



**The University of Arizona James E. Rogers College of Law  
Student Handbook 2009-2010**

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## Academic Calendar 2009 -2010 (Subject to Change)

Fall 2009	
Ares Fellows Return	Tuesday, August 18, 2009
Orientation For All First Year, Visiting and Transfer Students	Wednesday, August 19 - Friday, August 21, 2009
First Day of Classes	Monday, August 22, 2009
Labor Day - Holiday – No Classes	Monday, September 7, 2009
Veteran’s Day – No Classes	Wednesday, November 11, 2009
Study Period and Thanksgiving Recess	Saturday, November 21 - Sunday, November 29, 2009  College of Law offices open Monday, November 23 and Tuesday, November 24.  Minimal staffing of College of Law offices Wednesday, November 25, 2009.  College Law Offices officially closed Thursday, November 26 and Friday, November 27, 2009.
Last week of classes	Monday - Friday, November 30, 2009 - December 4, 2009
Final Exams Begin	Monday, December 7, 2009
Final Exams End	Monday, December 18, 2009
Spring 2010	
Writing Fellows and All First-Year Students Return for Writing and Research Workshops	Tuesday, January 12, 2010
First Day of Class	Wednesday, January 13, 2010
Dr. Martin L. King, Jr. Holiday ( <b>no classes</b> )	Monday, January 18, 2010
Spring Recess	Saturday, March 13, 2010 – Sunday, March 21, 2010
Last Day of Classes	Wednesday, April 28, 2010 ( <b>Monday classes meet</b> )
Finals Begin	Friday, April 30, 2010
Finals End	Friday, May 14, 2010
Spring Commencement	Saturday, May 15, 2010

# INTRODUCTION

The purpose of the *Student Handbook* is to acquaint you with the rules, policies, procedures and organizations of The James E. Rogers College of Law at The University of Arizona. **YOU ARE RESPONSIBLE FOR REVIEWING AND UNDERSTANDING ALL OF THE MATERIAL IN THIS HANDBOOK.**

**You should not assume that all policies announced in this handbook will remain in effect for the next three years. The University of Arizona and The College of Law reserve the right to change the fees, policies, procedures, rules, regulations, requirements for graduation, course offerings, and any other contents of this handbook at any time. You will be able to review changes on the College of Law's website located at <http://www.law.arizona.edu>.**

**You are subject to the College of Law Honor Code. As well, as are all students, you are subject to the Student Code of Conduct (ABOR 5-308 et seq.) and other policies adopted by the University. The Code of Conduct spells out Prohibited Conduct and sanctions for such conduct. Additionally, student conduct that violates state or federal law, has a bearing on the fitness to practice law, and must be reported by the student when applying to take the bar exam. Further, any conviction in a student's file must be reported by the College of Law when asked to certify the student for bar admission. Further, you are under an ongoing duty to report any citations, convictions of any misdemeanors or felonies that occur while you are in law school. These include citations and convictions that involve the use of drugs or alcohol.**

**The College of Law takes seriously its responsibility to foster civility and professionalism in its students. It is expected that students will timely respond to faculty and staff requests for information or meetings to discuss matters of concern. It is further expected that students will, at all times, deal courteously with fellow students, staff, faculty and administrators.**

If you have any questions about the viability of policies or rules announced in this handbook, speak to the Assistant Dean for Student Affairs, Dr. Willie Jordan-Curtis.

The College of Law Honor Code and the rules for taking examinations are also found in this Handbook. You are responsible for familiarizing yourself with the Honor Code immediately, and with the examination rules before taking examinations. If you have any questions about the Honor Code, speak with the Associate Dean for Academic Affairs, Dean Kay Kavanagh.

We wish you the best of luck in law school and in your legal career.

The University of Arizona  
James E. Rogers College of Law  
August 2009

## **HEALTH INSURANCE ALERT!**

In years past, some students have required medical care but were not adequately covered by health insurance. To prevent this occurrence, the College of Law **strongly urges** every student to maintain health insurance to cover medical expenses. Below are links to the health insurance options provided by The University of Arizona:

For Health Care Options and information about Campus Health Service, see <http://www.health.arizona.edu/webfiles/main.htm>

For information about fees and insurance, see <http://www.health.arizona.edu/webfiles/insurance.htm>

For information about the Arizona Board of Regents Student Health Plan, see [http://www.health.arizona.edu/webfiles/insurance\\_fall2009.html](http://www.health.arizona.edu/webfiles/insurance_fall2009.html)

Order student health insurance coverage through Student Link by selecting the ARegistration@ icon.

CONTACT CAMPUS HEALTH SERVICE CONCERNING DEADLINES FOR SPRING 2010.

Payments may be made by check made payable to the Campus Health Service, or by charge posted to the University of Arizona Bursar student account. For questions specific to insurance coverage call (520) 621-6486.

To always have current information on Student Health Insurance, please visit the websites listed above, or stop by the Campus Health Insurance Office at 1224 E. Lowell Street (next to the 6<sup>th</sup> street Garage), call (520) 621-6486, or email <mailto:chsinsurance@health.arizona.edu>

( See also Appendix J regarding current Student Health Care Options.

## **Email Alert!**

**The University of Arizona assigns each student, including law students, a University email account. Each student is required to acquire and maintain the University email account. Email is the primary means of communication at the College of Law and the UA. Official and unofficial memos and notices from the administration, including all departments, are often sent to the students via email only or posted on Forums. Students must check their email frequently to stay current on college and university policies and announcements. To receive all official information from the College of Law and the University, it is very important to check the email account on a regular basis.**

**Notices and materials, especially class materials, may be published on the Arizona Law Forums. Additionally, the administration, faculty and staff also use the Arizona Law Forums to communicate with students. Forums can be accessed from the College of Law website. It is very important that each student indicate your favorite email address in their Forums profile. All 1L students should indicate their University email account in their Forums profile. Class materials and assignments and official course announcements are often posted on the Forums.**

For information on how to set up a university email account to have university email forwarded to another email address, and for other information on their University email account, please go to the University website which explains the student email policy:

<http://www.registrar.arizona.edu/emailpolicy.htm>

Also go to <https://netid.arizona.edu/> to acquire a NetID which is required to create an email account and to setup a UA email account.

( See Appendix K for the Universitys Official Student Email Policy

## ADMINISTRATION

The Chief Administrator at the College of Law is Lawrence Ponoroff, Dean. The other Administrators are: Mohyeddin Abdulaziz, Director of Information Technology; Mary N. Birmingham, Assistant Dean for Career & Professional Development; Janet Brauneis, Assistant Dean for Academic Enrichment; Michael Chiorazzi, Associate Dean for Information Services; Kay Clark, Assistant Director for Admissions; Eric Eden, Assistant Dean for Admissions; Dr. Willie Jordan-Curtis, Assistant Dean for Student Affairs; Kay Kavanagh, Associate Dean for Academic Affairs; Paul Kealey, Internet Developer; Jane Korn, Vice Dean for the College of Law; Janice Marotta, Registrar; Paula Nailon, Assistant Dean for Professional Development; Nancy Stanley, Assistant Dean for External Relations; Henrietta Stover, Assistant Dean for Finance and Administration; Kim Thompson, Senior Director for Development; LeuDell Tripp, Assistant Director for Finance and Administration; Lisa Wagenheim, Web Editor.

