

Southern University Law Center

Code of Student Conduct Manual

Academic & Non-Academic Conduct



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***SOUTHERN UNIVERSITY LAW CENTER
CODE OF STUDENT CONDUCT MANUAL***

Academic and Non-Academic Conduct



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SOUTHERN UNIVERSITY LAW CENTER
CODE OF STUDENT CONDUCT MANUAL

Purpose

The Code of Student Conduct Manual was drafted to furnish law students with a statement of policies, rules and regulations governing the Southern University Law Center.

Matters expressed herein are not intended to replace the Southern University Code of Student Conduct Manual. Rather, the University's Code of Student Conduct Manual is substantially reproduced herein with revisions and modifications deemed appropriate for the administration and governance of the Southern University Law Center. Any student admitted to the Law Center also agrees to abide by the rules and regulations of student conduct established by Southern University and A & M College.

As used herein, the term "University" is inclusive of the Southern University Law Center.

SOUTHERN UNIVERSITY SYSTEM
Statement of Student Rights and Responsibilities

As a campus of the Southern University System, the Law Center first conforms to and communicates to students the rights, duties and responsibilities that they have as expressed first by the Southern University Board of Supervisors in its Bylaws.

The Southern University Board of Supervisors subscribes to the principle that the freedom to teach and freedom to learn are inseparable facets of academic freedom and that the freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The following provisions are essential for freedom to learn.

Section 1. In the Classroom

The University is committed to the principle that students in the classroom should be encouraged to exercise free discussion, inquiry and expression relative to the subject matter of the discipline involved, and that student performance should be evaluated solely on an academic basis, not on opinion or conduct in matters unrelated to academic standards.

Section 2. Student Records

The President of the University, with the advice and assistance of appropriate members of the administrative staff and the faculty, shall formulate and issue regulations pertaining to the keeping of students records in accordance with law and appropriate respect for privacy. These regulations shall provide for maintaining separate academic and disciplinary records and shall clearly indicate the kinds of confidentiality which should be respected as regards the records and the conditions of access to them.

Administrative staff and faculty members shall respect the confidentiality of information about students which they acquire in the course of their work.

Section 3. Student Affairs

The following standards shall be observed as regards the freedom of students:

A. Freedom of Association.

Students bring to the campus a variety of interest previously acquired and develop many new interests as members of the academic community. They shall be free to organize and join associations to promote their common interests in keeping with the law and University policies.

B. Freedom of Inquiry and Expression.

Students and student organizations shall be free to examine and discuss all questions of interest to them. They shall be free to support causes by orderly means which do not disrupt the regular and essential operations of the institution. At the same time, students have the responsibility to make clear that, in their public expressions, they and their organizations speak only for themselves.

C. Student Participation in University Governance.

As constituents of the academic community, students shall be given the opportunity to participate in the formulation of institutional policy, particularly in the area of student affairs. Students shall be represented on the Board of Supervisors in accordance with applicable State law and Board of Supervisors rule(s) governing appointment of said representative.

D. Student Publications/Media.

Student publications and electronic media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and in providing an environment which fosters intellectual exploration on campus. Students shall be given the opportunity to publicize activities and events relevant to the University community through the official campus student newspaper, student yearbook, student electronic media and newsletters of officially registered student organizations. In their roles as student journalists, students are ensured the maximum freedom of expression. However, it should be clearly communicated in publications or other media that student journalists are responsible for the views they express and the content of their publications. Student publications and electronic media shall serve as forums for student expression and as laboratories for training. Students are expected to abide by the commonly accepted legal and ethical standards of responsible journalism, especially as it relates to nudity, obscene language, statements or comments which can be deemed libelous and/or disruptive of the educational process. Student publications and other media shall be governed by the canons of responsible journalism.

Section 4. Procedural Standards in Disciplinary Proceedings.

The Southern University System has the duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for students. The administration of discipline shall guarantee due process to an accused student. The System President shall ensure that appropriate procedures for students to register grievances are in place.

SOUTHERN UNIVERSITY LAW CENTER
Statement of Student Rights and Responsibilities

Non-Academic Rights and Responsibilities

Students have the same rights, privileges and freedoms granted to every United States citizen. With these rights, privileges and freedom comes the responsibility to obey federal, state and local laws as well as abide by the rules and regulations of the University, and Law Center. Essential to the effective functioning of the Law Center is the protection and promotion of a special set of interests and purposes:

(1) the opportunity of students to attain their educational objectives, 2) the creation and maintenance of an intellectual and educational atmosphere throughout the Law Center, (3) the protection of the health, safety, welfare, property, and human rights of all members of the Law Center, the University community, and (4) the protection and reputation of the University itself.

Academic Rights and Responsibilities

The members of the Southern University Law Center community have established an academic honor code because:

1. It is essential to the welfare of the legal profession and the people whom it serves that the integrity of all its members are at all times beyond reproach.
2. There is an overriding obligation that one's learning process is conducted in an ethical manner, and this obligation goes beyond purely professional consideration.

The Academic Honor Code embraces five points:

1. It is the duty of every student to act honorably in all relations of student life.
2. Lying, cheating, and stealing are specifically condemned.
3. Any action that tends to gain an unfair advantage over other students' academic affairs is prohibited.
4. All scholastic dishonesty is forbidden.
5. Each student has a duty to report any suspected infraction of the honor code.

**ACADEMIC HONOR CODE OF SOUTHERN UNIVERSITY LAW CENTER
RULES OF PROCEDURE**

I. Jurisdiction

- 1.1 A student is subject to the provisions of the honor code by virtue of matriculation at Southern University Law Center.
- 1.2 This code covers any conduct that directly or indirectly pertains to the student's academic relation with the Law Center.
- 1.3 Sanctions imposed under this code shall be Law Center sanctions exclusively. No university sanction shall be imposed hereunder.
- 1.4 The Honor Code Committee may render advisory opinions to the Chancellor as to whether given conduct is in violation of the code.

II. Organization

- 2.1 The honor code shall be administered by the Honor Code Committee of the Law Center.
- 2.2 The Honor Code Committee shall possess all powers necessary to properly exercise its jurisdiction and to conduct hearings in a dignified, orderly, and expeditious manner. It may punish, as a violation of the honor code, any unwarranted interference with its exercise of these powers.
- 2.3 The Honor Code Committee shall be composed of seven regular members selected in the spring of each year after the election of Student Bar Association officers. The Chancellor of the Law Center shall appoint four faculty members to serve one-year terms on the committee. The President of the Student Bar Association shall appoint three students subject to ratification by the Law Center Faculty. Two of these shall be selected from the then junior class, and one from the then freshman class, all for one-year terms.
- 2.4 The President and the Chancellor shall each appoint, in the same manner as the appointment of regular members, one alternate member each from the then junior class, the then freshman class, and the faculty. In cases of temporary vacancies in the committee, the alternate member shall become the regular member for the unexpired portion of the term and a new alternate shall be appointed.
- 2.5 It shall be necessary for seven members of the committee (either regular members or their alternates) to be present and participate to constitute a quorum.
- 2.6 The Honor Code Committee shall select from its membership a chairman.
- 2.7 There shall also be an Investigatory Committee, composed of five members, three faculty and two students. They shall be appointed at the same time as the members of the Honor Code Committee and in conformance with the provisions of 2.3 above.
- 2.8 The Investigatory Committee shall elect from its membership a permanent chairman who shall apportion the investigations among the members of the committee.

III. Initiation of Proceedings

- 3.1 Proceedings under this code shall be instituted by the submission to the Investigatory Committee of a written statement by any student, faculty member, or Chancellor alleging that he or she has reason to believe that a violation of the honor code has occurred. A member of the Investigatory Committee may file such a statement on his or her own initiative. The Honor Code Committee shall notify the Chancellor of all investigative procedures and of all proceedings before it.
- 3.2 A violation must be reported within 30 days after the final day of examinations for the semester in which it occurred, unless it was a violation as to be undiscoverable until a later date. In the latter case, the report must be filed within 30 days after the final day of examinations of the semester in which the violation was discovered. In no case shall prosecution under this code be commenced if these time limitations are not strictly observed.
- 3.3 The chairman of the Investigatory Committee shall appoint one or more investigators to conduct a preliminary investigation of the alleged violation to determine if there is probable cause sufficient to warrant a hearing. The chairman shall be given the principal responsibility for the investigation with whatever assistance deemed necessary.
- 3.4 If the investigator(s) find probable cause, they shall, within a reasonable time from receipt of the complaint, give written notice to the accused, such notice containing the date and nature of the alleged offense and a brief summary of the evidence. In addition, the accused shall be given a copy of these rules of procedure.
- 3.5 The investigator(s) shall contact the Chancellor of the Law Center to inform him of the charge as soon as probable cause has been determined. The Chancellor and the investigator(s) shall hold a preliminary meeting if (a) there is a need for immediate temporary action by the Chancellor pending the holding of a hearing or (b) there are questions of law upon which the investigator(s) desire the Chancellor's advice.
- 3.6 If the accused admits the violation, the Chancellor may suspend the accused temporarily or take whatever other disciplinary action he deems necessary, after consultation with the investigator(s). Such action shall not be held to prejudice any question to be determined by the Honor Code Committee, nor shall it preclude them from making any finding which otherwise would be proper.
- 3.7 As soon as probable cause has been determined, the investigator(s) shall meet with the chairman of the Honor Code Committee to set a date for the hearing. Written notice of the date of the hearing shall then be given to the accused by the investigator(s).
- 3.8 The hearing shall commence not less than three nor more than 15 days exclusive of examination periods, from the date on which notice is given to the accused. By mutual agreement, the investigator(s) and the accused may postpone the hearing for a reasonable period beyond the above limits.

- 3.9 The investigator(s) shall contact the accused at least two days prior to the hearing, to receive his or her plea of guilty or not guilty, and to discuss any matters upon which agreement would expedite the hearing and help secure the ends of justice. At this time the accused shall give the investigator(s) the names of all persons providing legal assistance, including retained counsel, if any.
- 3.10 The investigator(s) may, after consultation with the chancellor, obtain the assistance of a member of the Louisiana State Bar Association in conducting the hearing. This should only be done in those cases where it is necessary for the orderly administration of justice.

IV. Hearing

- 4.1 The hearing shall be closed to the public.
- 4.2 The hearing shall be conducted with as much informality as is consistent with the purpose of the inquiry. Formal rules of evidence and procedure shall not apply.
- 4.3 The accused in conducting a defense shall have the right to the assistance of any person including retained counsel. He or she shall further have the right to confront the accuser and the witnesses and to cross-examine these persons. The accused shall be accorded the right to remain silent and no adverse inference shall be drawn there from. The accused shall be presumed innocent until guilt is proven.
- 4.4 Should the accused, after notification of the charges and date, time, and location, of the hearing, willfully fail to appear at the hearing, the Honor Code Committee may proceed in his or her absence. In such cases, he or she shall be deemed to have waived the right to present a defense to the charges but this shall not be the equivalent of a guilty plea.
- 4.5 The proceeding shall be bifurcated as to (a) the guilt or innocence of the accused and (b) the sanctions to be imposed.
- 4.6 The chairman shall arrange for the hearing to be recorded in its entirety upon the request of the accused. However, the proceeding shall not be delayed pending receipt of the transcript.
- 4.7 The suggested order of the hearing is:
- (a) Reading of the charge against the accused.
 - (b) The accused's plea of "guilty" or "not guilty." If the plea is "guilty," steps (c) through (k) shall be omitted.
 - (c) A general statement of the facts and evidence by the investigator(s).
 - (d) A reply, if desired, by the accused, his or her counsel, or anyone assisting the accused in the defense.
 - (e) A presentation of the evidence by the investigator(s). The accused shall be allowed to cross-examine any witness presented by the investigator(s). The Honor Code Committee members may question any witness after the accused and the investigator(s) have completed their questioning.
 - (f) Presentations of any evidence which the accused desire to bring to the attention of the committee. The investigator(s) and the committee have the right to question the witnesses as above.

