II.

Students must enroll in 3 credit hours to qualify for financial aid in the summer. Summer Financial Aid is requested separately from Fall and Spring. A student who is on academic probation may enroll in the summer WUCL program only with prior permission of the Associate Dean for Student Affairs & Administration.

## Priority for Registration

If demand for any required course exceeds the available enrollment capacity, JD students will receive priority for registration and enrollment over MLS, LLM, JD-for-Life, and all other students outside the JD program. OSA may return non-JD students to the waitlist for a course if necessary to prioritize JD enrollment.

## IX. Co-Curricular Credit

Students who participate in moot court competitions, school-approved journals with established records of producing regular issues, as well as Willamette Law Online and the Moot Court Board, are eligible to receive ungraded academic credit as follows:

1. Student members of qualifying extracurricular programs may seek one hour of ungraded credit for 52 hours of academic work performed for that program in a given semester.
2. Board members of qualifying extracurricular programs may (in lieu of receiving credit under Co-Curricular Credit 1) seek two hours of ungraded academic credit if they perform 104 hours of academic work for that program in a given semester, but only if they serve as an elected board member during that entire semester.
3. Students may seek credit for work completed in the summer semester, but applicable regulations regarding tuition, financial aid, and other considerations apply.
4. Students intending to receive credit for work on a particular activity must enroll in the relevant course (and for the relevant number of credits) before the drop/add date for the semester in which they anticipate seeking the credits.
5. "Academic work" includes editing, confirming, analyzing, and summarizing propositions in source material, reviewing academic articles for publication, reviewing materials and writing briefs for approved external moot court competitions, and practicing and presenting oral arguments in such competitions.
6. Students contemporaneously record and track their work and keep their time using a recording system (online, or using a timesheet) provided for that purpose. Students should complete the vast majority of their work and relevant timesheets prior to the last day of exams for the relevant semester. Students must complete and document all the necessary hours prior to submitting final timesheets for approval for the relevant semester. The submission and approval of timesheets by students are subject to the Honor Code.
7. Student groups and faculty advisors should establish internal deadlines for submission, approval, and forwarding of relevant documents for final credit. In no case should final paperwork be forwarded to faculty advisors for final approval and recording of credit / no credit for the relevant course with fewer than three days before the grading deadline for that semester. Where necessary (i.e., not otherwise recorded online), students should also submit a copy of the final approved timesheets to OSA prior to the grade deadline for each semester.
8. Students who fail to complete all the necessary hours will be given a no credit notation on their transcript for that course.

9. Students may count no more than seven (7) co-curricular credits towards the 90 total credits required for graduation.
10. Students cannot add together activity from different programs to total 52 hours of credit in a given period; each credit applies only for 52 hours of work for a particular program.
11. Participants seeking credit for participation in a specific moot court competition should register for the relevant credit course in the semester in which they are initially competing in that event, and may include, in recording hours completed, all the time spent on academic work related to that particular competition.

Journals that begin producing regular annual issues may apply to the Academic Affairs Committee for co-curricular credits to be awarded for participation. Applications should be submitted no later than the spring semester for eligibility in the next academic year. To submit an application to the committee, contact the Associate Dean for Academic Affairs.

## **X. Double Credit for Academic Work**

### **The Rule**

A student may not use work done for one course to fulfill requirements in another course. Every course requires 45 incremental hours of work per hour of credit. A student has the burden of proving that work performed for any given course was performed specifically to satisfy that course, not to satisfy requirements for any other course at WUCL or any other educational program at Willamette University or elsewhere.

If there is any doubt, a student shall obtain the permission of both instructors before submitting the work for the second course and notify the Associate Dean for Student Affairs & Administration in writing. 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.

### **Law Review or Moot Court Work**

In applying the [Rule](#) above, a course includes work submitted for separate credit 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.

## **XI. Credit for Courses Taken at Summer School and Other Schools**

### **Transfer Students**

WUCL accepts a limited number of credit hours earned in an ABA-accredited law school when the grade received is a C (2.00) or above (or equivalent). The number of credits accepted toward completion of a WUCL degree from another law school shall be determined by the administration at the time of acceptance. However, grades are not transferable. A transfer student's WUCL grade point average will be based solely upon the course work completed at WUCL.

## **Visiting Students**

### **Required Permission**

After completion of the first year, a student who is in good academic standing may apply to the Associate Dean for Student Affairs & Administration for permission to become a visiting student at another ABA-approved law school, either during a regular semester or a summer term. The Associate Dean for Student Affairs & Administration 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. A student may not use courses from another institution to satisfy requirements outlined in [Applied Legal Analysis](#) and Advanced Training in Legal Skills and [Upper-Division Required Courses](#).

### **Transfer of Credit**

WUCL may accept credit for law 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 toward the 70 letter-graded law credits requirement for graduation, but the grades will not be averaged into the student's WUCL GPA.

Subject to prior approval by the Associate Dean for Student Affairs & Administration, 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 treated as non-letter-graded courses for the purposes of WUCL's graduation requirements.

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.

## **Courses Taken at Willamette Schools Outside the College of Law**

- 1) Candidates for the JD degree may count up to 7 credit hours of course work at Willamette University outside of the College of Law toward their 90-credit hour graduation requirement at WUCL in the following circumstances:

- a. Before registering for the outside courses, a student seeking a law degree must meet with the Associate Dean for Student Affairs & Administration or Associate Dean for Academic Affairs to demonstrate why the course is consistent with their program of legal study and to gain approval to register for that course. Students may also be required to speak with instructors or staff at other schools prior to being permitted to register. Not all courses are open to College of Law students, and caps may exist on student enrollment from outside the home program.
- b. The law student must receive a grade in the outside course at or above the average GPA required to graduate with a primary degree from the school offering those courses. (Average GPA requirements for graduation are, for instance: AGSM (B / 3.0); CAS (C / 2.0); SCIS (C / 2.0)).
- c. Courses taken outside of the College of Law do not count toward satisfying the 70 letter-graded hour graduation requirement at WUCL.
- d. Grades earned in University Courses outside the College of Law may not be used in calculating WUCL grade point averages, nor in calculating WUCL class standings.
- e. Students may take other courses at the University (or credits in excess of the 7 that are permitted to count), but only those meeting the above requirements - and only up to 7 credits - may count toward the College of Law graduation requirement.

## **XII. Leave of Absence or Withdrawal**

### **Leave of Absence**

A student must apply in writing to the Associate Dean for Student Affairs & Administration for a leave of absence. The leave, if granted, typically does not exceed one academic year.

### **Withdrawal and Readmission**

- 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.
- A student who wishes to return to WUCL must apply in writing to the Associate Dean for Student Affairs & Administration. The letter should explain 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 applicants work before 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.
- A student seeking to withdraw for medical reasons should consult with the Associate Dean for Student Affairs & Administration. Additional information about this type of withdrawal can be found at the [medical withdrawal page](#).

## **XIII. Academic Counseling**

### **Academic Advisors**

First-year students are assigned a faculty academic advisor. This faculty member is available to answer academic or course-related questions throughout law school. Students on academic probation must have their course selection for the next semester approved by the Associate Dean for Student Affairs & Administration.

## **XIV. Students With Disabilities & Accommodations**

Willamette University College of Law is committed to fostering an inclusive and accessible environment. In partnership with [Accessible Education Services](#) (AES), the Office of Student Affairs facilitates accommodations for students with disabilities at the College of Law.

Students who have or suspect they may have a disability and are interested in exploring accommodations should contact the AES Director as early as possible in the academic year to request services. AES can work with students to explore resources for potential diagnosis or determination of a disability, as well as ways to mitigate barriers that students encounter regardless of disability status. You do not need to have a prior diagnosis to contact AES; however, in most cases, AES will need some form of medical documentation to implement accommodations. Once accommodations are approved, AES will submit a letter confirming the accommodations to the Office of Student Affairs. Most accommodations must be renewed annually.

Please note that the processes and standards for applying for and/or receiving accommodations in connection with exams that are prerequisites for admission to practice, such as the Bar Exam or MPRE, differs from the processes and standards for receiving accommodations at WUCL. Students are strongly encouraged to contact the relevant testing entity well in advance of any accommodation request in order to determine the appropriate processes to follow.

## **XV. Transcripts**

### **Obtaining Copies of Transcripts of WUCL Work**

Currently enrolled students may obtain an unofficial transcript from SAGE. Official transcripts may be obtained online through the [University Registrar's Office transcripts page](#).

### **Undergraduate Transcript**

Transcripts of secondary or higher education study that have been submitted to WUCL as a prerequisite 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

completed. Willamette University does not issue or certify copies of transcripts from other institutions.

## Graduation Writing Requirement

All students must successfully complete a Graduation Writing Requirement in order to graduate from WUCL. This requirement is described below.

### Description and Purpose

All students must satisfy the Graduation Writing Requirement as a condition of graduation. A student satisfies this requirement by successfully completing a **substantial written product** under the active supervision of a member of the faculty or other instructor. This product can take a number of forms, but might, for instance, be a research paper on a legal topic, an exhaustive memorandum analyzing a complex legal issue, or a major brief on a motion for summary judgment or on appeal. As described more fully in section C, below, **the paper must be completed 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. The primary purpose of the requirement is to provide compulsory experience in the two closely related skills of legal research and legal writing under the active supervision of a faculty member or other instructor. The requirement should give the student experience in gaining in-depth mastery of a specific subject as well as solving a legal problem without severe time limitations.

### Quality

#### The written product

The final product written to fulfill the Writing Requirement should be of the highest quality. Such a product is usually the result of a number of drafts, self-critical revisions by the writer, and corrective work by the advisor. Students are expected to meet instructor deadlines for outlines, drafts, and final papers, and can expect meaningful feedback from the instructor designed to improve the quality of the written work and assist the student in becoming a better writer. Instructors should anticipate providing substantial feedback to the student on at least two significant stages of the project, whether at the topic selection, outline, first draft, or second draft stages.