### Administrators' Duties

A brief summary of the duties of the administrators is set forth below:

<u>Questions About</u>	<u>Responsible Administrator</u>
<p>Admission to law school, application procedure, small sections, student recruitment, admission of visiting students and transfer students, LSAT data, merit-based scholarships, LSDAS fee waivers, law school catalog, First-Year Picture Directory, and Student Bar Association Advisor.</p> <p>Admissions, registration for 1L=s, student recruitment, student counseling in regards to admissions, assistant personnel director.</p>	<p>Eric Eden Assistant Dean for Admissions 621-7666 <a href="mailto:Eric.Eden@law.arizona.edu">mailto:Eric.Eden@law.arizona.edu</a></p> <p>and</p> <p>Kay Clark Assistant Director of Admissions 621-9949    <a href="mailto:Clark@law.arizona.edu">mailto:Clark@law.arizona.edu</a></p>
<p>Orientation, accommodations for disabilities, academic tutoring, BRIDGE, personal counseling, reduced course-loads, grade appeals, credit for courses outside the law school, probation and academic disqualification, individual exam time changes or modifications, student organizations, petitions to the Executive Committee, good standing letters, evaluation of transcripts, Clinical Certification, Graduation, Order of the Coif, Prosecution Clinic. And Student Bar Association Advisor.</p>	<p>Dr. Willie Jordan-Curtis Assistant Dean for Student Affairs, and Associate Clinical Professor of Law 621-8602 <a href="mailto:JordanCurtis@law.arizona.edu">mailto:JordanCurtis@law.arizona.edu</a></p>

<p>Academic affairs, schedule of classes, curriculum, adjunct professors, Honor Code, academic calendar, dual degree matters, exam schedules, exam administration, and auditing of law classes by non-law students.</p>	<p>Kay Kavanagh Associate Dean for Academic Affairs and August G. Eckardt Faculty Leader 621-1720 <a href="mailto:kavanagh@law.arizona.edu">mailto:kavanagh@law.arizona.edu</a></p>
<p>Registration, adding/dropping classes, transcripts, class rank, exam numbers, verification of enrollment, dual degree matters, courses outside the law school, Grade Replacement Opportunity (GRO), grades, filing for graduation, Bar certification, degree check, personnel director.</p>	<p>Janice Marotta Registrar 621-7667 <a href="mailto:marotta@law.arizona.edu">mailto:marotta@law.arizona.edu</a></p>
<p>Financial aid; budgets for law school organizations; grants and funding proposals; law school budget and financial administration; facilities.</p>	<p>Henrietta Stover Assistant Dean for Finance and Administration 621-3783 <a href="mailto:stover@law.arizona.edu">mailto:stover@law.arizona.edu</a> and Leudell Tripp Assistant Director, Finance and Administration 626-5489 <a href="mailto:LeuDell.Tripp@law.arizona.edu">LeuDell.Tripp@law.arizona.edu</a></p>
<p>Library, Legal Research program, library policy, library computer lab, Lexis, Westlaw, library circulation and access policies, interlibrary loan, student employment in library. Implementation of IT management assuring excellent communication; provision of central management across all IT domains and functions; development of educational IT, security issues, and training; monitoring and refreshing web content.</p>	<p>Michael Chiorazzi Associate Dean for Information Resources, Professor and Director of the Law Library. 621-5477 <a href="mailto:Michael.Chiorazzi@law.arizona.edu">mailto:Michael.Chiorazzi@law.arizona.edu</a></p>
<p>Formally responsible for personnel matters and coordination with University HR. Faculty evaluations; Chair of Curriculum Committee.</p>	<p>Jane Korn Vice Dean for the College of Law John D. Lyons Professor of Law 621-5607 <a href="mailto:Korn@law.arizona.edu">mailto:Korn@law.arizona.edu</a></p>

<p>Web development and management</p>	<p>Paul Kealey  Internet Developer  626-7258  <a href="mailto:kealey@law.arizona.edu">mailto:kealey@law.arizona.edu</a>  and  Lisa Wagenheim  Web Editor  429-7928  <a href="mailto:lisa.wagenheim@law.arizona.edu">mailto:lisa.wagenheim@law.arizona.edu</a></p>
<p>Computer network, technical support, Arizona Law Forums, email, wireless and remote access, technical training, and trouble shooting information technology matters.</p>	<p>Mohyeddin Abdulaziz  Director of Information Technology  621-3053 <a href="mailto:ITSupport@law.arizona.edu">mailto:ITSupport@law.arizona.edu</a></p>
<p>Career services, employment opportunities in private and public sector, resume and cover letter review, law practice programs, job searches, individual career counseling, legislative internships, job postings, U.S. Senate and White House Drug Office internships, government agency internships, nationwide job fairs, Mentoring Program, judicial clerkships, summer legal work-study program, mock interviews, on-campus interviews, videoconference interviews, Bar Exam information.</p>	<p>Mary N. Birmingham  Assistant Dean for Career &amp; Professional Development  621-5060  <a href="mailto:Birmingham@law.arizona.edu">mailto:Birmingham@law.arizona.edu</a>  and  Paula Nailon, Assistant Dean for Professional Development  621-6107  <a href="mailto:Nailon@law.arizona.edu">mailto:Nailon@law.arizona.edu</a></p>
<p>Alumni relations, major gift fund-raising, college and alumni events, publications, state relations, media relations, reunions, annual fund, and graduating class gift advisor.</p>	<p>Kimberly Thompson  Senior Director for Development</p>
<p>Alumni relations, major gift fund-raising, college and alumni events, publications, state relations, media relations, reunions, annual fund, graduating class gift advisor, and The Bulletin.</p>	<p>Nancy Stanley  Assistant Dean, External Relations  <a href="mailto:Nancy.Stanley@law.arizona.edu">mailto:Nancy.Stanley@law.arizona.edu</a>  626-9223</p>

Management of law college academic events including Arizona and federal courts appearances, major conferences, speaking engagements, and panel discussions. Follows faculty research and other activities.	Janet Brauneis Assistant Dean for Development and External Relations 626-1330 <a href="mailto:Janet.Brauneis@law.arizona.edu">mailto:Janet.Brauneis@law.arizona.edu</a>
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**Following is a list of administrative staff members with whom students may have frequent contact during their law school careers:**

Cissi Armstrong	Accountant, Finance & Administration
Lisette Calderón	Administrative Assistant, Academic Affairs
Barbara Carlson	Administrative Associate, Career Services and Professional Development
Carolyn Coolidge	Graduate Legal Studies Coordinator
Sandy Davis	Program Coordinator, Sr., Dean's Office
Kathy Dietering	Administrative Associate, IPLP, Rountree Hall
Bertha Fresquez	Administrative Associate, Clinics
Taylor Green	Support Systems Analyst; IT
Don Kangas	Support Systems Analyst, IT
Garnette Knoll	Support Systems Analyst, Sr., IT
Jennifer Kruse	Administrative Assistant, Finance & Administration
Barb Lopez	Administrative Associate, Faculty Services
Kim Marlow	Program Coordinator Sr., Finance & Administration
Lisa Mila Kim	Administrative Assistant, Finance & Administration
Daniel Nuñez	Office Specialist, Admissions
Judy Parker	Administrative Assistant, Faculty Services

**ADMINISTRATIVE STAFF MEMBERS, *continued***

Donna Ream	Program Coordinator, Sr. Academic Enrichment
Debbie Campbell Tamayo	Administrative Associate, Registration & Student Affairs
Brett Tripp	Administrative Assistant, Student Services
Carol Ward	Manager, Faculty Services
Marissa White	Administrative Assistant, Alumni Relations, Development
Tammy Willis	Program Coordinator, Development
Anne Worthen	Program Coordinator, IPLP, PTAO

## FINANCIAL ASSISTANCE

### Need-Based Aid

Financial assistance in the form of scholarships and/or long-term loans is available to law students who demonstrate financial need and who, in the case of long-term loans, are in good academic standing and meet the standards of satisfactory academic progress. Those seeking aid for the next academic year should complete a Free Application for Federal Student Aid (FAFSA), which is available online at <http://www.fafsa.ed.gov>. The deadline for processing the completed application (i.e., processing by the federal processor) is March 1. Students whose completed applications are processed by March 1 and who are in good academic standing will also be considered for aid, including scholarships, loans, and College Work Study Awards, available through the University Office of Student Financial Aid.

