

# STURM COLLEGE OF LAW

## STUDENT HANDBOOK

Effective August 2018

### ACADEMIC REQUIREMENTS

#### Academic Requirements Overview

The Sturm College of Law awards the degree of Juris Doctor to those students who successfully fulfill the following requirements:

- Completion of ninety (90) semester credit hours with passing grades. Only a grade of F constitutes a failing grade for purposes of this requirement. Students receive no credit hours toward graduation for courses in which they earn a grade of F.
- Maintenance of the required cumulative grade point average: **a cumulative GPA of 2.3 or higher**
- **Successful completion of all required courses** (as defined in the chart that follows this section). A student who receives a grade of F in a required course must retake the course and earn a passing grade. Both grades remain on the student's transcript and affect the student's cumulative GPA.
- **Completion of the Upper Level Legal Writing requirement.**
- **Completion of the Public Service requirement.**
- **Completion of the Professional Skills Requirement.** All students entering the College of Law in Fall 2013 but before Summer 2015 must successfully complete a curricular offering of two or more semester credit hours in any Experiential Advantage course (designated "EAC" on the schedule).
- **Completion of the Experiential Coursework Requirement.** All students entering the College of Law Summer 2015 or thereafter must successfully complete a curricular offering of six or more semester credit hours in any Experiential Advantage course (designated "EAC" on the schedule).
- **Completion of the Career and Professional Development Requirement.** All students entering the College of Law Summer 2016 or thereafter must successfully complete 5 qualifying career and professional development sessions during the 1L year, and 2 individual career advising appointments after the 1L year.
- **Resolution of all financial obligations to the University of Denver.**
- Completion of all credit hours within a specified time period following initial matriculation at law school. The American Bar Association requires law students to complete their legal educations within seven years. Full-time students at the Sturm College of Law normally meet all JD requirements by the end of their third year. Part-time students at the Sturm College of Law normally complete all JD requirements by the end of their fourth year.

#### Good Standing

All students must maintain a cumulative grade point average of at least a 2.3 to remain in good standing.

Students may check their Academic Progress Report on PioneerWeb. Students have the responsibility to check PioneerWeb carefully and to contact the Registrar’s Office if students note any discrepancy between their understanding and their Academic Progress Report. Students have the sole responsibility to ensure that they have completed all graduation requirements.

### Required Courses

	<b>Full-Time Division</b>	<b>Part-Time Division</b>
<b>1st Year Fall</b>	Civil Procedure (4)	Civil Procedure (4)
	Lawyering Process I (3)	Lawyering Process I (3)
	Two of the following 4-credit courses: Contracts, Criminal Law, Property, Torts (4)	One of the following 4-credit courses: Contracts, Criminal Law, Property, Torts (4)
<b>1st Year Spring</b>	Lawyering Process II (3)	Lawyering Process II (3)
	Constitutional Law (4)	Two of the remaining 4-credit courses: Contracts, Criminal Law, Property, Torts (4)
	Two of the remaining 4-credit courses: Contracts, Criminal Law, Property, Torts (4)	
<b>2nd Year Fall</b>	–	Constitutional Law (4)
		One of the remaining 4-credit courses: Contracts, Criminal Law, Property, Torts (4)
<b>2nd Year Spring</b>	–	–

### Other Required Courses

All students must successfully complete the following courses in any semester prior to graduation:

- Legal Profession (3)
- Evidence (4)
- Administrative Law (3)

### Other Graduation Requirements

Completion of (1) the Upper Level Legal Writing Requirement, (2) the Public Service Requirement, (3) the Professional Skills Requirement OR Experiential Coursework Requirement, and (4) the Career and Professional Development Requirement.

### Public Service Requirement

All law students must satisfy the Public Service Requirement (PSR) in order to graduate. To satisfy the requirement, each student must perform a minimum of 50 hours of supervised, uncompensated, legal public service work. You must complete 22 academic credit hours prior to satisfying the requirement.

You can satisfy the requirement in one of the following ways:

- 1) Registering for, and passing, an externship for credit at a government agency, judicial chambers, or nonprofit organization via the [Legal Externship Office](#).
- 2) Registering for, and receiving a grade of C or better, in a clinic via the [Student Law Office](#).
- 3) Registering for, and receiving a grade of C or better, in an eligible course. Eligible courses currently include: Federal Appellate Advocacy, Live Client Lab, Poverty and Low Wage Work in America, Public Interest Lawyering Lab, Street Law, the Graduate Tax Program's Low-Income Taxpayer Clinic, Trial Practice III: Instructor's Practicum, Trial Practice III: Mentor's Practicum, the International Criminal Law Practicum, Wills Lab, and the Probate Practicum.
- 4) Volunteering and engaging in 50 hours of supervised, uncompensated legal work, at a government agency, judicial chambers, nonprofit organization, or private firm, as long as the work at the firm is pro bono. This is known as a Volunteer Legal Experience.

In order to satisfy the requirement via option #4, a Volunteer Legal Experience, you must abide by all rules and regulations for the Public Service Requirement indicated on our website. You must complete an online student certification and evaluation form about your volunteer experience and your supervisor, who must be licensed to practice law for at least three years, must complete an online supervisor certification and evaluation form which asks for the number of hours worked (must be at least 50), the timeframe in which the work was completed, and an evaluation of the student's work. When both of these forms are completed and submitted online, at the conclusion of the relevant semester, your Academic Progress Report will reflect that you satisfied the PSR. Please note: You are not required to complete the steps outlined above if you are satisfying the public service requirement via options #1, 2, or 3 above. For these options, your Academic Progress Report will reflect that you satisfied the PSR via a PUBL designation at the conclusion of the relevant semester.

Students are strongly encouraged to complete this requirement before their last semester of law school. For more information about the PSR, visit [this page](#) and/or contact the Director of Public Interest at [publicinterest@law.du.edu](mailto:publicinterest@law.du.edu).

### **Upper Level Legal Writing Requirement**

All law students must satisfy the Upper Level Legal Writing requirement prior to graduation. The requirement provides students additional instruction and practice in research, organization and expression.

To satisfy the requirement, each student must:

- Complete a written product of at least ten (10) pages on an appropriate legal subject determined by a professor and the student.
- Secure the professor's written comments as to the substance and style of the student's written project.
- Prepare a second draft of the written project in response to the professor's comments to the professor's satisfaction.

Students may satisfy the Upper Level Legal Writing requirement in the following ways:

1. *Advanced Legal Writing Course*  
A student can enroll in and successfully complete the upper level legal writing course entitled “Advanced Legal Writing.”
2. *Designated Seminar Classes or Clinics*  
A student can enroll in and successfully complete a seminar that satisfies the Upper Level Legal Writing requirement. The student can also enroll in and successfully complete a clinical course that satisfies the Upper Level Legal Writing requirement. Clinics and seminars do not necessarily satisfy the Upper Level Legal Writing requirement. Students must clarify with individual professors whether the seminar or clinic will satisfy the Upper Level Legal Writing requirement. A student who elects to fulfill the Upper Level Legal Writing requirement under this option must make certain that the Registrar’s Office receives certification from the professor that the student successfully fulfilled the Upper Level Legal Writing requirement. Only after the Registrar’s Office has received official certification has the student completed this graduation requirement.
3. *Directed Research Projects*  
The student may enroll in and successfully complete a 2-3 credit hour Directed Research Project with a full-time faculty member. If the student successfully completes a Directed Research Project that fulfills the Upper Level Legal Writing requirement, the professor must certify to the Registrar that the student has completed the Upper Level Legal Writing requirement. A student who elects to fulfill the Upper Level Legal Writing requirement under this option must make certain that the Registrar’s Office receives certification from the professor that the student successfully fulfilled the Upper Level Legal Writing requirement. Only after the Registrar’s Office has received official certification has the student completed this graduation requirement.
4. *Certification by Professor*  
Any full-time or adjunct professor can offer a student the opportunity to complete the Upper Level Legal Writing requirement within the course taught by the professor or independently of the course taught by the professor. Upon successful completion of the Upper Level Legal Writing requirement, the professor must certify to the Registrar that the student has completed the requirement. A student who elects to fulfill the Upper Level Legal Writing requirement under this option must make certain that the Registrar’s Office receives certification from the professor that the student successfully fulfilled the Upper Level Legal Writing requirement. Only after the Registrar’s Office has received official certification has the student completed this graduation requirement.

### **Professional Skills Requirement**

1. All law students entering the College of Law in the Fall 2013 Term or thereafter must successfully complete a curricular offering of two or more semester credit hours that provides substantial instruction in professional skills generally regarded as necessary for effective and responsible participation in the legal profession beyond legal research, writing, and analysis.
2. Professional skills include pre-trial practice, trial advocacy, appellate advocacy, alternate dispute resolution processes, client communication, counseling, negotiation, legal document drafting, fact investigation, interaction with regulators (such as drafting of

regulatory ruling requests), interviewing, law practice management, legal problem solving, recognizing and resolving ethical dilemmas, and similar skills.

3. To fulfill this requirement, a curricular offering must provide at least one credit (700 classroom minutes) of instruction in the performance of professional skills beyond legal research, writing, and analysis, and must engage each student in multiple (more than one) hands-on skills performances that are evaluated by the instructor.
4. The College of Law Registrar shall maintain a list of courses that satisfy the professional skills requirement on the College of Law webpage. The College of Law Modern Learning Committee and Curriculum Committee shall be responsible for approving courses that satisfy the professional skills requirement, and for periodically updating that list. Each course description for each class that satisfies the professional skills requirement shall indicate that it does so.
5. A student may not use the same curricular offering to satisfy both the upper level writing requirement and the professional skills requirement, unless the course has been designated as a special Carnegie Integrated Course offering by the Modern Learning Committee. Each Carnegie Integrated Course shall include a full credit hour of skills instruction in addition to assigned upper level writing.

### **Experiential Coursework Requirement**

1. All law students entering the College of Law in the Summer 2015 Term or thereafter must successfully complete a curricular offering of six or more semester credit hours that provides substantial instruction in professional skills generally regarded as necessary for effective and responsible participation in the legal profession beyond legal research, writing, and analysis.
2. Professional skills include pre-trial practice, trial advocacy, appellate advocacy, alternate dispute resolution processes, client communication, counseling, negotiation, legal document drafting, fact investigation, interaction with regulators (such as drafting of regulatory ruling requests), interviewing, law practice management, legal problem solving, recognizing and resolving ethical dilemmas, and similar skills.
3. To fulfill this requirement, a curricular offering must provide at least one credit (700 classroom minutes) of instruction in the performance of professional skills beyond legal research, writing, and analysis, and must engage each student in multiple (more than one) hands-on skills performances that are evaluated by the instructor.
4. The College of Law Registrar shall maintain a list of courses that satisfy the Experiential Coursework Requirement on the College of Law webpage, designated as “EAC” on the course schedule. The College of Law Modern Learning Committee and Curriculum Committee shall be responsible for approving courses that satisfy the Experiential Coursework Requirement, and for periodically updating that list. Each course description for each class that satisfies the Experiential Coursework Requirement shall indicate that it does so.
5. A student may not use the same curricular offering to satisfy both the upper level writing requirement and the Experiential Coursework Requirement, unless the course has been designated as a special Carnegie Integrated Course offering by the Modern Learning Committee. Each Carnegie Integrated Course shall include a full credit hour of skills instruction in addition to assigned upper level writing.

## **Career and Professor Development Requirement**

All JD students beginning law school in the summer 2016 semester or thereafter must complete the Career & Professional Development Requirement (the “CPD Requirement”) in order to graduate.

To satisfy the CPD Requirement, each 1L student must complete 5 sessions of their choice during the 1L year from any or all of the following core competency areas:

- Career & Academic Planning
- Interviewing and Networking
- Job Search Documents
- Professional Development
- Wellness / Personal Development

The Office of Career Development & Opportunities (“CDO”) will maintain a list of qualifying programs. Students may satisfy up to 2 of the 1L sessions through individual career advising appointments with the CDO.

In addition, each JD student must participate in at least 2 individual career advising appointments after the 1L year.

Students who have secured postgraduate employment and are no longer seeking employment may opt-out of the CPD requirement at any time by providing all ABA-required employment information to the CDO.

## **COURSE OF STUDY**

### **The Semester System**

The Sturm College of Law schedules classes on the semester system. Each Fall and Spring semester contains fourteen (14) weeks. The summer term contains seven (7) weeks.

### **Section Assignments**

The Sturm College of Law assigns all incoming first year JD students to sections. Students must attend only the classes scheduled for their assigned section. First year students cannot alter assigned sections or class schedules. Full-time first year students must expect to take classes Monday through Friday from 8:00 am until 5:30 pm and have an obligation to arrange their schedules accordingly. Part-time first year students must expect to take classes Saturday and Sunday from 8:00 am until 6:00 pm and have an obligation to arrange their schedules accordingly.

### **Normal Schedule**

First year full-time students take fifteen (15) credit hours during the first semester and fifteen (15) credit hours during the second semester. After the first year, full-time students must complete an additional sixty (60) credits.

Full-time students generally take fifteen (15) hours per semester during the last two (2) years of law school. More than fifteen (15) hours in any Fall or Spring semester constitutes an academic overload that requires approval from the Assistant Dean of Student Affairs and a cumulative GPA that exceeds 2.7.

First year part-time students take eleven (11) credit hours each of the first two (2) semesters.

After the first year, part-time students must complete an additional seventy (68) credits.

After the first year, part-time students generally take eleven to twelve (11-12) credit hours per semester. More than twelve (12) credit hours in any Fall or Spring semester constitutes an academic overload that requires approval from the Assistant Dean of Student Affairs and a cumulative GPA that exceeds 2.7.

### **Online Courses**

No student may take an online course for JD credit until the student has earned at least 30 credit hours of JD credits.

### **Academic Overload**

All students must obtain the written approval of the Assistant Dean of Student Affairs to register for an academic overload. The Assistant Dean will not approve an overload in any semester or summer term for a student with a GPA 2.7 or below.

An academic overload for full-time students in any Fall or Spring semester means more than fifteen (15) credit hours. Under no circumstances can a full-time student take more than eighteen (18) credit hours in any Fall or Spring semester.

An academic overload for part-time students in any Fall or Spring semester means more than twelve (12) credit hours. Under no circumstances can a part-time student take more than fifteen (15) credit hours per Fall or Spring semester.

No student will receive permission to take an overload during the first year.

During the summer term, an academic overload means more than eight (8) credit hours. Under no circumstances may a student request more than twelve (12) credit hours during the summer term. To petition for an academic overload, a student must complete an Overload Petition available [online](#).

### **Transfer Between Full-Time and Part-Time Divisions**

A student in good standing may transfer from one division to another in August. A student must submit a written request to transfer between divisions to the Assistant Dean of Student Affairs for approval. Students can find transfer forms [online](#).

### **Withdrawal/Leave of Absence**

Any student in good standing may request a leave of absence. Students leaving the university that plan to return to their studies at Denver Law need to meet with the Assistant Dean of Student Affairs in addition to completing a Leave of Absence form and a Withdrawal form (when appropriate). Students can elect to withdraw from classes and take a Leave of Absence for up to one year. Students must fill out a Leave of Absence form each year to be considered a continuing student at DU.

Students who receive approval for a leave of absence must comply with the American Bar Association's 84 month rule. This rule requires students to meet all of the requirements for their JD degree no later than the end of the 84th month following their initial registration. After five years away from DU, students may no longer extend their leave of absence using this process. Students that have been away from DU for five years or more have to completely re-apply to be admitted to DU through the Office of Admission.

When a student is ready to return to Denver Law, the student must contact the Assistant Dean of Student Affairs.

### **Medical Leave of Absence**

Students may apply for a Medical Leave of Absence in cases of serious medical conditions. Information regarding a Medical Leave of Absence can be accessed [here](#).

### **Employment**

Each full-time student must assure that outside employment does not interfere with his or her academic performance or regular class attendance. Further, the Sturm College of Law shall not employ or compensate any student in excess of 280 hours per semester. The Sturm College of Law will not adjust class or course schedules or examination times to accommodate outside employment.

The Sturm College of Law strongly discourages full-time students from participation in outside employment while they engage in full-time study. First-year full-time students frequently find satisfactory grades impossible to achieve while engaged in outside employment. The faculty of the College of Law strongly urges first-year students to devote their full time to the study of law. Part-time students may hold full-time outside employment, provided they have at least thirty (30) hours per week available for study and provided they do not take more than 15 credit hours in any Fall or Spring semester. Due to work and/or family responsibilities, part-time students are encouraged not to try to complete their law school education in less than four (4) years.

# REGISTERING FOR COURSES

## Registration

Each semester the Registrar's Office provides students with course information and registration procedures. Students generally register in November for the following Spring Semester and at the end of March/beginning of April for the following Summer and Fall Semesters. In order to register, students first must resolve all financial or other holds on their records. Students must register using PioneerWeb. Students receive registration time tickets approximately one (1) week prior to registration. Students receive registration priority according to the number of credit hours they have completed. A more detailed description of registration procedures follows:

- **Registration Procedures**

The Sturm College of Law bases registration priorities on the number of credit hours students have earned. We divide all students into groups based on their proximity to graduation, and those students closest to graduation have top priority. Students must pay close attention to their registration time. If a student fails to register during the designated registration period, the student may not secure the courses most valuable to him or her. "Earned credit hours" for registration priority purposes include the credit hours in which students currently are enrolled.

- **Wait List Registration and Policies**

If a course is closed at the time of registration, a student can automatically place themselves on the wait list for the desired course. Students may wait list for up to three courses at a time. Each course's wait lists are ranked in the order students place themselves on the wait list. When a spot in a course opens, the first student on the wait list receives an email notifying them of the open spot. The student has 24 hours to add themselves to the course. Failure to act within 24 hours will result in being dropped from the wait list, and then the next student on the wait list will be notified of the open spot. Students must be registered for any course they wish to attend. For this reason, wait listed students are not allowed to attend classes for which they are waitlisted. Due to space limitations and equity in the management of our wait listed students, the College of Law does not accept retroactive registrations (aka "forced registrations").

## Crossing Division Lines

Upon completion of the first year curriculum, students can choose to register for classes in the full-time and/or part-time division.

