VILLANOVA LAW

Student Handbook

Policies & Procedures

2012-2013

Villanova University School of Law is a Catholic and Augustinian institution that seeks to reflect the spirit of St. Augustine by the cultivation of knowledge, by respect for individual differences and by adherence to the principle that mutual love and respect should animate every aspect of the law school's life.

The School of Law welcomes all to its community, regardless of race, gender, religion or creed, sexual orientation, national or ethnic origin, age, economic status or disability. The School of Law is committed to serving the poor and the disadvantaged. As an inclusive institution, it celebrates diversity as enriching the educational environment for everyone.

The policies stated in this Handbook are intended as guidelines only and are subject to change at the sole discretion of the University. This Handbook should not be construed as and does not constitute a contract guaranteeing continued student status.

EMERGENCY NUMBERS

Campus EMERGENCY 610-519-**4444**
Public Safety Department 610-519-**6979**
Health Services 610-519-**4070**
Radnor Fire Department 610-688-0450

Please do not call 911. Emergency calls and ambulance requests must go through Campus Public Safety at 519-**4444**.

FREQUENTLY CALLED NUMBERS

Bookstore (University Shop) 610-519-**4160**
Bursar (University) 610-519-**4258**
Business Office (University) 610-519-**4250**
Counseling Center 610-519-**4050**
Graduate Tax Program 610-519-**7043**
Public Safety Escort Service 610-519-**6979**
School of Law Academic Success & Bar Exam Programs 610-519-**7136**
School of Law Admissions 610-519-**7010**
School of Law Alumni Relations 610-519-**7054**
School of Law Associate Dean for Academic Affairs 610-519-**7005**
School of Law Associate Dean for Faculty Research 610-519-**7459**
School of Law Career Strategy & Advancement 610-519-**7030**
School of Law Dean 610-519-**7007**
School of Law Development 610-519-**7035**
School of Law Emergency Closing 610-519-**7744**
School of Law Financial Aid Office 610-519-**7015**
School of Law Library 610-519-**7020**
School of Law Receptionist 610-519-**7000**
School of Law Registrar 610-519-**2017**
School of Law Security Officer 610-519-**3005**
School of Law Student Affairs 610-519-**5228**
School of Law Vice Dean 610-519-**7006**
Student Bar Association 610-519-**7057**
Today's Events at Villanova University 610-519-**4505**
Towed Cars 610-525-4063
Veterans' Adviser 610-519-**4035**

When dialing from an on-campus phone, dial bolded numbers only.

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2012 - 2013 ACADEMIC CALENDAR

FALL SEMESTER

Monday - Wednesday, August 20-22 .....Mandatory First Year Sign-in and Orientation
Thursday, August 23 .....Classes begin
Monday, September 3 .....NO CLASSES - VLS CLOSED - LABOR DAY
Friday, October 5.....No Classes - Student Break
Monday, October 8 .....No Classes - Student Break
Tuesday, November 20.....Thanksgiving recess begins after last class.
Monday, November 26 .....Classes resume
Tuesday, December 4 .....Friday schedule
Thursday, December 6 .....Monday schedule. All classes end after last class.
Friday, December 7 .....Reading Day
Saturday, December 8 .....Reading Day
Monday, December 10.....Examination period begins.
Friday, December 21 .....Examination period ends after last examination.

SPRING SEMESTER

Friday-Tuesday, January 4-8..... AALS Annual Meeting (location?)
Monday, January 7 .....Classes begin
Monday, January 21 .....NO CLASSES - VLS CLOSED - MARTIN LUTHER KING JR. DAY
Friday, March 1 .....Spring Break begins after last class.
Monday, March 11 .....Classes resume
Friday, March 29 .....NO CLASSES - VLS CLOSED - GOOD FRIDAY
Tuesday, April 23 .....Friday schedule. All classes end after last class.
Wednesday, April 24.....Reading Day
Thursday, April 25 .....Reading Day
Friday, April 26 .....Examination period begins.
Friday, May 10.....Examination period ends after last examination
Friday, May 17 .....COMMENCEMENT

ACADEMIC RULES AND POLICIES

ACADEMIC RULES

1. The degree of Juris Doctor (J.D.) will be awarded to candidates who have successfully completed three academic years of law study, have met the course requirements and have successfully completed 88 semester hours of credit and all other requirements.

2. After the first year, a student may not take fewer than 12 or more than 17 credit hours of courses during a semester. Different rules may apply to the joint degree programs, see pages 16-18.

3. (a) Regular attendance is required in all courses. Failure to maintain regular attendance may be grounds for exclusion from a course. A student who misses class in a single course more than twice the number of times per week that the course meets will be referred to the Associate Dean for Academic Affairs, who may impose the sanction of exclusion from the course. Regardless of the Associate Dean's decision to impose such sanction, a faculty member retains the discretion, consistent with his or her individual policy, to factor attendance into a student's grade consistent with paragraph (d) of this Rule..
(b) Conformity to standards of professional responsibility, civility, and respectful behavior and to any rules published by the instructor concerning student conduct in connection with the course is required in all courses. A student whose behavior in a course does not meet such standards or the published rules for the course may be excluded from the course.
(c). In trial advocacy, appellate advocacy, research paper, practical writing courses, clinics, or in any course in which students are informed that part of the grade will be based on student participation, a student who interferes with the academic process by either frequently declining to participate or by unsatisfactory participation may be excluded from the course.
(d) A faculty member assigning a grade in any course may factor into the student's grade a student's attendance, class preparation and participation, and conformity with published rules for the course (i) by increasing or decreasing by one step what would otherwise be a student's grade; or (ii) in a course in which the grade is not otherwise based entirely on an exam, by adjusting a student's grade according to the professor's individual published policy. The faculty and Dean when deciding honors, awards, scholarships, and similar matters also may take into account a student's record of attendance, class preparation and participation, and conformity with published course rules.

4. A student may enter or withdraw from an elective course during the first week of the semester. In the event a course does not meet during the first week of the semester, a student may withdraw within two class days of the first meeting and may enter another elective course within such two-day period, after which a student may not drop or add a course under any other circumstances without permission from the Professor and the Office of Academic Affairs. A student may not withdraw from a class after the final class meeting for the semester.

5. The Law School applies the following grading system:

Grade	Quality Points	Grade	Quality Points
A	4.00	C+	2.33
A–	3.67	C	2.00
B+	3.33	C–	1.67 – minimally acceptable work
B	3.00		
B–	2.67	D	1.00 – unsatisfactory work
		F	0 – work not acceptable for academic credit

The faculty adopted a recommended grade distribution policy. The policy applies only to classes in which an examination is given and that have an enrollment of 30 or more students. It is a recommended distribution pattern only, and reflects the general consensus of grading patterns at VLS over the past several years. It is not designed either to raise or lower the GPA. The recommended distribution of grades is:

A	10%
A–	15%
B+	15%
B	25%
B–	15%
C+	10%
C	5%
C–, D, F	0 to 5%

The recommended distribution contemplates variations of plus or minus two percentage points at any grade level, and provides for rounding up or down at the faculty member's discretion. It specifically does not recommend that any grades below C be awarded in any class to be consistent with the grade distribution, but it is the consensus of the faculty that the grades of C–, D and F should be assigned for work that does not meet acceptable academic or professional standards.

6. An average, weighted in proportion to the credits earned in each course, will be computed for courses taken in each year.

7. A cumulative weighted average, calculated by weighting the average for all courses taken at the School of Law, is used for determining class rank and any matters dependent upon class rank.

8. At the end of the first year, a student will be excluded who has failed to achieve a weighted average of 2.00.

9. At the end of the second year, a student will be excluded who has failed to achieve a weighted average of 2.00.

10. At the end of the third year, a student who has failed to achieve a weighted average of 2.00 will be excluded and not be eligible for graduation.

11. No student who has been excluded under Rules 8, 9 or 10, or for any other reason may be reinstated except upon favorable action on a petition to the Dean stating and fully documenting reasons in support of such petition. Such petitions will be granted only in the most extraordinary circumstances.

12. A student who fails to take a final examination because of illness or other imperative cause, promptly and properly substantiated, may request permission to take a make-up examination.

13. A student who fails a required course but is otherwise eligible to continue in the School of Law must retake the class the next time it is offered and achieve a grade of "C" or better in the class. The "F" will show on the transcript, and will calculate into the weighted average (GPA). If the student attains a "C" or better on the re-examination, the student will receive credit for the course, which will show as a "pass" ("P") for the course on the transcript.

14. A student who fails Legal Analysis, Writing and Oral Advocacy I (Legal Writing) shall not be permitted to continue in Legal Writing II or take Legal Writing III. Instead, the student must successfully complete the Legal Writing Remediation Program during the spring semester of the student's first year. Upon successful completion of the Remediation Program the student must retake Legal Writing I in the fall of the student's second year, take Legal Writing II in the spring of the student's second year, and take Legal Writing III in the fall of the student's third year. A student who fails Legal Writing II must retake it in the spring of the student's second year and must take Legal Writing III in the fall of the student's third year. In both cases, the student must earn a "C" or better in the repeated course to earn credit and satisfy the requirement (consistent with Rule 13), and if the student does so, a "P" will show on the retake. The "F" will remain on the transcript and will calculate into the student's GPA. A student is not eligible for Journal membership or to participate in the Reimel Competition until the student has successfully completed Legal Writing I and II. A student who does not pass either Legal Writing I or II on the second attempt will be excluded from the Law School.

15. A student admitted with advanced standing (transfer students) will not be given a class rank based on cumulative weighted average and will not be eligible for prizes or awards based thereon. Transfer students will be eligible for *summa, magna* and *cum laude* honors at graduation, applying a formula that compares the lower of either the student's three year GPA (original school plus Villanova Law) or the student's two year GPA (only the Villanova GPA) to the cut off GPA of cumulative ranked students awarded honors.

ACADEMIC POLICIES

ACCOMMODATIONS

The Law School works diligently at meeting the needs of students with disabilities, and grants reasonable accommodations provided that the requested accommodations do not fundamentally alter the nature of the academic program or compromise an essential aspect of the academic program.

Students seeking academic accommodations must submit current documentation, including supporting reports of tests and other measurements and assessments provided by a qualified treating professional, and transmitted directly from that professional with an original cover letter signed by the treating professional, to the Director of Academic Success & Bar Exam Programs. A committee chaired by the Director of Academic Success & Bar Exam Programs, and including the Director of Student Affairs, considers the requests and the supporting documentation. The Committee may request additional information if necessary, as the process contemplates collaboration among the treating professionals, those educational institutions that have granted accommodations in the past, the law school and the student. The student may be asked to sign a release to allow the free exchange of information among all those involved with meeting his or her needs. The Committee will also consult with the Office of Learning Support Services to assess the requests and documentation and to identify the most effective accommodations. The Committee will make a determination of what accommodations will be offered. If a student is dissatisfied with the academic accommodation recommended by the Committee, concerns may be addressed to the Dean and the Office of Academic Affairs. The process contemplates an ongoing assessment of needs and the reasonable

means of meeting those needs. The current policy and forms are accessible on the Academic Success Programs website.

The granting of academic accommodations is strictly confidential; faculty are not notified unless the particular accommodation requires cooperation of the faculty member, and then disclosure is limited to only what is necessary. A new request for accommodations must be filed for each semester the student seeks accommodations.

Students with physical disabilities that require accommodations unrelated to the academic program are coordinated through the Director of Student Affairs.

All requests for exam accommodations must be submitted no later than one month prior to the last day of classes for the semester.

ADDRESSES/EMERGENCY CONTACT INFORMATION

Students must have current local and permanent addresses, email addresses and mobile phone numbers on file with the Registrar's Office **at all times** including summer and vacation. Students can update their information using the Emergency Contact Form on the Registrar's webpage.

ADVISORS

First-year students are assigned a faculty member as an advisor by the Registrar. Students may access advisors' names on NOVASIS.

The faculty advisor's core role is to be a resource for when a student has academic questions, including course selection for the second and third years of law school, or who has personal concerns. The role of the faculty advisor with respect to academic issues is to be a resource regarding academic policies and course selection in general rather than to offer any advice as to questions related to the subject matter of any law school course. The faculty advisor does not provide any substantive academic instruction to advisees. The role of the faculty advisor as a resource with respect to personal concerns is to be able to identify appropriate help within the law school structure (for example, the Director of Student Affairs, the Director of Academic Success Programs, the Law School Chaplain and Counselor, the Office of Academic Affairs, and the University Counseling Center).

ANNOUNCEMENTS

Official announcements, including information regarding class cancellations and reschedules, special events, academics, registration, examinations, policies, dates, deadlines, and other announcements from faculty and the administration are posted on the Current Students page under "Announcements" on the law school website. Students must check this "Announcements" at least once each day, and are deemed to have notice of all information contained there. Many of these announcements will also be posted on the digital screens throughout the law school, but the website is considered the official source for formal announcements.

ATTENDANCE

Academic Rule Three requires regular attendance by students and imposes sanctions – including exclusion from class or lowering of the grade – for non-attendance and lack of preparation and participation. To implement this policy, the Rule provides that a student who misses more than twice the number of weekly classes in a course will be referred to the Associate Dean for Academic Affairs, who will determine the extent to which the student's absences are for excusable reasons and decide whether the sanction of exclusion is appropriate. A faculty member may, by individual policy published to the class, reduce the number of absences which will constitute a violation of the regular attendance requirement if the faculty member judges that the needs of the course require it. A student who is present for less than one-half of a class will be deemed to be absent from that class. A student whose non-attendance has been referred to the Academic Dean should notify the Academic Dean of any bases for excusable absences.

Excusable reasons for an absence include but are not limited to illness, injury, religious observances, client meetings or court appearances (for students participating in clinics), job interviews, and taking the MPRE. Students are to avoid absences whenever reasonably possible, even when they may fall within one of the categories of excusable reasons. Students may not enroll in courses where class schedules conflict and preclude the possibility of full attendance in all classes. Students engaged in clinics, practicums and externships must insure that their regular clinic or externship schedule does not conflict with regularly scheduled classes.

Recording Attendance. Student attendance will be monitored by a sign-in sheet that is posted or circulated in the classroom and that requires the full signature of students in attendance, or using student response pads. Each student bears the responsibility to sign the sheet as a record of his or her attendance.

AUDITING COURSES

(1) All regularly matriculated J.D. students may audit any course with the consent of the professor and the permission of the Office of Academic Affairs. The professor may impose terms upon granting of this consent. A student auditing a course must register for that course as an auditor, and must maintain regular attendance. Students may not audit a course that conflicts with a regularly scheduled class in which a student is registered or with regularly scheduled sessions of clinics, practicums and externships. Auditors normally will not take the exam for the course, but this may be a

requirement imposed by the faculty member as a condition for granting permission to audit.

(2) Successfully completed audited courses appear on the student transcript with the notation "AU." No credit or grade is awarded.

(3) A student who has audited a course may not later take that same course for credit, nor may a student who has taken a course for credit later audit the course.

CLINIC/ PRACTICUM/ EXTERNSHIP AND OTHER LIMITATIONS

Concurrent enrollment in more than one clinic, more than one externship, more than one practicum, or a clinic, a practicum and externship is not permitted.

No more than a combined total of 17 clinical, externship and practicum credits may be taken by a student during the three years of law school, with no more than 14 credits in any one academic year. No more than a total of 7 externship/practicum credits may be taken by a student.

Students participating in Judicial Externships may not receive credit for a second judicial externship unless that externship is served with a different court at a different level (for example, a first externship with a trial court and a second with an appellate court). To be eligible for a second judicial externship, the student must obtain written permission from the faculty supervisor of judicial externships verifying that the second externship will be served with a different court at a different level.

Students selected for full-time Washington, D.C.-based semester externships are subject to different limitations. Contact David Santee, Director of Trial Advocacy Programs and Externships.

While at the Law School no student may enroll in more than 13 credits in total of courses that fall within the following categories: externships, journals, moot court, directed research, and courses taken in parts of the university outside the Law School for which credit toward the J.D. degree is granted.

Joint degree students are precluded from taking any externships or other non-instructional courses.

CO-CURRICULAR ACTIVITIES

Law Review: Students are eligible for an invitation to join *Law Review* based on grades at the end of the first year of law school. In addition, students may compete for a position on *Law Review* by participating in an open writing competition at the end of the first and second years of law school The advisor to the *Law Review* is Professor Walter Taggart.

Environmental Law Journal: Students may compete for a position on the *Environmental Law Journal* by participating in the open writing competition at the end of their first or second year of study. The advisor to the *Environmental Law Journal* is Professor Todd Aagaard.

Sports and Entertainment Law Journal: Students may compete for a position on the *Sports and Entertainment Law Journal* by participating in the open writing competition at the end of their first or second year of study. The advisor to the *Sports and Entertainment Law Journal* is Professor Catherine Lanctot.

Moot Court Board: Students are eligible for an invitation to join the Moot Court Board at the end of their first year of law school by participating in the open competition sponsored by the Board at the end of their first or second year of law school. Students who advance to the semi-finals and better in the Reimel Competition are invited to join the Board. The advisor to the Moot Court Board is Professor Ann Juliano.

Limitation on Co-Curricular Activities: Students may not participate simultaneously on more than one of the following co-curricular activities: *Environmental Law Journal, Law Review,* Moot Court Board, *Sports and Entertainment Law Journal*. Further, a student who has accepted an editorial position on the *Environmental Law Journal, Law Review* or the *Sports and Entertainment Law Journal*, or an executive board position on the Moot Court Board, may not participate in an open competition and may not accept an invitation to another co-curricular activity that would, under the policy stated, require resignation from the position previously accepted.

DIRECTED RESEARCH POLICY

To register for Directed Research, a student must obtain approval of the sponsoring faculty member and the Associate Dean for Academic Affairs using the Directed Research form on the Registrar's website. If a student is registered for Directed Research in a particular semester, the paper must be completed and a grade turned in for that semester. No incomplete is permitted.

- A faculty member must approve a student proposal for Directed Research before the student may register for Directed Research.
- Approval must be obtained before the end of the drop/add period.
- No student may undertake more than one Directed Research project with a particular instructor while at the School of Law.
- No student may receive credit for more than two Directed Research projects while at the School of Law.
- No student may receive credit for more than one Directed Research project in a semester.

- No student may take more than six total credits of Directed Research and Research Paper Courses (not including practical skills courses) while at the School of Law.
- Only full-time members of the faculty, including Legal Writing Professors, may supervise a student in a Directed Research.

EXAMINATIONS

Published Exams

Bound copies of previously published Law School examinations are on reserve in the Library. Many published exams are also available from the online exam database found on the Law School website under Current Students: Exams.

General Examination Regulations

Detailed examination policies, procedures and regulations will be posted on the Registrar's website prior to each examination period. Students must familiarize themselves with all examination requirements and policies.

Examination Numbers: Examinations are graded anonymously using numbers instead of names. These numbers are available to students each semester on their class schedule in NOVASIS. The Registrar's Office cannot distribute exam numbers on the same day the student is taking the exam, nor during the time just before exams are being administered. Examination numbers only, and not names, must be typed into the exam software, written on blue books or answer sheets and on the examination.

Materials: Authorized examination materials and equipment for each examination will be posted on the Registrar's website, and stated in the Professor's examination instructions. Use of unauthorized materials in an examination is a violation of the Code of Conduct. Students may not possess mobile phones of any type nor other electronic devices of any kind during examinations unless their use is explicitly approved in the examination regulations/materials permitted. Students will be required to leave all such devices at the front of the examination room and may claim them after the examination is over.

When examination regulations/materials permitted specify that the use of a hand held calculator is permitted, this refers to a non-memory basic mathematical calculator only.

Time and Place: All students must report to regularly assigned exam rooms unless otherwise instructed by the Registrar. Students must report to the assigned exam room prior to the time specified by the Registrar, allowing enough time for students to set up and to hear the exam instructions. Computer users who arrive without leaving enough time to set up their computers may be required to write the examinations. (See Computer Use During Exams, below.)

Improper Disclosure: Because of scheduling conflicts and other matters, some students may not have taken exams that others have finished. Students must not disclose the form, content, degree of difficulty or any other information pertaining to an examination, or discuss the exam with students who have not taken the exam.