The following guidelines adopted by the faculty of the College on February 17, 1977, and subsequently amended by that body; govern the administration of the College's financial aid program.

1. College of Law scholarship funds shall be available only to those students who are taking a full course load, of which at least three-quarters must be law courses. A full course load shall be defined as any number of courses meeting the minimum course load required by the College, as specified in the College of Law Rules and By-Laws.
2. Each student shall be eligible to receive scholarship aid from the College for no more than six semesters.
3. Approximately one-third of the available funds shall be allotted for entering students and approximately two-thirds for upper-class students.
4. Awards shall be based on need as determined by the University Office of Student Financial Aid. A student who is dissatisfied with his or her University need estimate may appeal to the administrator of the Law College Financial Aid Program (the Assistant Dean for Finance and Administration) AFTER an unsuccessful appeal to the University Office of Student Financial Aid. There shall be no appeal from the College administrator's determination.
5. The need figure provided by the University Office of Student Financial Aid shall be adjusted downward by any known scholarship funds already allocated to the student, with the possible exception of College funds used as recruiting incentives. This adjusted need shall be the figure used in all subsequent computations relating to financial aid.
6. Awards shall be determined on a competitive basis with the student with the highest adjusted need receiving assistance first. In the event of ties, the award shall be made to the student having the highest prior educational loan indebtedness.
7. The amount of money awarded to each student shall be a percentage of the student's adjusted need, with the need-based award not to exceed the annual resident fees paid by law students,

unless terms of the scholarship specify a larger award. The percentage shall be determined annually based upon the availability of funds that year.

Announcements and deadlines relating to financial aid are posted on the bulletin board across from the entrance to the student lounge. Additional information regarding the financial aid program, including information on the various need-based and non-need-based loans, is available from Kim Marlow in Room 201G.

### **Short-Term Loans**

Short-term loan funds are available throughout the year to any enrolled student faced with an emergency shortage of funds. The loans usually do not exceed \$750 at 6% interest, and must be repaid no later than the end of the semester or summer term in which the loan is granted unless the loan agreement expressly provides otherwise. No short-term loan will be granted to a student who already has an outstanding short-term loan from the College of Law. While the repayment date may be extended for one semester only by the Assistant Dean for Finance and Administration, no loan will be extended beyond a student's graduation date. Short-term loan applications are available from Kim Marlow in Room 201G.

### **GI Benefits**

Veteran educational benefits are available for law students who are eligible veterans. Such students must register with the Office of Veteran Services, Room 313, Administration Building to apply for benefits in advance of the semester in which the students propose to begin their studies.

For verification purposes, such students must notify the Office of Veteran Services of their enrollment at The University of Arizona at the beginning of each semester. Veteran Deferments and VA tutorial assistance are available to eligible students.

## **CAREER & PROFESSIONAL DEVELOPMENT**

The Career & Professional Development Office helps law students decide what to do with their law degrees and achieve their goals through individual counseling, and career and professional development programs. The office has an extensive website allowing students to research employers, find advertised positions, contact law alumni, and access materials for your professional development. The [1L Handbook for Legal Career Options](#), which was mailed to you in July by the Admissions Office, fully outlines our programs and services. Come by the office soon, or visit us on-line at <http://www.law.arizona.edu/Career>.

## THE MENTOR PROGRAM

The College of Law, in collaboration with the Pima County Bar Association and the Arizona Women Lawyers Association, sponsors a mentor program for incoming first-year students. Mentors are attorneys and judges from the Tucson community who have agreed to serve as guides/counselors to interested students. The program is coordinated through the Career & Professional Development Office.

## GENERAL SERVICES

### **Official Notices**

All official notices regarding class schedules, examinations, registration and law school regulations are posted on the College of Law web site or sent to students at their official University email accounts. Students are expected to check this on a regular basis. In addition, official notices are posted pursuant to the following College of Law Signage Policy.

### **Signage Policy**

The purpose of this policy is to set forth guidelines for signs, posters, and written notices (“signage”) in the College of Law. All signs, posters, and written notices in compliance with this policy shall be permitted as authorized. No other signs, posters or written notices shall be permitted and will be removed. Posting guidelines shall be located on approved bulletin boards and in the Student Handbook.

### **Locations and Uses**

A. **Official notices** from the College of Law administration of activities of interest and related to the College of Law (e.g. class announcements, special events) may be posted:

1. on the tackable surface of the bulletin board in the student lounge (Lewis & Roca Student Lounge) ;
2. on Stanchions/Portable Display Banners with permission of the College of Law administrator responsible for the display;
3. Special Events are posted on the Events Guide Telescreen located in the Jennings, Strouss & Salmon Student Lounge located near the Speedway entrance to the College of Law.

B. **Official notices** from approved student groups of activities of interest and related to the College of Law (e.g. special events) may be posted:

4. on the tackable surface of the bulletin board in the Lewis & Roca Student Lounge
5. on Stanchions / Portable Display Banners with permission of the College of Law administrator responsible for the display

C. **Other announcements /personal notices** may be posted:

1. on the tackable surface of the bulletin board in the vending/kitchenette area of the student lounge over the mail folders
2. to student lockers in the student locker room (Room 128)

### **General Rules**

1. Official notices must be in the approved format (see Appendix L), printed with a red border, and shall be no larger than 8 ½" x11".
2. Signage shall contain the date on which it is to be posted and the date on which it is to be removed. The individual or organization posting the signage is responsible for taking signage down by the day specified on the sign.
3. Signage shall not remain posted for more than 14 days.
4. Signage will not be permitted any place other than as described herein. In no case shall signage be posted on any glass or wooden surface. Prohibited locations include, but are not limited to, soundproofing on any classroom wall, rest room doors, hand rails, the floor or ground
5. Exceptions may be authorized by any Assistant or Associate Dean. No posting is allowed in the library without the specific approval of Associate Dean Chiorazzi or his designee, Bonnie Schlichting. The person authorizing the exception must initial the signage prior to posting and state the nature of the exception (e.g. oversize, alternate location, extended posting period).
6. Signage not in conformance with the above shall be removed and discarded.
7. Individuals or organizations found in repeated derogation of this policy may lose posting rights as determined by any Assistant or Associate Dean. Dr. Jordan-Curtis (Student Affairs) shall have final review authority.

### **Room Reservations**

Rooms in the Law College building may be reserved for College of Law-related activities by requesting room(s) on line at

<http://www.law.arizona.edu/ualaw/academicprogram/schedules/schedule.htm>. Your login information is the same as your login for Forums. Information **must include the name of the event, and the name, telephone number, and email address of the person requesting the reservation**.

### **Parking**

The College of Law has no control over parking. Rules and regulations that apply to all members of the University community have been adopted for the control of motor vehicles and bicycles on University property in order to promote the safety, welfare, and convenience of faculty, staff, students and visitors and to facilitate the general operation of the University. PLEASE READ THE CURRENT EDITIONS OF THE UNIVERSITY OF ARIZONA MOTOR VEHICLE PARKING AND TRAFFIC REGULATIONS AND BICYCLE RULES AND REGULATIONS. These publications are available from University Parking and Transportation of the University of Arizona website, <http://www.arizona.edu>

Bicycle racks located throughout the campus are provided for the use of faculty, staff, students and visitors. **Bicycles should be locked.** U Locks, by Masterlock, are recommended by UAPD (University of Arizona Police Department), and can be purchased at cost. UAPD is located off Campbell at 1852 E. First St. UAPD's telephone number is 621-

8273. Bicycles should be parked at the racks provided and nowhere else. Bicycle parking regulations are enforced by University Parking and Transportation.

### **Bookstore**

The Satellite Bookstore located at the Corleone Student Center at 1035 E. Mabel stocks law textbooks. Hours are Monday thru Thursday, 11:00 a.m. – 2:00 p.m. Closed on Fridays. Directions: ↑North on Santa Rita to Mabel; ←Left on Mabel to 1035; the building is on the intersection of Mabel & N. Fremont Avenue. Telephone number: 626-8341.

