DUQUESNE UNIVERSITY SCHOOL OF LAW POLICIES & PROCEDURES
2018-2019

Contents
1. J.D. GRADUATION REQUIREMENTS .............................................................................6
  1.01 Graduation Requirements ...............................................................................6
  1.02 Upper-level Writing Requirement ....................................................................7
    1.02.1 General Requirements ..............................................................................7
    1.02.2 Format ......................................................................................................8
      1.02.2.1 Length and Format .............................................................................8
    1.02.2.2 Requirements Applicable to Upper-level Writing Requirement Done as Part of a Course........8
    1.02.2.3 Requirements Applicable to Upper-level Writing Requirement Done in Conjunction with a Publication.................................................................9
  1.03 Professional Skills and Experiential Learning Requirement ...............................9
    1.03.1 Professional Skills Requirement ................................................................9
    1.03.2 Experiential Learning Requirement ............................................................9
      1.03.2.1 Definition of a Simulation Course .......................................................10
  1.04 Residency Requirement ..................................................................................11
  1.05 Grade Point Average ......................................................................................11
2. ACADEMIC POLICIES .............................................................................................11
  2.01 Grading Scale ..................................................................................................11
  2.02 Grade Distribution Policy ................................................................................12
    2.02.1 First-Year Courses ...................................................................................12
    2.02.2 Upper-Level Courses ...............................................................................12
  2.03 Grading Classroom Performance .....................................................................13
  2.04 Honors ............................................................................................................13
  2.05 Notification of Final Grades ............................................................................14
  2.06 Review of Graded Examinations .....................................................................14
  2.07 Grade Correction Procedure ..........................................................................14
  2.08 Treatment of Failing Grades ..........................................................................15
  2.09 Academic Dismissal .......................................................................................15
    2.09.1 Academic Dismissal – First-Year Students ..............................................15
    2.09.2 Academic Dismissal – Upper-level Students ............................................16
4.01 First-year Student Registration...
4.02 Upper-division Student Registration ................................................................. 30
4.03 Required Course Registration Sequence .......................................................... 30
   4.03.1 Required Course Registration Sequence – First-Year Day ......................... 31
   4.03.2 Required Course Registration Sequence – Second-Year Day ..................... 31
   4.03.3 Required Course Registration Sequence – Third-year Day ......................... 31
   4.03.4 Required Course Registration Sequence – First-Year Evening and First-Year Part-Time Day ........ 32
   4.03.5 Required Course Registration Sequence – Second-year Evening and Second-year Part-time Day .. 32
   4.03.6 Required Course Registration Sequence – Third-year Evening and Third-year Part-time Day ........ 32
   4.03.7 Required Course Registration Sequence – Fourth-year Evening and Fourth-year Part-time Day ....... 32
4.04 Credit Limitations for Upper-division Students .................................................. 32
4.05 Credit Limitations for Summer Session ............................................................ 33
4.06 Credit Limitations for Non-classroom Courses and Activities ........................... 33
   4.06.1 Credit Limitations for Service on a School of Law Publication ..................... 33
   4.06.2 Credit Limitations for Appellate and Trial Moot Court Competitions ............. 33
   4.06.3 Credit Limitations for Distance Education ................................................... 34
4.07 Course Audit ........................................................................................................ 34
4.08 Course Drop/Add .................................................................................................. 34
4.09 Course Withdrawal .............................................................................................. 35
4.10 Clinical Course Registration and Limitations ...................................................... 35
4.11 Concentrations ..................................................................................................... 35
4.12 Dean’s Fellows Program ....................................................................................... 38
   4.12.1 Dean’s Fellow Overview ................................................................................ 38
   4.12.2 Dean’s Fellowship in Business (Governance, Technology, Entrepreneurship, and Sustainability) .... 39
   4.12.3 Dean’s Fellowship in Litigation/Dispute Resolution ....................................... 42
   4.12.4 Dean’s Fellowship in Public Service (Policy, Process, and Leadership) .......... 44
4.13 Distance Education Policy .................................................................................... 46
4.14 Joint Degree Programs ......................................................................................... 47
4.15 Cross-Registration for Courses Offered in Other Graduate Programs at the University ........................................ 48
4.16 Course Credit Transfer Policy for Courses Offered at Other Law Schools .................. 49
5. SCHOOL OF LAW DISCIPLINARY CODE ................................................................ 50
5.01 Definition of Rights and Responsibilities ................................................................ 50
5.02 Jurisdiction ............................................................................................................ 51
1. J.D. GRADUATION REQUIREMENTS

1.01 Graduation Requirements
Duquesne University School of Law awards the degree of Juris Doctor to those students who successfully fulfill the following requirements:

1. Complete eighty-seven (87) credit hours with passing grades.
2. Maintain a cumulative GPA of 2.0 or higher. See Section 1.05.
3. Successfully complete all required courses. See Section 4.03.
4. Complete the Upper-Level Writing Requirement. See Section 1.02.
5. Complete the Experiential Learning Requirement.
   a. Students who matriculated prior to Fall 2016 must successfully complete one course having a substantial professional skills component. See Section 1.03(a).
b. All students matriculating after Fall 2016 must successfully complete at least 6 hours of experiential learning. See Section 1.03(b).


7. Be of good moral character.

8. Resolve all financial obligations to Duquesne University School of Law and to Duquesne University.

9. Make formal application for the degree to the Registrar in a timely manner.

10. Be recommended by the Faculty to receive the degree of Juris Doctor.

11. Attend Commencement (unless waived).

12. Complete all credit hours within the time specified by the American Bar Association. The American Bar Association requires law students to complete their legal education within seven years following the initial matriculation at law school. Full-time day-division students normally satisfy this requirement by the end of their third year. Part-time day- and evening-division students normally satisfy this requirement by the end of their fourth year.

1.02 Upper-level Writing Requirement

1.02.1 General Requirements

A student is required to produce and submit, prior to graduation, an original work of acceptable professional quality involving a significant exploration of a single major topic in compliance with the provisions set forth below. This requirement may be satisfied any time after completion of a student’s first year.

1. Each student at the School of Law must successfully complete at least one rigorous faculty-supervised upper-level writing project [hereinafter, project] for award of the Juris Doctor degree.

2. This project must be supervised, reviewed, and approved by a full-time School of Law faculty member or by an adjunct faculty member who has been approved in advance for this purpose by the Associate Dean of Academic Affairs [hereinafter, supervising faculty member].

3. To approve a project as successfully completed, a supervising faculty member must certify to the Registrar that the project has met the following requirements:

   a. The project is of sufficient length and was completed in a timely manner, and

   b. The paper demonstrates the type of high quality writing that would be expected of a new associate in a law firm or similar position in which the faculty member was a supervising attorney; the analogous level of quality corresponds to a grade of at least “C” on the law school grading scale.

4. A project done for a course or other credit-granting co-curricular activity may not also be used to satisfy the Professional Skills and Experiential Learning Requirement for the Juris Doctor degree. See Section 1.03.

5. There shall be no appeal from any decisions about a project made by a supervising faculty member, unless there has been a ministerial error made by the supervising faculty member; any
such appeal shall go to the Academic Status Committee and be treated in the same manner as an error in submission of a final grade.

6. An electronic copy of each Project must be filed with the Registrar by the supervising faculty member no later than the end of the exam period for the semester, in a form and manner prescribed by the Registrar, attesting to the compliance of the Project with these requirements and, if the Project is graded, noting the grade assigned by the supervising faculty member to the Project and course. The Registrar shall keep on file the electronic copy of the Project and any associated forms, but may delete the copy and forms one year after the student’s date of graduation. A supervising faculty member may request that the student also submit one or more printed copies of the Project for review, and may provide the student with a copy of the supervising faculty member’s critique of the Project, in print or electronic form.

1.02.2 Format

1.02.2.1 Length and Format
To be eligible for review and approval, a project must total at least 7,500 words (including citations and any endnotes or footnotes) and must be in a format prescribed by the faculty member supervising the project.

1.02.2.2 Requirements Applicable to Upper-level Writing Requirement Done as Part of a Course
The project, if done as part of a course, may be one single paper, or a series of papers, which are described in the Syllabus or Course Materials prepared by the faculty member and approved by the Upper-Level Writing Requirement Committee for these purposes.

i. A project may be a scholarly research paper, a series of practice-related documents, or other papers which are of the types prepared by practicing attorneys, judges, or academicians.

ii. The faculty member and student must meet at least twice to discuss the progress of the project if the project consists of one paper, and there must be at least two drafts of significant portions of the paper which are reviewed by the professor. Significant portions of a single-paper project must be reviewed at least twice by the faculty member and then revised by the student prior to the end of the project.

iii. If the project consists of a series of papers, then each of those papers must be reviewed by the faculty member and revised by the student in accordance with the review provided by the faculty member.

iv. A project must include substantial original content by the student; it may not be comprised solely of descriptive content.

v. A project may not be the result of collaborative work with another student or law-trained person other than the professor.

vi. A project must be completed within a semester.
1.02.2.3 Requirements Applicable to Upper-level Writing Requirement Done in Conjunction with a Publication

If done in conjunction with a School of Law publication for which the faculty has approved a student receiving academic credit [hereinafter, journal], then a project must comply independently with any applicable requirements of the journal’s bylaws and editors. (See Section 9 for the bylaws of the journals)

i. Each journal project must be reviewed at least twice, in whole or in part, by the faculty member before the project is finished, and then revised by the student prior to the end of the project. The review shall be conducted of at least a detailed outline of the project and a final draft of the project, but the nature and extent of the reviews are within the discretion of the supervising faculty member.

ii. A student who is working on a journal project with a supervising faculty member must meet with the supervising faculty member at least twice to discuss the progress of drafts of the project before it is finished; the student and supervising faculty member should schedule such drafts and meetings to coordinate with the journal’s requirements for submission of intermediate and final drafts of the journal paper.

iii. A journal project must include substantial original work by the student; it may not be comprised solely of descriptive content.

iv. A written description of the faculty member’s requirements and the student’s agreement with those requirements must be filed with the journal before the project is begun.

v. A journal project may be completed after one- or two-semesters, in compliance with the journal’s requirements for the timing of student work.

1.03 Professional Skills and Experiential Learning Requirement

1.03.1 Professional Skills Requirement

All students who matriculated prior to the 2016-17 academic year must successfully complete one course having a substantial professional skills component in addition to first-year Legal Research and Writing and the Upper-Level Writing requirement. The Registrar will maintain a list of courses that satisfy this requirement. You may also view the list online at duq.edu/law/Registrar. Students may not use the same course to satisfy both the Upper-Level Writing requirement and the professional skills requirement.

1.03.2 Experiential Learning Requirement

All students, except those who matriculated before academic year 2016-17, must successfully complete one or more experiential course(s) totaling at least six credit hours. An experiential course must be a simulation course, a law clinic, or a field placement. The Registrar maintains a list of courses that satisfy the experiential learning requirement, and the list may be viewed on the Registrar’s website. Students may not use the same course to satisfy both the Upper-Level Writing requirement and the experiential learning requirement.
1.03.2.1 Definition of a Simulation Course

A simulation course provides substantial experience not involving an actual client, that:

1. is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a set of facts and circumstances devised or adopted by a faculty member, and

2. includes the following:
   a. direct supervision of the student’s performance by the faculty member;
   b. opportunities for performance, feedback from a faculty member, and self-evaluation; and
   c. a classroom instructional component.

A simulation course must be primarily experiential in nature and must:

1. integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one or more of the following professional skills:
   a. knowledge and understanding of substantive and procedural law;
   b. legal analysis and reasoning, legal research, problem-solving, and written and oral communication in the legal context;
   c. exercise of proper professional and ethical responsibilities to clients and the legal system; and
   d. other professional skills needed for competent and ethical participation as a member of the legal profession;

2. develop the concepts underlying the professional skills being taught;

3. provide multiple opportunities for performance; and

4. provide opportunities for self-evaluation.

A simulation course is “primarily experiential in nature” only if the organizing principle of the course is experiential. The substantive law or doctrinal material incorporated into the course must be incidental to its experiential nature. The percentage of time spent in the course on experiential learning is not the focus in determining whether the course is experiential, such that even if a majority of time spent in the class (51%) is spent on experiential learning, the course may not automatically qualify as a simulation course. Inserting skills components into an otherwise doctrinal course does not qualify the course as a simulation course; however, skills labs or mini-courses that are attached to doctrinal courses may qualify as simulation courses, so long as they have separate designations, including a separate title, course number, and syllabus.

Mock trial, moot court, and other similar curricular activities generally do not qualify as simulations because they lack a classroom instructional component.
A traditional writing or seminar course that requires a substantial, traditional scholarly paper does not qualify as a simulation course because it does not provide a student with experiences similar to those that the student would encounter in a clinic or a field placement. A scholarly paper is not “reasonably similar” to a typical experience of a lawyer advising or representing a client. Scholarly papers are distinguishable from research and advocacy papers that lawyers may write in connection with work done by a lawyer involved in lobbying or in representing or working for an advocacy group. Writing courses designed to simulate the work done by lawyers involved in lobbying or in representing or working for an advocacy group may count as an experiential course.

1.04 Residency Requirement
Students must earn three (3) residency credits in order to graduate. A full-time student is awarded .5 residency credits for each semester that the student takes at least ten (10), but not more than seventeen (17), credits. A part-time student, whether in the evening division or the part-time day division, is awarded .375 residency credits for a semester, provided he or she takes at least eight (8), but not more than thirteen (13), credits. Students who transfer to the School of Law must earn a minimum of two (2) residency credits. A student who takes at least six (6) summer session credits shall earn one-fourth (.25) of a residency credit. All students, regardless of Division, are required to complete their final year of study in residence at the School of Law.

1.05 Grade Point Average
Except as provided in Section 2.09.1, a candidate for the degree of Juris Doctor must maintain a cumulative grade point average of no less than 2.00, and must have a grade point average of no less than 2.00 for course work attempted in the last year of study. In addition, a candidate must have satisfactorily completed all other graduation requirements as set forth in this section. It is the responsibility of each student to make certain that he/she will have met these requirements at the conclusion of his/her last year of study.

2. ACADEMIC POLICIES

2.01 Grading Scale
The grading scale for all students is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
</tbody>
</table>
D  1.00
F  0.0 Failure

The A+ grade denotes a level of performance that is truly exceptional.

2.02 Grade Distribution Policy

2.02.1 First-Year Courses

First-year day and evening division courses, excluding Legal Research and Writing course sections, and all second-year evening and part-time day division courses in Property and Criminal Law:

Tier 1 (A+, A, A-): Between 14% and 22% of all grades, with a target of 18%
Tier 2 (B+, B, B-): Between 36% and 54% of all grades, with a target of 45%
Tier 3 (C+, C, C-): Between 24% and 36% of all grades, with a target of 30%
Tier 4 (D+, D, F): Between 0% and 10% of all grades, with a target of 7%

Legal Research and Writing sections of fewer students will comply with this distribution to the greatest extent feasible, with compliance monitored and reported on a program-wide level.

Suggested guidelines for grades with First-Year Tiers are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum %</th>
<th>Target %</th>
<th>Maximum %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>0</td>
<td>N/A</td>
<td>4</td>
</tr>
<tr>
<td>A</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>A-</td>
<td>7</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>B+</td>
<td>11</td>
<td>14</td>
<td>17</td>
</tr>
<tr>
<td>B</td>
<td>4</td>
<td>17</td>
<td>20</td>
</tr>
<tr>
<td>B-</td>
<td>11</td>
<td>14</td>
<td>17</td>
</tr>
<tr>
<td>C+</td>
<td>10</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>C</td>
<td>8</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>C-</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>D+</td>
<td>0</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>D</td>
<td>0</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>N/A</td>
<td>2</td>
</tr>
</tbody>
</table>

2.02.2 Upper-Level Courses

All upper-level required courses and classes with enrollment of 30 or more students, whether evaluated by an exam, paper, or project:

Tier 1 (A+, A, A-): Between 14% and 23% of all grades, with a target of 19%
Tier 2 (B+, B, B-): Between 36% and 58% of all grades, with a target of 47%
Tier 3 (C+, C, C-): Between 24% and 38% of all grades, with a target of 32%
Tier 4 (D+, D, F): Between 0% and 2% of all grades, with a target of 2%

*Classes and seminars with enrollment of less than 30 students are not bound by this distribution.
2.03 Grading Classroom Performance

1. A student’s classroom performance may be incorporated into a course grade only in the following quantifiable ways, fairly applied to all students in a course:

   a. A professor may reduce students’ grades based upon class absences, no matter the reason for the absences, so long as the reduction is based upon policies announced at the start of a course and applied in a consistent manner to all students in the class during the semester.

   b. A professor may grade students on the quality of their performance on assigned tasks, such as presentations, exercises, and being “on call” for class discussion, so long as all students in the class are assigned the same or comparable tasks during the semester.

   c. A professor may reduce students’ grades based upon their lack of preparation for classroom discussion, so long as all the students are required in the same manner to be prepared to contribute to classroom discussion and a record is maintained of all the students’ contributions during the semester.

2. In courses in which grades are not based upon anonymous examinations, the professor shall make available to each student all the information from paragraph 1 that was used to calculate a final grade.

3. In courses where the final grade is based upon an anonymous examination, the professor shall submit to the Registrar a list of students assessing their classroom performance in compliance with paragraph 1, and the manner of calculation of final grades based upon the weighting of the examination and classroom performance, and the Registrar shall, after final examinations are graded by the professor, make adjusted calculations of the final grade, without the professor’s participation. The professor’s assessment of an individual student’s classroom performance and the calculation of final grade shall be made available to each student upon request within 30 days of the deadline for submission of final grades.

2.04 Honors

Academic Honors are determined by a ranking of the graduating class based on overall cumulative grade point average, as follows: the Summa Cum Laude designation to the top 5%; the Magna Cum Laude designation to the next 5%; and the Cum Laude designation to the next 10%.

These percentages are subject to the following limitation: No student shall graduate Summa Cum Laude unless his/her cumulative grade point average is at least 3.5, and no student shall graduate Magna Cum Laude unless his/her cumulative grade point average is at least 3.25.

Cumulative grade point averages shall not be rounded up to qualify for honors under any of the foregoing formulas.

For purposes of determining honors and the final ranking of graduates, full-time and part-time students shall be ranked separately, and all part-time day students shall be ranked with the evening division.
2.05 Notification of Final Grades
Students can view all final grades on Self Service Banner using a MultiPass account number. If you need a MultiPass account number, go to duq.edu/MultiPass. Students are responsible for changing and maintaining current local address, telephone, and other contact information in DORI. Accordingly, students should review their contact information each year for accuracy. If you need to make changes to your permanent address, please visit duq.edu/law/registrar to print the change of address form, and return it to the School of Law Registrar’s Office. The Registrar’s Office will not provide students with information about grades, grade point average, class rank and related matters over the telephone. Therefore, it is imperative that students keep their mailing information up to date.

2.06 Review of Graded Examinations
Any student wishing to review a graded examination must fill out an examination request form in the Main Office of the School of Law or online at duq.edu/law/registrar. Graded examinations may only be reviewed in the Main Office of the School of Law or with the professor who administered the examination. Copies of any graded examination may not be made. If a student wishes to review a graded examination with the professor who administered the exam, he/she must make the request using the examination request form. Upon receipt of the request, the Registrar’s Office will arrange to deliver the graded examination to that professor. It takes 24 to 48 hours to complete the request to review a graded examination. Students must know their anonymous exam number for the fall and spring semesters in order to review their exams.

2.07 Grade Correction Procedure
After grades in a course have been submitted to the Registrar, no grade may be changed except to correct an arithmetic or clerical error.

A student who wishes to challenge a final grade must discuss the grade with the course faculty member no later than thirty (30) days after the start of the semester following the one in which the disputed grade was assigned. The professor must inform the student of his/her decision regarding the grade challenge no later than twenty (20) days after the discussion with the student.

A faculty member who believes a grade correction is warranted must submit a grade correction request to the Academic Status Committee. Any request must include documentation of the arithmetic or clerical error. The Committee’s disposition of the request will be reported to the full faculty.

A student may appeal a professor’s refusal to change a grade by petitioning the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) no later than sixty (60) days after the start of the semester following the one in which the grade was assigned. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. An affirmance of the professor’s decision by the Committee shall be final.

No grade may be changed later than the last day of classes of the semester following the one in which the disputed grade was assigned.
Students who wish to pursue a grade correction should also consult the grade correction policy applicable to University graduate students, which can be found at:


2.08 Treatment of Failing Grades
1. Subject to the provisions in these Policies and Procedures regarding Academic Dismissal, if a student receives a final grade of “F” in a course, the following rules shall apply:

   a. Required Courses: a student who receives a final grade of “F” in a required course, based on the professor’s assessment and grading of the quality of the student’s work, must retake the course when next offered. If the “F” is received in part one of a two-part required course, the student must repeat part one before taking part two of the course. If the “F” is in the Legal Research and Writing required curriculum, such student will be assigned to a different assignment sequence by the Registrar after consulting with the Director of the LRW Program. A student who receives a final grade of “F” in part one of a two-part required course, for reasons other than the quality of the student’s work, may be permitted to continue to part two of the course, with the approval of the student’s professor after consultation with the Associate Dean of Academic Affairs or the Director of the LRW Program, as applicable.

   b. Elective Courses: a student who receives a final grade of “F” in an elective course must retake the course when next offered or, if the course will not be offered in the next academic year, petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) to take a substitute elective course, or Directed Research on the same topic. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

2. If a student earns a passing grade after retaking a course under any of the provisions set forth in this section, the passing grade will appear on the student’s transcript beside the course in which the student received the “F.” The student will earn the credits for the retaken course, and only the passing grade will be included in the calculation of the student’s GPA. However, the original “F” will remain on the transcript with an “(E)” next to the “F” to denote that the grade was excluded from the calculation of the students GPA.

2.09 Academic Dismissal
2.09.1 Academic Dismissal – First-Year Students
1. A student who does not achieve a grade point average of at least 2.00 at the conclusion of his/her first semester of study is placed on probationary status for the second semester.

2. To maintain good academic standing and proceed to the second year of study, a student must achieve a grade point average of at least 2.00 at the conclusion of his/her first year.
3. A first-year student whose cumulative grade point average at the end of his/her first year is at least 1.67, but is less than 2.00 may petition the Academic Status Committee to return for the second year on a probationary status.

4. “Probationary status” means that the student will be required to undergo a program of academic support. Failure to complete the terms of a probationary status shall result in dismissal. Transfer students are not eligible for probationary status and must maintain a grade point average of at least 2.00 at all times.

5. A first-year student who fails to achieve a cumulative grade point average of at least 1.67 shall be dismissed from school.

2.09.2 Academic Dismissal – Upper-level Students
1. An upper-level student shall be dismissed for academic reasons upon the occurrence of any of the following:

   a. Where the student fails to achieve a yearly grade point average of at least 2.00 in his/her coursework in any academic year.

   b. Where the student fails to achieve a cumulative grade point average of at least 2.00 in any year.

2.09.3 Academic Dismissal – Principles Applicable to All Students
1. A student who twice fails the same course shall be dismissed from the School of Law.

2. Students subject to dismissal on any of the grounds set forth above may petition for readmission in accordance with the procedures and standards set forth in Section 2.10.

3. All references to “2.00” and “1.67” shall mean “2.000” and “1.670.”

4. A student’s grade point average is computed by multiplying the number of credit hours for each graded course by the number of grade points assigned to the letter grade earned in the course, then adding the products of these multiplications and dividing the sum by the number of credit hours of graded courses taken in the relevant period.

5. All students are evaluated for compliance with GPA standards at the end of each academic year. With the exception of internal/external transfer students and part-time day division students, all students are ranked at the end of each semester. Part-time day division students are not ranked until the fall of their final year of study. Upon request, the Registrar’s Office will provide the student with a statement of presumptive rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student’s approximate rank would be. See Section 2.11 for ranking following an inter-division transfer and for ranking of transfer students and Section 2.12 for ranking following a leave of absence.

6. Grades earned during any Summer Session are part of a student’s academic record for the succeeding academic year. Any student who has registered and is enrolled in a Summer Session course, other than one of the School of Law’s International Summer Study Abroad programs, who
is academically dismissed from the School of Law will be involuntarily withdrawn from the Summer Session course and will not be permitted to sit for the examination in the course.

If a student is involuntarily withdrawn from a Summer Session course, other than a Summer Study Abroad Program, he/she shall be entitled to a full tuition refund. A student who is academically dismissed after the beginning of a Summer Study Abroad Program shall not be entitled to a tuition refund. If a student is academically dismissed after completing a Summer Session course, the grade earned in that Summer Session course will not become part of his/her academic transcript. Any such student shall be entitled to a certified letter from the Office of the Associate Dean of Academic Affairs concerning the grade earned in that Summer Session course.

2.10 Policies Regarding Readmission after Dismissal

2.10.1 Readmission – Senior who has been Academically Dismissed

A senior student who has been academically dismissed and who seeks readmission must timely petition the Faculty for readmission.

The action of the Faculty in any such case is final.

2.10.2 Readmission – Any Student Other Than a Senior Student who has been Academically Dismissed

Any student other than a senior student who has been academically dismissed may petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for readmission. The decision of the Academic Status Committee concerning such petitions is final. All petitions must be typed and filed with the Office of the Associate Dean of Academic Affairs. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. A student who has been academically dismissed after having been once readmitted is no longer eligible to petition for readmission.

2.10.3 Readmission Procedures for Students Other Than a Senior Student Who Has Been Academically Dismissed

2.10.3.1 Petitions for Readmission

All petitions for readmission shall be made to the Academic Status Committee, c/o Office of the Associate Dean of Academic Affairs, Duquesne University School of Law, Main Office, Hanley Hall, 900 Locust Street, Pittsburgh, PA 15282. Petitions for readmission must be received within 15 days from the date of the notice of academic dismissal, or no later than 60 days prior to the scheduled first day of classes of the academic year to which the petitioner desires to be readmitted, whichever date occurs later. The petition for readmission must set forth evidence suggesting satisfaction of the READMISSION STANDARDS FOR STUDENTS OTHER THAN A SENIOR STUDENT WHO HAS BEEN ACADEMICALLY DISMISSED. See the Registrar’s website for a copy of the petition form. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.
2.10.3.2 Readmission Standards for Students Other Than a Senior Student Who Has Been Academically Dismissed

Consistent with ABA Standard 501, in resolving the merits of a petition for readmission, the petitioner has the burden of justifying readmission by establishing each of the following criteria:

1. The petitioner must present and document specific unusual or unique circumstances, not common to a large number of students or inherent in the academic process, which reasonably could produce inferior academic performance.

   a. The following are illustrative of specific unique circumstances: serious illness or injury to the petitioner or death, serious illness, or injury to a member of the petitioner’s family; unusual and unanticipated financial developments; serious personal problems such as divorce.

   b. The following are typical examples of vague, non-unique circumstances which will not justify readmission: difficulty of law school work, poor or unsuccessful study habits, lack of emotional maturity, financial worries, social relationship problems, lack of total commitment to the profession.

   c. Risks willingly assumed, such as part-time work that could and did disrupt the petitioner’s work and study habits, will not disqualify a petitioner for readmission, but will mitigate against readmission.

2. The petitioner must present evidence establishing that the unique circumstances did, in fact, contribute to the poor performance. Post hoc rationalizations will not justify readmission.

3. The petitioner shall present evidence that there are excellent prospects for satisfactory performance in the future and that the unique circumstance(s) which produced inferior academic performance no longer exists. Relevant evidence shall include evidence of academic accomplishment or potential not reflected in the law school record, e.g., graduate school, relevant work record, letters of recommendation, etc., and proposals to remedy past defects and improve future performance.