- (g) At the discretion of the chairman, the investigator(s) may be given the opportunity to present further evidence, including recall of previous witnesses.
 - (h) The investigator's summation of the evidence.
 - (i) A reply, if desired, by the accused, his or her counsel, or anyone assisting the accused in the defense.
 - (j) Secret deliberations of the Honor Code Committee on the question of guilty or innocence of the accused.
 - (k) Announcement of the verdict of the committee. The verdict shall be "guilty" or "not guilty."
- (1) If the verdict is "guilty" or the accused has entered a plea of, "guilty," he or she shall be allowed to make a statement or to present evidence to the committee relating to mitigating circumstances. In so doing, the procedures of sections (e) and (f) are to be followed, with the accused presenting his or her evidence first and the investigator(s) following.
- (m) The accused may make a final statement to the committee.
 - (n) The committee shall then, in secret session, determine the appropriate sanction.
 - (o) The secrecy provided herein shall not extend to court proceedings.
- 4.8 A verdict of "guilty" shall be concurred in by at least five of the seven-committee members participating in the hearing. If after sufficient deliberation of "guilty," verdict has not been reached, the verdict shall be "not guilty" or the committee may require further investigation.
- 4.9 Any sanction from oral admonition to expulsion from the Law Center may be selected. The sanction must be approved by a majority of the committee members participating in the hearing.
- 4.10 The committee shall notify the accused of the sanctions as soon as possible after a decision is reached.
- 4.11 Within a reasonable time after completion of the hearing, exclusion of weekends or holidays, the Honor Code Committee shall submit to the Chancellor of the Law Center, a written opinion and physical evidence.
- 4.12 If the verdict is "guilty," the chairman shall insure that the record of the hearing is retained for one year after the final decision is reached. It shall be dated and placed in the safe in the Office of Admission and Records. If a decision of "not guilty" is reached, the record shall be destroyed after one year from the date of decision.

V. Sanctions

- 5.1 Sanctions other than oral admonition by the Honor Code Committee may be implemented only by action of the Chancellor. Oral admonition may be implemented by the Honor Code Committee subject to the provisions of 6.3 below.
- 5.2 Sanctions which may be determined by the Honor Code Committee include, but are not limited to, one or more of the following which are set forth in descending order of severity:
- (a) Expulsion from the Law Center;
 - (b) Suspension from the Law Center for one or more semesters;
 - (c) A grade of "F" in any course to which the offense pertains;

- (d) Withdrawal of credit in a course;
- (e) Lowering of grade in any course to which the offense pertains;
- (f) Suspension from one or more courses for any period or suspension from the Law Center for less than a semester.
- (g) A retake of an examination in a course, or the doing or repetition of any work less than the entire course in such a manner and subject to such conditions as the committee shall determine;
- (h) Probation;
- (i) A written reprimand;
- (j) Admonition, either oral or written.

VI. Appeal

- 6.1 A verdict of "not guilty" is final and not reviewable.
- 6.2 A verdict of "guilty" may be appealed to the Chancellor of the Law Center, who may order reconsideration by the committee.
- 6.3 The committee's findings, both as to guilt and sanction, shall become final when approved by the Chancellor.

VII. Miscellaneous Provisions

- 7.1 Words and phrases are to be read in their context and are to be construed according to the common and approved usage of the language.
- 7.2 The word "shall" is mandatory; the word "may" is permissive.
- 7.3 These rules, together with the honor code, shall be effective from the date on which they are ratified by: (1) a majority of the members voting at a student vote called for this occasion; (2) the Chancellor of the Law Center; and (3) the faculty of the Law Center. Amendments hereto and to the honor code, shall be effective once they are similarly approved.

VIII. Exclusions

- 8.1 Nothing contained herein shall preclude:
 - (a) The administration, law faculty or individual instructors from establishing and enforcing rules pertaining to the administration of exams, the promotion of academic performance, or the maintenance of classroom decorum;
 - (b) The establishment and enforcement by the individual instructor of rules pertaining to methodology used in classroom:
 - (c) The use of authority by the instructor to do those things believed to be necessary to fulfill responsibility in the classroom, including devices to promote effective class participation, to prevent disturbance of the classroom situation, and to assure punctual as well as regular class attendance.

NON-ACADEMIC CODE OF CONDUCT

A. **Disciplinary Sanctions, Offenses and Procedures**

A student admitted to the Southern University Law Center accepts the responsibility to conform to all regulations that the Law Center and University may publish. Any student who fails to meet this obligation shall be subject to disciplinary sanction as may be provided for, including, but not limited to, expulsion, suspension, probation, warning, or the imposition of reasonable fines.

THE OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS WILL MAKE REASONABLE EFFORTS TO MAKE THE REGULATIONS AVAILABLE, BUT STUDENTS ARE RESPONSIBLE FOR BECOMING FAMILIAR WITH SUCH REGULATIONS AND ARE HELD ACCOUNTABLE FOR MISCONDUCT EVEN IN THE ABSENCE OF SUCH FAMILIARITY.

B. **Definitions of Penalties or Sanctions**

1. **Disciplinary Warning**

An official notification to the student that his/her behavior has been unacceptable. Any further misconduct will result in the imposition of a greater sanction. This sanction is a part of the official record but is removed at the time the student completes his/her requirements for graduation.

2. **Disciplinary Probation**

An indication to a student that his/her behavior has resulted in a sanction extremely close to suspension. It is imposed for a definite period of time. Any further misconduct while on Disciplinary Probation will usually result in suspension from the Law Center.

3. **Disciplinary Suspension**

Prohibition from attending and from being present without permission on the property of the Law Center or any campus of Southern University for the duration of the sanction. The sanction shall not exceed a period of more than two full semesters following the effective date of suspension.

If required by the sanction, students who have been suspended must petition for re-enrollment through the Law Center's Judiciary Committee.

4. **Disciplinary Withdrawal**

The privilege of withdrawing from the Law Center under extenuating circumstances. Conditions may be established for readmission at the time of withdrawal.

5. Disciplinary Expulsion

Prohibition from ever attending and from being present without permission on the property of the Law Center or any campus of Southern University.

6. Other Sanctions

The Law Center Judiciary Committee may impose any other appropriate sanction, including, but not limited to, restriction of student privileges, restriction on right of access to campus facilities, work fines and monetary payment for purpose of restitution due to damage or misappropriation of Law Center or University property.

7. Statement of Concern

Faculty and staff members may issue a Statement of Concern to a student for violation of Code Three Offenses. Such statement shall be placed in the student's official disciplinary file and may be a basis for further disciplinary referrals.

The sanction is subject to review by the Vice Chancellor for Student Affairs.

The Statement of Concern is removed at the time the student completes his/her requirements for graduation.

C. Interim or Emergency Suspension

The Law Center shall invoke this policy when officials are faced with an immediate situation the facts of which indicate that a student's continued presence on campus constitutes a clear and convincing danger to the normal functions of the Law Center, to property, to others, or to the student himself/herself in such situations, as supported by case law, the Law Center shall suspend the student immediately on an emergency basis.

The suspended student shall have the right to appeal his/her case immediately until a regular hearing can be held.

D. Code of Conduct Violations

Cases that arise under the Non-Academic Code of Conduct may be handled administratively through the Office of the Vice Chancellor for Student Affairs. In such cases, students will be given the option of accepting an administrative decision or appearing before the Law Center's Judicial Committee. Students who opt for the administrative decision will be required to sign a form waiving their right to appear before the Law Center's Judicial Committee.

A greater or less than specified sanction for a given code category may be imposed by the judiciary body. A student committing several related offenses at one time will have one hearing.

The Law Center defines the following acts as unacceptable, with violations subject to disciplinary action as prescribed under the section on Disciplinary Procedures.

CODE ONE OFFENSES

A student found to have violated any of the following regulations may be subject to the maximum sanction of expulsion.

1. **Dishonesty.** Knowingly furnishing, with intent to deceive or gain an unfair advantage: (a) false information by forgery, alteration, or misuse of any documents or records relied on by University officials; (b) a written or oral statement known to be false (c) false identification.
2. **Violation of Probation.** Violation of the terms of probation while such probation is in effect.
3. **Repeated Offenses.** Violation of two or more Code Two offenses or repetition within two semesters of any offense included in Code Two.
4. **Disruption/Obstruction.** (a) Knowingly and intentionally obstructing or interfering with the obstructing or interfering with the orderly conduct of University affairs including teaching, research, administration, disciplinary procedures, or any University activities on University-owned or controlled property; or (b) intentionally obstructing the free flow of traffic, both pedestrian or vehicular on University-owned or controlled property; (c) intentionally throwing any object on the competing surface of an athletic event; (d) disturbing the peace and good order of the University with disruptive music at a high level hampering an atmosphere conducive to TEACHING, STUDYING, LEARNING and doing RESEARCH.
5. **Intentional Bodily Harm: Menacing.** (a) Intentionally inflicting bodily harm upon any person on University-owned controlled property; (b) intentionally taking action for the purpose of inflicting bodily harm upon the person; (c) taking any action with reckless disregard that bodily harm could result upon any person; (d) threatening to use force to inflict bodily harm upon any person on University-owned or controlled property (i.e., knowingly causing a person to believe that the offender will cause serious physical harm to one or one's property). Such behavior includes rape, sexual assault, or sexually threatening actions.
6. **Intentional Destruction of Property.** Intentionally damaging, destroying, or defacing University property or the property of any person while on University-owned or controlled property.
7. **Theft.** Theft of property of the University, or of a member of the University community, or, of a visitor to the University, such act constituting a criminal felony.
8. **Possession of Stolen Property.** Knowingly possessing property that may be identified as being stolen from the University or from any other person or agency, such as constituting a criminal felony.

9. **Forcible Entry.** Forcibly breaking or entering into any building, structure, or facility on University-owned or controlled property.
10. **Hazing.** Any act that causes, or is likely to cause, serious physical or mental harm or which tends to or actually injures, frightens, demeans, degrades, or disgraces any person. The sanction imposed for violation of this policy shall be applicable to individuals and student organizations.
11. **Possession of Dangerous Weapon.** (a) Unauthorized possession or keeping of a firearm of any description, including such weapons as compressed air-guns, pellet guns, illegal knives or BB guns on University property, (b) unauthorized possession or keeping of any dangerous chemicals or explosive devices of any description on University property.
12. **Manufacture, Distribution, or Sale of Drugs, Narcotics, or Marijuana.** The manufacture, distribution, or sale of any illegal drug or narcotic, including, but not limited to, barbiturates, hallucinogens, and amphetamines.
13. **Possession of Drugs, Narcotics, or Marijuana.** (1) Illegal possession or unauthorized use of drugs or use of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, and heroin. (2) Possession of marijuana and or hashish when such possession would constitute a criminal felony.
14. **Violation of Federal, State or Local Law.** (a) Violating a city, state, or federal law which (1) demonstrates the student poses a potential threat or danger to the University or University community or in which (2) the violation was directed toward another member of the University community or the University itself, (b) conviction for either a felony or repeated criminal misdemeanors.
15. **Trespassing.** Unauthorized entry to or use of University buildings and grounds.
16. **Aiding and Abetting.** Conspiring with, or knowingly helping, procuring, or encouraging another person to engage in the violation of a Code One offense.

CODE TWO OFFENSES

A student found guilty of any of the following acts may be subject to the maximum sanction of disciplinary suspension.

1. **Off-campus Incidents Resulting in On-campus Hearing.** Commission of illegal acts off-campus and/or conviction of crimes against criminal or civil law.
2. **Negligent Bodily Harm.** (a) Failure to exercise reasonable care, thereby causing bodily harm to any person; (b) failure to exercise reasonable care, thereby creating a substantial risk of serious bodily harm.

3. **Negligent Destruction of Property.** Failure to exercise reasonable care, thereby damaging, defacing or destroying property of the University or of any person on University-owned or controlled property.
4. **Unauthorized Use of Property.** The unauthorized use of University owned or controlled property.
5. **Repeated Offenses.** Violation of two or more related Code Three offenses or repetition within two semesters of any offense included in Code Three.
6. **Theft.** Theft of property of the University, property of any member of the University community, or property of a visitor to the University, such act constituting a criminal misdemeanor.
7. **Disturbing the Peace.** Disturbing the peace and good order of the University by quarreling, wrangling, being intoxicated in public, fighting, and playing loud music.
8. **Possession of Stolen Property.** Knowingly being in possession of property stolen from the University or from any other person or agency that may be identified, such act constituting a misdemeanor in a criminal court as defined by Louisiana law.
9. **Failure to Comply or Identify.** (a) Failure to comply with directions of University Police or any other law enforcement officers acting in performance of their duties and to identify one's self to these officers when requested to do so; (b) failure to comply with the directions of University officials acting in the performance of their duties, and to identify one's self to these officials when requested to do so.
10. **Unauthorized Use of University Keys.** (a) Unauthorized making or causing to be made of unauthorized use of any key or keys issued for any building, laboratory, facility, or room on University premises.
11. **Misuse of Identification.** Transferring, lending, borrowing, altering, or otherwise misusing a student I.D. card.
12. **Misuse of University Telephone.** Charging any long distance telephone call or telegraph message to any telephone on University premises without proper authorization.
13. **Aiding and Abetting.** Conspiring with, helping, procuring, or encouraging another person to engage in the violation of a Code Two offence.
14. **Willful Indecent Exposure.** Willful indecent exposure, including but not limited to exhibitionism and streaking by a person in a place where there are other persons likely to be offended or likely to suffer emotional harm.