## Dropping Courses

During the beginning of each semester, students may drop courses from their schedules and receive a full tuition refund for the dropped courses. In the Summer Semester, students have a shorter period in which to drop a course and receive a full tuition refund. If a student drops a class after the official drop/add period has expired, the law school will not refund the tuition for that class. Please see the academic calendar on the law registrar website for official dates regarding the add/drop deadlines for each semester.

Students must use PioneerWeb to make schedule changes during the drop/add period. After the end of the drop/add period, students may drop courses (without a tuition refund) only by completion of a Drop Petition which requires the approval of the individual professor and the Assistant Dean of Student Affairs. Moreover, after the end of the drop/add period, students who drop a course will receive a “W” (withdrawal) on their transcript for the dropped course. Students can find Drop Petitions in the Registrar’s Office or [here](#). The last day of classes marks the last day that a student can withdraw from a class.

### **Adding Courses**

During the first two weeks of a Fall or Spring Semester, students may add courses to their schedules. Students must use PioneerWeb to make schedule changes during this time. After expiration of the drop/add period, students cannot add a course without special permission from the Assistant Dean of Student Affairs and the approval of the individual professor. A student who wishes to add a course after the drop/add period has expired must complete an Add Petition, submit the petition to the Assistant Dean of Student Affairs, and secure permission from the Assistant Dean of Student Affairs. Students can find Add Petitions in the Student Affairs Office or [here](#).

### **Limitation on Out-of-Class Credits**

Students cannot take more than a total of twenty-five (25) out-of-class credit hours from the following sources:

- Externships
- The non-classroom component of clinical courses
- Journals
- Directed Research/Directed Experiential
- Courses in Law School Graduate Programs
- Graduate Courses Outside the Law School

### **Directed Research**

Directed Research opportunities allow students in their second, third, or fourth years to study and write in any area of law under the supervision of a full-time faculty member. Adjunct professors cannot supervise a Directed Research project. Students may register for one (1) to three (3) credit hours of Directed Research per semester. Students may petition the Associate Dean of Academic Affairs for permission to take four (4) or five (5) credit hours of Directed Research with the permission of the professor supervisor. Students can receive no more than five (5) total credits of Directed Research during law school.

Directed research projects satisfy the Upper Level Writing requirement.

Students can find a Directed Research form in the Registrar’s Office or [here](#). Students should complete this form, obtain the signature of the professor who has agreed to supervise the Directed Research and submit this form to the Registrar’s Office. If the student is petitioning to

take four or five credit hours of Directed Research, the petition should be signed by the faculty member and delivered to the Associate Dean of Academic Affairs for approval.

Ordinarily, students must complete the Directed Research project during the semester for which the student registered for the Directed Research. The supervising faculty member, however, may waive this requirement in writing to the Associate Dean of Academic Affairs. The student must submit the original of their Directed Research project to the supervising faculty member for a grade, no later than the last day of exams for the semester in which the student has registered for the Directed Research.

### **Directed Experiential Projects**

Directed Experiential Projects allow students in their second, third, or fourth years to work with a full-time faculty member on a real or simulated client matter. Adjunct faculty may not supervise a Directed Experiential Project. Students may register for one to three credit hours of Directed Experiential Project work per semester; students must petition to the Associate Dean of Academic Affairs for permission to register for a Directed Experiential Project. Students may not exceed a total of 5 directed experiential credits during law school. All work on a Directed Experiential Project must be supervised by the faculty member, and the faculty member must ensure that the work is experiential and that the project provides a robust learning opportunity. A Directed Experiential Project form can be found in the Registrar's Office. Students should complete this form, obtain the approval and signature of the faculty member who has agreed to supervise the Directed Experiential Project and submit the form to the Registrar's Office.

### **Law Review and Journal Credits**

Students can earn academic credit for work on the *Denver University Law Review*, *Denver Journal of International Law and Policy*, *Water Law Review*, and *Transportation Law Journal*. Students may register for the above journals and are allowed a maximum of 6 semester credit hours in total towards their JD according to the following rules:

- **Staff**  
A student may earn zero (0) or one (1) credit hour per semester as a staff member who verifies the accuracy of references made by authors but does not write publishable material of his/her own.
- **Writing Staff**  
A student may earn zero (0), one (1), or two (2) credit hours per semester as a staff member who attempts to write a publishable article (usually case notes, comments, or surveys) and who prepares multiple drafts of such a writing.
- **Editor**  
A student may earn zero (0), one (1), or two (2) credit hours per semester as an editor who supervises the work of staff members, performs substantive edits, and works with authors.
- **Editorial Board**  
A student may earn zero (0), one (1), two (2), or three (3) credit hours per semester as a Board member who solicits, reviews, edits work, and performs administrative functions such as communications with publishers or maintenance of files and correspondence.

To receive credit for law review service, students must secure certification of such service from the Editorial Board of the relevant law review. The Editorial Board shall submit such certification to the Registrar.

### **Externship Programs**

Externships provide students with opportunities to earn academic credit while they gain practical legal experience. Students extern in corporations, criminal defense and prosecution placements, government agencies, judicial chambers, nonprofits, private firms, and more. Students must pay tuition for their approved externship credit hours just like any other course. Students must have 28 credits to participate in an externship. Students on academic probation cannot participate in an externship during the Fall or Spring semester.

At Denver Law, the required course of study for first-time externs includes a fieldwork component and an accompanying for-credit, graded seminar. Repeat externs are not required to enroll in the seminar. For the most up-to-date information on externships, visit the [Legal Externship Program's website](#).

### **\*Other Law School Graduate Degree Programs**

The Sturm College of Law offers graduate degrees in the following programs: Master of Science in Legal Administration, Master of Laws in American Law Practice, Master of Legal Studies, Master of Legal Studies in Environmental and Natural Resources Law and Policy, Master of Laws in International Business Transactions, and Master of Laws in Natural Resources and Environmental Law and Policy. Students may take up to eight (8) semester hours of approved non-JD coursework from the above programs toward their JD degrees.

For more information about these and other graduate level programs at Denver Law, please visit the [Graduate Legal Studies webpage](#).

Students who complete courses in these programs and then enroll in law school cannot receive credit for the courses completed in these programs toward their JD degrees.

Students with an interest in these advanced degrees should contact the Graduate Legal Studies department.

### **Other University of Denver Graduate Courses**

Students may take a maximum of eight (8) semester credit hours of graduate level courses in other schools or departments at the University of Denver (with the exception of University College) for credit toward their JD degree under the following conditions:

1. The student must have a cumulative law school GPA of at least a 2.7.
2. Prior approval from the Assistant Dean of Student Affairs. The student must submit a petition to the Assistant Dean of Student Affairs that verifies the graduate level of the proposed course and that states how the proposed course relates to the intellectual and

professional aspirations of the student. Students can find this petition in the Registrar's Office or [here](#)

3. The student may not take more than the maximum number of credits allowed per law school term, even if the course(s) is being taken on the quarter term.

Law students may only register for Fall or Winter quarter courses; law students may not register for spring or summer quarter courses. Students interested in dual degrees should consult the dual degree [webpage](#). Graduate level credit hours taken in other University of Denver graduate programs count toward the maximum of (8) credit hours that law students can take outside the law school. Students may receive credit for eight (8) semester hours of non-JD credit or ten (10) semester hours of dual-degree credit, but may not receive both.

Credits taken at University College will not be counted towards the JD degree.

Credits from University of Denver graduate courses outside of the law school will not appear on a student's law transcript, but the courses will reduce the number of credit hours a student must earn to graduate (i.e., a student who takes eight (8) semester hours or the equivalent in other graduate courses must earn 82 credit hours from the College of Law to meet the 90 credit hour graduation requirement.) Grades will not be factored into a student's cumulative GPA. Students who choose to take classes in other University of Denver graduate departments should consult the Financial Management Office to discuss financial aid options. Students cannot apply law scholarship funds towards non-law credits.

### **[Dual Degree Programs](#)**

The Sturm College of Law participates in dual degree programs featuring concurrent studies in the law school and in (1) the Graduate Legal Studies department or (2) other schools and departments at the University of Denver. Law students may pursue two types of dual degrees: a [Formal Dual Degree](#), where the law school and another school or department have formalized an arrangement, establishing the terms of sharing credits and in many cases the curriculum to follow; or a [Flexible Dual Degree](#), where the student sets up his or her own program with a DU school or department not sharing a Formal Dual Degree arrangement with the law school.

These Formal Dual Degrees are offered through the [Graduate Legal Studies](#) department:

- JD/LLM in International Business Transactions
- JD/LLM in Environmental and Natural Resources Law and Policy
- JD/LLM in Taxation
- JD/MS in Legal Administration

These Formal Dual Degrees are offered through other schools and departments at DU:

- JD/MBA (Daniels College of Business)
- JD/MPP (Korbel School of International Studies)
- JD/MSW (Graduate School of Social Work)
- JD/MS in Healthcare Management (University College)

- JD/MA Economics (School of Arts, Humanities and Social Sciences)

Examples of Flexible Dual Degrees pursued in recent years by law students include:

- JD/MAIS (Korbel School of International Studies)
- JD/MA Forensic Psychology (Graduate School of Professional Psychology)
- JD/MA Art History (School of Arts, Humanities and Social Sciences)

Upon completion of the second degree, dual degree students receive ten (10) semester credits toward earning their JD. Typically, but not always, the second department or school will offer a similar discount in credits to earn that degree. The Sturm College of Law will not allow any student to take advantage of the ten (10) semester dual-degree credits until the second degree is completed. Students cannot be certified to take any bar examination until they have been awarded the JD degree. A dual degree student who changes his or her mind and decides to earn only one degree must complete the full requirements for that degree.

A dual degree student must be accepted separately to the law school and to the second school or department at DU; he or she must complete and submit to the Office of Graduate Studies a [Formal Dual Degree Verification form](#) or a [Flexible Dual Degree Verification form](#); and he or she must notify the law school [Registrar's Office](#) of his or her intention to earn a dual degree.

The dual degree student will complete the required first-year law curriculum before beginning studies in the second school or department. It is common for the dual degree student to apply to the second school or department during his or her first year of law studies. Dual degree students must follow university restrictions on simultaneous enrollment in terms of differing lengths—semesters and quarters; this is a logistical matter and does not preclude studies leading to earning a dual degree. See more information about dual degrees at the Sturm College of Law [here](#).

### **Transfer of Credits from Other ABA-Accredited Law Schools**

The Sturm College of Law may admit students with advanced standing at another ABA-accredited law school if they have completed the proper amount of coursework and have demonstrated academic proficiency indicative of success at the Sturm College of Law. The College of Law may approve up to 45 hours of transfer credit from another ABA-accredited law school. Only courses for which a student receives a grade of C or better will be considered for transfer.

Every transfer student must complete the required curriculum for graduation from the Sturm College of Law. In the event that a transfer student has taken a required course at his or her original school, but has not completed all of the credit hours required by the Sturm College of Law for that course, the transfer student should consult with the Registrar. The Registrar, in conjunction with the Associate Dean for Academic Affairs, will determine whether the course taken at the transfer student's original school satisfies the requirements of the Sturm College of Law for that course. During consultation with the Registrar on this issue, transfer students should provide to the Registrar the syllabus for the course and the official transcript that indicates the grade that the student earned in the course.

Transferred courses will be counted towards a student's 90 semester credit hour requirement, but grades will not be factored into the student's cumulative GPA.

### **Visiting Student Status**

No student can apply more than a total of thirty (30) visiting credit hours from any and all sources toward their law school degree.

A student in good standing at the Sturm College of Law may petition to take courses at another ABA approved law school. The petition must list the courses and course descriptions from the host school. The petition also must state legitimate reasons for the visit. The Assistant Dean of Student Affairs must approve all visiting student petitions and has the authority to deny a visiting request. Students can find a Visiting Student Petition online [here](#).

The SCOL strongly discourages students from a visit with another law school during their last semester before graduation because the SCOL will not transfer credit hours from any course in which the visiting student earns less than a C, irrespective of the student's cumulative GPA (credits received in pass/fail courses in which students receive a "pass" grade will be counted).

In order to graduate from the SCOL, students who petition to visit another law school during a Fall/Spring Semester must:

- Complete all required courses at the Sturm College of Law,
- Complete at least sixty (60) credit hours at the Sturm College of Law,

A student cannot take more than eighteen (18) credit hours in one semester or more than thirty (30) total credit hours in one year at the other law school, and earn a grade of C or better in any course taken at the host school that the student wants to count toward his or her JD credit hours at the SCOL: the SCOL will not accept transfer credit hours for any course in which the visiting student earned a grade lower than a C (credits received in pass/fail courses in which students receive a "pass" grade will be counted).

Students who visit at another law school during a Fall/Spring Semester must submit official transcripts to the Registrar's Office each semester that show that the student remains in good standing at the host law school. A student who fails to maintain a cumulative grade point average of 2.3 at the host school must seek readmission to the Sturm College of Law with a petition to the Examinations and Standing Committee.

### **Non-Sturm College of Law Study Abroad Programs**

For more information on all Study Abroad, please visit the [Study Abroad website](#).

Students may earn a maximum of 8 credits by enrolling in a study abroad law program at another institution and transferring those credits to the Sturm College of Law under the following conditions:

- The student remains in good standing with a cumulative GPA of 2.3 or above at time of application;

- The ABA has approved the study abroad program (see: [http://www.americanbar.org/groups/legal\\_education/resources/foreign\\_study.html](http://www.americanbar.org/groups/legal_education/resources/foreign_study.html) );
- The student submits a Petition to Study Abroad online and secures approval of coursework from the Director of the International Legal Studies Program and the Assistant Dean of Student Affairs.
- The student must submit all required materials (Petition, Letter of Good Standing, proof of ABA-Accreditation) to the International Legal Studies Program through the online petition process;
- At least 50% of the credits selected by the student to take as part of their study abroad program must be in courses that are not regularly taught at the University of Denver Sturm College of Law;
- REMINDER: No student can apply more than a total of thirty (30) visiting credit hours from any and all sources toward their law school degree (see above in “Visiting Student Status” section). The maximum number of credit hours a student can apply toward their law school degree from study abroad courses offered by another law school is 8.

At the student’s request, the Registrar’s office will provide letters of good standing (for proof of GPA) and any other required documentation, such as letters of permission.

In order to secure written approval of coursework, a student must submit a Petition, along with a brochure and/or syllabus that describes the study abroad program and its curriculum. A student may find the petition, and all instructions regarding submission of documents, [here](#). A flowchart outlining the process is found here: <http://www.law.du.edu/documents/study-abroad/Study-Abroad-Flow-Chart.pdf>.

A transfer student (who has completed up to thirty (30) credit hours at another law school) may also petition to enroll in a summer abroad law program at another institution.

In order to secure credit for study abroad credit hours taken at another law school, the student must:

- Earn a grade of C or better in the course or courses taken.
- At the conclusion of the program, assure that the Study Abroad Program submits a final official transcript that confirms the credits that the student completed to the Sturm College of Law Registrar at the conclusion of the program.

The study abroad credit hours that a student earns under the above conditions count toward the student’s JD degree, but the grades earned in summer abroad courses will not appear on the student’s transcript and will not factor into the student’s cumulative law school GPA.

**Financial Aid-seeking students should consult the University of Denver Financial Management Office with respect to Consortium Agreements with various schools that offer Study Abroad opportunities and to clarify other financial aid matters.**

**Auditing Courses**

**Law Students:** Sturm College of Law students may audit any course in their last semester with the advance approval of the professor. Students cannot earn credit toward their law degree from audited courses, and the law school does not charge tuition for audited courses. Audited courses do not appear on student transcripts.

A student cannot convert an audited course to a course for credit after the end of the second week of classes. Likewise, a student who enrolls in a class for credit cannot convert that class to audited status after the second week of classes.

**Non-Students:** Alumni of the College of Law may audit classes subject to classroom capacity and professor approval.

Members of the bench, practicing lawyers, and persons who work in related fields may petition to audit a course at the Sturm College of Law. For non-students, the cost to audit a course is \$350 per credit hour. Alumni can audit their first class for free. Please contact the Law Registrar's Office for further audit information and paperwork requirements.

**All Auditors:** Auditors cannot take course examinations and cannot receive academic credit for audited courses under any circumstances.

## **EXAMINATIONS AND GRADING**

### **Examination Procedures**

The Registrar's Office administers examinations according to the published examination schedule. The examination schedule is organized to create as few examination conflicts as possible according to out-of-sequence rules (see section below, "Examination Changes and Out-of-Sequence Examination Rules"). A tentative final examination schedule with tentative exam days will be published early in each semester. At the end of the semester, during or just before reading week, after details are received from professors, the finalized examination schedule will be published. Students must remain in residence during the period in which they have scheduled exams. Students must arrange their work and personal schedules in order to attend their scheduled exams.

### **No Early Exams**

No student can take an examination before the official time scheduled for the examination. This is a policy created by the faculty and administration at the Sturm College of Law. Individual professors do not have discretion to override the policy.

### **In-Class Examinations with Hand-Written Responses**

To the extent some professors still require hand-written responses on their in-class examinations, students must use blue books and scratch paper provided by the Sturm College of Law Registrar's Office. Students must provide their own writing utensils and/or other equipment required for the examination. If the professor has indicated that students can bring various

materials to the examination with them, students have the responsibility to ensure that they have these materials with them before the start of the examination. At the end of the examination, students must return examination questions and submit all of the blue books distributed to them, as well as answer sheets, to the proctor in the examination room. Students may take examinations only in designated rooms as determined by the Registrar's Office.

### **Before an In-Class Laptop Examination**

Students must download a copy of the approved software for both the midterm and final examination periods each semester. The Registrar's Office will send an email to all students via the Law School email account when the software is available for download. It is the responsibility of the student to ensure he/she has downloaded the software PRIOR to the start of any examination for which the use of laptop software is permitted. Registrar's Office staff will not be able to assist students in downloading in the classroom at the beginning of an examination.

After a student downloads the current version of the examination software, the student must perform a practice test. During the practice test, the software checks the computer for security and compatibility issues. Students have the responsibility to resolve any laptop hardware or software problems before taking exams on a laptop.