2.10.4 Academic Status Committee’s Procedures

The following procedures shall be followed by the Academic Status Committee concerning readmission decisions for any student other than a senior student who has been academically dismissed:

1. Petitions for Readmission shall be reviewed no later than the fourth week of July of each year.

2. Petitioners shall not be given a personal hearing.

3. The Academic Status Committee shall review and evaluate in private all petitions and any supporting documentation.

4. Readmission shall be granted only by affirmative vote of a majority of the Academic Status Committee.

5. The status and conditions under which a petitioner is to be readmitted shall be determined exclusively by the Academic Status Committee; however, the Academic Status Committee shall not
readmit a student who has been disqualified previously for academic reasons without an affirmative showing that the prior disqualification does not indicate a lack of capacity to complete its program of legal education and be admitted to the bar.

6. The basis for any decision made by the Academic Status Committee is considered by the Committee to be privileged; however, for every readmission of a previously disqualified student, a statement of the considerations that led to the decision shall be placed in the student’s file.

7. All decisions of the Academic Status Committee are final and are not subject to appeal.

8. All petitioners shall be informed in writing of the Academic Status Committee’s action.

9. All decisions of the Academic Status Committee denying readmission shall contain the following language: All decisions of the Academic Status Committee involve responses to requests for discretionary action. Such decisions are final and not subject to reconsideration, review or appeal.

Any person wishing to inform the Committee of any matter relating to a decision may only do so by letter. Such correspondence should be addressed to the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) and mailed or delivered to the School of Law’s Main Office located on the second floor of Hanley Hall, 900 Locust Street, Pittsburgh, PA 15282. Emails must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. Individual Committee members do not have the authority to speak for the Committee and should not be contacted concerning any Committee decision. All matters occurring during Committee deliberations are considered by the Committee to be privileged.

10. In resolution of any readmission petition, the READMISSION STANDARDS FOR ANY STUDENT OTHER THAN A SENIOR STUDENT WHO HAS BEEN ACADEMICALLY DISMISSED as described above shall be followed and consistently applied.

2.11 Inter-division Transfers and Transfer Students

2.11.1 Inter-division Transfers
Any student who wishes to transfer from one division to another must submit a typed, signed petition to the Academic Status Committee (c/o of the Associate Dean for Academic Affairs), using the form available on the Registrar’s website. Email requests must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. Such transfers are not a matter of right. If a student is permitted to transfer into another division, he/she will not be ranked in his/her new division until the fall of his or her final year of study. Upon request, the Registrar’s Office will provide the student with a statement of presumptive rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student’s approximate rank would be. Any student who is eligible for a scholarship based upon class rank who transfers into another division forfeits his/her scholarship eligibility.

2.11.2 Transfer Students
A student who transfers to Duquesne University School of Law from another law school will not be ranked until the fall of his or her final year of study. Upon request, the Registrar’s Office will
provide the student with a statement of presumptive rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student’s approximate rank would be.

2.12 Leave of Absence from School
If a student is unable to complete a semester’s work, or is unable, after completion of the semester, to return for the next regular semester, he/she must submit a typed petition to the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for a leave of absence. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. No leave of absence will be granted for longer than one year, except as otherwise required by law. Except for compelling reasons, a leave of absence will not be granted to any student during the first year or to a student on academic probation.

A student who has reentered the School of Law after a leave of absence will not be ranked until the fall of his or her final year of study. Upon request, the Registrar’s Office will provide the student with a statement of presumptive rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student’s approximate rank would be. Any student who returned to the School of Law after a leave of absence forfeits his/her eligibility for a scholarship based on rank.

2.13 Withdrawal from School
A student who wishes to withdraw from school must submit a typed and signed notification (a PDF may be submitted by email) to the Office of the Associate Dean of Academic Affairs. Email notification must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. A student who ceases to attend class during any semester, or fails to enroll in the succeeding semester without first obtaining a Leave of Absence or who fails to return within the time specified in his/her approved Leave of Absence, will be deemed to be absent without approval. Such student shall receive a failing grade in the course(s) for which he/she has previously registered. Any student who has withdrawn from the School of Law and wishes to be readmitted must file a new application for admission. Such student will be evaluated relative to all other applicants then being considered for admission.

2.14 Standards for Determining Credit Hours for Coursework
Standard 310(a) of the American Bar Association Standards and Rules of Procedure for Approval of Law Schools requires that: “A law school shall adopt, publish, and adhere to written policies and procedures for determining the credit hours that it awards for coursework.” The following standards, adopted by Duquesne University School of Law, are intended to comply with Standard 310:

2.14.1 Definitions and General Procedures
A. Definition of Credit Hour. In accordance with the principles set forth in ABA Standard 310, a “credit hour” requires an amount of work that reasonably approximates not less than 45 hours. The amount of work required to justify the award of one credit hour is generally derived from a combination of in-class (classroom or direct faculty instruction) and out-of-class work; however, for certain academic activities, a credit hour may be awarded solely on the basis of out-of-class work.
1. Definition of an Hour. An hour is defined as 50 minutes in the case of classroom or direct faculty instruction and as 60 minutes in all other cases.

2. Definition of Classroom or Direct Faculty Instruction. Total classroom or direct faculty instruction time, exclusive of written examinations or final papers, is scheduled for 50 minutes per unit of credit, exclusive of breaks, multiplied by 14, regardless of the length of the term of instruction.

3. Terms of Instruction and Examinations. As a general rule, the requisite amount of work required to justify the award of credit hours to a course or academic activity shall be spread over the term of instruction. If a course or academic activity is scheduled for less than the entire term of instruction during which it is offered, the amount of work required to justify the award of credit hours shall be spread over period during which the course or academic activity is scheduled.
   a. In fall and spring semesters, the term of instruction is spread over a fourteen-week term.
   b. In summer terms, the term of instruction is spread over six-week terms.
   c. For Summer Study Abroad programs, the term of instruction is spread over a three-week term.
   d. After each term of instruction, examination periods are scheduled as follows:
      1) Fall and spring semesters: two weeks.
      2) Summer terms: one week.
      3) For Summer Study Abroad programs: immediately following conclusion of classes with a duration not to exceed one week.

2.14.2 Determination of Number of Credit Hours Assigned to a Course or Academic Activity
1. Responsibility for Assigning Credit Hours. The determination of the appropriate number of credit hours to be assigned to a class is the sole prerogative of the Faculty. Standard 310(b)(2) states that the Faculty shall ensure that credit granted for classes and academic activities is commensurate with the time and effort required and the anticipated quality of the education experience of the student. In approving new courses, the School of Law’s Curriculum Committee and Faculty will determine whether the number of units of credit to be awarded complies with Standard 310(b).

2. Responsibility of Professors. Professors shall ensure that the time and effort required and the anticipated quality of the education experience of the students is commensurate with the credit hours assigned to a class or academic activity by the Faculty.
   a. These standards set forth the minimum amount of work that must be required for each credit hour assigned to a course. Professors are responsible for ensuring that the amount of work required for their classes is reasonably commensurate with the number of credits assigned to the course.
b. These standards set forth the minimum amount of work that must be required for each credit hour assigned to an academic activity. Professors are responsible for ensuring that the amount of work required for an academic activity is reasonably commensurate with the number of credits assigned to the activity.

c. Readings and other assignments shall be indicated on the course syllabus.

3. All professors shall submit their course syllabi to the Associate Dean for Academic Affairs (by uploading on BlackBoard) no later than one week after the start of classes for the semester. In so doing, a professor certifies that outside work for the course meets the requirements of Standard 310(b)(1).

4. The Associate Dean for Academic Affairs shall keep all course syllabi on file and review them on a regular basis to determine whether assignments of outside work comply with Standard 310(b)(1).

5. Requests for Course Approval or Alteration. A professor who seeks approval for a new course or other academic activity should specify the requested number of credit hours for the course or other academic activity as part of the course request submitted to the Curriculum Committee. Similarly, if a professor wishes to change the number of credit hours assigned to course that he or she teaches, or an academic activity that he or she supervises, the professor may petition the Curriculum Committee for an increase or decrease, as appropriate, to the number of credits hours assigned to the course or activity. Any petition submitted to the Curriculum Committee must include sufficient evidence to demonstrate compliance with these standards and to justify the award of the requested number of credits. The Faculty may assign a different number of credits to a course than is requested.

   a. All proposals for new courses must include a paragraph justifying the number of units of credit to be awarded.

   b. The Associate Dean for Academic Affairs shall keep these justifications on file.

2.14.3 Classroom or Direct Faculty Instruction and Out-Of-Class Work

1. Classroom or Direct Faculty Instruction Defined. Classroom or Direct Faculty Instruction is time that the professor and class are scheduled to meet as a group, either in person or through online, synchronous streaming, to discuss the course material. Total classroom or direct faculty instruction does not include time devoted to written examinations unless such examinations are given for formative purposes. An examination is given for formative assessment if: (1) the professor reviews the examination with the class; and (2) the material tested on the examination may be tested on some future examination, including the comprehensive final. Any faculty member who must miss a regularly scheduled class session for any reason must schedule a make-up class of equal time.

2. Out-of-Class Work Defined. Out-of-class work is any work assigned by a professor that facilitates the learning objectives of the course and is to be completed by the students outside of class.
a. Out-of-class work may include, but is not limited to: reading assignments; case briefing; written assignments other than examinations not given for formative purposes; solving problem sets; watching videos; participating in out-of-class simulations and role-playing exercises that help students develop lawyering competencies; research assignments; posting to an online discussion board; court or other observations; conferences with the professor; and other work that assists in comprehension of course content such as outlining and studying for examinations.

b. Although these standards set forth the minimum, rather than the maximum, length of time that outside assignments should require in order to justify the course credit allocation, professors should be mindful not to overload students with outside assignments and of the fact that students require more time to read and understand material. Therefore, faculty are encouraged to take into account the difficulty of the subject matter and whether they are teaching first-year or upper-level students when designing assignments. In order to give first-year students sufficient time for review and reflection, assignments for first-year courses are expected to conform to the minimum standard except in unusual circumstances. Guidance is set forth below with respect to determining the appropriate length for assignments.

1) As guidance for determining the length of time to complete reading assignments, academic literature indicates that an average law student reads ten to thirty pages per hour (60 minutes), depending on the difficulty of the material. This guidance for estimating time to complete reading assignments does not include estimated time to complete additional study and preparatory work listed in subpart 2) below.

2) As guidance for determining the length of time required to study and prepare for a course, academic literature and established Law School practice indicate that students are expected to spend at least three hours (180 minutes) per week per unit of credit. Outside study and preparatory work, exclusive of reading assignments, includes, but is not limited to, briefing cases, additional reading of treatises and course-related material, outlining, practice questions and examinations, CALI exercises, participation in study groups and review sessions.

2.14.4 Courses that have Regularly Scheduled Classroom or Direct Faculty Instruction and a Final Examination

1. Regularly Scheduled Classroom or Direct Faculty Instruction. Total classroom or direct faculty instruction time, exclusive of written examinations or final papers, is scheduled for 50 minutes per unit of credit, exclusive of breaks, per week for each week of the term of instruction. By way of example, courses with regularly scheduled classroom or direct faculty instruction that meet during the Fall or Spring terms shall meet weekly for one 50-minute hour per week, or for some other combination of minutes that equals 50 minutes multiplied by the total number of credits, for each of the fourteen weeks of the term.

2. Hours of out-of-class student work. Professors teaching courses with regularly scheduled classroom or direct faculty instruction shall require outside student work that reasonably
approximates a minimum of 120 minutes per course credit hour per week, multiplied by 15. By way of example, professors teaching a two-credit course during the Fall or Spring term shall satisfy this standard if the time required to complete the weekly assignments reasonably approximates 240 minutes and the time required to study for the final exam reasonably approximates an additional 240 minutes. Similarly, professors teaching a three-credit course during the Fall or Spring term shall satisfy this standard if the time required to complete the weekly assignments reasonably approximates 360 minutes a week and the time required to study for the final exam reasonably approximates an additional 360 minutes.

3. Examinations, Final Papers, or Projects.

   a. Comprehensive Finals. If a single, comprehensive final exam is given, it must be scheduled during the examination period for no less than 60 minutes per unit of credit. Professors may, at their discretion, reserve additional time for completion of an examination.

   b. Multiple Examinations. If multiple examinations are given throughout a course, which may or may not include an examination given during the examination period, the aggregate time allotted for all examinations must equal no less than 60 minutes per unit of credit. If it is not practicable to schedule mid-term or other interim examinations outside of regular class meeting times, class time used for such examinations shall be made up so that the total amount of direct faculty instruction, exclusive of time spent in examinations, comports with Section 1.A.1 above. Professors are not required to reschedule class time used for an examination, quizzes, or other test that is given for formative assessment (see Section 1.C.1.).

   c. Take-home Examinations. If a take-home examination is given:

      1) The examination is scheduled to be completed during the examination period; and

      2) The time allowed for completion of the examination totals no less than 60 minutes per unit of credit.

2.14.5 Experiential Learning Courses, Courses that do not have Regularly Scheduled Classroom or Direct Faculty Instruction, and Courses that do not have a Final Examination

1. Writing-Intensive Courses. Classroom time for first-year Legal Research & Writing, seminars, and other upper-level writing courses may be scheduled so that class meeting times may vary from week to week. For such courses, the total hours of time spent on classroom or direct faculty instruction, individual meetings with the professor, and out-of-class work, as defined in Section 2.14.3, shall total at least 45 hours per unit of credit. Similarly, for writing-intensive courses that do not require a final examination, the total hours of time spent on classroom or direct faculty instruction, individual meetings with the professor, and out-of-class work, as defined in Section 2.14.3, shall total at least 45 hours per unit of credit.

2. Simulation Courses. Courses that qualify as simulations may be scheduled so that class meeting times may vary from week to week or may not require a final examination. For such courses, the
total hours of classroom or direct faculty instruction, individual meetings with the professor, and out-of-class work, as defined in Section 2.14.3 shall total at least 45 hours per unit of credit.

3. Distance Learning Courses. Students may receive credit to the extent allowed by ABA Standards for distance learning courses that are in compliance with ABA Standards. For distance learning courses, except synchronous distance learning classes with regularly scheduled classroom or direct faculty instruction and a final examination, the total hours classroom or direct faculty instruction, if applicable, and out-of-class work shall total at least 45 hours per unit of credit. For synchronous distance learning courses that have regularly scheduled classroom or direct faculty instruction and require a final examination, proof that the appropriate amount of work is required may be made by reference either to the standard set forth in Section II or under this section. Students enrolled in distance learning courses, except synchronous distance learning courses that have regularly scheduled classroom or direct faculty instruction and a final examination, must submit detailed timesheets to their professor every two weeks. Credit may be withheld for any student who fails to comply.

4. Clinics and Practicums. For clinics and practicums, regardless of whether a final examination is given, the total hours of time spent on classroom or direct faculty instruction, individual meetings with the professor, direct clinic services, and out-of-class work, as defined in Section 2.14.3, shall total at least 54 hours per unit of credit. Students enrolled in clinics or practicums must complete required hours and submit time keeping records in accordance with established clinic policies. Credit may be withheld for any student who fails to comply.

5. Externships. For externships the total hours of time spent on fieldwork shall equal at least 46 hours per unit of credit. All externships shall also include a mandatory seminar, which shall not count towards the 46 hours of fieldwork. Students enrolled in externships must complete required hours and submit time keeping records in accordance with established externship policies. Credit may be withheld for any student who fails to comply.

6. Other Courses. All other courses, including courses that may not meet on a weekly basis and courses in which the scheduled total classroom or direct faculty instruction time does not satisfy the requirements of Section II, the total hours of classroom and out-of-class student work shall total at least 45 hours per unit of credit. Students enrolled in such courses must submit detailed timesheets to their professor every two weeks. Credit may be withheld for any student who fails to comply.

2.14.6 Academic Activities. The determination of credit hours and award of credit for academic activities shall be in accordance with the rules of this section

1. Directed Research. Directed Research credit may be given for one, two, or three units of credit. Students shall submit detailed timesheets to their primary supervising faculty member every two weeks. Students must complete a minimum of 45 hours of research and writing work for one unit of credit, 90 hours of research and writing work for two units of credit, and 135 hours of research and writing work for three units of credit. Credit may be withheld for any student who fails to comply. Students who devote more than the minimum requisite hours will not receive extra credits.
2. Journal Participation. Academic credit may be given for participation on the Business Law Journal, Joule, Duquesne Energy & Environmental Law Journal, Juris, and Law Review. The maximum number of credits available for a particular term shall be determined by the Faculty. Students shall demonstrate that they have worked sufficient hours to earn the designated credits by submitting detailed timesheets to their faculty supervisor every two weeks. Students must complete a minimum of 45 hours of journal-related work for each unit of credit. Therefore, students must complete a minimum of 45 hours for one credit, 90 hours for two credits, and 135 hours for 3 credits. Credit may be withheld for any student who fails to timely submit the required timesheets. Students who devote more than the minimum requisite hours will not receive extra credits.

3. Interscholastic Competitions. Academic credit may be awarded for participation in Appellate Moot Court and in Trial Advocacy Teams. Students seeking such credit shall submit detailed timesheets to their supervising faculty member or competition coach every two weeks. Students must complete a minimum of 45 hours of work for one unit of credit and 90 hours of work for two units of credit. Therefore, students must complete a minimum of 45 hours for one credit, 90 hours for two credits, and 135 hours for 3 credits. Credit may be withheld for any student who fails to timely submit the required timesheets. Students who devote more than the minimum requisite hours will not receive extra credits. See Sections 4.06 and 4.06(b) for limits on the number of credit hours that may be earned for Appellate and Trial Moot Court Competitions.

To be eligible to compete in a trial advocacy or appellate moot court competition, students must be in good academic standing. Students with a GPA below 2.0 will not be eligible to compete until the GPA is a 2.0 or higher. The professors coaching the trial and appellate moot court teams may impose more stringent academic standards.

2.14.7 Determination of hours of credit for courses taken in other colleges at Duquesne University

1. Courses not taken as part of a Joint Degree. As part of the approval process for allowing a non-joint-degree School of Law student to enroll in a course in another college at Duquesne University, the Associate Dean for Academic Affairs shall obtain a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b).

2. Courses taken as part of a Joint Degree. For non-law courses within Joint Degree programs offered by the School of Law and other colleges at Duquesne University for which Law students will receive credit toward the J.D. degree, the Associate Dean for Academic Affairs shall obtain the syllabi of such courses and written certification from the course instructors that the courses comply with Standard 310(b).

2.14.8 Determination of hours of credit for courses taken at another law school by a School of Law student at another ABA-approved law school, including hours of credit awarded to a transfer applicant

1. Cross Registration. As a condition of approval of a Law student’s application to visit away or to cross register for a course offered at another law school, an official from the school offering the course must certify in writing to the Associate Dean for Academic Affairs that the units of credit for the course(s) to be taken comply with Standard 310(b).
2. Transfers. As a condition of approval by the School of Law of transfer credits, an official from the school from which an applicant is seeking to transfer must certify in writing to the Associate Dean for Academic Affairs that the units of credit for the courses taken comply with Standard 310(b).

3. EXAMINATION POLICIES

3.01 Examinations
The following regulations apply to all examinations. Violations of these regulations are considered infractions of the Disciplinary Code.

1. Examinees are not permitted to sit next to one another in any examination room but are to sit in alternate seats.

2. Examinees may only have the following items with them in the examination room during the course of any examination: laptop computers (refer to #12 below), writing pens, pencils, one copy of the examination, one copy of the examination bluebook or answer sheet, scratch paper provided by the Registrar’s Office (unless not permitted by the faculty member administering the exam), and such materials as may be specifically permitted by the faculty member administering the exam. If a calculator is permitted during an exam, one with memory is not permitted.

3. Examinees, when outside of the examination room, are not permitted to make reference during the course of an examination to any electronic devices, books, notes, outlines, or any other materials.

4. Examinees are not permitted to smoke, eat or drink any beverages in the examination room; however, bottled water is permitted. Smoking is prohibited in the School of Law and examinees are not permitted to leave the School of Law in order to smoke.

5. Examinees are not permitted to make or receive telephone calls during an examination. Watches, smartphones and all other electronic devices are not permitted on your person during examinations. All devices must be turned off and placed in your backpack, locker, purse, or in the front of the exam room. Finding a prohibited device on a student’s person during an exam is grounds for receiving a grade of “F” on that examination.

6. Examinees may not remove their examinations, examination bluebooks, or answer sheets from the examination room.

7. Examinees are permitted to use the restrooms located in the Student Lounge area and on the third floor of the School of Law only. Only one person at a time is permitted to use restroom facilities. Examinees are not permitted to use any restrooms located in the Law Library.

8. Examinees are not permitted for any reason to leave the School of Law during an examination.

9. Examinees are not permitted to converse with anyone except a proctor during an examination.
10. Each examinee must physically turn in his/her examination, bluebook, or answer sheet to the assigned proctor in each examination room. An examinee may not exit the examination room until he/she has witnessed the logging-in process of his/her examination, bluebook, or answer sheet. Any examinee who fails to comply with this rule will receive a failing grade for the examination.

11. Examinees are not permitted to discuss any aspect of the examination with the faculty member who administered the exam prior to the grades being filed and posted in DORI for that examination. Students with concerns regarding the examination should contact the School of Law Registrar.

12. Examinees wishing to type their examinations by the use of laptop computers must furnish and properly maintain their own laptop computers and power cords. Students must have: (a) a laptop compatible with the latest version of SofTest software; (b) the newest version of SofTest software installed on their laptops; and (c) completed the SofTest Practice Exam by the deadline specified. Students who fail to complete the Practice Exam within the specified time period will not be permitted to take their examinations on laptops. Any problems with a laptop during the exam may require a student to complete the exam in a bluebook. Additional regulations involving the use of laptop computers will be furnished to each examinee by the Registrar via your @duq.edu email account www.law.duq.edu/academics/registrar/exams/laptop-exams. Students will strictly adhere to Proctor instructions during exam periods. Students are responsible for fully reading and understanding their @duq.edu email and web site instructions for laptop exams to ensure the safety of their final exam files.

13. Students are not permitted to wear a hat, hoodie, or cap during any examination.

14. All bookbags must be placed in the front of the examination room near the proctors. Purses must be placed on the floor near individual seats.

15. If the exam is open book, all materials must be in clear sight of the proctors. Examinees must also run the SofTest Software. Examinees may not use notes on the laptop or the Internet during examinations, and are not permitted to access the Internet or other third-party sources (such as commercial outlines, hornbooks, etc.) during the course of the exam.

16. Once a student is completed with an examination, he or she should proceed to the student lounge or exit the building.

3.02 Exam Conflicts

1. except in the case of recognized exam conflicts, all students are required to take exams as scheduled. When registering for classes, each student is responsible for reviewing the exam schedule and for scheduling classes to avoid exam conflicts. Because the School of Law reserves the right to reschedule exams at any time during the examination period, students must not schedule personal obligations, travel, vacations, or other commitments at any time during the examination period. For purposes of the preceding sentence, the examination period includes any scheduled make-up days published as part of the examination schedule.

2. Recognized Exam Conflicts. Exceptions to the general rule shall be made in the case of the following recognized exam conflicts:
a. If two exams in required courses are scheduled on the same day.
b. If a student has exams scheduled on four (4) consecutive days.
c. In the case of mandatory religious obligations, a student’s serious illness or injury, labor and/or delivery of the student’s baby, or a death in the student’s immediate family.
d. In the event the Dean or Provost cancels an exam due to inclement weather.
e. If the Academic Status Committee grants relief from this policy due to extraordinary circumstances.

3. Timing of notification of exam conflict and request for make-up exam
   a. A student who has a foreseeable recognized exam conflict should notify the Registrar as soon as practicable following the end of add/drop and in all events at least one month prior to the end of class. For purposes of this paragraph, a foreseeable recognized exam conflict is one caused by the scheduling of two required exams on the same day, the scheduling of exams on four consecutive days, or a mandatory religious obligation.
   b. A student who has an unforeseeable recognized exam conflict shall: (i) notify the Assistant Dean of Students and the Registrar of the occurrence of the event as soon as possible, but no more than two days following the student’s discovery of the event; (ii) request a make-up exam; and (iii) provide written proof of the event to the Registrar within two days of initial notification. The Assistant Dean of Students will review the student’s request for a makeup exam and, for good cause shown, may approve the request and direct the Registrar to schedule a make-up examination. An unforeseeable recognized exam conflict is one caused by a student’s serious illness or injury, labor and/or delivery of the student’s baby, or a death in the student’s immediate family.
   c. A student who petitions for relief from the rules of this section on the grounds of extraordinary circumstances must submit such petition no later than one month before the end of class unless the circumstances on which the petition is based make that impossible. Email petitions must be sent from the student’s official .duq email account to the Academic Status Committee (c/o of the Associate Dean for Academic Affairs), and the student bears the burden of ensuring receipt.

4. Scheduling Make-up Exams.
   a. To the extent possible, all make-up exams and all rescheduled exams shall be administered on the day(s) reserved during the examination period for make-up exams.
   b. If the Registrar is unable to schedule a make-up or rescheduled exam on the day(s) reserved during the examination period for make-up exams, the Registrar will notify the affected student(s) and, at the earliest convenience of both the Registrar and the affected student(s), meet to arrange a time for a makeup examination.
   c. In the event that a student informs the Registrar that he or she has exams on four consecutive days, the Registrar shall review the class rosters of the classes to determine if any other students are similarly situated and, then, determine whether to schedule a make-up exam for all similarly-situated students or to reschedule the exam for one of the classes to the make-up day. If the Registrar decides to schedule a makeup exam, any similarly-situated student may opt out of taking the makeup and take the exam at the regularly scheduled time.
d. Make-up examinations must be taken when scheduled by the Registrar.

4. REGISTRATION

4.01 First-year Student Registration
The registration period for all first-year students, as indicated in the School of Law calendar, precedes the commencement of classes.

All first-year students must attend Orientation. Registration for all first-year students is processed by the School of Law Registrar’s Office. First-year students may not change the course section to which they have been assigned. All first-year students’ registrations will be complete once students have taken their ID picture and the School of Law Registrar’s Office has received all official undergraduate and graduate transcripts from each school attended. All transcripts must include the words, “Degree Awarded” and must be issued by the University Registrar, and mailed directly to the School of Law. Hand-delivered transcripts are not acceptable. A student whose file is not complete will not be permitted to sit for any examination.

Tuition and fees may be paid in cash, by check, credit card (MasterCard or Discover), or by utilizing the University student financing program. Duquesne University does not mail out paper bills or statements. You can learn more about tuition requirements, ebills and payment options by going to duq.edu/admissions-and-aid/student-accounts billing.

4.02 Upper-division Student Registration
Upper-division students pre-register in the spring and fall of each academic year using their MultiPass accounts to access Self Service Banner in DORI.

Upper-division students may register for required and elective courses, regardless of division; however, day and evening students will be given registration preference for courses in their respective divisions. When considering cross registration options, students should bear in mind that day students who park full-time in a University garage will have their parking privileges reduced if more than 50 percent of their semester course credits are taken in the evening.

All required courses, elective courses, and the current curriculum are available online at duq.edu/law/registrar. Select Curriculum and Class Schedule to view the list.

4.03 Required Course Registration Sequence
The following required schedule of course offerings is designed to assure that every student will have an opportunity to register for all bar examination courses without experiencing any course or examination conflicts. Aside from summer sessions, the required courses must be taken in the mandatory sequence. In extraordinary circumstances, students may petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for relief from this requirement. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.
4.03.1 Required Course Registration Sequence – First-Year Day
Students are required to take the following courses during the first year: Civil Procedure and Drafting I, Civil Procedure II, Contracts I and II, Legal Research and Writing I and II, Property I and II, Torts I and II, Criminal Law. Students must register for the same professor and section for Civil Procedure and Drafting I and Civil Procedure II; Contracts I and II; Legal Research and Writing I and II; Property I and II; and Torts I and II. Students who are ranked in the bottom quarter of the class at the end of the first semester are required to take Strategies for Legal Success, a 1-credit course. The following courses may be taken as electives in the first year: Legal Skills and Strategies for Legal Success.