Take Home Examinations: Take home examinations are distributed electronically. Each student must download his or her own exam (and *only* for his or her own use) according to the instructions specified by the Registrar's Office. The Registrar's Office carefully monitors when each student downloads each examination question and uploads their examination answer and reports any anomalies to the Office of Academic Affairs for appropriate action.

Computer Use During Exams: Computers may be used to take exams only as part of the Law School's computer exam program or as specified for take-home exams. Computers may be used as a resource (material permitted) if the professor so specifies. See the exam regulations published each term for more specific information. Students participating in the computer exam program must register and attend training during each semester in which they wish to use a computer. Training will not be waived under any circumstances.

Students participating in the computer examination program must use their own laptops. These must be approved as suitable by Academic Computing. A limited number of computers are available for students who do not own laptops, and are assigned on a first come, first served basis. All efforts are made to insure that there are no problems with saving and retrieving examinations, and someone from Academic Computing is on call while exams are being administered. In virtually all instances, Academic Computing has been able to resolve problems with exams on computers. In the rare instance where an answer is irretrievably lost, the student assumes the risk of a lost examination, including the possibility that the student may have to retake the examination. Should a problem with a computer arise during an examination that the Academic Computing team determines presents too great a risk of possible loss, the student will, at the sole discretion of Academic Computing, be required to complete the examination using pen and paper.

Ebooks, or ereaders, such as the Amazon Kindle, Barnes and Noble Nook, or Apple iPad, may not be used to access materials, such as your textbook, during exams.

Honor Code Violations: All students are bound by the Code of Conduct. It is published in this *Student Handbook* and all students are deemed to know the Code's provisions. Students are required to report code violations of which they are aware.

Emergency or Illness: Should an emergency or serious illness arise preventing a student from getting to school to take an exam, the student must immediately contact the Registrar (610-519-7017) or, in her absence, the Office of Academic Affairs (610-519-7005). The student must not speak to the Professor whose exam may be affected, as this may interfere with the School of Law's anonymous grading policy. Written documentation of the illness will be required.

Should an emergency or serious illness arise during an examination, the student must immediately contact the Registrar or, in her absence, the Office of Academic Affairs or the Honor Board Proctor. The student must not speak to the Professor whose exam may be affected, as this may interfere with the School of Law's anonymous grading policy.

Questions Arising During the Examination: All questions during a scheduled exam are handled only by an Honor Board Proctor or the Registrar, who may contact the Professor, the Registrar or the Office of Academic Affairs. Students must not attempt to contact the Professor directly during the examination. Honor Board members will be available throughout the exam outside the examination room.

Accommodations: See page 11.

Rescheduling Exams: Examinations are rarely rescheduled. A student may request a reschedule if two or more exams directly conflict (same time, same day). In extremely rare circumstances a student may request a reschedule because of a direct conflict with a compelling personal obligation that cannot be rescheduled. The rescheduled examination will be administered on the next available exam day or on the reschedule day at the discretion of the Office of Academic Affairs.

GRADES

See page 7, Academic Rule 5, for the letter grade array. Please note that the Law School does not have an "Incomplete" grade. All course work must be finished in the semester during which the student is registered for the course.

Grades in examination courses are entered anonymously. Law School policy permits Professors to raise or to lower an anonymously entered grade one step (i.e. from a C to a C+, from a C to a C–) based on class performance and attendance. The policy also allows for in-class performance, exercises, midterm or other methods of evaluation to be considered in assigning a grade. The time, place and manner for the distribution and availability of grades will be announced by the Registrar. Grades will be posted to your NOVASIS account.

In the spring semester, the grade reports for third year students are distributed on or before Commencement Day. First and second-year grade reports are posted, generally during the second or third week of June.

After final grades have been submitted, a student's grade can be changed only if there is a clear clerical or arithmetic error, and only with the approval of the Academic Dean.

The University reserves the right to refuse to release grade reports, transcripts, bar certifications, and diplomas for a student with delinquent financial obligations to the University.

GRADUATION REQUIREMENTS

Every student must insure that he or she meets all graduation requirements. The Registrar's Office will provide students with the information it has, but responsibility for verifying that the requirements are met remains solely with the student. Students should access the on-line degree audit in Novasis to help them verify degree requirements.

All regular J.D. students must satisfactorily complete 88 credits over the course of three years of full-time study and must complete six consecutive full-time semesters in residence to be eligible for the Juris Doctor degree. Except for leaves of absence granted for good cause shown, the degree must be completed in three years. In no case will the period of time in which to complete the degree be extended beyond five years from the original matriculation. The first-year required curriculum consists of 32 credit hours of study. In addition, the following upper level courses are required:

- **Constitutional Law I** ***(Class of 2011. Constitutional Law I is a required first year course for all classes thereafter)***
- **Constitutional Law II**
- **Legal Writing III**
- **Legal Profession**
- **Reimel Moot Court Competition** (Students serving on *Environmental Law Journal*, *Law Review* or *Sports and Entertainment Law Journal* are exempt.) Beginning with the Class of 2015, the Reimel Moot Court Competition is no longer required.
- **A Research Paper Course** (any class that is a 6000 level course; for the Class of 2013 only this requirement may be met by satisfactory service for credit on

the *Law Review, Environmental Law Journal* or *Sports and Entertainment Law Journal*)

- **A Practical Skills Writing Course** (any class that is a 5000 level course)

Several courses, though not required, are considered basic foundation courses, and students are advised to take them: **Administrative Law, Business Organizations, Decedents' Estates and Trusts, Evidence, Introduction to Federal Taxation** and **Trial Advocacy.** These courses provide the conceptual building blocks upon which other areas of legal study and legal practice build.

GRADUATE COURSES IN THE COLLEGE OF LIBERAL ARTS AND SCIENCES

A J.D. student may take up to six credits of graduate-level course work in other colleges for credit toward their J.D. degree. Students would take such courses in their second or third year. For students interested in taking courses in Graduate Arts and Sciences, the following policies and procedures apply:

1. Prior Approval
   a) Law Students must obtain prior approval for the course from the Associate Dean for Academic Affairs of the Law School.
   b) Once approval has been granted, the student then submits a request to the Dean of Graduate Studies, who will seek the approval of the graduate program director. Students should specify which courses they seek to take and provide copies of the undergraduate transcripts so that the program director can evaluate whether the student has the necessary background for the course.
   c) If the graduate program director and Graduate Dean approve the request, the Graduate Dean will contact the Registrar to have the law student registered in the course and inform the Bursar's Office to coordinate the billing.
   d) Because the Communication Masters program is an entrepreneurial (self-financing) program, law students will not be permitted to take individual graduate courses in Communication. They may take courses in this program if they seek to earn a graduate certificate (five courses) or Masters degree (ten courses), in which case they must apply to the program.
2. Tuition
   a) Tuition for a graduate course in Arts and Sciencese taken by a law student is covered by the student's Law School tuition, with no transfer of funds from the Law School to Graduate Arts and Sciences, as long as the course is taken in the fall or spring term.
   b) Tuition for graduate courses in Arts and Sciences taken in the summer term are not covered by Law School tuition. Law students wishing to take a graduate course in the summer will be billed at the Graduate Arts and Sciences tuition rate.
3. Grading
   a) The Law School will accept the grades given in Graduate Arts and Sciences.
4. Academic Calendar
   b) Law students take a graduate course are expected to follow the academic calendar used by Graduate Arts and Sciences.

GRADUATE TAX COURSES

A J.D. student may take courses in the Graduate Tax Program for credit towards the J.D. degree, but the student must obtain the permission of the Director of the Graduate Tax Program (GTP) and the Office of Academic Affairs. A letter grade and credit will be awarded, but the grade for the graduate tax course will not be averaged into the student's grade point average. GTP courses taken by J.D. students will not count toward the Certificates awarded as part of the LL.M. program. GTP courses taken by students as part of the J.D. program will not count toward the LL.M., should the student later enroll in the J.D./LL.M. program, unless the student is formally accepted into the joint J.D/LL.M. program during law school. Typically a J.D. student (not in the J.D./LL.M. program) will be approved to take no more that two GTP courses for J.D. credit.

INCOMING STUDENTS

Admission to Villanova University School of Law requires that an official transcript showing the final granting of a bachelor's degree be on file in the Registrar's Office prior to Orientation. As noted in the acceptance letter, admission is contingent upon receipt of this transcript. Students who have not fulfilled this requirement will not be issued grades and will not be permitted to register for courses.

Incoming students must be present and must sign-in on the first day of Orientation in order to hold their seats in the incoming class.

First year students take a set curriculum and are assigned to classes by the Registrar. These assignments are not modifiable.

JOINT PROGRAMS

J.D./LL.M. Joint Program in Taxation

Students accepted into the J.D./LL.M. Program may work toward an LL.M. degree in taxation while completing their J.D. degree. The J.D. degree is awarded upon successful completion of six semesters of full-time study, and the LL.M. degree follows

when the remainder of the requirements for the advanced degree are completed. During the regular three years of law school, the student may take up to 2 advanced J.D. tax courses and 4 graduate tax courses which double count. That is, the graduate tax courses are considered electives for purposes of the J.D. degree, and the advanced J.D. tax courses count toward the 12 courses needed for the LL.M. degree. It is therefore possible to acquire the J.D. and LL.M. degrees in 3-1/2 academic years as compared to a minimum of four academic years for both degrees if taken separately. Since additional tuition is not charged for graduate tax courses taken during the J.D. course of study, an overall cost savings results.

To optimize the benefits of the joint program, a J.D. student should apply for the program before the beginning of the fourth J.D. semester. J.D. Introduction to Taxation and a minimum GPA of 2.67 is a prerequisite for application to the program. If the joint degree candidate completes that course in the third J.D. semester, the student can spread graduate tax courses over the fourth through sixth semesters, as well as the graduate tax summer semester between the fourth and fifth J.D. semesters. At that point, the two advanced J.D. courses and four graduate tax courses leave only six graduate tax courses to be completed after the award of the J.D. degree. While a qualified J.D. student may enter the joint program at a later time, to do so may diminish somewhat the time and cost benefits of the joint program.

Further information is available from the Graduate Tax Office, Room 183.

J.D./LL.M. Joint Program in International Studies (Abroad)

Students accepted into this J.D./LL.M. program receive their J.D. degree from Villanova and their LL.M. in a specialized area of international law from a host law school located abroad, usually in a total of three and one-half years or less, depending upon which law school abroad the students attend. The students spend the first two years at Villanova, during which time they must successfully complete all first-year courses and graduation requirements (Constitutional Law I and II, Legal Profession, and all writing requirements). During the spring of the students' second year at Villanova, they may apply for admission into the J.D/LL.M. International Studies program. Admission is highly competitive, and enrollment is limited. Admission is based upon a student's application and academic record (including classwork, grade point average, and professors' recommendations, discretion of the Associate Dean for Academic Affairs and the Dean), Eligibility to apply will be determined by Villanova, and admission will be determined by the host school abroad. If admitted, the student will spend the third year of law study at the host law school abroad.

Awarding of the J.D. and LL.M. degrees is conditioned upon successful completion of all courses at Villanova and all courses and requirements, including successful completion of any thesis or dissertation requirement, at the host law school. That is, the courses taken at the LL.M. host law school count toward the J.D. degree. Because it would normally take four years to complete both degrees, an overall cost savings results. Students who participate in the program will be eligible to graduate with Latin honors (i.e., *summa cum laude, magna cum laude,* and *cum laude)* based upon their cumulative grade point average earned during their two years of study in residence at Villanova Law School, when compared with the three-year cumulative grade point average of their original graduating class. However, students admitted into the program should understand that because they will not be enrolled in courses on the Villanova Law campus during the third year, and because the academic year of the host school abroad may run for twelve months beginning in August or September, they will not be eligible for admission to Order of the Coif or membership on the editorial board of one of Villanova's law journals or on the Executive Board of the Moot Court Board. However, although the student will complete the LL.M. degree after his or her original class graduates from Villanova, it is possible for the student to walk with his or her class at graduation. Please note: Due to the variation in schedules between Villanova and the host school, students enrolled in the program may not be able to take a July bar examination. Under those circumstances, students enrolled in the program may not be able to take a bar examination until, at the earliest, February following their completion of their program.

For more information, please contact Diane Edelman, Director of International Programs.

J.D./M.B.A. Joint Program in Business Administration

Students accepted into the J.D./M.B.A. Program receive their J.D. degree from the School of Law and their M.B.A. degree from the School of Business. The J.D. will be awarded upon satisfactory completion of 6 semesters in residence at the School of Law and all J.D. requirements (including credits earned through the M.B.A. program which apply toward the J.D. program). J.D./M.B.A. students must complete the first year of law school in the regular course. After successful completion of the first year, they may begin taking M.B.A. courses while remaining full-time students at the School of Law.

J.D./M.B.A. students must take at least 10 credits in every semester (including those M.B.A. courses which count toward the J.D. degree). They may take no more than a combined total of 17 credits counting toward the J.D. degree, considering courses taken in both schools, during any semester. Any student wishing to register for more than 17 credits (including credits earned toward both the J.D. and M.B.A.) must obtain approval from the Associate Dean for Academic Affairs. In no case, however, will a student be permitted to take more than a combined total of 21 credits in any semester.

The School of Law will accept 12 credits for courses taken at the School of Business, and the School of Business will accept a maximum of 9 credits taken at the Law School, providing the courses are selected from the list of courses approved for joint credit published by each school. Contact the J.D./M.B.A. Director, Associate Dean Mooney, for specific information.

Joint Programs – Misconduct and the Continuing Obligation of Disclosure

A J.D. student enrolled in a joint program who engages in misconduct (whether academic or non-academic) in the non-VLS part of the program will be subject to disciplinary proceedings and possible penalty under the Law School's policies independent of whether or not action was taken and/or a penalty imposed by the authorities at the other school.

Students involved in joint programs must promptly notify the Office of Academic Affairs in writing if any incidents occur or information develops in the non-VLS part of the program, including while in attendance at partner schools, that relate to character and fitness, as laid out in the policy on Candor and Disclosure in this Handbook.

Joint Programs – Special Restrictions

Joint degree students are precluded from taking any externships or other non-instructional courses.

Joint Programs – Transcripts and Grades

Students in any of the combined programs offered at the Law School who take courses in other schools (such as Villanova University's School of Business) are responsible to have an official transcript sent to the Registrar's office as soon as the student receives grades that roll over so the grades can be combined with the Law School transcript.

LETTERS OF GOOD STANDING

Letters of good standing that are to be sent to other educational institutions are issued by the Office of Academic Affairs. Requests must be submitted in writing to that office and must include the exact name(s) and addresses of the party to whom the letter must be sent. A letter of good standing issued by the law school will include assessment of the student's academic and disciplinary standing and will be sent directly to the school. Students requesting letters of good standing for transfer must follow the Transfer Procedure (p 19). Students considering transfer are strongly encouraged to contact the Office of Academic Affairs to discuss the process and consequences of transfer. Enrollment certifications for attendance (for insurance or loan deferral purposes) can be downloaded through your Novasis account via a link through the National Student Clearinghouse.

NAME CHANGES

Name changes must be reported to the Registrar's Office immediately. You must provide supporting documentation which consists of the original purpose of the name change (i.e., marriage certificate, divorce decree, or court ordered) AND another source of identification in which the name has already been changed officially (i.e., driver license, passport, Student Visa, or work ID (not Wildcard).

REGISTRATION

Students are required to register each spring for *both* semesters of the upcoming school year. All information pertaining to registration can be found on the Registrar's webpage. It is especially important that students observe the dates set for priority registration, including early registrations for clinics and externships; students registering after these dates will greatly reduce their chances of getting the classes they want. Students should consult with their Faculty Advisers or other faculty members regarding course selections. Students are further required to read the course descriptions before registering, as there are prerequisites and other conditions that apply to many of the classes. The dates for dropping and adding courses are in the registration materials.

While upper level students are not required to be present for a specific registration day, they are required to obtain first-day assignments, books and materials before classes begin, and to be fully prepared for the first meeting of every class in which they are enrolled.

READMISSION AFTER EXCLUSION

The School of Law does not readmit students who have been excluded for failure to achieve the required grade point average or for other reasons, except upon favorable action on Petition for Readmission. That Petition must demonstrate the most extraordinary circumstances caused the failure, and the decision to readmit or not is within the sole discretion of the Dean (see Academic Rule 11). If a student is readmitted, the student is considered to be in good standing and making satisfactory progress. In some instances, the student will be required to meet special conditions, repeat all or some courses, or enter a special program.

RELIGIOUS HOLIDAY POLICY

Villanova University's Mission Statement, embraced by the Law School, calls on us "to reflect the spirit of St. Augustine…by respect for individual differences, and by

adherence to the principle that mutual love and respect should animate every aspect of University life." As a Catholic and Augustinian Law School, Villanova seeks to support and respect the diverse religious beliefs and traditions of all members of our community.

As part of this commitment, the Law School makes every reasonable effort to allow members of the community to observe their religious holidays and days of observance, consistent with the Law School's obligations, responsibilities, and policies. Students who expect to miss a class due to the observance of a religious holiday should discuss the matter with their professors as soon as possible. Absence from classes for religious reasons does not relieve students from responsibility for any part of the course work required during the absence. Faculty, if possible, will try to accommodate students with make-up work, with reasonable alternative opportunities to complete their academic assignments, and by taping the class when possible. Deadlines typically will not be extended for long term work.

If a required religious observance conflicts with a regularly scheduled exam, the student should contact the Registrar as soon as possible. The Registrar will make every reasonable effort to accommodate the student's needs.

ROME STUDY ABROAD PROGRAM

Villanova University School of Law and the University of St. Thomas School of Law (Minneapolis) offer a Summer Law Study Abroad Program in Rome, Italy. The Program allows students to earn up to six (6) semester hours of credit selected from four different course offerings.

Because this is a Villanova-sponsored program, no prior approval is required, and credits are automatically applied to the VLS transcript. The grades VLS students earn will calculate into the cumulative average. Applicants must be in good academic and disciplinary standing and must have completed one year of law school to be eligible to enroll. Director of International Programs Diane Edelman is the Villanova program director.

SUMMER ABROAD PROGRAMS

A student may receive up to six credits for attending an ABA-approved summer abroad program offered by an accredited American school of law, provided a student achieves a grade of C, its equivalent or better, for each course for which credit is sought. The student must obtain permission from the Director of International Programs in advance by submitting a request detailing the program and the courses desired, using the on-line form. Typically, only courses that do not duplicate courses offered at the School of Law will be approved, although exceptions to this policy may be made at the discretion of the Office of Academic Affairs. Credit will be recorded and the course will appear on the student's VLS transcript upon receipt of an official transcript from the host school, but the grade will not calculate into the student's GPA.

TAKING CLASSES OUTSIDE THE LAW SCHOOL

As full-time students in the Law School, law students may not take classes in any other program or institution without the permission of the Office of Academic Affairs, except as noted in the policy on Graduate Courses in the College of Liberal Arts and Sciences.

TRANSFER CREDITS

Except as provided under Summer Abroad Programs, the Law School does not accept transfer credit for courses taken by VLS students at other law schools. This does not apply to students accepted with advanced standing (transfer students).

TRANSFERRING OUT

Students considering transferring after the first year are strongly encouraged to consult with the Office of Academic Affairs to discuss the consequences of transferring.

All Requests for transfer documentation must be submitted to the Office of Academic Affairs by filing a Transfer Request Form (available on the Registrar's website at www.law.villanova.edu/studentservices/registrar/docs/transferoutform.pdf). The Law School will complete the transfer packet including official transcript, letter of good standing, and any forms required by the transferee school. Individual letters of recommendation must be arranged by the student and are not part of the package. The student must include all forms required by the transferee schools with the Transfer Request Form, and must be sure to complete the student-supplied information and signatures as required. All letters of good standing issued to educational institutions for transfer will address academic and disciplinary standing. Packets will be sent directly to the schools, using the address supplied by the student. An administrative fee of $35 will be charged for each packet (that is for each school to which the student applies). The usual turn-around time for transfer packets is 5 full business days. The student must complete one (1) Transfer Request form per school, must include a check for $35 made out to Villanova University School of Law for each school to which the student is applying and submit their completed Student Records Release Form (one form per professor for each school to which the student is applying). **The Request form(s), check(s) and Student Records Release Form(s) must be submitted along with any additional forms needed to be completed to the Office of Academic Affairs, Suite 370**.