CODE THREE OFFENSES

A student found guilty of any of the following acts may be subject to the maximum sanction of disciplinary suspension.

1. **Possession of Marijuana.** Possession of marijuana and or hashish when such possession would constitute a misdemeanor under the law.
2. **Unauthorized Use of Alcoholic Beverages.** (a) Possession or consumption of alcoholic beverages in any form on University-owned or controlled property, except where authorized by University officials; (b) failure to comply with state and/or University regulations regarding the use and sale of beer and/or intoxicating liquors on University-owned or controlled property; (c) disorderly conduct resulting from the illegal use or the abuse of alcoholic beverages.
3. **Possession and/or Use of Fireworks.** Possession or use of fireworks of any description on University premises.
4. **Gambling.** Gambling at any time in any form on University-owned or controlled property.
5. **Aiding and Abetting.** Conspiring with, helping, procuring, or encouraging another person to engage in the violation of a Code Three offense.
6. **Unauthorized Use of Loud Speakers.** Use of loud speakers on University property without prior approval of the appropriate officials.
7. **Illegal Registration of Automobiles.** Registering an automobile for any first year student residing in on-campus housing who has not been authorized to operate a vehicle on campus.
8. **Use of Profanity.** Engaging in abusive, vulgar, or irreverent language.

E. Judicial System and Procedures

The **Judiciary Committee** shall consist of five members appointed from the faculty, student body and administration. The Committee shall be appointed by the Chancellor of the Law Center, or his designee, and have initial jurisdiction to hear all disciplinary actions, except violations of the Academic Honor code.

The **Appeals Board** shall consist of four members appointed by the Chancellor to review decisions of the Judiciary Committee. The Board shall consist of at least one member each from the faculty, student body and administration.

An additional appeal of disciplinary action may be made to the Chancellor of the Law Center. The Chancellor's decision may be appealed to the University President and then to the Board of Supervisors. Any appeal beyond the Appeals Board shall be made in writing only, unless otherwise directed by the Chancellor, President or Chairman of the Board of Supervisors.

F. Procedure

1. Any student subject to disciplinary action by the Judiciary Committee shall:
 - a. Be guaranteed due process.
 - b. Receive a written charge statement at least five (5) days before the hearing. The charge statement shall inform the accused of the date, time and place of the hearing, as well as documents to be presented and witnesses to be heard in the case.
 - c. Have an opportunity to review prior to the hearing the information to be presented against him/her at the hearing.
 - d. Have the right to be accompanied by legal counsel or an advisor. However, neither the legal counsel nor the advisor shall be permitted to speak except at the request of the Judiciary Committee.
 - e. Have an opportunity to speak in his/her defense and the right to present his version of the facts through oral and written statements, including statements of witnesses.
 - f. Have an opportunity to hear all information presented against him and to question adverse witnesses personally but not through legal counsel or the advisor.
 - g. Be provided a written statement of the findings of fact which shall be determined and based solely on what is presented at the hearing.
 - h. Have the right to examine the results and findings of the hearing.
 - i. Have the right to make a record of the hearing at his/her own expense.
2. **Petition to Appeal.** A student shall be granted an opportunity to petition for an appeal to the Vice Chancellor for Student Affairs within forty-eight hours after notification of the Judiciary Committee's decision on his/her case. The Vice Chancellor for Student Affairs shall forward the petition to the Appeals Board.

The Appeals Board determines whether the student shall be granted an appeal hearing based on sufficient reason(s) indicated in the written petition. Sufficient reason(s) shall be new evidence, discrepancies in the judicial procedure and/or inappropriate sanction or unfairness.

Appeals Board members appointed by the Chancellor cannot be persons who served on the original hearing board. The Appeals Board shall, by majority vote, grant a hearing or deny the appeal. If the hearing is granted, the appeal may be (1) denied, upholding the sanction, (2) granted, and a new hearing ordered, or (3) granted, and the sanction changed. The Board is limited to ordering a new hearing to the extent that in their judgment a defect in the original hearing is found which was sufficiently substantial to have changed the outcome in a significant manner.

3. Appeals Process

If an appeal is granted by the Appeals Board, the procedures shall be as follows:

- a. Once the written appeal has been granted, an appeal hearing will be held within the next seven days at a time which is convenient to both the student and the Appeals Board.
- b. An official record of the appeal hearing shall be kept by the Vice Chancellor for Student Affairs.
- c. The student may be represented by a member of the University community, his/her parents, or by legal counsel. However, the student's representative(s) shall not be permitted to speak except at the request of the Appeals Board.
- d. The student may present all reasonable new evidence or arguments to show the merits of his/her appeal, but such evidence shall not be considered as requiring a new judiciary hearing unless it shows that the members of the Judiciary Committee were unreasonable in their judgment as to procedural fairness or sanction imposed. In this event the Appeals Board can grant a new hearing.
- e. The Chairperson of the Appeals board shall determine the procedures of the appeal hearing and preserve its orderly operation and request the chairperson of the Judiciary Committee to provide all pertinent information requested.
- f. The Appeals Board shall make its recommendations known to the Vice Chancellor for Student Affairs who has the option of approval or disapproval.
- g. The Vice Chancellor for Student Affairs notifies the student and the chairperson of the Judiciary Committee of the decision within three days.
- h. Usually the decision of the Vice Chancellor for Student Affairs is final. However, written appeals, under extremely unusual circumstances may be made to the Chancellor. An additional appeal may be transmitted through the Chancellor to the President. It may then be transmitted by the President to the Southern University Board of Supervisors.

***STUDENT RECORDS
POLICIES AND PROCEDURES***

DEFINITIONS

For the purpose of this policy, Southern University Law Center has used the following definitions of terms.

Student -any person who attends or has attended Southern University Law Center.

Education Records -any record (in handwriting, print, tape, film or other medium) maintained by the Law Center which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by the University campus police, if the record is maintained solely for law enforcement purposes, are revealed only to law enforcement agencies of the same jurisdiction, and the campus police do not have access to education records maintained by the Law Center.
4. Records maintained by the Infirmary if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the Law Center and which do not relate to the person as a student.

PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the Law Center Registrar.

Students should submit to the Registrar's office a written request which identifies as precisely as possible the record he or she wishes to inspect.

The Custodian of Records will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the record may be inspected. Access will be given within 45 days from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him.

RIGHT OF SULC TO REFUSE ACCESS

Southern University Law Center reserves the right to refuse to permit a student to inspect the following:

1. Letters and statements of recommendation for which the student waived his or her right of access, or which were placed in file before January 1, 1975.
2. Records connected with an application to attend the Law Center if that application was denied.
3. Those records which are excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

Southern University Law Center reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the Law Center.
2. There is an unresolved disciplinary action against the student.
3. The student lives within commuting distance of his undergraduate institution.

FEEES FOR COPIES OF RECORDS

The fee for an official transcript is \$5.00 after the first free copy.

TYPE, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the Law Center maintains, their locations, and their custodians.

<u>TYPES</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Admissions Records	Admissions Department	Director
Academic Records (Current students, former students & graduates)	Records Department	Registrar
Disability Services/Accommodations	Office of Academic Support	Associate Vice Chancellor
Financial Aid Records	Financial Aid Office	Director
Placement Records	Career Counseling	Director
Progress Records	Office of Academic Support	Associate Vice Chancellor
Disciplinary Records	Office of Student Affairs	Vice Chancellor

DISCLOSURE OF EDUCATION RECORDS

Southern University will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- a) a person employed by the Law Center in an administrative, supervisory, academic, research, or support staff position.
- b) A person employed to perform a special task such as an auditor.

A school official has a legitimate educational interest if the official is:

- a) Performing a task that is specified in his or her position description or by a contract agreement.
- b) Performing a task related to a student's education.
- c) Performing a task related to the discipline of a student.
- d) Providing a service or benefit relating to the student or the student's family, such as health care, counseling, job placement or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. (An attempt will be made to notify the student before information is sent.)
3. To certain officials of the U.S. Department of Education, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the Law Center.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

RECORD OF REQUEST FOR DISCLOSURE

Southern University Law Center will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

DIRECTORY INFORMATION

Southern University designates the following items as Directory Information: Student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school attended and photo. The Law Center may disclose any of the above items without prior written consent, unless notified in writing to the contrary, not earlier than the first day of instruction for the academic semester, or the fourth day of a summer session.

Parents of a student is advised that information contained in education records, except as may be determined to be Directory Information, will not be disclosed to them without prior written consent of the student.

CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy right. Listed below are the procedures for the correction of records:

1. A student must ask the Registrar to amend a record. In so doing, the student should identify the part of the record he wants changed and specify why he believes it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. The Law Center may comply with the request or it may decide not to comply. If it decides not to comply, The Law Center will notify the student of the decision and advise him of his right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights.
3. Upon request, The Law Center will arrange for a hearing, and notify the student reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer appointed by the Chancellor. The student shall be afforded a full and fair opportunity to present evidence relevant to the

issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

5. The Law Center will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the Law Center decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education record as long as the contested portion is maintained. If the Law Center discloses the contested portion of the record, it must also disclose the statement.
8. If the Law Center decides that the information is inaccurate, misleading, or in violation of the students' right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

SOUTHERN UNIVERSITY LAW CENTER
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY
(Eligibility to Receive Financial Aid)

SATISFACTORY ACADEMIC PROGRESS POLICY

Students receiving federal student financial aid must maintain “Satisfactory Academic Progress” in order to be eligible to receive aid. The Financial Aid Office evaluates Satisfactory Academic Progress after the completion of each academic year, generally two semesters. There are three components to satisfactory progress: a qualitative standard (grade point average); an incremental quantitative standard (number of credits attempted and earned for each year of study); and a maximum time frame for the degree or program. All courses attempted must be factored into the determination of satisfactory academic progress.

Purpose

The intent of this policy is to ensure that students using the financial aid program are demonstrating responsible use of public funds in pursuit of their educational goals; to set standards for monitoring all financial aid recipients’ course completion rates each year, and to warn individual students when progress is inadequate.

Definitions

Attempted Course – course that remains on the student’s record after the first fourteen days of the term.

Completed Course/earned credit – course in which a grade of A, B, C, or D was received. Withdrawals (W), incomplete grades (I), or failures (F) are not considered “earned credit” for meeting satisfactory progress requirements.

Financial aid – The Federal Title IV programs and state institutional programs listed below:

1. Federal Stafford Loan (subsidized and unsubsidized)
2. Tuition Opportunity Program for Students (TOPS)
3. Scholarships and Awards
4. Fee Waivers

Financial aid probation – A term in which a student who has been identified as not meeting one or more standards in this policy and continues to receive financial aid. At the end of the semester of financial aid probation, a student is expected to meet satisfactory academic progress requirements in order to continue receiving financial aid.

Financial aid termination – The point at which a student is no longer eligible to receive financial aid as defined in this policy; normally, this is following an unsuccessful term of probation.

Incomplete – A grade of “I” received for an attempted course; no credit is received until the course is completed.

Quantitative measure – Time frame for the student to complete the program and a minimum number of credits the student must satisfactorily complete each year.

Qualitative measure – Measurement of a student’s academic standing consistent with the requirement for graduation from the program of study.

Satisfactory Academic Progress – Completion of courses at a rate that meets the standards defined in this policy.

Transfer credit – Course(s) accepted for credit at SULC from another institution.

SATISFACTORY PROGRESS STANDARDS

It shall be the policy of the Southern University Law Center to provide financial aid awards to students who are making satisfactory academic progress toward their degrees while receiving financial aid. In order to be eligible for financial aid, satisfactory academic progress shall be defined as having a minimum cumulative grade point average as outlined in the chart below and having earned 70 percent of the credits attempted.