4.03.2 Required Course Registration Sequence – Second-Year Day
Students are required to take the following courses during the second year: Constitutional Law I and II, Corporations I and II, Evidence, and one of the following two courses: (1) Criminal Procedure: Fundamentals or (2) Criminal Procedure: The Police Function. Students must register for the same professor and section for Constitutional Law I and II and for Corporations I and II. Students who transferred into the second-year day program from one of the part-time programs are required to take, in addition to the foregoing, Property I and II and Criminal Law. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the second year: Basic Federal Income Taxation, Estates and Trusts, and Family Law.

Students who are ranked in the bottom quarter of their first-year class are required to take Advanced Legal Reasoning, a 2-credit course, in the fall semester of their second year of study, regardless of whether they are on probationary status. Advanced Legal Reasoning is graded A-F but is not subject to the curve. Application of the rules of this Section to part-time day students and to students who are unranked shall be determined based on the students’ presumptive rank at the end of their first year, i.e. on the Registrar’s estimate of what the student’s rank would have been at the end of the first year if the student had been ranked with the class with which he or she matriculated.

4.03.3 Required Course Registration Sequence – Third-year Day
Students are required to take the following courses during the third year: Professional Responsibility and Sales. Additionally, any student ranked in the bottom third of their class at the end of the first year of Law School is required to take Core/Applied Competencies I and II, and additional at-risk students will also be registered for these courses at the discretion of the Director of Bar Services. Students ranked in the bottom half of the class may petition to take Core/Applied Competencies I and II, which is graded A-F, but is not subject to the curve. Core Competencies I and II are recommended for students not taking Core/Applied Competencies I and II. Students who transferred into the second-year day program from one of the part-time programs are required to take, in addition to the foregoing, any required courses that would have been completed by the third year if the student had started in the full-time day program. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the third year: Federal Civil Procedure, Pennsylvania Civil Procedure, Pennsylvania State Constitutional Law, Conflict of Laws, and Employment Discrimination. Application of the rules of this Section to part-time day students and to students who are unranked shall be determined based on the students’ presumptive rank at the end of their first year, i.e. on the Registrar’s estimate of what the students’ rank would
have been at the end of the first year if the students had been ranked with the class with which they matriculated or, in the case of students who transfer division, the class into which they transferred.

4.03.4 Required Course Registration Sequence – First-Year Evening and First-Year Part-Time Day

Students are required to take the following courses during the first year: Civil Procedure and Drafting I, Civil Procedure II, Contracts I and II, Legal Research and Writing I and II, and Torts I and II. Students must register for the same professor and section for Civil Procedure and Drafting I and Civil Procedure II; Contracts I and II; Legal Research and Writing I and II; and II; and Torts I and II. Students who are ranked in the bottom quarter of the class at the end of the first semester are required to take Strategies for Legal Success, a 1-credit course. The following courses may be taken as electives in the first year: Legal Skills and Strategies for Legal Success.

4.03.5 Required Course Registration Sequence – Second-year Evening and Second-year Part-time Day

Students are required to take the following courses during the second year: Criminal Law, Criminal Procedure: Fundamentals or Criminal Procedure: The Police Function, Property I and II, and Constitutional Law I and II. Students must register for the same professors and sections for Property I and II and Constitutional Law I and II.

Students who are ranked in the bottom quarter of their first-year class are required to take Advanced Legal Reasoning, a 2-credit course, in the fall semester of their second year of study, regardless of whether they are on probationary status.

4.03.6 Required Course Registration Sequence – Third-year Evening and Third-year Part-time Day

Students are required to take the following courses during the third year: Corporations I and II and Evidence. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the third year: Basic Federal Income Taxation, Estates and Trusts, and Employment Discrimination.

4.03.7 Required Course Registration Sequence – Fourth-year Evening and Fourth-year Part-time Day

Students are required to take the following courses during the fourth year: Core/Applied Competencies I and II, which is graded A-F, but is not subject to the curve, Professional Responsibility, and Sales. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the fourth year: Federal Civil Procedure, Pennsylvania Civil Procedure, Pennsylvania State Constitutional Law, Conflict of Laws, Employment Discrimination, and Family Law.

4.04 Credit Limitations for Upper-division Students

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Semester Credit Minimum</th>
<th>Semester Credit Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second-year</td>
<td>10 credits</td>
<td>17 credits</td>
</tr>
<tr>
<td>Level</td>
<td>Third-year day</td>
<td>Second-year evening</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td></td>
<td>10 credits</td>
<td>8 credits</td>
</tr>
</tbody>
</table>

The maximum credit limitations described above include any courses involving approved joint degree programs whether taken inside or outside of the School of Law. These credit limitations will be strictly enforced, without exception.

4.05 Credit Limitations for Summer Session

Although a student may register for an unlimited number of Summer Session courses, no student may use more than a total of seven (7) Summer Session credit hours to fulfill his/her graduation credit requirement. This credit limitation is applicable to any Summer Session offering in which credits may be earned. Summer Session offerings are subject to the auditing policy described in these Policies and Procedures. In addition, any student receiving permission to audit a Summer Session course is subject to the normal tuition, fee charges and attendance requirements. Summer Session credits are not permitted to accelerate a student’s graduation date [three (3) academic years for a full-time student and four (4) academic years for a part-time day or evening student], reduce annual tuition, or reduce semester residency requirements.

4.06 Credit Limitations for Non-classroom Courses and Activities

Although a student may register for an unlimited number of non-classroom courses and activities, i.e., Law Review and other journals, Moot Court Competitions, Directed Research, Joint Degree courses, courses taken at another law school or graduate program at Duquesne, and Clinical Programs, no student may utilize more than a total of eighteen (18) such credits to fulfill the graduation credit requirement.

4.06.1 Credit Limitations for Service on a School of Law Publication

No more than six (6) of the eighteen (18) non-classroom credits may be earned from service on a school of law publication.

4.06.2 Credit Limitations for Appellate and Trial Moot Court Competitions

No more than ten (10) of the eighteen (18) non-classroom credits may be earned from participation in Appellate and Trial Moot Court competitions. Supervising faculty must approve all credits for competition participation. If a student’s effort in support of a competition team is commensurate with the effort of individual team members, a supervising faculty member may award the student
one (1) credit if the student devotes a minimum of forty-five (45) hours to support a competition team or two (2) credits if the student devotes a minimum of ninety (90) hours to support a team.

4.6.3 Credit Limitations for Distance Education
Students shall not be granted more than a total of 15 credit hours toward the J.D. degree for courses qualifying under this Policy. See Section 4.13.

4.07 Course Audit
Courses eligible for auditing are determined by the School of Law. No student shall be permitted to audit a course that is examined on the Pennsylvania Bar Examination.

Subject to the approval of the Academic Status Committee, a student may be permitted to audit any other course, including summer session offerings, for good cause. All courses that are permitted to be audited are subject to the normal attendance requirements. No student shall be permitted to sit in a class without approval from the Academic Status Committee.

A faculty/adjunct member may not give a student permission to audit or sit in on a course. Audited courses may not be converted to matriculated credits.

Auditing a course during any semester will not reduce the credit requirement for graduation or the residency credit requirement. In addition, no student shall be permitted to audit more than one (1) course per semester.

A student will not be allowed to audit a course if the credits assigned to the audited course, when added to the other credits for which the student is registered, exceed the maximum permitted to be taken during the semester.

Any student, including a non-matriculating graduate student, who audits a course is subject to the normal tuition, fee charges, and attendance requirements. Tuition for summer courses will be charged at the normal summer tuition rate.

All requests to the Academic Status Committee must be in writing, signed and delivered to the Office of the Associate Dean of Academic Affairs. Email requests must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

4.08 Course Drop/Add
After registration in the spring for courses to be taken in the following fall semester, upper-division students may drop or add courses any time through the end of the first week of classes in the fall. After registration in the fall for courses to be taken in the following spring semester, upper-division students may drop or add courses from mid-December (beginning on a date determined by the School of Law Registrar) through the end of the first week of classes in January. There is no drop/add period for Summer Sessions. Students who have not officially dropped a course for which they have previously registered will receive a failing grade in that course.

Students who are not officially enrolled in a course will not receive credit or a grade for that course.
A course which is dropped during the drop/add period will not appear on a student’s transcript.

4.09 Course Withdrawal
Students may not withdraw from an upper-division course after the normal drop/add period without the approval of the Academic Status Committee. If the Academic Status Committee permits a student to withdraw from a course, a “W” will be entered next to the name of the course on the student’s transcript to reflect this action. Withdrawals from courses after the drop/add period are only granted by the Academic Status Committee for rare and compelling reasons. Under no circumstances may a student withdraw from a course after the last day of class for that course. All requests to the Academic Status Committee must be in writing, signed, and delivered to the Office of the Associate Dean of Academic Affairs. Email requests must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

4.10 Clinical Course Registration and Limitations
Registration for clinical and externship courses is conducted during the School of Law’s registration period.

The following are important School of Law requirements that apply to clinical programs:

1. Students may not participate in more than one Clinical Program (in-house clinic, specialized externship program or general externship) at a time, except as approved by the Academic Status Committee at the recommendation of the Director of Clinical Legal Education, but may participate in more than one Clinical Program throughout their legal education.

2. Students who are on probationary status due to a failure to achieve a grade point average of 2.00 after their first year of study may not register for any Clinical Program in their second year.

3. Clinics are filled on a “first-come, first-served basis”; however, students who will be third-year day or fourth-year evening students are given preference in enrollment in Clinical Programs.

4. Students seeking externships with qualified placements must first consult with the Clinical Legal Education Department. No general externship will be approved for credit unless the externship site and the individual student’s placement are approved by the Clinical Legal Education Director and Associate Dean of Academic Affairs prior to the student beginning work at the placement. No exceptions will be permitted.

5. Students enrolled in in-house clinics and specialized externship programs must complete 140 hours by the end of each semester. Students enrolled in yearlong in-house clinics or specialized externship programs may not start the spring semester with a deficit in hours completed.

4.11 Concentrations
The School of Law’s Concentration Program recognizes students who successfully complete multiple elective courses that are relevant to one or more of the following practice areas: Business Law, General Practice, Government Practice, and Litigation. By providing students with an opportunity to focus on various areas of practice, the Program plays a role in achieving the School of Law’s learning outcomes, which focus on developing student knowledge, skills, and
professional identity. The Concentration Program’s framework also organizes the majority of the School of Law’s course offerings in a way that makes the curriculum accessible to students.

Currently enrolled students may choose to comply with the previous Concentration Program or the current, revised Concentration Program, through the end of the 2018-2019 academic year. Beginning in the fall of 2019, the revised Concentration Program will be the only option available to students.

Each Concentration has multiple tracks, as follows:

**Business Law**
- Corporate Governance and Transactions
- Energy and Environment
- Health Law
- Intellectual Property

**General Practice**
- Basic Track
- Estate Planning and Tax
- Family Law
- Real Property

**Government**
- Basic Track
- Energy and Environment
- Health Law
- Mission and Moral Life
- Public Service and Community Engagement

**Litigation**
- Civil Litigation
- Criminal Litigation

**Procedures:**

Students are not required to complete a Concentration in order to graduate. Students who are interested in pursuing a Concentration have the option of completing a Concentration Track, or a General Concentration, by following the procedures set forth below.

1. A student who desires to complete one or more Concentration Track(s) must comply with the following requirements for each Track:

   a. The student must complete a Concentration Intent Form, which is available on the School of Law Registrar’s website, and return it to the Registrar’s office no later than the
end of the semester preceding the semester in which a student graduates. In most cases, this will be the Fall semester of a student’s final year of study.

b. To have a Concentration Track verified, a student must complete the following steps:
   1) Submit a Concentration Intent Form to the Registrar in a timely manner;
   2) Complete no less than four elective courses included in a Concentration Track, including any course(s) that are required for the Track;
   3) Receive a grade of “C” or better in each of the four courses; and
   4) Submit a completed Concentration Verification Form for review and approval to the faculty advisor for the Concentration Track.

After approving the Concentration Verification Form, the faculty advisor will forward it to the Registrar. Upon receipt of a completed Concentration Verification Form, the Registrar will make a notation of the Concentration Track on the student’s transcript.

2. A student who is not able to complete a Concentration Track due to scheduling conflicts, or for other reasons, may complete a General Concentration in any of the four Concentration areas. A student who desires to complete a General Concentration must comply with the following requirements:

   a. The student must complete a Concentration Intent Form, which is available on the School of Law Registrar’s website, and return it to the Registrar’s office no later than the end of the semester preceding the semester in which a student graduates. In most cases, this will be the Fall semester of a student’s final year of study.
   b. To have a General Concentration verified, a student must complete the following steps:
      1) Submit a Concentration Intent Form to the Registrar in a timely manner;
      2) Complete no less than four elective courses included in one of the School of Law’s four Concentrations (Business, General Practice, Government, or Litigation). At least one of the four courses must be listed as a required course in one of the Concentration’s Tracks;
      3) Receive a grade of “C” or better in each of the four courses; and
      4) Submit a completed Concentration Verification Form to the faculty advisor for the Concentration Track in which the student’s required course is listed.

After approving the Concentration Verification Form, the faculty advisor will forward it to the Registrar. Upon receipt of a completed Concentration Verification Form, the Registrar will make a notation of the General Concentration on the student’s transcript, including the area of concentration.

3. A student may use a single course to satisfy more than one Concentration, subject to the following conditions: 1) a student may use a course to fulfill the requirements of no more than two Concentration Tracks; and 2) for any given Concentration Track, no more than two courses may be used to satisfy the requirements for another Concentration Track.

4. A student may count an unlisted course toward a Concentration Track if the student obtains the written approval of the faculty advisor for the Concentration Track. The student should maintain a
copy of the approval, and attach it to the Concentration Verification Form before submitting it to the faculty advisor. Up to six (6) credit hours of graduate-level courses taken at other colleges at Duquesne may apply towards the requirements of a Concentration, subject to the advance approval of a Concentration Advisor. See Section 4.14.

For details on the requirements of the various Concentration Tracks visit: www.law.duq.edu/sites/default/files/documents/Registrar/Concentrations/Concentration%20Composite%203-27-17.pdf.

4.12 Dean’s Fellows Program

4.12.1 Dean’s Fellow Overview

The Law School offers a splendid opportunity for our students to gain invaluable experiences and skills in the law firm, non-profit, public and corporate sectors. Our students thus are uniquely prepared for careers in these areas and, as well, for future opportunities yet to develop. This is the Dean’s Fellows Program.

Consistent with the mission of Duquesne University School of Law, the Dean’s Fellows Program is offered to qualified students seeking to enhance their legal education. The goals of the Dean’s Fellows Program are to provide our students with a variety of outstanding legal experiences that prepare them for the practice of law, to provide them with a refined appreciation for ethics and professionalism, and to instill in them a commitment to service of the legal profession and the community at large.

The key attributes of the Dean’s Fellows Programs are:

- Fellows design their individual program of study around one of three arenas of the law, each of which is called a “Core”:
  - Litigation and Dispute Resolution
  - Public Service (Governmental and Non-Profit Arenas)
  - Business (Governance, Technology, Entrepreneurship and Sustainability)
- Fellows commit to:
  - “taking” a minimum of 15 “Core”-related credits of a total of their 37 elective credits) (3 of which may be an externship for credit)
  - creating a Core-related academic writing for one of the Core courses, for a law review, or as directed research under the supervision of a member of the faculty or a dean.
  - a career-related experience, such as a Core-related externship (either for credit or non-credit) or “simulation” course.
- Fellows will receive guidance and career mentoring by a faculty member and/or a member of the alumni

Some observations:
The Dean’s Fellows Program is independent of the Law School’s Concentrations.
- Fellows are free to pursue one or more Concentrations.
- Courses taken as part of the Dean’s Fellows Program may also count toward a Concentration.

The Dean’s Fellows Program functions consistent with Law School policies and procedures.
- The Clinical Program oversees the administration of the externships.

The application process for the Dean’s Fellows Program is competitive.
- The number of Fellows who will serve as Fellows during any one year is limited.
- Exceptional candidates may be accepted into the program prior to matriculation.

Subject to availability, interested students may apply no later than the first day of the final year of their law school experience.

4.12.2 Dean’s Fellowship in Business (Governance, Technology, Entrepreneurship, and Sustainability)
**Overview**
The Dean’s Fellows in Business provides Fellows with skills for a career advising business clients, serving as in-house counsel, or in management. While the experience of the Fellow is primarily business, many of the business-related concepts (e.g., governance, compliance and risk management) apply in the non-profit and government arenas.

The Dean’s Fellows in Business (Governance, Technology, Entrepreneurship and Sustainability) reflects the dynamic of both global and local business and, as well, the opportunities to serve as a lawyer in new and uncharted ways in our society.

The goal of the Dean’s Fellows in Business is to offer academic and practical experiences so that students are well prepared, once they become licensed attorneys, to advise their clients with respect to governance, compliance and risk management, transactions, sustainability and global issues including cybersecurity.

<table>
<thead>
<tr>
<th><strong>The Core Program:</strong></th>
<th>minimum of 15 credits</th>
</tr>
</thead>
</table>

**Required Courses:** (6 credits)
- Basic Federal Income Taxation (3 credits)
- Governance, Compliance & Risk Management (3 credits)

**Core-Related Writing:**
Completion of one or more academic writings related to the Core—undertaken as part of a recommended course, participation on a law review, or as a directed research project—under the supervision of a faculty member and of sufficient complexity and depth to be equivalent to at least 1 credit of work (45 hours).

**Career-Related Experience** (at least 2 credits)
At least two (2) academic credits in a career-related experience relevant to the Core (including for-credit externship or simulation courses).

**Please note that:**
- experiential and externship experiences are a function of available course offerings and externships;
- the inter-school moot court competitions in the business-related trial, appellate and alternative dispute areas qualify as “career-related experiences,” although the number of credits may depend on the competition.

*or*
the equivalent of time (of at least 3 academic credits) devoted to pro bono, a non-credit externship, or in gaining personal experience (as approved by the Clinical Director or by the Dean)

**Recommended Courses:** (the balance
of the 15 credits):

- Accounting for Lawyers (2 credits)
- Antitrust Law (3 credits)
- Business Planning (2 credits)
- Cyber/cybersecurity (2 credits)
- Legal Entrepreneurship - Law Firm Business Planning Simulation (2 credits)
- Environmental Considerations in Business & Real Estate Transactions (2 credits)
- Fundamentals of Intellectual Property (3 credits)
- Health Care Organizations and Finance (2 credits)
- Income Taxation of Corporations & Shareholders (3 credits)
- International Law (2 credits)
- International Business Transactions (2 credits)
- Investment Management and Fiduciary Responsibility (2 credits)
- Mergers & Acquisitions (2 credits)
- Regulation of Investment Companies and Investment Management (1940s Acts) (2 credits)
- Securities Regulation (1933/1934 Acts) (2 credits)
- Venture Capital Law (2 credits)
- Other courses, as determined appropriate by the Dean or the Associate Dean for Academic Affairs
- These courses may be joint offerings of the Business School and the Law School (all in planning)
  - Sustainability (management and preservation of financial/physical assets, the entity, the environment, etc., and the law) (2 credits)
  - Wealth Management (management of individual wealth, financial resources and the law) (2 credits)
Grades

Graduation Requirements
All graduates of Duquesne Law School must complete 87 credits to graduate. To satisfy the graduation requirements, Fellows are to structure their schedules so that at least 15 (of the 87) credits are “Core”-related credits.

Networking

Fellows are required to earn a minimum grade of C in all courses taken as part of this Program.

Subject to the Law School’s Policies and Procedures, fellows may take additional courses within the Fellows Program or other electives in order to satisfy the graduation requirements.

From time to time, the Dean/Law School may schedule various activities of interest to all of the Dean’s Fellows or those of a certain Core or Cores. Fellows are expected to attend absent significant time conflicts.

4.12.3 Dean’s Fellowship in Litigation/Dispute Resolution

Overview
The Law School has a long, highly-respected, and well-earned reputation for graduating ethical, practice-ready lawyers, especially in the areas of litigation and dispute resolution.

The Dean’s Fellows in Litigation/Dispute Resolution draws upon that heritage to provide Fellows with the necessary skills to excel in trial and appellate courtrooms and in other venues involving the resolution of disputes, such as litigation in the administrative agency realms or mediation/arbitration.

The goal of the Dean’s Fellows in Litigation/Dispute Resolution is to offer academic and practical experiences so that students will be well prepared, once they become licensed lawyers, to advise

<table>
<thead>
<tr>
<th>The Core Program: minimum of 15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Courses</strong> (at least 5 credits)</td>
</tr>
<tr>
<td>• At least one of the following:</td>
</tr>
<tr>
<td>o Pennsylvania Civil Procedure (3 credits)</td>
</tr>
<tr>
<td>o Federal Civil Procedure (3 credits)</td>
</tr>
<tr>
<td>o Bail to Jail (3 credits)</td>
</tr>
<tr>
<td>• At least one of the following:</td>
</tr>
<tr>
<td>o Negotiation (2 credits)</td>
</tr>
<tr>
<td>o Alternative Dispute Resolution (2 credits)</td>
</tr>
</tbody>
</table>

**Core-Related Writing:**
Completion of one or more academic writings related to the Core—undertaken as part of a recommended course, participation on a law review, or as a directed research project—under the supervision of a faculty member and of sufficient complexity and depth to be equivalent to at least 1 credit of work (45 hours).

**Career-Related Experience** (2 - 3 credits)

42
their clients respecting matters involving pre-litigation, litigation, and post-litigation issues and matters dealt with in a process of alternative dispute resolution.

Two (2) to three (3) academic credits (including for-credit experiential or simulation courses, such as:
- Advanced Legal Writing: Law Firm Simulation (2 credits)
- A core-related externship (3 credits)
- Pretrial Civil Litigation Simulation (2 credits))

**Please note that:**
- experiential and externship experiences are a function of available course offerings and externships;

**or**
the equivalent of time (of at least 3 academic credits) devoted to pro bono, a non-credit externship, or in gaining personal experience (as approved by the Clinical Director or by the Dean)

**Recommended Courses:** (the balance of the 15 credits):
- Adjudication: The Judicial Process (2 credits)
- Administrative Agency Law (2 credits)
- Appellate Process and Procedure (2 credits)
- Deposition Skills (2 credits)
- E-Discovery (2 credits)
- Employment Discrimination (3 credits)
- Federal Courts and the Federal System (3 credits)
- Judgment/Decision Making for Lawyers (2 credits)
- Litigation Technology (2 credits)
- Patent Litigation (2 credits)
- Pleadings and Discovery (2 credits)
- Remedies (2 credits)
- Trial Advocacy (3 credits)
- Other courses, as determined appropriate by the Dean or the Associate Dean for Academic Affairs

**Dean’s Program Requirements Relevant to Grades, Graduation and Networking**

- Grades

- Graduation Requirements
  All graduates of Duquesne Law School must complete 87 credits to graduate. To satisfy the graduation requirements, Fellows are to structure their schedules so that at least 15 (of

Fellows are required to earn a minimum grade of C in all courses taken as part of this Program.

Subject to the Law School’s Policies and Procedures, fellows may take additional courses within the Fellows Program or other electives in order to satisfy the graduation requirements.
the 87) credits are “Core”-related credits.

- Networking

From time to time, the Dean/Law School may schedule various activities of interest to all of the Dean’s Fellows or those of a certain Core or Cores. Fellows are expected to attend absent significant time conflicts.

4.12.4 Dean’s Fellowship in Public Service (Policy, Process, and Leadership)

Overview
The Law School and the University have a mission of “service.” In fulfillment of that mission, a great number of the graduates of our Law School serve as state and federal judges, as legislators, as public executives (such as District Attorneys) and/or work for or volunteer with non-profits serving those in need.

The Dean’s Fellowship in Public Service prepares Fellows for a career in government/non-profit service.
- “Government service” means practice in the legislative, executive, or judicial branches of government.
- “Non-profit service” means practice in a law firm’s pro-bono service or advising non-profit corporations and foundations as in-house or in private practice.

The goal of the Dean’s Fellows in Public Service is to offer academic and practical experiences so that students are well prepared, once they are licensed lawyers, to serve competently in these areas in policy, process and leadership.

The Core Program: minimum of 15 credits

Required Courses: (5 credits)
- For the Government Track
  - Administrative Law (3 credits)
  - Advanced Constitutional Law: Current Issues (2 credits)
- For the Non-Profit/Foundation Track
  - Administrative Law (3 credits)
  - Tax Exempt Organizations (One and/or Two) (2 credits)

Core-Related Writing:
Completion of one or more academic writings related to the Core—undertaken as part of a recommended course, participation on a law review, or as a directed research project—under the supervision of a faculty member and of sufficient complexity and depth to be equivalent to at least 1 credit of work (45 hours).

Career-Related Experience (at least 2 credits)
At least 2 academic credits (including for-credit experiential or simulation courses) in course related to this “Core.”

Please note that:
- experiential and externship experiences are a function of available course offerings and externships;
- simulation courses, such as Pennsylvania Legislative Process Simulation (3 credits), satisfy this requirement;
- the inter-school moot court competitions in the trial, appellate and alternative dispute areas may qualify as “career-related,” although the number of credits may
depend on the competition.

or

the equivalent of time (of at least 3 academic credits) devoted to pro bono or in gaining personal experience (as approved by the Clinical Director or by the Dean)

**Recommended Courses:** (the balance of the 15 credits)

**For the Government Track**
- Children and the Law (3 credits)
- Election Law (2 Credits)
- Employment Discrimination (3 credits)
- Energy Law (3 credits)
- Environmental Law (3 credits)
- Governance, Compliance and Risk Management (in the Public Arena) (1-2 credits)(contemplated)
- Immigration Law (2 credits)
- Labor Law (3 credits)
- Land Use Planning (2 credits)
- Law, Public Service and the Executive Branch (2 credits)
- Law of Higher Education (2 credits)
- Pennsylvania State Constitutional Law (3 credits)
- Public Health Law and Policy (2 credits)
- Special Education Law (2 credits)
- Representation of Veterans in the Benefit Claims Process (2 credits)

**For the Non-profit/Foundation Track**
- Canon Law (2 credits)
- Catholic Social Thought & the Law (2 credits)
- Children and the Law (3 credits)
- Civil Rights and the Law (contemplated)
- Elder Law (contemplated)
- Environmental Law (3 credits)
- Governance, Compliance and Risk Management (3 credits)
- Governance, Compliance and Risk Management (non-profit, contemplated (2 credits)
- Immigration Law (2 credits)
- Poverty Law (Contemplated)
- Public Health Law and Policy (2 credits)
- Representation of Veterans in the Benefit Claims Process (2 credits)
### Dean’s Program Requirements Relevant to Grades, Graduation and Networking

- **Grades**
- **Graduation Requirements**
  All graduates of Duquesne Law School must complete 87 credits to graduate. To satisfy the graduation requirements, Fellows are to structure their schedules so that at least 15 (of the 87) credits are “Core”-related credits.
- **Networking**

  - Fellows are required to earn a minimum grade of C in all courses taken as part of this Program.
  - Subject to the Law School’s Policies and Procedures, fellows may take additional courses within the Fellows Program or other electives in order to satisfy the graduation requirements.
  - From time to time, the Dean/Law School may schedule various activities of interest to all of the Dean’s Fellows or those of a certain Core or Cores. Fellows are expected to attend absent significant time conflicts.