Students who have accepted judicial externship placements for either the summer or the upcoming academic year commit to fulfilling those placements and therefore cannot transfer from VLS. Students who have accepted judicial externship placements for the summer and fail to return to Villanova University School of Law for the Fall Semester for any reason will not receive credit. Federal regulations require the termination of work study funds once a student decides to transfer, and Research Assistantships, as a form of financial aid, will also be terminated as soon as a student formally notifies the Law School that the student is transferring.

There are other issues and consequences that may apply for students applying for transfer so it is important to discuss plans to transfer with the Office of Academic Affairs.

Students who apply to transfer must notify the Office of Academic Affairs in writing **within 3 days of accepting the other law school's offer**. A student is considered registered until written notification to the contrary is received by the Office of Academic Affairs.

Students considering transfer must inform programs in which they are involved such as journals, moot court, clinics and the on-campus interviewing program of their plans, and must be considerate in giving timely notice of decisions to such programs.

VISITING OUT

Students requesting permission to visit for a semester or a year at another law school must obtain permission from the Office of Academic Affairs. Permission will be granted only if the student shows the most compelling reasons for the visit, has completed all required courses, and has at least a 3.0 cumulative grade point average.

WITHDRAWAL FROM CLASSES

Students may not drop a course after the final class meeting for the semester. (See Academic Rule 4 on page 10 for the withdrawal process.)

WITHDRAWAL, LEAVES OF ABSENCE AND READMISSION

Notification of withdrawal or a petition for a leave of absence must be submitted in writing to the Office of Academic Affairs before the final class meeting of the semester. Once the semester is over and the reading and examination period has begun, a student may not withdraw or request a leave except in the most extraordinary circumstances. If a student does not notify the Associate Dean in writing of the student's withdrawal, a failing grade will be entered for all courses for which the student is registered and has not successfully completed all requirements.

1. **Military Leave of Absence**
   Any student who is forced to withdraw in order to fulfill a military obligation will be granted a leave of absence for that purpose, and will be entitled to return to the School of Law if a request for readmission is made within a reasonable time after discharge from the service. A student seeking a military leave of absence must request the leave in writing, supported by appropriate documentation, addressed to the Office of Academic Affairs.

2. **Leaves of Absence**
   (a) A student who wishes a leave of absence and can demonstrate good cause may petition the Office of Academic Affairs in writing for a leave of absence. If the Associate Dean finds good cause, up to a one-year leave may be granted. Depending on the circumstances, the grant of a leave may require the student to meet certain conditions before or upon return.

   (b) Students returning from a leave of absence must notify the Office of Academic Affairs in writing by the date specified in the letter granting the leave, must complete the character and fitness questionnaire included with that letter and meet other conditions imposed as part of the leave approval.

   (c) A student who withdraws without obtaining a leave of absence and who wishes to return to the School of Law must petition the Office of Academic Affairs for readmission. Such petitions ordinarily will not be granted.

3. **Withdrawal**
   A student wishing to withdraw must notify the Office of Academic Affairs in writing.

General Information and Policies

ACADEMIC SUCCESS PROGRAMS

The Office of Academic Success Programs is designed to help students achieve academic success in law school. The Office of Academic Success Programs provides services to students through study skills seminars, instructional materials, one-on-one meetings, Bar preparation, and an informational web page. The Director of Academic Success and Bar Exam Programs chairs the Academic Accommodations Committee.

ALCOHOL POLICY

The Administration and the SBA have adopted an alcohol policy applicable to student events. The Alcohol Policy is coordinated by the Director of Student Affairs. This policy applies to the Journals, Moot Court, SBA, and all recognized student organizations.

I. Alcohol Policy

1. Law School funds, including the Student Activity Fee Fund administered by the Student Bar Association (SBA), shall not be used to purchase alcohol to be served at any Law School event including student participation, except for the events listed on the attached Schedule of Authorized Events or as the Dean or the Dean's designee shall authorize.

2. Alcohol (beer and wine only) may be served at "Authorized Events" (listed below under Part II), only if no less than two weeks prior to the event the sponsoring group submits to the Director of Student Affairs a written request for approval that includes an Alcohol Plan specifically addressing all of the issues listed below, and that request is approved.

The Alcohol Plan must specify:

- a description of the promotion and advertising of the event;
- the amount and type of alcohol to be served (beer and wine only);
- a description of the manner in which alcohol is being served, and a commitment that the group understands that alcohol may only be served by professional, licensed servers who can properly address the liability issues involved, and designation of who the professional servers are;
- a plan for monitoring alcohol consumption at the event, including preventing under-age attendees from drinking;
- a detailed plan for providing designated drivers, taxi cabs, and other manners designed to encourage all guest to travel safely;
- a designation by name and role within the organization of at least two who are designated as responsible persons from the sponsoring student organization who will be present throughout the event;
- a provision for non-alcoholic drinks at the event;
- a provision for food to be served throughout the event; and
- a specific start and stop time of the event, and specific start and stop time for serving of alcohol.

3. The SBA and other student organizations, including the Villanova Law Review, the Villanova Environmental Law Journal, the Villanova Sports & Entertainment Law Journal, and the Moot Court Board, may organize off-campus events at which alcohol may be served to students, but no Law School funds, including Student Activity Fee Funds, may be used to purchase alcohol or to subsidize the cost of alcoholic drinks, including, without limitation, the use of such funds to pay cover charges at bars or arrange for discounted drink prices. In addition, such events may be subject to the requirements listed above in Paragraph 2 of Part I.

4. The SBA and other student organizations, including the Villanova Law Review, the Villanova Environmental Law Journal, the Villanova Sports & Entertainment Law Journal, and the Moot Court Board, sponsoring events (on-campus or off-campus) involving alcohol must meet with the Director of Student Affairs prior to finalizing the event. Any questions or concerns regarding these requirements should be raised with the Director of Student Affairs.

5. The SBA and other student organizations, including the Villanova Law Review, the Villanova Environmental Law Journal, the Villanova Sports & Entertainment Law Journal, and the Moot Court Board, shall not advertise the event before receiving approval as an "Authorized Event."

6. Student organizations, other than the SBA, may sponsor or co-sponsor no more than two events with alcohol per semester, including on-campus or off campus.

7. Law School funds shall not be used to purchase alcohol or reimburse students for the purchase of alcohol in connection with law school-funded student travel.

8. Organizations sponsoring events on-campus (in the law school building or grounds) must work with the Director of Events to ensure that manner in which alcohol is served and liability issues are properly addressed by the vendor. The selection of vendor to serve the alcohol at student organization events in the law school building must be approved by and is at the discretion of the Director of Events.

9. The Dining Room is the preferred venue in the law school for student organization events involving food or alcohol, or both. Permission for use of the Commons by a student organization for any event, including any involving alcohol, must be obtained from the Dean well in advance of the event. The Commons will be approved only in extraordinary circumstances for compelling reasons shown.

10. No alcohol may be served in a classroom in the law school building.

II. Schedule of Authorized Events

The following list of student organization events have been presumptively approved and may serve alcohol provided that the requirements of Part I are satisfied:

1. Barristers Ball;
2. Public Interest Auction;
3. One SBA "TG" per semester (not the activities fair); and

Additional student organization events involving alcohol in the law school building may be approved as an "Authorized Event" by the Dean or the Dean's designees, provided: (1) the event complies with Part I; (2) if the requesting group is an student organization funded by the SBA and it seeks funds from the SBA for the event, it has submitted the proposed event to the Director of Student Affairs at least two weeks in advance; and (3) other than the in the case of the SBA, the event has also been approved by the Faculty Advisor of the requesting student organization.[1]

Approval as an "Authorized Event" is only for the specified event and on the specified date, and is not to be considered as annual approval or an addition to the Schedule of Authorized Events for subsequent years.

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

The Associate Dean for Academic Affairs handles academic matters including: curriculum, long-range planning, class scheduling, administration of examinations, administration of course evaluations, academic and non-academic discipline, exclusions of students for cause, adding and dropping of courses, withdrawals and leaves of absence, student records, and miscellaneous academic matters. She is responsible for matters relating to the Registrar's Office, Clinical Programs, Externships, Student Affairs and Academic Success Programs. She is also available to hear student grievances, concerns, and for counseling.

ASSOCIATE DEAN FOR FACULTY RESEARCH

The Associate Dean for Faculty Research is responsible for supporting, promoting and publicizing faculty scholarship, including scheduling faculty workshops and arranging faculty exchange programs. The Associate Dean for Faculty Research is also available for student counseling and to hear student concerns.

BAR REQUIREMENTS

The rules for admission to the bar differ greatly from state to state. Some states require applicants for the bar examination to register with the bar examiners at the time they begin their law studies, and to take certain courses while in law school. Some states, including Pennsylvania, require additional examinations (such as the Multistate Professional Responsibility Exam or MPRE) which are given on dates other than the usual bar examination dates. Students assume responsibility to know and to comply with these bar requirements and should contact the appropriate bar examiners directly. Students must contact the bar examiners for the states they are interested in directly to obtain requirements, deadlines and other necessary information. Links to all state bar examiner's web pages are available on the Academic Success Programs home page. For those bar examiners who do not have websites, the address and phone number are given. Students are also advised that all jurisdictions impose character and fitness requirements, and that these differ from jurisdiction to jurisdiction. Students should inquire into these requirements early in their law school careers.

Please also note that students undertake a continuing duty to update their answers to the Law School application character and fitness questions (see below Candor and the Bar and CANDOR AND DISCLOSURE TO THE LAW SCHOOL).

Candor and The Bar: Many jurisdictions verify bar applications and the criminal background checks that are routinely conducted in conjunction with bar admission against individual applicant's law school applications to determine whether the applicant was fully candid and forthcoming in applying to law school. Dishonesty may pose an extremely serious obstacle to gaining admission to the practice of law. Students must be sure that they have been fully candid in their applications to Villanova. Contact the Office of Academic Affairs if you think you might need to amend your application.

BOOKS

Books assigned for the Law School's course of study are available at the University Shop (the bookstore) in Kennedy Hall. Instructors' materials are available at the Distribution and Copy Center (p. 29). Normal hours for the Bookstore are 8:00 a.m. to 8:00 p.m. Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Fridays, and 10:00 a.m. to 4:00 p.m. on Saturdays. The Bookstore is usually open for special evening and weekend hours at the beginning of each semester. You can check their hours at www.ushop.villanova.edu.

Law books may be returned to the University Bookstore after purchase only if the books are in new condition, and with a sales receipt.

BULLETIN BOARDS

A notice posting area, where student organizations and miscellaneous notices may be posted, is located on the ground floor in the corridor outside of the locker area. All recognized law school student organizations are assigned bulletin board space in this area by the SBA and the Office of Student Affairs. Student groups may display

[1] The end of the year Journals Dinner and the dinner hosted in conjunction with the Reimels finals are considered Law School institutionally sponsored events and do not need to be approved as an Authorized Event.

posters, notices, and flyers on their designated bulletin boards only, not on walls, doors, windows, or painted surfaces anywhere in the building. The organization posting the notice must remove it immediately after the event.

All general postings must be dated and approved by the Office of Student Affairs, Room 178 in the Student Services Suite. The law school reserves the right to remove all postings that are not dated and approved, or do not comply with the University's non-solicitation policy.

All individuals or groups posting notices on the bulletin boards are asked to kindly use pushpins rather than staples on the bulletin boards. To reduce clutter, groups are asked to please remove outdated postings from bulletin boards and not post multiple copies of the same announcement. Please do not cover, deface or take down anyone else's posting.

CANDOR AND DISCLOSURE TO THE LAW SCHOOL

In signing the Villanova Law School application, every applicant certifies that all information included is complete and accurate. Further, every applicant undertakes a continuing duty to update the information asked in the character and fitness questions of the application (regarding academic and disciplinary actions in academic institutions, criminal charges, and dismissals from employment, etc.). Admitted students also undertake an ongoing duty to update the information requested in these questions. Thus, every student must promptly notify the Office of Academic Affairs in writing if any incidents occur or information develops after submission of the student's application, including while in attendance at the Law School, that would be responsive to these character and fitness questions.

In addition, if the student believes he or she did not include something on his or her original application that should have been disclosed, the student must promptly notify the Office of Academic Affairs. If you are unsure as to whether or not you should disclose something, you should discuss the matter with the Office of Academic Affairs or the Director of Student Affairs. You should also check the exact wording of the question involved before concluding that you need not disclose. The Office of Academic Affairs may impose a community service obligation as a condition of accepting the disclosure.

Please note that many bar examiners request copies of applicants' law school applications and match these against the background checks that are conducted in conjunction with bar application. Discrepancies will create significant problems for students seeking bar admission and may have serious consequences with respect to students' status at the Law School.

CAREER STRATEGY AND ADVANCEMENT

The Office of Career Strategy and Advancement provides information on full-time and part-time law related jobs and career counseling to Villanova Law students and graduates. Students who wish to participate in programs sponsored by the Office are required to comply with all policies and requirements issued by that Office. Policies are posted on the Career Strategy home page and are available in the Office. Failure to comply with these policies and requirements may result in revocation of all on-campus interviewing privileges and access to other Career Strategy services and programs.

Work-study jobs require special application forms which are available through the Financial Aid Office.

Part-time employment during the school term should be undertaken with great care since the study of law requires a full-time commitment. This is particularly important for first-year students, who are discouraged from working during the term.

Limit on Employment: Villanova Law School has adopted the Accreditation Standard of the American Bar Association that a student may not be employed in excess of 20 hours per week while attending law school full time.

Résumé and Grade Report Accuracy: Students must make certain that all information, particularly grade information, contained in all job application materials is accurate. With respect to grades, grade point average must not be rounded up, and must be reported as it appears on the transcript. Intentionally supplying incorrect information would be an unethical practice. Unintentional inaccuracies reflect poorly upon the individual student as well as all Villanova students and the School of Law. Even rare and isolated instances harm the entire community. Appropriate disciplinary action will be taken should inaccurate information be discovered on a student's résumé and other job application materials.

CERTIFICATION FOR STUDENT PRACTICE

Implementation of PA Rules of Court 321-322, Legal Assistance by Law Students: Villanova University School of Law will certify those of its law students, under Pennsylvania Supreme Court Rules of Court 321-322, who meet the requirements of the Rule and are enrolled in a law school clinical program or are serving as interns with governmental or nonprofit agencies.

To receive certification under Pennsylvania Rules, the student must complete the **Pennsylvania Board of Law Examiners'** *Application for Rule 321 and 322* which can be accessed online at www.pabarexam.org. The completed form must then be turned in to the Office of Academic Affairs. The Law School also requires the name and attorney number of the attorney who will supervise the student.

Students seeking certification under another Jurisdiction's rules must follow this procedure and provide a current copy of that state's certification rules to the Office of Academic Affairs.

CHAPLAIN

The Office of the Law School Chaplain is located in the Student Services Suite. Retreats, Prayer Services and Masses can be arranged for the personal needs of students, faculty and staff of all faiths. Invocations and Benedictions can be provided for the special celebrations of School of Law organizations. Contact the Chaplain at 610-519-7477 or calderone@law.villanova.edu.

Mass is celebrated in the Law School Chapel, located on the first floor of the Law building, at 12:40 p.m. on Tuesdays, Wednesdays, and Thursdays when school is in session. The Chapel is available for quiet contemplation and services planned in consultation with the Chaplain.

When school is in session, daily Mass is celebrated at 12:05 p.m. and 5:20p.m. in Corr Chapel on the main campus. Sunday Mass is celebrated at 7:30 a.m., 10:30 a.m., 6:00 p.m., 8:00 p.m., and 10:00 p.m. in the St. Thomas of Villanova Church on the main campus.

The Sacrament of Reconciliation is available in the St. Thomas of Villanova Church on Tuesdays and Wednesdays from 3:00 p.m. to 4:00 p.m. or by appointment.

Many churches, synagogues and other houses of worship are located in the Villanova area. Contact the Chaplain at 610-519-9477 or Campus Ministry at 610-519-4080 for further information. Campus Ministry is located on the main campus in St. Rita's Hall next to the main Church.

CHILD ABUSE REPORTING POLICY

Any student of Villanova University who comes into contact with a child on Villanova's campus or any properties owned or leased by the University, whom the student has reason to believe has been subjected to abuse or neglect, must immediately notify the University's Public Safety Director (9-6982) or, in his absence, the Vice President for Administration and Finance (9-4532). Any student who comes into contact with a child at any off-campus sites at which students participate in University-sponsored activities, whom the student has reason to believe has been subjected to abuse or neglect, must immediately notify the director of the off-campus site and the University program director. The University program director will notify the Director of Public Safety as soon as possible in accordance with the University's Child Abuse Reporting Policy (the "Policy") at http://www1.villanova.edu/dam/villanova/hr/documents/childabuse_reporting_jan2012.pdf.

For purposes of the above, a "child" is a minor under the age of 18 who is not a current student at Villanova University. Additional information concerning what is meant by "abuse" and "neglect" can be found in the Policy. In deciding whether or not to report an incident or situation of suspected abuse or neglect, proof that abuse or neglect occurred is not required. Any uncertainty to report suspected abuse or neglect should be resolved in favor of making a report.

CLASS RESCHEDULES

Class cancellations and reschedules will be listed in the Announcements section of the Current Students page of the website.

CLASSROOM TECHNOLOGY

The use of classroom technology, including lectern computers and control panels, is restricted to Law School faculty and staff, or individuals who have been trained by Academic Computing staff. Wired lecterns may not be moved, rotated, disconnected, or otherwise adjusted by anyone except Academic Computing staff or individuals under the supervision of Academic Computing staff, including student workers serving as representatives of the Academic Computing department.

COMPUTERS

Computer Facilities

The Law School provides wireless access throughout the entire building. In addition, the Law School offers a total of 25 PC workstations available for student use in the Law Library's training area. All PC's are networked to high speed printers for student use. Printers/photocopiers are located at the end of the corridors on all three floors, at the end of the cafeteria corridor, and throughout the Library. The library also contains study carrels where students with laptop computers may access the network and Internet.

Printers/copiers are Wildcard-operated. Each student will be allocated $50 credit for printing per semester. Additional pages will be available via charge to the student's Wildcard. Along with these printers, there will be two stand-alone printers on the bottom floor of the Library. There is no cost to use these printers, but students must supply their own paper. At times free Westlaw/Lexis paper may be available and can be used to supply these printers.

Use of the Law Library computer facilities is limited to Villanova Law students by password log-in to the network. All computers and network connections provide access to the Law School's local area network, Internet, email, Lexis and Westlaw,

library databases, Computer Assisted Legal Instruction (CALIs), word processing and other software. Remote access to Library databases is also provided.

Students with questions about wireless access should contact the Computer Services Office in the Law Library.

Computers in Classes

Students are not required to have laptop computers when coming to Villanova Law; however, many students use laptop computers for taking notes in classes and for Law School exams. Seats in the Law School's classrooms, seminar rooms and court rooms are wired with AC power outlets for students to plug in their laptop computers. Some professors may not allow laptop use in their classrooms.

During class, computers should be used only for class-related activities.

Students should be aware that federal law prohibits copying or downloading copyrighted materials, such as computer programs or music files, without a license, unless doing so is a fair use under Federal guidelines.

Law students are able to take final exams on computer, see page 14.

COMPLAINT POLICY

A. Reporting a Complaint

Villanova University School of Law wishes to hear any student concerns about significant problems that directly implicate the school's program of legal education and its compliance with the ABA's Accreditation Standards. Any student having such a concern should submit it in writing to the Associate Dean for Academic Affairs. The complaint should state the facts that form the basis for the complaint and how the matter implicates the Law School's program of legal education and its compliance with a specific identified ABA standard(s).