#### Length, number of authorities

Neither length nor number of authorities is the sole indicator of quality. Nevertheless, except in unusual cases, the text and accompanying citations should cover at least 20 double-spaced letter-sized pages of text with normal margins, and should include at least 20 relevant primary authorities (cases, statutes, regulations, and the like). Accurately gathered and analyzed empirical data may also be used as the major part of any final product.

## **Authorities**

A qualifying product will use all relevant primary and secondary authorities, articles, and treatises, including the most recent ones, and will give credit where credit is due. A uniform system of citation must be followed.

## **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.

## **Format and cover**

The faculty advisor should identify the appropriate format for the student's final submission; it may take the form of an electronic .DOC or .PDF file, or an appropriately-formatted printed copy. Students drafting pleadings or briefs should be expected to follow relevant rules for formatting those documents.

## **Process for Satisfying the Graduation Writing Requirement**

### **Course Affiliation**

Students satisfy the Writing Requirement either (a) by completing a **GWR-Approved** course or (b) by enrolling in a **GWR-eligible** course in which the instructor agrees to be a GWR advisor to that student and actively supervise completion of the student's chosen GWR project. In order to track completion of the GWR requirement, students must register for the GWR companion course by the add-drop deadline (e.g., register for both LAW 397 and LAW 397W).

### **Course Determination**

Before registration, the Administration should work with course instructors to decide whether courses should be GWR-Approved, GWR-Eligible, or Not GWR-Eligible. Courses are GWR-Approved if the instructor requires all students to complete a project that the instructor will actively supervise in a manner that meets GWR standards. GWR-Eligible Courses are courses in which the instructors are able and willing to serve as a GWR advisor, actively supervising individual student projects in a manner consistent with GWR standards. Registration materials should indicate which courses are GWR-Approved, GWR-Eligible, or Not GWR Eligible. Independent Research with a full-time faculty member is always a GRW-Eligible course. GWR may not be completed through 100-series courses, Externship (other than by enrollment in the optional externship paper), or Legal Clinic. In addition, students may not satisfy GWR by completing Moot Court Competition briefs, nor may they do so through enrollment in a course that they also use to satisfy any credits under the Experiential Course Requirement in Section 3, [Graduation Requirements](#).

## **Other Requirements**

Students may not work together on the Graduation Writing Requirement. Students may not complete their GWR in their first year of study. Students are responsible for submitting all necessary written approvals to OSA in a timely manner.

## **GWR-Approved Courses**

Students who enroll in a GWR-Approved course automatically complete the GWR upon receipt of a passing grade in that course.

## **GWR-Eligible Courses with Advisor**

Instructors in GWR-Eligible courses have discretion to decide if they will serve as GWR advisor for students. . Enrolled students seeking to complete their GWR requirement in a GWR-Eligible course must secure a written agreement from the course instructor to serve as GWR advisor, and must submit that approval to the Office of Student Affairs no later than the end of the second full week of classes.

Final GWR projects must be completed and submitted to the advisor well before the deadlines for the submission of grades in a particular semester. This is particularly important for students seeking to graduate at the close of the relevant semester. Advisors confirm completion of the GWR by entering a "credit" grade for the relevant GWR course no later than the deadline for submission of grades in that semester. Advisors should do this only if they believe a student has produced a final project consistent with GWR Guidelines. Under circumstances that would permit entry of an "incomplete" grade for the course, students may complete GWR requirements up to 60 days after the last day of exams of the semester in which they took their GWR course.

## **GWR completion for Willamette Law Review (WLR) and Willamette Journal of International Law & Dispute Resolution (WJILDR) members**

Members of WLR or WJILDR may register for credit associated with the completion of a substantial writing project that can also be GWR-Eligible. Students seeking to complete their GWR via this path must review and comply with any Journal requirements for the completion of such credits. They should also receive written approval from the Faculty Advisor for the Journal indicating that the Faculty Advisor is willing and able to serve as a GWR advisor. The Journal Advisor may allow another faculty member or, in consultation with the administration, any other regular instructor, to serve as GWR advisor for journal members electing this option.

## **Examinations**

Students are expected to familiarize themselves with the examination instructions prior to examination time.

## **Examination Administration**

## **ExamSoft software**

Most exams are administered through ExamSoft software. Instructions for downloading the appropriate software will be provided in advance of the final exam period each semester. Students may choose to handwrite rather than type their exams. Students should request blue books from OSA if they are choosing to hand write. Scratch paper is provided by the OSA. Students are not permitted to bring their own scratch paper.

## **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. Students should not reveal any examination number to anyone until grades have been issued for the semester.

## **Rooms**

Examinations may be taken in designated rooms only. OSA will notify students of their room assignments.

## **Use of various devices during the examination**

Use of any material or instrument which would give or appear to give that person an unfair advantage for the purposes of testing may be considered to be an Honor Code violation. With the exception of a laptop computer, wireless keyboard and mouse, electronic devices are not allowed in examinations, nor may they be used at any time during the examination including when a student is outside the examination room. For purposes of this rule, "electronic devices" include, but are not limited to smart phones and smart devices (e.g., Apple watch or fitness tracker), cameras, recording devices, noise-canceling headphones, or any headphones. You may use foam or rubber ear plugs, without wires. Calculators (apart from smart devices) may be used if permission is given by the professor. Caps, other hats, and hoodies are also prohibited, subject to exceptions for religious observance, formalized accommodations, or medical needs.

## **Problems or Irregularities with Examinations**

Discuss any irregularity or examination problem only with the College of Law staff in the OSA or the Associate Dean for Student Affairs & Administration. Do not contact the instructor.

If a student presents a credible, evidence-based claim that a technical failure materially affected the quality of the exam answers transmitted for grading, OSA will reach out to the instructor to further evaluate the claim and assess further appropriate steps.

## **Rescheduling a Scheduled Examination**

Examinations may only be rescheduled at the discretion of the Associate Dean for Student Affairs & Administration and only for the circumstances described below. Requests for rescheduling must be submitted to the Associate Dean for Student Affairs & Administration and

must reference one of these circumstances. Do not contact instructors directly about rescheduling an examination.

Exams that are rescheduled will be administered in the next available make-up time after the original exam date.

Circumstances that permit rescheduling:

1. Two examinations scheduled at the same time, or two examinations within a 24-hour period.
2. Death in the immediate family.
3. Illness - In the event of illness, each of the following steps must be taken:
  - a. Notify the WUCL staff in OSA and the Associate Dean for Student Affairs & Administration immediately.
  - b. Without delay, arrange with the staff in the OSA to take the missed examination at a later date.
  - c. OSA may require supporting documentation.
  - d. If a student fails to sit for an examination at the scheduled time, it is within the discretion of the professor to factor that into the grade.
4. Other extreme and unforeseen cases.

## **Part-Time Enrollment in the JD Program**

WUCL offers students the option to pursue the JD degree through part-time enrollment.

### **Academic Program, Academic Standards and Program Residence and Completion Requirements**

#### **Course of Study**

1. 1L students enrolled on a part-time basis must begin their studies in the fall semester and must register to take at least the following courses during the first year: LAW 105 and LAW 106 - Lawyering I & II.
2. All remaining required courses from the 1L curriculum must be completed within two years following enrollment, unless otherwise approved by the Associate Dean for Student Affairs & Administration.
3. Part-time students are subject to the same degree requirements as full-time students.
4. Part-time students are not eligible to participate in co-curricular activities until they have completed 30 credits.

#### **Academic Standards and Regulations**

1. Part-time students must meet and abide by the same academic standards, rules, regulations, codes of conduct and procedures as full-time students throughout their course of study, except as otherwise expressly modified in this Section.
2. Academic Probation and Academic Exclusion: The full-time provisions will apply, as modified below.
  - a. The standards governing and the requirements applicable to academic probation shall apply at the end of every semester for part-time students.
  - b. The standards governing academic exclusion apply when a part-time student has completed 30 credits. The standards governing academic exclusion will thereafter apply at the end of each following semester for part-time students.

## **Administration of the Program**

1. Ongoing administration of the program, including counseling part-time students and approving their schedules, will be supervised by the Associate Dean for Student Affairs & Administration.
2. All matters not otherwise addressed in this Section shall be resolved under the standards, rules and regulations applicable to full-time students.

## **Joint Degree JD/MBA Program**

### **College of Law and Atkinson Graduate School of Management**

#### **Regulations for the Joint Degree JD/MBA Program**

- Students must complete 120 credit hours which must be taken in no less than three-and-a-half academic years; An academic year consists of a fall and spring semester (Summer and Intersession credits may be applied towards the joint degree, but cannot accelerate the program to less than three-and-a-half academic years);
- All Joint Degree JD/MBA students must meet all course requirements for the JD degree, including upper-level courses, experiential learning, and the GWR. .
- All Joint Degree JD/MBA students must complete at least 72 credit hours of coursework at WUCL, 59 hours of which must be letter-graded; Co-curricular and transfer courses do not count toward the 72 credit requirement
- Students should consult with staff at AGSM regarding MBA degree requirements.
- 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. Students in their dedicated year at AGSM will not receive a law school ranking.
- Regulations governing the courses for the JD or the MBA program at either school shall apply unless inconsistent with these joint regulations.

- Joint degree students should be alert to the possibility that conflicts may exist between courses required to graduate. Students are not permitted to register for courses with conflicting class times. For this reason, joint degree students should work very closely with advisors at both schools in order to plan out their pathway to graduation.
- Students may not reschedule a law final exam because of a conflict with an AGSM class unless the law exam conflicts with an in-class graded presentation by that student.

### **First-year WUCL program for Joint Degree JD/MBA candidates**

A student who begins the Joint Degree JD/MBA program at WUCL will take the required first-year law courses during that year.

While enrolled in the first-year law program, students will take no AGSM courses. A student can request an exception to this prohibition from the Associate Dean for Academic Affairs & Administration, who will consult with AGSM administration.

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 JD/MBA students who become ineligible under this rule, but have a grade point average of 2.10 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.

### **Tuition and Charges**

Joint Degree JD/MBA 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 JD/MBA 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.