### 4.13 Distance Education Policy

1. A distance education course is one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously. Courses designated by the School of Law as “online courses” are distance education courses.

2. Students shall not be granted more than a total of 15 credit hours toward the J.D. degree for courses qualifying under this Policy.

3. Students may not register for a distance education course until they have completed instruction equivalent to 28 credit hours toward the J.D. degree.

4. No J.D. student will be allowed to enroll in more than two distance education courses in a single semester without the advance written approval of the Academic Status Committee. In making a determination on a student’s request, the Academic Status Committee shall consider the student’s situation, including the reason(s) why the student seeks to take more than two distance education courses in that semester.

5. No student may receive credit towards the J.D. degree for distance education courses that are not offered and are approved by the School of Law.
6. The School of Law shall notify students at the time of registration or enrollment in the distance education course if there are any additional student charges associated with enrollment in the distance education course, including, but not limited to, charges associated with the verification of student identity.

7. All students who participate in a distance education course shall participate in a mandatory orientation program which will, at a minimum, train students in the technology used, along with distance education protocols and etiquette.

8. All student work that occurs in a distance education course may be monitored, recorded, and reviewed by the faculty member teaching the course, and other School of Law personnel, as necessary.

9. Students enrolled in distance education courses must abide by the Policies and Procedures established by the School of Law.

**4.14 Joint Degree Programs**

Any student who has matriculated into a School of Law-approved Joint Degree Program is required to register and complete the first year of study exclusively at the School of Law.

Evening and part-time day students who are enrolled in a Joint Degree Program may begin their outside graduate study during the summer following the conclusion of their first year at the School of Law, and may not take any further outside graduate courses until they have completed their second year of study at the School of Law.

Students may not matriculate into a Joint Degree Program without the advance approval of the Academic Status Committee. These requests for approval from the Academic Status Committee must be typed, signed, and delivered to the Office of the Associate Dean of Academic Affairs. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

Any student who has substantially completed the requirements for a degree in another school or department of the University with which the School of Law has a Joint Degree Program may not register as a Joint Degree candidate. The requirements and regulations concerning Joint Degree Programs involving the School of Law are available online at duq.edu/academics/schools/law/academic-programs.

The School of Law Registrar must receive a copy of any Joint Degree Program student’s acceptance letter into the non-Juris Doctor program.

In order to transfer credits for the joint degree to the School of Law, it is the responsibility of the student to request that an official transcript from the University Registrar be mailed to the Registrar’s Office in the School of Law.
In order for a law student to receive credits for a course taught in a college or school other than the School of Law, the Associate Dean for Academic Affairs shall obtain a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b). See Section 2.14.7.

Joint degree students must also inform the School of Law Registrar which courses are to be transferred to the School of Law. The School of Law does not accept any core courses for transfer credits. Joint degree credits are considered non-classroom credits. See Section 4.06. Joint degree candidates in the day division must be registered for a minimum of 10 School of Law credits per semester and those in the evening or part-time division must be registered for a minimum of 8 School of Law credits to maintain residency.

4.15 Cross-Registration for Courses Offered in Other Graduate Programs at the University

With the approval of the Academic Status Committee, credits earned at another graduate program at Duquesne University by a student who is not enrolled in a Joint Degree Program with that school will be accepted by the School of Law if the criteria below are satisfied. Grades earned in courses accepted for transfer credit will not be included in the computation of a student’s grade point average and will not appear on a student’s transcript, but transfer credits will be shown.

All of the following criteria must be met before the School of Law will accept transfer credits.

1. The credits must be earned in a graduate level course.
2. The grade earned in any course for which transfer credits are sought must be at least a “B.”
3. Subject to the advance approval of a Concentration Advisor, credits accepted for transfer in such courses count towards fulfillment of a Concentration.
4. No more than six (6) transfer credits will be accepted toward satisfaction of the Juris Doctor degree. Any credits accepted as transfer credits will be treated as non-classroom hours and subject to the limitation applicable to non-classroom credits. See Section 4.06.
5. A student may not apply for transfer credits during the first year of law school.
6. Credit hours earned in another graduate program for which a student seeks transfer credits are included in calculating the number of credits for purposes of the maximum credit limitation. See Section 4.04.
7. No student may use more than seven (7) summer session credit hours, whether earned at the School of Law, another law school, or at another graduate program at the University, to fulfill his or her graduation credit requirement. See Section 4.05.
8. As part of the approval process for allowing a non-joint-degree School of Law student to enroll in a course in another college at Duquesne University, a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b) (i.e., that the course meets one hour per credit per week for at least fifteen (15) weeks, including the examination period, and requires students to perform out-of-class work that
reasonably approximates 2 hours per week per credit or otherwise requires sufficient work to reasonably approximate 45 hours per credit over the course of the semester) must be submitted to the Registrar by the end of add/drop. See Section 2.14.7.

4.16 Course Credit Transfer Policy for Courses Offered at Other Law Schools
With the approval of the Academic Status Committee, credits earned at another law school will be accepted by the School of Law if the criteria below are satisfied. Grades earned in courses accepted for transfer credit will not be included in the computation of a student’s grade point average. If the course is at the University of Pittsburgh Law School, please take special note of paragraph 5.b.

All of the following criteria must be met before the School of Law will accept transfer credits:

1. The credits must be earned at an ABA-accredited law school,

2. The grade earned in any course for which transfer credits are sought must be, at a minimum, the equivalent of the School of Law’s grade of “C,”

3. Upper-level course credits must be for courses that are not included in the School of Law’s curriculum, and,

4. Limitation on number of credit hours that may be accepted.

   a. In the case of students transferring to the School of Law from another law school (see Section 2.11.2), no more than twenty-nine (29) transfer credits will be accepted toward satisfaction of the Juris Doctor degree; provided, however, that no student may enroll in more than seven (7) summer session elective credits either at the School of Law or at other ABA-accredited law schools.

   b. Transfer credits earned subsequent to matriculation at the School of Law are treated as non-classroom credits and subject to the limitation set forth in Section 4.06; provided, however, no student may enroll in more than seven (7) summer session elective credits either at the School of Law or at other ABA-accredited law schools.

5. Transcripts

   a. Except as provided in this Section, grades earned in courses accepted for transfer credit from other accredited law schools will not appear on a student’s transcript, but transfer credits will be shown.

   b. Pittsburgh Council of Higher Education (PCHE) Program. Duquesne University has an articulation agreement with the University of Pittsburgh that facilitates registration and the transfer of credits between the two institutions. The agreement has been approved by the Pittsburgh Council of Higher Education. Grades earned in courses taken at the University of Pittsburgh Law School that are accepted for transfer by the School of Law, under the criteria set forth above, will appear on a student’s transcript, and the grade will be included in the computation of a student’s grade point average. Students are responsible for informing the University of Pittsburgh Law School Registrar to send their grades to the Duquesne
University School of Law Registrar. The grades should be sent as expeditiously as possible in order to be posted in a timely fashion.

6. As part of the approval process for allowing a Law School student to enroll in a course taught at another law school, a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b) shall be submitted to the Registrar by the end of add/drop. See Section 2.14.8.

5. SCHOOL OF LAW DISCIPLINARY CODE

5.01 Definition of Rights and Responsibilities

1. The Law School’s Code of Student Conduct and Responsibility prohibits conduct that is contrary to accepted principles of academic honesty and student conduct, as defined in I.B. infra.

Membership in the Law School community imposes both an obligation to comply with its rules and the responsibility to assist in their enforcement. To that end, each student should report to the Disciplinary Officer evidence of any alleged violations of this Code of which the student has credible information or knowledge.

For matters outside scope of this Code, students are subject to disciplinary action pursuant to the University Code of Student Rights, Responsibilities and Conduct.

2. It shall constitute a violation of this Code for any student enrolled in the Law School purposely, knowingly, or recklessly to engage in the following conduct:

   a. Giving or taking of unfair advantage in the fulfilling of academic requirements. Such advantage need not be shown to adversely affect other students. Taking unfair advantage includes, but is not limited to:

      b. Giving or securing information about an examination except as explicitly authorized by the examining professor;

      c. Consulting or copying from any source during an examination, except as authorized by the examining professor.

      d. Interfering with academic instruction, including hiding or mutilating any material in the library.

3. Failing to attribute the ideas or language of another in written work that satisfies curricular requirements or work prepared under the auspices of the Law School.

4. Submitting work for academic credit, or in fulfillment of a requirement, where that work duplicates, in whole or in substantial part, work for which one has received, or is currently seeking, academic credit at the Law School or at another academic institution, without written disclosure to, and prior approval of, the faculty member in any course in which academic credit is being sought.
5. Submitting work for academic credit, or in fulfillment of requirements, where that work has been performed, or is being performed, in whole or in substantial part, in the context of a paid or unpaid employment setting, without written disclosure to, and approval of, the faculty member.

6. Violating any rule, regulation, or order duly promulgated by the faculty, Dean, Assistant or Associate Dean of the Law School.

7. Seriously and unreasonably disrupting the normal and orderly administration of the Law School.

8. Destroying University property.

9. Any action of such a serious nature as to raise questions of the fitness of the student to remain a member of the Law School community. Such action includes, but is not limited to:
   a. falsification or dishonesty in the presentation of credentials;
   b. violation of any valid criminal statute, excluding summary offenses;
   c. any conduct or act that constitutes a violation of the Pennsylvania Rules of Professional Conduct;
   d. failing to disclose information that may bear on the student’s character and continuing fitness to practice law, including failing to answer truthfully the questions asked on the Law School’s application for admission. The obligation to disclose is a continuing obligation from the date of submission of the student’s application to the Law School until the date of graduation.

10. Nothing in this Code detracts from the authority of members of the faculty to impose academic sanctions for failure to comply with course rules in matters falling outside this Code, or for inadequate student performance.

5.02 Jurisdiction
1. The provisions of this Code shall govern disciplinary action against any student enrolled at the Law School, including students pursuing advanced degrees.

2. The provisions of this Code may be invoked as to student conduct that takes place on or affects University property or which interferes with, or reflects adversely upon, the academic or other functions of the Law School.

3. Charges for conduct that constitutes serious criminal conduct or otherwise threatens the health and safety of members of the Law School community should be reported to the Duquesne University Department of Public Safety or the Director of Student Conduct. Incidents involving allegations of sexual violence or sexual misconduct should be reported to the University’s Title IX Coordinator or to any of the University’s Deputy Title IX Coordinators. Names and contact information for the University’s Title IX Coordinator and Deputy Title IX Coordinators is available at www.duq.edu/TitleIX.
5.03 Notice
Notification or transmission of material under this Code shall be accomplished through a student’s official Duquesne University email account.

5.04 Procedure

1. Offices. There shall be a Disciplinary Officer, who shall be a member of the full-time faculty, elected to a two-year term by the full-time faculty. There shall be a Disciplinary Committee of seven members, appointed by the Dean. Five members shall be appointed from among the full-time faculty and two from among the student body. The Dean shall appoint a Chair from among the full-time faculty members.

2. Commencement. Proceedings shall be commenced by the submission to the Disciplinary Officer of a written complaint against a student by any member of the Law School community, including faculty, staff and students.

3. Notice to the Accused Student. Within 72 hours of the filing of the complaint, the Disciplinary Officer shall furnish the accused student with a copy of the written complaint. At that time, the accused student shall be advised (a) of the right to retain counsel throughout all proceedings in the Disciplinary Code process, and (b) of the right instead to request the Dean to select a member of the full-time law school faculty to provide the student with representation in the disciplinary proceedings.

4. Dismissal. Within 30 days of the filing of the complaint, the Disciplinary Officer shall complete the investigation of the complaint. If the Disciplinary Officer determines that there is no probable cause for the complaint, or that the alleged violation is de minimis, or that the complaint was not filed in a reasonable time, the complaint shall be dismissed without further proceedings and no record of the complaint shall be retained in the official file of the student who was alleged to have violated this Code. When a complaint is dismissed, the Disciplinary Officer shall inform the person who filed the complaint, the accused student, and the Dean.

5. Settlement. If the Disciplinary Officer does not dismiss the complaint, the complaint may be disposed of on terms satisfactory to the accused student and the Disciplinary Officer, if approved by the Disciplinary Committee. These terms may include any penalties, or combination of penalties, available under the Code. If the complaint is resolved in this manner, the Disciplinary Committee shall meet with the accused student and the Disciplinary Officer to ensure that the settlement has been entered into voluntarily and knowingly by the accused student. Upon such a finding, the Disciplinary Committee shall approve the settlement and shall inform the Dean and the person who filed the complaint that the complaint has been resolved and the terms of the agreement.

6. Scheduling of Hearing. Within 45 days of the filing of the complaint with the Disciplinary Officer, if the complaint has not been dismissed or settled, the Disciplinary Officer shall notify the Chairperson of the Disciplinary Committee to schedule a hearing. Within 24 hours of the receipt of such notification, the Chairperson shall notify the accused student of the decision of the
Disciplinary Officer and shall schedule the time and place of the hearing, which shall be held not more than 30 days, nor less than 10 days after the notification by the Disciplinary Officer.

7. Failure to Contest the Complaint. The accused student shall notify the Disciplinary Officer in writing at least 5 days before the hearing whether the accused student intends to contest the charges or to plead guilty. If the accused student fails to notify the Disciplinary Officer of his or her intent, fails to attend the hearing, or pleads guilty, all allegations contained in the complaint shall be deemed admitted, and the Disciplinary Committee shall impose any penalty authorized by this Code.

8. Manner of Hearing
   
a. An accused student may retain legal counsel or other advisor to assist in his or her defense. The Disciplinary Officer shall present the School’s case.

b. If the accused student is represented by legal counsel at the hearing, the Disciplinary Officer shall act in a manner similar to a prosecutor in a criminal case.

c. If the accused student is not represented by legal counsel, the Disciplinary Officer shall:
   
1) be present at the hearing and shall present the School’s case;

2) be entitled to call whatever witnesses are necessary to present the School’s case and to question those witnesses and to question any witnesses called by the accused student;

3) be entitled to introduce any evidence necessary to the School’s case.

d. If the accused student is not represented by counsel, the Disciplinary Officer shall not question the accused student at the hearing.

e. The accused student, the Disciplinary Officer, or the Disciplinary Committee may call any witness or question any witness, other than the accused student, as to any facts associated with the alleged violation(s) as set forth in the complaint. The accused student may be questioned subject to Section III.H.4. In addition to such questioning, the accused student may reply orally or in writing or both to the complaint. Either the accused student or the Disciplinary Officer or the Disciplinary Committee may introduce any non-testimonial evidence.

Evidence shall not be limited to that admissible under rules of evidence in force in Pennsylvania or at common law or in the Courts of the United States.

f. The Chairperson of the Disciplinary Committee shall preside at the Hearing.

g. The Chairperson of the Disciplinary Committee, in the exercise of his or her discretion may, before the expiration of such period, extend the time in which any act required to be done under this Code must be accomplished. The accused student, the Disciplinary Officer and the members of the Disciplinary Committee shall be notified of any such extension.
h. The parties shall be informed that the hearing shall be recorded.

i. The proceedings may be transcribed at the option and expense of the party requesting transcripts.

j. A violation of this Code must be proved by a preponderance of the evidence.

k. A quorum of 5 members of the Disciplinary Committee shall be necessary to convene a hearing. The decision of a majority of the members of the Disciplinary Committee present shall be sufficient to decide or dismiss a case.

l. Any matter brought before the Disciplinary Committee shall be considered adjudicated when:

1) The Disciplinary Committee renders its decision; or

2) The Disciplinary Committee accepts a plea from the accused student.

m. The Chair of the Disciplinary Committee shall notify the accused student and the Disciplinary Officer of the Disciplinary Committee’s determination and the penalties imposed, if any.

9. Determination by Disciplinary Committee

Immediately at the close of the hearing, the Disciplinary Committee shall either (1) dismiss the complaint or (2) adjudicate the accused student guilty and impose any penalty, or combination of penalties, available under this Code. The decision of the Disciplinary Committee may be appealed to the Dean by the accused student per Section V.D.

10. In the case of conflicts or other instances of unavailability, substitutes for participants, where needed, shall be selected in reasonable conformity to processes set forth in this Code. In the case of unavailability of the Dean, the Associate Dean for Academic Affairs shall be substituted.

5.05 Penalties

1. Penalties may be imposed from the following list and shall be imposed without regard to the effect any penalty may have on the student’s graduation from the School or the date thereof:

- Restitution;
- Private Reprimand;
- Public Reprimand;
- Failing Grade or Grades, in the case of any conduct relating to a specific course or courses;
- Permanent withholding of any grade or any credit for a course;
- Re-examination in a course;
- Suspension, for such period or periods as the Disciplinary Committee deems appropriate;
- Permanent Expulsion, which shall include the denial of a degree and revocation of any credits for courses taken at the School of Law. Permanent Expulsion shall
require the vote of five members of the Disciplinary Committee, four of whom must be faculty.

- Any combination of any or all of the listed penalties.

2. The Disciplinary Committee may impose any other reasonable condition on a student or on a student’s conduct, and may further prescribe those penalties that shall be imposed in the event of a failure to comply with any such condition.

3. All penalties imposed under this Code shall take effect 5 business days after the decision of the Disciplinary Committee, unless the Disciplinary Committee shall specifically provide otherwise.

4. Within 5 days of receiving notice of the decision of the Disciplinary Committee, the accused student may file an appeal of the penalty with the Dean. Such appeal operates to stay imposition of the penalty. The Dean shall review the circumstances of the case and may either affirm the penalty or impose any lesser penalty authorized by this Code, which shall take effect 5 business days after the Dean’s decision. The student shall be notified by the Dean within 24 hours of the ultimate disposition of the case, including the penalty imposed, if any.

5.06 Records
1. Every disciplinary action taken against any student shall be reported to the Office of the Provost and a complete written record maintained in the office of the Dean. If the Disciplinary Committee shall find that a student has committed an offense under this Code, or a student shall plead guilty to having committed an offense under this Code, or there shall have been a settlement that includes an admission of a violation of this Code, such fact and the language of the Code section violated shall be noted in the official file of the student unless the Disciplinary Committee recommends to the Dean that a student’s file not contain such a notation because the conduct of the student did not involve purposeful or knowing dishonesty. The Dean may, in his or her sole discretion, accept or reject the recommendation of the Disciplinary Committee.

2. The Dean shall issue a public notice, to be posted in the Law School building, informing the student body of the adjudication of the Disciplinary Committee, the acceptance of a guilty plea or settlement, or the dismissal of disciplinary charges, omitting the name of the student. The form of such notice shall be as follows:

   Disciplinary Notice

   a. A Complaint was filed on [date] alleging that a student had violated [provision] of the Law School Disciplinary Code. [Provision] provides that “It shall constitute a violation….”

   b. The student entered into a settlement admitting a violation of [provision] of the Law School Disciplinary Code and accepting as a penalty [description of penalty].

   [or]
b. After a hearing, the Disciplinary Committee dismissed the charges.

[or]

b. The Disciplinary Committee adjudged that the student had violated [provision] of the Law School Disciplinary Code. [Provision] provides that “It shall constitute a violation . . .” The Disciplinary Committee ordered that the student [description of penalty].

[or]


__________________________________________  ______________________________________
Date  Dean

3. There shall be a sealed file of written complaints, to which only the Disciplinary Officer and the Dean shall have access.

4. A report of every disciplinary action shall be sent to the Office of the Provost.

6. ADMINISTRATIVE POLICIES

6.01 Payment
First-year students should be prepared, once registered, to pay all charges for tuition, fees, and room and board, if applicable. Upper-division students must pay all charges for tuition, fees, and room and board, if applicable, as per the terms of the invoice issued by the University for each semester. A student who is in debt to the University at the end of any semester is not eligible to sit for examinations, attend any classes during the succeeding semester, register for the next academic year, or receive an official transcript until his/her indebtedness has been satisfied.

Duquesne University School of Law does not permit any student to graduate or participate in the graduation ceremony if the student’s tuition, fees, or room and board debt has not been paid in full.

For those students who are financially unable to pay the full semester’s charges in advance, the University offers a student financing program. Students desiring payment of their tuition and other charges for the semester by installments should contact Duquesne University’s Student Financial Aid Office or Student Account Office in the University Administration Building. Loan programs for law students are not administered by the School of Law. Students who wish to apply for student loans should contact the University Financial Aid Office. The Financial Aid and Student Accounts Offices are located in the University Administration Building.
6.02 Refunds/Withdrawals
Tuition refunds are based upon the date of a student’s withdrawal from school. The date of withdrawal is the date on which the Academic Status Committee receives the student’s typed and signed notice of withdrawal. All notices of withdrawal should be delivered to the office of the Associate Dean of Academic Affairs or the School of Law Registrar. Permission to withdraw will not be granted to any student who has not fulfilled all of his/her financial obligations to the University. Any scholarship recipient, including a recipient of a School of Law Academic Scholarship, who withdraws from the School of Law, is not entitled to any part of his/her award. A student who withdraws from the School of Law no later than four weeks after the beginning of the semester will receive a partial refund of tuition. Fees and acceptance deposits are not refundable. Tuition refunds will be made according to the following schedule:

<table>
<thead>
<tr>
<th>Date of Withdrawal</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before school begins through add/drop</td>
<td>100%</td>
</tr>
<tr>
<td>During the first 2 weeks of classes</td>
<td>80%</td>
</tr>
<tr>
<td>Third week of classes</td>
<td>40%</td>
</tr>
<tr>
<td>Fourth week of classes</td>
<td>20%</td>
</tr>
<tr>
<td>After the end of the fourth week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

6.03 Student Complaints
As an ABA-accredited law school, Duquesne University School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at https://www.americanbar.org/groups/legal_education/resources/standards.html. Pursuant to ABA Standard 510, any student at the School of Law who wishes to bring a formal complaint to the administration of the School of Law “of a significant problem that directly implicates the school’s program of legal education and its compliance with the ABA Standards” shall do the following:

1. Submit the complaint in writing to the Associate Dean of Academic Affairs, or the Assistant Dean of Students (the complaint may be made by email, U.S. mail, hand delivery, or fax);

2. Cite the appropriate ABA Standard at issue, and describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the School of Law’s program of legal education and its compliance with a specific, identified ABA Standard(s); and

3. Provide the name, official School of Law email address, and a street address of the complaining student, for further communication about the complaint. When an administrator receives a student complaint that complies with the foregoing requirements, the following procedures shall be followed:

   a. The administrator to whom the complaint is submitted will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by email, U.S. mail, or by personal delivery, at the option of the administrator.
b. Within two weeks of acknowledgment of the complaint, the administrator, or the administrator’s designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the School of Law to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the School of Law to address the complaint within two weeks after completion of the investigation.

c. Appeals regarding decisions on complaints may be taken to the Dean of the School of Law. Any decision made on appeal by the Dean shall be final.

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

6.04 Official Student Email Policy
Your Duquesne University personal email account is the official method of communication for Duquesne administrative matters. You are required to periodically check your account for time critical notices such as billing notifications, insurance requirements or other important alerts or administrative notices requiring a timely response. Notice will be considered received one day following the date the notice is posted to your email account. Failure to check your email account does not excuse or exempt you from any actions required of you by the University.

6.05 Other Announcements
Advance assignments, class cancellations, classroom changes, student organization information, career services information, and all other School of Law notices appear on the informational monitors located throughout the School of Law or on Blackboard.

Once students have registered for courses, they may review their semester booklists on Self Service Banner in DORI. Duquesne University’s Barnes & Noble Bookstore, located in the Power Center on Forbes Avenue, has a link in Self-Service Banner.

All students should regularly check the informational television monitors, online, and their .duq email accounts, and Blackboard for advance reading assignments, class cancellations, School of Law notices, Career Services notices, student organization information, and general information.

Announcements concerning School of Law closings due to inclement weather or other special circumstances are available at 412.396.1700 and online at duq.edu/law.

6.06 Academic Advice
Students experiencing academic difficulties in any course are strongly encouraged to schedule an appointment with their professor(s) and/or the Director of Academic Excellence Program as soon as possible. Regarding matters of course selection and sequencing, the School of Law Registrar will
provide written information to students in advance of the registration period, and will assign faculty advisors to all students shortly after the beginning of the spring semester. The faculty advisors list is posted online at duq.edu/law/registrar. Students who are interested in pursuing any of the School of Law’s practice concentrations should consult with concentration faculty advisors regarding course selection.

6.07 Class Attendance
Regular and punctual attendance at all classes is mandatory, and the following policy shall apply to all courses in the School of Law. Faculty members are not required to announce attendance rules at the start of the semester in which a course begins, unless implementing a stricter attendance standard than that set forth below. A student who misses more than 20% of scheduled classes for a course in any semester without good cause, as determined by the faculty member, will receive a grade of “F” in that course and receive no credit, regardless of whether the course grade is based on one or more quizzes, exams, papers, or projects. A student’s late arrival or lack of preparation for class may be counted by the faculty member as an absence.

Students who are notified that they will fail an elective course due to excessive absences may petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for relief; however, the sole relief that may be granted, in the discretion of the Committee, is to convert the “F” to a withdrawal from the course. This relief will be granted only if good cause is provided by the student to the Committee in advance of its consideration of the student’s petition, and only if the course instructor acquiesces. Further, no student will be entitled to a withdrawal if it would result in the student being enrolled in fewer credits for the semester than required for residency purposes. The right to petition does not apply to excessive absences in required courses, because no student may withdraw from a required course. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

For the purposes of illustration only, a student may miss no more than three classes in courses that are scheduled to meet 14 times per semester, no more than six classes in courses that are scheduled to meet 28 times per semester, and no more than eight classes in courses that are scheduled to meet 42 times per semester.

Any absences for an extended period of time, due to illness or other exigent circumstances, must be reported to the Assistant Dean of Students and the School of Law Registrar.

6.08 Outside Employment
The full-time day division is designed to provide training and education for those students who wish to devote full time to the study of law. The School of Law strongly suggests that first-year day division students not engage in any outside employment during their first year at the School of Law, and strongly suggests that upper-level full-time, day division students not engage in more than 20 hours per week of outside employment.
6.09 Special Needs and Religious Observance Accommodations

Any student with special needs who desires accommodations for examinations or other class-related needs must contact the Duquesne University Office of Disability Services at 412.396.6657 to begin the process of documenting the condition that warrants accommodations. Students are encouraged to begin this process as soon as possible. Once a condition is formally documented, Disability Services will determine the accommodations that are appropriate for the student, and will notify the School of Law’s Assistant Dean of Students. Students must complete this process in order to be afforded accommodations at the School of Law. Duquesne University’s policy with regard to accommodations for disabled students is available online at: https://duq.edu/life-at-duquesne/student-services/disability-services.

Students whose religious practices preclude them from taking exams on certain days of the week are strongly encouraged to check the exam schedule as early as possible during each semester and to contact the School of Law Registrar’s office to request a revised exam schedule, if needed. Students should not contact their professors about any exam scheduling issues.

Written examinations are held at the completion of all courses unless the faculty has determined otherwise. Each semester, all students are issued an examination number by the School of Law Registrar’s Office in order to ensure that grading will be anonymous. Failure to take an examination or to submit any papers required at the scheduled time in any course shall constitute a failure of such course.

For the purpose of maintaining anonymity, students are not permitted to contact individual professors regarding requests for make-up examinations, rescheduling of examinations, or any other matter regarding examinations until after grades are posted for those examinations.