Student laptops must have the capacity to access the internet in order to download the examination software and to submit answers at the completion of an exam. Students have the responsibility to ensure that they bring a power cord and a fully charged battery.

Examination software can have compatibility problems with new operating systems or older software. The Registrar's Office will notify students of known compatibility issues. Loaner laptops are available through University Technology Services.

### **During an In-Class Laptop Examination**

All classroom exams are recorded. Students who take an in-class exam on a laptop have the same amount of space and/or pages as students who write the exam. However, individual professors may issue their own policies with respect to space and page limitations.

Students must mute computer speakers during the examination period.

Students may use earplugs during exams but may not bring headphones or electronic media devices players to the exam. Students must also turn off their cellphones and store cellphones somewhere other than their person during examinations.

Students are not permitted to wear smart watches during the exam.

During laptop examinations, the software automatically saves the exam answer to the laptop hard drive every few seconds. The Registrar staff can assist with recovery of the encrypted examination answers in the event of a computer failure. If a student's laptop fails during an

examination, the student must immediately notify the proctor and proceed to the Registrar's Office with his/her laptop and examination materials. If possible, the Registrar's Office will print the answers the student has already typed and provide the student with a loaner laptop. The Registrar's Office will then place the student in a "triage" classroom or study room for the remainder of the examination. It is the responsibility of the student to address any laptop issues prior to the start of the next examination period.

At the end of the exam, students must submit exam answers electronically. The Registrar's Office will not confirm receipt of individual exams unless the student receives an error message while submitting an exam answer. If the laptop does not connect to the network during submission, an error message will appear. If a student receives such an error message, the student must immediately notify the proctor and bring the laptop to the Registrar's Office where the staff will retrieve the exam via a USB drive. **Students are responsible for ensuring exam answers are submitted at the conclusion of each exam.**

### **After the In-Class Laptop Examination**

Students **MUST** return exam questions to the proctor. The Registrar will print laptop exam answers within two business days. If the Registrar encounters any difficulty printing an examination answer, the Registrar will notify the student and retrieve a back-up copy of the answers from the encrypted copy on the student's computer.

### **Online Exams**

Links to all take-home exams identified as "online" on the registrar's exam schedule can be found in one location: <https://www.exam4.com/org/600>.

On this page, links are organized by professor and course. Clicking a link will lead to an index page for that exam which will contain links to the pages to pick up and submit the exam, as well as a short form to check the time the exam is due.

If general computer problems arise on the computer to be used for exams, students experiencing these problems should consult with the law school help desk ahead of time to resolve those problems.

Unless specifically directed otherwise, students should not communicate with each other after the start of the exam. Students should not communicate directly with professors after the exam starts. Students should **NEVER** communicate exam numbers to professors. Questions regarding exam format specifics can be routed through the Registrar's Office. If students experience problems – technical or otherwise – that they feel may have affected the examination answer or the time allotted for an exam, students must contact the Registrar as soon as possible so that the issue may be documented.

Be vigilant about backing up examination answer documents during the exam. Students may use a USB drive or other storage device to make a copy of the examination answer frequently. This will serve as a backup in case of a system failure.

Students concerned about possible difficulties with the online examination process should plan to take their examinations during the Registrar's Office's business hours. During those hours, Registrar's Office staff will be available to assist them.

Students must use word processing software header or footer options to make sure that their exam number appears on EVERY page of the actual exam answer. If the Registrar's Office receives an examination answer without the exam number on every page, the staff may request that the student edit the document to provide the exam number on each page of the answer.

Students should upload only MS Word documents. If absolutely necessary, WordPerfect documents may be uploaded. If students use any other software they must save the file as an Adobe pdf file. Students using Word on a Mac should save their document as a pdf file as well. Students seeking assistance on how to save documents as pdf files may contact the Help Desk (303.871.6464) for assistance.

### **Contact Information**

- **Contact Information for All Exams**  
Registrar's Office General Number: 303.871.6132  
General email: [registrar@law.du.edu](mailto:registrar@law.du.edu)  
Business Hours during final exams: see the [exams page](#).
- **Contact Information for Online Examinations**  
Web Manager: [webmanager@law.du.edu](mailto:webmanager@law.du.edu)

### **Exam Irregularities**

If a student encounters any irregularity or extenuating circumstances during an examination that interferes with the examination process, the student must **immediately** report the circumstances to the exam proctor or Registrar's Office. Such circumstances include, without limitation, an illness or a disruptive incident in the examination room. If a student fails to **immediately** bring such circumstances to the attention of the Registrar's Office, the student cannot later appeal the examination result based on the unreported circumstances.

Once a student who has begun an exam leaves that exam for any reason (including illness) before the end of the exam administration, the student may not be allowed to resume taking the exam.

### **Examination Changes and Out-of-Sequence Examination Rules**

All students must take their examinations on the officially designated date and time at the officially designated place. Students should consult the examination schedule on the exams page each semester for examination times and rooms. Examination times and rooms are not necessarily the same as the time and room of the class during the regular semester.

Students must also arrange their work and personal schedules so that they can attend their scheduled examinations. If an examination must be rescheduled due to an emergency (weather,

technology, illness, etc.) the Registrar's Office will make every effort to schedule the make-up examination during the normal examination period. For this reason, students must plan to remain in residence during the entire period in which the College of Law has scheduled examinations. No student may take an examination before the examination's officially scheduled date and/or time. This policy may not be overridden by individual professors. A student, however, may request permission to take an examination out-of-sequence after the date and time of the original exam for the following reasons:

1. The student has two (2) in-class or take-home examinations scheduled on the same calendar day, or
2. The student has three (3) in-class examinations or take-home examinations scheduled on three (3) consecutive calendar days, or
3. The student has serious medical reasons verified in writing by appropriate medical personnel, or
4. The student has a personal emergency supported by documentation.

For exam scheduling purposes, "calendar day" is defined as 12:01 AM to 11:59 PM on a single calendar day. For example, if a student has two in-class, two take-home, or one in-class and one take-home that are both on Monday, the student could petition to reschedule one of the exams. If a student has one exam on Monday and one exam on Tuesday, the exams would not qualify for rescheduling as they are not on the same calendar day. Papers, projects and take-home or online exams with multiple-day availability do not qualify for rescheduling.

#### Examinations Rescheduled for Reasons One (1) and Two (2):

Students who seek to change an examination time for reasons one (1) and two (2) above must seek permission via the out-of-sequence petition form available [here](#). If a student requests an out-of-sequence examination based on an in-class and take-home exam, the Registrar's Office will reschedule the examination as follows: (a) in-class exams take priority - the online exam will be rescheduled; (b) if both exams are in-class or online, the exam that is scheduled second in time will be rescheduled. All exams will be rescheduled for a day and time closest to the originally scheduled exam that does not cause a subsequent out-of-sequence exam issue.

#### Examinations Rescheduled for Reasons Three (3) and Four (4) Above:

Students who seek to change an examination time for reason three (3) or four (4) above must seek permission from the Assistant Dean of Student Affairs. Personal emergencies do not include work-related responsibilities, but rather such events as a death in the family, or emergency medical situations that involve the student or family dependents. A student who seeks a rescheduled examination for reasons three (3) or four (4) must file an Out of Sequence Exam Request with the Assistant Dean as soon as the medical situation arises or as soon as the student discovers the personal emergency. Students can find such forms [here](#). Students may be asked to provide additional information or forms to document the request.

Students who receive permission to reschedule an examination for reasons three (3) or four (4) must complete the examination as soon as possible and preferably within the normal examination period for the particular semester. In no event may a student reschedule an examination after the beginning of the next semester.

**A general petition must be filed with the Assistant Dean of Student Affairs for any reason other than those listed above.**

### **Retention and Storage of Exams**

The Registrar's Office will retain student exam answer documents for one year following the completion of the course. Faculty members have the option to retain these materials for one year, as well. Exam review takes place in Suite 444 the first two weeks of each semester. Students may review each exam once for no more than 30 minutes and must follow the rules for review set forth by the professor. The Registrar's Office will publish a list of which exams have been received for review on the grading page at: <http://www.law.du.edu/index.php/registrar/grade-information>.

## **ADA STUDENT ACCOMMODATIONS AND ADDITIONAL TIME FOR ESL INTERNATIONAL STUDENTS**

### **ADA Accommodations**

A student with documented disabilities must first request accommodations through the University of Denver Disability Services Program (DSP). DSP reviews and approves all documentation and accommodations. Students can find the DSP handbook and forms at <https://www.du.edu/studentlife/disability-services/index.html>

Students who receive accommodations should meet with a staff member in the Office of Student Affairs at the beginning of the academic year, or upon discovery of the disability, to discuss how their accommodations are administered in the law school needed accommodations.

Once approved, students must complete an Exam Accommodation Form at least one week prior to a student's midterm and/or at least one week prior to the start of the final exam period. Students can find the form online [here](#). A student must complete and submit this form to the Student Affairs Office during each semester in which the student requests an exam accommodation.

### **Take-Home & Online Exams:**

For those approved for 50% additional time:

- If the exam is 1-12 hours, the student will receive 50% more time (time and a half)
- If the exam is 13-48 hours, the student will receive 25% more time (time and a quarter)
- If the exam is 49+ hours, no extended time will be granted.

For those approved for 100% additional time:

- If the exam is 1-12 hours, the student will receive 100% more time (double time)
- If the exam is 13-48 hours, the student will receive 50% more time (time and a half)

- If the exam is 49-72 hours, the student will receive 25% more time (time and a quarter).
- If the exam is 73+ hours, no extended time will be granted.

Students receiving additional time for ADA accommodations will be notified via DU Law e-mail of the time, date, and location for each midterm or final examination. Unless students have specific ADA accommodations for a separate room, study rooms and designated classrooms are considered limited distraction environments. The Student Affairs Office may place more than one student in a suitably sized room.

### **Additional Time for ESL Students**

Juris Doctor (JD) Students: No additional time is available for JD students.

Non-JD Students: Non-JD students for whom English is a second language may petition the Assistant Dean of Student Affairs for additional time and/or the use of a non-legal English translation dictionary for midterm and final exams. To complete the petition, please visit the Office of Student Affairs (Suite 115).

Once approved for additional time, students must complete an Exam Accommodation Form at least one week prior to a student's midterm and/or at least one week prior to the start of the final exam period. Students can find the form online [here](#). A student must complete and submit this form to the Student Affairs Office during each semester in which the student requests additional time.

The Assistant Dean in his or her discretion may grant the following:

1. Additional twenty (20) minutes per hour on examinations and/or the use of a non-legal translation dictionary.

No additional time is available for papers, oral presentations, or take-home examinations whose original length is greater than ten (10) hours.

Students receiving additional time for ESL accommodations will be notified via DU Law e-mail of the time, date, and location for each midterm or final examination.

### **Grading System**

The Sturm College of Law employs a letter grade system of A-F. The grades issued in all required courses must have a median of 3.0 and a mean between 2.85 and 3.15. The grades issued in all non-required courses with an enrollment of more than ten students must substantially conform to this mandatory curve. Substantial conformity means that grades cannot deviate more than 0.1 from the mandatory median and mean. If the grades issued in a course of more than 10 students substantially deviate from the mandatory curve, the professor must provide the Associate Dean of Academic Affairs ("Associate Dean") with adequate justification for the deviation. The Associate Dean shall make the final determination of whether an adequate

justification exists for the substantial deviation. If the Associate Dean determines that adequate justification does not exist, the professor, the Associate Dean, or the Registrar shall reconfigure the grades.

The law school uses letter grades to calculate grade point averages in a four-point numerical system. Letter grades have the following numerical values:

- A 4.0
- A- 3.7
- B+ 3.3
- B 3.0
- B- 2.7
- C+ 2.3
- C 2.0
- C- 1.7
- D+ 1.3
- D 1.0
- D- 0.7
- F 0.0

A limited number of courses receive pass/no pass grades. When the student receives a passing grade, P, the student has performed at a standard consistent with a grade of C or better. A no pass grade, NP, indicates unacceptable performance and will not count toward the graduation credit hour requirement. **Pass and no pass grades do not factor into the student's cumulative law school grade point average.**

### **Grade Normalization**

The normalized grade range for required classes will be a median of 3.0 and a mean between 2.85 and 3.15. The Associate Dean for Academic Affairs will conduct normalization procedures after notification to the professor involved that the median and mean fall outside of the required range. The professor shall have two working days from the date of notification by the Associate Dean for Academic Affairs to make adjustments and to resubmit final grades.

If no agreement can be reached in which the median is 3.0 and the mean falls between 2.85 and 3.15, then normalization will occur in the following manner:

1. The Associate Dean will add the same number of points to, or subtract the same number of points from, each submitted grade to ensure that the median reaches 3.0 and the mean falls between 2.85 and 3.15;
2. No student who originally received a passing grade will receive a failing grade after normalization;
3. If, statistically and technically, the median cannot reach 3.0 and the mean cannot fall between 2.85 to 3.15, the Examinations, Standing, and Readmission Committee will take immediate jurisdiction over the matter and submit a final non-appealable decision after an expedited review.

4. For classes with ten or fewer students, the faculty policy strongly encourages that all grades fall within the established median of 3.0 and the mandatory mean of 2.85 to 3.15.

### **\*Non-J.D. Student Grading Policy**

All non-J.D. students (international and domestic LLMs, MLS - General and Major in ENRLP – formerly MRLS, MT, MSLA, Special Status and those coming from other units for transfer credit) are graded separately from J.D. students when enrolled in courses that are part of the J.D. curriculum. Faculty will evaluate the work of non-J.D. students independently from the work of the J.D. students in the same class. Faculty may decide upon the evaluation methods appropriate for each course for the non-J.D. students.

The Sturm College of Law employs a letter grade system of A-F. If there are more than 10 non-J.D. students in a course, the grades issued to those students, evaluated independently of the J.D. students, must have a mean between 3.4 and 3.6. If the grades issued in a course for a group of more than 10 non-J.D. students substantially deviate from the mandatory curve the professor must provide the Associate Dean of Academic Affairs (“Associate Dean”) with adequate justification for the deviation. The Associate Dean shall make the final determination of whether an adequate justification exists for the substantial deviation. If the Associate Dean determines that adequate justification does not exist, the professor, the Associate Dean, or the Registrar shall reconfigure the grades.

*Note: The current J.D. grading policy applies to the remaining J.D. students in a course with a combined J.D. and non-J.D. student populations; specifically, grading is subject to current mean/median range if there are more than 10 remaining J.D. students. Dual JD/LLM students are graded in accordance with the JD Program guidelines.*

### **\*Academic Standards for non-J.D. students matriculating Summer Semester 2015 or after:**

#### **Graduation**

A student must achieve at least a 2.7 cumulative grade point average to graduate from the Sturm College of Law with any degree other than a J.D. degree. The Sturm College of Law will not graduate, and will dismiss, students who have satisfied the course requirements for graduation in non-J.D. program but have not maintained the required minimum 2.7 cumulative grade point average.

The summer semester is considered a “regular term” for purposes of evaluating satisfactory progress toward good standing.

#### **Non-JD Academic Probation and Dismissal**

A non-J.D. student who falls below 2.7 cumulative GPA after the first 9 semester credits will be issued a written warning regarding academic performance. The student’s academic progress will be monitored closely (but with no impact on merit-based aid). If the student’s GPA remains below 2.7 after 18 semester credits the student will be put on probation with an official probation letter on file and merit-based scholarships will be suspended.

A student may elect to take courses that will bring the total credits to over 24 but not more than 27 in order to remedy the deficiency and reach good academic standing (and be eligible to graduate, if enrolled in a program with a 24 credit requirement).

If a student maintains a cumulative GPA of below 2.7 during the probationary period in the immediately subsequent semester, the student will be dismissed.

If a student is dismissed and readmitted, a student cannot take more than 6 credits over the minimum program requirement to bring the cumulative GPA to 2.7; for a 24 credit program the maximum number of credits is limited to 30; for a 30 credit program limited to 36; for a 36 credit program limit is 42.

## **JD Academic Probation, Dismissal, and Readmission Policy**

### **Graduation**

A student must achieve at least a 2.3 cumulative grade point average to graduate from the Sturm College of Law. The Sturm College of Law will not graduate, and will dismiss, students who have satisfied the course requirements for graduation but have not maintained the required minimum 2.3 cumulative grade point average.

### **Academic Probation**

All students who enter the Sturm College of Law must maintain a cumulative grade point average of at least 2.3 to remain in good standing. The Sturm College of Law will place on probation any student whose cumulative GPA falls below 2.3 in any semester.

Students on probation can continue in law school provided they make satisfactory progress toward good standing as described below. Any student readmitted to law school after dismissal remains on academic probation pursuant to the academic probation rules above.

### **Conditions of Academic Probation**

The following restrictions apply to all students on academic probation:

1. The student may not participate as an elected officer or devote substantial work to any student activity or faculty committee without the written approval of the Assistant Dean of Student Affairs.
2. The student must register for and complete a normal academic credit load each subsequent semester while on probation, which requires 12 credit hours per semester for full-time students and 8 credit hours per semester for part-time division students.
3. During fall or spring semester, the student may not enroll in seminars, directed research projects, clinics, externships, courses offered outside the Sturm College of Law curriculum, or courses graded by a different method than the usual letter grade system. Simulation courses and clinics consist of educational experiences in which students perform lawyering skills and faculty base all or part of the grade on observation and assessment of student skill performances.
4. To maintain eligibility to continue in law school while on probation, the student must actively participate in the Academic Achievement Program.

5. The student also must meet with, and secure approval from, the Assistant Dean of Student Affairs with respect to the student's proposed academic schedule each semester.
6. A student placed on probation during any semester has two subsequent consecutive semesters in which to achieve a good standing GPA of 2.3. During the first of these two semesters, however, a student on probation must make satisfactory progress toward good standing as follows: the student must raise their cumulative GPA by one-half the difference between the student's cumulative GPA and a 2.3 cumulative GPA. During the second of these two consecutive semesters, the student who remains on probation must raise their cumulative GPA to 2.3 or above. Failure of the probationary student to secure the required progress in either of the two consecutive semesters described above results in dismissal from law school. Summer terms are not considered "semesters" for purposes of satisfactory progress toward good standing. As a consequence the SCOL does not include summer grades in a student's cumulative GPA for probation purposes until the end of the subsequent Fall semester.