## **Master of Law Programs**

### **LLM Programs**

WUCL's LLM program combines the strengths of the school's comprehensive curriculum in domestic law with its transnational course offerings taught by internationally recognized scholars and teachers. Students may develop their own program of study with the approval of the Director of the LLM program. For students preferring a more guided program of study, the College of Law offers six LLM concentrations that emphasize specialized coursework within one of the College of Law's Signature Strengths. The Signature Strengths include Business Law, Advocacy, International Law, Public Service, and Health law. LLM students without a JD from a United States law school may also concentrate in U.S. Law which entails studying the core

curriculum of an American legal education and gaining a comprehensive understanding of American law.

### **Curriculum**

To be eligible to graduate, candidates for the LLM degree must successfully complete a total of 25 credit hours in courses offered at the College of Law. The curriculum of each LLM candidate is subject to approval by the Director of the LLM program.

Students with foreign law degrees must complete the following **Required Courses**, subject to the exception below:

- Legal Research and Writing and Analysis (LAW-151) (4 credit hours)
- Introduction to American Law (LAW-150) (3 credit hours)

LLM students seeking to complete an LLM concentration will need to complete 16 credits (out of their 25 total) in their respective concentrations. Students who have developed their own course of study should work with their faculty advisor and the Director of the LLM program to ensure that they are planning to take at least 16 credits in their area of focus. The LLM Director may waive required courses or obtain recognition of alternative elective courses to be used towards completion of the LLM where appropriate.

For students with foreign law degrees, the two required courses above count towards the required 16 credits. Students seeking to complete requirements necessary to take a state bar exam should consult with their advisor, and recognize that completing a concentration as well as necessary requirements for the bar may require more credits than 16 or 25 total.

In addition to the required 16 credits, students must complete elective classes in order to reach the total of 25 credit hours taken at the College of Law. In courses in which enrollment is limited, JD students may have enrollment priority.

### **Writing Requirement**

In order to graduate, LLM candidates must complete a carefully supervised paper on a topic related to their program option. In preparation of the required paper, the candidate will work with a faculty member in the substantive field of the proposed paper. At a minimum, the paper must comply with the requirements of the Graduation Writing Requirement for JD students. See [Graduation Writing Requirement section](#) of this Student Handbook. The LLM Director retains complete discretion to determine whether a paper meets the equivalent requirements of a GWR work in an appropriate subject area.

### **Advising**

Each student enrolled in the LLM program will have a specific faculty member assigned as their primary academic advisor. These faculty members will often be certificate program directors, but can be any faculty member whose expertise is consistent with the student's interests. The Director of the LLM Program will serve as a secondary advisor for every LLM student. Students

shall take steps to consult with their advisor and, where appropriate, the Director of the LLM program, prior to registering for classes to ensure that they are on track for completion and receive broader counsel on academic and career success. Students have primary responsibility over planning their LLM curriculum and ensuring that they complete enough credits in each area. Ordinarily, students will meet with or otherwise communicate with their advisor at least once per semester.

Students with a foreign law degree must begin their course of study for the LLM in the fall semester.

### **Grading**

LLM Students will be graded separately from JD students, and may be offered different modes of assessment from JD students (i.e., a paper, rather than a final exam; that said, students planning to take a state Bar Exam should take exams in their courses). WUCL uses a letter grading system, with the range A+ to F, including pluses and minuses for each letter grade. There are a limited number of courses in the course catalog which are graded on an Honors/Credit/No Credit scale. Students may apply no more than six hours of non-letter-grade credits in satisfaction of the total requirements of 25 credit hours for the LLM degree. Students may not convert non-letter grades to letter grades. To be eligible to graduate, a student must earn a cumulative GPA of C+ (2.30) or higher.

*Some state bars permit graduates of foreign law schools to take the bar and, upon passing the bar, to practice law in their states. These state bars may impose requirements related to the curriculum of the foreign law degree and/or specific course requirements in an LLM program. LLM students wishing to take a bar of such a state should consult the requirements of the state and, if necessary, apply for and complete the evaluation of their foreign law degree with the desired bar, prior to beginning their LLM program. Students should be aware that a state bar's review of their foreign law degree may take many months and state bars may require that students take certain courses in their LLM program to sit for the bar.*

## **Master of Legal Studies**

The Master of Legal Studies (MLS) is a one-year degree (at full-time) designed for individuals whose job or career ambitions involve some familiarity with legal issues or working with attorneys but who do not wish to become attorneys themselves. MLS students may not represent to current or future employers that they earned a JD degree or are an attorney.

### **Eligibility**

The MLS program is open to anyone with a bachelor's degree or equivalent from a U.S. or foreign university. Applicants must describe how the MLS program would benefit their professional and/or educational development. There is no minimum undergraduate GPA requirement, and applicants need not take the LSAT standardized test. Admission to the

program is determined by the Assistant Dean for Admissions, with a particular focus on the extent to which the applicant is likely to benefit from the program.

## **Requirements**

To graduate, MLS students must accrue 26 credits in law school courses and complete a significant writing project. The writing project must be of at least 20 pages in length and be written under the close supervision of a faculty member. While MLS students may pursue their degree on a part-time basis, such students must earn their degree within four years of initial enrollment in the program. Credits earned at another law school do not count toward satisfaction of the MLS degree requirements.

## **Curriculum**

MLS students are required to take one of the following first-year law courses:

LAW 101 - Civil Procedure  
LAW 103 - Contracts I  
LAW 108 - Property  
LAW 109 - Torts  
LAW 111 - Constitutional Law I  
LAW 114 - Criminal Law

Beyond this required first-year class, there are no required courses for MLS students; instead, MLS students are encouraged to meet with the Associate Dean for Student Affairs & Administration to develop a course program tailored to that student's professional goals.

MLS students are not eligible to take the first-year Lawyering course, nor may they participate in Law Review, Moot Court, externship, or clinic course offerings. All other courses, however, are open to the MLS students, including seminars and summer school courses, on the same terms as JD students, except that for non-seminar courses with capped enrollment, MLS students do not necessarily count against the cap, although in courses in which enrollment is limited, JD students may have enrollment priority. For seminars at the maximum JD enrollment, no more than two MLS students are permitted to enroll in addition to the JD students. In all classes, MLS students are graded separate and apart from JD students in the class.

## **Transfer From the JD Program**

JD students who withdraw or are academically excluded from the JD program, but who otherwise have satisfied the requirements of the MLS degree, are eligible to receive the MLS degree upon petition, which must be submitted to the faculty and Administration for approval. JD students who discontinue their JD studies but who do not meet the requirements for the MLS degree may petition to enroll in the MLS program, which petition is subject to approval by the Dean, who may withhold approval for any or no reason. JD students who enroll in the MLS program are subject to the same tuition charge as applicable to other MLS students, and any

financial aid award granted to such student while in the JD program does not apply toward the tuition charge for enrollment in the MLS program. Credits earned while in the JD program count toward the MLS degree, except those credits earned in classes in which MLS students are ineligible to enroll.

## **Transfer to the JD Program**

MLS students may seek to enroll in the JD program by applying for admission on the same terms as required for other applicants for admission to the JD program. No credits earned in the MLS program, however, may count toward the JD degree unless and to the extent permitted by the American Bar Association Standards for the Accreditation of Law Schools. Students should assume that no credits will carry over.

## **JD for Life**

The JD for Life program permits individuals to enroll in courses through two different options: a graded academic credit option and a no credit auditing option (with or without CLE credit). Both options enable individuals with a JD to benefit from the expertise of the Willamette Law faculty while exploring new areas of law, learning about recent changes in the legal profession, bolstering a resume for a career change, or satisfying the Supervised Practice Portfolio Examination (SPPE) curricular requirements. All course enrollment is subject to availability and is not guaranteed. JD for Life students are treated as non-JD students for grading and enrollment purposes.

For more information, refer to the [JD for Life](#) program page.

## **Certificate Programs**

The College of Law offers six specialty certificate programs that emphasize the unique and comprehensive training that participants complete in these areas. These programs are each offered as a way for students to enjoy the benefits of a structured pathway of coursework. Students need not choose a Certificate Program, but if they are interested in pursuing a certificate, they should consult with their faculty advisor or the director of the program. Each [certificate program](#) has its own site.

The Programs are each linked to one of the Signature Strengths.

### **1. Business Law**

#### **[Certificate in Law & Business](#)**

The program takes an interdisciplinary approach to the study of business law. The certificate seeks to give students a firm understanding of the relationship between law and business, thereby enabling graduates to advise business clients.

## **2. Advocacy**

### **[Certificate in Advocacy & Dispute Resolution](#)**

The program is designed to provide students with real-world skills needed to avoid or end legal conflicts. In addition, the program provides students with curricular opportunities to develop the skills that they will need to advocate on behalf of clients both inside and outside of court.

## **3. International Law**

### **[Certificate in International Law](#)**

The program allows students to engage in an intensive study of international law, conflicts of laws, and private international law.

## **4. Public Service**

### **[Certificate in Law & Government](#)**

Drawing on the College of Law's unique connection to state government institutions, the certificate allows students to engage in an intensive study of public law. The program seeks to help students develop skills for making and influencing public law and policy.

### **[Certificate in Environmental Law, Justice, and Sustainability](#)**

The certificate seeks to provide students with an opportunity to engage in the intensive study of environmental and natural resources law

## **5. Health Law**

### **[Certificate in Health Law](#)**

The health law certificate is designed to provide students with a rigorous and comprehensive study in the statutes, rules, and regulations affecting the healthcare industry. The program focuses on regulatory issues governing the daily structure and operation of the healthcare industry, as well as administrative law, medical malpractice, bioethics and biomedical law, health care employment matters, and criminal law and procedure.

## **Admission to Certificates**

Each spring, prior to fall enrollment, students will receive information about how certificates function, their benefits, and their requirements.

All students are eligible to apply for the programs. Students must submit an application. In that application, students must attest to their academic good standing (i.e., cumulative GPA above 2.30), and provide a 250-word personal statement explaining why they wish to pursue their

certificate. The Directors of the programs reserve the discretion to cap the size of the programs, based on advising capacity and capstone course availability.