B. Resolving the Complaint

When a formal written complaint has been made in accordance with section A, the Associate Dean for Academic Affairs shall investigate as soon as possible, but in no event later than 20 business days after the filing of the written complaint with the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall attempt to resolve the complaint, if possible, within the 20 business day period. If resolution is not possible, the Associate Dean for Academic Affairs may refer the matter to the appropriate administrator, administrative body, or an administrative official designated by the Dean (the "Dean's designate").

If referral of the complaint is made as referenced above, the administrator, administrative body or Dean's designate shall attempt to resolve the complaint as soon as possible, but in no event later than 20 business days after referral by the Associate Dean for Academic Affairs.

Upon completing the investigation of the complaint, the Law School shall communicate its findings and, if appropriate, its intended actions to the complainant.

C. Appeal Process

If the complainant is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The complainant should submit his/her written comments in a timely manner to the Dean of the Law School, but in no case more than two weeks after communication to the complainant of the findings of the investigation. The Dean's decision shall be communicated to the complainant and the investigator(s) within 20 business days and shall be final.

D. Maintaining a Written Record of the Complaint

The Law School shall maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained in a confidential manner in the Office of Academic Affairs for five years from the date of final resolution of the complaint.

E. Protection Against Retaliation

The Law School prohibits retaliation by a faculty member, administrator, staff employee, or student against any student who makes a complaint under this Policy.

F. Not Exclusive Complaint Policy or Procedure

The Villanova Law School Student Handbook contains separate Policies, including among others, those pertaining to sexual harassment or other discrimination complaints and complaints under the Academic Code of Student Conduct or Non-Academic Student Misconduct Hearing Procedure. Where more than one Policy may apply to the complaint, the Law School shall follow the Policy that it deems most appropriate to the situation.

COPYRIGHT AND OTHER INTELLECTUAL PROPERTY

Copyright

All University constituents must respect the rights of software developers and legally abide by federal and local intellectual property and copyright laws.

Users who buy their own software agree to comply with all the provisions imposed by the software vendor in the software license agreement. Unless otherwise specified, the provisions ordinarily limit the user's right to copy software or they define under which circumstances the software can be copied and the number of copies that can be made.

Unless noted otherwise, users are not permitted to copy software made available by the University to any other computer. Many agreements link software licenses to specific computers by serial number. In the event where a computer is replaced and

the software is transferred to another computer, the software agreement needs to be changed accordingly.

All software used on all computers on campus must be properly licensed.

Intellectual Property

In the interest of advancing the scholarly activity of our community, promoting academic integrity, and supporting both individual and institutional interests, the University has established intellectual property policies which govern the recognition, disclosure, publication, and distribution of discoveries made in the normal course of activities at the University. Students, staff, and faculty are both protected and bound by these policies. One of the applicable policies on intellectual property may be found at:
http://www.villanova.edu/vpaa/office/facultyservices/guidelines/handbook/policies.htm.

Students must comply with all laws and University policy applicable to intellectual property. Intellectual property includes copyrights, patents and trademarks.

A United States patent protects an invention or discovery of a process, machine, manufacture or composition of matter for a limited time with a government grant of the exclusive right to exclude others from making, using, offering for sale, or selling the invention in the United States or importing the invention into the United States.

A copyright protects the forms of original expression in a literary, artistic, musical or dramatic work (such as an article or book, painting or sculpture, or music or movie) with a government grant to the owner of the exclusive legal right to copy, display, perform, sell and make derivatives (adaptation or incorporation of a portion) of the matter and form of the work. The copying, distribution or sharing of copyrighted works (including music and videos) without permission may be referred to as "copyright infringement", "pirating" or, in the electronic context, "illegal file sharing." It is a violation of federal law (the Copyright Act) and is strictly prohibited by Law School and University policy.

A trademark is a word, phrase, symbol or design (or a combination them) that identifies and distinguishes the source of the goods of one party from those of others. The University has registered with the U.S. Patent and Trademark Office trademarks for a variety of the names (and nicknames) of the University as well as its seal, emblem and insignia. Students may not use their University status or the University's trademarks or facilities, including the Law School seal, logotype and insignias, in any print or video announcement, advertising or promotional material, publication, correspondence or commercial which could in any fashion be construed as implying University endorsement of any product, project, service or activity. Exceptions to the general prohibition may be granted for students at the discretion of the University Vice President for Student Life in consultation with the Director of Public Relations for the University, or the Associate Dean for Academic Affairs for the Law School.

COPYRIGHT INFRINGEMENT AND ILLEGAL FILE SHARING

Copyright Infringement

The copying, distribution or sharing of copyrighted works (including music, videos, and digital copies of textbook) without permission may be referred to as "copyright infringement", "pirating" or, in the electronic context through peer-to-peer networks, "illegal file sharing". Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without the permission of the copyright holder constitutes infringement.

Penalties for Copyright Infringement

The unauthorized copying, sharing or distribution of copyrighted material is strictly prohibited. It is a violation of federal law, the Copyright Act, and of the Policies of the Law School and the University. Students who infringe a copyright may be subject to disciplinary action under the Code of Conduct, up to and including expulsion. Employees may be subject to disciplinary action ranging in severity from a warning up to and including termination of employment.

In addition, penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.
Villanova provides this information to all students in its annual HEA notice, as well as to all students and employees in its Annual Security and Fire Safety Report.

Villanova's Plan to Combat Copyright Infringement

Pursuant to certain amendments to the Higher Education Act of 1965 (HEA), Villanova University has adopted a plan to combat copyright infringement (available at http://www.villanova.edu/unit/policies/copyright/plan.htm). This plan details the technology-based deterrent used by Villanova to reduce illegal file sharing, the mechanisms for informing the community about inappropriate use, the procedures for

handling unauthorized distribution of copyrighted material and the procedures for periodically reviewing the plan's effectiveness

As part of its efforts to combat illegal file sharing, Villanova endeavors to educate and inform its community about copyright infringement. To that end, users of the University network must agree to be bound by the University's Acceptable Use Policy. The University also publishes the Student Handbook, which contains the University Copyright Policy and penalties for violations. The University Copyright Policy is also maintained on University Information Technologies' website. This policy also applies to Law School.

Resources and policies regarding copyright issues and legal and illegal examples of file sharing:

- www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq
- Educause File Sharing Resources: http://www.educause.edu/node/645/tid/33323?time=1282320390
- www.campusdownloading.com
- University Acceptable Use Policy: http://www.villanova.edu/unit/policies/ethicalconduct.htm
- University Student Handbook: http://www1.villanova.edu/content/villanova/studentlife/dean/_jcr_content/widgetiparsys/download/file.res/StudentHandbook.pdf
- University Copyright Policy: http://www.villanova.edu/unit/policies/copyright/copyright.htm

Legal Alternatives

As part of compliance with the HEA, Villanova endeavors to provide its community with information about numerous legal sources of music, videos, books and other copyrighted material. For a comprehensive list of legal sources of music, videos, books and other copyrighted material, see the Educause website at www.educause.edu/legalcontent. Additional legal downloading sources are:

- Music United's list of Legal Sites (http://www.musicunited.org/6_legalsites.aspx)
- SHOUTcast.com
- RadioTower.com
- IMEEM.com
- Epitonic.com
- Fingertips (http://www.fingertipsmusic.com/)
- GarageBand (http://www.ilike.com/garageband)
- GigaTracks.com
- MTVU.com
- Pure Volume.com
- SoundClick.com
- Apple iTunes

  Currently, Villanova has an agreement with iTunes University to provide content to the community and access to iTunes. For more information visit http://www.villanova.edu/unit/support/academic/podcasting/itunesu/
- Movielink (http://www.blockbuster.com/download)
- Internet Archive (http://www.archive.org/index.php)
- Creative Commons.org

Copyright Infringement Reporting

To report copyright infringements on Villanova University's Web site or the Law School Web site, please notify:

Stephen Fugale, Vice President and Chief Information Officer
Office for University Information Technologies
800 Lancaster Avenue, Villanova, PA 19085
Tel: 610-519-4400
Fax: 610-519-4435
e-mail address: support@villanova.edu

Stephen Fugale is the agent designated under the Digital Millennium Copyright Act, P.L. 105-304, to respond to reports alleging copyright infringements on Web sites of Villanova University. For more information on the Digital Millennium Copyright Act and Villanova University's policy regarding response to DMCA notices, please visit http://www.villanova.edu/unit/policies/copyright/RIAA_music.htm.

COUNSELING

The Director of Student Affairs and the Law School Chaplain are both trained counselors who are available for Law students who are experiencing personal problems. The University Counseling Center (in the Health Services Building) provides short term confidential counseling for all Villanova students (see COUNSELING CENTER below).

COUNSELING CENTER

The University Counseling Center provides services that help students function optimally with regard to emotional, academic, social and psychological issues. The staff is experienced in supporting students through the normal developmental challenges of their current life stage. For students who encounter a more difficult condition such as depression, anxiety, panic, or disordered eating, the staff is also experienced in diagnosis, crisis intervention, and treatment of these conditions. Services are available to all students currently taking classes toward a degree, including all law students. All services are free of charge to current students.

The counseling center is located on the second floor, Room 206, Health Services Building, 610-519-4050. Appointments are scheduled by phone or in person Monday through Friday between 9:00am and 5:00pm. There is usually less than a 3 day wait for an appointment, and students can be seen the same day if necessary. All contacts with the Counseling Center are confidential, except in situations where laws or ethics require notification of a family member.

The counseling center provides individual personal counseling, referrals, consultations, counseling groups, and educational programs, see http://www.villanova.edu/studentlife/counselingcenter/

COURSE EVALUATIONS

Course evaluations are administered at the end of every semester for each course. All students are urged to complete this anonymous evaluation for each of their courses. These evaluations provide useful information to both the faculty members and the administration, and are also helpful to students when choosing a course and/or professor. Summaries of the course evaluations for the previous years are available in the School of Law Library.

CRIME REPORTING POLICY

The University encourages students to report criminal activity immediately to the Department of Public Safety. Public Safety officers are on-duty 24 hours a day, seven days a week to respond to reports of crimes on campus. There are several ways to contact Public Safety to report a crime:

- by calling 610-519-4444;
- by visiting the Public Safety Department in Farrell Hall;
- by activating a campus emergency phone:
- through the Department of Public Safety website: www.publicsafety.villanova.edu. Crimes may be reported anonymously through the website.

DEVELOPMENT AND ALUMNI RELATIONS

The Development and Alumni Relations offices are located on the third floor in the External Affairs Suite. The Alumni Relations office maintains contact with alumni through various reunions and events and collaborates on student/alumni events; the Development Office raises revenue for the School of Law. The staffs of both offices sponsor and involve themselves in a variety of student activities.

DIPLOMAS

Third-year students who are candidates for a degree must file intent to graduate/ diploma order forms with the School of Law Registrar, setting forth the candidate's name as it is to appear on the diploma together with the candidate's undergraduate college, degrees received and years of receipt and other relevant information. This form must be filled out and returned before the deadline announced to assure the diploma will be ready. The University reserves the right to refuse to issue diplomas and bar certifications for students delinquent in financial and other obligations to the University.

DISTRIBUTION AND COPY CENTER (DACC)

The Distribution and Copy Center distributes supplementary materials and other handouts and assignments for students throughout the year. A fee for these materials may be charged, depending on the length and nature of the material. The Wildcard, checks, and cash are accepted for payment. DACC does not accept credit cards or bank debit cards. Students who drop a course may return material for a refund, but only if the material is not marked or damaged in any manner. Return of material purchased during the first few weeks of the semester must be made by the end of September (fall semester) or February (spring semester) to receive a refund.

All mail for the Law School is handled through DACC. Outgoing mail is picked up from DACC at 3pm Monday through Friday. All members of the VLS community may drop off mail for pick-up. The Campus Mail Service picks up and delivers mail at DACC each morning.

The Distribution and Copy Center provides copy services for faculty, student organizations, and administrative offices. All copying must be in strict compliance with copyright and intellectual property laws and with University policies on copyright and intellectual property (pp. 26-27). DACC is staffed by a copier technician from 9:00 a.m. to 5:00 p.m. Monday through Friday. Mechanical problems with any of the copiers should be reported to DACC, as all printers/copiers are maintained and serviced through Center staff. Network issues may be reported to Computer Services.

First-class postage stamps may be purchased at DACC. The office also maintains a lost and found.

DRUG FREE SCHOOLS

The Policy on Drug Free Schools and Drug Free Workplace is the University's response to federal legislation, the Drug-Free Schools and Communities Act Amendments of 1989. It is distributed annually to all students, faculty, and staff in an effort to educate our community about the continuing commitment to achieve a drug-free environment and to provide effective resources for our community. For further information or for additional copies of the policy, see htttp://www.villanova.edu/villanova/president/higheredact.html or contact the Department of Human Resources or the Dean of Students' office.

E-MAIL

Each student is assigned a Law School e-mail account and is required to check this account at least once each day. Faculty and the Administration use e-mail to communicate with students and to send official notices. Students are deemed to have knowledge of all communications from the Faculty and Administration which are sent to their Law School e-mail address. Additionally, various professors may have more specific requirements with respect to e-mail and Blackboard classrooms.

The School of Law has adopted an e-mail policy which is posted on the Law School website under Technology Services. Students using the Law School's e-mail system must comply with this policy.

Students may not send mass emails to the entire law school. Mass e-mail from student organizations must be sent through the SBA Secretary and in accordance with the mass e-mail policy listed in the Student Organizations Handbook.

EMERGENCY CONTACT

Law students are required to complete the Emergency Contact Information form through NOVASIS. This information will be kept on file with the Registrar.

EMERGENCY PREPAREDNESS

The University has a detailed emergency plan and representatives from the Law School serve on the University's Emergency Response Committee. The full text of the University Preparedness Plan is available on the Villanova University web site. Questions regarding the Plan or the Committee should be directed to the Associate Dean for Administration.

ESCORT BY PUBLIC SAFETY

An escort service is available for students leaving the building late. Call Public Safety at 610-519-6979.

EVENTS

Student organizations, staff, and faculty members planning events which involve food or outside vendors must work with the Law School's Director of Events, Nicole Garafano. Students are encouraged to meet with Ms. Garafano well in advance of the event to reserve rooms, arrange for publicity, and handle other details. She can be reached at 610-519-7066, garafano@law.villanova.edu, or in her office, Room 309.

FACILITIES

The Director of Facilities, Joseph Mariani, has overall responsibility for the building and facilities. For minor housekeeping, maintenance, and facilities issues, please contact Joe at mariani@law.villanova.edu or 610-519-3111.

FINANCIAL AID INFORMATION

Information about all types of financial aid, including scholarships, loans, and work-study is available in the Financial Aid section of the Law School's website. In addition, you will also find instructions on applying for financial aid, relevant expenses for attending law school and other information that should be of interest to financial aid applicants.

FIRE DRILLS/ALARMS

In order to protect the safety of all students, faculty and staff, when a fire alarm sounds, everyone must evacuate the building immediately and wait outside the building until instructed to return.

FOOD

Food and drinks are permitted throughout the Law School building except in the computer lab. Please do use care with what kinds of food you take outside the Dining Room.

The Blank Rome Dining Room is a full service cafeteria. Hours of operation will be posted. The Law School also operates a Coffee Bar outside the Library near the commons. A microwave, sink, refrigerator and vending machines are located in the locker room.

Organizations planning events with food must work through the Director of Events, see EVENTS in this publication.

From time to time, the Law School may issue special directives regarding food products that could be hazardous to community members with severe allergies.

HANDICAPPED ACCOMMODATIONS

All public areas of the School of Law are accessible to persons in wheelchairs.

HEALTH CENTER

The Student Health Center is located on the third floor of the Health Services Building. Visits to the Student Health Center are covered under the Health and Wellness fee (each semester) incurred by full-time Undergraduate and Law Students. Students are financially responsible for the costs of any laboratory tests, some over-the-counter medications, and all prescription medications. The Student Health Center does not bill insurance companies, nor does the Student Health Center operate as a pharmacy. Students who incur charges at the Student Health Center may request reimbursement from their insurance company.

The Student Health Center is open 24 hours a day, 7 days a week during the academic school year. Exceptions include holidays and scheduled breaks. Summer hours are generally 8 a.m. – 4 p.m., Mondays through Fridays.

Please call the Student Health Center at 610-519-4070 with any questions regarding hours of operation.

The Student Health Center provides a variety of services including immunizations, allergy shorts, women's health services, and referrals to off-campus specialists. http://www.villanova.edu/studentlife/healthcenter/services.htm

HEALTH INSURANCE

All law students must carry health insurance coverage during their time in law school. This is a University requirement that is applicable to every law student. The University follows a hard waiver process. That is, every student must provide proof of insurance to the Bursar by a specific date. All students who do not provide proof of insurance will automatically be enrolled in the University plan and will be charged for that plan. Details regarding this are sent to all law students by the Bursar. Questions regarding this should be directed to the Health Center at 610-519-4070. You may use any plan that meets certain minimum requirements. Information on the University and ABA sponsored plans is posted on the law school's website, or from the Student Affairs Office (Room 178) and the University's Student Health Center.

HOURS

The School of Law administrative offices are typically open from 9:00 a.m. to 5:00 p.m., Monday through Friday, except as otherwise posted. The offices are closed on Saturdays, Sundays and holidays. During the summer months, the offices are open 9:00 a.m. to 5:00 p.m. Monday through Thursday, and 9:00 a.m. to noon on Fridays.

The Law School building is accessible 24 hours, seven days a week. After 7:00 p.m., students must swipe their Wildcard for entrance to the building. After 9:00 p.m. the library can be accessed only via Wildcard swipe. All entrances are locked between 7:00 p.m. and 7:00 a.m.; classrooms open at 7:00 a.m. and lock at 10:00 p.m. These hours are subject to change during the summer, holiday breaks, or as deemed appropriate by the Law School Administration.

HOUSING

Housing information is available from the Admissions Office and is posted online. Other notices about housing are posted on the bulletin boards located on the ground floor, near the Dining Room. The University makes no representations with regard to the housing or those providing it.

I.D. CARDS (WILDCARDS)

Students must obtain University-issued Villanova Law Student Identification Cards (Wildcards) which are required for numerous Law School and campus services, including printing/photocopying and after-hours access to the Law School building and Library. Replacement ID cards can be obtained for $25.00 from the Wildcard Office, Dougherty Hall, 610-519-4179.

The Wildcard also serves as a debit card for purchases on campus and with some community merchants. It is the preferred method of payment at the University Bookstore and the Law School Distribution and Copy Center. It also is accepted at the Law School Dining Room and Coffee Bar. For more information about the Wildcard and a list of local merchants who accept it, visit the Wildcard Services website, http://services.jsatech.com/index.php?cid=29/.

Money can be added to a student's Wildcard account at the Wildcard Office in Dougherty Hall and through the Wildcard Services website using a Mastercard, Visa, or Discover card, or through ACH or echeck transfers.

ILLEGAL, DISHONEST, OR FRADULENT CONDUCT

Villanova University is committed to upholding the highest standards of honest behavior, ethical conduct and fiduciary responsibility with respect to University funds, resources and property. The University also expects members of the University community to comply with all state, local and federal statutes, rules and regulations when conducting University business. To that end, the University prohibits and does not tolerate illegal, dishonest or fraudulent conduct of any nature. All members of the University community are expected to uphold this policy. Violation of this Policy by students will result in appropriate disciplinary action, up to and including expulsion.

Complaint Procedure, Investigation and Corrective Action

The University encourages any person who believes that an incident of illegal, dishonest or fraudulent conduct has been committed to report the incident immediately in accordance with the Complaint Procedure outlined in the Policy.

Retaliation Prohibited

The University prohibits and does not tolerate retaliation against any individual who files a complaint of illegal, dishonest or fraudulent conduct; is involved as a witness or participant in the complaint or investigation process; or refuses to engage in illegal, dishonest or fraudulent conduct.