A financial aid recipient is to earn credit for at least 70 percent of all courses attempted. A student who receives financial aid but does not earn credit for any courses within a semester is not eligible to receive financial aid in subsequent semesters. If mitigating circumstances were responsible for zero course completion within a semester, a student may appeal and be granted a term of financial aid probation if adequate documentation is provided (e. g., a doctor’s statement).

Financial aid recipients who do not meet these conditions will lose their financial aid eligibility. Unless otherwise stated, a student’s entire academic history (including transfer hours) is considered for purposes of this policy regardless of whether the student received financial aid at the time the credit hours were completed. The official class list from the 14th day report is used to determine a student’s attempted hours.

Credit hours attempted	Maintaining Progress	Financial Aid Suspended
0-29 credit hours	1.9 or better	0.00-1.89
30-96 credit hours	2.0 or better	0.00-1.99

Course Repetitions, Incompletes, and Withdrawals

When a student repeats a course, the grade earned in the course before it was repeated is included in the cumulative computation of the student’s average.

Incomplete grades–Students receiving excessive incomplete grades in their courses are not progressing satisfactory. Therefore, a student who has six or more hours of incomplete grades in any semester or at any time will be placed on financial aid probation for the next semester of attendance and is expected to complete the courses with incomplete grades within six weeks after registration for the following semester. Failure to remove timely an incomplete grade results in

automatic conversion to “F.” An incomplete grade is given only when the student can convincingly demonstrate, through documentation whenever possible, that he will be or was unable to take a final examination as regularly scheduled and that he would have taken it, but for the intervening circumstances.

A course in which a student withdraws and receives a “W” grade will be counted as an attempted course in evaluation of the student’s satisfactory academic progress.

MONITORING INTERVALS

Satisfactory academic progress shall be monitored annually at the conclusion of each spring semester or at the time the student is applying for financial aid if a current satisfactory progress assessment is not available.

NOTIFICATION OF FINANCIAL AID PROBATION OR TERMINATION

The Financial Aid Office will send a warning letter to any student who is put on probation or a termination letter to any student who is no longer eligible for financial aid. It is the responsibility of the student to maintain current addresses with the Records Department or JAGNET.

INELIGIBLE STUDENTS

Students who are deficient in credit hours or grade point averages at the end of the Spring Semester and subject to losing their financial aid eligibility may make up the deficiencies during the Summer Session. First year students who fall below a 2.0 cumulative grade point average are not eligible to attend summer school. A student may lose financial aid eligibility if the student fails to attain academic progress after the Summer Session.

APPEALS

Students who have been denied financial aid based on this policy have the right to appeal. To initiate a satisfactory academic progress appeal, the student must complete a Satisfactory Academic Progress Appeal Form and submit it along with all required supporting documentation, to the Southern University Law Center Financial Aid Appeals Committee (Appeals Committee). If a student is on academic probation and the Law Faculty allows the student to continue enrollment, he or she shall be deemed to be making satisfactory progress if the Appeals Committee allows the student to continue to receive a limited conditional or probationary semester of aid. In special extenuating circumstances, the SULC Director of Student Financial Aid may use professional judgment to review an appeal request.

REASONS FOR APPEAL

Under general circumstances, a student may appeal his or her financial aid termination for one or more of the following reasons.

1. Change of grade.
2. Death or serious illness of an immediate family member (e.g., parent or legal guardian, sibling, spouse, or family member). A death certificate and a notarized statement regarding the relationship with the deceased are required.

3. Medical illness or injury to the student or a dependent child (attending physician's statement is required).
4. Other causes (e.g., natural disaster, acts of God,)

All appeals must be in writing and submitted within the timelines established by the Appeals Committee. All documents and appeal applications will be accepted by U.S. Mail, Express Mail (e.g., Federal Express) or hand delivery. Faxes and late separated documents will not be accepted. All appeals must be completed by the student. Appeals completed by the parents, guardians, friends or other parties on behalf of the student will not be accepted.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who do not maintain satisfactory academic progress shall lose their eligibility for financial aid but may regain eligibility only after eliminating all deficiencies.

RETURNING AND TRANSFER STUDENTS

Returning and transfer students must be in good academic standing and must have earned 70 percent of all hours attempted with a minimum cumulative grade point average of 2.0 to be eligible to receive financial aid.

This policy will be amended whenever applicable federal or state laws and regulations are changed.

Implementation of this new Satisfactory Academic Progress Policy begins with the 2004 Fall Semester.

GRADES AND GRADING

The grade distribution policy projects what the Law Center believes is an equitable grade distribution in required courses. It is mandatory for first year courses and advisory for all other courses. The policy is not meant to affect how grades are distributed in clinical courses, practical courses, legal writing, legal research, independent research, workshops, seminars, and classes with less than 15 students.

GRADING SCALE

A	4.0	96 – 100
A-	3.75	90 – 95
B+	3.5	87 – 89
B	3.0	83 – 86
B-	2.75	80 – 82
C+	2.5	77 – 79
C	2.0	73 – 76
C-	1.75	70 – 72
D+	1.5	67 – 69
D	1.0	63 – 66
D-	.75	60 – 62
F	0	Below 60

GRADE DISTRIBUTION POLICY

GRADE

RANGE

A, A-	0 – 10%
B, B+, B-	15 – 25%
C, C, C-	25 – 60%
D, D+, D-	15 – 25%
F	0 – 10%

PROCEDURE FOR IMPLEMENTING ANONYMOUS GRADING SYSTEM

1. Each student will receive an email through their SULC account containing his/her 3 digit personal identification number (PIN) from the Records and Registration Department.
2. The student is to use the PIN number on the examination blue book, scantron, or exam 4.
3. After the Professor has graded all examination papers, he/she will submit grades by PIN numbers to the Records and Registration Department and sign the necessary grade sheet(s).
4. Grades will be posted only by **PIN** numbers.
5. Students may gain access to grades online through their banner student accounts.

**GUIDELINES FOR ADMINISTRATION OF FINAL EXAMINATIONS
(5/20/2014)**

I. EXAMINATION SCHEDULE

The official examination schedule is posted online and in the written examination schedule available from the Records office in the registration (schedule) booklet. It shall be strictly followed as to designated examination times, and designated examination rooms. However, if a professor believes that certain conditions require a change in the examination schedule, he must get the approval of the administration before rescheduling an examination.

The Law Center recognizes an examination conflict when a student has two examinations scheduled on the same day or the start times for two scheduled examinations are not separated by at least 24 hours. Unless there is an agreement between the professors whose examinations conflict, the junior faculty member will be required to give his examination on a date and time that does not conflict with another scheduled examination that the student must take. The administration will provide necessary assistance to a professor who is required to give a separate examination because of a conflict. Examination of students with disabilities or special testing accommodations is governed by procedures established by the Office of Academic Support and Counseling.

II. ADMINISTERING PERSONNEL

Examinations that are hand written by the students shall be administered and monitored by the course professor and/or appointed proctors. Regardless of the method used, the course professor remains primarily responsible for insuring that the examination is properly administered. When a proctor administers an examination, the course professor shall provide the proctor with the examinations at the start of the testing period and he shall inform the proctor of any special instructions.

Preferably, the examining professor should start the examination, be available at the law center for questions that may arise during testing, and collect the examinations at the end of the

testing period. If a course professor cannot start the examination process and collect the examinations he must ensure that proper arrangements are made with the Vice Chancellor for the day or night division (“the division”) or his designee to start and collect the examinations. If the professor cannot be available at the law center for questions during the testing period, he shall provide a number where he can be contacted in the event questions arise during the examination that the proctor cannot address.

Professors who are unable to attend the scheduled examination period shall give the examinations together with all special instructions to the Vice Chancellor for the division or his designee. The examining professor shall also advise the proctor (or Vice Chancellor for the division if the professor is unable to attend the examination) of the number of examinees that are expected to take the examination and provide the proctor (or Vice Chancellor for the division if the professor is unable to attend the examination) with a sheet for examinees to sign-in and sign-out.

At the completion of the testing period the proctor shall count the completed examinations and report to the examining professor the number of examinees and examinations collected. The proctor shall give the examinations and the sign-in/sign-out sheet to the course professor.

If a course professor cannot start the examination process and collect the examinations he must ensure that proper arrangements are made with the Vice Chancellor for the division or his designee to start and collect the examinations. If the professor cannot be available at the law center for questions during the testing period, he shall provide a number where he can be contacted in the event questions arise during the examination. All proctors shall attend a training session that will be scheduled and presented by the Vice Chancellor for the division or his designee. Testing accommodations for qualified students will be administered through the Office of Academic Support and Counseling.

A. Examinations that are taken on laptop computers using Exam4

Examinations that are taken on laptop computers using Exam4 will be monitored by the course professor or proctors designated by the Vice Chancellor for the division. Unless, otherwise stated by the course professor, laptop users will be provided with a room separate from writers. The room will be assigned at least one week prior to the examination date. Professors who permit students to take the examination using Exam4 must provide a list of examinees to the Vice Chancellor for the division by the date stated in the Policy for Using Laptop Computers to Take Examinations. The laptop policy is attached to this document; professors should read and be familiar with it. It is strongly recommended that professors obtain a signed copy of the laptop policy from the students.

The professor or his named designee shall retrieve the printed examinations from the IT department. Examinations will not be given to the students. Professors should count the typed examination answers before leaving IT.

All of the foregoing rules in Section II relating to the professor's availability and general responsibility apply to the administration of laptop examinations. For additional instructions on laptop examinations professors and students should refer to the Laptop Examination Policy.

The above rules do not apply to special accommodation students.

III. EXAMINATION PARAPHERNALIA (STUDENT)

- A. Student examination paraphernalia is limited to writing pens and erasure utensils or laptop where appropriate.
- B. The examination administrator shall inform students that they cannot have any items at the examination station other than writing pens or other items deemed appropriate by the professor.
- C. The professor shall either provide all scratch paper to examinees or permit "scratch-writing" in blue books or on the examinations.
- D. All book bags, books, notes, etc. must be placed at the front of the classroom before the examination begins.

IV. DUTIES OF ADMINISTERING PERSONNEL (Course Professor or Appointed Proctors)

A. Blue Books

- (1) No later than two weeks before the completion of the semester the professor must advise the Executive Assistant to the Chancellor of the number of blue books that she will need for student examination answers.
- (2) The professor or her designee must pick up the requested blue books from the Executive Assistant to the Chancellor at least one week before the examination date.
- (3) The examination administrator must collect and return all unused blue books to the Executive Assistant to the Chancellor.

B. Classroom Decorum

- (1) After all students are quietly seated, it is recommended that the test administrator randomly reseat students in a manner that will minimize or eliminate possible collaborating "pairs."
- (2) The exam administrator should distribute examinations and blue books to all students.
- (3) The exam administrator should give all students any special instructions and insure that the examination has an official start and end time.
- (4) Students who arrive late to the exam should not be given additional time to complete the examination beyond the official completion time stated at the beginning of the examination, unless it is approved by the administration.
- (5) An examinee must receive permission to leave the classroom from the administrator.
- (6) The administrator should allow only one student to leave the examination room at any one time, for no more than six minutes.
- (7) No student should be permitted to leave the exam room more than three times.
- (8) Once the examination begins, students are restricted to communicating to the professor or proctor only. It is recommended that the proctor or professor advise students that their examination answers and examinations remain at the testing station to maintain the integrity of the anonymous grading system. Professors should have a clean copy of the examination for review.
- (9) The proctor or professor should inform examinees that at any time they leave examination rooms they shall not talk or engage in conversations, nor linger or congregate in halls, lobbies, corridors, rest-rooms, etc.
- (10) The administrator is required to constantly monitor student conduct during the entire examination.

- (11) The administrator should indicate examination TIME as periodically appropriate.
- (12) The administrator shall stop the examination promptly at the prescribed time. Students should not be permitted to continue writing once time has been called.

SULC POLICIES FOR USING LAPTOP COMPUTERS DURING EXAMS

(Amended 6/20/2014)

Students who elect to use laptop/notebook devices to take SULC exams must purchase, download, and install the EXAM4 software application. Students must use laptop/notebook computing devices that can support EXAM4. The software allows the laptop/notebook to operate as a word processor, but prevents the student from accessing any data on the laptop/notebook's hard drive and/or internet resources during the exam. Students taking final exams under special accommodations should check with the Office of Academic Support.