### **Dismissal**

All students who enter the Sturm College of Law must maintain a cumulative grade point average of at least 2.0, including the first semester of their first year.

*The Sturm College of Law will dismiss any student whose cumulative GPA falls below 2.0 at the end of any Fall or Spring semester, including the first semester of law school. Ordinarily the SCOL will not readmit dismissed students.*

### **Readmission Policy Applicable to All Students**

On rare, exceptional occasions, the College of Law may readmit a dismissed student. Readmission is a faculty decision of the Examinations, Standing, and Readmission Committee. Because readmission is rare, the SCOL advises dismissed students to make alternative educational and career plans.

The faculty of the College of Law has established minimum academic standards. A student who fails to achieve those standards has no entitlement or right to continue her or his legal studies. A dismissed student bears the burden of proving to the Examinations, Standing, and Readmission Committee that they merit readmission. Such a student must present clear and convincing evidence of good cause for readmission by establishing that:

1. The student's prior academic deficiency does not indicate the student's inability to study law successfully; and
2. The reasons for the prior academic deficiency no longer exist, and the student, if readmitted, likely will graduate from the law school.

Students should note that, initially, the best evidence of 1 and 2 above ordinarily will consist of the student's prior academic record in law school. To complete the College of Law's education program, a student, if readmitted, must prove the ability to achieve grades that meet or exceed the 2.3 cumulative GPA required for good standing.

Mere identification of the reasons that a student failed to succeed accompanied by an argument that the student can perform better if readmitted will never be a sufficient basis for readmission. The SCOL will dismiss third or fourth year students who have satisfied the credit hours and course requirements for graduation but have failed to achieve the minimum cumulative grade point average of 2.3. Only under extremely extenuating circumstance will the Committee readmit such students to law school.

### **Petitions for Readmission**

A dismissed student may file a Petition for readmission at any time. However, the Examination, Standing, and Readmission Committee normally considers such petitions only during July.

Students whose petitions the Committee denies may submit new petitions once per year.

Students who seek readmission should consult the Assistant Dean of Students and obtain all information needed to file a petition with the Examination and Standing Committee.

The petitioner must email the petition as a single .pdf file including all exhibits to the Assistant Dean of Student Affairs. The petitioner shall address the petition to the Chair of the Examinations, Standing, and Readmission Committee.

The petition shall include:

- The student's name, Banner ID, and contact information including email address;
- The student's transcript;
- Supporting exhibits such as transcripts of other academic work, legal writing samples, letters of recommendation from persons who know the student's academic potential;
- Medical records including evidence of treatment if medical reasons support the petition for readmission; and
- Any other documents.

Students should type the single-spaced Petition for Readmission on 8 1/2 × 11 inch paper. The Petition must contain the information set forth in the sample.

The Committee does not allow personal appearances before the Committee. The student must set forth all reasons and information in support of readmission in the petition and the attached exhibits.

The faculty members of the Committee review the petition and vote to grant or deny the relief requested. The Committee will notify the student of the readmission decision by email. Students cannot appeal the decision of the Committee except to the Dean of the College of Law. The Dean may reverse the Committee's decision only if the facts clearly indicate that the record did not reasonably support the Committee's decision.

### **Conditions Imposed Upon Readmission**

The Examination and Standing Committee will impose appropriate limitations or special conditions on every readmitted student. All readmitted students remain on probation and must comply with all of the conditions imposed on all probationary students. A readmitted student must give priority to repeating any required course in which the student received an F.

The Committee may require a readmitted student to repeat all coursework. The Committee may also readmit a student with standing, which grants the student credit for completed coursework. The SCOL includes all law school grades, including F's, in the calculation of a student's cumulative GPA. Readmitted students who repeat the entire first year provide the only exception

to this policy. For these students all grades will appear on the students' transcripts, but only the grades the student earns after readmission will determine their cumulative grade point average.

## **Bar Passage Program**

The Sturm College of Law (SCOL) has implemented a Bar Passage Program to help JD students improve academic performance and achieve success on the bar exam. As identified below, the particular requirements are based upon academic performance on three markers: (1) cumulative grades at the completion of the first semester at the SCOL; (2) cumulative grades at the completion of the first two semesters at the SCOL; and (3) cumulative grades at the completion of the fourth semester at the SCOL.

### **Bar Passage Requirements Based upon GPA at the Completion of First Semester:**

- Any student with a GPA of 2.7 or below at the end of the first (1) semester of attendance at the SCOL, must meet with the Director of the Academic Achievement Program (or the dean's designee) early in the spring semester of the first year of law school. At this meeting the student and the Director of the Academic Achievement Program (or the dean's designee) will perform a diagnostic review to determine reasons for the student's GPA and develop an individualized program designed to address issues identified.

### **Bar Passage Requirements Based upon GPA at the Completion of the First Two Semesters:**

- Any student with a GPA of 2.7 or lower at the end of the first two (2) semesters of attendance at the SCOL must take Intermediate Legal Analysis (2L legal analysis course) in the first subsequent semester. Successful completion of this course is a requirement for graduation.
- Furthermore, any student with a GPA of 2.7 or lower at the end of the first two (2) semesters of attendance at the SCOL must take, in addition to normal course requirements, at least one (1) course out of each of following list of four (4) bar exam subject matter areas prior to graduation. These course requirements – comprising four (4) additional required courses – remain in place regardless of academic performance in subsequent semesters.
- The subject matter areas identified below are selected to provide students with familiarity in several areas of the law that are often tested on the Uniform Bar Exam. The Director of the Bar Passage Program (or the dean's designee) may waive course requirements based on exceptional circumstances. The following list identifies the four (4) subject areas and particular courses available to satisfy this requirement:
  - Commercial Law Survey (preferred) or Secured Transactions
  - Constitutional Law II: Individual Rights or Criminal Procedure or Conflict of Laws
  - Corporations or Agency, Partnership & LLC
  - Family Law or Trusts & Estates
- In addition, any student with a GPA of 2.7 or below at the end of the first two (2) semesters of attendance at the SCOL must take Legal Analysis Strategies (3L/4L bar preparation course) in the final semester prior to graduation.
- The student also must meet with, and secure approval from, the Assistant Dean of Student Affairs with respect to the student's proposed academic schedule each semester.

### Bar Passage Requirements Based upon GPA at the Completion of the First Four Semesters:

- Any student with a GPA of 2.7 or below at the end of four (4) semesters of attendance at the SCOL must meet with the Director of the Bar Passage Program (or the dean's designee). At this meeting the student and the Director of the Bar Passage Program (or the dean's designee) will perform a diagnostic review to determine reasons for the student's GPA and develop an individualized program designed to address issues identified.
- Furthermore, any student with a GPA of 2.7 or below at the end of the first four (4) semesters of attendance at the SCOL must take Legal Analysis Strategies (3L/4L bar preparation course) in the final semester prior to graduation.
- In addition, any student with a GPA of 2.7 or lower at the end of the first four (4) semesters of attendance at the SCOL must take, in addition to normal course requirements, at least one (1) course out of each of the following list of four (4) bar exam subject areas prior to graduation, which are often tested on the Uniform Bar Exam. These course requirements – comprising an additional four (4) required courses – remain in place regardless of academic performance in subsequent semesters. If a student has previously taken any of the courses listed below for a particular subject matter area, then the student has satisfied the requirement for that bar exam subject matter area.
- The subject matter areas identified below are selected to provide bar passage students with familiarity in several areas of the law that are often tested on the Uniform Bar Exam. The Director of the Bar Passage Program (or the dean's designee) may waive course requirements based on exceptional circumstances. The following list identifies the subject areas and particular courses available to satisfy this requirement:
  - Commercial Law Survey (preferred) or Secured Transactions
  - Constitutional Law II: Individual Rights or Criminal Procedure or Conflict of Laws
  - Corporations or Agency, Partnership & LLC
  - Family Law or Trusts & Estates
- The student also must meet with, and secure approval from, the Assistant Dean of Student Affairs with respect to the student's proposed academic schedule each semester.

### **Class Attendance and Examinations**

Adequate student learning requires consistent class attendance. The SCOL requires all professors and adjunct professors to set a firm attendance policy. Each faculty member must make their attendance policy known to their students at or before the first day of class. A professor may refuse to allow a student to take a final examination or submit a final paper if that student has failed to attend 20% or more of the total class meetings for the semester. If the professor imposes this rule and does not allow the student to take a final exam or submit a final paper, the student receives a grade of "F" in the course.

Part-Time students in the Weekend format: a professor may refuse to allow a student to take a final examination or submit a final paper if that student has missed more than one class meeting per course.

## **Incompletes**

The Sturm College of Law does not recognize a grade designation of “Incomplete.” A student who drops a course without official permission, fails to take an examination, or fails to timely complete the required coursework, receives a grade of “F” for that class.

## **Repetition of Failed Classes**

A student must repeat any required course in which the student obtained a grade of “F.” Students may elect to repeat any non-required course in which they received a grade of “F.” Students may not repeat a course for which they received a passing grade. Whenever a student repeats a course, the Registrar must record both grades on the student’s transcript and will use both grades to compute a student’s grade point average. A readmitted student who repeats the entire first year represents an exception to this policy.

## **Anonymous Grading Policy**

The Sturm College of Law employs an anonymous grading system. The SCOL requires anonymous grading whenever the grade for the entire course, seminar, or exercise rests on a written examination. However, in other situations, such as faculty supervised student research, writing seminars, classroom participation credit, writing exercises, skills training, and performance courses, professors have no obligation to anonymously evaluate a student.

Whenever a professor anonymously grades any part of the course, the professor must maintain anonymity with respect to that part of the grade until the Registrar records final grades. Students who seek to discuss their performance on an examination should not contact the professor until the Registrar records the professor’s final grades.

The Registrar shall issue a final examination number to each student each semester. A student must use that number for all final examinations. The Registrar’s Office will also issue a different examination number for all scheduled mid-term examinations. The Registrar keeps all examination numbers confidential. Students have the responsibility to keep their examination numbers confidential and know their numbers at all examinations.

## **Receipt of Grades**

The Registrar’s Office cannot release information with respect to grades. The Registrar will post grades to PioneerWeb as soon as possible after their receipt.

## **Class Rank Information**

The Registrar’s Office begins calculating ranking after the receipt of the last classroom grades for spring semester each year. Collecting information and the process for computing ranking may take several weeks. Please note that the honorary society, the Order of the Coif, recognizes students whose cumulative grade point average are within the top 10% of all students who

graduate within each academic year, but the Order of the Coif does not constitute an official class ranking.

### **Finality of Grades and Grade Grievance Policy**

College of Law grades are final. The faculty do not have the authority to change grades. Students may neither argue for nor bargain for higher grades.

Computational errors are the sole exception to the policy that grades are final. If a faculty member adds  $10 + 10$  and gets 15, for example, then the faculty member may and indeed should change the student's grade if the correct computation would have yielded a higher grade. Students should contact the faculty member concerning computational errors.

A faculty member may not change a grade in response to a student's argument that a particular portion of an exam should have received more points. A matter of judgment is not a computational error.

### **Grade Appeals to the Examinations, Standing, and Readmission**

For very narrow reasons, a student who believes that a faculty member has unfairly assigned a grade may file a grade appeal with the Examinations, Standing, and Readmission Committee.

The reasons that a student may file a grade petition are:

- The petitioner identified a computational error and the faculty member declined to grant relief, or the faculty member did not respond to the student's identification of the error within two months.
- The grade received resulted from the bias or prejudice of the professor against the student. If the student received the grade in a course graded anonymously, in whole or in part, and the claim of bias or prejudice relates to the anonymously graded portion of the class, the student must also provide evidence of a breach of anonymity in the anonymously graded portion of the class.
- The conditions or circumstances under which the student took the examination effectively prevented the student from communication of his or her answers. Any student alleging technical difficulties with exam-related software must demonstrate that he or she took advantage of the opportunity in advance of the examination period to practice with the software.
- The student clearly and unequivocally establishes that the grade bears no reasonable relationship to accepted and reasonable grading standards.

The Committee will never substitute the Committee's judgment for the good faith professional judgment of faculty member.

A student may initiate a grade appeal by emailing a petition to the Registrar's Office. The petition must consist of a single .pdf file that includes all attachments. The student must file such a petition **within three months** after the Registrar has posted the final grade. A student shall address the petition to the Chair of the Examinations, Standing, and Readmission Committee, and the petition shall include:

- The student's name, Banner ID, and contact information including email address;
- The student's transcript;
- The name, year, semester, and professor for the course;
- The date the Registrar posted the grade the student is appealing;
- A concise explanation including evidence why the student believes his or her appeals falls into the narrow set of reasons for grade appeals; and
- The grade to which the student believes he or she is entitled.

In response to a petition, the Committee may:

- Decide, after due deliberation, that the petition fails to state a claim, in which case the Committee shall email its written decision to the student. The student may appeal such a decision to the Dean of Sturm College of Law.
- Decide, after due deliberation, that the petition merits further inquiry. In such case the Committee shall notify, in writing, the faculty member whose grade the student has challenged and shall invite the professor to submit a written response to the petition within a reasonable period of time set by the Committee. The Committee may request the petitioner or any other person to provide any documents or information that the Committee considers useful to determine the merits of the petition. Ordinarily the Committee shall make a decision based upon written submissions. In very rare circumstances, the Committee may decide that special circumstances require a hearing. The Committee shall judge the relevance and materiality of all evidence and the Committee need not conform to the Colorado or federal rules. The Committee may reasonably limit the time for oral presentations. The Committee then shall make a decision based upon the available evidence.

The Committee will make every reasonable effort to review and issue a written response within three months after the student files the petition.

As part of their teaching methodology, a very few faculty members have innovated with a procedure that allows students to challenge grades on individual assignments and exams. Faculty members who adopt this approach must make their grading policy known to all students at the beginning of the semester and must preserve anonymity throughout the grading and re-evaluation process. Individual faculty members manage this process with no participation by the Registrar or the Examinations, Standing, and Readmission Committee.

### **Liberal Construction**

The Committee and the Dean shall liberally construe these rules to serve the just, speedy, and fair resolution of every petition.

## **PERSONAL RESPONSIBILITY**

### **Code of Academic Conduct, "The Honor Code"**

Students are expected to conduct themselves, both within and outside the university, in a way that will reflect favorably on themselves, the Sturm College of Law, and on the University of

Denver. The Sturm College of Law reserves the right to deny admission to any applicant, to discontinue registration of any student, or to withhold the degree of any student if, in the opinion of the university authorities, the student's further association is not conducive to the best interests of the student, the Sturm College of Law, and the University of Denver.

Students should be aware that information provided to prospective employers must be correct in every detail. Providing inaccurate information constitutes an offense against the best interests of the Sturm College of Law and the University of Denver.

Law students, as prospective members of a profession demanding the most honorable and trustworthy conduct of its members, are expected to comply scrupulously with the Code of Academic Conduct (See Appendix D).

Law students must be aware of, informed about, and comply with the following policies:

- **University of Denver Code of Student Conduct**

The University of Denver also has a code of student conduct to maintain the general welfare of the university community. The Sturm College of Law, as a member of the University of Denver community, is governed by this code. For more information, visit:

<http://www.du.edu/studentlife/studentconduct/>

- **Anti-Discrimination Policy**

The University of Denver strives to create and maintain a community in which people are treated with dignity, decency and respect. The environment of the University should be characterized by mutual trust, freedom of inquiry and expression, and the absence of intimidation, oppression and exploitation. People in this community should be able to work and learn in a safe, yet stimulating, atmosphere. The accomplishment of this goal is essential to the academic mission of the University.

Therefore, the University will not tolerate unlawful discrimination, harassment, or sexual misconduct of any kind. Matters of this kind may also be prohibited by a variety of federal, state, and local laws. This policy is intended to comply with the prohibitions of all applicable anti-discrimination laws.

- **Title IX**

The University prohibits discrimination on the basis of sex, including sexual misconduct, in its educational programs and activities. The University is committed to complying with Title IX of the Education Amendment Act of 1972 and ensuring that the University's education programs and activities are operated in a manner consistent with applicable federal law, regulations, and provisions.

- **Equal Opportunity**

It is the policy and practice of the University to provide equal opportunity in employment, educational activities, and other programs to all employees, students, and applicants. No person shall be discriminated against in any condition of employment or opportunity because of race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status, genetic information, or veteran status.

# GRADUATION PROCEDURES

## Prospective Graduates

Candidates for graduation are responsible for submitting the following two graduation forms:

- FORM 1: Sturm College of Law [Graduation Intent Form](#) (for the Law Registrar's Office)
- FORM 2: University of Denver Graduation Intent Form (for the University Registrar's Office) Please use the following instructions to navigate to this form:
  1. Log on to PioneerWeb
  2. Navigate to the Student tab
  3. Select "Click here to expand the MyWeb menu" in the Banner Self Service area on the upper left side of the screen
  4. Select "Student"
  5. Select "Student Records"
  6. Select "Apply to Graduate" (toward the bottom of the list)
  7. Follow the prompts to complete the form

Students must not submit these forms prior to the beginning of their last semester of law school. Students are responsible for knowing about all JD requirements at the University of Denver Sturm College of Law and for successfully completing those requirements prior to the date of graduation.

## Commencement Ceremonies

The College of Law holds commencement ceremonies in May; attendance is optional. Students who have met graduation requirements in December or are graduating in August are welcome to participate in the following May ceremonies. Under special circumstances, with the approval of the Assistant Dean of Student Affairs, a JD candidate within 5 credit hours of completing the degree may walk in a commencement ceremony. Students who participate in commencement exercises are required to rent and wear the appropriate regalia available from the vendor.

We also organize an acknowledgment reception each December to celebrate our December graduates. December graduates are welcome to attend both the December acknowledgement reception and May Commencement.

# GRADUATION HONORS

## Order of the Coif

The Order of the Coif is an honorary scholastic society, the purpose of which is to encourage excellence in legal education by fostering a spirit of careful study, recognizing those who as law

students attained a high grade of scholarship, and honoring those who as lawyers, judges, and teachers attained high distinction for their scholarly or professional accomplishments.