A complete copy of the Policy can be found at the following website: http://www.villanova.edu/hr/policies/illegal_conduct.htm

LIBRARIES

Law Library Hours

The Law Library is generally open during the following times:

Monday - Friday	8 a.m. - Midnight
Saturday -Sunday	9 a.m. - Midnight

Twenty-four hour access to the Law Library is available only to Villanova Law Students by swiping their Wildcard. Law Library hours vary during holidays, semester breaks, the summer, and examination periods. Extended or reduced hours are posted at the Circulation Desk and on the website, and are e-mailed to students.

Law Library Policies

The collection in the Law Library is primarily a research collection for students and faculty. Therefore, circulation privileges are limited.

To check books out of the Library or its Reserve area, present your valid Wildcard to the Circulation Desk attendant. The Law Library is for the use of all members of the Villanova School of Law community. The successful sharing of the Law Library's resources depends on cooperation among its users.

University Library (Falvey)

University Library Facilities are available to law students. Students will need to show or swipe their Wildcard for entry and to withdraw books. University Library hours are:

Monday–Thursday	8 a.m.–Midnight	Friday	8 a.m.–8 p.m.
Saturday	9 a.m.–8 p.m.	Sunday	10 a.m.–Midnight

LOCKERS

Lockers are available to all law students. The locker room is located on the ground floor down the hall from the Dining Room. Students may request a locker at the Distribution & Copy Center for a deposit of $10, which will be refunded via Wildcard when the lock is returned at the end of the academic year. Only Law School-issued locks may be used. Locks not issued by the Law School will be removed. Lockers must be emptied at the end of each academic year.

LOST AND FOUND

Lost articles may be turned in at and claimed from the Distribution & Copy Center (Room L01).

MAIL

Student mail, packages, and faxes should be addressed to student residences, not to the Law School.

University Mail Services picks up outgoing mail at 3pm Monday through Friday from the Distribution & Copy Center. Mail is sent to the Post Office and postmarked the same day that it's picked up from the Law School. A drop-box for stamped mail is located at DACC. Postage stamps may be purchased at DACC and at the ATM in the locker area.

NON-DISCRIMINATION POLICY

The School of Law is committed to the belief that "with respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, color, social condition, language, or religion, is to be overcome and eradicated as contrary to God's intent" (Vatican Council II, Gaudium et Spes No. 29). Therefore, Villanova University School of Law admits students of any race, color, age, sex, religion or creed, or national/ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the School of Law. It does not discriminate on the basis of race, color, age, sex, religion or creed, national/ethnic origin, or non-disqualifying handicap in the administration of its educational programs, admissions policies, scholarship and loan programs, athletic, and other School of Law programs, or in its employment policies. As a Roman Catholic and Augustinian institution, the School of Law strongly affirms the teaching of the Church on the rights and dignity of all persons, and hence condemns discrimination on the basis of a person's sexual orientation. This position is consistent with the Church's teaching on human sexuality, which does not endorse homosexual conduct. The School of Law accordingly reaffirms its commitment to providing an inclusive and supportive community for all, regardless of sexual orientation.

Inquiries concerning equal opportunity policies may be referred to Ellen Krutz, Associate Vice President for Human Resourcese and Affirmative Action Officer,

Office of Human Resources, St. Mary's Hall, Villanova University, Villanova, Pennsylvania, 19085-1699 (Telephone 610-519-4237), ellen.krutz@villanova.edu.

Title IX Notice

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. As a recipient of federal funds, Villanova University complies with Title IX and has appointed Ellen Krutz, Associate Vice President for Human Resources and Affirmative Action Officer, as its Title IX Coordinator with overall responsibility for Title IX compliance. Ms. Krutz can be reached at 105F St. Mary's Hall, (610) 519-4237, ellen.krutz@villanova.edu.

Any student, employee or applicant for employment or admission to the University who believes that he or she has been discriminated against on the basis of sex, in violation of Title IX, may file a complaint with the Title IX Coordinator or Deputy Coordinator designated below. The Title IX Coordinator or Deputy Coordinator will assist the complainant in identifying the appropriate University policy (with its grievance procedure) to resolve the complaint in a prompt and equitable manner. The Policies that will typically apply, based on the nature of the complaint, are listed below; however, the Title IX Coordinator or Deputy Coordinator may assist the complainant in following a different University Policy, based on the individual facts and circumstances of each case. The Title IX Coordinator or Deputy Coordinator may consult with other Villanova administrators, as needed, to resolve the complaint in the most effective manner.

Nature of Complaint	Title IX Coordinator or Deputy Coordinator	Policy
Sexual Harassment by an Employee (not sexual violence)	Kathleen Byrnes (Deputy) Sexual Harassment Complaint Officer 202 Dougherty Hall (610) 519-4550 kathleen.byrnes@villanova.edu	Sexual Harassment
Sexual Harassment by a Student (not sexual violence)	Debra Patch (Deputy) Sexual Assault Resource Coordinator Farrell Hall, 2nd Floor (610) 519-6670 debra.patch@villanova.edu or Kathleen Byrnes (Deputy) Sexual Harassment Complaint Officer 202 Dougherty Hall (610) 519-4550 kathleen.byrnes@villanova.edu	Non-Academic Student Misconduct
Sexual Violence by a Student	Debra Patch (Deputy) Sexual Assault Resource Coordinator Farrell Hall, 2nd Floor (610) 519-6670 debra.patch@villanova.edu	Non-Academic Student Misconduct
Sexual Violence by an Employee	Debra Patch (Deputy) Sexual Assault Resource Coordinator Farrell Hall, 2nd Floor (610) 519-6670 debra.patch@villanova.edu or Ellen Krutz Assoc. Vice President for Human Resources and Affirmative Action Officer 105F St. Mary's Hall (610) 519-4237 ellen.krutz@villanova.edu	Disciplinary Guidelines and Workplace Violence (Staff Handbook) Dismissal and Suspension Procedure for Faculty (Faculty Handbook)
Gender Equity in Athletics	Lynn Tighe Senior Associate Athletic Director and Senior Woman Administrator Field House, 2nd Floor (610) 519-4121 lynn.tighe@villanova.edu or Ellen Krutz Assoc. Vice President for Human Resources and Affirmative Action Officer	Non-Discrimination

	105F St. Mary's Hall (610) 519-4237 ellen.krutz@villanova.edu	
Other Forms of Sex Discrimination Against a Student	School of Law Dean or Ellen Krutz Assoc. Vice President for Human Resources and Affirmative Action Officer 105F St. Mary's Hall (610) 519-4237 ellen.keurz@villanova.edu	Non-Discrimination
Other Forms of Sex Discrimination Against an Employee	Ellen Krutz Assoc. Vice President for Human Resources and Affirmative Action Officer 105F St. Mary's Hall (610) 519-4237 ellen.krutz@villanova.edu	Non-Discrimination

NON-HARASSMENT POLICY

It is the University's policy that all employees and students should be able to enjoy and work in an educational environment free from harassment of any nature. Harassment based on personal characteristics such as race, color, national origin, religion, gender, sexual orientation, age, veteran status, or disability violates this policy, "Harassment" is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, and that has the purpose or effect of creating an intimidating, hostile, or offensive employment or educational environment; or has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

Any questions regarding this policy should be directed to Ms. Ellen Krutz, Affirmative Action Officer and Associate Vice President for Human Resources, St. Mary's Hall Suite 163, (610)519-4237, ellen.krutz@villanova.edu.

NOTARY PUBLIC

Jacalyn Sopher in the Administrative Suite and Pat Brown in the Clinical Programs Office are notaries public, and are available at posted times during regular business hours. Documents will be notarized for a nominal fee.

PARKING

The University Public Safety Department supervises all parking areas. Students wishing to use these facilities must purchase annual parking permits. An owner's card, driver's license and a School of Law I.D. card must be presented. Parking permits are purchased online and are available for pick up at the Pavillion on main campus during the first two weeks of the academic year and from the Public Safety Office thereafter. Transfer of Parking Permits is prohibited and may result in loss of parking privileges and other disciplinary action.

Student parking is available in the parking garage and in open spaces in front of the main entrance to the Law School building.

Vehicles parked in faculty, staff, reserved or other unauthorized places are subject to fines and may be towed. Owners must make arrangements and pay costs to retrieve towed vehicles. Parking restrictions on the use of reserved areas apply at all times including evenings and weekends. For information, contact the University Public Safety Department at 610-519-6990. Associate Dean Dwyer handles matters relating to parking and serves as liaison with the University Parking and Public Safety offices. Visitor parking passes may be obtained from the receptionist.

PETS

In keeping with University policy, pets are not permitted in the Law School building. Service dogs are permitted.

PHONES AND OTHER ELECTRONIC DEVICES

Phones should be turned off in classes, lectures, meetings, and other presentations. If a pressing emergency requires a cell phone to be on, it must be a silent signal, and the individual must exit the room to take the emergency call. Please also be considerate of others when using phones in and around the building, being especially aware of how distracting loud conversations can be to others attempting to work or study. Avoid engaging in conversations outside classrooms, offices and in or near the library.

Students may not possess mobile phones of any type nor other electronic devices of any kind during examinations unless their use is explicitly approved in the examination regulations/ materials permitted. Students will be required to leave all such devices at the front of the examination room and may claim them after the

examination is over. When examination regulations/materials permitted specify that the use of a hand held calculator is permitted, this refers to a non-memory basic mathematical calculator only.

PHOTOCOPYING

Wildcard-operated photocopiers with fax capability are located at the end of all three floors of the Law School, at the end of the Cafeteria corridor and throughout the Library. Photocopies are 5 cents per page. For related information on printing, please refer to the "Computer Facilities" section on page 25.

RECOMMENDATIONS

When requesting letters of recommendation from faculty or administrators, students must complete a Student Records Release Form. The form is available online: http://www.law.villanova.edu/Current%20Students/Registrar/Forms.aspx. Completed form should be submitted to the Office of Academic Affairs.

RECORDING CLASSES

The use of recording devices in classes is permissible only with the prior approval of the professor. The Administration cannot arrange to have individual students' classes recorded. Students may request that a professor record a class, however, it is the professor's sole discretion to decide whether to do so.

RESERVING ROOMS

The use of all classrooms and other School of Law facilities is governed by a room reservation process. Rooms may be reserved only for official Law School functions/events and only by faculty and staff, **not by individual students**. Officially recognized law student organizations planning events should contact Susan Rexford at Rexford@law.villanova.edu to reserve rooms. See also EVENTS on page 30.

RESTROOMS

Restroom facilities are located throughout the building on each floor and in the library. A family all-gender bathroom is located in the locker room on the ground floor.

STUDY ROOMS

Study rooms are for the use of Villanova Law Students only. They are for groups of 2 or more and may be reserved for 2 hours per pay per group. The Library Study Rooms reservation book is located in the Library; Study Rooms 301D, 301E, and 301F reservation book is located at the Receptionist's Desk.

SEATING CHARTS

Many classes require seating charts with pictures. Students must sign the seating chart in the classroom as instructed by the faculty member.

SECURITY

For regular business involving the Public Safety Department, you may contact an officer 24 hours a day at 610-519-6979. Office personnel may also be reached at this number from 8:00 a.m. to 4:00 p.m. For emergency calls requiring a campus security officer, telephone 610-519-4444 (dial 94444 if using a campus phone) any time day or night. An escort service is available for students leaving the building late. Call Public Safety at 610-519-6979.

SEXUAL CONDUCT BETWEEN LAW SCHOOL FACULTY AND CURRENT STUDENTS

Sexual conduct between a member of the faculty at Villanova University School of Law (tenured, tenure-track, non-tenure track, visiting, and adjunct faculty, as well as teaching fellows) and a student currently enrolled at the law school, who do not have a pre-existing marital or other analogous relationship, violates the faculty member's ethical obligation under his or her employment agreement with Villanova University.

SEXUAL HARASSMENT POLICY

It is the policy of Villanova University, and the Law School as a part of that University, to maintain an employment and educational atmosphere free of any pressures on employees and students relating to sexual harassment. Consistent with applicable federal and state laws, the University endorses the objective that employees and students be free of situations where sexual considerations form the basis for business or educational decisions.

Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Sexual harassment will not be tolerated at the Law School, and employees or students who engage in such conduct are subject to the full range of the disciplinary policies. Retaliation against someone for bringing a concern forward, or for cooperating in the investigation of a complaint, is a violation of the Policy. The full Policy can be found at www.hr.villanova.edu.

Informal Procedure for Resolution of Complaints

The University and the Law School encourage members of the community to attempt informal resolution of complaints of sexual harassment. The Law School and the University have many offices and individuals who may be able to provide counseling on a confidential basis for a person who believes that he or she is the victim of sexual harassment. The Law School Academic Dean and the Law School Director of Student Affairs are excellent resource people with whom to discuss these matters. Also, the University Department of Multicultural Affairs, the Dean of Students Office, the Counseling Center, Campus Ministry, and Human Resources are staffed with caring and experienced human resource and development specialists who may be able to help resolve concerns.

Formal Procedure for Resolution of Complaints

Where a person is unable to resolve a problem of sexual harassment informally, the formal procedure may be invoked for the formal examination of the allegation.

In such a case, a formal, written complaint, using the University's standard form, shall be submitted to the University complaint officer. The purpose of the complaint form is to assist the complainant in formulating a concise statement of his/her concern and to assist the complaint officer to see the basic facts of the allegation, along with the complainant's requested remedy. The complaint must be filed no later than six months from the date on which the subject conduct allegedly occurred.

In cases involving alleged harassment by one student against another student, the complaint officer will refer the matter for disposition under the Non-Academic Student Misconduct Hearing Procedure.

Confidentiality

In any event, confidentiality is essential in any effort to investigate and resolve allegations of sexual harassment. The interests of both the complainant and the respondent must be protected as information is gathered and evaluated. Therefore, only persons who have a "need to know" within the investigation and resolution of complaints and appropriate senior administrative officials are entitled to information in the application of this procedure. University employees or students who disclose to persons not in the "need to know" chain of information which is obtained within the informal or formal steps of this procedure will be subject to disciplinary action.

Filing Complaints

Complaints of sexual harassment or sexual violence, as well as inquiries concerning the application of Title IX, may be filed as set forth in the Title IX Notice in this publication.

SEXUAL VIOLENCE

Villanova University seeks to foster and maintain a community of mutual respect and concern for all of its members. There can be no greater violation of the terms of that community, or of the essential dignity of any member of it, than an act of sexual assault. Rape, sexual assault and other violent sexual crimes constitute the deepest affront to University standards and will be treated accordingly. The University will not tolerate sexual assault in any form.

A student accused of sexual assault can be prosecuted under the Pennsylvania Criminal Code and/or disciplined by Villanova University. Even if governmental authorities choose not to prosecute, the University can pursue strong disciplinary action through its own channels. Violations of this policy will result in suspension or expulsion from the University.

In general, a sexual assault is any sexual physical contact (intercourse, penetration of the genitals or indecent contact) by a person, without the consent of the complainant (the individual to whom the contact is directed). It includes sexual physical contact that involves any of the following:

1. Forcible compulsion;
2. Threat of forcible compulsion that would prevent resistance by a complainant of reasonable resolution;
3. The complainant is unconscious or the person knows that the complainant is unaware that the intercourse, penetration or indecent contact is occurring;
4. The person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
5. The complainant is unable to consent due to temporary or permanent incapacity or impairment, mental or physical. "Incapacity" or "impairment" may include, but is not limited to, being under the influence of alcohol or drugs to a degree which renders the person incapable of consent.

Conduct constituting sexual assault is a crime in Pennsylvania under one or more of the following provisions of the Pennsylvania Criminal Code:

Rape (18 Pa.C.S.A. §3121);

Statutory Sexual Assault (18 Pa.C.S.A. §3122.1);

Involuntary Deviate Sexual Intercourse (18 Pa.C.S.A. §3123);

Sexual Assault (18 Pa.C.S.A. §3124.1);

Aggravated Indecent Assault (18 Pa.C.S.A. §3125);

Indecent Assault (18 Pa.C.S.A. §3126); or

Indecent Exposure (18 Pa.C.S.A. §3127).

Complete definitions of these crimes can be obtained by contacting the Dean of Students Office at 610-519-4200.

Sexual violence constitutes sex discrimination and sexual harassment in violation of Title IX of the Education Amendments of 1972. Complaints of sexual violence may be filed as set forth in the "Title IX Notice" in this publication, and the grievance procedures for reviewing a complaint against a student are set forth in the Non-Academic Student Misconduct Hearing Procedure.

For additional information, see the following web site:
http://www.villanova.edu/publicsafety/policies/university_sexual_assault_protocol.htm

SHOWERS

Shower facilities are located in the ground floor restrooms, near the Dining Room.

SMOKING POLICY

Smoking is prohibited both inside and within 75 feet of all University buildings, including the Law School.

SNOW AND EMERGENCY CONDITIONS

The Law School rarely closes because of weather or other conditions. However, should circumstances make it necessary to close the School, a message will be posted on the Law School homepage (www.law.villanova.edu) under News and Events. In addition, the School of Law has an Emergency Cancellation Line: 610-519-7744. This is a listen-only number and will carry details regarding closing, late opening, early closing and library access. Please do not call the main number to obtain the closing information available on the Emergency Cancellation Line. Information on emergency closings will also be broadcast on KYW1060AM (our snow closing number is 471 in Delaware County).

SOLICITATION

Non-Solicitation Policy

To avoid disruption of business operations or disturbance of faculty, staff, visitors, and students, the University has implemented this Non-solicitation Policy (the "Non-solicitation policy"). For purposes of the Non-solicitation Policy, "Solicitation" (or "Soliciting") shall include, canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind ("Materials") on University property or using University resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases). "Commercial Solicitation" means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on University property or using University resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means are covered by the Non-solicitation Policy. Items to be distributed or offered for sale, which contain University trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by the Office of University Communication.

I. Students

A. Any Solicitation or Commercial Solicitation undertaken by a student, registered student club, or student organization must be approved by the Office of Student Development, conducted in compliance with the Student Handbook and procedures established by the Office of Student Life, and comply with all applicable laws and University policies.

B. Any Solicitation or Commercial Solicitation undertaken by a student or student organization at a University athletic event or facility must be approved by the Athletic Department, and must be conducted in compliance with the Solicitation at Athletic Events policy established by that department.

C. The provisions of this Section I shall apply to each student and student organization of the Villanova University School of Law (the "Law School") except that for those Law School students and organizations, the terms "Office of Student Life" and "Office of Student Development" shall be replaced with "Law School Office of Student Affairs." Solicitation or Commercial Solicitation by Law School students and organizations must be approved by the Law School Office of Student Affairs, and must be conducted in compliance with procedures established by that office.

D. Student violators of the Non-solicitation Policy and/or procedures are subject to disciplinary action under the Code of Student Conduct (or Student Handbook for Law students, as applicable).
E. Inquiries regarding the Non-solicitation Policy should be directed to the Office of Student Development (or Law School Office of Student Affairs as applicable).

IV. Non-Profit Organizations

The University recognizes the value of charitable organizations and encourages employees and students to be active participants in organizations that support or contribute to the mission of the University. With the exception of University authorized charitable giving campaigns such as the United Way, any charitable organization that wishes to solicit funds for a charitable donation must be sponsored by a recognized student organization, faculty member or employee and obtain the approval of the Office of Auxiliary Services, which will coordinate with the appropriate University department. The organization will be provided with a stamp or certification of approval. Sales will normally be conducted from assigned tables in the Connelly Center. Arrangements should be made through, and inquiries regarding the Non-solicitation Policy should be directed to, the Office of Auxiliary Services. In addition, any Solicitation or Commercial Solicitation by a charitable organization at a University athletic event or facility requires the prior approval of the Athletic Department, and must be conducted in compliance with the Solicitation at Athletic Events policy established by that department.