Guidelines for Acquisition, Download, Installation, and Support of EXAM4

1. Compatible laptop/notebooks may be used for exams **only if** students obtain prior authorization from the course professor/instructor. Students shall express their desire to use a laptop/notebook to take the examination at a time established by the examining professor or no later than two weeks before the examination date.
2. Professors must develop a method to determine the number of students who will take the examination using Exam 4.
3. Students who have not obtained prior authorization from the examining professor will be denied the right to use a laptop/notebook laptop/notebook to take the examination.

Students who sign up to use a laptop/notebook for an examination may later withdraw their election and take the examination using bluebooks by informing the instructor of the change **at least one week before the scheduled exam date.**

4. **At least 48 hours before the first exam of the semester, students must download the new version of Exam 4 from www.Exam4.com.**
5. **Before taking any examination using Exam 4,** students must test the software and become familiar with its operation. Make sure that the time on the laptop/notebook is correctly set according to Central Standard Time. After installing the software, it is strongly advised that students take a practice examination using the software to become familiar with the program's operation. Lack of familiarity with the software will not toll the examination period.
6. **All student examination locations will have electrical outlets. If a desktop outlet is not operating the student must notify the professor immediately. If all electrical outlets are taken, a student wishing to take the examination using Exam 4 must have his/her electrical cord to access a wall outlet. Students must arrive at the examination site early to ensure that the electrical outlet at the examination station is functional. Students should make sure their laptop/notebook batteries are fully charged.** They must also make sure that the laptop/notebooks have wireless cards and that they are properly installed and authenticated to the SULC network.

7. The examining professor will establish rules about where laptop/notebook examinees will take the examination. **Laptop/notebook users must arrive early on the day of an examination** to set up their laptop/notebooks in designated classrooms.
8. On the date of the examination, **students must not log-on or start the Exam 4 program until they are instructed to do so by the examining professor or proctor. When told to log-on, students must do so immediately.** *Students must wait until their laptop/notebook connects to the SULC wireless network before opening the software.* After setting up, students should make sure their laptop/notebook and software are operating properly. Failure to adhere to this rule may result in a grade adjustment (deduction) or raise suspicion relating to an honor violation.

The examinee must select the correct course from the Course List dropdown box, enter his/her anonymous examination number, and the name of the instructor immediately after opening the software. Unless otherwise instructed, students will not be permitted to open any books during the examination.

9. When students finish the examination, the Exam 4 program will prompt them to “save” their examination answers either electronically or to the Hard drive/USB drive. **Students must save their examination answers electronically to the network, and then must also save the examination on their hard drive.** Please wait for the confirmation that your examination has been electronically submitted.
10. To confirm that IT has received his/her examination Exam4 will either display a screen indicating a successful submission (Green box), or will display one or more error messages. If a successful submission occurred, go to step (14). If the submission is not successful, go to the step (13).
11. If the examination was not received by IT after submission, the student should save the exam, exit Exam4, reconnect to the SULC wireless network, start Exam4, select the exam to be submitted, and attempt to submit the exam. If the student cannot successfully submit the exam after attempting the previous instructions, the student must visit or make an appointment with the SULC IT Department and present his/her laptop/notebook to IT for retrieval of the examination. Note: While Exam4 has a high level of redundancy in saving files, unique hardware and software issues may prevent SULC IT from retrieving the exam file from the user’s laptop/notebook.
12. Once a student saves his answers and "logs out," the program will not permit the student to re-enter or modify their answers. Although the answers will remain on the students' hard drives, they cannot be accessed without special codes and software to read the encrypted data. As a precaution, students should keep their answers on their hard drives until final grades are released. The law school can retrieve the answer from a student's hard drive if the answer cannot be printed from the student's electronic submission. **DO NOT have any work done on your laptop/notebook before you have confirmed that your examination has been received by IT. SULC will not take responsibility for examinations that have been removed and were not received by IT. A grade of "F"**

will be recorded for the student.

NOTICE: SULC is NOT responsible for any equipment failure during the exam, will not provide a back-up laptop/notebook, and will not allot extra time to enable students to address equipment failure. Students who experience equipment failure must continue the examination by writing in Blue books. A student will be able to continue the examination at the point where he/she stopped before the equipment failure. The laptop/notebook keeps copies of the examination and IT may be able retrieve the incomplete examination. Users must visit or make an appointment with SULC IT to arrange for retrieval of incomplete exam files. Note: While Exam4 has a high level of redundancy in saving files, unique hardware and software issues may prevent SULC IT from retrieving the exam file from the user's laptop/notebook.

Students using EXAM4 are solely responsible for the proper operation of their laptop/notebook. If there is a failure that results from a dropped internet connection, have the instructor or proctor contact SULC IT. SULC IT will verify and attempt to resolve SULC wireless network issues. Issues that appear to be laptop/notebook related must be resolved by the user. If there is a problem associated with the Exam 4 application during the exam, the user should notify the instructor or proctor and contact SULC IT.

13. In all events, if a laptop/notebook cannot successfully connect to the SULC wireless network, or the laptop/notebook is unable to successfully utilize EXAM4, or other laptop/notebook issues prevent the student from taking an exam using EXAM4, the student must revert to using a bluebook to take the exam(s). SULC IT will not be responsible for servicing or otherwise restoring student laptops/notebooks to service for use during exams.
14. Once a student starts taking the examination using Exam 4, the program keeps track of activities as part of the examination file. When a hard copy of the examination is printed, the tracking file is printed also. All other examination rules in the Code of Student Professional Conduct pertain to laptop/notebook users.
15. ***This policy must be signed electronically before taking the examination. Go to [http://www.sulc.edu/Departments/IT/Acceptable Usage Policy.html](http://www.sulc.edu/Departments/IT/Acceptable_Usage_Policy.html) (desktop/laptop) or <http://www.sulc.edu/mobile/Departments/IT/AUP.html> (mobile) on the website to sign the policy.***
16. Additional instructions on taking the examination (such as line spacing, font, etc.) will be given by the examining professor.

EXAMINATION CONFLICT POLICY

An examination conflict exists when a student has two examinations with starting times that are less than 24 hours apart. For example, an examination starting at 8 a.m. one day does not conflict with an examination beginning at 8 a.m. the next day. Students with an examination conflict must complete the Examination Conflict Form and return it to the Vice Chancellor for Academic Affairs by the date stated. Forms will be available in the Records and Registration Department. Only examinations that have been approved the Vice Chancellor for Academic Affairs can be rescheduled. Conflict examinations will be given only on the scheduled examination conflict days.

Professors do not have the authority to allow students to reschedule an examination. Students shall not contact the professor to reschedule an examination unless instructed to do so by the Vice Chancellor for Academic Affairs. Contacting a professor to reschedule an anonymously graded examination breaches the anonymity and is an Honor Code violation.

SPECIAL CONSIDERATION BY VIRTUE OF A DISABILITY

An examination conflict exists when a qualified student has two examinations that are scheduled within a 24 hour period. Qualified students with an examination conflict must complete the Testing Accommodation Examination Conflict Form and return it to the Associate Vice Chancellor for Academic Support by the date stated. Forms will be available in the Office of Academic Support. Only examinations that have been approved by the Vice Chancellor for Academic Affairs can be rescheduled. Conflict examinations are given only on the scheduled examination conflict days.

Students who qualify for testing accommodations and are seeking to reschedule an examination must complete the Testing Accommodations Conflict Form and other appropriate forms provided by the Office of Academic Support and return it to the Associate Vice Chancellor for Academic Support. The examination will be administered under the examination procedures of the Office of Academic Support.

EXAMINATION CONFLICTS AND “I” GRADES

The examination conflict policy does not apply to “I” grades which are given only when the student can convincingly demonstrate, through documentation whenever possible, that he/she will be or was unable to take the final examination as regularly scheduled and that he/she would have taken it, but for the intervening reasons.

RULES OF PROCEDURE FOR APPEAL OF GRADES

Section I

Creation of Grade Appeals Board, Purpose

1. There is hereby established a permanent Grade Appeals Board consisting of five members.
2. This Board shall have authority to hear complaints made by students regarding their letter grade, and make recommendations consistent with its finding.

Section II

Composition and Selection of Members

1. This Board shall consist of three members of the Law Center's Faculty and two members of the student body. Two of the faculty members shall be appointed by the Chancellor of the Law Center. One faculty member shall be appointed by the Law Center's Senior Class in a process approved by the Vice Chancellor of Student Affairs. The faculty member appointed by the Senior Class shall be selected no later than Friday of the second full week of the fall semester.
2. The two student members shall be chosen in the manner provided for by rules of the Student Bar Association; provided that one student member shall come from the second year class and one from the third year class. The student members of the Board shall be appointed no later than Friday of the second full week of the fall semester. A student must be in the top five percent of his class in order to serve on the Board.

Section III

Tenure, Voting Power, and Meetings

1. Each Board member shall be appointed to serve one academic year. A Board member may be reappointed. A faculty member shall not serve more than three consecutive years. A faculty member who has served three consecutive years may be reappointed after there is at least a one (1) year break in his/her service. If necessary, the Chancellor shall appoint one faculty member as an ad hoc faculty member of the board. The ad hoc member will serve only when a conflict on a grade appeal occurs for a Board member.
2. The Board members shall have equal voting power.
3. The Board shall hold a meeting within five (5) business days after the notification of the appointment of the student members and the student selected faculty member to the Board. The meeting shall be called by the Board's last chairperson. Additional Board meetings may be held whenever needed to conduct Board business.
4. The Board shall choose a faculty member as chairman at its first meeting during the fall semester.

Section IV
Power of Board

The Board shall have the following authority, to wit:

- (a) Render a finding of fact upholding decision of professor.
- (b) Render a finding of fact indicating that there are reasonable grounds to believe possible error resulted in grading a student's examination; and
- (c) Make recommendations consistent with its findings.

RULES

Rule 1. Any student, other than a freshman student who has just completed his or her first semester, receiving a letter grade which is at least one letter grade lower than his over-all law school letter grade average shall have the right to have his examination or final paper reviewed as a part of the appeal process by the grading professor.

EXAMPLE: A student with an over-all letter grade average of C must be given the right to review, if he makes a letter grade of D or F. On the other hand, if that same student with the C average should earn a D+ in a particular course he will have no right to review as a part of the appeal process.

A freshman student who has completed only the first semester of studies and has received the grade of "D" or "F" has a right to review his/her examination with the professor, but he/she does not have a right to appeal a grade received in the first semester. A freshman student who has completed his/her second semester has a right to review his/her paper as a part of the appeal process only if he or she has received a letter grade of D or F in the course complained of.

Rule 2. A student desiring to exercise his rights under Rule 1 shall file a written request on the form provided by the Records and Registration Department to review his/her paper. The request shall be directed to the professor. This request must be filed within 10 business days after the beginning of classes in the semester immediately following the semester in which the grade was received.

Rule 3. Upon receiving the above request, the Records and Registration Department shall forward a copy of said request, along with the student's grade point average to the concerned professor within 48 hours after receipt thereof.

Rule 4. The professor shall have 5 days from day of receipt of request from the Office of Records (mentioned in Rule 3) to review the examination or final paper with the student. Any professor who has provided a review prior to the filing of the Rule 2 request may so indicate.

The term “review” does not necessarily mean a face-to-face discussion of the examination paper with the student. Any reasonable review of the student’s examination paper conducted by the professor that explains the grading process is sufficient to meet the requirement. Examples of a review are: providing the student with his/her examination paper and the grading sheet; providing the student with his paper and answering any question that he/she may have via email; providing the student with his/her examination paper that contains detailed marks and comments which indicate how the points were determined; conferring with the student one-on-one to explain the grading process. This list is only illustrative and is not meant to exclude other methods that may result in a review of the student’s paper.