6.10 Non-Matriculating Graduate Students

Students in other graduate programs at the University and foreign exchange students (“non-matriculating graduate students”) may register for any elective course offered by the School of Law, except that the following elective courses may be taken only with the express written permission of the professor teaching the course: Advanced Legal Writing courses, courses linked to the Trial Advocacy and Appellate Advocacy Programs, Clinical and Externship courses, and elective courses for which the non-matriculating graduate student has not taken and passed a listed prerequisite. Non-matriculating graduate students may register for the second semester of a two-semester course only after successful completion of the first semester. The examinations of non-matriculating graduate students will be specifically identified and graded outside of any curve established by the School of Law. Furthermore, at the professor’s discretion, non-matriculating graduate students may be graded by use of the same exam as J.D. candidates or by an alternative exam and may be offered other accommodations, such as open book examinations or additional time. Non-matriculating graduate students are not entitled to extra time for exams; however, any exchange student who feels disadvantaged because English is their Second Language may petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for extra time. The petition must include the student’s TOEFL or ICES score. Nothing in this section precludes a student from seeking accommodations from Disability Services. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.
7. LL.M. FOR FOREIGN LAWYERS GRADUATION REQUIREMENTS

7.01 Program Overview
The Master of Laws for Foreign Lawyers degree program offers foreign lawyers and foreign students studying law or in a law-related field the opportunity to study U.S. law with U.S. law students. Candidates may choose from two tracks: the General Track and the Bar Track. Both tracks allow students the opportunity to study, and improve, their legal research, writing, and analytical skills in the context of U.S. law. The General Track is designed to familiarize foreign lawyers and students with the general principles of U.S. law and to prepare them for the demands of practicing law in a global economy. Graduates of the General Track will acquire the necessary skills to understand the cross-border implications of U.S. law. They will return to their home country prepared to work with their colleagues and with U.S. attorneys with respect to issues that implicate U.S. law. The Bar Track is designed for students interested in preparing to take the bar exam in California or in New York; students who wish to take the U.S. bar exam in another jurisdiction should apply for the J.D. program.

7.02 Admissions
7.02.1 Selection of Track
Candidates must indicate on their application whether they are applying for the General Track or for the Bar Track. Once admitted, a student may not transfer from the General Track to the Bar Track, even though the student satisfies the requirements for admission to the Bar Track. Students admitted to the Bar Track may, in certain circumstances, transfer to the General Track; however, a student who transfers to the General Track will not be certified to sit for the California or New York Bar.

7.02.2 Admissions Criteria – General Track
7.02.2.1 Educational Requirements
The following candidates may apply for the General Track:
1. Foreign Lawyers and Candidates for a Foreign Law Degree.
   a. Candidates who have already fulfilled the educational requirements for admission to the practice of law in a foreign country, including a law degree from an institution recognized by the competent accrediting agency of the government of the foreign country.
   b. Candidates studying law at a foreign institution that has in effect a joint LL.B./LL.M. degree agreement with Duquesne University School of Law and who have completed three years of their LL.B. degree program at their home institution and will complete their fourth year of study of law at Duquesne University School of Law by earning an LL.M. for Foreign Lawyers as part of this joint degree program.

2. Candidates Holding or Pursuing a Foreign Law-Related Degree.
   a. Candidates who have already fulfilled the educational requirements for admission to the practice of law in a foreign country, including a law-related degree from an
institution recognized by the competent accrediting agency of the government of the foreign country.

b. Candidates pursuing a law-related degree at a foreign institution that has in effect a joint LL.B./LL.M. degree agreement with Duquesne University School of Law and who have completed three years of their LL.B. degree program at their home institution, and will complete their fourth year of study for their degree at the Duquesne University School of Law by earning an LL.M. for Foreign Lawyers as part of this joint degree program.

7.02.2.2 English Language Requirements

Applicants for the General Track must satisfy the following requirements:

1. **English Proficiency Test Scores**

   a. **TOEFL Score of 90 or an IELTS examination score of 7.** Applicants to the General Track LL.M. Program, who have a TOEFL examination score of 90 or above or an IELTS examination score of 7 or above:

      1) Must successfully complete a telephone interview in order to establish the necessary fluency.

      2) Must, once they arrive at Duquesne, undergo testing by the Duquesne University ESL Department, the results of which will determine whether the applicant is required to take any additional English language courses while pursuing the LL.M. Failure to undergo the required ESL testing or to take any required, additional English-language courses will result in revocation of an applicant’s admission to the LL.M. Program.

      3) In the case of foreign lawyers and candidates for a foreign law degree, attendance at Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation is strongly encouraged.

      4) For candidates holding or pursuing a foreign law-related degree, attendance at Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation is required. Failure to attend shall result in revocation of an applicant’s admission to the LL.M. Program.

   b. **TOEFL Score of 85 to 89 or IELTS score of 6.5.** Applicants to the General Track LL.M. Program, who have a TOEFL score of 85 to 89 or an IELTS score of 6.5 may be admitted at the discretion of the Dean’s office and the Assistant Dean of Enrollment Management (the Assistant Dean), after consulting with the ESL department, which shall include a review of the applicant’s TOEFL or IELTS scores as a whole and in the four key sub-categories, and after conducting a telephone interview with the candidate. If admitted, applicants who have a TOEFL score of 85 to 89 or an IELTS score of 6.5:
1) Must undergo testing by the Duquesne University ESL Department once they arrive at Duquesne. The results of those tests will determine whether the applicant is required to take any additional English language courses while pursuing the LL.M.

2) Must attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation.

3) Failure to undergo the required ESL testing or to take any additional, required English-language courses or to attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students will result in revocation of an applicant’s admission to the LL.M. Program.

c. **TOEFL score of 80 to 84 or an IELTS score of 6.0 to 6.49.** Applicants to the General Track LL.M. Program who have a TOEFL score of 80 to 84 or an IELTS score of 6.0 to 6.49, may be admitted in the discretion of the Dean’s office and the Assistant Dean of Enrollment Management (the Assistant Dean) ONLY, in consultation with the ESL department, which shall include a review of the candidate’s TOEFL or IELTS scores as a whole and in the four key subcategories, and after conducting a telephone interview with the candidate. If admitted, applicants who have a TOEFL score of 80 to 84 or an IELTS score of 6.0 to 6.49

   1) Must, once they arrive at Duquesne, undergo testing by the Duquesne University ESL Department, the results of which will determine whether the applicant is required to take any additional English language courses while pursuing the LL.M.

   2) Must attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation.

   3) Failure to undergo the required ESL testing or to take any additional, required English-language courses or to attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students will result in revocation of an applicant’s admission to the LL.M. Program.

### 7.02.3 Admissions Criteria – Bar Track

#### 7.02.3.1 Educational Requirements

The following candidates may apply for the Bar Track:

1. Foreign Lawyers and Candidates for a Foreign Law Degree.
   a. Candidates who have already fulfilled the educational requirements for admission to the practice of law in a foreign country, including a law degree from an institution recognized by the competent accrediting agency of the government of the foreign country.

   2. Candidates studying law at a foreign institution that has in effect a joint LL.B./LL.M. degree agreement with Duquesne University School of Law and who have completed
three years of their LL.B. degree program at their home institution and will complete their fourth year of study of law at Duquesne University School of Law by earning an LL.M. for Foreign Lawyers as part of this joint degree program.

7.02.3.2 English Language Requirements

Applicants for the Bar Track must satisfy the following requirements:

**English Proficiency Test Scores:** All applicants to the Bar Track LL.M. Program must have a TOEFL Score of 90 or above or an IELTS examination score of 7 or above.

7.02.3.2 Other Admissions Requirements

All applicants to the Bar Track:

1. Must successfully complete a telephone interview in order to establish the necessary fluency.
2. Must, once they arrive at Duquesne, undergo testing by the Duquesne University ESL Department, the results of which will determine whether the applicant is required to take any additional English language courses while pursuing the LL.M.
3. Must attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation.
4. Failure to undergo the required ESL testing or to take any required additional English-language courses or to attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students will result in revocation of an applicant’s admission to the LL.M. Program.

7.02.4 Application Forms

Applications are available on-line at: www.duq.edu/law/academics/llm/applications.cfm and from the Law School Admissions Office. Application deadline is April 30 of the year in which a candidate wishes to enter the Program, which can be extended at the discretion of the Assistant Dean.

7.03 General Track LL.M. Curriculum

7.03.1 Credits Required

1. General Track LL.M. candidates are required to receive passing grades in classes totaling twenty-four credits in order to graduate with the LL.M. degree.
2. Courses taken in Duquesne Law School’s Summer Bridge Program for Foreign Law Students shall not count towards the required twenty-four credits.
3. General Track LL.M. candidates must complete the General Curriculum within 24 months from the date of matriculation.
7.03.2 Core and Elective Courses

1. The General Track LL.M. Degree requires the completion of a certain number of required courses (the “Core Courses”), as well as the completion of electives.

2. General Track LL.M. candidates are required to attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation if they failed to receive at least a TOEFL score of 90 or an IELTS examination score of 7; however, General Track LL.M. candidates holding or pursuing a foreign law-related degree must attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students regardless of their TOEFL or IELTS score.

3. The Core Courses are listed in Attachment A.

4. In addition to the Core Courses, General Track LL.M. candidates may take any Elective or JD-required course offered by the Law School, except for the required first-year Legal Research and Writing courses, Core Competencies, Applied Competencies, Advanced Legal Reasoning, and Elective courses for which they have not taken and passed a listed pre-requisite course. Furthermore, without the express written permission of the professor teaching the course, LL.M. candidates may not take any of the following courses: Advanced Legal Writing courses; courses linked to the Trial Advocacy and Appellate Advocacy Programs; and Clinical and Externship courses.

7.03.3 Grading

1. The examinations of General Track LL.M. candidates will be specifically identified and graded outside of any curve established by the Law School.

2. LL.M. candidates will be graded in all courses on a pass/fail basis.

3. At the professor’s discretion, LL.M. candidates may be graded by use of the same exam as J.D. candidates or by an alternative exam; however, General Track LL.M. candidates who are non-native English speakers will be offered the following accommodations:

   a. They may use a common-language (i.e., not legal) translating dictionary from their native language into English during any examination.

   b. They may request 50% more time than J.D. candidates if the professor elects to have the LL.M. candidates sit for the same exam as the J.D. students.

   c. At the professor’s discretion, other accommodations may be offered (e.g., open book examinations).

7.03.4 Bar Certification and Transfers

1. LL.M. candidates on the General Track may not sit for a bar examination, and the Law School Registrar will not certify any LL.M. graduate from the General Track as eligible to sit for any bar examination.

2. LL.M. students on the General Track are not permitted to transfer to the Bar Track.
7.04 Bar Track Curriculum

7.04.1 Credits Required
1. LL.M. candidates in the Bar Track must receive passing grades in classes totaling twenty-five credit hours within twelve months of matriculation in order to graduate with the LL.M. degree.
2. Courses taken in Duquesne Law School’s Summer Bridge Program for Foreign Law Students shall not count towards the required twenty-five credits.

7.04.2 Core and Electives
The Bar Track LL.M. Degree requires the completion of a certain number of required courses (the “Core Courses”), as well as the completion of electives.

The core courses are listed on Attachment B.

In addition to the Core Courses, candidates may take up to two electives in any course offered by the Law School, except for the first-year Legal Research and Writing course (required of first-year J.D. candidates), Advanced Legal Reasoning, and any course for which they have not successfully passed a prerequisite course. In addition, without the express written permission of the professor teaching the course, LL.M. students may not take the following courses: Advanced Legal Writing courses; courses linked to the Trial Advocacy and Appellate Advocacy Programs; and Clinical and Externship courses.

Bar Track LL.M. candidates are required to attend Duquesne University School of Law’s Summer Bridge Program for Foreign Law Students or Intensive Orientation Program (IOP) in the summer months immediately preceding matriculation.

7.04.3 Grading
LL.M. candidates on the Bar Track must take the same exam as, and will be subject to the same standards as, those applicable to J.D. candidates.

Bar Track LL.M. candidates will be graded on the same grading scale as J.D. candidates in every course. The grading scale is: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, F.

Unlike General Track LL.M. candidates, Bar Track LL.M. candidates shall not be entitled to accommodations based on their proficiency in the English language. Please note that Duquesne University School of Law strictly adheres to a policy of non-discrimination and will make reasonable accommodations for students as required by law. For more information, please refer to Duquesne’s policies on non-discrimination and accommodations.

LL.M. students on the Bar Track must maintain a grade point average of at least 2.00 to remain on the Bar Track. Any Bar Track LL.M. student who fails to maintain the required grade point average shall be automatically transferred to the General Curriculum. Any Bar Track student who receives a grade of less than C in any course is strongly encouraged to transfer to the General Curriculum.
7.04.4 Bar Certification and Transfers
Bar Track LL.M. students who successfully complete the necessary requirements may be certified by the Law School Registrar to sit for the New York or California bar.

In certain limited circumstances foreign lawyers who have practiced law for at least five of the last eight years and meet other requirements may sit for the Pennsylvania Bar exam. Candidates for the Bar Track students who satisfy these requirements and are interested in sitting for the Pennsylvania Bar exam should speak to the Dean’s office prior to admission. Duquesne Law School will work with qualified applicants to structure their educational experience to that they will satisfy these requirements. See http://www.pabarexam.org/bar_admission_rules/205.htm for more information.

All requirements related to applying to sit for any bar examination shall be the sole responsibility of the LL.M. candidate, including without limitation, ensuring that their original degree-granting institution meets the requirements of the licensing agency in the state where the applicant intends to sit.

Applicants must consult the licensing agency in the jurisdiction where they intend to sit for the bar examination prior to matriculating at the Law School.

Students on the Bar Track may transfer to the general curriculum by providing the Law School Registrar written notice of intent to transfer during add/drop (the first week of each semester) and completing any other paperwork required by the Registrar’s office. In all other situations, students who wish to transfer from the Bar Track to the General Track must petition the Academic Status Committee of the Law School (c/o of the Associate Dean for Academic Affairs), and permission to transfer may be denied in the discretion of the Committee. If a student on the Bar Track transfers to the General Track, any credits successfully completed on the Bar Track shall count towards the 24-credits required for the General Track. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

7.05 Other Information of Interest to Bar Track LL.M. Candidates
The Bar Pass Curriculum is tailored to candidates who intend to sit for a bar examination in one of the United States. The LL.M. for Foreign Lawyers Bar Tack Curriculum provides foreign-trained lawyers with the foundations for practicing law in the United States. Students in this program gain grounding in the basic principles of American law in a curriculum designed to meet the requirements for foreign-trained lawyers to sit for the bar examinations in New York or California.

- New York: Applicants must complete period of law study equivalent in duration and substance to that specified in New York rules in law school recognized by competent accrediting agency of the government of such foreign country. All applicants must have their transcripts evaluated by the Board of Law Examiners to determine if further study is required in the form of a qualifying LL.M. degree from an ABA-approved law school in the United States. Rules related to applications and eligibility to sit for the New York bar examination are available at: http://www.nybarexam.org/Eligible/Eligibility.htm
California: Foreign law school graduates must request individual evaluation to determine legal education equivalency. Graduates from foreign law schools may qualify to take the California bar exam if they obtain an LL.M. degree or complete an additional one year of law study at an ABA-approved or California-accredited law school that includes a certain number of credits in bar examination subject matter. Foreign-educated law students who did not graduate are not eligible to take the exam and are required to either graduate with a J.D. degree at an ABA-approved or California-accredited law school or complete four years of law study at a law school registered in California and pass the First-Year Law Students Exam. Foreign law school graduates who are admitted to the active practice of law in good standing in their countries do not have to complete any additional law study to qualify to take the bar exam. Rules related to application and eligibility to sit for the California bar examination are available at: http://admissions.calbar.ca.gov/Requirements.aspx

The above descriptions of the requirements to sit for the bar examinations in New York and California are for descriptive purposes only, and do not contain the full list of requirements, which are subject to change from time to time and at any time by the administrative agencies in each jurisdiction. In all cases, it is expressly understood that the LL.M. applicant, student, or graduate bears responsibility for learning and complying with the requirements to sit for a bar examination. Duquesne University School of Law makes no representation and provides no assurances that any LL.M. applicant, student, or graduate is eligible to sit for a bar examination.

7.06 Costs
Tuition is set by the Administration, without regard for the J.D. tuition.

7.07 Degree
Successful General Track Candidates shall receive a Master of Laws. Successful Candidates on the Bar Track shall receive the Master of Laws “with Honors.”

7.08 Applicability of School of Law Policies and Procedures
The Policies of the School of Law shall apply to LL.M. candidates to the extent not inconsistent with the provisions of this section (Section 7).

7.09 Attachment A: General Curriculum for LL.M. Program for Foreign-Trained Lawyers Completed in One Academic Year

I. Total Credits Required: 24 credits

II. Core Courses

A. Introduction to the American Legal System (2 credits) (Submission of a significant paper is required.)
B. Legal Research, Writing and Analysis (including case briefing) (3 Credits total, taken as 1 Cr Fall; 2 CR Spring)

C. Minimum of two courses from the following list:
   a. Contracts I
   b. Contracts II
   c. Torts I
   d. Torts II
   e. Civil Procedure I
   f. Civil Procedure II
   g. Property I
   h. Property II
   i. Criminal Law
   j. Criminal Procedure
   k. Constitutional Law I
   l. Constitutional Law II

Note: Prerequisite to part II of any two-part course is successful completion of part I of the course.

III. Elective Courses

The remainder of the credits may come from any Elective or JD-required course offered by the School of Law, except for the required first-year Legal Research and Writing courses, Core Competencies, Applied Competencies, Advanced Legal Reasoning, and courses for which they have not taken and passed a listed pre-requisite course. Furthermore, without the express written permission of the professor teaching the course, LL.M. candidates may not take any of the following courses: Advanced Legal Writing courses; courses linked to the Trial Advocacy and Appellate Advocacy Programs; and Clinical and Externship courses.

7.10 Attachment B:
Bar Track Curriculum for LL.M. for Foreign-Trained Lawyers Program

I. Total credits required: 25 credit hours must be successfully completed within one calendar year of matriculation in order to earn the LL.M. degree.

II. The Bar Track Curriculum for the LL.M. for Foreign-Trained Lawyers Program requires that students take and pass the following Core Courses in the semester listed in the chart below:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Research, Writing &amp; Analysis I</td>
<td>1</td>
</tr>
</tbody>
</table>
Introduction to the American Legal System 2
Professional Responsibility (Ethics) 3
Core Competencies for Legal Practice I 2
Constitutional Law I 3
Property I or 3
Contracts I 2

Spring Semester
Legal Research, Writing & Analysis II 2
Core Competencies for Legal Practice II 2
Constitutional Law II 3
Property II or 3
Contracts II 3

III. Elective Courses
A. In addition to the Core Courses, candidates may take up to two electives in any course offered by the School of Law, except for the first-year Legal Research and Writing course (required of first-year J.D. candidates), Advanced Legal Reasoning, and any course for which they have not successfully passed a prerequisite course. In addition, without the express written permission of the professor teaching the course, LL.M. students may not take the following courses: Advanced Legal Writing courses; courses linked to the Trial Advocacy and Appellate Advocacy Programs; and Clinical and Externship courses.

B. It is strongly recommended, but not required, that students on the Bar Track Curriculum should take electives in subjects that are tested on the bar examination. These subjects include: Criminal Law; Criminal Procedure; Civil Procedure; Sales (Uniform Commercial Code Articles 2 and 2A); and Corporations I and II.

IV. Notes:
A. The Bar Track Curriculum requires completion of 25 credit hours within one year of matriculation.

B. The 25-hour requirement can be satisfied by completing only the Core Courses, which add up to 12 – 13 credit hours per semester.

C. Subject to the restrictions set forth above in Section III, students may take up to two elective courses while resident at the School of Law; however, no student may take more than 17 credit hours in any semester.
D. The spring semester course, Legal Research, Writing & Analysis II, requires the preparation and submission of a significant paper.

8: DUQUESNE UNIVERSITY AND SCHOOL OF LAW STATEMENT OF POLICIES

8.01 Reserved Powers
Duquesne University and the Duquesne University School of Law recognize that the educational process, from admission through graduation, requires continuing review and appropriate approval by appropriate University and School of Law officials. As such, the provisions of these Policies and Procedures are to be considered directive in character. The University and the School of Law, therefore, reserve the right, at any time, to change any and all requirements, schedules (including changing course instructors), regulations, and policies contained herein, including, but not limited to the requirements for graduation, fees, tuition, room and board costs, and to determine whether an individual has satisfactorily met the requirements for admission or graduation.

8.02 University Policies
University policies applicable to graduate students apply as well to law students. To the extent that a University policy conflicts with a School of Law policy, the University policy shall control.

8.03 Classroom Video Recording Policy
By enrolling in any program or course offered by the School of Law, or by attending any academic or co-curricular offering conducted under the auspices of the School of Law, a student thereby consents to the audio and video recording of that program, a course meeting, or other offering, if such consent is required by local, state, or federal law. Notice of recording of any program, course meeting, or offering will be provided to all persons attending the program, course meeting, or offering. The making and use of such recordings is subject to the University’s requirements under the Americans with Disabilities Act and other similar federal or state requirements. Recordings may be made for other academic purposes, such as making recordings available to students who are unable to attend a program, course meetings, or offering. Permission to access a recording will be determined by the faculty member teaching the course or other official of the School of Law. Any person granted permission to view a recording may not retain a copy of the recording, disseminate the recording to others, or transcribe the recording other than for purposes of course study by that person. Retaining a copy, or disseminating a copy of the recording or a transcript, will be considered a violation of the Disciplinary Code of the School of Law.

Video recordings created under this policy are for the use and benefit of the Professor, the student(s) that he/she designates, and those students granted access to the video recordings as an accommodation. No other use will be made of the recordings without the professor’s express permission.

8.04 Notice of Right to Privacy
Under the Family Educational Rights and Privacy Act, access to student records by non-University personnel is restricted unless granted by the student, or dependency of the student is demonstrated by a parent or guardian.
8.05 Privacy Rights of Students
The School of Law maintains an academic record and file for any student who has registered for any regular session. In addition, a financial aid file and/or a career services file are maintained for each student who has applied for or otherwise sought the assistance of those offices. The School of Law respects the privacy rights of its students and their families and also endeavors to insure the accuracy of all information contained in any file.

8.06 Notice of Nondiscrimination and Non-Harassment Policy
University policies regarding discrimination and harassment are defined in TAPs Nos. 30 (Affirmative Action, Equal Educational and Employment Opportunity, and Human Relations in the Workplace and Classroom) and 31 (University Policy on Gender Discrimination and Sexual Misconduct).

If you feel you have been discriminated against or harassed, please contact the director of anti-discrimination policy and compliance, Sean Weaver, Director, Anti-Discrimination Policy and Compliance, at weavers2@duq.edu or 412.396.2560.

Duquesne current students, staff and faculty can learn more about anti-discrimination and sexual harassment on DORI.

8.07 Important Contact Information
University Affirmative Action Officer 412.396.6661
Department of Public Safety* 412.396.2677
University Title IX Coordinator 412.396.2560
Director of Student Conduct 412.396.6642
Office of the General Counsel 412.396.5181
Pittsburgh Police Department* 911

* These phones answer 24 hours a day/7 days a week.

8.08 Americans with Disabilities Act
The University policy with regard to accommodations for disabled students is available from the University Office of Disability Services https://www.duq.edu/life-at-duquesne/student-services/disability-services.

Any student desiring accommodations for class sessions or examinations should contact the Assistant Dean of Students. A student who considers himself or herself disabled is advised to contact Disability Services, 309 Duquesne Union, 412.396.6658, in order to inquire about the University’s pertinent policies and procedures. Within the School of Law, the person to contact is the Assistant Dean of Students.

9.09 Journal Bylaws
Article I. Name
The name of the publication is Joule: Duquesne Energy & Environmental Law Journal. If the Faculty finds that the publication name is no longer suitable, the Faculty may solicit the Board to create a more suitable publication name.

Article II. Definitions
The following words and phrases, when used within these Bylaws, shall be interpreted according to the listed definitions below, unless the context clearly indicates otherwise:

“Article.” A written work authored by an Article Staff member of Joule that provides in-depth analysis of an energy or environmental law topic. The article writing process is outlined in full in Article VII, Section 1.

“Article Staff.” Those Joule Staff members who are in the process of completing articles during their first two (2) academic semesters as Joule members.

“Blog.” A concisely written commentary, ranging between 500-750 words, authored by a Legal Voice Staff member of Joule. Joule’s blogs shall serve as a means to quickly disseminate recent information or occurrences impacting energy or environmental law. The blog writing process is outlined in full in Article VII, Section 2.

“Board.” Refers to Joule’s Editorial Board. Members of the Board may be referred to as either Board members or Editors.

“Faculty Advisor.” A member of the Law School Faculty who represents the interests of Joule before the Faculty and Administration.

“Faculty Reader.” A full-time member of the Law School Faculty who has agreed to evaluate an Article Staff member’s Joule writing for the purpose of satisfying the Upper-Level Writing Requirement through Independent Study.

“Law School.” Refers to the Duquesne University School of Law.

“Legal Voice Staff.” Those Joule Staff members who have agreed to serve up to two (2) academic semesters on Joule’s Legal Voice section.

“Publishable Quality.” A standard of writing that is achieved only when the written work has incorporated all applicable rules pertaining to citation, grammar, format, and style. A writing that has achieved the standard of publishable quality merits consideration for publication in a respected scholarly law journal.

“Staff Members.” Includes all members of the Article Staff and Legal Voice Staff.

“Students.” Includes all students who are enrolled during the current academic year at the Law School in pursuit of a Juris Doctorate degree.

Article III. Purpose, Mission, and Vision

Section 1: Purpose and Mission

The purpose of Joule is to produce one annual publication of articles authored by professionals and students, focusing on the areas of energy and environmental law. Joule shall also produce frequent blog postings throughout the academic year. In this respect, Joule’s mission is to provide students with an opportunity to develop and utilize writing skills to communicate their examination, analysis, and criticism in such areas of the law.

Section 2: Vision

The vision of Joule is to afford students with an opportunity to produce written work for an expansive audience which has the potential to inform and influence the courts, the bar, legal practitioners, technical specialists, legal scholars, and other professionals within the community.

Article IV. The Board

Section 1: Composition, Number, and Term of Office

Joule shall be governed by a duly elected Board of seven (7) Editors, comprised of an Editor-in-Chief, Executive Editor, Executive Content Editor, Executive Research Editor, Production Editor, Managing Editor, and Senior Legal Voice Editor.

Each Editor, except one who is appointed to fill a vacancy during a term, shall be elected to serve until his or her successor shall be elected.
The Board may amend the Board structure when (a) necessary and (b) approved by the Law School’s Faculty. Board members must always maintain their statuses as Staff members and fulfill all requirements of staff membership in addition to their responsibilities as Editors.

Section 2: Eligibility for the Board

The Board shall formulate a standard of eligibility for editorial positions and must ensure that Staff members are afforded an adequate opportunity to qualify.

The Board must never require less than a reasonable indication of a Staff member’s intention to fulfill the writing and production responsibilities of Staff membership.

Section 3: Responsibilities of the Editor-in-Chief

The Editor-in-Chief shall serve as the chief officer and editor of Joule. The Editor-in-Chief has the ultimate authority to determine what writings will be published on Joule’s webpage.

The Editor-in-Chief shall act as liaison between Joule, the Faculty, and Administration of the Law School.

The Editor-in-Chief shall certify whether a Staff member’s article has achieved the standard of publishable quality.

The Editor-in-Chief shall create goals, assign tasks, and work with each Editor in completing these tasks.

Other responsibilities of the Editor-in-Chief shall include selecting new Staff members along with the Executive Editor, selecting new Editors, making the final decision on publication offers, finding and communicating with authors and subscribers, and overseeing the business affairs of Joule.

The Editor-in-Chief has discretion to unilaterally render decisions, otherwise requiring action by the Board, where (a) the exigencies of a situation demand immediate action and (b) a meeting of the Board is impractical. The Board may review and reverse decisions so made by the Editor-in-Chief when such actions were not in the best interests of Joule.