### **The Law Library**

With a collection of over 400,000 volumes and access to a host of legal and law-related online databases, the College of Law Library plays a vital role in fulfilling the College=s dual mission of teaching and research.

Subject collections include the Foreign and International collection with a Mexican and Latin American emphasis, an Arizona collection, selected Government Documents, and a small Commonwealth collection. The Law Library also holds extensive water law and Native American law collections. Special Collections contains historical treatises, many one-of-a-kind items, documents relating to the Colorado River litigation, as well as books authored by current and former College of Law faculty. Special rules govern the use of these materials. The Law Library also has a microform collection of United States, Ninth Circuit, and some Arizona Supreme Court records and briefs, Code of Federal Regulations, Federal Registers, state session laws, Attorney General opinions, bar journals and legal newspapers, and American Law Institute materials.

An experienced staff of professional librarians and paraprofessionals offer faculty and students a variety of services; of the nine professional librarians, all have masters degrees in library science and six have JDs. Services include an online catalog for accessing university-wide collections and resources; a computer lab with Lexis-Nexis, Westlaw, and internet access; borrowing privileges; Interlibrary Loan service; a Reserve Collection providing ready access to frequently-used student materials; legal research classes; and individualized reference and research guidance. The library website, <http://www.law.arizona.edu/library> contains links to legal information and more detailed information about the library.

#### Regular library hours are:

Monday – Thursday: 7:00 AM – 11:45PM

Friday: 7:00 AM – 6:00PM

Saturday: 10:00 AM – 6:00PM

Sunday: 12:00 Noon – 11:45PM

**Hours may vary during vacation and intersession periods.** Notice of any change in hours will be posted in the Library and the weekly College of Law newsletter. You can also

access the hours online or call the Reserve/Circulation desk at 621-1413, or visit the law library's web site at <http://www.law.arizona.edu/library>

## **FACULTY MEETINGS**

The President of the Student Bar Association (SBA), the Chairperson of the Board of Governors and one other student, selected by the student body in the manner it may determine, are invited to participate as nonvoting student representatives at all regular faculty meetings, or certain portions thereof, at which the Dean deems their attendance appropriate.

One or more other students may be invited to attend a particular faculty meeting when it is determined that the student(s) may contribute significantly to the resolution of a specific issue before the faculty.

## **STUDENT-FACULTY COMMITTEES**

There are a number of student-faculty committees. With the exception of the Executive and Admissions Committees, these committees do not take formal action but do make recommendations to the faculty. A brief description of student-faculty committees follows.

### **Admissions**

The Admissions Committee is responsible for formulating admission policies with faculty consultation, including determining the optimum size of the entering class, setting admission standards and selecting applicants.

### **Curriculum**

The responsibility of this committee is to evaluate and when appropriate, to recommend changes in the curriculum. The Curriculum Committee is also charged with the responsibility of studying the grading policies.

### **Executive Committee**

The Executive Committee has the responsibility for implementing basic administrative policy where committee action is necessary. The Committee performs functions specifically delegated by the law faculty or the Dean. Additionally, the functions of this Committee include: hearing grade grievance petitions, considering petitions for waiving course and credit requirements, ruling on academic disqualification and probation matters, acting on petitions for readmission, acting on petitions for reduced or excess course loads, acting on petitions to change exam times that are referred by the Assistant Dean for Student Affairs, acting on applications to take more than (6) six units of Independent Research, and approving class standings. The student members of this Committee may be excluded from any meeting at the motion of the chairperson whenever he or she deems the presence of students inappropriate. Additionally, any student presenting a petition to the Committee may exclude the student members during the consideration of that petition.

The Executive Committee also serves as the College=s Honor Council when, as the Honor Council, the procedures outlined in the Honor Code govern (see p.66 and following of this Handbook). Students requesting Executive Committee action should contact Assistant Dean for Student Affairs, Dr. Willie Jordan-Curtis, for necessary advice and information on proper procedure.

### **Faculty Selection**

This Committee is charged with responsibility for the preliminary recommendations of temporary and permanent faculty appointments.

## **STUDENT COMMITTEES/ACTIVITIES**

The SBA President appoints the members of the student committees. The functions of each of the committees are set out briefly below.

### **Election**

The responsibility of this committee is to insure compliance with the SBA Constitution during student elections. The Election Committee will publish the candidacy and election procedure prior to each election. Contact any SBA Officer to obtain a copy of the SBA Constitution.

### **Executive**

This committee is comprised of the five SBA officers and the Chairperson of the Board of Governors. The Executive Committee is responsible for the administration of the Student Bar. It has authority to allocate SBA funds for projects it deems worthwhile.

### **Orientation**

This committee assists in developing and implementing the orientation programs for new law students.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

The College of Law provides reasonable accommodations for students with documented disabilities. Accommodations will be made after consulting with the student requesting accommodations and the Disability Resource Center. Determinations about the accommodations to be provided will be made by the Disability Resource Center. Accommodations that fundamentally alter the prescribed course of studies must be approved by the Executive Committee. Students with disabilities that require accommodation(s)/adjustments should contact the Assistant Dean for Student Affairs in order to make arrangements for reasonable accommodations.

## **THE ARES FELLOWS and SMALL SECTIONS**

The Ares Fellows are second or third year law students who work closely with first-year law students and who are selected by their first-year small section professors based on outstanding first-year performance in their small sections. Small sections are classes in the first year that combine a substantive course such as Civil Procedure, Contracts, or Torts, with a practice lab. Each first year student is assigned to a small section, which typically is a class of 25 - 30 students. The Ares Fellows for each small section work closely with the small section class members and faculty members during the first year of law school. The Ares Fellows are a wonderful resource for first-year law students. Get to know them!

All Ares Fellows attend training workshops in the fall semester focused on the role of the Ares Fellow and effective methods of fulfilling their various responsibilities.

## **STUDENT ORGANIZATIONS \***

### **Student Bar Association**

The purpose of the Student Bar Association (SBA) is to provide a vehicle through which students may collectively participate in enhancing their law school experience. The SBA is designed to introduce students to the many facets of the legal profession, to encourage a thorough legal education, to provide both social and educational extracurricular activities, and to promote professional responsibility within the student body.

The Student Bar Association is a member of the American Law Student Association, the student affiliate of the American Bar Association. While all regularly enrolled law students automatically become members of the SBA, annual dues are requested.

### **SBA Officers**

The student government is comprised of the following elective officers: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and the seven members of the Board of Governors. Selection for these officers consists of a nominating primary and election held in the spring. A student seeking candidacy must comply with the procedure established by the SBA Constitution.

### **Board of Governors**

The SBA Board of Governors is elected by the student body and consists of seven law students. The Board's most important function is to create a professional atmosphere by making students aware of their responsibilities to themselves and to fellow students.

\* [The descriptions that follow are provided by the organizations described.]

### **American Bar Association Law Student Division**

The Law Student Division (LSD) of the American Bar Association is the largest professional student organization in the nation with a total enrollment of approximately 40,000 students. The University of Arizona is located in the 15th Circuit, which comprises all ABA-approved law schools in the Rocky Mountain area.

Nationally, the LSD offers benefits to its members such as the *Student Lawyer*, *ABA Journal*, free legal writing and career placement booklets, health and life insurance, a direct voice in ABA policy making, and reduced price memberships in any of the 25 sections of the ABA which deal with particular areas of law such as Criminal Justice, Natural Resources, Corporations, Banking, and Business Law.

The chapter has received a certificate of merit from the American Bar Association. Membership is open to all students in the College of Law.

### **American Civil Liberties Union**

The American Civil Liberties Union (ACLU) is dedicated to protecting the Constitution and extending its liberties to all people within the United States. The U of A student division brings speakers to campus, sponsors an on-going film series, administers an essay contest for high school students, and serves as volunteer legal observers for local political demonstrations.