## **Advising**

Program Directors, upon admission, will function as the primary formal academic advisors to certificate students. Students shall take steps to consult with advisors prior to registration to ensure that they are on track to completion and receive broader counsel on academic and career success. Students have primary responsibility over planning their certificate completion. Ordinarily, students should meet with or otherwise communicate with their Program Director at least once per academic year.

## **Uniform Completion Requirements**

Each program requires:

- Completion of 14 credits in the certificate area. At registration each term, students may review the course catalog (limit the search by Certificate name in “course types”) to determine which courses count toward a particular certificate program. Students may take these courses to count toward the required 14 credits. In addition, Program Directors may approve non-listed courses prior to the students enrollment in the courses. Program Directors also retain discretion to audit a student's transcript and approve previously taken courses that will count toward the 14-credit certificate requirement. Although students may apply to multiple certificate programs, credits earned for one certificate cannot count toward a second certificate.
- Completion of a capstone requirement. Students can complete the capstone requirement in one of two ways: (1) complete the Graduation Writing Requirement (GWR) in a course that is both certificate-approved and GWR-approved; or (2) complete an experiential learning course that is both certificate-approved and experiential-learning approved. A course's eligibility for these capstone requirements will be listed in the registration materials. Alternatively, students may satisfy the capstone requirement by obtaining the Directors approval of: (1) experiential learning that was conducted in another course; (2) a paper that was written in another course; or (2) a paper that was written as part of an Independent Research project. The Director retains complete discretion to determine whether a course or paper satisfies the capstone requirement. Credits earned in an approved GWR-eligible course will count toward the 14-credit certificate requirement.

## **Tuition and Fee Charges Per Semester**

Find updated program tuitions on our [College of Law Tuition and Financial Aid page](#).

## **Joint Degree JD/MBA Program**

Tuition rate is based on enrollment. Joint degree JD/MBA students who are enrolled full-time at WUCL will be charged Law tuition rates. Joint degree JD/MBA students who are enrolled full-time 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. Fees here consist of the activity fee passed through to the Student Bar Association.

## Health Insurance

Students are required to have health insurance. If you have comparable coverage to the Willamette Student Health Insurance, then you may waive this premium. The health insurance rates for international students may differ from the rates for domestic students listed above.

**To learn more about the Willamette Student Health Insurance Plan, including waiver\* information:**

- Domestic Students: [Health Services: Domestic Students \(willamette.edu\)](https://willamette.edu/health-services/domestic-students)
- International Students: [Health Services: International Students \(willamette.edu\)](https://willamette.edu/health-services/international-students)

\*Enrollment/waivers for eligible students meeting the corresponding credit hours is/are annual and will apply for the entire policy year. **Students who waive/enroll Fall semester are choosing to waive/enroll for both Fall and Spring Semester** (if eligible both Fall and Spring semester based on credit requirements). **The opportunity to waive/enroll will NOT be provided again in Spring semester. The Spring open enrollment and waiver period is only applicable to new incoming students or students NOT enrolled in classes in the Fall semester. Late enrollment or waiver requests will not be accepted, no exceptions.**

## Late payment

There are no finance charges, however, a fee is incurred for [late payments](#).

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## Refund policy:

Please refer to our [refund policy](#).

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## Scholarships

Scholarships awarded by WUCL are governed by the principles and process described in the [detailed scholarship policies](#).

## Student Honor Code

### I. General Principles

Willamette University College of Law expects that students, as future attorneys, will exceed the requisite character and fitness standards for admission to a state bar and aspire to be honorable and impeccably ethical members of the legal profession and their communities. This Honor Code is the mechanism for WUCL community members to exercise responsibility for ensuring academic and professional integrity. It provides a method for submitting allegations of academic dishonesty, misconduct, and unprofessional conduct, determining whether alleged actions violate the Code, and imposing sanctions. The purposes of the Code are to uphold positive standards of student behavior and to provide fair, accessible, timely, and transparent procedures that protect student rights, while promoting community ideals.

The WUCL Honor Code encompasses academic standards, which are informed by relevant professional standards. The Oregon State Bar Essential Eligibility Requirements guide expectations for conduct. The Oregon Board of Bar Examiners requires demonstration of [certain] attributes, deeming them essential for all applicants seeking admission to the Oregon Bar. These attributes include the ability to:

1. Communicate honestly, candidly, and civilly with clients, attorneys, courts, and others;
2. Conduct financial dealings in a responsible, honest, and trustworthy manner;
3. Conduct oneself with respect for and in accordance with the law;
4. Demonstrate regard for the rights, safety, and welfare of others;
5. Demonstrate good judgment on behalf of clients and in conducting one's professional business;
6. Act diligently, reliably, and punctually in fulfilling obligations to clients, lawyers, courts, and others;
7. Comply with deadlines and time constraints;
8. Comply with the requirements of applicable state, local, and federal laws, rules, and regulations; any applicable order of a court or tribunal; and the Rules of Professional Conduct.”

Accordingly, WUCL expects that students will affirmatively demonstrate academic and professional integrity, in the College of Law and beyond.

WUCL embraces the ideal that law school is a place for debate and contending with competing ideas and perspectives. WUCL expects that the College of Law community will have a vibrant dialogue that encourages respectful disagreement, tolerance of different viewpoints, and embraces a collective commitment to engage in productive discourse about the difficult and often divisive issues that perpetually pervade the law. WUCL recognizes that notions of civility and professionalism must be forward-looking, and not used as a barrier to perpetuate inequities. We commit to challenging destructive biases.

Compliance with the Honor Code is also not a perpetual “safe harbor.” Some problematic behavior may not rise to the level of an Honor Code violation.

WUCL students are also governed by the rules and processes of the Willamette University Code of Student Conduct (WUCSC), which all WUCL students shall read in conjunction with the

Student Handbook. The University has specific WUCSC procedures for reporting, investigation, and enforcement at the University level. Some conduct issues must be handled at that level. However, WUCL will also enforce WUCSC violations through the Honor Code process, if they take place within the WUCL community or if they implicate the students professionalism, including the character and fitness requisite for the practice of law. WUCL has higher standards for conduct for its students, who are aspiring professionals, than an undergraduate college. Stricter penalties for misconduct may be meted out by WUCL for that reason. The determination of whether a matter falls within this Honor Code shall be made by the Dean, Associate Dean for Academic Affairs, or Associate Dean for Student Affairs & Administration, in consultation with appropriate University officials. When the University or WUCL asserts discretion over jurisdiction, resolution of the matter may rest at either or both levels. For example, a student in University housing may face sanctions at the university level for a housing-related violation, but if the violation implicates Honor Code or professionalism issues, WUCL may need to address them as well.

The University will apprise the Associate Dean for Student Affairs & Administration of all University matters, actions, and proceedings involving WUCSC. The Associate Dean will then follow the procedures outlined below.

## **II. Honor Code Reporting Process**

Responsibility for academic integrity, student conduct, and professionalism rests with the students, faculty, administration, and staff. All who have reasonable grounds to believe that an Honor Code violation has been committed shall report the violation to a faculty member or the Associate Dean of Student Affairs upon discovery, or as soon as reasonably possible, and with minimal delay. Violations that fall within the WUCSC or Honor Code section [Other Professionalism and Conduct Violations](#) should be immediately reported to the Associate Dean or directly to the University. Any delay in reporting, however, shall not preclude investigation and enforcement of the Honor Code in any matter.

### **Informal Procedures**

Faculty members may choose to resolve an academic Honor Code violation informally, if the violation involves evaluative work, classroom behavior, or other matters relating to their own instruction. The faculty member has discretion to impose the sanction, if any, that they believe is appropriate under the circumstances, including an informal warning, writing a character-and-fitness concern memorandum for the students file, issuing a formal reprimand, lowering of a grade beyond that of normal discretion, administering a failing grade, assigning remedial work, or dismissing the student from the course, but not any other formal sanctions like probation, suspension, or dismissal. The faculty member must first give reasonable notice to a student before imposing a sanction and provide the student with a full opportunity to respond to any allegations. The faculty member shall issue a written report to the student, the Associate Dean of Student Affairs, and the Dean, describing the factual basis for the violation and the justification for the sanction. This report will be included in the student's character and fitness file. The faculty member shall have the discretion to consult with other faculty and

administrators, and the Chair of the Honor Code Committee about the conduct and possible sanctions.

When a possible Honor Code violation is reported to the Associate Dean for Student Affairs & Administration because it does not fall into the evaluative or classroom categories above, or the violation transcends those environments, the Associate Dean may resolve the allegation in the same manner as described above or refer it to the Honor Code Committee for resolution. The Associate Dean has discretion to impose the sanction, if any, that they believe is appropriate under the circumstances, limited to the informal warning, writing a character-and-fitness concern memorandum for the students file, or issuing a formal reprimand. The Associate Dean of Student Affairs must first give notice to a student before imposing a sanction and provide the student a full opportunity to respond to any allegations. The Associate Dean shall issue a written report to the student and to the Dean, describing the factual basis for the violation, and the justification for the sanction. This report will be included in the students character and fitness file. The Associate Dean has discretion to consult with other administrators and faculty, and the Chair of the Honor Code Committee about the conduct and possible sanctions.

### **Referral of Violations to the Honor Code Committee**

If the allegation cannot be resolved within 7 calendar days from discovery by or report to the faculty member or the Associate Dean of Student Affairs, or if the faculty member or Associate Dean and student cannot reach an informal resolution, the violation shall be referred to the Chair of the Honor Code Committee for investigation and resolution.

Any student who has received a sanction in accordance with the Informal Procedure set forth above and who wishes to challenge the findings or sanction may have the matter referred to the Chair of the Honor Code Committee by making a written request to the Associate Dean of Student Affairs within 7 calendar days of the report to the student.

### **III. Composition of the Honor Code Committee**

The Honor Code Committee is charged with gathering relevant information relating to allegations about violations of the Honor Code, providing a hearing in which evidence relating to those allegations can be presented, determining whether a preponderance of the evidence supports those allegations, and where and as appropriate, assigning penalties in connection with findings about violations of the Honor Code.

The Committee shall consist of 3 full-time faculty members appointed by the Dean and 2 student members nominated by the Student Bar Association. The student members shall have completed at least two full semesters of work and must be in good standing, without any prior discipline. The Dean will select one of the faculty members as Chair of the Committee. The Dean shall appoint these members no later than July 1 each year, but ongoing matters shall be resolved by the prior years Honor Code Committee.