V. Non-Villanova Individuals or Organizations

A. Non-employees or non-students may not engage in Solicitation or Commercial Solicitation (including distributing any kind of written or printed Materials) on University property at any time. Exceptions to the Non-solicitation Policy must be approved by the Office of Auxiliary Services.
B. The Office of Auxiliary Services will not approve Commercial Solicitations by vendors that relate to the promotion or consumption of alcoholic beverages or tobacco, or products or services that are contrary to the policies or mission of the University.
C. Door-to-door Solicitation or Commercial Solicitation is not authorized.
D. The Non-solicitation Policy does not prohibit normal business contacts by authorized vendor representatives engaging in business with the University in compliance with other University policies, provided such contacts are made with the consent of University officials.
E. Vendors approved for vending privileges to the University community may, in the discretion of the Office of Auxiliary Services, be permitted to sell their products at restricted locations on campus for a limited number of days per year, provided that they register with the Office of Auxiliary Services and pay the assigned fee.
F. The provisions of this Section V shall apply to the Law School buildings except that with respect to solicitation in or around those buildings, the Dean of the Law School shall replace the Office of Auxiliary Services.
G. Non-employees or non-students who have not been authorized to enter University property shall be considered trespassers. Trespassers violating this policy who have no affiliation with Villanova University will be removed from University property, given trespass warnings not to return, and may be subject to arrest and prosecution.
H. Inquiries regarding this Section V of the Non-solicitation Policy should be directed to the Office of Auxiliary Services.

STUDENT AFFAIRS

The Student Affairs Office, located in the Student Services Suite, provides a broad range of support services to law students, including on-site counseling and referrals to campus resources. The Director of Student Affairs collaborates with a variety of University offices in developing programming responsive to the needs of students. The Director works closely with the SBA and student organizations, assists with non-academic discipline and accommodations, and is involved with the law school's diversity initiatives.

STUDENT ORGANIZATION RECOGNITION POLICY

All student organizations must be approved by the Law School Administration and the Student Bar Association. A list of recognized student organizations is available with the SBA and the Director of Student Affairs. All student organizations must file a Student Organization Recognition Form (SORF) within the first month of the fall semester to be on active status for the academic year. Only recognized student organizations may sponsor events, reserve rooms, and publish notices in the official weekly announcements email. Each organization is assigned a mailbox in the Student Organization Room, bulletin board space, and an e-mail account.

STUDENT RECORDS

Villanova University, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, has adopted this Student Records Policy to address the following issues with respect to education records: (1) disclosure of directory information; (2) confidentiality of personally identifiable information; and (3) student rights to inspect, review and seek amendment of their records. In general,

education records are defined as records maintained in any form by the University that are directly related to a student.

I. Disclosure of Directory Information

Information concerning the following items about individual students is designated by the University as directory information and maybe released or published without the student's consent: full name; student identification number; address (local, home or electronic mail); telephone number; photograph or video; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full- time or part-time); dates of attendance; degrees, honors and awards received (including Dean's List); most recent previous educational institution attended; participation in officially recognized University activities and athletics; and weight and height of members of athletic teams. Students who do not wish directory information to be released or made public must inform in writing the Office of the Registrar.

II. Confidentiality of Personally Identifiable Information

All personally identifiable information contained in student records other than directory information is considered confidential information. This information includes, but is not necessarily limited to: academic evaluations; general counseling and advising records; disciplinary records; financial aid records; letters of recommendation; medical or health records; clinical counseling and psychiatric records; transcripts, test scores, and other academic records; and cooperative work records. "Personally identifiable information" means that the information includes: (a) the name of the student; (b) the address of the student; (c) a personal identifier such as social security number; or (d) a list of personal characteristics or other information that would make the student's identity easily traceable.

The University will generally not disclose personally identifiable information to third parties without the written consent of the student. The signed and dated consent should specify the records to be disclosed, the purpose of the disclosure, and to whom the records are to be disclosed. However, personally identifiable information may be disclosed, without the student's consent, to the following individuals or institutions, in accordance with FERPA, including in the following circumstances:

(a) To University officials (or office personnel ancillary to the officials) who require access for legitimate educational purposes such as academic, disciplinary, health or safety matters. University officials may include, without limitation, the Board of Trustees, the President, Vice Presidents, Deans, Directors, Department Chairs, Faculty Members, NROTC Commanding Officer, attorneys in the Office of the Vice President and General Counsel, Judicial Officers, Counselors, Resident Advisers, Coaches and Admissions Officers. University officials also include contractors, consultants, volunteers and other outside parties, such as an attorney or auditor providing services on behalf of the University for which the University would otherwise use employees.

(b) To the party(ies) who provided or created the record(s) containing the personally identifiable information.

(c) To officials of other educational institutions to which the student seeks or intends to enroll or where the student is already enrolled, for purposes related to the student's enrollment or transfer (on condition that the student upon request is entitled to a copy of such records).

(d) To appropriate federal, state or local officials or authorities, consistent with federal regulations.

(e) To the U.S. Attorney General (or designee) pursuant to an ex parte order under the U.S. Patriot Act in connection with certain investigations or prosecutions.

(f) To organizations conducting studies for, or on behalf of, educational agencies or institutions.

(g) To accrediting organizations to carry out their accrediting functions.

(h) To parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.

(i) To parents of a student under the age of 21, where the information pertains to violations of any federal, state or local law or of any University rule or policy governing the use or possession of alcohol or a controlled substance, and the student has committed a disciplinary violation.

(j) In connection with the student's application for, or receipt of financial aid.

(k) To comply with a judicial order or lawfully issued subpoena (on condition that a reasonable effort is made to notify the student of the order or subpoena, if legally permitted to do so).

(l) In case of an emergency, to appropriate parties, including parents, to protect the health or safety of the student or other individuals, where the University determines that there is an articulable and significant threat to the student or other individuals.

(m) The disclosure of information concerning registered sex offenders provided under state sex offender registration and campus community notification programs.

(n) The outcome of a disciplinary proceeding to a victim of or alleged perpetrator of a crime of violence or non-forcible sex offense.

(o) The outcome of a disciplinary proceeding where a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and is determined to have violated the University's rules or policies.

If required under FERPA, the University will inform a party to whom a disclosure of personally identifiable information is made that it is made only on the condition that such party will not disclose the information to any other party without the prior written consent of the student.

III. Non-Education Records

The following are not considered education records, and thus are not protected by FERPA and this policy:

- Employment records of students as University employees.
- Campus law enforcement records created and maintained by the Public Safety Office, in accordance with the requirements of FERPA.
- Records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in his or her paraprofessional capacity, and that are made, maintained, or used only in connection with treatment of the student and are disclosed only to individuals providing the treatment. These records may be reviewed, however, by a physician or other appropriate professional of the student's choice.
- Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons, that are in the sole possession of the maker of the record and are not accessible or revealed to any other individual except a temporary substitute for the maker.
- Records that only contain information about a person after that person was no longer a student at the University and that are not directly related to the individual's attendance as a student (e.g., information collected by the University pertaining to accomplishments of its alumni).
- Grades on peer graded papers before they are collected and recorded by a faculty member.

IV. Inspection and Review Rights; Right to a Hearing

A currently or previously enrolled student has the right to inspect and review his or her educational records. This right does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing, and may ask for, but not require, the reason for the request. The University will comply with requests to inspect and review a student's records that it has determined to honor within a reasonable period of time, but in no case more than forty-five days after the request was made.

Records to which students are not entitled to access include:

- Confidential letters and statements of recommendation placed in a student's record before January 1, 1975, or confidential letters and statements of recommendation to which students have waived their rights of access.*
- Financial records of the parents of the student or any information contained in those records.
- Those portions of a student's records that contain information on other students.
- Those records listed in Section III above.

A student who believes that any information contained in his or her educational records is inaccurate or misleading, or otherwise in violation of his or her privacy rights, may request that the University amend the records. The student should first discuss his or her concerns with the individual responsible for the office where the records are maintained. If the student is not satisfied with the resolution, the student should contact the individual to whom that person reports. If still not satisfied, the student may contact the appropriate vice president or designee. The final level of appeal is a formal hearing. To obtain a hearing, the student should file a written request with the Vice President for Student Life. The hearing will be conducted in accordance with the requirements of FERPA.

The substantive judgment of a faculty member about a student's work (grades or other evaluations of work assigned) is not within the scope of a FERPA hearing. A student may challenge the factual and objective elements of the content of student records, but not the qualitative and subjective elements of grading.

If as a result of a hearing the University determines that a student's challenge is without merit, the student will have the right, and will be so informed, to place in his or her records a statement setting forth any reasons for disagreeing with the University's decision.

Students have a right to file complaints concerning alleged failures by the University to comply with the requirements of FERPA and the implementing regulations. Complaints should be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-

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* Students may be invited but not required to waive their right of access to confidential letters of recommendation for admission, honors or awards, or employment. Failure to execute a waiver will not affect a student's admission, receipt of financial aid, or other University services. If a student signs a waiver, he/she may request a list of all persons making confidential recommendations.

5901. Students are encouraged to bring any complaints regarding the implementation of this policy to the attention of the Vice President and General Counsel.

TRANSPORTATION

Buses traveling on Lancaster Avenue and the High Speed Line running between West Philadelphia and Norristown have stops at the University and provide public transportation from many of the local communities. A commuter train runs through the campus with a station stop near the Law School building. Information concerning schedules and rates may be obtained from the stationmaster, on the Southeastern Pennsylvania Transportation Authority website (www.septa.org), or by calling SEPTA at 215-580-7800.

TUITION PAYMENT

Bills for tuition and fees are electronically presented on the Bursar's website and mailed to each student by the University Bursar's Office. Any questions concerning the payment of tuition and fees should be directed to that Office, not to the School of Law.

A student who has any outstanding debt to the University, and who has not made arrangements for payment with the Bursar's Office, may be prevented from registering, pre-registering, taking examinations, or receiving grade reports, bar certifications, transcripts, and diplomas. The University has no institutional provision for the payment of tuition and fees through an installment plan. However, as a service to our students and their families, the University makes available information concerning commercially available tuition payment plans. This information may be obtained from the Bursar's Office in Kennedy Hall on main campus.

In the event of withdrawal from the School of Law, the University will make an appropriate refund of tuition. The formula for tuition refund is available on the Financial Aid website.

VETERANS

The Veterans Administration Office is located in the University Registrar's Office, Room 202, Tolentine, on the Main Campus. The telephone number is **519-4033**. All applicants for veterans' benefits must be processed through the Law School Registrar's office. A special form must be filed for benefits while attending Bar Review course after graduation.

WEAPONS AND DANGEROUS PRACTICES

University Policy, applicable to the law school, provides that no student shall engage in any activity which shall endanger the health, safety, well-being or property of another member of the School or University community, or the institution.

The sale, possession, production, purchase or use of explosives, fireworks, incendiary devices, guns, other lethal weapons, or reasonable facsimile thereof on University and Law School property are prohibited, as are conspiracies or attempted activities of this nature.

WEBSITE POLICIES

The Law School has adopted several policies regarding website uniformity, web server access, personal web pages, website content and use, and online privacy. The policies are posted on the Law School website under Technology Services. Student organizations must provide to the Director of Student Affairs their organization purpose as well as up-to-date contact and office information. This information will be posted on the official law school website.

WORKING

Villanova Law School policy, consistent with ABA Accreditation Standards, provides that a student may not be employed in excess of 20 hours per week while attending law school full time.

Part-time employment during the school term should be undertaken with great care since the study of law requires a full-time commitment. This is particularly important for first-year students, who are strongly discouraged from working during the term.

VOTER REGISTRATION

The Office of Student Affairs is responsible for a good faith effort to make voter registration forms available to law students for federal elections and state elections for governor and other state chief executive offices. HEOA sec493(a) (1).

FACULTY AND ADMINISTRATION

SENIOR ADMINISTRATION

	Room	Ext.
John Y. Gotanda, B.B.A., J.D., Dean and Professor of Law	376	97007
Michael P. Moreland, B.A., M.A., J.D., Ph.D., Vice Dean and Professor of Law	377	97005
Christine G. Mooney, B.A., B.S., J.D., Associate Dean for Academic Affairs, Director of Legal Writing Programs, Professor of Legal Writing, and Director of the J.D./M.B.A. and J.D./M.P.A. Programs	378	97005
Steven L. Chanenson, B.A., M.S., J.D., Associate Dean for Faculty Research and Professor of Law	236	97459
James C. Garvey, B.A., M.B.A., Ed.D., Associate Dean for Development & Alumni Relations	314	97019
Christopher Dwyer, B.A., Associate Dean for Finance & Administration	139	97083

FULL-TIME FACULTY

Todd Aagaard, B.A., J.D., M.S., Associate Professor of Law	334	93001
Leslie M. Book, B.A., J.D., LL.M., Director of the Graduate Tax Program and Professor of Law	235	96416
Richard Booth, A.B., J.D., Professor of Law and Martin G. McGuinn Chair in Business Law	227	97068
Patrick McKinley Brennan, B.A., M.A., J.D., Professor of Law and John F. Scarpa Chair in Catholic Legal Studies	224	97073
Doris Del Tosto Brogan, B.A., J.D., Professor of Law	329	97948
John J. Cannon, A.B., J.D., Professor of Law	330	97079
David S. Caudill, B.A., J.D., Ph.D., Professor of Law and Goldberg Family Chair in Law	326	97085
Steven L. Chanenson, B.A., M.S., J.D., Associate Dean and Professor of Law	236	97459
Joseph W. Dellapenna, B.B.A., J.D., LL.M., Professor of Law	327	97075
Michelle Dempsey, B.A., J.D., LL.M., D.Phil., Professor of Law	335	98011
John F. Dobbyn, A.B., J.D., LL.M., Professor of Law	225	97061
Vicenç Feliú, B.A., M.S., J.D., LL.M., Associate Professor of Law and Director of the Law Library	139	95201
T. Keith Fogg, B.A., J.D., LL.M., Professor of Law	134	93895
Abraham J. Gafni, B.A., B.H.L., J.D., Professor of Law	237	96526
Ruth Gordon, B.A., J.D., LL.M., Professor of Law	233	96413
John Y. Gotanda, B.B.A., J.D., Dean and Professor of Law	376	97007
Ann Carey Juliano, B.A., J.D., Professor of Law	229	97058
Catherine J. Lanctot, B.A., J.D., Professor of Law	231	97076
Beth Lyon, B.A., M.S., J.D., Professor of Law	135	97126
James Edward Maule, B.S., J.D., LL.M., Professor of Law	325	97135
Michael P. Moreland, B.A., M.A., J.D., Ph.D., Vice Dean and Professor of Law	377	97005
Joy Sabino Mullane, B.A., J.D., LL.M., Professor of Law	345	97077
John F. Murphy, B.A., LL.B., Professor of Law	226	97065
Jennifer O'Hare, B.S., J.D., Professor of Law	230	97059
Penelope Pether, B.A., LL.B., M.Litt, Ph.D., Professor of Law	331	97060
Michele R. Pistone, B.S., J.D., LL.M., Professor of Law	328	95286
Anne Bowen Poulin, B.A., J.D., LL.M., Professor of Law	340	97082
Teressa E. Ravenell, B.A., J.D., Professor of Law	344	97078
Michael Risch, A.B., J.D., Associate Professor of Law	234	96836
Chaim N. Saiman, B.B.S., J.D., Professor of Law	339	93296
Tuan Samahon, B.A., J.D., Professor of Law	338	97088
Dveera Segal, B.A., M.A., J.D., Director of Clinical Programs and Professor of Law	136	95230
Louis J. Sirico, Jr., B.A., J.D., Professor of Law, Director of Legal Writing	239	97071
Walter John Taggart, A.B., J.D., Professor of Law	242	97063
Ellen Wertheimer, B.A., J.D., Professor of Law	228	97064

REUSCHLEIN CLINICAL TEACHING FELLOW

Linda Love Vines, B.S., J.D., LL.M., Assistant Director of the Graduate Tax Program	184	94533

VISITING REUSCHLEIN CLINICAL TEACHING FELLOWS

Caitlin Barry, B.A., J.D.	126	93216
Michael Campbell, A.B., J.D.	133	97652
Cathryn Miller-Wilson, B.A., J.D.	127	95622
Jennifer H. Sperling, B.A., J.D.	137	93061

EMERITUS FACULTY

Gerald Abraham, A.B., J.D., Professor Emeritus of Law
Lewis Becker, B.S., LL.B., Professor Emeritus of Law
Donald N. Bersoff, B.S., M.A., Ph.D., J.D., Professor Emeritus of Law
Donald W. Dowd, A.B., J.D., Professor Emeritus of Law
John M. Hyson, B.A., M.A., LL.B., Professor Emeritus of Law

Don W. Llewellyn, B.A., J.D., LL.M., Professor Emeritus of Law
Howard R. Lurie, A.B., J.D., Professor Emeritus of Law
Michael Mulroney, B.S.C., J.D., Professor Emeritus of Law
J. Willard O'Brien, B.S., J.D., Dean and Professor Emeritus of Law
Leonard Packel, B.S., J.D., Professor Emeritus of Law
Frederick P. Rothman, A.B., J.D., Professor Emeritus of Law

LEGAL WRITING PROFESSORS

	Room	Ext.
Heather D. Baum, B.A., J.D., Associate Professor of Legal Writing	346	93003
Candace Mueller Centeno, B.A., J.D., Professor of Legal Writing	343	96414
Theresa M. Clark, B.S., J.D., Associate Professor of Legal Writing	347	97025
Diane Edelman, A.B., J.D., Director of International Programs and Professor of Legal Writing	342	97047
Christine Mooney, B.A., B.S., J.D., Associate Dean, Director of Legal Writing Programs, and Professor of Legal Writing	378	97005
Mitch Nathanson, B.A., J.D., Professor of Legal Writing	332	96498
Jessica Webb, B.A., J.D., Visiting Assistant Professor of Legal Writing	347	97025

WRITING SPECIALIST

Steven Schultz, B.A.	322	96243

LEGAL RESEARCH INSTRUCTORS

Robert Hegadorn, B.A., J.D., M.L.S., Reference Librarian	163	97021
Lynne F. Maxwell, B.A., M.A., M.S.W., M.L.S., J.D., M.A. Lib. St., Associate Director for Reader Services and Coordinator of the Legal Research Program	157	97236
Matthew McGovern, B.S., J.D., M.S.L.I.S., Reference Librarian	158	93893
Amy Spare, B.A., J.D., M.L.I.S., Faculty Services Librarian	161	97188
Lori Strickler, B.A., B.S., J.D., M.L.I.S., Electronic Services Librarian	159	97235

DISTINGUISHED PROFESSOR OF PRACTICE

J. Richard Harvey, Jr., BSBA, MSc	241	94474

VISITING PROFESSOR

Kathleen Turezyn, B.A., J.D.

VISITING PROFESSORS

	Room	Ext.
Christopher French, B.A., J.D., Visiting Assistant Professor	240	96839
Lauren Ouziel, A.B., J.D., Visiting Assistant Professor	238	96838
Kish Vinayagamoorthy, B.A., M.A., J.D., Visiting Assistant Professor	341	96281
Seval Yildirim, B.A., M.A., J.D., LL.M., Visiting Associate Professor	333	97183

ACADEMIC DIRECTORS

April M. Barton, B.S., J.D., Director of Academic Computing	139	95201
Diane Edelman, A.B., J.D., Director of International Programs and Professor of Legal Writing	342	97047
Vicenç Feliú, B.A., M.S., J.D., LL.M., Director of the Law Library and Associate Professor of Law	139	95201
Larasz Moody-Villarose, B.A., M.A., J.D., Director of Academic Success & Bar Exam Programs	177	97136
Christine Mooney, B.A., B.S., J.D., Associate Dean, Director of Legal Writing Programs and Professor of Legal Writing	246	97198
David Santee, B.A., J.D., Director of Trial Advocacy Programs and Externships	244	96415

ADMINISTRATIVE DIRECTORS

Kristin Archibald, Associate Director of Recruitment	216	97032
Colleen Belz, Director of Development	313	97436
Fr. Joseph Calderone, OSA, Law School Chaplain/Counselor	179	97477
Anthony Cancelli, Director of Business Services	373	97833
Elizabeth Dunn, Associate Director of Public Interest and Pro Bono Programs	215	97228
Nicole Garafano, Director of Events	309	97066
Jennifer A. Henfey, Director of Career Strategy & Advancement	214	97031
Joseph Mariani, Director of Facilities	L04	93111
Bayrex Martí, Executive Director of Admissions & Financial Aid	192	97263
Nancy Whalen, Director of Student Affairs	178	95228

J.D. ADJUNCT FACULTY

The Honorable Peggy Ableman, B.A., J.D.
Ron Agulnick, B.S., M.A., J.D.
Aaron Avila, B.A.S., J.D.
Daniel Bacine, B.S., J.D.
Vincent Barbera, B.A., J.D.