### **American Constitution Society for Law and Policy**

The American Constitution Society for Law and Policy (ACS) is one of the nation's leading progressive legal organizations. Founded in 2001, ACS is a rapidly growing network of lawyers, law students, scholars, judges, and policymakers.

ACS is a non-partisan, non-profit educational organization that affirms the belief that law can and should be a force for improving the lives of all people. Members believe in the vitality of the Constitution and reject the idea of law as a series of sterile abstractions. To that end, ACS promotes the abiding principles of the framers of the U.S. Constitution and the wisdom of forward-looking leaders who have shaped American law throughout its history. As a result of their efforts, the Constitution has retained authority and relevance for each new generation.

The mission of ACS is to uphold the U.S. Constitution and its fundamental values: individual rights and liberties, genuine equality, access to justice, democracy, and the rule of law. ACS aims to revitalize and transform legal and policy debates in classrooms, courtrooms, legislatures and the media.

The UA Student Chapter provides a central meeting place to explore ideas, express views, and participate in activities that have a positive impact on the law.

### **Arizona Journal of International and Comparative Law**

The *Journal* is a scholarly law review that analyzes international legal issues and provides student writers with an intensive atmosphere to develop their legal writing skills. It publishes two volumes per year with articles from authors around the world and students at the University of Arizona. Student writers receive an invitation to join after a Write-On Competition in the spring of their first year. By satisfactorily completing a note of publishable quality and earning a total of four *Journal* units, *Journal* writers satisfy the College's Substantial Paper graduation requirement. No more than three (3) units may be earned in one academic year. The final decision for award of credit rests with the Faculty Advisor to the *Journal*.

By-laws for the *Journal* shall be adopted by the Editorial Board, subject to the approval of the faculty. Any change in approved by-laws of the *Journal* shall be submitted to the faculty for approval. By-laws of the *Journal* shall include the following: (1) criteria and processes for selection of staff writers; (2) criteria and processes for selection of editors; (3) rules, consistent with *College of Law Faculty Rules and By-Laws* ' 4-402, for the award of academic credit; and (4) rules governing the commitments of staff and editors to the *Journal* and excluding or limiting any inappropriate outside activities.

### **Arizona Law Review**

The *Arizona Law Review* is a scholarly journal under the control of an editorial board comprised entirely of third-year students. Published quarterly, the *Law Review* contains student notes and comments on legal topics, as well as articles by attorneys, professors, and judges.

Students are selected for the second-year writing staff during their second semester in law school. Candidates are selected on the basis of grades and through a Write-On@ program. By satisfactorily completing a note of publishable quality and earning four *Law Review* units, *Law Review* writers may satisfy the College's Substantial Paper graduation requirement. No more than three (3) units may be earned in one academic year. The final decision for award of credit rests with the Faculty Advisor to the *Law Review*.

By-laws for the *Law Review* shall be adopted by the Editorial Board, subject to the approval of the faculty. Any change in approved by-laws of the *Law Review* shall be submitted to the faculty for approval. By-laws of the *Law Review* shall include the following: (1) criteria and processes for selection of staff writers; (2) criteria and processes for selection of editors; (3) rules, consistent with *College of Law Faculty Rules and By-Laws*, for the award of academic credit; and (4) rules governing the commitments of staff and editors to the *Law Review* and excluding or limiting any inappropriate outside activities.

### **Asian Pacific American Law Students Association**

If you are of Asian or Pacific-American descent, or simply enjoy the traditions of these cultures, it is wholeheartedly recommended that you join the Asian Pacific American Law Student Association (APALSA). As a member of APALSA, you will be situated among students with whom you share common ties and/or a desire to celebrate and cherish the Asian and Pacific-

American heritages. APALSA also strives to maintain a strong connection with those in the greater Tucson legal community who share the same outlook and pride as APALSA.

### **Black Law Students Association**

The Black Law Student Association (BLSA) of The University of Arizona, James E. Rogers College of Law is a professional, nationally-affiliated organization of Black law students.

The purpose of the organization is to support Black students in reaching their academic, professional and social goals. Community service, networking, professional development and continued education are BLSA's primary objectives. BLSA focuses on building connections between student and professional organizations that share BLSA's vision for a legal community enriched by diversity. BLSA welcomes all student participation to further these goals.

### **Christian Legal Society**

The Christian Legal Society (CLS) is a nondenominational group of Christian law students who meet regularly to share their faith and to encourage each other. Meetings can involve anything from informal lunches, to guest speakers (usually attorneys practicing in Tucson), to service projects, or hosting panels for the law school community. The national CLS organization is actively involved in religious freedom issues across all levels of government through its Center for Law and Religious Freedom. The Center weighs-in regularly on major cases before the U.S. Supreme Court.

### **Environmental Law Society**

The Environmental Law Society (ELS) is happy to welcome you to the Arizona Law community! ELS is excited about the upcoming year. Among the events planned for the Fall 2009 semester is a mixer with environmental law faculty, a speaker event about a controversial mining project in the scenic Santa Rita mountains south of Tucson and its environmental impact statement process, a solar home tour, an annual Fall silent auction fundraiser, and hiking trips.

ELS is dedicated to providing professional guidance to law students who are interested in environmental law, advocacy, and policy. ELS is more than just about career advancement, however. Law school can be a stressful and bewildering experience. Thus, we want to help you not only succeed at school and in your professional goals but also to lend an ear when you need one. We hope to see you at our events and if you're interested in what we do, just come and say hello!

### **The Federalist Society**

The Federalist Society for Law and Public Policy is a group of conservative and libertarian students that promotes the separation of governmental powers and a judiciary that will Asay what the law is, not what it should be.@ The Federalist Society invites speakers to campus to debate all sides of an issue, not just the popular viewpoints.

### **Intellectual Property Student Association**

The Intellectual Property Student Association (IPSA) is a new, growing club. IPSA has begun to lay the foundation with strong speakers, student activities, and networking opportunities. IPSA is dedicated to sustainable growth, supporting its members' desires in the IP field. IPSA hopes to grow the organization this year with more speakers and networking opportunities to give our members the advantage in the IP legal community. While the U.S. Patent and Trademark Office requires a hard-science background to pursue a career in patent prosecution, IPSA is built for every background. IPSA meets monthly and hosts relevant speakers.

### **International Law Society**

The mission of the International Law Society (ILS) shall be to promote awareness of international law and careers therein, improve students' knowledge of international law and current international issues, and maintain contacts with and among students who desire to explore international law. These objectives shall be met by bringing speakers onto campus; coordinating visits to relevant international events, and organizations; interacting with the law school's international law faculty; networking among students, faculty, alumni and other organizations; and maintaining a list of contacts who practice international law.

### **J. Reuben Clark Law Society**

The J. Reuben Clark Law Society is guided by philosophy and values that include public service, the rule of law and appreciation for the religious dimension in society and law. The Student Law Society affirms the strength brought to the law by a lawyer's personal religious conviction. The Student Law Society further strives, through public service and professional excellence, to promote fairness and virtue founded upon the rule of law.

### **Jewish Law Students Association**

The Jewish Law Students Association (JLSA) is a student organization at The University of Arizona College of Law and a local chapter of the National Jewish Law Students Association. JLSA is affiliated with Hillel: The Foundation for Jewish Campus Life, and the University of Arizona Hillel Foundation. JLSA's mission is to foster a Jewish identity in legal professionals and students and to promote their active involvement in the Tucson and national Jewish communities.

### **Latino Law Student Association (LLSA)**

The University of Arizona Latino Law Student Association is dedicated to providing focused support to the Latino/a population at the James E. Rogers College of Law. LLSA is able to provide a vast network for Latino/a students at the U of A by integrating mentoring programs, career services, and developing relations within the legal community and Latino community at large.