### **IV. Procedure and Resolution**

## **Committee Function and Process**

### **1. Initial Review**

When an allegation regarding a violation is brought to the Honor Code Committee, the Chair of the Committee will notify the student of the nature of the violation within 5 calendar days. Prior to a hearing, the Chair will review the allegation with the faculty member or dean that reported the allegation (reporting party) and determine if there are other individuals who might have knowledge of the incident concerned with the allegation.

### **2. Timing**

The Committee shall conduct and conclude the entire Honor Code process in a timely manner, factoring in student and institutional needs for speedy resolution, while preserving the integrity of the process. The Committee shall use reasonable measures to reach a final resolution within 20 calendar days of receiving a matter, recognizing that occasionally, the school calendar may disrupt that timing.

### **3. Standards of Review**

The Committee shall review de novo the facts in any case before the Committee that was reviewed pursuant to Informal Procedures. All information surfaced in the Informal Procedures may, however, be brought to the Committee's attention in the process.

If at any point before a hearing is convened, a member of the Committee, including the Chair, believes that the accusation on its face does not constitute a violation, or that no reasonable member of the Committee could find probable cause of a violation, that member may make a motion to terminate the process. If the motion is seconded, the Committee shall convene to confer solely on this question and vote on the motion. If a majority of the Committee votes to terminate the process on this basis and by these standards, the Committee shall provide a written report that summarizes the basis for such a conclusion, and forward the report to the Dean and to the student. This decision shall not be subject to appeal, but any records obtained by the Committee will remain on file until the student has graduated, or within three years of leaving WUCL, whichever is shorter.

### **4. Witnesses, Conflicts, and Hearing Procedures**

If there are possible witnesses, the Chair will meet with those individuals to determine if they should be called as witnesses during the hearing. The Chair will ask the student to provide names of any potential material witnesses for the Chair's consideration. The purpose of this initial meeting with witnesses is not to gather testimony, but to determine whether or not the identified witness has direct knowledge regarding the allegation. Character witness testimony will not be relevant to any proceeding. Contemporaneous notes of all such meetings, including date, time and place, shall be taken. These notes shall be confidential to the Committee. Potential witnesses are asked, and expected, to cooperate with the investigation.

The reporting party and the student will be required to attend the hearing. The student may request alternative accommodations in lieu of being physically present at the hearing, as may the reporting party and witnesses, if the Chair deems the accommodation non prejudicial to the student.

Within 5 business days of the referral of the complaint to the Committee, the reporting party and the student will be notified of the day and time of the hearing, which will be scheduled for a weekday time that does not conflict with class schedules. The notification should include a list of Committee members who will be in attendance so the parties have an opportunity to identify any conflict of interest. Concurrently, Committee members are given the name of the reporting party and the student to be reviewed in order to identify a possible conflict of interest. Potential conflicts of interest should be disclosed to the Chair within a reasonable time in advance of the hearing to avoid a delay.

Any member of the Committee having information that could impair their impartiality or give rise to a potential or actual conflict of interest shall recuse themselves from decision-making responsibility during the process and be replaced by an alternate. Conflict-of-interest disclosures by a Committee member or alleged by a student must include sufficient detail to persuade a majority of the disinterested members of the Committee that an injustice would result from their service in a decision-making capacity. Disclosures based merely on casual acquaintance or classroom interactions are not recognized as potential biases.

A student may make a written request of the Chair within 3 calendar days of notice of an Honor Code Committee referral to challenge conflicts or bias of a Committee member, and such request shall be presented to the Committee. If for any reason, a member, or the Chair, is unable to deliberate over a particular violation, a replacement shall be chosen by the Dean. A replacement student representative shall be chosen by the Dean from among students elected to the Student Bar Association, if possible. In composing the Committee, the Dean may delegate their role to an Associate Dean.

The student and other witnesses may be given the option of attending in person or by remote technology, when appropriate. If the student chooses not to participate in the process, the hearing will proceed as scheduled. The hearing will be scheduled within 10 calendar days of the date in which the notification to the parties was sent. Should the hearing need to be scheduled when the College of Law is not in session, the date of the hearing may be extended at the discretion of the Chair.

The student may be assisted by one advisor of their choosing and at their expense. An advisor is not permitted to speak or participate in a hearing. Hearings will not be scheduled around the availability of an advisor. An advisor may not appear in lieu of the respondent; however, an advisor may consult with the respondent during a hearing and

may assist with preparation for the hearing. An attorney can be used as an advisor but is also subject to the aforementioned rules. Should an advisor not be able to attend the hearing date, the hearing will still proceed. Because an advisor may be present throughout the hearing, and thereby become aware of new information, an advisor may not testify as a witness during a hearing. The University reserves the right to have legal counsel present at any hearing or involved in any phase of the process.

A typical hearing should follow this sequence:

1. A preliminary meeting of Committee members is held to review procedures and the allegation.

The Chair shall preside over all meetings and phases of the proceedings.

All voting Committee members will be present and participating unless one or more are excused by the Dean for appropriate personal or professional reasons.

All conflicts of interest and prior discussions with involved parties are disclosed.

Persons with conflicts of interest can be excused at their request or by vote of the Committee and replaced by an alternate.

A maximum of one voting member can be absent for a hearing to be conducted.

A designated Committee member shall keep written minutes, documents, and records.

2. After the preliminary meeting, the student may then join the hearing, and the Chair explains that the proceedings will be recorded and recording is started. Recording is stopped during periods in which persons giving testimony are entering and exiting the room. All Committee members introduce themselves for the record. The alleged violation is reviewed with the student.

During the hearing, the student has the right to be present at all times when evidence or testimony is being received by the Committee.

The student cannot directly address any person presenting evidence or testimony but may formulate questions in writing and submit them to the Chair who reserves discretion with respect to relevancy and propriety, whether to ask them. All questions must be proper and relevant to the issue at hand. The submitted written questions will be kept for the record.

The Chair informs the students that they have two options during the hearing: to remain silent or to speak truthfully and completely.

3. The reporting party is then brought in and introduced by the Chair.

It is explained that the information they are about to give will be audio recorded, and the recording is started.

It is also explained that only relevant evidence may be presented. The reporting party is asked about conflicts of interest and may be asked about any substantive interactions with the student other than the specific incident.

The Chair informs the reporting party that they must speak truthfully and completely.

The Reporting party then presents information to the Committee. Following this, Committee members can ask questions and the Chair can ask any questions submitted by the student.

4. Witnesses are called individually to provide testimony. Prior to being interviewed, the Chair informs each witness that they must speak truthfully and completely. Committee members may ask questions of the Witness and the Chair can ask any questions submitted by the student. All submitted questions will become part of the record.

Once the Committee has completed its interview of a witness they are excused from the proceedings. Witnesses, other than the student, shall not have the ability to hear statements of other witnesses, and shall not disclose their testimony to others.

5. The student is then invited to present information to the Committee. The student is given the opportunity to respond to the allegation and other information presented to the Committee.
  - a. Members of the Committee can then ask questions.
  - b. Following the conclusion of these questions and answers, the student and reporting party are excused but both must remain available for potential further questions.
  - c. Audio recording is concluded.
  - d. The Committee can bring both the students and reporting party back into the hearing room for further questions. Audio recording is resumed during this time.
  - e. The reporting party and the student can then submit written questions for each other, which will be reviewed by the Chair who reserves discretion with respect to relevancy and propriety, whether to ask them. All submitted questions will become part of the record.
  - f. The questioning process will continue until the Committee is satisfied that any open issues have been resolved or it has been determined that they cannot be resolved.
  - g. Should evidence be presented for which the student identifies a need for further investigation the student may request a reasonable delay in the proceedings. The Committee will vote on this request in closed session. If at any time during the proceedings the Committee determines that further investigation is needed or that there are other possible witnesses, it can vote to suspend the hearing to conduct such an investigation.

The Committee then deliberates in closed session concerning the alleged violation and determines a sanction (if any).

- a. Committee deliberations are not recorded and may not be disclosed outside of hearing.

- b. Paper ballots are taken for motions at hearings. Decisions are made based on a majority vote; Committee members will base their individual votes on the weight of evidence presented to them, including witness credibility.
- c. The Committee initially formulates a motion regarding the merit of the allegation. If a majority of the Committee believes that there is a preponderance of the evidence that a violation has occurred, they shall proceed to the sanction phase.

The Committee will continue to deliberate in closed session to determine sanctions. Motions are entertained for sanctions.

Upon completion of proceedings, the Committee shall provide a written report that summarizes fact findings, the basis for a conclusion, and the determined sanction, if any, to the Dean and to the student. The report shall also be forwarded to the Associate Dean for Student Affairs & Administration, who will implement the sanction, if any. If the student wishes to appeal the findings or sanction, the sanction may be stayed upon request of the Dean, at the Dean's discretion. The Dean has the discretion to direct the Associate Dean for Student Affairs & Administration to implement the sanction immediately or suspend it, pending the appeal. In exercising this discretion, the Dean may confer with other administrators and faculty.

The Honor Code Committee retains the ability to implement reasonable and necessary procedures and rules to carry out the provisions of the Code. Procedures or rules adopted shall be communicated to the student. WUCL and the Committee shall make best efforts to substantially comply with the procedures herein. All timelines in the process may be extended at the discretion of the Chair, but such extensions should only be made to ensure the integrity of the process.

For all process purposes, a student will be deemed to have been put on notice upon the sending of an email communication to their university account or by the date of sending a paper copy to the address on file with the University registrar.

## **Appeal**

A student may appeal a decision of the Honor Code Committee to the Dean within five business days of notice of a finding and sanction. In order to modify a ruling, the Dean must conclude that a factual finding is clearly erroneous (which would also include the exclusion of exculpatory information that surfaced after the hearing) or that a gross violation of fairness and due process has occurred. Process deviations alone do not provide a sufficient basis for an appeal. The Dean has the discretion to interview the student, review the record, modify the final findings, reduce or eliminate the sanctions, or leave them in place. The Dean may also choose to delegate all of these duties to a panel consisting of two non-Committee faculty members or administrators who will decide the appeal and issue a final decision in writing; both faculty must agree on the outcome of the appeal in order for the committee's decision to be affirmed. The Dean may determine at any time whether a particular proceeding will be appealed to the Dean or to the delegated Faculty.