Roberta Benjamin, B.A., J.D.
Mark Bergstrom, B.A., M.P.A.
Ron Brown, B.A., J.D.
April Byrd, B.A., J.D.
Peter Clauss, A.B., LL.B.
Jennifer D'Iorio
James Dinnage, M.A., Lic. spéc. en Dr. Eur.
John T. Donovan, B.A., J.D.
Michael Drossner, B.A., J.D., LL.M.
Isabel Lopez Duffy, B.A., J.D.
Robert Dunham, B.A., J.D.
Gordon Finch, B.S., M.A., J.D.
Kevin Flannery, B.S., J.D.
Douglas Gaston, B.A., J.D.
Richard J. Gering, M.A., Ph.D.
The Honorable Gary S. Glazer, B.A., J.D.
Seth Goldberg, B.A., J.D.
Richard Goldberg, B.A., LL.B.
John C. Goodchild III, B.A., J.D.
James H. Gordon, Jr., B.A., J.D.
Christopher Harvey, B.S., J.D., LL.M.
Matthew Helman, B.A., J.D.
Charles Howland
The Honorable Renée Caldwell Hughes
James A. Hunter, Jr., A.B., LL.B.
Rosiland T. Kaplan, B.A., M.A., J.D.
Amy S. Kline, B.A., J.D.
Steven Koffs, B.S.M.E., M.S., J.D.
Jordan A. LaVine, B.A., J.D.
Dale Larrimore, B.A., J.D.
Sherry Lemonick, B.S., J.D.
Stuart Lev, B.A., J.D.
Elizabeth Levin
The Honorable Kathryn Streeter Lewis, B.A., J.D.
Robert J. Lichenstein, B.S., J.D., LL.M.
Bryant Lim, B.A., J.D.
Michael Lovell, B.S., J.D.
Robert Lundman, B.A., J.D.
Michael J. Lyon, B.S., J.D.
Christopher Mannion
Margaret A. McCausland, B.S., J.D.
Patricia McCausland, B.A., M.A., J.D.
Richard L. McMonigle, B.A., J.D.
Coleen Meehan, B.S., J.D.
Maranna Meehan, B.A., J.D.
John Marshall, B.S., M.S., J.D.
Lucas Martinez-Villalba Mejía
The Reverend Gerard C. Mesure, B.A., M.A., J.C.L., J.C.D., J.D.
K.T. Newton, B.S., J.D.
Cheryl Nicolson, B.A., J.D.
Mary DeFusco Ochal, B.A., J.D.
Michael O'Mara
Michael J. O'Neill, B.A., J.D.
Leonard Packel, B.S., J.D.
Mark Pressman, B.S., M.S., Ph.D.
Sheldon K. Rennie, B.A., M.S., J.D.
The Honorable Eduardo Robreno, B.A., J.D.
Lee Rosengard, A.B., J.D.
Daniel F. Ryan, III, B.A., J.D.
Lisa Sabatino, B.A., J.D.
The Honorable Juan Sanchez, B.A., J.D.
James Sargent, B.A., J.D.
Steven Schultz
The Honorable Todd Seelig, B.S., J.D.
Judy Goldstein Smith, B.A., J.D.
Steven D. Spencer, B.S., J.D.
Gilbert Stein, J.D.
Tomika Stevens, B.A., M.A., J.D.
John Stoviak, B.A., J.D.
Steven Sugarman, B.A., J.D.
Joseph Tate, A.B., LL.B.
Joseph A. Torregrossa, B.A., J.D.
Michael Trachtman
Kathleen Turezyn, B.A., J.D.
Colleen Vallen, B.S.
Sheilah Vance, B.A., J.D.
Brian Vargo
Barbara Wall, B.A., M.A., Ph.D.

William Weiss, B.A., M.A.
Thomas R. Wilcox III, B.A., M.B.A., J.D.
Thomas G. Wilkinson, B.A., J.D.
R. Seth Williams, B.A., J.D.
Jeffrey Wolters, B.A., J.D.
Sara Woods, B.A., J.D., M.P.A.
Andrew Youman, B.A., J.D.
Marc J. Zucker, B.A., J.D.

GRADUATE TAX PROGRAM

FULL-TIME FACULTY

School of Law

Leslie M. Book, B.A., J.D., LL.M., Director of the Graduate Tax Program
T. Keith Fogg, B.A., J.D., LL.M., Professor of Law
James Edward Maule, B.S., J.D., LL.M., Professor of Law
Joy Sabino Mullane, B.A., J.D., LL.M., Associate Professor of Law

School of Business

Shelly C. Rhoades-Catanach, B.S., Ph.D. Associate Professor
Burke T. Ward, B.A., J.D., LL.M., Professor

REUSCHLEIN CLINICAL TEACHING FELLOW

Linda Love Vines, B.S., J.D., LL.M., Assistant Director of the Graduate Tax Program

EMERITUS FACULTY

Michael Mulroney, B.S.C., J.D., Professor Emeritus of Law

DISTINGUISHED PROFESSOR OF PRACTICE

J. Richard Harvey, Jr., BSBA, MSc

ADJUNCT FACULTY

Ryan M. Bornstein, B.S., J.D., LL.M.
Timothy C. Boyle, B.S.B.A., M.B.A.
John Brady, B.S., J.D., LL.M.
David A. Breen, B.S., M.B.A., J.D.
Daniel F. Carmody, B.A., J.D., LL.M.
Ronald S. Collins, J.D., LL.M.
James C. Fee, Jr., B.S., J.D., LL.M.
Neil H. Feinstein, B.S., J.D., LL.M.
Jill R. Fowler, B.A., J.D.
Jared H. Gordon, B.A., J.D., LL.M.
Michael P. Haney, B.S., J.D., LL.M.
Peter J. Hardy, B.A., J.D.
Christopher M. Harvey, B.S., J.D., LL.M.
Joel E. Horowitz, B.A., J.D., LL.M.
Richard S. Hyman, B.S., M.T.
Thomas J. Iannozzi, B.A., J.D., LL.M.
Michael B. Kennedy, B.S., M.B.A.
Jason Kuratnick, B.S., J.D., LL.M.
Jonathan Lander, B.A., J.D., LL.M.
Deborah M. Lerner, A.B., J.D., LL.M.
Edward A. Liva, B.S., B.A., J.D., LL.M.
Michael J. McGoldrick, B.A., M.L.D., LL.M. (Taxation), LL.M. (Corporate)
Scott Masaitis, B.A., J.D., LL.M.
Erica R. McReynolds, B.A., J.D., LL.M.
Drew A. Morris, B.A., J.D., LL.M., M.B.A.
Thomas Ostrander, B.A., J.D., LL.M.
Phillp Pillar, B.A., J.D., LL.M.
Thomas M. Rath, B.B.A., J.D., LL.M.
Nancy B. Romano, B.A., J.D., LL.M.
Joseph E. Ronan, Jr., B.A., J.D., LL.M.
Michael E. Steinsaltz, B.S., J.D., LL.M.
Cheryl Upham, B.A., J.D., LL.M.
Christopher P. Woehrle, B.A., J.D., LL.M.
David B. Zelikoff, B.A., J.D.

NON-ACADEMIC STUDENT MISCONDUCT HEARING PROCEDURE

NON-ACADEMIC STUDENT MISCONDUCT HEARING PROCEDURE

Responsibility for handling misconduct that is not covered by the Academic Code of Conduct is specifically vested in the Law School administration and faculty by Code of Conduct § 3.1., "Other Student Conduct," which provides: "The Faculty and Administration of the Law School retain exclusive jurisdiction over other conduct of students that is not an infraction of the Code."

Misconduct that reflects adversely on a student's honesty, integrity, trustworthiness, professionalism, or fitness to become a lawyer may be the subject of administrative action under this Non-Academic Student Misconduct Hearing Procedure ("Procedure"), at the Law School's sole discretion. The Law School reserves the right to invoke this procedure, at its discretion, whether the alleged misconduct occurred on or off the premises of the Law School, or whether it occurred at a Law School-sponsored or non-Law School sponsored event. Allegations of misconduct that violates Title IX of the Education Amendments Act of 1972 ("Title IX"), including clams of sexual discrimination, harassment, and sexual violence, may also be the subject of administrative action under this Procedure. See Title IX Notice in this Handbook for Villanova University's Title IX Coordinator and Deputy Coordinators.

The Law School retains the discretion to take administrative action under this Procedure regardless of possible or pending civil claims or criminal charges arising out of the same or other events. After consulting as appropriate with the Vice-President and General Counsel, and considering all of the circumstances, the Dean shall determine the appropriate timing for proceeding against a student who also faces related charges in a civil or criminal tribunal. If the Law School defers proceeding, the Law School retains the discretion to commence administrative action at any time, even if other pending charges have not yet been resolved.

PROCEDURE

1) Any University or Law School student, faculty member, or staff member ("complaining party") who believes that a student has engaged in misconduct that is not otherwise covered by the Academic Code of Conduct may file a complaint with the Associate Dean for Academic Affairs ("Associate Dean") or with the Dean. The Associate Dean may also initiate proceedings against a student under this Procedure in the absence of such a complaint. The Dean may designate a party other than the Associate Dean to initiate proceedings and to pursue action under this Procedure, in his sole discretion.

2) The Associate Dean shall initiate proceedings against a student under this Procedure by providing the student with notification, in writing, of the alleged misconduct. The writing shall also contain a copy of this Procedure. The complaining party, if any, shall also receive notice of the proceeding and a copy of this Procedure.

3) Within a reasonable time, the Dean shall appoint a Hearing Panel ("Panel") consisting of no more than three members of the tenured or tenure-track faculty. The size of the Panel shall be determined by the Dean, at his sole discretion.

4) The Panel shall set a date for a hearing and shall establish the procedure for an orderly presentation of evidence at that hearing. At its sole discretion, the Panel may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complaining party, accused student, and/or other witnesses during the hearing. The hearing shall be private.

5) The accused student and the complaining party may choose to be represented by counsel during the hearing process. This counsel may not be a member of the law school faculty, staff, or a member of the law school student body. The accused student, and complaining party (if any) are entitled to be present, with counsel (if any) at all times while evidence is being presented during the hearing, but may not be present during deliberations.

6) The Associate Dean shall present the evidence of misconduct to the Panel. The Associate Dean shall also address the issue of the appropriate sanction for the misconduct.

7) The accused student and the complaining party may present evidence on both the issue of misconduct and on the issue of sanction. The method of presentation of evidence, including the procedure for asking questions of witnesses, shall be determined by the Panel, in its sole discretion, and the Panel may choose to retain the sole authority to ask questions during the hearing. In a case alleging sexual assault, the accused student may not conduct cross-examination of any complaining party.

8) The Panel shall not be bound by formal rules of evidence, and shall have full discretion to admit evidence as it sees fit. Members of the Panel may ask questions of all witnesses during the course of the presentation of evidence.

9) All students are required to cooperate fully and honestly with this Procedure. Failure to cooperate with the Panel, or lack of candor during these proceedings, may constitute misconduct and may result in charges being brought under this Procedure.

10) The hearing shall be recorded by a method to be determined in the sole discretion of the Panel. The Panel's deliberations shall occur in confidence, and shall not be recorded.

11) Upon conclusion of the Hearing, the Panel shall make findings of fact with respect to the alleged misconduct. The Panel shall also determine whether the facts establish, by a preponderance of the evidence, that the accused student engaged in the alleged misconduct, and whether the misconduct reflects adversely on a student's honesty, integrity, trustworthiness, professionalism, or fitness to become a lawyer.

12) The Panel's findings and recommendation shall be reported promptly in writing to the accused student, the complaining party, if any, the Associate Dean, and the Dean, in accordance with requirements of the Family Educational Rights and Privacy Act.

13) Based on the Panel's findings of fact and its recommendation of sanction, the Dean shall make the final determination of sanction. Possible sanctions include, but are not limited to: exclusion from the law school; suspension from the law school; a reprimand to be included in the student's law school academic file and/or noted on the student's transcript; a reprimand not included in the student's law school academic file and not noted on the student's transcript; suspension or denial of specified law school or University privileges or offices; appropriate compulsory service to the law school community or outside community; counseling or other treatment as appropriate. The student, complaining party, if any, and Associate Dean shall be advised in writing of the Dean's decision with respect to sanction, in accordance with requirements of the Family Educational Rights and Privacy Act.

14) The Dean's decision as to sanction shall be final, except when the Dean imposes the sanction of suspension or expulsion from the Law School. In such circumstances, the accused student (or the complaining party in cases involving sexual violence) may file a petition for review by the entire faculty, in writing, stating with specificity the grounds for review. The petition must be filed with the Dean no later than five business days after the date of the Dean's written decision.

15) Any petition for review shall be heard at the next regularly scheduled faculty meeting, or at a special meeting of the faculty, at the discretion of the Dean. The record of the hearing, and all documents received into evidence by the Panel, shall constitute the record of the case.

16) The Associate Dean may address the faculty with respect to the petition. The petitioning party and counsel (if represented), may address the faculty at the meeting regarding the petition for review, but the petitioning party (and counsel if represented) shall not be permitted to remain during the faculty's discussion of the petition.

17) The Dean, the Academic Dean, and those members of the faculty who served as members of the Panel may participate in the deliberations of the faculty on the petition, but shall not vote on the petition.

18) At the conclusion of the deliberations, faculty who are present and eligible to vote shall cast their vote, in secret, as to whether or not to uphold the sanction imposed by the Dean. The Dean's sanction shall be upheld unless a majority of the faculty who are present and eligible to vote shall vote to overturn the Dean's decision. The final outcome shall be reported in writing to the accused student and complaining party, if any, in accordance with requirements of the Family Educational Rights and Privacy Act.

19) The written notification of the charges, the report and recommendation of the Hearing Panel, and the final outcome of this Procedure, as well as any other relevant documentation, are to be maintained in the student's permanent file, and shall be disclosed to bar examiners when necessary to comply with the terms of a request. The record of the hearing, documentary record and written reports of the panel and the Dean shall be retained in the Academic Dean's Office for an appropriate period of time.

20) All proceedings under this Procedure are confidential and may be disclosed only as provided in this Procedure, as reasonably necessary in the administration of the Law School or University, for bar admission purposes, and as otherwise required by law.

21) At any time after the Law School becomes aware of misconduct for which a student could be charged under this Procedure, the Academic Dean may place a "Judicial Hold" on the academic records of the student in order to preserve the status quo pending the outcome of proceedings. A Judicial Hold may prevent, among other things, registration, the release of transcripts, the issuance of letters of good standing and certification, and the award of a diploma.

22) When, in the judgment of the Law School, an individual poses a threat to himself, herself, or the community, or the student has been charged with a crime of a serious nature, the Law School, in its sole discretion, may suspend the student on an interim basis. A hearing will be held as soon as reasonably possible to determine the final outcome, except where the Law School defers proceeding in light of pending civil charges or criminal charges as described above. For cases involving Title IX complaints of sexual discrimination or harassment, including sexual violence, the Law School, after considering all of the circumstances, shall determine the appropriate timing for proceeding against such student on interim suspension.

ACADEMIC CODE OF CONDUCT

ACADEMIC CODE OF CONDUCT

Chapter One: General Provisions

1.1 **Applicability.** This Code of Conduct governs the conduct of students of the Law School in matters related to the academic integrity of Villanova Law School and its educational programs. A person enrolled in one or more courses in the J.D. program is a student of the Law School.

1.2 **Honor Board.** The Honor Board is established by the Faculty of the Villanova Law School to: (a) administer, in conjunction with the Faculty, this Code of Conduct; (b) assist the Administration of the Villanova Law School in the administration of examinations; (c) administer student elections in cooperation with the Student Bar Association; and (d) review this Code of Conduct periodically and recommend amendments.

1.3 **Officers.** The Honor Board shall have a Chairperson and other officers as provided for in the bylaws of the Honor Board.

1.4 **Bylaws.** The Honor Board may adopt bylaws, rules, and regulations governing its activities and proceedings that are consistent with this Code of Conduct.

1.5 **Definitions.** As used in this Code of Conduct, unless the context otherwise clearly requires:

(a) "Accused" means any student of the Law School accused of a violation of the Code.

(b) "Board" means the Honor Board established pursuant to section 1.2

(c) "Chairperson" means the Chairperson of the Board, or any member of the Board acting as Chairperson in accordance with the bylaws of the Board.

(d) "Charge Panel" means the two members of the Board appointed under section 4.1(c) and the Faculty Advisor.

(e) "Charge Report" means a written report prepared by a member of the Board or the Faculty Advisor as required by section 4.1(b).

(f) "Code" means this Code of Conduct.

(g) "Dean's Designee" means the faculty member designated by the Dean to carry out the functions provided in section 4.3 of this Code for that academic year or an alternate designated by the Dean to serve in place of the Dean's Designee.

(h) "Disposition Report" means the written report of the Dean's Designee as required by section 4.3(d).

(i) "Faculty" means the full-time members of the Faculty of the Law School.

(j) "Faculty Advisor" means the faculty member designated by the Dean to carry out the functions provided in this Code or faculty member designated by the Dean to serve in place of the Faculty Advisor.

(k) "Hearing Board" means the three students and three faculty members appointed under section 4.4.

(l) "Hearing Board Report" means the written report of the Hearing Board required by section 4.6(d).

(m) "Investigation Report" means the written report of a Board member required by section 4.1(d).

(n) "Law School" means the Villanova Law School.

(o) "Law School Academic File," means the file retained by the Law School after a student graduates which contains a student's academic transcript and other records.

(p) "Probable Cause Report" means the written report of the Charge Panel required by section 4.2(c).

(q) "Student" means a person who is matriculating in the Law School's J.D. program or enrolled in a course in the Law School's J.D. program.

Chapter Two: Violations of the Code of Conduct

2.1 **Obligation of Student.** A Student must familiarize himself or herself with the Code and with the published rules governing examinations or other academic activities in which he or she participates.

2.2 **Student's Knowledge or Belief.** The acts or omissions set forth in section 2.3 are infractions of the Code whether or not a Student

(i) knows an act or omission is an infraction of the Code or the published rules governing examinations or other academic activity;

(ii) knows or believes an act or omission is contrary to accepted standards of honesty, or

(iii) intends by an act or omission to gain academic advantage.

2.3 **Infractions.** The following acts or omissions of a Student are infractions of the Code:

(a) giving or securing any information about an examination except as authorized by the examining professor;

(b) consulting or copying from any books, papers, notes or other materials of any kind (whether in paper or digital form) during an examination except as authorized by the examining professor;

(c) continuing writing an examination answer after the permitted time has expired;

(d) violating any other rule of the Law School applicable to examinations, if the conduct is contrary to accepted standards of honesty;

(e) unauthorized taking, concealing, withholding, destroying, mutilating or abusing Law School property;

(f) submitting in an academic activity the work of another as one's own work, with or without the consent of the author of such work;

(g) permitting one's work to be submitted in an academic activity as the work of another;

(h) concealing, withholding, destroying, mutilating, or the unauthorized taking or using of another Student's property, including, without limitation, books, briefs, class notes and outlines (whether in paper or digital form), if the conduct is contrary to accepted standards of honesty;

(i) misrepresenting in an academic activity a material fact with respect to work performed or required;

(j) violating a published rule of the Law School or a student organization applicable to a participant in or a member or candidate for membership on a journal, the Moot Court Board, the moot court program, or a legal writing or skills competition, whether or not academic credit is given, if the violation is contrary to accepted standards of honesty;

(k) failing to report, in accordance with the provisions of the Code, a violation of the Code by another Student;

(l) failing to produce evidence or respond to questions when called upon to do so during an investigation conducted under the Code, or failing to appear as a witness, testify, or produce evidence in any proceeding when called on to do so in accordance with the Code; except that an Accused commits an independent violation of the Code only if he or she fails or refuses to appear at any proceeding conducted under the Code;

(m) making or giving a false or materially incomplete report of a violation of the Code, statement to a member of the Board during an investigation, or testimony as a witness in any proceeding under the Code;

(n) attempting to obstruct or hinder an investigation or other proceeding conducted by the Board;

(o) breaching any duty of confidentiality imposed by the Code;

(p) engaging in any other conduct in an academic activity which is contrary to accepted standards of honesty;

(q) attempting to commit a violation of this section 2.3; or

(r) aiding or abetting a violation or attempted violation or agreeing or conspiring to commit a violation of this section 2.3.