### **Law Students for Reproductive Justice**

Law Students for Reproductive Justice (LSRJ) is a national nonprofit network of law

students and lawyers. LSRJ educates, organizes, and supports law students to ensure that a new generation of advocates will be prepared to protect and expand reproductive rights as basic civil and human rights.

Reproductive justice will be achieved when all people and communities have access to the information, resources, and support they need to attain sexual and reproductive self-determination.

### **Law Women=s Association**

The Law Women’s Association (LWA) is an organization devoted to the support and encouragement of women in the professional world. LWA provides resources to students and others interested in improving the status of women in both academic and professional settings. By serving as facilitators among students, faculty, local organizations, and the Arizona Women Lawyers Association, LWA supplies a forum for the exchange of ideas, a vehicle for change, and a tight-knit community for support within a larger environment that is not always so receptive to women. LWA meets twice a month and periodically hosts brown-bag luncheons on legal issues of interest to women. Topics have included alternative dispute resolution, reproductive rights, and interviewing skills. LWA also organizes a big-sister, big-brother mentoring program and provides scholarships to qualified applicants.

### **Moot Court**

Law students are introduced to oral and written appellate advocacy in the Moot court programs.

Each spring, second-year students can enroll in the Second-Year Moot Court competition, known as the Samuel M. Fegtly Moot Court Competition. The Second-Year Program is an elective, 2 unit course. Persuasive Communication (Law 653a) is a prerequisite to Second-Year Moot Court, Jessup Moot Court, and Pace Environmental Moot Court. Editing assistance and practice oral arguments are provided by the Moot Court Board (third-year students who excelled in the second-year competition the previous year). Each student writes a brief and argues before local attorneys, judges, faculty members, and members of the Moot Court Board. The briefs and preliminary oral rounds are scored, with the students scoring highest moving to the semifinals and finals. The finals are usually judged by a panel consisting of outstanding judges and practitioners. Past judges in the competition have included judges from the U.S. Court of Appeals, the Arizona Supreme Court, the Arizona Court of Appeals, and the Arizona Superior Court.

Third-year students are allowed to participate in Second-Year Moot Court but are not eligible for honors awarded in the competition. The finalists in the Fegtly competition are eligible in their third year to be members of the national Moot Court Team and the Moot Court Board. The national team represents the College of Law in the national competition held each Spring by the American Bar Association. The two- or three-person teams write briefs and argue in the regional competition against teams from other schools, with winners of the regional

competition advancing to the finals. The members of the Moot Court Board supervise the second-year competition, administer the competition, edit briefs, select judges, and judge practice rounds. Unit credit is available for the national team and Moot Court Board work.

Qualified, selected students may participate in either the National Moot Court Competition or the Jessup International Law Moot Court Competition for two units of credit. However, students may not participate in either competition more than once. Further, students will not be permitted to participate in both the National Competition and the Jessup Competition.

### **National Lawyers Guild**

The National Lawyers Guild (NLG) is dedicated to the need for basic and progressive change in the structure of our political and economic system. The U of A NLG runs three clinics for the indigent and disadvantaged populations of Tucson, sponsors lectures and programs, and volunteers as civil liberties watchdogs during political protests.

### **Native American Law Student Association**

NALSA is a non-exclusive, national organization dedicated to recruiting qualified Native Americans to the College of Law, retaining Native American students through active cultural, academic, and social support, educating the non-Native Americans about the issues facing the Native Americans in the law; and encouraging participation in the Native American community through clinical programs, summer internships, and the Federal Bar Association's Indian Law Conference.

NALSA works closely with the Office of Indian Programs, and the College of Law Administration in addressing the needs of Native American law students.

NALSA encourages participation of non-Native Americans who may have an interest in International Law, Natural Resources Law, or Family Law, as all are components of Indian Law.

### **Oral Advocacy Organization**

Whether you are standing in front of a jury, negotiating a settlement or explaining a legal issue to a client, verbal communication is an essential skill in the legal world. The Oral Advocacy Organization (OAO) is an organization that recognizes the importance of oral advocacy excellence and dedicates itself to fostering that excellence among students for use in the law. OAO aims to augment the legal curriculum by providing opportunities to gain hands-on experience and to learn from skilled professionals. The faculty adviser is Professor Thomas Mauet, one of the nation's foremost authorities on trial techniques.

All law students are invited to join the OAO, and to weekly meetings where OAO members are randomly selected for impromptu debates and brief speeches. OAO plans to conduct competitive event training and host guest presenters from different legal fields that emphasize the use of oral communication. In addition to normal meetings, OAO will also sponsor: Courtrooms Visits; Weekend Workshops; Undergraduate Moot Court Tournaments; and a Competitive Mock Trial Team.

OAO is very excited to help develop opportunities that will be infinitely valuable to law students during law school and beyond. OAO welcomes the help and support of those who can lend it.

### **Phi Alpha Delta Law Fraternity, International**

Founded in 1902, P.A.D. is a professional law fraternity composed of law students, attorneys, judges, and educators. P.A.D. seeks all law students willing to dedicate themselves to: A service to the student, the school, the profession, and the community.@

What P.A.D. does: bridges the gap between undergraduate work, law school, and the practice of law. P.A.D. promotes professional, social, academic, and community service programs designed to broaden the professional experience of its members. P.A.D. strives to provide all interested members with a leadership role. Annual events include speakers from the legal community, alumni networking, and a food drive. P.A.D. also seeks to strike a balance between school and social activities, providing various social events throughout the semester.

Join the legacy: P.A.D. has more chapters than any other law fraternity with over 180 Law School Chapters, 95 Alumni Chapters, and over 200 Pre-Law Chapters; in fact, one of every five American attorneys is a member. With more than 250,000 members worldwide, PAD is dedicated to promoting professional competency, service, and achievement within the legal profession.

### **Phi Delta Phi**

Phi Delta Phi (PDP) is the oldest and largest legal fraternity in the world. More American Presidents, Justices of the Supreme Court, State and Federal Judges, Governors, Senators, Representatives, Cabinet Members, Ambassadors, American and Canadian Bar Association presidents and law school deans have come from the ranks of Phi Delta Phi than from any other legal fraternity.

During 2005-6, PDP was honored to win the Andrew Silverman Community service Award for outstanding student organization. Some of PDP's events have included packing boxes at the Community Food Bank, volunteering as bailiffs at the High School Mock Regional Trails, volunteering at the Habitat for Humanity Store, and raising money for the Katrina Relief Red Cross Fund. PDP has also worked with the Pima County Bar Association Young Lawyers= Division on a trick-or-treat fund-raiser for the Food Bank.

Among PDP=s plans for this year are a series of lectures on legal ethics and professionalism and continued volunteer work in the community. PDP also plans more social events such as seasonal parties and joint dinners with other organizations like the Pima County Bar Association Young Lawyers= Division.

PDP=s dedication to community service is driven neither by religious nor political ideology, but by the will of its individuals to foster an appreciation for ethical behavior and to create a good impression of our oft-maligned profession. Membership is open to all students in good standing.

## **Pride Law**

Pride Law welcomes all students – regardless of sexuality or gender identification. Pride Law’s goal is to improve the legal status of lesbian, gay, bisexual and transgender (LGBT) people on both a local and national level and to provide a forum for LGBT students and their allies to share ideas and concerns.

Pride Law is one of the only student organizations to run its own legal clinic, and the clinic is a great place to get some hands-on legal experience during your 1L year. The clinic is hosted by Wingspan, Tucson’s LGBT community center, and Pride Law members volunteer for weekly shifts where they provide information and referrals to community members with LGBT related legal questions. As a group, Pride Law offers a variety of both service and policy oriented opportunities, as well as low-key social events.

## **Public Interest Law Organization**

The Public Interest Law Organization (PILO) is a student- run organization dedicated to promoting public interest law among law students. PILO provides grants to students who accept summer internships in the public sector that are low or non-paying; facilitates a network of support for students interested in pursuing public interest law; exposes the law school community to public interest law; and encourages students to pursue careers in the public sector. 1-L's may serve as PILO officers.