## V. Violations of Honor Code

As noted above in the preamble to this section, WUCL students should meet the highest standards of personal, professional, and academic conduct. They should strive to be outstanding colleagues, leaders, and trusted members of the legal community, and the community at large. The following delineations of violations of the Honor Code are not exhaustive.

### **The following are academic violations for which the Honor Code Committee may impose sanctions**

- A. Engaging in conduct that violates Willamette's academic integrity policy or obstructs the instructional process of WUCL, including but not limited to:
  - a. Theft, conversion, or unauthorized use of library, classroom, or faculty teaching materials.
  - b. Falsification of the attendance roster or otherwise falsely representing attendance, either within the default rules of the attendance policy, or within written rules set out by the instructor (e.g., recording tardiness.)
  - c. Obstruction of the learning efforts of fellow students, such as:
    - I. Theft or conversion of a student's physical property, notes, supplementary study aids, or work product.
    - II. Through grossly offensive behavior, interference with another student's ability to attend classes or participate in WUCL functions. The nature and severity of the interference or its repetitiveness will be taken into consideration in determining whether it rises to the level of an Honor Code violation.
    - III. Disruption, obstruction, or material interference with the classroom process, research, public presentations, administration or any other service or activity provided or sponsored by WUCL.
  - d. Engaging in a pattern of disrespectful or disruptive behavior in the classroom.
  - e. Violating express rules about video or audio recording in the classroom, and any established WUCL or instructor terms of use of recorded material or written classroom materials.
- B. Engaging in conduct that obstructs the academic evaluation process, including but not limited to:
  - a. Violation of examination rules, as provided by WUCL and the instructor.
    - I. Collaboration with another student or person during the administration of an exam.
    - II. Use of prohibited materials during an examination, as provided in the exam instructions.
    - III. Violation of time limits or any other time-related restrictions provided for an exam, including beginning before the stipulated time or by answering after the time set for completion.
    - IV. Unauthorized acquisition or divulgence of information concerning the content of an examination or other graded course material.

- V. Misrepresentation of the identity of the person taking an exam or completing course-required material.
  - b. False representation of the completion of a course requirement.
  - c. Collaboration upon a course-required project without instructor authorization.
  - d. Furnishing materials, services, or assistance to another, knowing that their purpose is to commit an Honor Code violation with the use of such materials, services, or assistance.
  - e. False representation of another's work, words, or ideas as one's own, in any academic project.
  - f. Communication 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.
- C. Engaging in conduct that would be tantamount to violating the Oregon Rules of Professional Conduct, in an academic clinical setting, an externship, or a clerkship.
- D. Engaging in conduct that obstructs the operation of the Honor Code, including, but not limited to:
- a. Failing to respond to or produce information when directed to do so by the Honor Code Committee, a faculty member, or an administrator, as part of this process.
  - b. Giving false or misleading information to the Honor Code Committee or any community member, or concealing information with intent to deceive the Committee or community member. This extends to any process involving Informal Resolution.
  - c. Falsely accusing a student of an Honor Code violation.
  - d. Attempting to tamper with or intimidate any potential witnesses to a potential Honor Code violation.
  - e. Knowingly soliciting, conspiring with, another to commit an Honor Code violation, or aiding or abetting another in commission.

### **Other Professionalism and Conduct Violations**

The following are other professionalism and conduct violations for which the Honor Code Committee may impose sanctions, but this list is not exhaustive. Violations of the Willamette University Code of Student Conduct, which may in some cases encompass a broader set of behaviors and actions, can be investigated and resolved at either the University conduct process or through the WUCL Honor Code, and sanctions can be issued at either or both levels, as appropriate.

1. Violation of any federal, state, or local health code laws and regulations, or any additional such rules promulgated by WUCL or Willamette University. Such violations should be reported immediately to the Associate Dean for Student Affairs & Administration or the Associate Dean for Academic Affairs. Students are encouraged to use these processes in lieu of personal resolution, when such resolution might heighten conflict.

2. Use of email, social media, or other electronic means of communication in a manner that would raise serious concern about a student's future ability to communicate honestly, candidly, and civilly with clients, attorneys, courts, and others, demonstrate regard for the rights, safety, and welfare of others, and future ability to demonstrate good judgment on behalf of clients and in conducting one's professional business. The nature and severity of the abuse or its repetitiveness will be taken into consideration in determining whether it rises to the level of an Honor Code violation.
3. Using electronic or other means to make a video, audio, or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge or permission in each instance, when such a recording is likely to cause injury, distress, or damage to reputation. (This includes students, staff, faculty, administrators, and members of the public.). The storing, sharing, or distributing of such unauthorized records by any means is also prohibited.

## **VI. Sanctions**

The sanctions that may be imposed for violations should have a reasonable and proportionate relationship to the gravity of the offense, and the student's history of prior discipline under the Honor Code or Student Conduct Code. Additionally, if the violation occurs in a context where the need for integrity is heightened, (e.g., academic dishonesty during remote instruction or exam administration), the Honor Code Committee may consider a more severe sanction. The Honor Code Committee shall discuss all of these factors and consider the consequences, academic and professional, to the student.

One or more of the following sanctions, if any, may be imposed by a majority of the Honor Code Committee upon the finding of a violation, however, any suspension or dismissal sanction requires four votes. In addition to the below sanctions, a majority of the Committee may issue a warning to a student without a finding of a violation.

1. A written character-and-fitness concern for the students file.
2. Reduction of the grade in the class to which the violation relates, elimination of class credit, class failure, and class dismissal. However, all of these sanctions for a violation require the advice and consent of the faculty member teaching the class.
3. A reprimand. The reprimand shall be delivered to the Dean with directions to place a copy in the student's academic file. The reprimand can take any form that the Honor Code Committee deems appropriate.
4. 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.
5. Restitution. (Can be in the form of a financial sanction or service, as deemed appropriate.)
6. Suspension. The suspension may be for a fixed period, but shall last no longer than two full terms. (A summer term does not count as a full term.).
7. Dismissal.

8. Any appropriate combination of the above, or such other or additional disposition as appears appropriate.

The Honor Code Committee shall briefly explain the justification of the sanction selected. If the Honor Code Committee is unable to agree upon a sanction upon a finding of a violation, the default sanction shall be an informal warning.

## **VII. Disclosure and Recordkeeping**

1. The Honor Code Committee shall document its investigation and proceedings as it deems necessary to support its determinations. In any case in which the Committee finds a violation, the Deans Office shall retain the records securely, including any recordings, minutes, and other relevant documents from the hearing and investigation for a period of 3 years after the student leaves the University (all ballots and informal notes shall be shredded). The report recording the finding and sanction shall remain a permanent part of the students file. In any case in which no violation is found by the Committee, such records shall be retained for at least 3 years after the student leaves the University, but no report shall enter the file permanently.
2. Suspension or dismissal shall be reflected in the students official transcript.
3. WUCL may be obligated to report Honor Code violations to the bar of a state to which a student applies for admission. Students who are the subject of an Informal Resolution under this Code or who have been the subject of an Honor Code Committee investigation or proceeding may be obliged to disclose that information to a state bar.

## **Federal Education Regulations**

### **Family Educational Rights and Privacy Act (FERPA)**

For information on the The Family Educational Rights and Privacy Act (FERPA), please visit the [Office of the Registrar](#) website.

### **Statement of Equal Opportunity and Compliance & Statement of Title IX Compliance**

Please refer to the [Equal Opportunity and Compliance & Title IX Compliance](#) statements and [Contacts for Title IX Inquiries](#).

## **Student Appearance Rules, Court Certification Procedures, and Early Bar Takers**

Most state jurisdictions allow law students to become certified to appear in court, represent clients, participate in depositions, and complete other specialized tasks under the supervision of a licensed attorney. To become certified, most jurisdictions require a certification or

endorsement from the College of Law that the student has met certain requirements. Students are expected to fully review and comply with the requirements for court certification before applying and while authorized. The College of Law may revoke its certification or endorsement and notify the relevant state bar jurisdiction of concerns at any time, at its discretion.

Students should refer to the relevant jurisdiction's rules and regulations for specific requirements.

- [Oregon](#)
- [Washington](#)
- [Alaska](#)

### **Additional Requirements for Certification Under WUCL Policy**

The College of Law requires, in addition to the qualifications set by the relevant state bar, 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 Associate Dean for Student Affairs & Administration will certify the student. These requirements apply regardless of the state in which the student is seeking court certification. An instructor may request certifications for students outside of these limitations if certification is otherwise consistent with a jurisdiction's rules.

Once you have met the requirements to apply (including receiving your grades in required courses), email [law-osa@willamette.edu](mailto:law-osa@willamette.edu) to request assistance applying for certification.

## **II. Bar Exam Prior to Graduation**

If certain conditions are met, a student may be able to take the Oregon State Bar Exam in the February prior to May graduation. Please note that these conditions only apply to the state of Oregon; most other state bars do not allow anyone to take the bar exam until after they have graduated.

At minimum, the following conditions must be met:

- Successful completion of all required courses by the end of fall semester of 3L year; this includes bar courses, LAW 640 Legal Analysis for the Bar, and the Graduation Writing Requirement.
- Successful completion of at least 81 total credits by the end of fall semester of 3L year.
- Students cannot be engaged in more than 2 credits of academic work during January and February; while it is possible to enroll in a 2 credit seminar plus Externship during the spring semester, it is not advisable.
- Ability to enroll in a 7 credit (maximum) LAW 480 Externship which would begin in March after completing the bar exam. *Note Externship is an ungraded course, and students can apply a maximum of 20 ungraded credits toward the JD degree.*
- Must be in good academic standing.

Students interested in pursuing this option **must** meet with the Associate Dean for Student Affairs & Administration no later than the last day of classes at the end of their fourth full semester of coursework.