2.4 **Violation.** A Student's infraction of the Code is a violation of the Code subject to sanction under Chapter Five only if, with respect to each element of the infraction, the Student's act or omission was voluntary and either intentional or reckless.

Chapter Three: Retained Jurisdiction

3.1 **Other Student Conduct.** The Faculty and Administration of the Law School retain exclusive jurisdiction over conduct of Students that is not an infraction of the Code.

3.2 **Grading.** Nothing contained in the Code limits the authority of the Faculty with respect to grading.

Chapter Four: Honor Board Procedure

4.1 Reporting Procedure

(a) A Student must promptly report an infraction of the Code to the Board. A faculty member or other person shall promptly report an infraction of the Code to either the Board or the Faculty Advisor.

(b) A member of the Board or the Faculty Advisor shall meet promptly with the person making the report and prepare a written Charge Report. The Charge Report shall include:

(1) the name of the person making the report;

(2) the name of the Accused;

(3) the date and place of the alleged infraction;

(4) a narrative statement of the relevant facts;

(5) names and addresses of other persons who may have relevant information;

(6) the original or a copy of any documentary evidence and any other physical evidence;

(7) a reference to the alleged infraction of the Code; and

(8) the signature of the person reporting the infraction, the signature of the Board member or Faculty Advisor preparing the Charge Report, and the date.

(c) As soon as reasonably possible after the Charge Report is prepared, the Chairperson shall appoint two members of the Board to serve with the Faculty Advisor as members of the Charge Panel which will consider the Charge Report. Decisions of the Charge Panel shall be by majority vote.

(d) The Charge Panel shall determine whether the Charge Report alleges an infraction of the Code. If the Charge Panel determines the Charge Report does not allege an infraction of the Code, the matter shall be closed. If the Charge Panel determines an infraction of the Code has been alleged, a member of the Charge Panel shall give the Accused a copy of the Charge Report and advise the accused that a written response may be submitted to the Charge Panel. If the Charge Panel determines that further investigation is appropriate, either the Chairperson or a Board member appointed by the Chairperson shall conduct the investigation and submit a written Investigation Report to the Charge Panel. A member of the Charge Panel may not be appointed by the Chairperson to conduct the investigation.

(e) The Investigation Report shall include (1) a description of the investigation; (2) the names of persons interviewed and a summary of their statements; (3) a description of documents or other physical evidence obtained in the investigation; and (4) any other relevant findings which may include the Board member's evaluation of whether the evidence obtained in the investigation supports or does not support the Charge Report.

(f) The Faculty Advisor shall establish a date for the submission of the Accused's response and the Investigation Report.

4.2 Preliminary Determination

(a) The Charge Panel shall promptly determine whether there is probable cause to believe that there has been a violation of the Code, whether further action under the Code is appropriate, and whether suspension or expulsion is a possible sanction because of the nature of the violation.

(b) If the Charge Panel finds there is not probable cause to believe that there has been a violation of the Code, or that no further action is appropriate, the charge shall be dismissed and the Accused shall be notified promptly.

(c) If the Charge Panel finds there is probable cause to believe there has been a violation of the Code and that further action is appropriate, the Charge Panel shall prepare a Probable Cause Report that lists the violation(s) for which there is probable cause and sets forth the evidence which supports the finding of probable cause.

(d) The Charge Panel shall refer the matter to the Dean's Designee for Administrative Review under section 4.3 unless the Charge Panel determines suspension or expulsion is a possible sanction because of the nature of the violation. The Charge Panel shall refer the matter to the Board for a Board Hearing under section 4.4 if the Charge Panel determines suspension or expulsion is a possible sanction because of the nature of the violation.

(e) Promptly after the Charge Panel refers the matter for Administrative Review or a Board Hearing, the Faculty Advisor shall notify the accused of the accused's right to counsel under § 4.3(a) or 4.5(e).

(f) The Charge Report, the Investigation Report, the Accused's response, any documentary or physical evidence, and the Probable Cause Report shall be provided to the Dean, the Chairperson, the Accused, and, the Dean's Designee or the Hearing Board, whichever is appropriate.

(g) If the matter is referred for Administrative Review, the Accused may request a Board Hearing at any time before the earlier of five days after the Probable Cause Report is provided to the Accused or the start of the first meeting with the Dean's Designee.

4.3 **Administrative Review**

(a) The Dean's Designee shall meet with the Charge Panel and the Accused. The Accused may be represented by counsel or by a student selected by the Accused. The Accused may submit documents or other physical evidence and designate witnesses. The Dean's Designee shall hear any available witnesses designated by the Accused, and may decide to hear other witnesses. The Accused, or counsel for the Accused, may question witnesses and make a statement. The Dean's Designee may permit a member of the Charge Panel to question witnesses and make a statement.

(b) The Charge Panel and the Accused may agree to

(i) the disposition,

(ii) the sanction, or

(iii) both the disposition and the sanction.

An agreement to a sanction only does not constitute an admission of a violation by the Accused, proof of a violation, or a finding of a violation. If the Dean's Designee does not approve an agreement, the Charge Panel and Accused may submit another agreement to the Dean's Designee for approval. If the Dean's Designee approves an agreement, the matter shall be terminated in accord with the agreement.

(c) If there is no agreement or the Dean's Designee does not approve an agreement, the Dean's Designee shall decide whether any charged violation has been proven by clear and convincing evidence. If the Dean's Designee finds there was a violation of the Code, the Dean's Designee may impose a sanction under § 5.2.

(d) The Dean's Designee shall provide a written Disposition Report to the Dean, the Board, the Charge Panel, and the Accused. The Disposition Report shall be retained in the Accused's Law School academic file unless the Disposition Report directs to the contrary.

(e) After the Disposition Report has been provided in accordance with section 4.3(d), the Dean's Designee shall post a notice on the Law School bulletin boards that sets forth the date of the administrative review meeting, the alleged violation, and the disposition. The notice shall not disclose the identity of the Accused.

(f) The determination of the Dean's Designee is final.

4.4 **Hearing Board.** The hearing shall be conducted before Hearing Board consisting of three members of the Honor Board appointed by the Chairperson and three members of the Faculty appointed by the Dean. The members of the Hearing Board shall select a member as the Hearing Chairperson and another as reporter.

4.5 **Hearing Board Procedure**

(a) The Hearing Board shall ascertain the availability of the witnesses and counsel and schedule the hearing, to the extent reasonably possible, to accommodate both the witnesses and counsel.

(b) The Hearing Chairperson shall preside over the hearing.

(c) Only members of the Hearing Board who are present for all of the hearing may participate in Board deliberations and vote on whether a violation has been established. A hearing may begin if four members of the Hearing Board are present. The Hearing Chairperson shall recess and reschedule a hearing if only three or fewer members of the Hearing Board are present at any time during the hearing. If a Hearing Board is unable to proceed promptly with a hearing, the Chairperson shall notify the Dean and the Dean may direct that a new Hearing Board be appointed.

(d) A member of the Charge Panel shall be selected to be the Prosecutor, and another member may be selected to assist the Prosecutor. The Prosecutor shall notify all witnesses who have already been identified, as well as any person designated as a witness by the Accused, of the date, time, and place of the hearing and provide the names of these witnesses to the Hearing Board and the Accused.

(e) The Accused may retain counsel. If requested, the Honor Board shall assist the Accused in obtaining the assistance of another Student to act as counsel.

The Accused shall, promptly after selecting counsel, notify the Hearing Chairperson and the Prosecutor who will be counsel for the Accused.

(f) The Accused and counsel have the right to be present at all times during the hearing. The Accused may testify or remain silent.

(g) The party calling the witness shall first conduct direct examination and then the opposing party may conduct cross examination. Members of the Hearing Board may question a witness during the course of the examination.

(h) The Hearing Board is not bound by the formal rules of evidence. Evidence may be admitted by the Hearing Chairperson based on relevance and fairness.

(i) The Hearing Board may request the Accused to testify or produce evidence. If the Accused declines to testify or to produce evidence as requested by the Hearing Board, the Hearing Board may draw an adverse inference against the Accused on the issue of whether the Accused violated the Code and, if appropriate, when imposing a sanction.

(j) The Prosecutor, the Accused, and the Accused's counsel may make a closing statement.

(k) The hearing shall be recorded. The Hearing Board's deliberations shall not be recorded. The recording shall be destroyed upon final disposition of the case.

4.6 **Hearing Board Findings.**

(a) The Hearing Board shall determine by majority vote whether the factual elements of each alleged violation were established by clear and convincing evidence.

(b) If the Hearing Board finds there was no violation, it shall dismiss the charge and promptly notify in writing the Accused, the Prosecutor, the Dean, and the Board.

(c) If the Hearing Board finds that an alleged violation has been committed, the Accused may address, personally and by counsel, the issue of sanction. The Prosecutor may also address the issue of sanction. The Hearing Board shall determine by majority vote the sanction(s) for the violation.

(d) The Hearing Board shall submit a written Hearing Board Report which shall include: (1) a reasonably detailed summary of testimony given at the hearing; (2) the Hearing Board's findings of fact; and (3) a statement of the sanction imposed. The votes of individual members of the Hearing Board shall not be disclosed, but a member's separate statement shall be included in the Hearing Board Report.

(e) The Hearing Board shall provide copies of the Hearing Board Report to the Accused, the Dean, the Board, the Prosecutor, and the Faculty Advisor. The Hearing Board Report shall be retained in the Accused's Law School Academic File unless the Hearing Board Report directs to the contrary.

(f) If the sanction imposed by the Hearing Board is suspension or expulsion, the Hearing Chairperson shall advise the Accused and counsel for the Accused in writing of the Accused's right to request Faculty Review pursuant to Chapter Six.

(g) After the Hearing Board Report has been provided in accordance with section 4.6(e), the Chairperson shall post a notice on the Law School bulletin boards that sets forth the date of the hearing, the alleged violation, and the Hearing Board's disposition of the case. The notice shall not disclose the identity of the Accused.

Chapter Five: Sanction for Violation

5.1 **Factors in Selecting Sanction.** In choosing a sanction, the Dean's Designee or the Hearing Board may consider any relevant information and shall consider:

(a) the nature and seriousness of the violation, including the degree of potential harm which the violation posed to the academic integrity of the Law School community;

(b) the circumstances of the violation; including any aggravating or mitigating factors;

(c) the need to uphold and promote respect for the Code and to deter future violation by the Accused and others;

(d) whether a sanction will reconcile the Accused with the Law School community;

(e) whether the Accused reported the violation to the Board, and, if so, when the report was made;

(f) the extent to which the Accused cooperated and was forthright during the investigation and Administrative Review, and whether the Accused declined, after a request by the Hearing Board, to testify or produce evidence;

(g) any comments of the Accused and counsel for the Accused relevant to the question of sanction; and

(h) whether or not the Accused gained, or acted with the intent to gain, academic advantage or benefit by the violation.

5.2 **Sanctions Imposed by Either the Dean's Designee or a Hearing Board.** The Dean's Designee or a Hearing Board, upon finding of a violation of the Code, may impose a sanction or sanctions, including, but not limited to:

(a) compensatory damages or restitution;

(b) a reprimand to be included in the Accused's Law School Academic File or noted on the Accused's transcript, or both;

(c) a reprimand not to be included in the Accused's Law School Academic File or noted on the Accused's academic transcript;

(d) suspension or denial of library or other Law School privileges or offices;

(e) dismissal from the journal, board, or other activity to which the violation related;

(f) denial of credit for a course;

(g) an incomplete grade with or without the opportunity to retake the examination, take the next scheduled examination, or to redo the work involved;

(h) appropriate compulsory service to the Law School community;

5.3 **Sanctions Imposed Only by a Hearing Board.** A Hearing Board, upon a finding of violation of the Code, may impose the sanction of suspension or expulsion.

5.4 **Length of Sanction.** The Dean's Designee or the Hearing Board may impose any sanction on a probationary or temporary basis.

Chapter Six: Review of Hearing Board Decisions

6.1 **Faculty Review of Suspension and Expulsion.** The Hearing Board's decision is final, except that, if the Hearing Board imposes the sanction of suspension or expulsion, the Faculty shall review the Hearing Board's decision on petition of the Accused. A petition for review by the Faculty shall state with specificity the grounds for review and must be filed with the Dean within five school days of delivery of the Hearing Board's Report to the Accused.

6.2 **Disqualification.** The Faculty Advisor and the members of the Faculty who served as members of the Hearing Board that heard the case that is the subject of Faculty review shall not attend or participate in the Faculty's review of the case.

6.3 **Record.** The record on review by the Faculty is (1) all reports and other material delivered to the Hearing Board under section 4.2(e); (2) the recording of the hearing before the Hearing board and any exhibits from the hearing; and (3) the Hearing Board Report.

6.4 **Right to Address Faculty.** The Accused, counsel for the Accused, or a Student representing the Accused may address the Faculty. A member of the Charge Panel may address the Faculty.

6.5 **Standard of Review.** The Faculty shall approve the Hearing Board's Report, including the sanction imposed, unless a factual finding or findings are clearly erroneous, the Hearing Board's interpretation of the Code or a published rule governing examinations or an academic activity is erroneous, or the Hearing Board clearly abused its discretion in a manner prejudicial to the substantial rights of the Accused.

6.6 **Remand.** If the Faculty, by a majority vote, disapproves the Hearing Board's Report or any part of that report, the Faculty may remand the matter to the Hearing Board for further proceedings, or may consider and dispose of the matter either on the record before the Faculty or after the conclusion of any additional proceedings which the Faculty determines are appropriate under the circumstances of the case.

6.7 **Proceedings on Remand.** If the matter is remanded to the Hearing Board for further proceedings, the Faculty shall provide the Hearing Board and the Accused

with a written statement of the reasons for the remand and whether and how the record should be supplemented.

6.8 **Disposition: Notice and Publication.** The Faculty shall provide a written statement of its disposition of the case to the Accused, the Honor Board, the Hearing Board, and the Faculty Advisor. Notice of the Faculty's disposition shall be posted on the Law School bulletin boards in the same manner and form as provided in section 4.3(e).

Chapter Seven: Periodic Reporting

7.1 **Faculty Advisor Report.** The Faculty Advisor shall report to the Faculty and Board from time to time on the operation of the Code, but shall not disclose the identity of Accused persons.

Chapter Eight: Confidentiality

8.1 **All Proceedings Confidential.** All proceedings under the Code are confidential and may be disclosed only as provided by this Code, as reasonably necessary in the administration of the Law School or University, and as required by law.

2012-2013 Calendar

August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Air Force Day Ramadan sunset Aug 1-30	2	3	4 Coast Guard Day
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20** First Year Orientation Day 1	**21** First Year Orientation Day 2	**22** First Year Orientation Day 3	**23** Classes Begin	24	25
26	27	28	29	30	31	

September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Labor Day No Classes VLS Closed	4	5	6	7	8
9	10	11	12	13	14	15
16 Rosh Hashanah sunset Sept 16-18	17 Constitution Day	18	19	20	21	22 Fall Equinox St. Thomas of Villanova Service Day
23 30	24	25	26 Yom Kippur sunset Sept 25-26	27	28	29

October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Sukkot sunset Sept 30-Oct 7	2	3	4	**5** Student Break No Classes	6
7	**8** Columbus Day observed Student Break No Classes	9	10	11	12	13 Navy Day
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Halloween			

November 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 All Saints Day	2 All Souls Day Diwali	3
4 Daylight Saving Time Ends at 2am	5	6 Election Day	7	8	9	10 Marine Corps Day
11	12 Veterans Day Observed	13	14	15 Al-Hijra Islamic New Year	16	17
18	19	20	**21** Student Break No Classes	**22** Thanksgiving Day No Classes VLS Closed	**23** No Classes VLS Closed	24
25	26	27	28	29	30	

December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	The exam schedule printed here is subject to change. Times and rooms will be posted later on the Registrar's webpage.	Take Home Exams: Adv Legal Writing Comparative Law Draft Intl Com Inst Environmental Law EU Law Int Com Arbitration				1
2 Advent Begins	3	**4** Friday Class Schedule	5	**6** Monday Class Schedule	7 Reading Day	8 Reading Day
9 Hanukkah sunset Dec 8-16	**10** Exams Begin Con Law II B Adv Patent Law Intellectual Property Public International Law Privacy Law	**11** Jurisprudence Remedies TORTS	**12** Labor Law I Sports Law: Prof Ath Rep Dispute Resolution	**13** Family Law Intro to Federal Tax B Federal Courts/Fed Sys Securities Act of 1934	**14** Intro to Federal Tax A Civil Rights Lit PA Civil Procedure CIVIL PROCEDURE	**15** Legal Profession B Modern Land Trans Regulation of Fin Inst
16	**17** Sentence & Punish Evidence A & B	**18** Decedents Est & Trusts CRIMINAL LAW	**19** Con Law II A Legal Profession A Crim Pro: Adjudication Business Orgs B Canon Law	**20** Business Orgs A Admiralty Antitrust Intl Trade & Invest Insurance Law	**21** Sec Trans Acct for Lawyers Employment Discrim Winter Solstice Exams End	22
23	24 VLS Closed	25 Christmas Day VLS Closed	26 VLS Closed	27 VLS Closed	28 VLS Closed	29
30	31 New Year's Eve VLS Closed					

January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
New Year's Day		1 AALS Annual Meeting Jan 4-7 VLS Closed	2	3	4	5
6	**7** Classes Begin	8	9	10	11	12
13	14	15	16	17	18	19
20	**21** Martin Luther King Jr. Day No Classes VLS Closed	22	23 Chinese New Year	24	25	26
27	28	29	30	31		

February 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Groundhog Day
3	4	5	6	7	8	9
10	11	12 Lincoln's Birthday	13 Ash Wednesday	14 Valentine's Day	15	16
17	18 Presidents' Day	19	20	21	22 Washington's Birthday	23
24 Purim sunset Feb 23-24	25	26 PA Bar Exam	27 PA Bar Exam	28		

March 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	**4** Spring Break →	**5**	**6**	**7**	**8**	9
10 Daylight Saving Time Begins at 2am	11	12	13	14	15	16
17 Saint Patrick's Day	18	19	20 Spring Equinox	21	22	23
24 Palm Sunday 31 Easter	25 Passover sunset March 25-April 2	26	27	28	29 Good Friday No Classes VLS Closed	30

April 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	**5**	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Friday Class Schedule	24 Reading Day	25 Reading Day	**26** **Exams Begin**	**27**
28	**29**	**30**			The exam schedule was not available when this Handbook was published. The schedule will be available on the Registrar's webpage.	

May 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	**2** National Day of Prayer	**3**	**4**
5	**6**	**7**	**8**	**9**	**10** Make-up Exams **Exams End**	**11**
12 Mother's Day	13	14 Faculty Commencement Meeting	15 Shavout sunset May 14-16	16	**17** Commencement Mass 9am Ceremony 11am	18 Armed Forces Day
19	20	21	22	23	24	25
26	27 Memorial Day Observed VLS Closed	28	29	30	31	

June 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12 Flag Day/ Army Day	13	14	15
16 Father's Day	17	18	19	20 Summer Solstice	21	22
23	24	25	26	27	28	29
30						

July 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day VLS Closed	5	6
7	8	9 Ramadan sunset July 8-Aug 8	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 PA Bar Exam	31 PA Bar Exam			

August 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Air Force Day	2	3
4 Coast Guard Day	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 The calendar for the 2013-14 Academic Year was not available when this Handbook was published.