## **Students of Arizona Health Law Organization**

The mission of the Students of Arizona Health Law Organization (SAHLO) is to provide opportunities for students to learn about the expansive field of health law as well as to foster connections between students and professionals in the legal world and other health disciplines. SAHLO’s goals include: educating members about various topics related to health law; creating connections between SAHLO students and students in other health disciplines; giving back to the community through education, mentorship, and volunteerism; contributing to the development of the health law curriculum at the James E. Rogers College of Law; and affiliating with the American Health Lawyers Association.

## **Sports & Entertainment Law Society**

The Sports & Entertainment Law Society is dedicated to exploring the legal issues and career opportunities available in sports and entertainment. The organization’s goal is to provide opportunities, resources, guidance and contacts for interested students. It is anticipated that monthly forums and speakers will be presented.

# THE PROGRAM OF STUDY

## **The Law School Curriculum**

Thorough preparation, regular and timely attendance, and active participation are crucial to successful law study. The University of Arizona, James E. Rogers College of Law offers a **full-time course of study**. The College of Law **does not offer a part-time program**. The course of study leading to the Juris Doctor degree is designed to be completed in **6 semesters, or their equivalent, of resident study in accredited law schools**. Requirements for completion of the course of study may change from time to time as a result of changes required by the American Bar Association, the College=s accrediting body, or any changes otherwise approved by the College of Law faculty. Students should check the current version of this Student Handbook on the College of Law website for changes that may be made during the student=s matriculation.

## **Required Course Load**

**First-year students are required to register for the entire prescribed course of first-year studies, and second-and third-year students must carry between 13 and 17 units each semester.** Exceptions must be approved by the Executive Committee or Dr. Willie Jordan-Curtis. However, third-year students may take fewer than 13 units per semester with a minimum 10 units, at the beginning of their fifth semester, if they need fewer than 26 units to graduate.

## **Summer Study and Early Graduation**

Students are generally expected to graduate within 3 years of the date of matriculation. **The course of study may be accelerated by summer study, but the earliest that a student is eligible for graduation is the end of the fall semester of the third academic year.** If a student wishes to graduate at the end of the fall semester of the third academic year, he or she must attend summer school both following the first and second year of law study, earn at least 10 summer school units total (a minimum of five (5) each summer), and must consult the Registrar, Ms. Janice Marotta, before the first summer session following the first year of law school, to be sure the necessary number of summer school units are taken. Students must obtain permission from the Assistant Dean for Student Affairs to enroll in more than six (6) units over any one summer. **Students should be aware that the J.D. program of study is intended to take three years, and that summer school offerings at the College of Law are not designed to provide for accelerated graduation.**

**The College of Law adheres to the American Bar Association (ABA) standard that students must successfully complete the degree requirements within five years of the student=s first enrollment at the College of Law.**

Students who receive permission based on good cause from the Executive Committee or its designate, the Assistant Dean for Student Affairs, Dr. Willie Jordan-Curtis, may take a reduced load each semester of their first year, as well as in the second and third years. **Students taking a reduced load during their first year of law studies must complete Constitutional Law and Criminal Procedure during their second year of law studies. The student must**

**take the course(s) from the same instructor(s) who taught the course(s) in the student=s reduced-load semester(s).** The Same professor@ requirement will only be waived in the event that the instructor who taught the course during the reduced-load semester is not teaching the course during the student=s second year.

To meet graduation requirements, a student must successfully complete **at least 85 units of law study**, including required courses, with a cumulative grade point average of 2.000(C). **In addition, the current College of Law program requires all students to complete a minimum of 36 graded College of Law units after completing their first year of law studies.** These graded units must include: Evidence, Legal Profession, and an Advanced Research and Writing paper (see next paragraph). All students must take an upper-level skills course (see below), whether graded or non-graded. PLEASE NOTE: When enrolling in law courses available for graded credit, J.D. students do not have a Pass/Fail option. All LL.M. students take all courses on a Pass/Fail basis; LL.M. students do not have a Graded option.

### **Substantial Paper Requirement**

Students must complete a Substantial Paper as a requirement for graduation. Students may satisfactorily complete one special Advanced Research and Writing (Substantial Paper) Seminar@ to satisfy the requirement. These seminars vary from semester to semester. There are two additional ways to meet the requirement.

**First**, both *Law Review* and *Law Journal* students may satisfy the Substantial Paper requirement pursuant to the following guidelines: *Law Review* and *Law Journal* members must receive a total of four units of credit to satisfy the Substantial Paper requirement. Second year students must complete one Note or Comment of publishable quality, for which three units of credit are awarded. Following the completion of the Note or Comment, third-year students have three options: (1) membership on the editorial board for three credits (subject to selection by the relevant, outgoing Board) (2) participation as a third year writer completing a second written piece for two credits; or (3) membership plus work in the support and production areas of the *Law Review* and *Law Journal* for one credit. No more than three (3) units may be earned in one academic year. Where *Law Review* and *Journal* members elect to enroll in a Substantial Paper Seminar, students taking the seminar in order to fulfill their substantial paper requirement will be given priority over *Law Review* or *Journal* students.

**Second**, students may elect to fulfill their substantial writing requirement by the use of a student-initiated substantial paper.@ A student interested in completing a student-initiated substantial paper must obtain the approval of an individual faculty member willing to supervise the paper and have the faculty member complete the form indicating agreement to supervise such a paper (form available to students from Registrar, Ms. Janice Marotta). Faculty participation as supervisors of substantial papers is voluntary; no faculty member is required to agree to supervise a student-initiated substantial paper; faculty members will be encouraged not to supervise more than three at any one time.

Any student fulfilling his or her substantial writing requirement by a student-initiated substantial paper must meet all the requirements of the substantial writing requirement, including

an oral presentation. Faculties supervising any student-initiated substantial papers are responsible for arranging and coordinating any classroom component, the exchange of papers, as well as the oral component of the substantial writing requirement. Faculty choosing to supervise a student-initiated substantial paper may limit students to those previously or presently enrolled in one of their courses covering the substantive area of the student-initiated topic. Students who wish to fulfill the substantial writing requirement in concurrence with an upper-level course that is not a seminar must, of course, meet all the requirements of that course in addition to the requirements in fulfillment of the substantial writing requirement.

**Satisfaction of Graduation Requirements**

**At the end of the student=s course of study, if requirements for graduation have not been satisfied, the degree will not be granted. It is important for each student to be acquainted with this Student Handbook and Catalog and to be responsible for completing requirements.** Announcements in this Handbook and the College of Law Catalog concerning regulations, fees, curricula, or other matters are subject to change. For this reason, students must remain currently informed about all policies and other information that bear directly on completing a degree program. **Students are responsible for checking, on a regular basis, their University of Arizona email account, and College of Law bulletin boards.**

**Employment During Law School**

The Faculty believes that part-time legal education lacks the depth required for adequate professional training. Thus, the College of Law does not offer a part-time program. **During the first year, the College of Law strongly recommends that students devote themselves entirely to their studies and suspend any outside work.** During the second and third years, students may choose to work on a part-time basis; however, the classroom educational experience and the preparation necessitated by the rigors of law coursework demand that academic work take primary importance in a student=s pursuits. However, the College of Law recognizes that certain financial situations may call for employment. Whatever the case, **the American Bar Association Standards for Accreditation of Law Schools require that full-time students not be employed more than 20 (twenty) hours weekly (whether inside or outside the law school). There can be no exception to this rule.**