- Rule 5.** If the student is not satisfied with the review mentioned in Rule 4, he shall have the right to appeal to the Board in writing on a form provided by the Records and Registration Department within 3 days after said review. The appeal request shall be filed with the Records and Registration Department. A copy of the appeal request shall be immediately forwarded to the concerned professor and Board chairperson. The student’s appeal request shall include a specification of errors detailing the mistakes that he/she believes were made by the professor while grading his/her examination or final paper.
- Rule 6.** The professor shall within 3 days after receipt of the notice of the appeal forward to the Board chairman a copy of the examination, the student’s test paper (the student’s answers) and any other information he deems necessary to explain the student’s grade.
- Rule 7.** The Board chairperson shall notify the student in writing of the date and time set for the hearing. The hearing must be held within 30 days after receipt of the information mentioned in Rule 6, absent unusual circumstances. The Board shall notify the student and professor of its decision no later than 3 days after the decision has been made.
- Rule 8.** A finding by the Board upholding the decision of the professor shall preclude any further review into the correctness of the grade which was the subject of the student’s complaint.
- Rule 9.** A finding by the Board that there is reasonable grounds to believe possible error resulted in the grading of student’s examination, shall be presumptive evidence of the probability that student’s grade should be changed in accordance with the recommendation of the Board.
- Rule 10.** Upon a Rule 9 finding by the Board, written notice shall be sent immediately to the concerned professor advising him of his right to appear before the Board on a date and time provided in notice. The finding made by the Board at this hearing shall be final.
- Rule 11.** An agreement by the professor with the Rule 9 finding of the Board shall be tantamount to said professor agreeing to immediately implement the recommendation of the Board.

Discretionary Review and Hearing

The Professor and Board may in their discretion grant the student a review in cases not otherwise provided for herein. In such case, the articles and rules above shall apply as much as practicable.

Ultimate Decision, Chancellor of Law Center

If after all proceedings are completed the Grade Appeal Board finds that there was a possible error made by the grading professor, the Board may recommend a grade change to the Chancellor. The Chancellor of the Law Center shall review any finding or decision of the Board that recommends changing a grade that was originally given in a course. Absent a change by the grading professor, the final decision to change a professor's grade rests with the Chancellor of the Law Center.

Board Authority to Adopt Rules

The Board shall have authority to adopt procedural rules, not in conflict with the Rules of Procedure for Appeal of Grades provided for herein.

Amendments to Rules

The members of the Board may recommend changes to the grade appeal procedure by a majority vote of all members. Any change recommended by the Board must be submitted to the Law Center faculty for its approval.

STUDENT REQUEST FOR EXAMINATION REVIEW
MEMORANDUM

TO: Professor _____

FROM:

RE: Request for Grade Review

DATE:

I, _____ (student's Name), hereby request the right to review my final paper or examination paper in _____ (Course Name) from the _____ (fall/spring) semester of 20____. I am in my _____ semester of study. The grade received on the examination was ____ and my overall letter grade average is _____ (A, B+, B, C+, C).

RULE 3. CERTIFICATION

The Records and Registration Department certifies that _____ (student's name) Whose PIN is _____ filed a request for a Grade Review in this office on _____ (date). This student has an overall grad point average of _____ during the _____ (fall/spring) semester 20____.

Records and Registration Department Date

RULE 4. CERTIFICATION

I completed my review of the above referenced student's examination paper on _____ (date).

Professor

MEMORANDUM

TO: Professor _____
FROM: Chair Grade Appeal Board
RE: Grade Appeal for _____
DATE:

In accordance with Rule 6 of the grade appeal procedure, the Grade Appeal Board requests that you provide it with a copy of the final paper or examination in _____ (course name) for the _____ semester of 20____. Also, please provide the Board with the above mentioned student's test paper or final paper and any other evidence you deem necessary to justify the student's grade.

Thank you for your cooperation in this matter.

NOTIFICATION OF GRADE APPEAL HEARING
RULE 7

MEMORANDUM

TO:

FROM: Chairperson, Grade Appeal Board

RE: Grade Appeal Request

DATE:

Your request for a hearing to appeal the grade you receive in _____ (professor's name) _____ class in the _____ (semester) of _____ (semester's year) will be held on _____ (date) in _____ (designated room) at _____ o'clock. Your presentation to the committee shall be limited to the errors raised in the statement of error previously submitted and any questions which may be raised by members of the Board. The presentation shall not exceed thirty (30) minutes.

If you have any questions concerning the procedure, please contact me at _____.

NOTICE TO PROFESSOR
RULE 10

After a thorough and judicious review of _____ (student's name) examination paper in _____ (course name) for the semester of 20 _____, the Grade Appeal Board finds that there is reasonable grounds to believe possible error resulted in grading the student's examination paper. Unless further evidence is presented to the Board justifying the grade received by the grieving student, a recommendation will be made to change the student's grade to the grade of _____. You have the right to appear before the Board on _____ (date) at _____ o'clock in _____ (designated room) to contest the finding of the Board and present further evidence on this matter.

Southern University Law Center Student Grievance Procedure

The **Southern University Law Center's** internal grievance procedure providing for prompt and equitable resolution of complaints from students made either individually or through the Student Bar Association.

Grievances should be addressed to the Office of Student Affairs, Post Office Box 9294, Baton Rouge, Louisiana 70813, (225) 771-2552. The Office of Student Affairs has been designated to coordinate general student grievances.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the reason for the complaint.
2. A complaint should be filed within **7 days** after the student becomes aware of the alleged problem or concern.
3. An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by the **Vice Chancellor for Student Affairs**. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by **Vice Chancellor for Student Affairs** and a copy forwarded to the complainant within a reasonable time after its filing.
5. The **Vice Chancellor for Student Affairs** will maintain the files and records of the Southern University Law Center relating to general student complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within **7 days to the Chancellor of the Southern University Law Center**.
7. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that **Southern University Law Center** complies with the **Code of Student Conduct**.
8. No Southern University Law Center administrator, faculty, staff member or other person affiliated with the Southern University Law Center shall intimidate, threaten, coerce or discriminate against any student for the purpose of interfering with any right or privilege secured by use of this procedure.

SOUTHERN UNIVERSITY LAW CENTER
Office of Academic Support Programs
Section 504/ADA Grievance Procedure

The following Section 504/ADA grievance procedure has been developed in part from material prepared by the U.S. Department of Health and Human Services and the Office of Civil Rights, Regional Technical Assistance staff.

The **Southern University Law Center** has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans With Disabilities Act (ADA) and by the **U.S. Department of Justice** regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794). Section 504 states, in part, that “no otherwise qualified individual with a disability ...shall, solely by reason of her or his disability, be excluded from the participation, in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Complaints should be addressed to: Marla Dickerson, Post Office Box 9294, Baton Rouge, Louisiana 70813, (225) 771-4913, <mailto:mdickerson@sulc.edu> who has been designated to coordinate Section 504/ADA compliance efforts.

1. A complaint should be filed in writing and include the name and address of the person filing it. The complaint should briefly describe the allege violation.
2. A complaint should be filed within **7 days** after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, will follow a filing of a complaint. The investigation will be conducted by the ADA Grievance Committee. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by Vice Chancellor for Academic Affairs, and a copy forwarded to the complainant within a reasonable time after its filing.
5. The Disability Coordinator will maintain the files and records of the Southern University Law Center relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within **7 days** to the Chancellor of the Law Center.
7. The right of a person to a prompt and equitable resolution of the filed complaint will not be impaired by the person’s pursuit of other remedies such as the filing of a Section 504 or ADA complaint with the responsible federal department or agency. Using this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that **Southern University Law Center** complies with the ADA, Section 504 and their implementing regulations.
9. No recipient or other person shall intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by regulation enforced by the Office of Civil Rights or because one has made a complaint, testified, assisted or participated in any manner in an investigation, proceedings or hearing held in connection with a complaint.

Complete Address:

Marla Dickerson, Disability Coordinator
Southern University Law Center
2 Roosevelt Steptoe Drive, Suite 220
Post Office Box 9294
Baton Rouge, Louisiana 70813
(225) 771-4913

SULC ADA/SECTION 504 GRIEVANCE FORM

Date: _____

Personal Information

Name of Grievant: _____

Telephone Number: _____

E-mail Address: _____

S Number.: _____

Complaint Information

Please describe the incident and the complaint (Please attach additional pages if needed).

When did the incident occur?

Names of all SULC members (faculty, staff, or student) involved.

If others are affected by the possible violation, please list his or her name and/or positions

Have any efforts been made to solve the complaint informally? Please list

Describe any corrective action you would like to see taken with regard to the possible violation.

Signature of Grievant

Date

Adapted from <https://www.aquinas.edu/resources/student-resources/academic-and-learning-services/accessibility-services/adasection-504-0>

STUDENT COMPLAINTS RELATING TO ABA PROGRAM OF LEGAL EDUCATION STANDARDS

In accordance with the American Bar Association's Standards for the Approval of Law Schools, students at the Southern University Law Center may share any complaints about the Law School's program of legal education as it relates the matters that directly connect to those Standards. For purposes of this process, a "complaint" is a communication in writing that seeks to bring to the attention of the Law School a significant problem that directly implicates the School's program of legal education and its compliance with the Standards. The Law School administration welcomes any feedback related to its adherence to ABA Standards.

Any Student who wishes to file such a complaint should submit it in writing to the Vice Chancellor for Student Affairs, either by submitting a written statement to Office of Student Affairs, Post Office Box 9294, Baton Rouge, Louisiana 70813, by e-mailing rwhite@sulc.edu , or by hand delivery to Office 220/221 at the Law center. A student's complaint must identify the ABA Standard that is at issue, identify the student, and include the student's e-mail address and student identification number.

The Vice Chancellor for Student Affairs will utilize the Student Grievance Procedure in the Code of Student Conduct Manual to process the complaint.

Southern University Law Center

Student Complaint Form

INSTRUCTIONS: Please provide all information requested below. Be as specific as possible when discussing the matter at issue and explain how the matter implicates the law school's program of legal education. You **may attach additional pages, if necessary**. Please submit this form by email to Rwhite@sulc.edu, by U.S. Mail to Southern University Law Center, P.O. Box 9294, Baton Rouge, Louisiana 70813, by facsimile to (225) 771-2474, or in person to the Office of the Vice Chancellor for Student Affairs.

Date: _____ Student ID #: _____

Name: _____ Email: _____@sulc.edu

Mailing Address: _____

Name the behavior, program, process or other matter at issue: _____

Describe in detail how the matter stated above directly implicates the law school's program of legal education and its compliance with a specific, identified ABA standard(s). Please provide the standard number:

Signature: _____

SULC 20-HOUR WORK WEEK POLICY

- A. First year full-time students are not allowed to work in a job, internal or external to the Law Center, during the academic semester unless the student obtains written permission from the Vice Chancellor of Academic Affairs.
- B. Full-time students who have completed their first year of study may work no more than 20 hours in a job, internal or external to the Law Center, during the academic semester unless the student obtains written permission from the Vice Chancellor of Academic Affairs.
- C. Part-time students are not limited in the number of hours that they can work during an academic semester.
- D. Students transferring from part-time to full-time status must declare adherence to this policy when applying for the change in status.
- E. This policy will be reviewed by the Vice chancellor of Academic Affairs every two years to determine if the policy should be updated.
- F. This policy will become effective for the spring 2015 semester.
- G. The date of this policy is: January 1, 2015.

CLASS ATTENDANCE

Regular class attendance and adequate daily preparation are mandatory for all students. Attendance of 80 percent of the scheduled classes is a prerequisite for credit in a course. Students who do not attend 80 percent of the scheduled classes will be administratively withdrawn from the class and a note will be made on their transcript that the withdrawal was due to excessive absences. Professors have the discretion to create an attendance policy that requires more than 80 percent attendance.

SOUTHERN UNIVERSITY LAW CENTER ACCEPTABLE USE POLICY

Guidelines are provided to make all SULC technology users aware of the responsibilities that they accept when they use SULC technology resources. In general, what is required is efficient, ethical, and legal utilization of technology resources on the SULC campus – use that is respectful of the rights of all users in the SULC community. The Honor Code and general school rules for behavior apply. A signature on the User Agreement Form indicates that the signed party has read the terms and conditions of use, understands their significance, and agrees to abide by the terms.

Guidelines for Acceptable Use of Technology

1. **Appropriate Use of Technology Resources:** SULC provides innovative technology resources, including the Internet, to support the pursuit of educational excellence by its students. Within the school environment, these resources are to be used to conduct research, support classroom activities, and to engage in self-discovery activities that are consistent with the educational goals and mission of the school.

Uses that might be acceptable on a user's private, personal account on another system may not be acceptable on this system because of its limited educational purpose.