Students eligible for election must have attained a grade record ranking in the upper 10 percent of all students in their graduating class.

Order of the Coif recipients are notified of their admittance into Order of the Coif after final graduation rankings are released.

## **GENERAL INFORMATION**

### **Smoking Policy**

Smoking is not allowed anywhere on the campus of the University of Denver. State regulation strictly prohibits smoking on the East and South elevations due to the proximity to the Ricks School. Smoking is permitted just off campus at the corner of E. Asbury Ave. and S. York St.

### **Confidentiality of Files and Records**

In accordance with federal law, the College of Law maintains policies and procedures designed to preserve the confidentiality of a student's academic record. Please visit the University of Denver's Privacy of Educational Records and Access to Information [page](#) for additional information.

### **Academic Achievement Program (AAP)**

The purpose of the [Academic Achievement Program](#) at the University of Denver College of Law is to provide assistance to students to enable them to master those legal study skills necessary for success in law school, on the bar exam, and in legal practice. The Academic Achievement Program offers a range of programs for students prior to law school, for students at all levels of law school, and for graduating students preparing to take a bar examination.

### **Student Pioneer ID Card**

Your Pioneer ID card is your official identification while at the University of Denver Sturm College of Law. The Pioneer card serves as a means of access to the building, use of Flex Debit Account, Coors Fitness Center, sporting events, Law Library, Penrose Library, vending machines and many others.

The Pioneer ID office is located on the lower level of the Driscoll University Center. In order to obtain your ID card, you must be registered, be within 30 days of the start of your enrolled semester, and provide a picture ID such as a driver's license or passport. Students are advised to call 303.871.4545 before traveling to that office or visit [www.du.edu/pioneercard](http://www.du.edu/pioneercard) for an informational video and FAQs.

### **Acceptable Use Policy for Computer and Network Systems**

All students enrolled at Sturm College of Law are assigned an email account. Wireless access is also governed through those email credentials. Students are expected to use their law school account, especially when enrolled in classes or clinics that involve client confidentiality. Email is used to send official information to students. Students should check their accounts on a daily basis. There are instructions for adding student email to phones and other devices on the [helpdesk website](#). Account passwords or PioneerWeb credentials should not be shared. Students are here to learn to be professionals, and account integrity is important in the legal profession. The University of Denver's Acceptable Use Policy is [here](#). Guest accounts are available from the library or from the helpdesk should students need access for guests.

## **Student Lockers**

Lockers are available for rental from the Office of Student Affairs and are obtained by paying a \$20.00 fee that is used for student programming. Students are not required to obtain a locker. The Sturm College of Law will provide the locks for each locker. Lockers are the property of the Sturm College of Law.

All lockers must be cleaned out at the end of the Spring Semester. If you would like to keep your locker until the end of Summer Semester, you must inform the Student Affairs Office. During the Summer, any items left in lockers will be discarded.

The Office of Student Affairs is allowed access to any locker after giving notification to the student whose locker they will be entering.

Materials placed in lockers must comply with University of Denver and Sturm College of Law policies.

## **Communication Policy**

Applicable to all faculty, staff, and students; revised July 2016.

### **All Student E-mails**

“All Student E-mails” refers to e-mails sent to the “[Law-All Students](#)” distribution group.

No SCOL Student Organization or administrative department shall send e-mails to the “[Law-All Students](#)” distribution group, with the following exceptions:

- Office of the Dean
- Office of the Registrar for announcements concerning registration, exam information, and commencement.
- Office of Career Development and Opportunities for a weekly bulletin (job opportunities and 3<sup>rd</sup> party programs) and large programs (OCI, PALS, etc.)
- Externship Office for a periodic newsletter and special externship opportunities.
- Office of Student Financial Management for crucial financial aid/scholarship information and deadlines.
- Office of Student Affairs

## Events Management System:

All events and announcements can be uploaded in the Events Management System.

### Events:

- Create an *event* submission for anything that has a specific date, time, and location such as Hoffman Cup, Barrister's Ball, or the PILG Auction.
- Submit event information via the web here: <http://law.du.edu/index.php/submit-event>.
- With an event submission, the system provides an *option* to create a flyer. You can either use one of the system's template flyers OR create and upload your own flyer. Uploaded flyers must be uploaded as a PDF or picture file, in landscape format (rather than portrait), and 792 x 612 pixels.
- All event submissions will enter into an approval queue for the Office of Student Affairs. Immediately after it is approved by a Student Affairs Office staff member it will be visible on the SCOL [events calendar](#) and the touch screens and TV monitors throughout the building. The event will be seen in the weekly and daily e-mail only during the week/day of the event.

### Announcements:

- Create an *announcement* for anything that has an open-ended timeframe or something you want to alert the community about in advance such as Registering for Hoffman Cup, Buying Barrister's Ball tickets, or how to donate items to the PILG Auction.
- Submit announcements via the web here: <http://www.law.du.edu/index.php/submit-announcement>.
- With an announcement submission you *must* create a flyer. Just as with an event submission, you can either use one of the system's template flyers OR create and upload your own flyer. Uploaded flyers must be uploaded as a PDF or picture file, in landscape format (rather than portrait), and 792 x 612 pixels.
- Announcements may run for up to two weeks at a time.
- All announcement submissions enter into an approval queue for the Office of Student Affairs. Immediately after it is approved by a Student Affairs Office staff member it will be visible on the SCOL [current students' page](#), and the touch screens and TV monitors throughout the building. The announcement will be seen in the weekly and daily e-mail only during the period for which you specify the announcement to run.

### Student Organization Communication:

Student Organizations must use an opt-in system to send an e-mail to their members or students interested in attending their events.

Student Organizations may choose to work with the Educational Technology Department to set up a student organization TWEN page, distribution group, or listserv. Student Organizations may also choose to create a specific email account outside of the University of Denver.

Per the CAN-SPAM Act of 2003, Student Organizations must honor a recipient's opt-out request within 10 business days. Once a recipient has requested to be removed from an email group, the Student Organization cannot sell or transfer email addresses, even in the form of a mailing list.

Student Organizations may request that the Office of Student Affairs send out class-specific emails (for example, to all 1L's or to all 3L's).

### **SCOL Posting Policy**

All material for posting must be compatible with the stated missions and philosophy of the University of Denver Sturm College of Law.

In addition, all flyers must comply with the University of Denver Alcohol Policy and should be consistent with the University's philosophy of discouraging the excessive use of alcohol. Happy hours, drink specials, and other discounted drinking opportunities must not be promoted.

Flyers may not feature demeaning, sexual, or discriminatory portrayals of individuals or groups, and flyers may not advertise drugs or pornographic material.

All flyers must be approved and stamped for posting by the Office of Student Affairs (Suite 115) prior to being posted. All flyers posted without approval will be removed.

The ONLY locations where flyers may be posted are on the Bulletin Boards located inside the classrooms and outside the 1<sup>st</sup> floor elevators. Two flyers per classroom are permitted, and one flyer is allowed on the bulletin board on the first floor (elevator lobby). No more than **25 total** flyers may be posted. Flyers may NOT be posted on walls, windows, doors, in bathrooms stalls, or in the elevators.

Housing/For Sale flyers will only be permitted on the designated bulletin board on the 1<sup>st</sup> floor by the elevator. One flyer will be approved for posting on this board.

Please use push pins to hang flyers on each bulletin board; the Office of Student Affairs will provide additional push pins as required. Staples, tape, nails, etc. are not permitted on any bulletin board.

No flyers may be posted in the Seminar or Study rooms. No student, group, individual, or organization may stuff flyers or other advertisements into Sturm College of Law lockers.

We have a limited supply of easels for use in the building and they are on a first come first serve basis. Inquiries for easels can be made in the Event's Office, Suite 315. Departments or Student Organizations are permitted to bring their own easel and place it in various places, out of traffic, in the building to advertise events taking place. These easels should not remain in the building more than one day following the event date.

All directional signage must also be in compliance with regular posting policies. Directional Signage is not meant to advertise a particular event, but to provide visitors with directions to the

particular floor or area in the building where an event is taking place. Directional Signage may be posted on easels in the parking garage entryways, hallways, and forum, as long as they remain out of the flow of traffic. Directional Signage may also be posted in the following locations: (1) on a magnetic hanger attached to the inside of each of the two main building elevators, and (2) on a hanger attached to the door entering the law school from the parking garage. To retrieve the magnetic hangers, please visit the Office of Student Affairs.

All Directional Signage must be approved for posting by the Office of Student Affairs (suite 115), and signs may not be hung outside the provided sign hangers or easels. Do not affix signs to walls, doors, posts, etc.

In the event that the SCOL has multiple events occurring at the same time that both require directional signage, the event with the most participants that are coming from outside SCOL will be able to use the affixed sign holders in the elevators and on entry doors. Multiple events may use easels.

### **Lost and Found**

The Lost & Found is located in the Office of Student Affairs, Suite 115. If an item is found after hours it may be turned in to the Circulation Desk in the Library.

### **Freedom of Expression**

The University of Denver's Statement of Policy and Principles on Freedom of Expression can be found [here](#).

### **Policies Subject to Change**

The Student Handbook inevitably will undergo revision from time to time. We will make every effort to ensure the online Student Handbook is up to date. The Student Handbook does not represent an irrevocable contract between the University of Denver Sturm College of Law and the students who attend. The faculty retain the right at all times to change the policies articulated herein and to implement changes immediately and retroactively.

## **STUDENT BAR ASSOCIATION (SBA)**

### **SBA Fees and General Information**

All students are members of the Student Bar Association (SBA). There is an activity fee paid by all Sturm College of Law students each semester, which funds the SBA throughout the year. These funds are then disbursed by the SBA to other student organizations within the law school to support student activities and events. You may contact SBA by e-mailing [sba@law.du.edu](mailto:sba@law.du.edu).

### **SBA Recognized Organizations**

For a full list of current SBA recognized organizations see the Student Organizations webpage at <http://www.law.du.edu/index.php/studentorgs>.

## **SBA [Constitution](#)**

# **STUDENT HEALTH INFORMATION**

## **Health and Counseling Center**

The Health and Counseling Center is an on-campus, comprehensive outpatient health and counseling facility where students and their partners may obtain a wide range of evaluation and treatment services. The HCC is staffed by a variety of healthcare professionals including physicians, nurse practitioners, physician assistants, psychologists, social workers, and other professionals.

For an appointment, or additional information regarding the Health and Counseling Center or payment options please visit [www.du.edu/duhealth](http://www.du.edu/duhealth). You may also call 303-871-2205.

## **University of Denver Health Insurance Requirement**

DU policy requires that all students enrolled for at least eight credit hours must maintain comprehensive health insurance coverage. Students are required to participate in the DU Student Health Insurance Plan unless they can prove they have adequate insurance coverage from another health insurance plan which will remain in effect throughout the entire academic year in which the student is enrolled.

## **Payment of Premium and Period Coverage**

The Student Health Insurance Plan is automatically assessed to your bill when you are enrolled in at least eight credit hours. If you meet the University's health insurance requirements with your own plan, you have the option to waive. Visit [www.du.edu/duhealth](http://www.du.edu/duhealth) for additional information regarding DU student insurance coverage or call us at 303-871-2205.

## **Health and Counseling Fee**

The University of Denver assesses a Health and Counseling Fee (HCF) to support the operation of a comprehensive health and counseling center on campus. Payment of the Health and Counseling Fee gives students access to affordable and convenient healthcare right on campus. The Health and Counseling Fee will appear automatically on your tuition bill when you have registered for eight or more credits. The Health and Counseling fee entitles students to a variety of benefits with low or reduced copayments. Services include unlimited medical and primary care visits; annual gynecology office visits; many lab tests, therapeutic injections, inhalation treatments, allergy shots and other services. The fee also provides up to ten counseling visits per year for students whose mental health needs can be served in the HCC.

## **Fee for Service**

As a DU student, you are eligible to receive services at the Health and Counseling Center even if you don't participate in the Student Health Insurance Plan or if you have waived the Health and Counseling Fee.

The Health and Counseling Center does not bill third party health insurance other than the Student Health Insurance Plan. If you have waived the Health and Counseling Fee and have outside insurance, you will be expected to pay for the full cost of the visit and services. You will then be given a receipt which you can submit to your insurance company. Beware that the HCC doesn't serve as a participating provider in any outside health insurance plan, so your reimbursement may be lower than you would expect.

### **Dependent Coverage**

Insurance benefits for dependents (partner, children) may be purchased by students who are insured under the Student Health Insurance Plan. A dependent is defined as the partner of an insured student and an unmarried child from the moment of birth to 26 years of age. Contact the Health and Counseling Center for details regarding dependent coverage (303-871-2205.)

## **TUITION AND FINANCIAL AID**

You can view the Bursar's Office webpage at <http://www.du.edu/bursar>

### **Tuition and Billing**

Tuition bills are due 10 days prior to the start of classes each term. You can pay your bill in a variety of ways, including: financial aid, payment plans, and one-time payments. For additional details, please go to: [Billing & Financial Aid Refunds](#) or the [Bursar's Office](#) website.

### **Financial Aid and Scholarships**

Financial aid is an important part of financing your law school education. At Denver Law, 88% of students receive some type of financial aid, including [federal student loans](#), and about 50% of students receive scholarships.

Students can receive financial aid up to their [Cost of Attendance](#) (or Student Budget). The cost of attendance includes both direct costs (tuition and fees) which are billed by the University and indirect costs (living expenses, books, etc) which are not billed directly to you but are a part of the costs of attending law school. It is meant to provide an estimate of the cost of one year at Denver Law; each student's actual expenses, especially living expenses, will vary.

[Merit scholarships](#) are awarded through the admissions process and typically renewable for 6 semesters for full-time students and 8 semesters for part-time students. Additional annual scholarship opportunities are available to continuing students through the [Named Scholarship Application](#) process.

Federal student loans are available to students who file a FAFSA application at [www.fafsa.gov](http://www.fafsa.gov). For more information, please visit the website of the [Office of Student Financial Management](#).

## WESTMINSTER LAW LIBRARY

### Library Hours

The library is closed during all University of Denver holidays (New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and Winter Break. Additional changes to the library's normal operating hours will be posted at the library's entrance and made available on the Westminster Law Library's website (<http://www.law.du.edu/index.php/library/about-the-library/hours>).

### Access Policy

Law students wishing to use the Westminster Law Library are required to use their Pioneer Card ID in order to gain access to the facility. The Pioneer Card ID must be tapped against the access panel located on the wall next to the library's entrance.

### Noise Policy

Each floor of the Westminster Law Library has different rules concerning what constitutes acceptable noise levels. On the library's main floor, students are permitted to have conversations and engage in collaborative work within reasonable noise limits. The third floor is a Quiet Floor where limited conversation only is permitted if it is whispered. The first floor is a Silent Floor and no conversation is permitted on this level.

### Library Policy on Cell Phone, Food, Beverage and Tobacco Use

The **Hughes Rare Book Room** is a clean, quiet place for study. All technology use, including cell phones, and food, beverage, and tobacco consumption is ***strictly prohibited***. Students caught violating this policy may be asked to leave the library.

Cell phones ***must be off or silenced*** while in the law library. Students needing to take a phone call must leave the library. Students are prohibited from taking phone calls in the stairwell, copy rooms, office area, or anywhere else on any of the library floors. Students caught using their telephone in these prohibited spaces will be required to leave the library to complete their telephone call.

Vending machine or comparable tidy snacks are the only food items which may be consumed in the library. Actual meals, including but not limited to, pizza, salad, soup, or sandwiches may not be eaten in the library. Students caught eating prohibited food items will be asked to leave the library. Library personnel are the sole arbiters of what constitutes acceptable snacks.

Students may not consume alcohol in the library. Students are permitted to drink non-alcoholic beverages on the main library floors and in study rooms. ***All drinks must have a lid on them.***

Students entering the library with uncovered beverages will be provided with a lid when available or asked to leave the library with their uncovered beverage. If a spill does occur, students are required to immediately report the incident to library personnel for prompt clean-up.

Tobacco, smokeless tobacco products (chew/dip), and electronic cigarettes are *strictly prohibited* in the library, the library study rooms, and the Hughes Rare Book Room.

### **Circulation Policy**

Students may check out any circulating material available through the University of Denver Libraries system. The comprehensive legal and non-legal catalog can be searched on the Westminster Law Library's homepage (<http://www.law.du.edu/index.php/library>). Students are responsible for the timely return of circulating items and failure to do so can result in the accumulation of fines.

### **Technology Services**

The library supplies thirteen public computers which are available for student use. Ten computer terminals are located on the library's main floor, one computer is on the first floor, and two computers are on the third floor. Additionally, a dedicated scanning computer is available on the library's main floor.

Students may use the library computers or their personal devices to print to four high-capacity black and white printers or one color printer. Two black and white printers and the color printer are located on the library's main floor while each of the other black and white printers can be found in one of the copy rooms located on the first and third floor.

In order to print from their personal computers, students will need to install the necessary University of Denver printing software available at <http://dunet.du.edu>. Students are required to use their Pioneer Card ID at the printer terminals in order to retrieve their documents. Students receive a monetary allocation each semester for printing services. If the student depletes these printer funds, additional money may be added by students to their flex account.

The copy rooms on the first and third floor each contain two photocopiers which students may use in compliance with U.S. copyright laws. Since students cannot use their printer funds on library photocopiers, they are required to use money from their flex account, purchase a copy card at the Circulation Desk, or use money in order to photocopy.

Students needing basic help with technology issues pertaining to printing, copying, or wireless access can request assistance from one of the library's circulation assistants. More complex technology issues may be referred to the University Technology Services Help Desk located in the Anderson Academic Commons (<http://www.du.edu/uts/helpdesk/>).

### **Study Rooms**

The Westminster Law Library has five study rooms, four four-person and one ten-person study rooms. Students may reserve these study rooms, or any study room located throughout the law school, online at <http://www.law.du.edu/forms/studyrooms/>. An individual student may reserve a study room for a total of three hours per day. Before reserving a study room, please consult the study room policies and procedures available on at the reservation website.