### **III. State Bar Application and MPRE Information**

#### **Admission to the Bar**

WUCL supports students in obtaining attorney licensure in all U.S. jurisdictions. Most students will begin the process of applying for attorney licensure in their final semester of law school. After the student graduates, WUCL will certify that the student has completed their J.D. or LL.M. degree. Students are responsible for ensuring that the request for certification of graduation is provided to OSA in a timely manner; typically, this will occur automatically if the student files a timely bar application, but students should confirm the process with the specific state bar to which they are applying. WUCL will also respond to inquiries related to Character & Fitness for the purposes of state bar licensure.

- Each state maintains its own rules for admission. Students should familiarize themselves with the rules governing admission to the bar in the states in which they intend to practice relating to age, preliminary education, law school courses and other legal training. Information may be obtained from relevant State Bar Associations; links to those associations may be found at the [National Conference of Bar Examiners](#).

#### Character and Fitness Requirements and Certification

In addition to a bar examination or other pathway to licensure, there are character and fitness requirements for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the relevant state bar's admissions department. Addresses for all relevant agencies are available through the [National Conference of Bar Examiners](#).

As part of the state bar application process, students will authorize the release of certain information from WUCL to state bar jurisdictions. Students should be aware that information from students' applications to law school, along with information about students' academic performance, conduct, academic integrity matters, and more, may be disclosed to assist state bar jurisdictions in assessing character and fitness requirements.

Students have an ongoing duty to amend their initial application to law school if needed to fully and accurately reflect potential matters of concern and to disclose matters that may impact character and fitness to the College of Law. Students with questions about this process or who are seeking resources for support are encouraged to contact the Associate Dean for Student Affairs & Administration.

### *Notary Services*

Some jurisdictions require applications to be notarized. Notary services will be provided solely for WUCL students and graduates, for the purposes of application for state bar examinations only between 9:00 a.m. 3:00 p.m., based on OSA staffing availability. No fees will apply for the notary service provided. The notary public has the sole responsibility to refuse a notarization, in compliance with Oregon law.

### **Multistate Professional Responsibility Examination (MPRE)**

The Multistate Professional Responsibility Examination (MPRE) is required for admission to the bars of most jurisdictions. Check with the board of bar examiners in the state in which you plan to seek bar admission. Website links for many jurisdictions can also be accessed via the [NCBE website](#). The examination is administered three times per year at established test centers across the country. Law students should take the MPRE prior to graduation, and students are strongly advised to complete Professional Responsibility prior to sitting for the exam.

## **Student Bar Association, Student Organizations, and Student Events**

### **Student Bar Association**

The [Willamette Student Bar Association](#) (SBA) represents the interests and concerns of the student body. The SBA serves as a crucial liaison between students, faculty, and administration, advocating for student needs and fostering a vibrant, inclusive, and supportive community. Our SBA is affiliated with the Law Student Division of the American Bar Association (ABA).

All law students are members of the Willamette Student Bar Association (SBA), which is organized under a student-adopted [constitution](#). Students are encouraged to reference the constitution for procedures and policies related to elections, involvement, student organizations, and more.

Students can contact the SBA at [student-bar-association@willamette.edu](mailto:student-bar-association@willamette.edu).

### **Student Organizations & Events**

Our [student organizations](#) represent a wide array of interest groups, affinity groups, honor societies, and more. Only officially recognized student organizations, organized under College of Law, university, and SBA policies, may reserve rooms, host events, receive funding, and participate in the student organization fair. General membership in all officially recognized student organizations must be available to all students.

The College of Law works closely with student organizations to help them succeed. All officially recognized organizations must attend a student leadership training at the beginning of the academic year. Student organizations work closely with OSA to manage funding and reimbursements.

Student organizations are encouraged to host and promote events that foster a sense of community, provide an opportunity for discussion, connect students with practitioners, and expose students to a broad range of perspectives. To host and promote an event, student organizations should follow the following process:

- Meet with your organization's leadership team early in the semester/academic year to plan future programming. The academic calendar moves quickly - the sooner that your student organization can plan events, the better.
- Consider partnering with or co-sponsoring your event with another student organization.
- If there are anticipated costs associated with your event, decide on a budget and connect with OSA. There are many free resources available to students, processes to allow for direct ordering as opposed to reimbursement, and restrictions on certain expenses that students should be aware of before incurring charges.
- If your event includes the service of alcohol, you must consult with the Associate Dean of Student Affairs and ensure compliance with the [university alcohol policy](#).
- To promote your event, whether through fliers, social media, or the law school television screens, contact the Communications Manager in the Deans' Suite. Student organizations must follow university policies, College of Law policies, and SBA policies related to the promotion of events.
- To reserve a room for your event, connect with OSA.
- If you are inviting outside speakers or guests to your event, you must provide the Associate Dean for Student Affairs & Administration with at least two weeks prior notice of any attendees not affiliated with the university. This requirement is not intended to preclude student organizations from working with outside speakers, but rather to ensure that the College of Law can meet the accessibility needs of guests, plan for additional parking and campus safety support if needed, coordinate access to the building, provide other organizations with the opportunity to develop a responsive event if they choose, and review existing scheduling needs.

## **J.W. Long Law Library**

### **Library Information and Resources**

To access resources and more information, visit the [Law Library website](#).

#### **Phone Numbers**

- Circulation Desk: 503-375-5300
- Reference Desk: 503-375-5330

View [Library Staff directory](#)

#### **Access to the Library**

Law faculty, staff, law and joint degree students have year-round 24-hour access to the Law School and Law Library. Tap your Willamette ID card to enter the building and the Law Library.

### **Carrel**

Carrel assignments are issued at the beginning of the school year and remain assigned to you until graduation/completion of Bar study.

### **Cell Phone**

Please use cell phones outside the library or in Rm. 307 (3rd floor), Rm. 235 (2nd floor) or study room 126 & 127 (1st floor).

### **Checking Out Books and Other Material**

A Willamette ID is required to check out library materials:

- Course Reserve - 2 hours (no renewals)
- Study Aids - 24 hour (may be negotiated)
- Law & International Collections & Periodicals - 1 semester loan
- Popular Movies & Games - 7 days

The Law Library does not charge overdue fines; however, items are subject to recall and billed for replacement if lost or damaged.

For more information, visit the [Circulation Policies webpage](#).

Printers are located in the Reading Room, and printing is free. See [WUPrint](#) for more information. Access to the campus network is a privilege subject to University policies and may be revoked at any time.

Contact the WITS Help Desk by phone: 503-370-6767 or by email: [wits@willamette.edu](mailto:wits@willamette.edu), or contact Edgar Nevarez Lechuga, 503-375-5411 for computer and technical assistance.

University [policies related to use of information technology resources on campus](#) can be found online.

### **Conduct**

In order to maintain a professional library environment and respect the needs of other library users, the following are prohibited:

- Pets, except for service animals pursuant to university policy.
- Excessive noise: quiet is expected on the 1st and 3rd floors
- Unsupervised children
- Tobacco products, vaping, and e-cigarettes
- Bicycles, skateboards, etc.

- Plug-in appliances such as coffee-makers, tea pots, microwave ovens, etc.
- Posting of materials (i.e. posters)
- Removing library books from of the library without proper check-out
- Intentional damage, destruction or theft of library equipment or property (this is also an Honor Code violation see [Student Honor Code](#))

### **Copiers/Scanner**

Copiers/scanners are available in **Room 235**. Scanning to email or a flash drive is free.

### **Databases**

- A [complete listing of research databases](#) is available online. Most databases are available off campus to Willamette students and faculty.
- Bloomberg, Lexis/Nexis, and Westlaw databases may be used for academic purposes only and by contract are limited to law faculty and law and joint degree students. Personal passwords are required. Passwords are distributed to first-year students during orientation. See a reference librarian for assistance if you are having trouble with your password or need a new one.
- The library maintains an online catalog where you can search for books and online resources owned by Willamette libraries including the Law Library, The Mark O. Hatfield Library and the Pacific Northwest College of Arts Library as well 38 other libraries in the Summit Consortium.
- Search the catalog from the [Law Library website](#). For more information and guidance on using online resources, contact the Reference Desk at 503-375-5330 or email law-ref@willamette.edu.

### **Food & Drink Policy**

Snacks that can be eaten quietly are allowed in the library. Nothing messy, smelly or noisy is allowed in the library or study rooms. Please eat meals outside of the library. Non-alcoholic drinks are allowed. Pick up after yourself and dispose of trash and recyclables in appropriate receptacles. Report all spills promptly to the library staff.

### **Group Study Rooms**

Law student study groups may reserve study rooms in advance for 4-hour blocks. Sign-ups are located on the doors of the rooms. Priority is given to study groups over individual use.

1st Floor Room 126 & 127

2nd Floor Rooms 232, 234, 239, 240 and 241 (Flat panel monitors and DVD players are available in Rooms 239 & 240)

3rd Floor Room 304 (A large flat panel monitor is available to connect to your laptop)

### **Library Classrooms**

2nd Floor: Rooms 238 & 242

3rd Floor: Room 301

When classes are not scheduled, classrooms may also be reserved for group study. Contact OSA to make a reservation.

### **Lost & Found**

The library's Lost & Found is located at the Circulation Desk.

### **Lactation Room**

Located in Room 129, this room offers privacy and a comfortable space for nursing mothers. Please contact Galin Brown, [gbrown@willamette.edu](mailto:gbrown@willamette.edu), with any questions or concerns.

### **Reference**

Professional reference librarians are available to assist you with your research projects related to school or work. The Reference Desk is staffed during the following hours:

M-F 9:00-5:00 / Sun. 10:00-5:00

In addition to visiting the Reference Desk in person, you may contact the Reference desk by:

Phone: 503-375-5330

Email: [law-ref@willamette.edu](mailto:law-ref@willamette.edu)

### **Security**

Please report all emergencies (fire, medical, theft, etc.) and suspicious individuals to Campus Safety x6911 or 503-370-6911). Do not admit strangers to the library or to the law building after the doors have been locked. Please secure your valuables at all times and do not leave them unattended.