2. **Use of Technology Resources – a Privilege, Not a Right:** The use of technology resources at SULC is a privilege, not a right. Users who fail to adhere to the terms of the Acceptable Use Policy face cancellation of access privileges as well as disciplinary or legal action.
3. **Unacceptable Uses:** SULC seeks to protect the civil, personal, and property rights of those individuals using school technology resources and regards the following technology use as unacceptable:

Accessing Information Which Does Not Support Educational Purposes:

- Sexually explicit adult sites, hate sites – sites that promote racism, sexism, or hatred based on religion, ethnic origin, or sexual orientation, sites that promote violence or illegal activities, sites that provide or sell term papers, book reports, or other types of school work
- Chat rooms unless specific, written approval has been granted

Sending, Forwarding, Posting, or Publishing:

- Communications containing language that is obscene, profane, sexually explicit, lewd, vulgar, rude, disrespectful, threatening, or inflammatory
- Communications containing harassment, personal attacks (including prejudicial or discriminatory), or spreading false or defamatory material about a person or organization
- Sending hate mail or chain letters
- Spamming – sending annoying or unnecessary messages to large numbers of people
- Personal web pages that connect student/students to SULC
- Using references to SULC on any unauthorized web pages

Abusing Technology Resources:

- Changing, rearranging, adding or deleting desktop and software settings on resources used by multiple users
- Downloading and storing executable or zip files without specific approval
- Downloading files, video clips, graphics, mp3s, or programs to the hard drive of a network computer
- Storing information, such as bookmarks or Word documents, in any places other than those specifically for student data
- Downloading and/or storing information not pertinent to classroom activities on network resources
- Wasting finite resources; i.e., print cartridges and paper by printing unnecessarily
- Using school technology resources to conduct a business or for other unauthorized commercial gain
- Using the network to engage in illegal activity
- Using the network in ways that disrupts network use by others
- Vandalizing, damaging, or disabling equipment, software or data
- Playing video games (this includes all games, from online games to Free Cell)

Safety and Security Issues:

- Failing to keep personal passwords confidential
- Failing to log off when finished using a workstation
- Logging on using the password of another person
- Disclosing photographs or personal information, such as names, addresses, or phone numbers, online for the school, for oneself or for others
- Entering credit card numbers and purchasing materials or services online
- Hacking/cracking or otherwise accessing accounts and files of others
- Creating or propagating computer viruses or overloading the schools network resources

Copyright Issues:

- Downloading or exchanging pirated or illegally obtained software
- Violating software licensing agreements by loading software illegally
- Copying, modifying, distributing, displaying, or transmitting the work of another without contacting the owner for permission [Material on Web sites is protected by copyright.]

Plagiarism:

- Using the work of another person without permission or proper citation
- Using technological resources to reformat and revise the work of another, then submitting that work as one's own

4. **Consequences of Inappropriate Use:** Access to technology is provided as an important component of the SULC educational environment. Users who fail to adhere to the terms of the Acceptable Use Policy face cancellation of access privileges as well as disciplinary or legal action

5. **Procedure of Reporting Inadvertent Inappropriate Use:** If a user inadvertently uses a technology resource inappropriately, the user is responsible for immediately notifying a professor, librarian, or an administrator of the mistake. Failure to report unintentional misuse will result in the incident's being considered an intentional violation.
6. **Limited Expectation of Privacy:** Users of SULC technology resources have the right to privacy in their e-mail correspondence and personal files; however, SULC administration reserves the right to gain access to these files to investigate unusual activity on the system or any user believed to be in violation of acceptable use guidelines.

Although the Internet is a very worthwhile educational tool, it poses the risk of its users being exposed to inappropriate materials. SULC focuses on students' learning to make appropriate choices based on school guidelines and personal values. Campus Internet use is monitored so that users making inappropriate choices can be redirected toward productive use in accordance with school guidelines.

7. **Disclaimer:** SULC makes no warranties of any kind, whether expressed or implied for the Internet access services it provides. SULC specifically denies any responsibility for the quality of information obtained through the Internet. SULC denies responsibility for loss of data resulting in delays, non-deliveries, miss-deliveries, or interruptions sustained by users as a result of system failure. SULC denies responsibility for financial obligations arising from unauthorized use of the system for the purchase of products or services. SULC accepts no responsibility for damages incurred by a user's inappropriate use of the system.

I, _____ (**student**) have read the terms and conditions of use, understand their significance, and agree to abide by the terms.

Date: _____

***HEALTH RISKS ASSOCIATED WITH
THE ABUSE OF ALCOHOL AND DRUGS***

Consumption of alcohol and drugs has a negative impact on individual and familial health. Alcohol consumption can result in an increased risk of coronary heart disease, cirrhosis of the liver, ischemic and hemorrhagic stroke, hypertension, and some types of cancer. Prenatal alcohol consumption can result in fetal alcohol syndrome as well as learning disabilities and other childhood neurological disorders. Drug abuse has been associated with malnutrition, various infections, cardiopulmonary arrest, permanent chromosomal damage, poor fetal development, memory loss and other neurological disorders. Both alcohol and drugs are addictive and have been associated with social and mental disorders, crime, accidents, family breakdown and poor school and job performance.

Based on these risk the University has adopted policies concerning both drugs and alcohol.

**DRUG
POLICY STATEMENT**

Adopted Pursuant to the Drug-Free Workplace Act of 1988

A. Statement of Policy

Recognizing that drug use poses health and safety hazards to employees/students and to the community at large, the University considers the abuse of drugs to be a very serious matter, one that cannot be tolerated in the workplace or classroom. Therefore, it is the policy of the Southern University and A&M System to maintain a drug-free workplace and environment conducive to the learning process. All employees/students are notified that it is unlawful to manufacture, distribute, dispense, possess, or use any illegal drug or alcohol or to abuse a controlled substance in the workplace and classroom or other related areas associated with the learning process including the dormitories. Such actions are prohibited on all University property and at any other location where employees/students are conducting University business.

B. Definitions

For purposes of this Policy Statement, the following definitions shall apply:

- (1) **Drug** - any substance, other than food, which when inhaled, injected, consumed, or introduced into the body in any manner, alters mood or function.
- (2) **Drug & Abuse** - any continuing use of an illegal drug, alcohol, or controlled substance which produces problems for the user, his/her family, or society at-large.
- (3) **Unlawful Manufacture** - to plant, cultivate, harvest, process, make, prepare or otherwise engage in any part of the production of a drug by propagation, extraction, chemical synthesis, compounding, or any combination of the same and includes packaging, repackaging, labeling, and other activities incidental to production.
- (4) **Distribute** - to deal in, ship, transport, or deliver. This does not include administering or dispensing a drug by person authorized or qualified to do so (i.e., physician, pharmacist, etc.).
- (5) **Dispense** - to sell, leave with, give away, dispose of, or deliver.
- (6) **Possess or Possession** - having control over a thing or substance. Possession may not be inferred solely from mere access to the thing or substance through ownership or occupation of the premises upon which the thing or substance is found.
- (7) **Use** - the taking, partaking or utilizing of a drug or other controlled substance.
- (8) **Drug Abuse Offense** - corrupting another with drugs, trafficking in drugs, abusing drugs (including abuse of alcohol) possessing drug abuse instruments, permitting a

dangerous drug, processing drug documents illegally, abusing harmful intoxicants, or dispensing illegally drug samples; violating any state or federal law in which planting, cultivating, harvesting, processing making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element; or conspiring or attempting to commit any of the above offenses.

- (9) **Controlled Substance** - a drug, compound, mixture, preparation, or other substance as defined in 40:961 to 40:995 of the Louisiana Revised Statutes, or as defined by applicable statutes of other states and the Federal government.
- (10) **Reasonable Suspicion** - a belief based on objective and documented facts sufficient to lead a prudent University authorized supervisor to suspect that an employee/student is using drugs or alcohol.

C. Compliance with University Substance Abuse Policy

- (1) All employees/students of the Southern University System are expected to abide by the terms of this policy. An employee/student found in violation of this policy shall be subject to appropriate sanctions and penalties. Such penalties and sanctions may include but are not limited to referral for counseling, written or oral reprimands, suspensions with or without pay, or termination, in accordance with the established rights of the employee/student, including the right to due process.
- (2) All University employee/students who are engaged in employment or other work under the terms of any grant from an agency of the Federal government shall as a condition of employment be required to:
 - (a) Acknowledge receipt of and to abide by the terms of the University's drug-free policy.
 - (b) Notify his/her administrative supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Any employee who fails to report such a substance abuse conviction within five (5) days will be subject to sanctions, up to and including termination of employment.
- (3) Upon receipt of notice under the preceding paragraph or if the University should otherwise receive actual notice of such conviction, the University shall notify the granting or contracting agency within ten (10) days after receiving such notice.
- (4) The principal investigator of any grant, project, or contract from a Federal agency is required to insure that each employee engage in the performance of the grant be given a copy of this policy and be required to acknowledge its receipt.

- (5) Any employee/student who is in any way chemically dependent must comply with a University approved assistance program if the dependency is disclosed. Failure to do so can result in the sanction and penalties described in C. (1).
- (6) No identified employee/student will be allowed on University property and at any other location where employees/students are conducting University business under the influence of drugs, alcohol, or any abused controlled substance (for alcohol use, see **Student Alcohol Use**).
- (7) Upon receipt of a notice of conviction of an employee for violation of any criminal drug statute, the University, within thirty (30) days of receiving such notice, shall:
 - (a) Take appropriate personnel action against such an employee subject to established disciplinary procedures, up to and including termination, in accordance with requirements of due process; or
 - (b) Require such employee to satisfactorily complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

D. Searches and Inspections

The University authorized supervisor has the right to conduct on-the-spot search and inspection of employees/students and their personal effects as described above if said supervisor has a "reasonable suspicion" or that employees/students are in violation of this policy.

E. Drug Testing

Searches and inspections under this policy may also include unannounced Urine Drug Screen. This test may be used under the following circumstances:

- (a) For pre-employment examinations.
- (b) When an authorized University supervisor has a reasonable suspicion or just cause that an employee/student is intoxicated, using or under the influence of controlled drugs.
- (c) When an employee/student is found in possession of a suspected controlled substance or a controlled substance is found in an area controlled by the employee/student.
- (d) Following a serious accident or incident in which safety precautions were violated or careless acts were performed.

F. Due Process

If any disciplinary action is taken against an employee under this policy, such an employee has the right to due process. The Faculty Handbook, Handbook for University Personnel, the Code of Student Conduct, and collective bargaining agreement list these procedures.

G. Good Faith Effort

The University, in adopting and implementing this policy pursuant to the Drug-Free Workplace Act of 1988, further certifies that it will make a good faith effort to maintain a drug-free workplace and to respect the privacy rights of its employees.

THE SOUTHERN UNIVERSITY SYSTEM POLICY STATEMENT

(Student Alcohol Use)

All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable State and local laws and University regulations related to the sale and use of alcoholic beverages. A summary of the Louisiana State Statutes and Local ordinances of alcoholic use is included below:

1. It is unlawful for any person under 21 years of age to purchase, possess, or consume wine, spirituous liquors, or mixed beverages (those containing more than six percent (6%) of alcohol by volume). Persons 21 years of age or older may purchase, transport, and consume alcoholic beverages containing more than six percent (6%) of alcohol by volume (spirituous liquors).
2. It is unlawful for any person to aid or abet an underage person in the purchase or attempted purchase of alcoholic beverages.
3. It is unlawful for any person to knowingly sell or give alcoholic beverages to an underage person.
4. It is unlawful for any person to falsify a driver's license or other identification document in order to obtain or attempt to obtain alcoholic beverages.
5. It is unlawful for any person to permit use of his/her driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages.
6. It is unlawful for any person to consume any alcoholic beverage, beer, ale, or malt beverage or wine in or on any public street, right-of-way, sidewalk, alley, or other public place within the City unless a waiver is secured from the City-Parish Council.
7. Such unlawful acts may result in fines, imprisonment, and/or revocation of driver's license. Revocation of a driver's license can occur even though use of a vehicle is not involved in the unlawful act.

The possession or consumption of alcoholic beverages is prohibited in any form on University owned or controlled property: including residence halls, restrooms, stadium, etc., unless prior approval has been granted by the respective Chancellor.

The respective Chancellor of each campus, at the recommendation of the Vice Chancellor for Student Affairs, may grant permission to any person, group of persons or organizations to serve or permit the service of any alcoholic beverage within the confines of the University facilities during social events consistent with this policy when it is deemed to their satisfaction that the user of the facility is both willing to and capable of implementing this policy during and throughout the duration of said social event.