Section 4: Responsibilities of the Executive Editor

The Executive Editor shall act as a liaison between the Editor-in-Chief and the Board. The Executive Editor shall administer the commands of the Editor-in-Chief through written and oral communication to the Board. The Executive Editor shall also delegate tasks and work directly with all Joule Board members.
The Executive Editor must maintain a high standard of editorial excellence for Joule. The Executive Editor must develop a production schedule and ensure that all Board, Staff, and Legal Voice members meet any deadlines set by the Editor-in-Chief.

The Executive Editor shall be responsible for reviewing all articles and blogs intended to be published. Hence, the Executive Editor is responsible for overseeing both the Articles Section and the Legal Voice section.

The Executive Editor shall also coordinate source-checking assignments, review and finalize proposed changes to articles proposed by the Executive Content Editor and Executive Research Editor and provide an outline of the article or blog and proposed changes thereto to the Editor-in-Chief for his or her final review.

The Executive Editor must perform such other administrative and clerical tasks as required and directed by the Editor-in-Chief to ensure the effective operation of Joule.

Section 5: Responsibilities of the Executive Content Editor
The Executive Content Editor must maintain a high standard of editorial excellence for all student-authored and submitted works. The Executive Content Editor shall ensure published articles are topical, current, and precedential to issues impacting energy or environmental law.

The Executive Content Editor shall work jointly with the Executive Research Editor, where both shall be tasked with editing, commenting, and providing feedback to written work submitted by the Article Staff. The Executive Content Editor shall oversee a process that strives to bring every Article Staff member’s article to a standard of publishable quality. This process must include briefing to all Article Staff members, detailing the mechanics of a well written article and the deadlines for producing student-written work. This requires the Executive Content Editor to create the Article Staff schedule for the academic year which shall consist of (a) an article submission schedule for the fall semester and (b) a source-checking schedule for the spring semester.

The Executive Content Editor shall work jointly with the Executive Research Editor to assign and review all source-checking assignments submitted by Article Staff Members.

The Executive Content Editor may solicit suitable articles submitted by Article Staff for publication on Joule’s webpage.

Section 6: Responsibilities of the Executive Research Editor
The Executive Research Editor shall work jointly with the Executive Content Editor to oversee a process that strives to bring every Article Staff member’s article to a standard of publishable quality. The Executive Research Editor and the Executive Content Editor shall determine which articles are to be considered by the Executive Editor and the Editor-in-Chief for publication on Joule’s webpage.
The Executive Research Editor must be the focal point of any questions concerning citations, source selection, footnotes, and compliance with the Bluebook Citation Manual. Once Article Staff has begun source checking the articles the Joule Board intends to publish on its webpage, the Executive Research Editor shall review each individual source checking assignment and verify the accuracy of the cited sources to ensure that all citations adhere to the Bluebook Citation Manual.

The Executive Research Editor must ensure that all works that pass through the production process are properly checked for plagiarism and citation errors. The Executive Research Editor must also find any recent energy or environmental case law or sources to keep Joule’s Board informed of any new updates which may be used for articles or blogs.

The Executive Research Editor shall create any summer write-on competition materials including the write-on prompt, editing exercise, and directions. These materials shall be submitted to the Executive Editor for approval.

Section 7: Responsibilities of the Production Editor

The Production Editor shall be responsible for the production of all articles and blogs for publication, as deemed necessary by the Editor-in-Chief. Production responsibilities will consist of the design, maintenance, and formatting of Joule’s webpage along with the task of updating Joule’s social media sites. The webpage shall be the primary source of Joule’s publication and distribution. Therefore, the Production Editor shall be the primary contact for any questions concerning Joule’s webpage.

The Production Editor shall oversee Joule’s entire webpage, which includes (a) an article section and (b) the Legal Voice section for blogs. Production will consist of article publications once per academic year and blog publications two to three times per academic semester. In order to effectively manage the upkeep of the webpage, the Production Editor may delegate any assignments within reason to the Senior Legal Voice Editor or Legal Voice Staff, as deemed necessary.

Section 8: Responsibilities of the Managing Editor

The Managing Editor shall conduct the business affairs of Joule, overseeing Joule’s assets and liabilities. The Managing Editor shall be responsible for developing marketing ideas, planning events, soliciting subscriptions, and finding ways to make Joule function efficiently. The Managing Editor must assist the Editor-in-Chief in any duly delegated capacity. This task involves regularly overseeing Joule’s e-mail account, supplies, and technology necessary to the editing and production processes.

The Managing Editor shall act as a liaison between Joule and its subscribers and advertisers. The Managing Editor is responsible for ensuring that every Joule subscriber is satisfied.

The Managing Editor must seek to expand Joule’s audience. Thus, the Managing Editor must solicit articles and blogs from outside sources. Outside sources shall include
Faculty, lawyers, and other professionals in the energy or environmental law field. Additionally, the Managing Editor shall be required to annually create an electronic brochure summarizing all articles and blogs published on Joule’s webpage. This information will be posted through social media and other electronic avenues and will further advertise Joule and expand its audience by providing a quick summary to interested readers.

The Managing Editor shall handle future alumni relations of Joule and ensure that former Joule members stay involved with Joule.

Should Joule have a budget, the Managing Editor must have knowledge about Joule’s budget at all times and is responsible for informing the Editor-in-Chief of any potential problems.

The Managing Editor shall record and maintain minutes of Board meetings. The Managing Editor shall also be responsible for soliciting agenda items from Board members and preparing meeting agendas.

Section 9: Responsibilities of the Senior Legal Voice Editor

The Senior Legal Voice Editor shall work jointly with the Production Editor to oversee the Legal Voice Staff. The Senior Legal Voice Editor shall review and provide feedback to each draft blog submitted by the Legal Voice Staff.

The Senior Legal Voice Editor shall ensure each blog submission is of publishable quality, is an accurate depiction of energy or environmental law, provides interesting and meaningful insight, has correct citation, and is not plagiarized. The Senior Legal Voice Editor must send final blog submissions to the Production Editor, then the Executive Editor for final review.

This process must include a briefing to all Legal Voice Staff members, detailing the mechanics of an original, well written blog. This also requires the Senior Legal Voice Editor to develop a blog publication schedule for the academic year, which must be approved by the Production Editor and the Executive Editor.

The Senior Legal Voice Editor shall also be responsible for the creation of a short blog write-on competition. The Senior Legal Voice Editor shall solicit applications for Legal Voice bloggers then submit any received applications to the Joule Board for final votes.

Section 10: Termination of Board Membership

The Board must terminate the editorial status of a member of the Board for failure to reasonably discharge the duties of his or her editorial position. Nothing herein shall prevent the Board from imposing lesser sanctions when appropriate.
Section 11: Filling Vacancies on the Board

The Board has the power to fill Board vacancies for the unexpired portion of a term, when necessary.

Section 12: Elections

Elections shall be conducted once per academic year by the Editor-in-Chief, no later than the second week of February. In choosing the candidates for each Board position, the Editor-in-Chief shall review the candidates’ performance as Staff members, their academic performance, and any other qualities deemed appropriate by the Editor-in-Chief.

The outgoing Board shall conduct elections for incoming Board positions as early in the spring semester as possible to afford maximum overlap between the incoming Board and the outgoing Board. The current holder of the Board position must actively train the elected incoming Board member. Training shall require a minimum of three (3) in-person meetings to discuss and demonstrate all duties which the newly elected member shall be responsible for.

Section 13: Academic Credit

As a member of the Board, each Editor may receive non-traditional academic credit after completion of his or her elected term and prior to graduation. The Editor-in-Chief, Executive Editor, Executive Content Editor, Executive Research Editor, Production Editor, and Senior Legal Voice Editor shall receive two (2) non-traditional academic credits. The remaining Editors, including the Managing Editor, shall receive one (1) non-traditional academic credit. In addition to their duties assigned in these Consolidated Bylaws, each Editor shall also be responsible for submitting a blog of publishable quality to be reviewed by other Joule Editors serving on the Board.

Section 14: Faculty Advisors and Director of Student Organizations

The Law School Faculty must determine the number and identity of Faculty Advisors. The Board may request the resignation and replacement of such Advisor.

In addition to the Office of the Dean, the Director of Student Organizations is charged with the task of enforcing all University and Law School policies with respect to the operations of all approved Law School student organizations. All student organization matters, including but not limited to budgets, scheduling, and compliance with each organization’s respective bylaws, must be met with the strict approval of the Director of Student Organizations.

Article V. Staff Membership

Section 1: Eligibility of Member Status

Students wishing to join Joule may become eligible for Staff membership only after they have completed one (1) academic year at an accredited law school, are registered with the Law School for the following academic year, and have maintained a GPA that meets the Law School’s requirement for good academic standing.
The following criteria may not be considered when determining a student’s eligibility for member status: whether the student is a part-time or full-time student; whether the student is enrolled in the day division or evening division; whether the student is a second, third, or fourth year law student; and whether the student is a transfer student. In no way should this list be interpreted to be an exhaustive list.

Eligible students seeking membership must participate in a writing competition that shall take place during the summer before the student would be eligible for membership. The writing competition shall consist of a writing assignment and an editing assignment for students seeking Article Staff membership.

Only those applicants who submit the above-mentioned requirements will be considered for membership. If necessary, a subsequent interview may follow the writing competition.

Section 2: Writing Competition Requirements

The writing competition for Article Staff membership will be comprised of two (2) parts: a writing assignment and an editing assignment.

The writing competition shall take place during the summer prior to the start of the academic year. It shall occur in conjunction with the writing competition for Duquesne Law Review and Duquesne Business Law Journal.

The Executive Research Editor shall handle all aspects of the writing competition, but may seek assistance from the Executive Content Editor or Executive Editor, at his or her discretion. The Executive Research Editor alongside the Executive Content Editor and Executive Editor must maintain confidentiality and anonymity in regard to each applicant’s submission. Only after each submission has been reviewed and graded may the submission be paired to its applicant’s name.

All students seeking Joule membership must participate in the writing competition. Decisions to extend an invitation to become a Staff member pursuant to the writing competition shall be made upon a majority vote from the entire Joule Board.

Section 3: Responsibilities of Article Staff Members

Article Staff members shall complete an article of publishable quality by the assigned deadline as set forth by the Executive Content Editor.

Article Staff members shall also keep a source binder of their work, to be turned in at the end of the writing process, or sooner, upon Staff member’s discretion. The source binder may be in electronic or paper format.

Article Staff members shall complete source checking assignments as set forth by the Executive Content Editor.
Article Staff members shall complete one blog post of publishable quality per year by the assigned deadline as set forth by the Senior Legal Voice Editor.

Section 4: Staff Meetings and Training Sessions
The Executive Editor shall call any staff meetings or training sessions that the Editor-in-Chief, Executive Content Editor, or Production Editor deem pertinent and necessary.

The Editor-in-Chief and the Executive Editor, in their sole discretion, shall decide whether staff meetings and training sessions are mandatory.

Section 5: Upper-Level Writing Requirement
Article Staff members wishing to use a Joule writing to satisfy the Upper-Level Writing Requirement must have a full-time Faculty member agree to serve as his or her Faculty Reader for one of their required Joule writings. The Faculty Reader must be notified of an Article Staff member’s initial topic selection, work one-on-one with the Faculty Reader and be given a final draft of a required writing to evaluate. Article Staff members are strongly encouraged to utilize their Faculty Readers in a way that makes their writings as professional as possible. All Upper-Level Writing Requirement must comply with the requirements set forth by the Duquesne University School of Law Registrar.

Both Article Staff members and Faculty Readers shall be jointly responsible for completing documentation concerning the satisfaction of the Upper-Level Writing Requirement in a timely manner.

Nothing in these Bylaws requires a Staff Member to use a Joule writing to satisfy his or her Upper-Level Writing Requirement.

Section 6: Notification of Status
The Editor-in-Chief shall maintain a permanent roster of Joule’s Board and Staff members.

Upon fulfillment of the requirement of completing an article or blog of publishable quality, the Executive Content Editor, Executive Editor, or the Editor-in-Chief, must provide the Staff member written notification of such fulfillment or lack thereof.

This notification has no effect on the Staff member’s duty to fulfill his or her Upper-Level Writing Requirement.

Article VI. Termination, Disciplinary Proceedings, and Plagiarism
Section 1: Termination of Status or Disciplinary Proceedings

(a) Discretionary and non-discretionary demerits (herein referred to as “strikes”) as defined in this section shall be issued when necessary. Strikes may only be issued by
the Editor-in-Chief while accompanied by a second Board member. Strikes will be calculated cumulatively throughout the member’s association with *Joule*.

(b) Non-discretionary strikes: Absent extenuating circumstances, members of *Joule* who are absent from a mandatory meeting or fail to meet a required deadline, without prior approval, shall be issued one strike.

(c) Discretionary strikes: Members who demonstrate a “lack of good faith” are, at the discretion of a unanimous vote of the Editor-in-Chief and Executive Editor, subject to one strike. A “lack of good faith” may be demonstrated by, but is not limited to, consistent failure to meet technical requirements, failure to incorporate edits, poor quality of writing, poor quality of source checking, and poor quality of Bluebook citation use.

(d) Sequential order of strikes:

(i) First strike: the Editor-in-Chief alone may issue a member’s first strike. A written warning must accompany the issuance of the strike.

(ii) Second strike: the Editor-in-Chief and the Executive Editor must unanimously agree to issue a member’s second strike. The issuance of a second strike must be given as a written warning. A copy of the written warning shall be sent to the Faculty Advisors.

(iii) Third strike: the Board must, before a third strike is awarded, afford due process protections of notice and hearing to a member of the Board or Staff accused of failure in the performance of his or her responsibilities. The Board must conduct such proceedings in a discrete fashion. The Board must inform the Dean and Faculty Advisors in writing as to the outcome of such proceedings. Receipt of a third strike results in the permanent revocation of the Board or Staff member’s *Joule* membership.

(e) No Board member may vote on any action that may affect that Board member’s status. This includes disciplinary actions concerning that Board member.

(f) Appeals: Removed members may petition the Board and Faculty Advisors for reinstatement within fourteen (14) days of dismissal.

(i) To be successful in his or her petition, the removed individual must persuade the Board that exceptional circumstances necessitated the event that resulted in removal.

(ii) Reinstatement shall only occur if two-thirds of the weighted votes of the entire Board and Faculty Advisor are in favor of reinstatement.

(iii) If a removed member fails to petition within fourteen (14) days of removal, he or she shall be deemed permanently removed.
Section 2. Plagiarism

(a) Members of Joule are subject to the plagiarism standards of the Duquesne School of Law Academic Bulletin.

(i) If any Board member suspects that the submitted work of another Joule member has been plagiarized, that Board member shall report the matter to the Editor-in-Chief, who shall notify the Dean and the Associate Dean of the matter. The Editor-in-Chief shall then consult the Faculty Advisors of Joule, who shall, in his or her discretion, either refer the matter to the Duquesne University School of Law Disciplinary Committee or take remedial action to educate the student on plagiarism, which latter course of action may include requiring the offending member to rewrite the plagiarized work.

(ii) A decision by the Editor-in-Chief not to refer the matter to the Disciplinary Committee shall not preclude the Dean or any Faculty member from doing so.

Article VII. Procedure for Publication of Joule
Section 1: Articles

Each Article Staff member must submit a series of drafts to his or her assigned Editor, which shall be either the Executive Content Editor or the Executive Research Editor. The procedure for completing an article shall occur throughout the fall semester in accordance with the following protocol:

Step one. The Article Staff member selects a topic and submits it to his or her assigned Editor, either the Executive Content Editor or the Executive Research Editor, for approval. The article topic is required to be related to energy or environmental law; however, it is not limited to published cases. Issues of significant interest to the energy and environmental law community are appropriate. Examples of acceptable topics include (i) recent United States Courts of Appeals decisions which are on appeal to the United States Supreme Court because of differences in outcome on similar issues, and (ii) issues within energy or environmental law that have not been substantially discussed. It is further required that no two (2) Article Staff members may not choose the same topic.

Step two. After the article topic is approved by the appropriate Editor, the Article Staff member composes an outline of the article and submits it to his or her assigned Editor for approval. After the Editor reviews the outline, he or she returns it to the Article Staff member with changes and suggestions.

Step three. Upon receipt of the Editor’s changes and suggestions to his or her outline, the Article Staff member continues his or her research and the drafting of the entire article.
**Step four.** Within sixty (60) days or more, the Article Staff member submits his or her completed article to his or her assigned Editor. Upon receipt, the Editor reviews the article and returns it to the Article Staff member with comments and suggested changes. Thereafter, the Editor and the Article Staff member discuss any outstanding changes necessary to finalize the article.

**Step five.** Once the Article Staff member and their assigned Editor decide that further corrections are not required, the Editor submits the article to the Executive Editor for review. After the Executive Editor has conducted his or her review of the article, he or she submits the article to the Editor-in-Chief for review and final approval.

**Step six.** Additional changes, if required, are made by the Article Staff member following a discussion with the Editor-in-Chief and/or Executive Editor. Once the Editor-in-Chief is satisfied that the article meets the standard of publishable quality, the article will be given final approval by the Editor-in-Chief.

**Step seven (necessary only when pursuing satisfaction of the Upper-Level Writing Requirement).** The article is submitted to the Faculty Reader for review and certification. After the Article Staff member makes all Faculty Reader-issued changes, and the Faculty Reader is satisfied with the article, the Faculty Reader grants the Article Staff member credit for his or her satisfaction of the Upper-Level Writing Requirement, which shall be accomplished pursuant to any requirements set forth by the Duquesne University School of Law Registrar.

**Section 2: Blogs**

Any person, regardless of his or her affiliation with Joule, may submit to Legal Voice a blog for publication. If the Senior Legal Voice Editor receives a blog post from a person who is neither a Staff member nor a Board member, then the Legal Voice Editor and Production Editor will follow the below protocol beginning at step four.

Each Board member and Legal Voice Staff member must submit a series of drafts to his or her Senior Legal Voice Editor. The procedure for completing a blog shall occur throughout the fall and spring semester in accordance with the following protocol:

**Step one.** The Legal Voice Staff member selects a recent topic and submits it to the Senior Legal Voice Editor for approval. The article topic is required to be related to energy or environmental law; however, it is not limited to published cases. Issues of significant interest to the energy and environmental law community are appropriate. It is further required that no two (2) Legal Voice Staff members may choose the same topic.
Step two. After the blog topic is approved by the Senior Legal Voice Editor, the Legal Voice Staff member composes an outline of the blog and submits it to the Senior Legal Voice Editor for approval. After the Senior Legal Voice Editor reviews the outline, he or she returns it to the Legal Voice Staff member with changes and suggestions.

Step three. Upon receipt of the Senior Legal Voice Editor’s changes and suggestions to his or her outline, the Legal Voice Staff member continues his or her research and the drafting of the entire blog.

Step four. Within thirty (30) days, the Legal Voice Staff member submits his or her completed blog to the Senior Legal Voice Editor. Upon receipt, the Senior Legal Voice Editor reviews the blog and submits it to the Production Editor for additional comments and suggested changes. Thereafter, the Senior Legal Voice Editor returns the blog to the Legal Voice Staff member, discussing any outstanding changes necessary to finalize the blog.

Step five. Once the Legal Voice Staff member and the Senior Legal Voice Editor decide that further corrections are not required, the Senior Legal Voice Editor submits the blog to the Executive Editor for review. After the Executive Editor has conducted his or her review of the blog, he or she submits the article to the Editor-in-Chief for review and final approval.

Step six. Additional changes, if required, are made by the Legal Voice Staff member following a discussion with the Editor-in-Chief and/or Executive Editor. Once the Editor-in-Chief is satisfied that the blog meets the standard of publishable quality, the blog will be given final approval by the Editor-in-Chief.

Section 3: Publication Decisions
Basic criteria for selecting works for publication shall include the content, substance, and originality of the work and whether the work fits within the Joule’s intended purpose and theme.

Section 4: Release Forms
Staff members whose works are chosen for publication in Joule must sign a release form, authorizing Joule to publish their works. A Staff member’s work will not be published unless he or she signs a release form.

Non-student authors must also sign a release form, authorizing Joule to publish their works. A non-student author’s work will not be published unless he or she signs the release form.

Section 5: Conflict of Interest
If the Editor-in-Chief chooses to write an article or blog for Joule, he or she may not be the final arbiter of whether his or her written work will be published on Joule’s webpage. The Editor-in-Chief’s article may only be published with a majority vote of the remaining Joule Editors.

If the Executive Editor, or any other Joule Editor, chooses to submit an article or blog, he or she may not be the final arbiter of whether his or her written work will be published on Joule’s webpage. Only a majority vote of the remaining Joule Editors may determine whether the Editor’s article or blog shall be published.

Article VIII. Academic Credit

After completing the requirements of Joule membership, Board members will become eligible for academic credit. Decisions to award academic credit to a Board member shall be made by the Editor-in-Chief, subject to review and approval by the Law School Faculty. A Board member must complete all requirements of membership, and no partial academic credit may be given.

The Editor-in-Chief must never award academic credit to a Board member who fails to produce at least one Joule writing deemed to be of publishable quality by the Faculty Advisor. The Faculty Advisor’s decision that an article or blog is of publishable quality is final, absent conduct by either the student author or the Editor-in-Chief in violation of the Disciplinary Code of the Law School.

The Board shall never award academic credit to a Board member who fails to produce either (a) an article with at least five-thousand (5,000) words of writing excluding footnotes or (b) a blog with at least five hundred (500), but no more than seven hundred and fifty (750) words for the Joule webpage.

The Board shall never award academic credit to a Board member who fails to record and meet the American Bar Associations credit hour requirement as outlined below:

i. Editor-in-Chief: 90 credit hours
ii. Executive Editor: 90 credit hours
iii. Executive Research Editor: 90 credit hours
iv. Executive Content Editor: 90 credit hours
v. Senior Legal Voice Editor: 90 credit hours
vi. Executive Production Editor: 90 credit hours
vii. Managing Editor: 45 credit hours

Article IX. Board Meetings
Section 1: Place of Meetings

Board meetings shall take place at the Law School in a room that has been reserved by the Executive Editor.
Section 2: Biannual Meeting
The Board shall be required to hold, at a minimum, two (2) mandatory meetings per year for all Joule members: once at the start of the fall semester and again at the start of the spring semester.

Section 3: Special Meetings
Special or additional meetings of the Board may be called at any time by the Editor-in-Chief or by any two members of the Board.

Section 4: Notice of Meetings
Board members shall be given notification of the time and location of an upcoming mandatory meeting by email, or through any other reasonable means, at least one (1) week prior to the date of the meeting.

Board members shall be given notification of the time and location of an upcoming special meeting by email, or any other reasonable means, at least forty-eight (48) hours prior to the date of the meeting.

Section 5: Quorum
Nothing within these Bylaws shall permit the Board to render decisions without the appropriate quorum. A quorum for ordinary business of Joule must consist of not less than one-half of the editorial votes on the Board.

A quorum for termination of status proceedings, other disciplinary proceedings, elections, or Bylaw amendments must consist of not less than every outstanding editorial vote on the Board.

Any decision or action taken by the Board, in which the requisite quorum was not present, will not be effective or binding.

Section 6: Order of Business
The order of business for a Board meeting should adhere to the following procedure:

Call to Order. The Board meeting will be opened once the presiding Board member has called the Board meeting to order.

Roll Call. The presiding Board member must perform a roll call of the members present at the Board meeting in order to establish whether a quorum is present. Once a quorum has been established, the presiding Board member shall ask if there any additions to the agenda.

Minutes of Last Meeting. The presiding Board member shall direct the Managing Editor to read the minutes of the last meeting. Each Board member should be provided with
a copy of the last meeting’s minutes. If no corrections are to be made, the Executive Editor shall approve, sign, and date the minutes.

Reports. The presiding Board member shall direct the Managing Editor to report on the state of Joule’s current affairs and alumni relations. The presiding Board member shall then direct the Executive Content Editor and Executive Research Editor to each report any publication decisions that have been made.

Unfinished Business. The presiding Board member shall call for any unfinished business to be introduced. This may include any motion or report that was being considered and was interrupted when the previous meeting was adjourned or any motion or report that was postponed definitely to the current meeting.

New Business. The presiding Board member shall open the meeting to any new business, including appearances by non-Board members and any proposal that any member may wish to present to the Board. Any item to be voted on by the Board should be introduced at this time.

Announcements. The presiding Board member shall call for announcements from members. Announcements should include upcoming training sessions, staff meetings, and Joule social gatherings.

Adjournment. Any member of the Board may motion for the meeting to adjourn. Once the motion for adjournment has been made, seconded, and carried, the presiding Board member may formally declare the meeting to be adjourned.

Section 7: Minutes

The Managing Editor shall be responsible for taking the minutes at all Board meetings. If, however, the Managing Editor is not present at the Board meeting, the Editor-in-Chief will assign the Executive Research Editor, or other Editors present at the Board meeting, to take the minutes.

The Managing Editor shall provide each present member of the Board with a copy of the last Board meeting’s minutes.

Section 8: Agenda

The Managing Editor shall be responsible for providing each Board member with a copy of the meeting’s agenda prior to the start of the meeting.

Section 9: Appearances before the Board

Any non-Board member who wishes to make an appearance before the Board must submit a petition to the Board stating the reasons for his or her appearance. The petition must be submitted to the Editor-in-Chief at least two (2) weeks prior to the date of a Board’s biannual meeting or forty-eight (48) hours prior to a special meeting.
All appearances before the Board shall take place during the new business portion of the Board meeting.

Section 10: Informal Action

If all the Board members, severally or collectively, consent in writing to any action taken or to be taken by Joule and the writing or writings evidencing their consent are kept on file with the Editor-in-Chief, the action shall be as valid as if it had been authorized at a formal meeting of the Board.

Section 11: Voting

Only those members of the Board physically present at a duly convened meeting at the time the vote is taken are entitled to have their votes counted, unless the act was made using the Informal Action process.

Each member of the Board, who is present at the duly convened meeting, will have a weighted vote. The Editor-in-Chief shall have three (3) votes. The Executive Editor, Executive Content Editor, Executive Research Editor, and the Production Editor shall each have two (2) votes. The Managing Editor, Senior Legal Voice Editor, and any remaining Editors shall each have one (1) vote.

In the event of a tie vote, the Editor-in-Chief shall determine the outcome of the vote. In the event of a tie vote in which the Editor-in-Chief is unable to cast his or her vote, the Executive Editor shall have the authority to determine the outcome of the vote.

Section 12: Effect of Board Decisions

Decisions, other than Bylaw amendments, rendered at a duly convened meeting of the Board by a majority of the votes present must bind Joule.

Nothing in these Bylaws precludes the Board, at its discretion, from reconsidering a decision on any matter which was not preceded by adequate subject matter notice or when the facts material to the decision are found to be substantially changed.

Article X. Amendments

Amendments to these Bylaws must be introduced, discussed, and voted upon at meetings specially convened for such a purpose. Amendments require a majority vote with all Joule Board members present.

Nothing herein prevents amendments to the Bylaws to be sent to Board members for review prior to a meeting specially convened for the purpose of voting on amendments to the Bylaws.

The Board must inform the Dean and the Faculty Advisors in writing as to Amendments to these Bylaws. These bylaws should be reviewed each academic year by the Editor-in-Chief, and when necessary these bylaws shall be updated in accordance with the procedures detailed above.
9.09.3 Duquesne Law Review

Article I. Statement of Purpose

I. Statement of Purpose

*Duquesne Law Review* ("Review") is a scholarly legal publication authored by professionals and law students. The basic function of Review is to serve as a forum for the examination, analysis, and criticism of various facets of the law. In this respect, it serves not only to inform and influence courts, the bar, and legal scholars but also to afford law students an opportunity for an integral role in that process.