### **Additional Information Concerning Library Policies and Services**

Students may find additional information concerning library policies and services on the Westminster Law Library website at <http://www.law.du.edu/index.php/library>. Questions or requests for clarification concerning library matters can be referred to library personnel.

## **STUDENT HANDBOOK APPENDICES**

### **APPENDIX D: CODE OF ACADEMIC CONDUCT**

#### **Purpose**

Recognizing that, as students in preparation for entrance to the legal profession, we are committed to the highest principles of professional conduct, we the students of the University of Denver College of Law, adopt this Code of Academic Conduct. The purpose of this Code of Academic Conduct is to establish rules and procedures by which the conduct of students in academic matters shall be governed at the College of Law.

Recognizing that no code or set of rules can be framed which will adequately particularize all the duties of the law student in the varying phases of student life, or in all the relations of a professional career, this Code is intended to guide students in the pursuit of their academic affairs. This Code is not to be construed as a limitation on the broader scope of professional responsibility governing law students and lawyers alike and should in no way interfere with any other rules and regulations governing that professional responsibility.

Recognizing that no system can operate effectively without the cooperation of the participants of the system, THIS CODE IS ESTABLISHED IN THE BELIEF THAT THE SYSTEM CREATED BY IT CAN ONLY BE EFFECTIVE IF EVERY STUDENT IS FULLY CONSCIOUS OF HIS/HER RESPONSIBILITIES UNDER IT AND IS IN SYMPATHY WITH THE PRINCIPLES UPON WHICH THIS CODE IS BASED.

#### **Scope**

This Code is intended to apply to all academic matters at the University of Denver College of Law such as, but not limited to, examinations, papers, law review service, clinical education programs, and all other activities which may earn a student credit for graduation. This Code is also intended to cover participation by all students at the College of Law participating in academic matters, whether or not enrolled for the purpose of obtaining a degree from the College of Law. The primary relationship among students in any educational environment is an academic one, and this Code is limited to that relationship.

The procedures established by this Code are designed to be the exclusive procedures for dealing with violations within the ambit of this Code. Sanctions for violations of this

Code shall not be imposed except through the process of this Code, and then only for violative conduct set forth in Section III.

Proceedings initiated or actions taken under this Code shall not be considered to be in the nature of disciplinary action unless so designated by the Dean of the College of Law in the final imposition of a sanction pursuant to Section X (f) (l) of this Code.

### **Prohibited Conduct**

All students enrolled at the College of Law are deemed to have knowledge of what constitutes prohibited conduct under this Code, pursuant to Section XV (a) of this Code. The following shall be violations of this Code of Academic Conduct, whether done knowingly or negligently:

- **Examinations**
  - During an examination, take-home examination, or makeup examination:
    - To use materials other than those authorized by the instructor; or
    - To give, solicit, receive, take, or use any information or assistance other than that which is specifically permitted by the examination instructions; or
    - To engage in any act specifically prohibited by the written or oral instructions governing the examination.
    - In the case of a student who is taking or has taken an examination, to discuss that examination with anyone whom he/she knows, or should know, is taking or will be taking the same examination, unless permitted by the written or oral instructions governing the examination.
    - To begin an examination before the starting time designated by the person administering the examination, or to continue to write an examination after the expiration of the time allotted by the instructor and/or person administering the examination.
- **Writing Assignments**
  - Concerning the preparation of research or other writing assignments:
    - To engage in any acts specifically prohibited by the written or oral instructions governing the assignment; or
    - To submit as one's own work the work or part of the work of another; or
    - To plagiarize, which is defined generally, though not exclusively, as using without due credit the works, expressions, phraseology, or productions of another; or
    - To make misrepresentations as to work done toward the satisfaction of the requirements for a grade or credit.
- **Use of the Law Library**
  - Concerning the use of the University of Denver College of Law Library, to take or attempt to take without authorization, to conceal or attempt to conceal, or to destroy or attempt to destroy material belonging to the Library.

Failure, knowingly or without justification, to cooperate with the Honor Board or with the Review Board in efforts to investigate, hear, or review charges brought under this Code, is a violation. Silence on the part of any respondent brought before the Honor

Board shall not be construed as a failure to cooperate subjecting him/her to an additional violation on that ground.

A student may seek assistance from a professor or member of the administration in determining the proper rule in a particular situation.

It is the duty of each student to monitor himself/herself concerning the specific time designated for beginning or ceasing to take an examination. A student should not rely on any other person to inform him/her that the examination time has expired.

The general provisions of the disciplinary procedures at the University of Denver pertain to such activities as stealing. Subsection (a) (3) (A) concerning the use of the Law Library is not intended to be a vehicle by which a student may be subjected to double jeopardy with respect to a violation of subsection (a) (3) (A). Therefore, in the event that jurisdiction is actually assumed pursuant to the general disciplinary procedures of the University before the Honor Board has assumed jurisdiction, then such fact should be made known to the Honor Board by the respondent. The Honor Board should proceed accordingly.

### **Administration of the Code**

All students, including members of the Honor Board, faculty members, and members of the administration have an affirmative duty to take constructive action under this Code in the event of committing or observing a violation or an apparent violation of this Code. Constructive action may include, but shall not be limited to, any or all of the following actions:

- Reporting the matter formally to a member of the Honor Board under the procedures set forth in Section V (a) of this Code.
- Discussing the matter in general terms, using no names or identifying facts, with one or more members of the Honor Board to consider whether a formal complaint should be filed. After such consultation, the individual taking such constructive action has the responsibility to decide whether the matter should be formally reported to a member of the Honor Board.
- Discussing the matter in general terms, using no names or identifying facts, with one or more members of the faculty to consider whether a formal complaint should be filed. After such consultation, the individual taking constructive action has the responsibility to decide whether the matter should be reported formally to a member of the Honor Board.
- Discussing the matter with the individual allegedly in violation of this Code. If such discussion does not resolve doubts about the possibility of a violation, the matter should be formally reported to a member of the Honor Board.
  - Although constructive action is not limited to the above, any action taken should be similar in nature, such as discussing the matter with a neutral party.

### **Reporting Suspected Violations**

If after taking constructive action under Section IV of this Code, a person believes that the matter should be formally reported to the Honor Board, the person should immediately contact any member of the Honor Board. The Honor Board member shall inform the complainant that he/she should submit a written complaint, limited to the complainant's allegations, the name(s) of the alleged violator(s), and a general description of the alleged violative conduct.

The informed member of the Honor Board shall, after receipt of the written complaint, request that the Chairperson of the Honor Board:

- Convene the Board at the earliest possible and practical opportunity for the initial hearing in the case; and
- Notify the alleged violator (hereinafter referred to as the respondent) in writing of:
  - The general nature of the complaint against him/her;
  - His/her present and ongoing right to counsel as provided in Section VI of this Code;
  - The date, time, and place set for the initial hearing;
  - His/her right to be present at the initial hearing; and
  - His/her rights in the selection of a Code Advocate in the case.

### **Rights of the Respondent**

The respondent shall have the right to retain student or outside counsel at any time, and such right shall continue throughout all proceedings to which he/she is a party. The respondent shall have the right to have such counsel present at any time the respondent himself/herself may be present at the proceedings under this Code. In any and every case where counsel is retained by the respondent, it is understood that said counsel, whether student or outside counsel, shall adhere to the Colorado Code of Professional Responsibility and shall be bound to follow the procedures and provisions of this Code. A member of the Honor Board may be disqualified at any time from further participation in an individual case upon a motion by the respondent or by a member of the Honor Board, and in either case a determination by a majority of the remaining members of the Honor Board that the continued participation of the member in question could reasonably be found to seriously jeopardize the fairness of the proceedings. Such motion shall be made part of the whole record in the case.

If such disqualification(s) would reduce the Investigative Panel and/or the Adjudicative Panel below a quorum, the President of the Student Bar Association shall appoint from among the members of the Student Bar Association Senate as many Senator(s) as necessary to provide a quorum for proceedings in that case. These appointed members shall be subject to all responsibilities of Honor Board members.

In the event that a respondent is alleged to have committed two or more violations of this Code arising out of two or more unrelated sets of facts or circumstances, the respondent may, at the initial hearing and before the selection of the Code Advocate, request a separate proceeding concerning each such alleged violation. Such request shall be granted unless a majority of the Honor Board determines that the rights of the respondent would not be prejudiced by a consolidated proceeding.

In the event that the complaint names two or more respondents whose alleged violations of this Code arise out of the same set of facts or circumstances, each such respondent may, at the initial hearing and before the selection of the Code Advocate, request a separate proceeding as to his/her alleged violation. Such request shall be granted unless a majority of the Honor Board determines that the rights of the respondents would not be prejudiced by a consolidated proceeding.

A complete tape recording shall be made of the initial hearing, investigatory hearing, and adjudicatory hearing, if one is necessary, which recording shall be made available to the Review Board on review pursuant to Section XI of this Code. If there is a finding of insufficient cause to proceed with an adjudicatory hearing or a finding of no violation at

the adjudicatory hearing, the Chairperson shall destroy the tape recording after the termination of all proceedings under this Code. If there is a finding of a violation, the Chairperson shall retain the tape recording for uses consistent with the provisions of this Code.

All proceedings of the Honor Board and of the Review Board shall be conducted in strict confidentiality, except that the adjudicatory hearing may be open to the public at the request of the respondent. The findings of the Boards may also be made public upon a motion by the respondent.

### **Responsibilities of the Honor Board**

The Honor Board, collectively and individually, shall be charged with the following duties:

- To keep all matters of the Honor Board in strict confidentiality.
- To decide all cases in fundamental fairness.
- To publish any interpretation of this Code arising out of a determination made in a particular case which the Board, in its discretion, deems to be fundamental, whether the interpretation is made by the Honor Board or the Review Board, so as to put the entire student body on notice as to the meaning of this Code. All such publications shall be made in such a manner so as to preserve the anonymity of the respondent and all others involved. All such publications and any other publications under this Code shall be posted on the Dean's bulletin board for a period of at least two weeks during an academic quarter.
- To make available to all respondents the permanent records of the Honor Board, as defined in Section XIV of this Code, in order that such respondents may make use of the precedent established by the existing and all previous Honor and Review Boards.
- At the beginning of each academic year, to solicit student volunteers willing to represent any respondent before the Honor Board. Upon the request of a respondent who cannot or does not wish to procure his/her own counsel, the Honor Board shall make the names of these volunteers available to such respondent.
- In an effort to avert potential violations or interpretive problems concerning this Code, to assist students, upon request, in situations which involve the possible application of this Code.

### **Initial Hearing**

In each case, at the initial hearing of the Honor Board, the Board shall, after a determination that a quorum is present:

- Explain fully to the respondent the procedures to be followed by the Honor Board under this Code and the rights of the respondent in the context of those procedures; and
- Conduct the selection of the Code Advocate from among its student members, not including the Chairperson. To avoid prejudice, the respondent shall draw the name of one student member of the Honor Board. If that person is acceptable to the respondent, that person shall be designated as the Code Advocate for that case. If for any reason the first person whose name is drawn is unacceptable to the respondent, the respondent may, without revealing the identity of the first person drawn, decline to allow that person to serve as Code Advocate. Thereafter, the

respondent shall draw additional names, having the right to challenge and disqualify from serving as Code Advocate such individuals only upon a showing of just cause. Disqualification as Code Advocate shall not amount to disqualification under Section VI (b) of this Code.

The Code Advocate, whether a member of the Honor Board or not, shall be charged with the duty to fairly investigate the complaint against the respondent. In the performance of this duty the Code Advocate shall:

- Immediately upon his/her selection and thereafter for the duration of the case, refrain from discussing the case with either the members of the Honor Board or any other person except as necessary for the purposes of the investigation. If drawn from the membership of the Honor Board, the Code Advocate shall not participate in any deliberations or votes in the case.
- Conduct the investigation in a fair and impartial manner, gathering information and interviewing witnesses, both supporting and refuting the allegations.
- At all times, make available to the respondent all evidence, both exculpatory and inculpatory, generated by his/her investigation.

The Chairperson shall then divide the remaining student members of the Board, including himself/herself, into two panels, each of three members with one alternate. The Chairperson shall designate one panel as the Investigative Panel for the case, and the other as the Adjudicative Panel for the case. Each Panel shall select one of its members to conduct the hearing before it in a proper and orderly manner. The Investigative Panel shall determine at an investigatory hearing whether there is sufficient cause to go forward. If the Investigative Panel determines that there is sufficient cause to go forward, an adjudicatory hearing shall be conducted before the Adjudicative Panel, pursuant to Section X. Members of the Board may be assigned by the Chairperson from one panel to the other, but in no event shall a member who has participated as a member of the Investigative Panel in a particular case be assigned to the Adjudicative Panel in the same case. The nonvoting faculty participant may be present at all hearings conducted by the Honor Board and its panels.

### **Comments**

The Code Advocate is chosen from the membership of the Honor Board in order to promote continuity in the responsibilities and high standards of careful investigation and to maintain an atmosphere of confidentiality, aimed at protecting the reputations of both the respondent and the complainant. However, the Board may at any time appoint a student who is not a member of the Honor Board as Code Advocate if a majority of the Board believes that such action would provide a fairer hearing.

The purpose of the two-panel system is to insure that the determination at the adjudicatory hearing of whether a violation has occurred is based solely on the evidence presented at the adjudicatory hearing and is not influenced by prior knowledge of or exposure to such evidence. Accordingly, although the nonvoting faculty participant may be present at both investigative and adjudicative hearings, he/she should in no way contravene this purpose.

Throughout the year, in dividing the Honor Board into Investigative and Adjudicative Panels, the Chairperson should provide each member with the opportunity to serve as a member of and as an alternate for both Panels.

### **Investigatory Hearing**

Upon completion of his/her investigation, the Code Advocate shall notify the Chairperson of the Honor Board. The Chairperson shall arrange for a hearing of the Investigative Panel at the earliest possible time. No members of the Adjudicative Panel for that case may be present. At that hearing, upon a determination that a quorum is present, the Code Advocate shall present his/her report of facts to the Panel in the presence of the respondent. The Panel shall then dismiss the respondent, his/her counsel, the Code Advocate, and any nonmembers of the Panel except the nonvoting faculty participant. The Panel shall then, by majority vote, determine whether there is sufficient cause to go forward. The Panel's decision shall be based solely upon the facts presented, interpreting them in a light most favorable to the respondent. If the Panel feels that there are insufficient facts upon which to base a determination, the Panel may, but need not, renew the investigation.

Upon a determination of sufficient cause, the Panel shall, upon a majority vote, determine the exact charges against the respondent under Section III of this Code. The Panel shall then notify the respondent and the Code Advocate of the determination of sufficient cause and of the exact charges against the respondent, and shall make available to the respondent a complete copy of the Code Advocate's report.

Upon a determination that there is insufficient cause to go forward, the Panel shall notify the respondent and the Code Advocate that all proceedings before the Honor Board concerning the complaint have been terminated.

Upon a determination of sufficient cause, the Code Advocate shall arrange with the Chairperson of the Honor Board for a hearing and adjudication by the Adjudicative Panel of all evidence. The time and date for such hearing and adjudication shall be set to permit the respondent sufficient time to prepare his/her response to the charge(s) and the evidence.

### **Adjudicatory Hearing**

For the purposes of this section, "party" or "parties" shall mean the respondent, his/her counsel, and the Code Advocate.

At the designated time and place for the hearing, the Adjudicative Panel shall determine that:

1. A quorum is present;
2. All parties are present and prepared to proceed; and
3. All other persons have left the room unless the respondent has requested that the hearing be open to the public.

At the opening of the adjudicatory hearing the, following motions may properly be made by any party. Upon the presentation of such motions, the Adjudicative Panel must issue a prompt ruling by a majority vote.

- A motion to continue the proceedings to a later date. Only one such motion will be granted to any one party as a matter of course without a showing of just cause. Motions for additional continuances shall only be granted after a showing of just cause. No continuance shall be granted which exceeds a reasonable length of time under the circumstances.
- A motion to exclude witnesses except for that time when their testimony is being heard. Such a motion need not show cause, but shall include provisions, satisfactory to the Panel, for the prompt summoning and appearance of the witnesses.

The respondent shall then have the opportunity to enter a plea. In the event of an entry of a plea of “no violation,” the hearing shall proceed according to subsection (e). In the event of an entry of a “violation” plea to the charge(s) against the respondent, the Panel shall proceed in accordance with subsection (e) (12) of this Section.

The adjudicatory hearing shall then proceed as follows:

1. The Code Advocate shall present all the evidence developed in his/her investigation in light of the charges against the respondent.
2. Following the presentation of evidence by the Code Advocate, the Panel may, on its own motion, find that a case for clear and convincing evidence has not been made and thereby dismiss all or part of the charges against the respondent.
3. Following the presentation of evidence by the Code Advocate, the respondent may present any evidence he/she has developed.
4. All procedures of this Code are patterned after a noncriminal administrative proceeding under which all questions involving criteria for the admissibility of evidence should be determined. Therefore, in the presentation of all evidence, the operation of the rules of evidence, including the hearsay rule and its exceptions, shall be relaxed. Any oral or documentary evidence may be received. However, the Panel, by a majority vote, shall exclude unreliable, irrelevant, immaterial, or unduly repetitious evidence, but for purposes of the record, offers of proof are allowed.
5. The Adjudicative Panel shall have the power to summon all necessary witnesses to testify at the adjudicatory hearing. Failure, knowingly or without justification, by a summoned witness to appear or testify is a failure to cooperate pursuant to Section III (b) of this Code.
6. The respondent shall have the right to summon witnesses to testify on his/her behalf through the Adjudicative Panel pursuant to Section X (e) (5) of this Code.
7. Witnesses shall first be questioned by the party which summons them, and thereafter they may be questioned by the other party and then by the members of the Panel.
8. Strict distinctions between direct, cross, or redirect examination are not required. The primary consideration in every stage of the examination procedure is one of fundamental fairness to all concerned.
9. Following the presentation of all evidence by the Code Advocate and the respondent, including questions by the student members of the Panel as to such evidence, the Code Advocate and the respondent may, but are not required to, present closing statements. It should be understood that the respondent shall always, in every case, have the right to be the last to speak. The Panel may not interpose questions during the closing statements, but the Panel may ask questions regarding the closing statements after both statements are finished.
10. Following closing statements, if any, the Panel shall exclude from the hearing room all persons, including the Code Advocate and the respondent, who are not voting members of the Adjudicative Panel, except the nonvoting faculty participant. The Panel shall then deliberate and decide whether the conduct evidenced constitutes a violation of this Code. During such deliberation, the Panel may recall the respondent and the Code Advocate, but only together, and pose questions in clarification of the evidence previously presented. No new evidence

may be introduced at that time. No one shall be found to have violated this Code except on the determination by the Adjudicative Panel that conduct constituting a violation has been established by clear and convincing evidence. Such a finding may be made only by a majority vote of the Panel as defined in Section XIV (e).