Order and decorum must be maintained at all times. The service and/or consumption of alcoholic beverages at events other than social is prohibited.

All student organizations planning to serve alcohol at any function must have approval from the Vice Chancellor for Student Affairs at least one month prior to the event. All sections of the appropriate Alcohol Beverage Form must be completed. The individual(s) responsible for the event will sign the statement indicating an understanding of State laws regarding appropriate service of alcoholic beverages, legal liabilities for irresponsible service, and the care of an intoxicated person.

No person, group or organization may sell alcoholic beverages except pursuant to a license granted by the State through the local government licensing authority.

Both the chairperson of the event and of the sponsoring organization shall be responsible for compliance with applicable laws, campus regulations, and University policies.

No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.

The following guidelines concern the serving and consumption of alcoholic beverages during the hours of the event:

- a. The burden of proof for showing legal age is placed upon the person desiring alcohol service. No service will be provided unless clear evidence of legal age is presented.
- b. There must be a system to ensure that "no one" who is underage is served any alcoholic beverages. The following are suggested systems.
 1. Allow only persons of legal drinking age to attend the event.
 2. Use an ink stamp to stamp the hands of all persons who are of legal drinking age.
 3. Check picture I.D.'s at the distribution center. Acceptable identification consists of a valid driver's license with photo or other I.D., issued to non-drivers by the Department of Public Safety.
 4. Serve each person only one drink at a time. If there is a possibility that persons under legal drinking age may attend the event, personnel must be stationed at the entrance(s) to the event at all times to check the picture I.D.'s of all participants.

Sponsors of social gatherings where beer and/or other alcoholic beverages are provided shall be required to provide "bartenders" and/or appropriate dispensing stations for service of food and beverages with identification procedures for proof-of-age and limitation of quantities per person.

"Bartenders" shall be full-time University employees and shall not consume alcoholic beverages or be under the influence of alcohol while tending bar; and they shall not serve anyone who appears to be intoxicated.

Alcoholic beverages may not be brought in by others nor be removed for consumption elsewhere.

Alcoholic beverages will be served only in the area(s) reserved.

Sponsors are required to provide one or more alternative nonalcoholic beverages available in sufficient quantity throughout the event. If the alcoholic beverage is being sold, the alternative beverage(s) should be available at a reasonable and comparable price.

Alcoholic beverage expenditures shall not exceed the value of food and no alcoholic beverage costs.

Drinking "games" or any activity which contributes to alcoholic overindulgence or abuse are prohibited.

Alternative beverages are to be advertised whenever alcohol is advertised and should be featured as prominently as alcoholic beverages in the advertisement.

Sponsors of events are required to provide security (at their own expense) and arrange adequate security coverage with the Chief of Police.

Any student and/or organization found in violation of either of these offenses will be referred to the Vice Chancellor for Student Affairs. Reports of such offenses and actions taken shall be forwarded immediately to the Chancellor.

The Chancellor is the ultimate authority responsible for enforcing this policy. However, all employees/students are responsible for implementing and enforcing this policy.

TOBACCO FREE POLICY

Policy Statement

The Southern University System (SUS) recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for millions of deaths worldwide each year, both to tobacco users and non-users. Tobacco use is inconsistent with a culture of wellness. While acknowledging the hazards of smoking, SUS has, more importantly, dedicated itself to providing safe, healthy, comfortable, and productive living and learning environments throughout its five (5) campuses for visitors, employees and students.

Accordingly, pursuant to the provisions of La. R.S. §§40:1300.252-40:1300.263, the SUS issues this 100% Tobacco-Free Policy. Smoking and tobacco use of any kind will be prohibited on all SUS campuses and/or other properties owned and/or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all SUS owned and/or leased vehicles. Employees may not smoke in their own or others' vehicles when the vehicles are parked on SUS properties.

This policy will be in place at all SUS sponsored events—both on our premises and at external locations hosting such events, including non-University hours and will further apply to all faculty, staff, students and visitors.

The entire policy may be found on the Southern University System's website at:

http://www.sus.edu/Images/Interior/photos/news_media/sus_tf_policy.pdf

***POLICY ON
SEXUAL HARASSMENT***

Sexual harassment is prohibited at Southern University. Any employee or student will be subject to disciplinary action if found to be in violation of this policy.

Southern University has adopted the following definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or of a student's status in a course, program, or activity; or
- (2) submission to or rejection of such conduct is used as the basis for decisions affecting the individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or educational experience or of creating an intimidating, hostile, or offensive environment.

Any questions regarding sexual harassment in general or a specific case should be addressed to the EEO Coordinator Department Head or the appropriate official which may be designated by the System President or respective campus Chancellor. .

Gender-Based Misconduct

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs of activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. These behaviors are clear impediments to creating an educational atmosphere which is free from discrimination. As a result, an institution receiving federal funds

must promulgate strategies and policies which demonstrate its ability to uphold the law and comply with applicable regulations. When the Complainant or Respondent is a student, the violation falls under the provisions of Title IX.

Southern University Law Center is governed by the Southern University at Baton Rouge (SUBR) campus Gender based Sexual Misconduct Policy. The full Title IX policy may be found on the Southern University Law Center's website at http://www.sulc.edu/Departments/SULC%20Policies/Docs/Title_IX_Policy.pdf. Copies of this policy may be obtained from the Office of Student Affairs.

POLICY STATEMENT ON INDEPENDENT RESEARCH
(Revised 11/19/2014)

Approval for academic credit of student independent research will be granted on a selective basis in conformance with provisions given hereunder:

SUBSTANTIVE

1. One (1) or two (2) hours of academic credit may be earned and a student may engage in independent research only ***once*** for academic credit during his/her matriculation.
2. To be eligible for consideration, a full-time student must have earned at least 30 semester hours. A part-time day or evening student must have earned at least 24 credit hours. Students must be in academic good-standing, i.e. not on academic probation.
3. Save exigent circumstances that must be verified by the applying student and only if approved by the Vice Chancellor for Academic Affairs, ***independent research will not be allowed during summer sessions.***
4. A student will not be allowed to take more than a total of sixteen (16) semester hours including the independent research hours.
5. A student who desires to conduct an independent research project for course credit must write a proposal in the form of an abstract or prospectus describing the particular research project.
6. The student must complete an application, and submit the application and an abstract or prospectus to a full-time faculty member for approval. The faculty member must sign the completed application agreeing to guide and supervise the research project. The number of course credit hours recommended by the faculty member must appear on the application. The application and abstract or prospectus must be submitted to the Vice Chancellor for Academic Affairs.
7. The Vice Chancellor for Academic Affairs will forward research projects that are approved by his office to the Records and Registration Department for processing.
8. A professor shall supervise only one (1) student enrolled in an independent research project per semester.
9. A student research project must be completed during the same semester of enrollment unless extenuating circumstances prevent its completion. If this occurs the supervising professor must submit a statement explaining the delay.
10. The students shall be required to write a substantial research paper in the course. Students shall confer individually with their professor for assessment of written work and then edit and rewrite their papers to produce works of such quality that they could be published as student notes in a law review.
11. The supervising professor shall evaluate the final written product and submit a final grade of Pass or Fail to the Director of Records and Registration.

12. The supervising professor shall keep and maintain for two (2) years at least one copy of the graded final research product and provide a copy of the same to the Vice Chancellor for Academic Affairs.
13. Withdrawal from the Independent Research course shall be governed by the same regulations governing formal withdrawal from any other course.
14. Research projects seeking the two hours advanced writing credit must meet the requirements stated in that policy.
15. If the student desires only one hour credit for the project the paper must meet all requirements stated in section 10 above and be at least 15 typewritten pages not including the cover or other ancillary pages. If the student desires to earn two hours of course credit without receiving credit for the advanced writing requirement, the paper must be at least 30 typewritten pages not including the cover or other ancillary pages.

PROCEDURE

1. The student completes an application and an abstract or prospectus with a complete bibliography.
2. The student contacts and presents to the proposed supervising professor the application and abstract or prospectus.
3. The professor reviews the prospectus or abstract and indicates his approval to supervise the project by signing the application.
4. The student submits to the Vice Chancellor for Academic Affairs the application signed by the professor, and the Vice Chancellor will either approve or deny the research project. The Vice Chancellor for Academic Affairs can deny the application for reasons that he deems appropriate.
5. If the Vice Chancellor for Academic Affairs approves, he will give written notification to the professor and to the Records and Registration Department.
6. The student should check his Banner account for the Independent Research course or he may email the Vice Chancellor for Academic Affairs.
7. The application and abstract must be approved no later than five (5) days after the semester begins. Students are encouraged to submit the application in the prior semester.
8. The student may drop the course, but only after written notice to the Professor and Vice Chancellor for Academic Affairs and only after timely completion of the withdrawal process.

Any other matters, substantive or procedural, not covered above will be resolved by the Vice Chancellor for Academic Affairs with the permission of the Chancellor as need may arise and dictate.

**If the project will be submitted for the two hours advanced legal writing credit, the supervising professor must submit to the Records and Registration Department the following certification when the project is completed.*

I HEREBY CERTIFY that _____ has met the requirements of
(student's name)
the upper level writing requirement by writing a substantial research paper of at least 30 pages, by conferring individually with me for assessment of the written work, and by editing and rewriting the paper to produce a work of such quality that it demonstrates the student's ability to critically analyze, synthesize and expound on legal issues.

(professor's name)

This policy applies to all students at SULC and is effective as of January 1, 2015.

The Vice Chancellor for Academic Affairs is responsible for the periodic review of this policy.

AMENDING YOUR ORIGINAL LAW SCHOOL APPLICATION

On occasions, students may find it necessary to amend their original law school application. **Amending an application is a serious matter.** The SULC law school application states: "[b]ecause of the high ethical standards to which lawyers are held, failure to fully disclose information requested below may result in revocation of admission or disciplinary action by the Law Center, or denial of permission to practice law by the state in which you seek admission to the bar...."

Students should be aware that a request to amend their law school application is subject to the SULC Non-Academic Honor Code. An amendment request may be either accepted with no action required on your part or the Law Center or could result in disciplinary action up to and including revocation of your admission. Please be aware that even if an amendment request is accepted without adverse action taken by the Law Center, bar admission committees have sometimes refused to certify the character of a graduate when they (the bar) are not persuaded by the explanation provided by the graduate for not disclosing moving violations or other arrests and charges, on their law school application.

You may request a form to amend your application from the admissions department at this time a ***\$30 amendment fee will be charged.*** Once you complete the form, with all supporting documents, it will be accepted. You will be contacted with the status of your request as soon as it is processed. Allow 2-3 weeks before contacting the Office of Student Affairs.

Upon graduation, the Law Center will not permit a graduate to amend their law school application. Because you have graduated, the school is without the ability to take any action concerning your enrollment status, if necessary, due to the fact that you have graduated. The information will be placed in your file and made available to any requesting bar authorities.

SUPPLEMENTING CHARACTER AND FITNESS INFORMATION

At times, during law school matriculation students encounter situations or are involved in actions that require that they update their character and fitness information. Law students are under a continuing duty to supplement their character and fitness information. All information that is requested on the original application should be reported if an incident occurs which changes the status of the original response.

Your request to supplement your character and fitness information is subject to the SULC Non-Academic Honor Code. You should inform the Law Center of any citations, summons, arrests and or criminal charges brought against you while attending the Law Center. Your request to supplement your character and fitness information may be either accepted with no action required on your part or the Law Center or could result in disciplinary action up to and including expulsion from the Law Center. Please be aware that even if your request to supplement is accepted without adverse action taken by the Law Center, bar admission committees have sometimes refused to certify the character of a graduate when they (the bar) are not persuaded by the explanation provided by the graduate that they meet the character requirements for admission.

You may request a form to supplement your character and fitness information from the admissions department. Once you complete the form, with all supporting documents, it will be accepted. You will be contacted with the status of your request as soon as it is processed. Allow 2-3 weeks before contacting the Office of Student Affairs.

Upon graduation, the Law Center will not permit a graduate to supplement their character and fitness information. Because you have graduated, the school is without the ability to take any action concerning your enrollment status, if necessary, due to the fact that you have graduated. The information will be placed in your file and made available to any requesting bar authorities.