Article II. Administration of Review

II. Administration of *Review*

§ 1. *Review* must be governed by a duly elected Editorial Board ("Board"). All Board members must be available at least two weeks prior to the start of the academic year to begin working on *Review* assignments. Board members must able to come into school, attend meetings, and assist in training Junior Staff members.

§ 2. Composition of the Editorial Board

(a) The Board members are the Editor-in-Chief, the Executive Editor, two Executive Articles Editors, two Executive Student Articles Editors, a Business Manager, a Resource Manager, three production editors, six Associate Editors, and such other Editors as are necessary to ensure the efficient functioning of *Review*.

(b) The Editor-in-Chief may appoint a Symposium Coordinator when necessary and approved by the Faculty. The Symposium Coordinator is a Board member and will receive two academic credits upon fulfillment of duties.

(c) The Board may amend the Board structure when necessary subject to the approval by the Faculty.

(d) Board members must always maintain their statuses as staff members and fulfill the writing requirements of staff membership in addition to their responsibilities as Editors.

§ 3. Eligibility for the Editorial Board

(a) The Board must formulate a standard of eligibility for editorial positions and must ensure that staff members are afforded an adequate opportunity to qualify.

(b) The Board must never require less than a reasonable indication of a staff member’s intention to fulfill the writing and production responsibilities of staff membership.

§ 4. Termination of Editorial Board Membership

(a) The Board may terminate the editorial status of a member of the Board member for failure to discharge reasonably the duties of the office.

(b) Nothing herein prevents the Board from imposing lesser sanctions when appropriate.
§ 5. The Board has the power to fill vacancies on the Editorial Board for the unexpired portion of a term.

§ 6. Responsibilities of the Editor-in-Chief

(a) The Editor-in-Chief is the chief officer and editor of Review. The Editor-in-Chief has the ultimate authority to determine what writings will be published in Review. However, the current Board may bind the following year’s Board to publish one or more Symposium Issues and/or execute a Symposium, according to the plans made by the current Board.

(b) The Editor-in-Chief is the liaison among Review members and the Faculty and Administration of the Law School.

(c) The Editor-in-Chief may make unilateral decisions, otherwise requiring action by the Board, where the exigencies of a situation require immediate action and a meeting of the Board is impractical. The Board may review and reverse those decisions made by the Editor-in-Chief when such actions were not in the best interests of Review.

(d) The Editor-in-Chief is the only Review member who can expressly enter into contractual agreements on behalf of Review.

(e) The Editor-in-Chief must work with Review’s Faculty Advisors as well as any other interested Faculty members in planning and executing Summer training sessions for the Editorial Board. Trainings should cover topics such as academic and scholarly writing, editing others’ work, Bluebook citation rules, grammar and punctuation, and Review’s own editing and publication process.

(f) The Editor-in-Chief must plan and execute Orientation for Junior Staff.

(g) The Editor-in-Chief must oversee the Executive Articles Editors as they format pieces for publication and must review their work before publication of any issue of Review.

§7. Responsibilities of the Executive Editor

(a) The Executive Editor is the liaison between the Editor-in-Chief and the Board. The Executive Editor administers the commands of the Editor-in-Chief through written and oral communication to the Board.

(b) The Executive Editor must record and maintain minutes of Board meetings. The Executive Editor may be responsible for soliciting agenda items from Board members and preparing meeting agendas.

(c) The Executive Editor must conduct any writing competition to supplement membership to Review. The writing competition results must be disclosed to each participant (individually) prior to the deadline for On-Campus Interview materials.

(d) The Executive Editor must maintain a high standard of editorial excellence for Review. The Executive Editor must develop a production schedule and ensure that all staff members meet any deadlines set by the Editor-in-Chief.

(e) The Executive Editor must assist the Editor-in-Chief in developing Summer trainings for the Editorial Board and in planning Orientation for Junior Staff members.

(f) The Executive Editor performs such other administrative and clerical tasks as required and directed by the Editor-in-Chief to ensure the effective operation of Review.
§ 8. Responsibilities of the Executive Articles Editor(s)

(a) The Executive Articles Editors must maintain a high standard of editorial excellence for works created by non-student authors.

(b) The Executive Articles Editors may assist the Editor-in-Chief and Executive Editor in the solicitation of non-student written articles for Review.

(c) An Executive Articles Editor does not have the authority to enter into a contractual agreement with an Author on behalf of Review.

(d) The Executive Articles Editors are responsible for performing an initial review of all articles that have been selected for publication and remediying any fundamental issues with the article, including but not limited to plagiarism, missing footnotes and citations, and unsound legal reasoning.

(e) The Executive Articles Editors are primarily responsible for the post-production editing of all articles selected for publication and ensuring that each article is ready for final publication. This responsibility entails comprehensive edits for grammar and proper Bluebook citation.

(f) The Executive Articles Editors are responsible for formatting each article selected for publication according to the Publisher’s specifications by using formatting software provided by the Publisher of Review.

§ 9. Responsibilities of the Executive Student Articles Editor(s)

(a) The Executive Student Articles Editor must oversee a process that strives to bring every junior staff member’s article to a standard of publishable quality. This process must include a briefing to all junior staff members detailing the mechanics of an article and the deadlines for producing student-written work.

(b) The Executive Student Articles Editor has the ultimate authority to determine which student works will be considered by the Editor-in-Chief for publication in Review. The Executive Student Articles Editor may also certify a student article as one of “publishable quality,” thus allowing junior staff members to fulfill part of the requirements for receiving credit for Review membership. This designation of publishable quality is independent of a Faculty Reviewer’s certification that a case note satisfies the Upper Level Writing Requirement, should a junior staff member elect to use the staff member’s article to satisfy the Upper Level Writing Requirement.

(c) The Executive Student Articles Editors, with the approval of the Editor-in-Chief, must create a deadline schedule for the incoming junior staff editors’ student article assignment.

(d) The Executive Student Articles Editors are responsible for organizing and facilitating an introductory Student Article information meeting for incoming junior staff editors.

(e) The Executive Student Articles Editors must coordinate the workflow of junior staff members through the completion of the student article assignment. This responsibility entails working individually with junior staff members and providing feedback and guidance pertaining to all aspects of the student article assignment.
(f) The Executive Student Articles Editors serve as the primary point of contact with Faculty Reviewers of student article assignments as described in III § 3(b)(iv) of these bylaws.

(g) Upon completion of the student article assignment, the Executive Student Articles Editors must perform a comprehensive edit of all submissions to ensure each is of publishable quality and compliant with III § 3(b) et seq. of these bylaws.

(h) Each Executive Student Articles Editor must provide the incoming Executive Student Articles Editors up to four recommended students for publication in the subsequent Volume of the Review.

(i) The Executive Student Articles Editors may request recommendations from the Associate Editors.

(ii) The Executive Student Articles Editors must submit their recommendations to the incoming Executive Student Articles Editors by the close of the academic year.

(iii) The incoming Executive Board has the ultimate authority in deciding whether to publish the student authors recommended by the prior Executive Student Articles Editors.

(iv) If the subsequent Executive Board decides to not heed the advice of the prior Executive Student Articles Editors, they must provide notice to all Review staff of how selections will be made.

§ 10. Responsibilities of the Business Manager

(a) The Business Manager is responsible for conducting the business affairs of Review.

(b) The Business Manager is the liaison between Review and its subscribers, advertisers, and printer. The Business Manager oversees the acquisition of the supplies and technology necessary to the editing and production processes. The Business Manager must assist the Editor-in-Chief in any duly delegated capacity.

(c) The Business Manager must have knowledge about Review’s budget at all times and is responsible for informing the Editor-in-Chief of any potential, or actual, major problems.

(d) The Business Manager must keep an up-to-date list of Review’s subscribers.

§ 11. Responsibilities of the Resource Manager

(a) The Resource Manager is responsible for locating and acquiring physical and subscription-based sources for the production process.

§ 12. Responsibilities of the Production Editors

(a) The Production Editor must be responsible for the physical production and processing of all articles.

(b) The Production Editor assigns physical production responsibilities to staff members and ensure that such assignments are completed in a competent manner.

(c) The Production Editor must answer any questions concerning citations.

§ 13. Responsibilities of the Symposium Coordinator
(a) The Symposium Coordinator is responsible for organizing and managing any Symposia sponsored by Review.

(b) The Symposium Coordinator is the liaison among Review, the Editor-in-Chief, the Executive Editor, and the Law School Administration with respect to the Symposia.

§ 14. Responsibilities of the Remaining Editors

(a) Associate Editors, also known as Team Leads, must edit works from authors assigned to such Associate Editors by an Executive Editor.

(b) All editors must maintain a high standard of editorial excellence in the performance of their duties. All editors must perform any tasks assigned by the Editor-in-Chief, the Review’s Executive Editor, or the Executive Editor to which they are associated according to their titles.

Article III. Membership of Review

III. Membership of Review

§1. Eligibility for Member Status

(a) When calculating the class ranks referenced in this section, only grades in courses required by the Law School curriculum are considered. Furthermore, class ranks are to be calculated using only students remaining after academic dismissal has been imposed at the conclusion of the semester where eligibility for Review membership is calculated.

(b) Should any percentage calculation result in a fractional number, that number must be rounded up to the next whole number, regardless of how small the fraction is, under a policy that is meant to extend membership to the first student whose rank may be just outside the cutoff.

(c) All full-time day division students who have successfully completed two semesters of law school and all part-time day and evening division students who have completed four semesters of law school will have the opportunity to become junior staff members of Review. All prospective junior staff members will be required to participate in a Write-On Competition to achieve the status of a junior staff member.

(d) If a student has not successfully completed all courses required for the necessary semesters of law school (two for full-time students, four for part-time students), but otherwise meets the law school’s requirements for continued enrollment, that student may participate in the Write-On competition that follows the student’s second or fourth semester, as applicable. However, that student will not be eligible for membership on Review for the upcoming year. The Editor-in-Chief and Executive Editor may, but will not be obligated to, allow the student to cure the membership eligibility defect over the following academic year, and extend the student an offer to become a junior staff member in the student’s third or fourth year of school, as applicable, contingent upon the student successfully curing the membership eligibility defect. If the student chooses not to participate in the Write-On
competition following the student’s second or fourth semester, as applicable, the student will not be permitted to participate in a later Write-On competition absent the Board finding extenuating circumstances justifying participation. There is no appeal to the Faculty from the Board’s decision.

(e) If a student competes in the Write-On competition after the student’s second or fourth semester, as applicable, and receives an offer for membership on Review, that student may request to defer membership until the student’s final year of law school if extenuating circumstances arise. The student seeking such a deferral must submit a timely request in writing to the Editor-in-Chief of Review, explaining the circumstances that would inhibit the student’s membership on Review. The Editor-in-Chief may permit the student to defer membership if the Editor-in-Chief determines that the circumstances warrant such a deferral and that the deferral would not have an adverse effect on Review. The decision of the Editor-in-Chief is final and may not be appealed to the Board or the Faculty.

(f) The Board may administer additional editing and citation exercises and/or writing competitions when necessary to supplement the membership of Review.

§ 2. Editing and Writing Requirements for Membership

Membership decisions will be made according to a tiered evaluation system that is correlated to the students’ class rankings in their respective divisions and sections as well as their overall class rankings, and to performance on the Write-On Competition (“Write-On”). The Executive Editor shall design the Write-On used to determine Review membership and shall, along with the Editor-in-Chief, determine the accepted levels of performance on the Write-On. A student seeking to be a member of Review shall be required to complete the entire Write-On in order to be considered for membership of Review.

(a) Top Tenth Percentile:

   (i) All participating students ranked within the top tenth percentile of their respective division and section and/or the top tenth percentile of their overall class who, in the Board’s determination, perform acceptably on the Write-On will be offered Review membership.

   (ii) The Editor-in-Chief and Executive Editor will design the Write-On and determine the score necessary to “perform acceptably.”

   (iii) If a student ranked within the top tenth percentile does not participate in the Write-On, the student will be given the opportunity to complete the Write-On after rankings are released, and will be offered Review membership upon performing acceptably.

   (iv) In making determinations of membership, the Board may consider the affect on a student’s performance on the Write-On caused by circumstances unforeseen by the student or outside of the student’s control. The Board may ask the student to redo the Write-On or take other action the Board believes may allow the student to perform acceptably. The decision of the Board in such matters is final and may not be appealed to the Faculty.
(b) Eleventh to Twenty-Fifth Percentiles:

(i) The Board must offer membership to at least fifty percent of students ranked between the eleventh and twenty-fifth percentiles of their respective division and section and/or between the eleventh and twenty-fifth percentiles of their overall class who perform acceptably on the Write-On.

(ii) No provision herein prohibits the Board from offering membership to more than fifty percent of participating students from this grouping.

(iii) Nothing herein prohibits the Board from (a) working with students who fail to perform acceptably or (b) taking into consideration unforeseen circumstances.

(c) Discretionary Membership:

(i) Students in good academic standing who ranked outside of both the top twenty-fifth percentile of their respective division and section and the top twenty-fifth percentile of their overall class as well as transfer students who did not have an opportunity to obtain membership upon completing the requisite course of study, may achieve discretionary membership by competing in the Write-On. In making determinations of membership, the Board may consider the affect on a student’s performance on the Write-On caused by circumstances unforeseen by the student or outside of the student’s control. The Board may ask the student to redo the Write-On or take other action the Board believes may allow the student to perform acceptably. The decision of the Board in such matters is final and may not be appealed to the Faculty.

(ii) Offers of membership from this grouping will be at the discretion of the Board based on Review’s needs.

(iii) Nothing herein requires the Board to offer membership to any student from this grouping.

§ 3. Responsibilities of Junior Staff Members

(a) Junior Staff Review Members primarily shall have two types of assignments:

(i) an article assignment; and

(ii) source checking assignments.

(b) Article Assignment:

(i) In the first year of Review membership, Junior Staff Members must complete an article of publishable quality. The article must be an original work on a legal issue and is not limited to legal issues surrounding opinions of the United States Supreme Court written within the past year. The Executive Student Articles Editor(s) are responsible for managing topic selection and approving each junior staff member’s article topic.

(ii) The article shall not be less than 7,500 words in length (including citations and any endnotes or footnotes), excluding tables of content or authority, appendices, and any other supporting documentation.
(iii) Junior Staff Members must comply with all assigned deadlines for the article as set forth by the Editor-in-Chief and Executive Editor in order to receive academic credit for the article.

(iv) Pursuant to Standard 305(a)-(d) and Interpretation 305-1 of the American Bar Association Standards and Rules of Procedure for Approval of Law Schools, Faculty must approve academic credit awarded to Review members. Therefore, Junior Staff Review Members must have a Faculty member agree to serve as the Faculty Reviewer for the student’s article.

(1) Appropriate documentation shall include an initial form and a completion form.

(a) Initial Form: The initial form shall contain the signatures of the Junior Staff Member and the Faculty Reviewer, whereby the Faculty member and Junior Staff Member agree to the Faculty member being the Junior Staff Member’s Faculty Reviewer. The Junior Staff Member and Faculty Reviewer shall sign the initial form, and the Junior Staff Member must submit it to the Review no later than the second full week of September of the junior staff member’s first year of Review membership.

(b) Completion Form: The completion form shall contain the signatures of both the Junior Staff Member and the Faculty Reviewer, whereby the Faculty Reviewer attests that the junior staff member’s article fulfills part of the Review membership requirements for academic credit. The Junior Staff Member must submit this form to the Review when submitting the staff member’s final article draft, which shall be no later than the assigned, final deadline.

(2) Faculty Reviewer’s Role: Section 3(b)(i) of the Academic Bulletin Chapter on the Upper Level Writing Requirement requires that the Faculty Reviewer must review a member’s article at least twice, including a review of a detailed outline and a final draft. However, if the member wishes and the Faculty Reviewer agrees, the member may consult with the Faculty Reviewer throughout the entire process and is encouraged to do so.

(a) Regardless of whether the junior staff member chooses to use their Review article for fulfillment of the Upper Level Writing Requirement, the member is required to meet in person with their Faculty Reviewer at least twice and consider any changes they recommend to the Junior Staff Member’s article.

(3) Using an Adjunct Faculty member as the Faculty Reviewer: If a member chooses to use an Adjunct Faculty member as a Reviewer, the Associate Dean for Academic Affairs must approve of the selected Reviewer in advance, and the Reviewer must attend an informational meeting outlining the obligations and duties of a Reviewer.

(4) Upper Level Writing Requirement:
(a) Any Junior Staff Member who wishes to use a *Review* writing to satisfy the Upper Level Writing Requirement must have a full-time Faculty member agree to serve as the Faculty Reviewer for the Junior Staff Member’s article. At minimum, the Faculty Reviewer must be notified of the Junior Staff Member’s initial topic selection, given an outline, and given a final draft of a required writing to evaluate. However, the Junior Staff Member is strongly encouraged to utilize his or her Faculty Reviewer in a way that makes their writings as professional as they can be. The Junior Staff Member must agree upon a schedule with his or her Faculty Reviewer and submit it to the Editor-in-Chief and Executive Editor. The Junior Staff Member and Faculty Reviewers are jointly responsible for completing documentation concerning the satisfaction of the Upper Level Writing Requirement in a timely manner.

(b) Nothing in these Bylaws requires a staff member to use a *Review* writing to satisfy the Upper Level Writing Requirement.

(v) Nothing in these Bylaws requires the Board to confer Masthead recognition on a Junior Staff Member prior to the completion of a publishable article.

(vi) A Junior Staff Member’s article assignments must be exclusive to the *Review* and may not be used to satisfy membership requirements of any other journal or any academic class.

(c) Source Checking Assignments: A Junior Staff Member must satisfactorily assist in the physical production of *Review*. This includes completing all assigned source checking assignments by the assigned deadlines.

(d) A Junior Staff Member must be available at least two weeks prior to the start of the academic year to begin working on *Review* assignments. During this time, a Junior Staff Member will attend a mandatory Orientation, start planning the student article assignments, and begin working on assignments.

(e) As part of Orientation, a Junior Staff Member may be required to read materials about scholarly writing and being part of a law review/journal.

§ 4. Responsibilities of Senior Staff Members

(a) Senior Staff *Review* Members primarily shall have one type of assignment:

(i) source checking assignments.

(b) Source Checking Assignments: Senior Staff Members must satisfactorily assist in the physical production of *Review*. This includes completing all assigned source checking assignments by the assigned deadlines.

(c) Senior Staff Members must be available at least one week prior to the start of the academic year to begin working on *Review* assignments.

§ 5. Termination of *Review* Membership

(a) The Board must terminate the membership status of a staff member for failure to discharge reasonably the writing or production responsibilities of membership.
(b) Nothing herein prevents the Board from imposing lesser sanctions when appropriate.

**Article IV. Procedures of Review**

IV. Procedures of *Review*

§ 1. Meetings of the Editorial Board

(a) Meetings of the Board must be convened at the request of the Editor-in-Chief or at the joint request of two other members of the Board.

(b) Meetings of the Board must be preceded by adequate notice of the time and place of the meeting. The Board is required to meet monthly during the academic year, and the Editor-in-Chief must create and distribute a meeting schedule at the beginning of each academic semester. Absent an emergency, a Board member’s failure to attend a meeting will result in a nondiscretionary demerit. The Editor-in-Chief may cancel any meeting of the Board that is deemed unnecessary and update the Board on the progress of *Review* via email.

(c) Meetings of the Board regarding termination of the status of a staff member or a Board member, disciplinary proceedings, regarding elections, or regarding Bylaw amendments must be preceded by adequate notice of the subject matter to be presented.

(d) Meetings of the Board must be chaired by the Editor-in-Chief or by a member of the Board duly appointed by the Editor-in-Chief.

(e) Confidentiality: A Board member must keep matters discussed at Board meetings confidential absent express instruction to the contrary from the Editor-in-Chief.

§ 2. Voting

(a) The votes of the Board must be weighted. The Editor-in-Chief has three votes, the Executive Editors, the Business Manager, and the Production Editor have two votes, and the remaining Editors each have one vote.

(b) In the event of a tie vote, the Editor-in-Chief has four (4) votes.

(c) Only a member of the Board physically present at a duly convened meeting at the time the vote is taken are entitled to vote. Proxy votes are not permitted.

§ 3. Effect of Editorial Board Decisions

(a) Decisions, other than Bylaw amendments, rendered at a duly convened meeting of the Board by a majority of the weighted votes present must bind *Review*.

(b) Nothing within these Bylaws permits the Board to render decisions without the appropriate quorum.

   (i) A quorum for ordinary business of *Review* must consist of not less than one-half of the weighted editorial votes on the Board.
(ii) A quorum for termination of status proceedings, other disciplinary proceedings, elections, or Bylaw amendments must consist of not less than two-thirds of the weighted editorial votes on the Board.

(c) Nothing within these Bylaws precludes the Board, in its discretion, from reconsidering a decision on any matter which was not preceded by adequate subject matter notice or when the facts material to the decision are found to be substantially changed.

§4. Elections

(a) The Board must conduct elections for editorial positions as early in the spring semester as possible to afford maximum overlap between the incoming Board and the outgoing Board and no later than the first day of April.

(b) As much training as possible should occur during the overlap semester.

(c) The Board must conduct elections for Editor-in-Chief and Executive Editor before the remaining Editorial Board positions are elected. The incoming Editor-in-Chief and Executive Editor must participate in the election of the remaining Executive Editorial Board positions with their votes weighted according to their respective position as set forth in IV § 2(a) of these bylaws.

(d) Nothing herein shall be construed to entitle incoming Editorial Board members to a voting right in Board decisions of the incumbent Editorial Board other than the election of remaining Editorial Board positions as described in IV § 4(c).

§ 5. Notification of Status

(a) The Editor-in-Chief must maintain a permanent roster of Review Staff members.

(b) Upon fulfilling the requirement of completing a publishable article, the staff member must receive written notification from the staff member’s Executive Student Articles Editor.

(c) This notification has no effect on the staff member’s duty to fulfill the staff member’s Upper Level Writing Requirement.

(d) The Board must provide a staff member with written notice of the staff member’s status within Review regarding eligibility for academic credit awarded for completing Review membership. That notice must be provided to the staff member at a reasonable time prior to the start of a staff member’s last semester in law school.

§ 6. Academic Credit

(a) Unless extenuating circumstances as defined in subsection (f) otherwise require, the number and timing of a request for an award of academic credits for completion of membership responsibilities are to be as follows:

(i) A Junior Staff Member is eligible for up to 3 academic credits in the member’s first year of membership. 2 of the credits will be distributed in the fall semester, and 1 credit will be distributed in the spring semester.
(ii) A Senior Staff Member is eligible for up to 1 academic credit, in addition to credits earned as a Junior Staff Member, in the first or second semester of the member’s second year of membership. The Editor-in-Chief has the discretion to determine which semester to assign the Senior Staff Member duties.

(iii) An Associate Editor, Production Editor, Business Manager, Resource Manager, and Symposium Coordinator is eligible for up to 2 academic credits, in addition to credits earned as a Junior Staff Member, in the member’s second year of membership. 1 credit will be distributed in the fall semester, and 1 credit will be distributed in the spring semester.

(iv) An Executive Article Editor, Executive Student Articles Editor, Executive Editor, and Editor-in-Chief is eligible for up to 3 academic credits, in addition to credits earned as a Junior Staff Member, in the member’s second year of membership. 2 credits will be distributed in the fall semester, and 1 credit will be distributed in the spring semester.

(b) Should extenuating circumstances as defined in subsection (f) prevent a member from fulfilling his or her Junior Staff Member responsibilities during the first year of membership, or his or her responsibilities of the relevant position during the second year of membership, the Board, with the approval of the Faculty Advisors, may request an award of academic credit at time other than specified in paragraph (a), provided that the staff member fulfills his or her responsibilities prior to a request for credit.

(c) An award of academic credit to a staff member will be made by a Faculty Advisor, based on records of the staff member’s completion of the membership requirements provided by the Board.

(d) A staff member must complete all requirements of membership, and no partial academic credit may be proposed or awarded.

(e) In order to support the Board’s proposal for an award of academic credit, each Review member, in addition to other responsibilities, must keep a record of the time he or she spends working on Review-related activities. The amount of time each member records for each year of membership must meet or exceed the time for his or her position, as outlined below:

(i) A Junior Staff Member: 135 hours;

(ii) A Senior Staff Member: 45 hours;

(iii) An Associate Editor, Production Editor, Business Manager, Resource Manager, and Symposium Coordinator: 90 hours; and

(iv) An Executive Article Editor, Executive Student Articles Editor, Executive Editor, and Editor-in-Chief: 135 hours.

(f) Extenuating circumstances are to be determined by the Board, with the approval of the Faculty Advisors, by a consideration of the totality of the circumstances. Factors relevant to such a determination include, but are not limited to, the following: (1) the foreseeability of such circumstances; (2) the exceptional nature of such
circumstances; (3) the timing of such circumstances; and (4) the degree to which the circumstances impact a Review member.

§7. Termination of Status or Disciplinary Proceedings

(a) Discretionary and nondiscretionary demerits as defined in this section shall be issued when necessary. Demerits may only be issued by the Editor-in-Chief while accompanied by a second Board member. Demerits will be calculated cumulatively throughout the member’s association with Review.

(b) Nondiscretionary demerits: Absent extenuating circumstances, a member of Review who is absent from a mandatory meeting or fails to meet a required deadline, without prior approval, shall be issued one demerit.

(c) Discretionary demerits: A member who demonstrates a “lack of good faith” is, at the discretion of a unanimous vote of the Editor-in-Chief and Executive Editor, subject to one demerit. A “lack of good faith” may be demonstrated by, but not limited to: consistent failure to meet technical requirements, failure to incorporate edits, poor quality of writing, poor quality of cite-checking, and poor quality of bluebook use.

(d) Sequential order of demerits:

(i) First demerit: the Editor-in-Chief alone may issue a member’s first demerit. A written warning must accompany the issuance of the demerit.

(ii) Second demerit: the Editor-in-Chief and the Executive Editor must unanimously agree to issue a member’s second demerit. The issuance of a second demerit must be given as a written warning. A copy of the written warning shall be sent to the Dean and Faculty Advisors.

(iii) Third demerit: the Board must, before a third demerit is awarded, afford due process protections of notice and hearing to a member of the Board or Staff accused of failure in the performance of the Board of Staff Member’s responsibilities. The Board must conduct such proceedings in a discrete fashion. The Board must inform the Dean and Faculty Advisors in writing as to the outcome of such proceedings.

(e) No Board member may vote on any action that may affect that Board member’s status or relates to a disciplinary action concerning that Board member, nor may the Board member be present during the vote.

(f) Appeals: Removed members may petition the Board and Faculty Advisors for reinstatement within fourteen days of dismissal.

(i) To be successful in her petition, the removed individual must persuade the Board that exceptional circumstances necessitated the event that resulted in removal.

(ii) Reinstatement shall only occur if two-thirds of the weighted votes of the Board and Faculty Advisors’ present are in favor of reinstatement.

(iii) If a removed member fails to petition within fourteen days of removal, she shall be deemed permanently removed.
§ 8. Plagiarism

(a) A member of Review is subject to the plagiarism standards of the Duquesne Law School Academic Bulletin.

(i) If a Board Member suspects that the Review work of another Review Member has been plagiarized, that Board Member shall report the matter to the Editor-in-Chief, who shall notify the Dean and the Associate Dean of the matter and, after consultation with the Faculty Advisors of Review, shall either refer the matter to the Duquesne University School of Law Disciplinary Committee or take remedial action to educate the student on plagiarism, which latter course of action may include requiring the offending Member to rewrite the work in question.

(ii) A decision by the Editor-in-Chief not to refer the matter to the Disciplinary Committee shall not preclude the Dean or any Faculty member from doing so.