11. Upon a finding that conduct constituting a violation has NOT been established, the Panel shall so notify the respondent. Such a finding shall establish the innocence of the respondent and shall bar all further action in his/her case, as regards that specific charge(s). After dismissal of all persons, including the Code Advocate and the respondent, who are not voting members of the Adjudicative Panel, except the nonvoting faculty participant, a member of the Panel voting in the majority shall be appointed to prepare a statement of facts and findings of the case based upon all records. The Code Advocate's records and all tape recordings of all proceedings connected with the case may be used in preparing said statements of facts and findings. The statement of facts and findings shall be written in accordance with Appendix D of this Code.
12. A member voting in the minority may also submit a dissenting opinion, drafted in any form. Such member may also use records of the case to prepare his/her dissent. Upon termination of the use of records of the case by any members of the Adjudicative Panel for the purpose of writing the statement of facts and findings and/or any dissents, the Chairperson shall be responsible for the destruction of all such records except the statement of facts and findings and any dissents. All such statements and opinions, with names and identifying facts deleted, shall become part of the permanent records of the Honor Board for use in later cases. The respondent may have a copy of such statements and opinions upon request.
13. Upon a finding that conduct constituting a violation HAS been established, the Panel shall immediately so notify the respondent. The respondent shall then immediately be given an opportunity to present statements in mitigation. The Code Advocate, respondent, and any persons not members of the Adjudicative Panel except the nonvoting faculty participant shall then be dismissed, and the Panel shall consider all mitigating and extenuating circumstances presented to it, if any, in reaching a conclusion as to the seriousness of the violation and the sanction to be recommended. Once the Panel has determined the recommended sanction, the respondent shall immediately be so notified.
14. After dismissal of the Code Advocate, the respondent and any other persons not members of the Panel except the nonvoting faculty participant, the Panel shall appoint a member voting in the majority to prepare a statement of facts and findings of the case, including the sanction to be recommended. A member voting in the minority may also submit a dissenting opinion. The statement of facts and findings of the case and any dissenting opinion shall be prepared in the manner prescribed in Appendix D of this Code. All the records of the case, including the statement of facts and findings and any dissenting opinion, shall be preserved by the Chairperson until all appeal procedures have been terminated or until the time for submitting a petition for review pursuant to Section XI of this Code has elapsed. Thereafter, all records of the case, including the statement of facts and findings and any dissenting opinion, shall be dealt with in the same manner as is prescribed in subsection (e)(11) of this Section.

## Sanctions

The authority to impose any particular sanction resides in the Dean of the College of Law. The power of the Adjudicative Panel is only to recommend that a particular sanction be imposed. The recommendation of the Adjudicative Panel, although not binding, should be adhered to whenever possible.

If the recommended sanction in any case involves the respondent's grade or credit for a course, the Adjudicative Panel shall obtain approval of the recommended sanction from the professor for that course before submitting the recommended sanction to the Dean.

In any particular case, the Adjudicative Panel may recommend a corrective sanction or a disciplinary sanction. The Adjudicative Panel shall, both in notifying the respondent of the recommended sanction and in its statement of facts and findings, clearly specify under which of the following subsections a sanction is recommended.

- **Corrective Sanctions**

A corrective sanction shall be recommended where the Adjudicative Panel in its discretion determines that, in view of all circumstances, a violation does not warrant disciplinary action but does require admonition of the respondent and/or remedy of the consequences of the violation. Corrective sanctions shall not be construed to be in the nature of disciplinary action. Sanctions recommended under this subsection may include:

1. Admonition through temporary annotation of the respondent's official transcript showing the violation(s) and attachment of the statement of facts and findings and mitigating circumstances for a period not to exceed one year.
2. A lower grade in the course in which the violation occurred.
3. A lower grade for the particular examination or assignment out of which the violation arose.
4. Restitution for library materials taken or destroyed.
5. Any other measure the Adjudicative Panel deems appropriate to rectify the consequences of the violation.

- **Disciplinary Sanctions**

For any violations of this Code for which a sanction under this subsection is recommended, the official transcript of the violator shall be annotated to show the violation with an attached statement of facts, findings, and mitigating circumstances. Sanctions under this subsection may include:

1. Any sanction set forth in Section X (f) (3) (A) (ii) through (v).
2. Public reprimand through publication of the statement of facts and findings in the case.
3. No credit in the course in which the violation occurred.
4. No credit for all courses in the quarter in which the violation occurred.
5. Suspension for a period of up to one year. When suspension is recommended, credit for all courses taken during the quarter in which the violation occurred may, but need not, be withheld.
6. Expulsion from the College of Law.
7. Any other measure the Adjudicative Panel deems appropriate considering the seriousness of the violation.

The imposition of any recommended sanction shall be delayed until appeal procedures have terminated or until the time in which to appeal has elapsed, at which time the

recommended sanction shall be forwarded along with the statement of facts and findings and any dissenting opinion to the Dean of the College of Law.

### **Appeal Procedure**

Any final decision of the Adjudicative Panel in which a sanction has been recommended may be appealed to the Review Board upon the petition of the individual against whom the sanction has been recommended.

Scope of appellate review:

- The findings of fact of the Adjudicative Panel shall be considered to be conclusive unless clearly erroneous on the whole record.
- The Review Board may fully review the action taken and the sanction recommended by the Adjudicative Panel. The Review Board may then, by majority vote, affirm the findings of the Adjudicative Panel, affirm or reduce the recommended sanction, reverse and remand the case to the Adjudicative Panel for further proceedings, or reverse and dismiss all or part of the charges. The Review Board may also hear the case de novo if it determines, by a four-fifths majority, that the Panel could not render a fair and impartial decision on remand. In any de novo hearing conducted by the Review Board, the Review Board shall be guided by the procedures applicable to an original proceeding by the Adjudicative Panel, insuring that the respondent shall have all of the due process rights he/she would have in proceeding before the Adjudicative Panel.

Procedure for Review:

- A petition for review must be submitted to the Chairperson of the Review Board within thirty (30) days after the Adjudicative Panel has decided that a sanction should be recommended. In the interest of fairness to the individual found in violation of this Code, the appeal process should be expedited to the extent possible and reasonable.
- Upon receipt of the petition, the Chairperson of the Review Board shall immediately forward a copy to the Chairperson of the Honor Board.
- The Chairperson of the Honor Board shall then, within ten (10) days after receipt of a copy of the petition, submit the whole record of the case, as defined in Section XIV (f) of this Code, to the Review Board.
- The Chairperson of the Review Board shall convene a meeting of the Review Board at the earliest possible opportunity following receipt of the whole record of the case.
- In making its review, the Review Board may consider the whole record of the case. The individual found to have violated this Code shall be allowed to present, through oral and/or written argument, his/her reasons for a change in the findings of the Adjudicative Panel. Such reasons shall include, but shall not be limited to, the existence of new evidence not presented or considered by the Adjudicative Panel, and arguments which go to the fairness and impartiality of the hearing before the Adjudicative Panel within the meaning and spirit of this Code. But failure by the Investigative or Adjudicative Panels to follow the precise procedures set forth under this Code shall be deemed harmless error unless it is clearly shown to have caused prejudice or to have violated minimum due process rights of the respondent. A member of the Adjudicative Panel voting in the majority and the Code Advocate shall appear in rebuttal.

- Following argument and review of the whole record, the Review Board shall make its determination in closed session pursuant to subsection (b) (2) of this section.

### **Composition of the Honor Board**

The Honor Board will be composed of one nonvoting faculty member, selected by the faculty, and nine members from among the student body of the University of Denver College of Law, to be elected in accordance with the procedures set forth in subsection (d) of this section. Newly elected members of the Honor Board shall take office immediately upon election. The newly formed Board shall have jurisdiction over any case pending before the prior Board which has not progressed past the procedures outlined in Section VIII (a) (2) of this Code. The names and phone numbers of all current Honor Board members shall be posted permanently and conspicuously on the Student Bar Association bulletin board.

Any student at the College of Law in good standing who shall not graduate prior to the completion of the term he/she seeks shall be eligible to serve on the Honor Board.

Nominations shall be held seven days prior to regular elections and shall take place for three days. The nomination of each candidate must be supported by a petition of not less than ten (10) signatures of students eligible to vote for the position sought by the nominee. Completion of the nomination form available shall suffice, although any other similar form is also acceptable.

Regular elections will be held during the Spring Semester of each academic year under the direction of the Senate of the Student Bar Association. Members of the Honor Board shall be elected from among those properly nominated as follows:

- **Members of the Full-Time Division:**
  - Who have completed not more than one academic semester in law school shall elect two (2) students from among those nominated who have also completed not more than one academic semester in law school. The student receiving the most votes shall serve a two-year term. The student receiving the next highest number of votes shall serve a one-year term.
  - Who have completed more than two academic semesters in law school shall elect two (2) students from among those nominated who have also completed more than two academic semesters in law school. The two students receiving the most votes shall each serve a one-year term.
- **Members of the Part-Time Division:**
  - Who have completed not more than one academic semester in law school shall elect one student from among those nominated who have also completed not more than one academic semesters in law school. The student receiving the most votes shall serve a two-year term.
  - Who have completed more than two academic semesters in law school shall elect two (2) students from those nominated who have also completed more than two academic semesters in law school. The two students receiving the most votes shall each serve a one-year term.
- **Vacancies**
  - A position on the Honor Board shall be deemed vacant:
    - Upon receipt by the Senate of the Student Bar Association of a written resignation addressed to the Senate of the Student Bar Association; or

- By the failure of the person holding the position to register for two semesters in any three consecutive semesters falling within his/her term, as determined by the administration and faculty of the College of Law; or
  - By the member's termination of studies at the College of Law; or
  - By the member's death or incapacity; or
  - Upon the member's removal by the Dean of the College of Law pursuant to a petition showing good cause for such removal submitted by all the remaining members of the Honor Board.
- In the event of a vacancy, the Honor Board shall immediately notify the division affected. This notice shall state the position vacated, which division (as defined in subsection (d) of this section) is affected by the vacancy, and when elections to fill the vacancy shall be held. Elections shall take place within four weeks of the notification and shall be governed by subsection (d) of this section. The student elected to fill the vacated position shall serve on the Honor Board for the remainder of the unexpired term of the position vacated. The student elected shall take office immediately upon election.
  - In the event the Honor Board determines that the vacancy should be filled before special elections are held, the President of the Student Bar Association shall appoint a member of the Student Bar Association Senate to serve as a member of the Honor Board in the interim.
  - In the event the Chairperson of the Honor Board is the student who has vacated his/her position on the Board, the Board shall not elect a new permanent Chairperson, pursuant to subsection (f) of this section, unless all elected members are present.

After each regular election, the Honor Board shall elect from among its student members a Chairperson. The Honor Board shall not elect a permanent Chairperson unless all nine student members are present.

- The Chairperson's duties shall include the following:
  - Notifying all members of the Honor Board and the nonvoting faculty participant of pending meetings and hearings;
  - Conducting meetings and hearings of the Board in a proper and orderly manner;
  - Keeping and maintaining all permanent records of the Honor Board;
  - Notifying the Dean of the College of Law of any and all findings of violations and recommended sanctions; and
  - Any other duties specifically required of the Chairperson under other sections of this Code and/or which the Honor Board might deem necessary to aid the efficient and fair operation of this Code.
- The Chairperson shall have the right to participate in every case and vote as any other member of the Honor Board in all business conducted by the Honor Board, except as otherwise provided by this Code.

A member of the faculty of the University of Denver College of Law, designated by the faculty of the College of Law as a nonvoting participant on the Honor Board, shall have the right to participate in all meetings and to take part in the deliberations of the Honor Board. The nonvoting faculty member is a part of the Honor Board in order that the

Honor Board may benefit from the faculty's experience and knowledge; however, the proceedings of the Honor Board are intended to be primarily a student process.

### **Composition of the Review Board**

The Review Board will be composed of five (5) members as follows:

1. The President of the Student Bar Association;
2. Two members of the faculty of the College of Law to be selected in any manner and for terms to be determined by the faculty; and
3. The Associate or Assistant Dean for Academic Affairs of the College of Law, or his/her representative, who shall serve as Chairperson of the Review Board. The Chairperson shall be counted in determining a quorum and shall have a vote in all matters considered by the Board.

### **Definitions**

For the purposes of this Code:

- The term "student" means any individual participating in any academic matter at the University of Denver College of Law who is not a member of the faculty or administration.
- The term "academic matter" means:
  - Any course of study offered by the University of Denver College of Law including, but not limited to, examinations, research, and any other assignment to be done for a course, whether it is to be before, during, or outside the time allotted for class.
  - Any work which is done in whole or in partial satisfaction of requirements to receive credit for participation in any activity for which credit is given, without reference to the locus of such activity, including, but not limited to, internships and externships.
- The term "quorum" as applied to the Honor Board shall mean:
  - With respect to an initial hearing under Section VIII of this Code, at least five (5) members eligible to vote in the matter pending before the Honor Board.
  - With respect to hearings conducted by the Investigative and Adjudicative Panels of the Honor Board, all three (3) members of each panel, in the event a quorum of the Adjudicative Panel, cannot be assembled at any time during the proceedings before that Panel due to the creation of a vacancy. The vacancy shall be filled pursuant to Section XII (e) of this Code and the Panel shall hold a new adjudicatory hearing unless the respondent and the remaining members of the Panel waive the requirement of a quorum and continue the proceedings as if a quorum were present.
  - With respect to all other business conducted by the Honor Board as a whole, at least five (5) voting members of the Honor Board, unless otherwise provided.
- The term "quorum" as applied to the Review Board shall mean all five (5) members of the Review Board. The procedures of the Student Bar Association and the faculty provide for the replacement or substitution of their representatives under certain circumstances.
- Except as otherwise provided, the term "majority" for proceedings conducted by the Honor Board, the Investigative Panel, the Adjudicative Panel, and the Review Board shall mean a simple majority of those members present and voting.
- Records:

- The term “permanent records of the Honor Board” shall mean written statements of facts and findings, dissenting opinions, and written opinions by the Review Board, with names and facts identifying the individual(s) deleted, and any other materials which may be helpful to the operation of the Board.
- The term “whole record of the case” with respect to a particular case shall mean the written complaint, the investigator’s records, the Code Advocate’s records, all tape recordings, physical evidence, statements of facts and findings by the Adjudicative Panel, and any dissenting opinions.

### **Operation**

All incoming students to the College of Law shall be given a copy of this Code with matriculation materials. As a condition of matriculation, each incoming student shall be required to submit to the Chairperson of the Honor Board a statement that he/she will read and be bound by the provisions and actions of the Code of Student Conduct of the University of Denver College of Law. The statement shall be submitted to the administration of the College of Law for permanent retention in each student’s academic file.

The Honor Board shall present an informational program introducing themselves and the operation of the Code to the incoming class as part of the fall orientation program.

### **Amendments**

This Code of Academic Conduct may be amended by an affirmative vote of two-thirds (2/3) of the voting members of the Student Bar Association Senate under the powers of Article III, Section 7 of the Constitution of the University of Denver College of Law Student Bar Association and shall become effective only upon the adoption by a majority vote of the members of the Student Bar Association (voting within two weeks after the passage of the amendment by the Senate); acceptance by the faculty of the College of Law; and acceptance by the Board of Trustees of the University of Denver.

### **Adoption, Acceptance, Implementation, and Revocation**

This Code of Academic Conduct shall not be effective until adopted by a majority of the members of the Student Bar Association who vote in a special election for that purpose, and until accepted by the faculty of the College of Law, by the Dean of the College of Law, and by the Board of Trustees of the University of Denver in accordance with their respective established procedures. Upon adoption, copies of this Code shall be made available to all students at the College of Law. Beginning on the first day of the Winter Quarter of the 1981-82 academic year, this Code shall be binding upon all students and members of the faculty and administration at the College of Law.

Upon acceptance of this Code of Academic Conduct, the then existing members of the Honor Board shall continue in their respective positions until each of their terms expire and regular elections, pursuant to Section XII of this Code, shall take place.

Continued operation of this Code of Academic Conduct shall be subject to revocation by the Board of Trustees of the University of Denver, by the faculty of the College of Law, or by the students of the College of Law in accordance with their respective established procedures.

## **APPENDIX E: UNIVERSITY OF DENVER CODE OF STUDENT CONDUCT**

Students of the University of Denver Sturm College of Law are also subject to the University of Denver Code of Student Conduct, which can be found [here](#).

## **APPENDIX F: ALCOHOL EVENTS AND POLICY**

Click [HERE](#) for the alcohol policy.

Click [HERE](#) for the alcohol approval petition.

## **APPENDIX G: EMERGENCY PROCEDURES**

### **Emergency Notification System**

Timely and accurate information regarding an emergency can be the difference between life and death. The Office of Emergency Preparedness and Fire Safety maintains an Emergency Notification System capable of pushing out emergency messages to everyone affiliated with the University of Denver in a very short period of time. We expect every student, staff, and faculty member to utilize the Emergency Notification System.

### **Points of Contact**

- **Email:** Every member of the DU community will receive an email when the system is utilized.
- **Telephone:** Members of the DU community have the option to register a telephone number with the system to receive a telephone call with an automated message when the system is used.
- **Text message:** Members of the DU community also have the option to register a mobile device capable of receiving text messages with the system to receive a text message when the system is used. This is generally regarded as the best way to reach you in an emergency.