## **College of Law Administration & Services**

### **I. Deans' Offices**

The Deans offices are located on the fourth floor.

Students wishing to make an appointment with one of the deans can reach out to a dean directly, or contact Cherylann Marchese, the Executive Assistant to the Deans, at [cmarchese@willamette.edu](mailto:cmarchese@willamette.edu).

- Jeffrey C. Dobbins, Interim Dean
- David A. Friedman, Associate Dean for Academic Affairs

- Lexie Zirschky, Associate Dean for Student Affairs & Administration
- Karen Sandrik, Associate Dean for Faculty

## **II. Office of Student Affairs**

The Office of Student Affairs (OSA) is located on the second floor in Room 202 and is open for business Monday through Friday. OSA is where students conduct most of their daily business and can obtain 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 OSA personnel cannot answer the question or handle the request, they will know who can).

### **Office of Student Affairs**

Email: [law-osa@willamette.edu](mailto:law-osa@willamette.edu)

Website: [Office of Student Affairs](#)

Phone: 503-370-6380

## **III. Office of Career Planning & Development (OCPD)**

The Office of Career Planning & Development helps students advance and achieve their career goals. We provide individualized counseling to strategize how to build your expertise through experience and education. We partner with the externship program to find experiences that help you develop your skills. We create programs to guide your transition from student to attorney through self-assessment, attorney-mentors, and career exploration. Drop-in or make an appointment on our career platform, [PARTNER](#).

The office is located on the 2nd floor of the law school next to the Office of Student Affairs (OSA). Hours: 9:00 a.m. to 5:00 p.m.

### **Appointments and Open Hours**

Appointments can be made with OCPD staff on [PARTNER](#), the OCPD online platform. The office maintains an open-door policy for drop-in questions. Each Wednesday is designated "Treat Day". For meetings with the Externship Director, please schedule appointments via email.

Please visit our website: [Office of Career Planning & Development](#).

### **WUCL Office of Career Planning & Development Student Requirements:**

- All 1Ls are required to attend the session in their Lawyering class where OCPD will present- once in the fall and again in the spring semester unless excused by the Assistant Dean of OCPD or another Dean. If you have concerns about participating, please contact the Assistant Dean of OCPD.

- All 1L students are required to meet in a one-on-one meeting with a Career Advisor during their first year.
- All students are required to fill out and update their online PARTNER profile each year.
- Third-year students are required to fill out the *At Graduation Employment Status* survey as well as update their PARTNER profile before graduation
- All students are required to read the provision regarding *Employment During Law School* in Section 3 - Academic Regulations, of the College of Law Student Handbook.

### **Reciprocity**

Willamette Law students have automatic reciprocity with the Northwest Consortium of Law Schools for access to online job postings. OCPD can also arrange reciprocity with many other law schools nationally. Check with OCPD for more information.

## **IV. Office of Admissions**

The Admissions Office is responsible for recruiting and enrolling students in each of Willamette Law's three degree programs. Current students assist with the admission process in several ways: a) meeting and communicating with prospective students; b) conducting tours of Willamette Law's campus; c) attending recruitment events on and off campus; d) proctoring practice LSAT sessions; and e) being great ambassadors of Willamette Law for our prospective community. To get involved, current students should email: law-admissions@willamette.edu.

The Admissions Office is located on the fourth floor of Willamette Law directly across the hall from the Deans' office suite.

## **College of Law Buildings - Truman Wesley Collins Legal Center (Law School) and Oregon Civic Justice Center (OCJC)**

### **Building Regulations**

#### **Room Reservations**

Room reservations within the law school must be scheduled through the Office of Student Affairs (OSA). Room reservations within OCJC and any other University space must be reserved through the Office of Scheduling, Events, and Conferences.

#### **Lockers**

Lockers are issued in the law school at the beginning of each academic year. OSA will notify students of the annual deadlines for locker cleanout. WUCL is not responsible for anything students leave in their lockers. If you have any questions pertaining to lockers, see the OSA.

## **Lost and Found**

Lost and found items can be turned in and claimed in the OSA. The J.W. Long Law Library also has an area for lost and found items at the Circulation Desk. Periodically, lost and found items will be sent to Campus Safety.

## **Posted Notices**

Signs, announcements, posters, etc. are allowed only on designated bulletin boards. All postings must be approved by the Communication Manager. Students must also comply with Willamette University's [publicity policy](#). Postings that do not comply with these policies will be removed and destroyed.

## **Bicycles**

Students should review and comply with Willamette University's [bicycle policies](#). Bicycles are not allowed in either the law school building or the OCJC. There are bicycle racks located on Winter Street at the south end of the law school and the south end of OCJC, and in the back of the law school. Bicycles are not allowed on the sidewalk area or locked to the handrails.

## **Pets**

Pets are not allowed in the law school or the OCJC buildings. Students with a service animal should contact Accessible Education Services.

## **Fragrances**

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

## **Fire Alarms**

In the event of a fire alarm or fire drill, immediately leave the building through the nearest exit. Avoid using any elevators if possible; please use the stairwells. Make your way from the law school to the reserved parking lots behind the law building on the west side of the building. Do not congregate on Winter Street in front of the building where the fire trucks and first responders will arrive, however OCJC occupants do meet on Winter Street. Do not re-enter the building until it has been deemed safe to enter by safety personnel.

## **Smoke-Free Campus Policy**

Please refer to the Willamette University [Smoke Free Campus Policy](#).

## **Children in the Classroom and On Campus**

Children are defined as those under the age of 18 who are dependents of, or in the care of, law students.

Children of students are not allowed in the classroom except for when they are under the supervision of the parent or guardian in the following limited circumstances:

- Those limited occasions when alternative arrangements are impractical or impossible, such as the illness of a daycare provider; AND
- The faculty member responsible for the classroom has given specific advance approval.

This practice should only be utilized sparingly and if there are no other options reasonably available. Even when a child is allowed in the classroom, the professor can ask that the child be removed if the child is disruptive. Students must avoid bringing children to classrooms on days of examinations, and children are not permitted to participate in field trips.

## **Student Complaints Implicating Compliance with ABA Standards**

As an ABA-accredited law school, WUCL is subject to the ABA Standards for Approval of Law Schools. The [ABA Standards](#) may be found online.

Any student who wishes to bring a formal complaint to the WUCL administration of a significant problem that directly implicates the schools program of legal education and its compliance with the ABA Standards, should do the following:

1. Submit the complaint in writing to the Associate Dean for Student Affairs & Administration.
2. The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates WUCL's program of legal education and its compliance with a specific, identified ABA Standard(s).
3. The writing must provide the name, e-mail address, and street address of the complaining student for further communication about the complaint.
4. The Associate Dean for Student Affairs & Administration will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.
5. Within three weeks of receiving the complaint, the Associate Dean for Student Affairs & Administration shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within two weeks after completion of the investigation.
6. Appeals regarding decisions on complaints may be taken to the Dean. Any decision made on appeal by the Dean shall be final.

7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean for a period of ten years from the date of final resolution of the complaint.

## Other Resources

### Student Support

The College of Law provides extensive resources to our students to support their emotional, physical, spiritual, financial, professional, and social wellbeing. A non-exhaustive list of some of the most frequently utilized resources is provided below. Students in need of any additional resources or support are encouraged to make an appointment with the Associate Dean for Student Affairs & Administration.

Bishop Wellness Center  
503-370-6062

Provides free confidential counseling services and basic healthcare services to WUCL students.

Accessible Education Services  
[accessible-info@willamette.edu](mailto:accessible-info@willamette.edu)

Determines eligibility for accommodations and provides holistic student support.

Student Emergency Fund  
*See student affairs website for application*

Provides emergency funding to students experiencing a short-term financial crisis.

Oregon Attorney Assistance Program  
oaap.org

Provides free, confidential, 24/7 counseling and support to law students via attorney counselors.

Office of Career and Professional Development  
[law-career@willamette.edu](mailto:law-career@willamette.edu)

Provides individualized career counseling, mentorship, and guidance to students.

Title IX Support  
Ann James, Title IX Coordinator  
[ajames2@willamette.edu](mailto:ajames2@willamette.edu)  
Lexie Zirschky, Deputy Title IX Coordinator  
[lnzirschky@willamette.edu](mailto:lnzirschky@willamette.edu)

Provides resources for students who are pregnant or parenting, as well as students who have experienced sexual harassment, sexual assault/misconduct, stalking, or gender-based discrimination.

Gender Resource Advocacy Center  
[grac-info@willamette.edu](mailto:grac-info@willamette.edu)

Provides confidential support for victims/survivors of gender-based violence and supportive resources for the LGBTQIA+ campus community.

### Reporting Violations and Concerns

Violations of the College of Law Student Honor Code, and the procedure for raising concerns under the Honor Code, are set out in the Student [Honor Code](#) section above.

If your concern falls outside the parameters addressed by the College of Law Honor Code, you may utilize any of the following resources:

- Meet with, call, or email the Associate Dean for Student Affairs & Administration
- [Student CARE Report](#)
- [Community Concern/Incident Report](#)
- [Bias Incident Report](#)
- [Sexual Misconduct Report](#)

If you wish to discuss a concern related to a faculty member, you may speak directly to the faculty member, or to the Associate Dean for Academic Affairs and Associate Dean for Student Affairs & Administration. You may also provide feedback 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 Associate Dean for Student Affairs & Administration.

If the above processes do not adequately address your concerns, you may raise them with the Dean who can assist with facilitating the commencement of a formal University process.

## Our Commitment to Students

Our dedication to our students' success extends beyond the classroom. The journey through law school is both challenging and transformative, and we are committed to providing an environment that nurtures your academic, professional, and personal development. Whether you need academic guidance, career advice, or personal support, we are committed to your success. Together, our community can help you to achieve your goals and make a meaningful impact in the legal profession.

Your relationship with the College of Law doesn't end at graduation. We encourage alumni to remain connected with our community by mentoring the next generation of lawyers, and by returning to visit throughout their careers.

Thank you for being a part of the College of Law. Our doors are always open. We look forward to seeing the incredible things you will accomplish during your time here and as members of the legal profession.