§ 9. Duration of Term of Board of Editors

(a) Each Board must complete all projected issues.

(b) Each Board must complete a reasonable number of issues, which shall be no less than two. Nothing in these Bylaws prevents Review from publishing issues electronically rather than in hard copy.

(c) The Board and newly elected Board of Editors must arrange for orientation and guidance on the responsibilities of each office.

§ 10. Committees

The Board has the authority to establish committees comprised of its members to perform duly delegated tasks. Nothing herein precludes the Board from reviewing the work-product of the committee.

§ 11. Amending the Bylaws

(a) Amendments to the Bylaws must be adopted using one of the following two procedures:

(i) Amendments to the Bylaws may be introduced, discussed, and voted upon at meetings specially convened for such a purpose, or at one of the monthly meetings of the editorial board. Amendments require a two-thirds majority of the weighted votes present at the time the vote is taken.

(ii) Amendments to the Bylaws may be introduced via an e-mail sent to all of the members of the Board. A minimum of one week’s time must be allowed to pass before a board member is asked to vote, during which time a Board member may submit comments via an e-mail that must be sent to all members of the Board. The Editor-in-Chief or Executive Editor may choose to include any of these changes in the finalized copy of the proposed changes. After a minimum of one week has passed, the Business Manager must send an e-mail to all Board members, with a finalized copy of the proposed changes attached, asking that they provide their votes within three days, giving a specific date and time. A Board member must submit a vote via e-mail to the Business Manager by the
deadline given. After the deadline passes, the Business Manager must then tally the votes and e-mail the Board to announce the result within 24 hours of the deadline. The Business Manager must then print the e-mails containing the votes and add them to the Board’s records.

(b) Nothing herein prevents amendments to the Bylaws to be sent to Board members for review prior to a meeting specially convened for the purpose of voting on amendments to the Bylaws.

(c) Regardless of the manner used, the Board must inform the Dean and the Faculty Advisors in writing as to Amendments to the Bylaws, and enforcement of the Amendments to the Bylaws is contingent upon Faculty approval.

(c) Effective January 2016 and thereafter, all amendments to the Bylaws must be recorded. Thus, any time an amendment to the Bylaws is made, the Editor-in-Chief must file the following: (1) an edited (redlined) version of the previous bylaws and (2) an unedited (clean) version of the new bylaws.

§12. Faculty Advisors and Assistant Dean for Students

(a) The Law School Faculty must determine the number and identity of Faculty Advisors. The Faculty Advisors’ primary function shall be to represent the interests of Review before the Faculty and Administration.

(b) The Board may request the resignation and replacement of an Advisor.

(c) In addition to the Office of the Dean, the Assistant Dean for Students is charged with the task of enforcing all University and Law School policies with respect to the operations of Review. All organizational matters, including but not limited to budgets, scheduling, and compliance with Review’s respective bylaws, must meet with strict approval of the Assistant Dean for Students.

(d) The Review Executive Board must meet with the Faculty Advisors at least once per semester to discuss the ongoing business of Review. In addition, the Editor-in-Chief and Executive Editor must meet with the faculty member in charge of the current Review symposium issue to discuss the progress of the issue.

(e) The Executive Editor must submit the documents for the Write-On to the Faculty Advisors for suggestions before the Write-On start date.

(f) As part of the election process, the Editor-in-Chief must submit a list of applicants to the Faculty Advisors for comments before interviews take place. Additionally, after elections take place, but before the applicants are offered positions, the Editor-in-Chief must submit a list of the Board’s selections to the Faculty Advisors for comments.

(g) All membership decisions made by the Executive Board, in conjunction with the Faculty Advisors, are final. There is no appeal process.
 Consolidated Bylaws

Juris Magazine has adopted the following Bylaws to take effect pending faculty approval and staff ratification. Accordingly, these Bylaws, with the exception of provisions regarding Board titles and credit distribution, will apply beginning in the 2018 spring semester, unless otherwise provided for.

Article I. Name

The name of the publication is Juris Magazine. If the Faculty finds that the publication name is no longer suitable, the Faculty may solicit the Board to create a more suitable publication name.

Article II. Definitions

The following words and phrases, when used within these Bylaws, shall be interpreted according to the listed definitions below, unless the context clearly indicates otherwise:

“Article” A written work authored by a member of Juris that provides analysis on a news or human interest subject that meets standards of accuracy and objectivity common to the field of journalism. May be interchangeably referred to as “Features Article.” The Article writing process is governed by Article VII, Section I.

“Blog Editors.” Those members who have agreed to the responsibilities listed hereafter in Article IV, Section V.

“Blog Post.” A concisely written news article or commentary, ranging between 500-1,000 words, authored by a member of Juris. Juris’s blog shall serve as a means to quickly disseminate recent information or occurrences impacting Duquesne University or the general field of law. The blog writing process is governed by Article VII, Section I.

“Editorial Board.” Those four (4) to five (5) members who include the Editor-in-Chief, up to two (2) Features Editors, and up to two (2) Blog Editors. Responsibilities of the Editorial Board shall be listed in Article IV. Herein referred to as “Board” or “Editorial Board.”

“Editor-in-Chief.” That member who has agreed to the responsibilities listed hereafter in Article IV, Section III.
“Faculty Advisor.” A member of the Law School Faculty who represents the interests of *Juris* before the Faculty and Administration.

“Features Editors.” Those members who have agreed to the responsibilities listed hereafter in Article IV, Section IV.

“General Body.” Any member of the *Juris* staff who is not a member of the Editorial Board.

“Juris.” Refers collectively to *Juris Magazine* and *Juris Blog* absent specification otherwise.

“Publishable Quality.” A standard of writing that is achieved only when the written work has incorporated all applicable rules pertaining to accuracy, grammar, format, and style. A writing that has achieved the standard of publishable quality merits consideration for publication in a respected channel for news writing.

“School of Law.” Refers to the Duquesne University School of Law.

“Staff Writers.” Those members who have agreed to the responsibilities listed hereafter in Article V.

“Students.” Includes all students who are enrolled during the current academic year at the School of Law in pursuit of a *Juris Doctorate* degree.

Article III. Purpose, Mission, and Vision

Section 1: Purpose and Mission

The purpose of *Juris* is to produce content during the academic year authored, designed, and edited by students that enhance a general readership’s understanding of current events and legal issues, particularly in the Duquesne community. *Juris* shall also produce frequent blog postings throughout the year. In this respect, *Juris’s* mission is to extend its coverage of current events and legal issues to a wider audience by making news pieces available more frequently and in varying formats including but not limited to articles, podcasts, videos, and other multimedia channels.

Section 2: Vision

The vision of *Juris* is to afford students with an opportunity to produce written work for the Duquesne Law community, as well as others interested in current legal events and issues. *Juris* also seeks to enhance the prestige of Duquesne University School of Law by
producing high-quality Articles that reflect Juris’s recognition for excellence in the field of journalism.

Article IV. The Editorial Board

Section 1: Composition, Number, and Term of Office

Juris shall be governed by a duly appointed Board comprised of an Editor-in-Chief, up to two (2) Features Articles Editors, and up to two (2) Blog Editors.

Each Editor, except one who is appointed to fill a vacancy during a term, shall be appointed by the previous Editorial Board to serve until his or her successor shall be elected.

The Board may amend the Board structure when (a) necessary and (b) approved by the School of Law’s Faculty. Board members must always maintain their statuses as Staff Writers and fulfill all requirements of staff membership in addition to their responsibilities as editors.

Section 2: Eligibility for the Board

The Board shall formulate a standard of eligibility for editorial positions and must ensure that Staff Writers are afforded an adequate opportunity to qualify.

The Board must never require less than a reasonable indication of a Staff Writer’s intention to fulfill the writing, editing, and production responsibilities of staff membership.

Section 3: Responsibilities of the Editor-in-Chief

The Editor-in-Chief will hold the position for one (1) academic year.

The Editor-in-Chief shall establish deadlines for the submission of Articles, for the final editing of such Articles, and for the online layout of the Articles.

The Editor-in-Chief shall schedule and preside over meetings with the Editorial Board and the staff at large.

The Editor-in-Chief shall work with the Editorial Board to appoint and discharge writers and editors when deemed appropriate.

The Editor-in-Chief shall devise a plan of organization for the division of labor necessary for producing quality Articles and Blog Posts in a timely manner.

The Editor-in-Chief shall act as a spokesperson for Juris.

The Editor-in-Chief will share editing responsibilities with the Features Editors and will have the responsibility of executing final edits before faculty review.

Other responsibilities of the Editor-in-Chief shall include overseeing Staff Writer selection or approval by the Blog Editors, selecting new editors, making the final decision
on publication offers, finding and communicating with authors, and overseeing the business affairs of *Juris*.

The Editor-in-Chief must report to the Faculty Advisor at least once each semester on the progress of Articles and the Board members’ fulfillment of their duties.

The Editor-in-Chief must also be prepared to make presentations to the Faculty Publications Committee, to participate in Orientation and Open House, and to perform such other duties related to the office as indicated by the Faculty Advisor.

The Editor-in-Chief has discretion to unilaterally render decisions, otherwise requiring action by the Board, where (a) the exigencies of a situation demand immediate action and (b) a meeting of the Board is impractical. The Board may review and reverse decisions so made by the Editor-in-Chief when such actions were not in the best interests of *Juris*.

Section 4: Responsibilities of the Features Editors

The Features Editors shall conduct the public relations affairs of *Juris* in coordination with the Editor-in-Chief.

The Features Editors shall recruit students, faculty, alumni, and other legal practitioners to author Articles for *Juris*.

The Features Editors shall devise, develop, and implement a strategic plan, in cooperation with the Editor-in-Chief and law school advisor(s), for the production of Articles, including identifying central themes for content produced each semester, targeting prominent authors, developing a broad base of potential authors, and coordinating such other issues as are necessary for the production of quality Articles.

The Features Editors shall communicate with authors recruited to write Articles as to deadlines and other criteria.

The Features Editors shall participate in the editorial process, including reading and reviewing each Article, and ensuring that each Article is free of any spelling and grammatical errors.

The Features Editors shall work with authors to make necessary changes to Articles while maintaining the overall writing style of the author.

The Features Editors shall work with contributing authors to determine what visual media would be appropriate for each Article.

The Features Editors shall submit finished Articles to the Editor-in-Chief.
The Features Editors shall report to the Editor-in-Chief about the edited Articles and any issues arising from contact with authors, and suggest which Articles are worthy of publication.

The Features Editors may post and update Juris’s social media presence in coordination with the Editor-in-Chief, using the highest professional standards while writing content for social media platforms.

The Features Editors shall each write at least one Article and one Blog Post per semester.

Section 5: Responsibilities of the Blog Editors
The Blog Editors shall work to establish, maintain, and operate Juris Blog.

The Blog Editors shall communicate with authors recruited to write Blog Posts as to deadlines and other criteria.

The Blog Editors shall work with Staff Writers to make necessary changes to Blog Posts while maintaining the overall writing style of the Staff Writers.

The Blog Editors shall work with Staff Writers to determine what visual media would be appropriate for each Blog Post.

The Blog Editors shall read all letters to the editor and outside blog submissions and submit those worthy of publication based on interest, topic, and author to the Editor-in-Chief, and verifies permission to publish with the author.

The Blog Editors shall report to the Editor-in-Chief any issues arising from contact with authors.

The Blog Editors may post and update Juris’s social media presence in coordination with the Editor-in-Chief, using the highest professional standards while writing content for social media platforms.

The Blog Editors shall each write at least one Article and one Blog Post per semester.

Section 6: Termination of Board Membership
The Board must terminate the editorial status of a member of the Board for failure to reasonably discharge the duties of his or her editorial position pursuant to Article VI. Nothing herein shall prevent the Board from imposing lesser sanctions when appropriate.

Section 7: Filling Vacancies on the Board
The Board has the power to fill Board vacancies for the unexpired portion of a term, when necessary.
Section 8: Academic Credit

As a member of the Editorial Board, each editor may receive non-classroom academic credit prior to graduation. No other *Juris* position will be granted these credits. Receipt of credit shall be pursuant to Article VIII.

Section 9: Faculty Advisors and Assistant Dean of Students

The Law School Faculty must determine the number and identity of Faculty Advisors.

In addition to the Office of the Dean, the Assistant Dean of Students is charged with the task of enforcing all University and School of Law policies with respect to the operations of all approved School of Law student organizations. All student organization matters, including but not limited to budgets, scheduling, and compliance with each organization’s respective Bylaws, must be met with the strict approval of the Assistant Dean of Students.

Article V. Staff Membership

Section 1: Eligibility of Member Status

Students wishing to join *Juris* may maintain Staff Writer membership after registering with the School of Law for the current academic year and maintaining a GPA that meets the School of Law’s requirement for good academic standing.

The following criteria may not be considered when determining a student’s eligibility for member status: whether the student is a part-time or full-time student; whether the student is enrolled in the day division or evening division; whether the student is a first, second, third, or fourth-year law student; and whether the student is a transfer student. In no way should this list be interpreted to be an exhaustive list.

Only those applicants who satisfy the above-mentioned requirements will be considered for or be able to maintain membership.

Section 2: Responsibilities of Staff Writers

Staff Writers who have written for *Juris Blog* for at least one (1) semester are eligible to propose at least one Article idea for each semester thereafter.

Staff Writers shall brainstorm Blog Post ideas, reference or interview sources for Blog Posts, and author Blog Posts. Eligible Staff Writers who elect to propose Article ideas shall also reference or interview sources for Articles and author Articles.

Staff Writers shall use the highest professional standards while writing Blog Posts or Articles.

Staff Writers shall send Articles to the Editorial Board for initial review.
Staff Writers shall write at least two Blog Posts per semester or, for those eligible, one Blog Post and one Article per semester.

Staff Writers shall submit Blog Posts to the Blog Editors for initial review.

Section 3: Staff Meetings and Training Sessions

The Editor-in-Chief or other designated Board member shall call any staff meetings or training sessions that the Editorial Board deems pertinent and necessary.

The Board, in its sole discretion, shall decide whether staff meetings and training sessions are mandatory.

Section 4: Notification of Status

The Editor-in-Chief shall maintain a permanent roster of Juris’s Editorial Board and Staff Writers.

Upon fulfillment of the requirement of completing an Article and/or Blog Posts of publishable quality, the Editor-in-Chief or other designated Board member must provide the Staff Writer written notification of such fulfillment or lack thereof.

Article VI. Termination, Disciplinary Proceedings, and Plagiarism

Section 1: Termination of Status or Disciplinary Proceedings

(a) Discretionary and non-discretionary demerits (herein referred to as “strikes”) as defined in this section shall be issued when necessary. Strikes may only be issued by the Editor-in-Chief while accompanied by a second Board member. Strikes will be calculated cumulatively throughout the member’s association with Juris.

(b) Non-discretionary strikes: Absent extenuating circumstances, members of Juris who are absent from a mandatory meeting or fail to meet a required deadline, without prior approval, shall be issued one strike.

(c) Discretionary strikes: Members who demonstrate a “lack of good faith” are, at the discretion of a unanimous vote of the Board, subject to one strike. A “lack of good faith” may be demonstrated by, but is not limited to, consistent failure to meet technical requirements, failure to incorporate edits, poor quality of writing, poor quality of source-checking, or inadequate notice of an intent to resign.

(d) Sequential order of strikes:

(i) First strike: The Editor-in-Chief alone may issue a member’s first strike. A written warning must accompany the issuance of the strike.

(ii) Second strike: The Board must unanimously agree to issue a member’s second strike. The issuance of a second strike must be given as a written warning. A copy of the written warning shall be sent to the Faculty Advisor.
(iii) Third strike: The Board must, before a third strike is awarded, afford due process protections of notice and hearing to a member of the Board or Staff accused of failure in the performance of his or her responsibilities. The Board must conduct such proceedings in a discrete fashion. The Board must inform the Dean and Faculty Advisors in writing as to the outcome of such proceedings. Receipt of a third strike results in the permanent revocation of the Board or staff member’s Juris membership.

(e) No Board member may vote on any action that may affect that Board member’s status. This includes disciplinary actions concerning that Board member.

(f) Nothing in this section shall preclude a Staff Writer or Board member from voluntarily resigning from Juris upon providing adequate notice, respectively, to the Blog Editors or Editor-in-Chief. A former member who was not involuntarily removed pursuant to the disciplinary proceedings may seek reinstatement as a Staff Writer without petitioning for an appeal; such reinstatement is subject to the unanimous approval of the Blog Editors and Editor-in-Chief.

(g) Appeals: Removed members may petition the Board and Faculty Advisors for reinstatement within fourteen (14) days of dismissal.

(i) To be successful in his or her petition, the removed individual must persuade the Board that exceptional circumstances necessitated the event that resulted in removal.

(ii) Reinstatement shall only occur if two-thirds of the weighted votes of the entire Board and Faculty Advisor are in favor of reinstatement.

(iii) If a removed member fails to petition within fourteen (14) days of removal, he or she shall be deemed permanently removed.

Section 2: Plagiarism

(a) Members of Juris are subject to the plagiarism standards of the Duquesne School of Law Academic Bulletin.

(i) If any Board member suspects that the submitted work of another Juris member has been plagiarized, that Board member shall report the matter to the Editor-in-Chief, who shall notify the Faculty Advisor of the matter. The Editor-in-Chief shall then consult the Faculty Advisor of Juris, who shall, in his or her discretion, either refer the matter to the Duquesne University School of Law Disciplinary Committee or take remedial action to educate the student on plagiarism, which latter course of action may include requiring the offending member to rewrite the plagiarized work.

(ii) A decision by the Editor-in-Chief not to refer the matter to the Disciplinary Committee shall not preclude the Dean or any Faculty member from doing so.
Article VII. Procedure for Publication of Juris

Section 1: Articles and Blog Posts

The procedure for completing an Article or Blog Post shall occur throughout the fall/spring semester(s) in accordance with protocol separately agreed upon by the Board. Such procedures will be made available to the Staff Writers. No content shall be published without the approval of the Faculty Advisor.

Section 2: Publication Decisions

Basic criteria for selecting works for publication shall include the content, substance, and originality of the work and whether the work fits within Juris’s intended purpose and theme.

Article VIII. Academic Credit

After completing the requirements of Juris membership, Editorial Board members (the Editor-in-Chief (1), Features Editors (2), and Blog Editors (2)) will become eligible for two (2) non-classroom academic credits. A Board member must complete all requirements of membership, and no partial academic credit may be given absent a petition approved by the Associate Dean of Academic Affairs. The decision to award academic credit will be determined by the Faculty Advisor. A student who serves on the Editorial Board for two or more years may receive a maximum of four (4) non-classroom academic credits.

Pursuant to Standard 310(a) of the American Bar Association Standards and Rules of Procedure for Approval of Law Schools and Article II of the Duquesne University School of Law Academic Bulletin, each credit hour shall be satisfied by a minimum of forty-five (45) hours of work. Therefore, a Board member must satisfy no less than ninety (90) hours of cumulative work through the end of the spring semester of each year of service. Upon approval by the Faculty Advisor, this may include Juris work conducted during the summer session prior to the beginning of the academic year or work conducted during the winter session prior to the spring semester.

Receipt of all credits accumulated by a Board member shall be at the end of each semester wherein those credits were earned. Blog Editors may receive up to two (2) credits during the fall semester under Juris I, and may receive one (1) credit during the spring semester under Juris II. Features Editors may receive one (1) credit during the fall semester under Juris III, and may receive one (1) credit during the spring semester under Juris IV. The Editor-in-Chief may receive up to two (2) credits during the fall semester under Juris V, and may receive one (1) credit during the spring semester under Juris VI. Receipt of credits per semester is dependent on a student not exceeding the overall maximum of four (4) non-classroom academic credits associated with Juris, regardless of Board positions previously held.

The course designation provision shall take effect beginning in the 2018-2019 academic year.

Academic credit must never be awarded to an Editorial Board member who fails to produce at least one Juris Article of publishable quality as well as one Blog Post of publishable quality per
semester during the academic year. The Faculty Advisor’s decision that an Article or Blog Post is of publishable quality is final.

**Article IX. Board Meetings**

**Section 1: Place of Meetings**

Board meetings shall take place at the Law School in a room that has been reserved by a member of the Board.

**Section 2: Biannual Board Meeting**

The Board shall be required to hold, at a minimum, one (1) mandatory Board meeting per semester for a total of, at a minimum, two (2) mandatory meetings for the academic year.

**Section 3: Special Meetings**

Special or additional meetings of the Board may be called at any time by the Editor-in-Chief or by any two members of the Board.

**Section 4: Notice of Meetings**

Board members shall be given notification of the time and location of an upcoming mandatory meeting by email, or through any other reasonable means, at least one (1) week prior to the date of the meeting.

Board members shall be given notification of the time and location of an upcoming special meeting by email, or any other reasonable means, at least forty-eight (48) hours prior to the date of the meeting.

**Section 5: Quorum**

Nothing within these Bylaws shall permit the Board to render decisions without the appropriate quorum. A quorum for ordinary business of *Juris* must consist of not less than one-half of the editorial votes on the Board.

A quorum for termination of status proceedings, other disciplinary proceedings, elections, or Bylaw amendments must consist of not less than every outstanding editorial vote on the Board.

Any decision or action taken by the Board, in which the requisite quorum was not present, will not be effective or binding.

**Section 6: Order of Business**

The order of business for a Board meeting should adhere to the following procedure:

*Call to Order.* The Board meeting will be opened once the presiding Board member has called the Board meeting to order.
Roll Call. The presiding Board member must perform a roll call of the members present at the Board meeting to establish whether a quorum is present. Once a quorum has been established, the presiding Board member shall ask if there any additions to the agenda.

Minutes of Last Meeting. The presiding Board member shall read the minutes of the last meeting. Each Board member should be provided with a copy of the last meeting’s minutes. If no corrections are to be made, the Board member shall approve, sign, and date the minutes.

Reports. The presiding Board member shall direct the designated Board member to report on the state of Juris’s current affairs, alumni relations, and any publication decisions that have been made.

Unfinished Business. The presiding Board member shall call for any unfinished business to be introduced. This may include any motion or report that was being considered and was interrupted when the previous meeting was adjourned or any motion or report that was postponed to the current meeting.

New Business. The presiding Board member shall open the meeting to any new business, including appearances by non-Board members and any proposal that any member may wish to present to the Board. Any item to be voted on by the Board should be introduced at this time.

Announcements. The presiding Board member shall call for announcements from members. Announcements should include upcoming training sessions, staff meetings, and Juris social gatherings.

Adjournment. Any member of the Board may motion for the meeting to adjourn. Once the motion for adjournment has been made, seconded, and carried, the presiding Board member may formally declare the meeting to be adjourned.

Section 7: Minutes

One appointed Board member who agrees to the responsibilities shall be responsible for taking the minutes at all Board meetings. If, however, the appointed member is not present at the Board meeting, the Editor-in-Chief will assign another editor to undertake the responsibility.

The appointed Board member shall provide each present member of the Board with a copy of the last meeting’s minutes.

Section 8: Agenda

The Editor-in-Chief shall be responsible for providing each Board member with a copy of the meeting’s agenda prior to the start of the meeting.

Section 9: Informal Action
If all the Board members, severally or collectively, consent in writing to any action taken or to be taken by *Juris* and the writing or writings evidencing their consent are kept on file with the Editor-in-Chief, the action shall be as valid as if it had been authorized at a formal meeting of the Board.

**Section 10: Voting**

Only those members of the Board physically present at a duly convened meeting at the time the vote is taken are entitled to have their votes counted.

Each member of the Board, who is present at the duly convened meeting, will have one vote.

In the event of a tie vote, the Editor-in-Chief shall determine the outcome of the vote.

**Section 11: Effect of Board Decisions**

Decisions, other than Bylaw amendments, rendered at a duly convened meeting of the Board by a majority of the votes present must bind *Juris*.

Nothing in these Bylaws precludes the Board, at its discretion, from reconsidering a decision on any matter which was not preceded by adequate subject matter notice or when the facts material to the decision are found to be substantially changed.

**Article X. General Body Meetings**

**Section 1: Place of Meetings**

General Body Meetings shall take place at the School of Law in a room that has been reserved by a Board member.

**Section 2: Biannual Meeting**

The Board shall be required to hold, at a minimum, two (2) mandatory or non-mandatory meetings per year for all *Juris* members: once at the start of the fall semester and again at the start of the spring semester.

**Section 3: Special Meetings**

Special or additional meetings of the General Body may be called at any time by the Editor-in-Chief or by any two members of the Board.

**Section 4: Notice of Meetings**

General Body members shall be given notification of the time and location of an upcoming mandatory or non-mandatory meeting by email, or through any other reasonable means, at least one (1) week prior to the date of the meeting.

General Body members shall be given notification of the time and location of an upcoming special meeting by email, or any other reasonable means, at least forty-eight (48) hours prior to the date of the meeting.
Section 5: Order of Business

The order of business for a General Body meeting should adhere to the following procedure:

*Call to Order.* The General Body meeting will be opened once the presiding Board member has called the General Body meeting to order.

*Roll Call.* The presiding Board member must perform a roll call of the members present at the General Body meeting in order to establish whether a quorum is present. Once a quorum has been established, the presiding Board member shall ask if there are any additions to the agenda.

*Minutes of Last Meeting.* The presiding Board member shall direct the Board member appointed to maintain minutes to read the minutes of the last meeting. Each Board member should be provided with a copy of the last meeting’s minutes. If no corrections are to be made, the presiding Board member shall approve, sign, and date the minutes.

*Reports.* The presiding Board member shall report on the state of Juris’s current affairs, alumni relations, and any publication decisions that have been made.

*Unfinished Business.* The presiding Board member shall call for any unfinished business to be introduced. This may include any motion or report that was being considered and was interrupted when the previous meeting was adjourned or any motion or report that was postponed to the current meeting.

*New Business.* The presiding Board member shall open the meeting to any new business, including any proposal that any member may wish to present to the Board.

*Announcements.* The presiding Board member shall call for announcements from members. Announcements should include upcoming training sessions, staff meetings, and Juris social gatherings.

*Adjournment.* Any member of the Board may motion for the meeting to adjourn. Once the motion for adjournment has been made, seconded, and carried, the presiding Board member may formally declare the meeting to be adjourned.

Section 6: Minutes

One appointed Board member who agrees to the responsibilities shall be responsible for taking the minutes at all General Body meetings. If, however, the appointed member is not present at the General Body meeting, the Editor-in-Chief will assign another editor to undertake the responsibility.

The Board member shall provide each present member of the General Body with a copy of the last meeting’s minutes.
Section 7: Agenda

The Editor-in-Chief shall be responsible for providing each General Body member with a copy of the meeting’s agenda prior to the start of the meeting.

Section 8: Informal Action

If all the General Body members, severally or collectively, consent in writing to an amendment of the Bylaws and the writing or writings evidencing their consent are kept on file with the Editor-in-Chief, the action shall be as valid as if it had been authorized at a formal meeting of the Board.

Section 9: Voting

Only those members of the General Body physically present at a duly convened meeting at the time the vote is taken are entitled to have their votes counted.

Each member of the General Body, who is present at the duly convened meeting, will have one vote.

In the event of a tie vote, the Editor-in-Chief shall determine the outcome of the vote.

Article X. Amendments

Amendments to these Bylaws must be introduced, discussed, and voted upon at meetings specially convened for such a purpose. Amendments require a majority vote with all Juris Board members present.

Amendments to the Bylaws shall be sent to Board members for review at least seven (7) days prior to a meeting specially convened for the purpose of voting on Amendments to the Bylaws.

The Board must inform the Dean and the Faculty Advisors in writing as to Amendments to these Bylaws, and they must be submitted to the Faculty for approval.