### **When the System is Used**

- An impending emergency situation
- An actual emergency situation
- Updates regarding a current emergency situation
- School closures due to weather or other circumstances

To sign up for the Emergency Notification System, see the link on the Campus Safety Website <http://www.du.edu/emergency/index.html>, or go directly to PioneerWeb – Personal Information – Notification Preferences.

In addition to the emergency notification system, the law school administration will send a message to all students and all employees providing notification and reminding all students and employees to ensure they are using the emergency notification system.

### **Summary of Emergency Procedures**

- **Active Shooter**
  1. If outside the building: get to locked room, turn off lights, hide, call 911.
  2. If inside the building: exit if possible, call 911; if exit is not possible, seek refuge in locked room; call 911
  3. If inside your room: escape if possible, hide, play dead, or overpower the attacker with force.
- **Fire**
  1. Pull fire alarm.

2. Notify Campus Safety – x13000 or 303-871-3000
  3. Close doors, windows, use nearest exit
  4. Do not use elevator
  5. Walk beyond flower garden if exiting west; to Evans Avenue if exiting south; to Asbury Avenue if exiting east
- **Tornado**
    1. Go to interior room
    2. Move away from windows
    3. Do not exit building until warning sirens stop
  - **Bomb Threats**
    1. Call Campus Safety – x13000 and 911
    2. Coordinate with Campus Safety to search premises
    3. Complete bomb threat report
  - **Hailstorm**
    1. Do not leave the building
    2. Move away from windows
    3. If outside, look for cover
  - **Earthquake**
    1. Take cover under table/desk
    2. Move with table, hold legs
    3. If outdoors, stay in open space
  - **Work Place Violence**
    1. Call Campus Safety – x13000
    2. Locate ‘safe’ area
    3. Warn other occupants
    4. Stay calm – DO NOT confront aggressor

**Emergency Contact Information**

Campus Emergency	911 then 303-871-3000
Off-Campus Emergency	911
DU Department of Campus Safety	2130 South High Street
Campus Safety Non-Emergency (Inquiries, escorts)	303-871-2334
Campus Safety Toll Free	1-844-268-6594
Anonymous Tip Line	303-871-3130
Parking and Traffic	303-871-3210
Health and Counseling Center	303-871-2205

**Basic Emergency Plan**

- **Medical Injury or Illness**  
 In the event of an accident or serious illness to an employee, student, or visitor:
  - If life threatening – call 911, then Campus Safety (303-871-3000).
  - If not life threatening, call Campus Safety Emergency 303.871.3000 to report the injury or illness. If necessary, Campus Safety will contact the Fire Department and/or ambulance. (Campus Safety has a direct link to 911 and will dispatch DCS Officers immediately).

Stay on the line while the dispatcher speaks with 911. Be able to provide the dispatcher with the following information:

- Your name and phone number
- Building name
- Building address
- Floor or location of emergency
- Any details available on the accident or illness (i.e., name of person requiring emergency services.)
- DO NOT move the injured or ill person. Try to make them comfortable.
- Have someone meet DCS or other emergency personnel at the main entrance. Only if qualified, provide First Aid as needed or find a qualified assistant.
- Assist DCS with obtaining a full report of the accident or illness.
- **If Work-Related, follow the same steps as above. In addition:**
  - Go to designated provider. You must be treated by DU's designated provider to be covered for medical costs under the Worker's Compensation law.
  - Designated providers:
    - Student Health Services, Ritchie Wellness Center (3rd floor north), 871-2205.
    - For a life-threatening emergency or occurrence after normal business hours, go to:
      - Swedish Medical Center  
501 E. Hampden Avenue
      - University Hospital (Urgent Care)  
Colorado Boulevard & 9th Avenue
      - Porter Adventist Hospital  
2525 South Downing Street
      - Rose Medical Center  
4567 East 9th Avenue
  - Submit the following information to Risk Management within 24 hours:
    - Employee's first report of injury
    - Supervisor's report of injury
    - Please note that injury report forms are found on website – [www.du.edu/risk](http://www.du.edu/risk) (under services)
    - Fax completed report to Loss Control Manager at 303.871.4455 or x14455
    - Please call 303.871.2354 or x12354 with questions or visit <http://www.du.edu/risk/workerscompensation/>.

### **Disaster and Emergency Situations**

Disasters and emergencies affecting large areas and many people can sometimes develop quickly. Flash floods and earthquakes, for example, can strike with little or no advance warning. There are certain things you can learn and do, which will help you get ready for, and cope with, almost any type of emergency. Perhaps the most basic thing to remember is to keep calm and take time to think.

Your State Office of Emergency Preparedness will activate warning signals in the affected areas. Whenever a major storm or other peacetime disaster threatens, keep your radio and/or television set tuned to those channels that will enable you to hear weather reports and forecasts (issued by

the National Weather Service), as well as other information and advice that may be broadcast by your local government.

Use your telephone only to report important disaster events to authorities and DU Campus Safety. If you tie up the telephone lines simply to get information, you may prevent emergency calls from being completed.

Stay away from disaster areas and follow the advice and instructions from the building's emergency response team. Your building response team will direct you if evacuation is required. In the event you are instructed to evacuate, remain calm. Close all doors as you leave and proceed to the nearest practical fire stairwell and form a straight evacuation line. Following the instruction of the safety representative on your floor, proceed down the stairwell keeping to your right so that emergency personnel may use the stairwell. Request help for persons with disabilities from emergency personnel. Do not return to the evacuated floor or building until so instructed by the Fire Department or authorized DU personnel.

- **Active Shooter**

If a hostile intruder/active shooter is **OUTSIDE** your building:

- Get to a room that can be locked; close and lock doors and windows
- Turn off the lights
- Get everyone down on the floor so no one is visible from outside of the room
- Call 911 and answer the dispatcher's questions
- Stay in place; calls from unfamiliar voices may be the attacker attempting to lure you out
- Do not respond to any voice commands until you are sure that they are from a Police Officer or a Campus Safety Officer

If a hostile intruder/active shooter is **INSIDE** your building:

- If it is safe to do so, exit the building immediately
- Notify anyone you may encounter that they should exit the building immediately
- Call 911 and answer the dispatcher's questions
- *If exiting the building is not possible, take the following actions:*
- Go to the nearest room or office
- If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall, stand on the toilet, and keep calm
- Close and lock the door and/or block it with furniture
- Cover any windows
- Call 911 and answer the dispatchers questions; if you cannot speak, keep the line open
- Keep quiet and act as if no one is in the room; silence all cell phones
- **DO NOT** answer the door
- Stay in place
- Do not respond to any voice commands until you are sure they are from a Police Officer or Campus Safety Officer

If a hostile intruder/active shooter **ENTERS** your office or classroom:

- Remain calm
- Dial 911; if you cannot speak keep the line open
- Try to escape if you are able
- If escape is impossible, you must take action to survive!
- Try to hide

- Play dead
- Attempt to overpower the attacker with force; use anything at your disposal and fight for your life
- If someone other than yourself acts to overpower the attacker it is recommended that you assist; the more people involved will increase the success of overpowering the attacker

If a hostile intruder/active shooter LEAVES your area:

- Close and lock the door and/or block it with furniture
- Call 911 if you have not already done so
- DO NOT answer the door
- Do not respond to voice commands until you are sure that they are from a Police Officer or Campus Safety Officer

If you decide to flee during a hostile intruder/active shooter situation:

- Make sure you have an escape route and plan in mind
- Do not attempt to carry anything while fleeing
- Do not attempt to remove injured people
- Move quickly
- Keep your hands up; high and visible
- Follow the instruction of any Police Officers or Campus Safety Officers you encounter

What to expect from responding police officers:

- Police Officers responding to an active shooter situation proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow after areas have been secured.
- Understand that the police will be treating all those they encounter as possible suspects. When you encounter the police:
- Remain calm
- Do as the officers tell you
- Put down bags or packages you may be carrying
- Keep your hands up and visible at all times
- If you know where the hostile intruder/active shooter is, tell the officers
- Once out of harm's way, remain at whatever assembly point authorities designate
- Do not leave until you have been interviewed and released

- **Fire Procedures**

Any attempt to fight a fire should be limited to the discharge of one handheld fire extinguisher, if properly trained. Know in advance where fire extinguishers are located throughout the building. Also determine in advance, the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency. Establish an alternate route to be used in the event your first route is blocked or unsafe to use (i.e., heavy smoke).

Should you encounter heavy smoke, the smoke may camouflage the exit signs above the doors. If you know in advance how many doors you will have to pass, you can then crawl or crouch low with your head below the smoke (watching the base of the wall) and count the doors you pass so you will know when you reach the exit door.

- Immediately leave your area, closing all doors behind you. Immediately call Campus Safety at 871-3000, x13000 as Campus Safety is in direct contact to the Fire Department. Report the following information:
  - Street address
  - Nearest cross street
  - Suite number
  - Other pertinent information about the fire emergency
- Should your clothes catch on fire – **STOP...DROP...ROLL.**
- **Bomb Threats**

If you receive a bomb threat, remain calm and:

  - Write down the number from which the call is coming
  - Write down the exact time of the call
  - Write down as accurately as possible the statements made by the caller
  - Listen to the voice to determine the sex, age, accent, speech impediments, tone, etc. Note any distinguishing features.
  - Listen for background noises
  - Quietly signal for someone else to listen on the line, if possible
  - Do not hang up; stay on the line as long as possible; wait for the caller to hang up
  - Keep the caller talking and ask as many questions of the caller as you can, including:
    - When will the bomb go off? How much time remains?
    - Where is the bomb located?
    - What does it look like?
    - What kind of bomb is it?
    - How do you know about the bomb?
    - Why was it placed here?
    - Who are you?
    - What is your name?

Call Campus Safety immediately at 303-871-3000

Stay in place and refrain from touching objects, open doors or cabinets, or searching for the bomb.

Have your notes ready for responding officers when they arrive.

- **Suspicious Packages**

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance, call Campus Safety immediately at 303-871-3000.

- **DO NOT** touch the package or object
- **DO NOT** tamper with the package or object
- **DO NOT** attempt to move the package or object
- **DO NOT** open the package or object
- **DO NOT** put the package or object in water or an enclosed space such as a drawer or box
- Isolate the package or object and evacuate the area

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail
- Restrictive markings such as "Confidential" or "Personal"

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Misspelled words
- Stains or discoloration on the package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or foil
- Excessive tape or string
- Visual distractions such as illustrations
- No return address
- **Utility Failure**

These may include electrical outages, plumbing failure/flooding, gas leaks, ventilation problems, elevator failures, etc.

For your personal safety, in the event of a utility failure:

  - Remain calm
  - Immediately notify Campus Safety at 303-871-3000 and/or Facilities Management at 303-871-2200 (during business hours)
  - If the building must be evacuated, activate the building's Fire Alarm and follow the instructions in the "Fire and Evacuation" section
  - Unplug all electrical equipment and turn off light switches
  - Use a flashlight; do not light candles or use other open flames for lighting
  - Elevators:
    - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help
    - If it is safe for you to stay in the building, stay near the passengers until assistance arrives
    - If you are inside an elevator when it stops, use the emergency phone or call button to report your situation
    - Do not attempt to climb out of the elevator
- **Tornado Procedures**

If you receive notification of a tornado in your area or you see one, take the following actions:

  - Go to a underground parking, or lower floor, or seek shelter in an interior room without windows; avoid rooms that are exposed to the outside.
  - Listen for reports on television and radio stations
  - Avoid:
    - Top floors of buildings
    - Areas with glass windows or doors
    - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs
  - If out in the open:
    - Do not wait out the storm in your car, attempt to outrun the tornado by driving perpendicular to its path
    - Move away from the path of the tornado
    - Seek shelter in a sturdy building

- If no buildings are available, lie face down in the nearest depression, ditch, ravine, or culvert; cover your head with your hands and stay there until the storm has passed
- **Earthquake**
  - Stay away from large windows, shelving systems, or tall room partitions
  - Get under a desk, table, or door arch
  - If none of these is available, move against an interior wall and cover your head with your arms
  - Remain under cover until movement subsides
  - After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
  - If damage has occurred in your area or there are injured people, inform Campus Safety at 303-871-3000 immediately
  - If it is safe to do so, remain at your location and await further instructions from University personnel
  - If out in the open:
    - Stay in an open area away from buildings, power lines, trees, and roadways
    - If in a car, pull over and stop. Do not park under an overpass or near a building
  - After an earthquake:
    - Put on enclosed shoes to protect against glass and debris
    - If the power is out, use a flashlight. Do not use open flames
    - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
    - Check on others
    - Give or seek first aid
    - Evacuate if the building seems unsafe or if instructed to do so
    - DO NOT use elevators
    - Be prepared for aftershocks
    - Cooperate with emergency personnel

### **Criminal Activity**

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify Campus Safety 303-871-3000.

Be prepared to provide as much of the following information as possible:

- What is the person doing?
- How many people are involved?
- Has anyone been injured?
- Where is it happening?
- Physical and clothing description of those involved
- Are weapons involved?
- If a vehicle is involved, vehicle description, license plate number and direction of travel.

DO NOT approach or attempt to apprehend the person(s) involved.

Stay on the phone with the dispatcher until officers arrive and provide additional information as it becomes available or as the situation changes.

### **Personal Safety**

- **DO NOT WALK ALONE AT NIGHT!** Walk with a friend or request a Campus Safety Escort (303-871-2334).
- **Bicycles**
  - Always use bicycle racks. They are provided all over the campus for your use. Always lock with a U-lock.
  - All bicycles parked at campus bike racks should be registered with parking Services. Registration is free and can be accomplished at the Campus Safety Center, Parking Office between the hours of 9:00 a.m. and 5:00 p.m. (Monday – Friday). Keeping your bill of sale and a color photograph is also helpful.
- **Car Security Tips**
  - Decrease the risk of thefts by removing all valuable personal property from sight (i.e., watches, textbooks, purses or wallets, tap deck radar detectors, CD's, etc.).
  - Secure all doors and windows.
  - Install an audible security alarm system on your vehicle.
  - Park your vehicle in a well-lighted area.
  - Participate in Operation Identification. Mark your property with your own personal I.D. number. Contact Campus Safety at 303.871.2334 to borrow an electric marking pencil.
  - Never hide a key on the exterior of your car.
  - Always keep your keys in a secure place.
  - Mark your Social Security number on your car somewhere out of sight (wheel well or trunk).
  - Always look inside and around your car before getting into it.
  - Report any suspicious or abandoned cars to DU Campus Safety immediately.
  - Report any theft or tampering to DU Campus Safety immediately. Be prepared to give your vehicle registration information as well as any other details that might help determine the time of the incident.
- **Personal Property Protection**
  - Record serial numbers, account numbers, model numbers, brand names, and descriptions of valuables, credit cards, etc. Keep a duplicate copy in a separate location.
  - Personal property, purses, briefcases, etc. should never be left unattended, not even for a short time. Wallets and purses should be locked in a desk or drawer when not carried.
  - Always lock your office when you leave.
  - Never loan equipment, property, or keys to people you don't know well or to people who have no right to use them.
  - Leave expensive items at home.
  - Never keep large amounts of cash or checks in your office.
  - Report stolen property immediately to DU Campus Safety.

### **Guidelines for the Emergency Evacuation of Persons with Disabilities**

Persons with disabilities may need assistance during an emergency evacuation.

- Never attempt to carry someone down stairs unless there is imminent threat of injury or death. The use of improper carrying techniques can result in injury to all persons involved. If possible, notify rescue personnel of the whereabouts of a disabled person as well as the disability involved.

- Disabled individuals can be evacuated through any of the handicap accessible entrances on the first floor of the Law building.
- If a disabled individual is unable to move or be moved to the first floor, they should be taken immediately to any one of the stairwells in the building. Each floor has adequate space to accommodate numerous people and is equipped with a sign on the inside of the stairwell, which notes 'Area of Rescue Assistance'. A call box is also located on each floor of the stairwell in order to notify rescue personnel of the need for assistance and the individual's location.
- Persons who are profoundly deaf cannot hear alarms. If deaf persons are known to be in a specific area of a building, and no sign language interpreter is with the, write on a piece of paper "fire drill – follow me." Do not expect them to "lip read". Safety Department Officers and fire officials will "sweep" the building including restrooms where persons who are deaf may be located. If there is a probability that there is a deaf person in the building whose whereabouts is unknown, notify Safety Department Officers and other emergency personnel at once.
- Assistance dogs (for the blind, deaf, or mobility limited) may become disoriented or panic during an emergency evacuation, especially if it is dark or smoky. Note that these animals have been trained to cope with similar situations, but fear may override training. Be aware that both the person and the animal may need help, but always volunteer assistance rather than taking over immediately. If there is imminent danger of serious injury or death, the person is the primary concern. Do not attempt to evacuate an uncontrollable animal. If possible, leave the animal in a room and close the door. Let Fire and/or the Safety Department officials know the whereabouts of the animal, so they can initiate rescue efforts.
- If someone experiences a sudden, acute medical condition that causes immobilization, such as a seizure, heart attack, etc. during an evacuation, notify officials at once. Assistance may be given by a person(s) at the scene unless there is imminent danger of injury or death to the person(s) providing assistance. Once Safety or Fire officials reach the immobilized person, the "assistant(s)" should evacuate the building immediately.

## **APPENDIX H: CERTIFICATES**

For information about the Environmental and Natural Resources Law Certificate, please visit:  
<http://www.law.du.edu/index.php/enrlp>

For information about the Workplace Law Certificate, please visit:  
<http://www.law.du.edu/index.php/workplace-law>

For information about the International Law Certificate, please visit:  
<http://www.law.du.edu/index.php/international-legal-studies>

For information about the Corporate and Commercial Law Certificate, please visit:  
<http://www.law.du.edu/index.php/corporate-and-commercial-law-program>

For information about the Constitutional Rights and Remedies Certificate, please visit:  
<http://www.law.du.edu/index.php/constitutional-rights-and-remedies>

For information about the Intellectual Property Certificate, please visit:  
<http://www.law.du.edu/index.php/intellectual-property-law-certificate>