**Satisfaction of Graduation Requirements:**

**FIRST YEAR (*The first year of law study is entirely prescribed*)**

**First Semester**

<u>Subject</u>	<u>Units</u>
Contracts (Law 600A), or Property Law (Law 605)	4
Introduction to Legal Process & Civil Procedure (Law 601a) . . .	4
Constitutional Law (Law 606), or Criminal Procedure (Law 602)	3
Torts (Law 604a) . . . . .	3
Practice Lab (Law 603c, d or e) . . . .	<u>1</u>

Total. . . . .	15
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**Second Semester**

<u>Subject</u>	<u>Units</u>
Torts (Law 604b) . . . . .	2
Property (Law 605), or Contracts (Law 600A)	4
Legislation and Regulation . . .	2
Criminal Procedure (Law 602), or Constitutional Law (Law 606)	3
Legal Analysis, Writing, and Research (Law 603h) . . .	<u>3</u>
Total. . . . .	14

**SECOND OR THIRD YEAR REQUIREMENTS**

<u>Subject</u>	<u>Units</u>
Evidence (Law 608) . . . . .	3 or 4
The Legal Profession (Law 609) . .	2 or 3
One Skills Course	See below
Advanced Research and Writing (Substantial Paper) Seminar. . . ( <i>Law Review or Journal</i> ); or Student-Initiated Substantial Paper	4

Note that currently all students must complete a minimum 36 graded College of Law units after their first year of law studies, and accumulate a total of 85 units in order to graduate. Also, please note that when law courses are available for graded credit, there is no Pass/Fail option for J.D. students.

**SKILLS COURSES INCLUDE:**

- Basic Trial Advocacy
- Advanced Trial Advocacy
- Pretrial Litigation
- Interviewing
- Mediation
- Judicial Clerking Program
- Negotiation
- Case Studies in Public Interest
- Persuasive Communication
- Attorney General Clinic
- Pace Moot Court
- Any other courses approved by Associate Dean for Academic Affairs or Associate Dean for Curriculum and IT.
- Child & Family Clinic
- Immigration Law Clinic
- Indigenous Peoples Law and Policy Clinic
- Criminal Defense Clinic
- Associated Students of The University of Arizona (ASUA) Interviewing
- Disability Law Interviewing
- Prosecution Clinic
- Moot Court (Second Year)
- Jessup Moot Court
- Advanced Legal Research

**RECOMMENDED CORE COURSES**

Business Corporations (Law 616) . . . . .	3 or 4
Estates & Trusts (Law 619) . . . . .	3 or 4
Constitutional Law II (Law 615) . . .	3 or 4

UCC (Law 633a and 633c)	
Sales (633a)	3
UCC Secured Transactions (633c) . . .	3
Income Taxation (Law 646) . . . .	3 or 5
Criminal Law (Law 650) . . . .	2 or 3
Persuasive Communication (Law 653a) . . .	3

## Attendance and Class Participation Policy

A. The College of Law faculty recommends that each professor inform students of the following policy during the first week of class (preferably by reading the following subsections B, C, and D to the class and by summarizing it in the class syllabus). Failure to do so, however, shall not prevent its application as provided below.

**B. The College of Law expects students to attend classes regularly, complete assignments in a timely manner, and be prepared for class.** A student may be (1) dropped from a course, or (2) refused permission to continue to be enrolled in a course, to take the final examination in a course, or to otherwise complete a course, for any of the following reasons: (a) an excessive number of absences, (b) an excessive number of instances of not completing class assignments or not completing them in a timely manner, or (c) an excessive number of instances of not being prepared for class. **UNEXCUSED ABSENCES IN EXCESS OF TEN PERCENT OF THE REGULARLY SCHEDULED CLASSES IN A COURSE SHALL BE CONSIDERED AN EXCESSIVE NUMBER OF ABSENCES FOR PURPOSES OF THIS SECTION.**

C. Before a professor drops a student from a course or refuses a student permission to continue to be enrolled in a course, to take the final examination, or to otherwise to complete a course, the professor shall provide adequate notice to the student. A professor may provide adequate notice to the student in either one of two ways: (1) by giving a reasonably detailed notice to the entire class at the beginning of the semester that students may be dropped from the course or denied permission to take the final examination or otherwise complete the course for any of the reasons listed in subsection B, (above), or (2) by providing notice to an individual student who is in danger of being dropped from the course or refused permission to otherwise complete the course.

D. Notice to the entire class pursuant to subsection C (above) (1) may be given by a written statement in the course syllabus explicitly notifying students that failure to attend class, to be prepared for class, or to complete assignments in a timely manner may result in a professor=s dropping the student from the course or in the student being refused permission to take the final examination or otherwise complete the course. In such case, no further notice is required, and no individual notice under subsection C (2) is necessary.

E. If a professor has given notice to the entire class as provided in subsections C (1) and D, the professor may, but is not required to, give individual notice to a student before dropping that student from the course. Notice to an individual student pursuant to subsection C (2) may be

provided by sending the student a notice to the student=s mailing address on file with the College of Law Registrar indicating the following: that the student will be dropped from the course if the student has not, within ten days from the date of mailing of the notice, demonstrated to the Professor=s satisfaction the student=s intention to participate fully in the class activities for the remainder of the semester. Thereafter, no additional prior notice is required before dropping the student from the course if the student fails to complete any requirement for the course, including attending class.

F. When a student is dropped from a course before the end of the 3<sup>rd</sup> week of class in the Fall or Spring semesters or the 1<sup>st</sup> week in a Summer Session term, the course will be deleted from the student=s record at the end of the semester or term. When a student is dropped, or refused permission to take the final examination or otherwise complete the course, later than that, a grade of AW@ shall be entered on the student=s record.

G. A professor may adopt a more stringent policy on class attendance than that contained in subsection B (last sentence), supra, if the students are given notice in compliance with subsection C (1) and D above.

H. An instructor who intends to make class participation a specific percentage of the final grade in a course shall indicate to the class at the beginning of the semester what percentage of the final grade will be based on class participation. If a given percentage is not established and announced at the beginning of the semester, class participation may only directly be taken into account for purposes of raising the final grade of a particular student or students; in that case, a student=s final grade may not be increased by more than one letter grade. The mandatory/mean curve shall be applied after taking class participation into account, even though adjustments for class participation may have the indirect effect of lowering some students' grades. (' 2-110 amended by faculty action November 22, 1999.)

### **Independent Study**

Students may receive one to three units credit, depending upon the magnitude of the project, for investigating and writing on special legal problems under the supervision of a member of the faculty. Prior to registration, the student must obtain written approval to register for Independent Study from the professor who will supervise the student's work. Students who intend to enroll for Independent Study should see Janice Marotta, Registrar, to get an authorization form that must be signed by the sponsoring faculty member. Students may take up to 6 units of Independent Study during their law school careers. A student who either wishes to: (a) take more than 3 units of Independent Study in a single semester; (b) take more than 3 units of Independent Study under the supervision of one faculty member; or (c) take a total of more than 6 units of Independent Study, must petition the Executive Committee for permission, as well as obtain the approval of the appropriate faculty member. Petitions should be submitted to the Assistant Dean for Student Affairs. Independent Study is offered only on a pass/fail basis; no other grade is available.

## INTERNSHIPS AND SPECIAL PROGRAMS

### **Puerto Rico Exchange Program**

The College of Law has established an exchange program with the University of Puerto Rico School of Law for semester-long visits. This program permits students from each school to register at its home school, pay Ahome@ tuition, and take a full course load at the host institution. University of Arizona law students may enroll at the University of Puerto Rico Law School for either their 3rd, 4th, or 5th semester, or for the summer session following their 1st or 2nd year. Course units earned at the University of Puerto Rico transfer back to the College of Law as long as the student earns a grade of AC@ or better in the course as Pass/Fail (P/F) grades. As these are not considered “graded units,” Exchange term coursework cannot be counted to satisfy the “36 graded units beyond the first year” requirement.

See Ms. Janice Marotta, Registrar, or Mrs. Debbie Tamayo, for information about the Puerto Rico Exchange Program.

### **NACLE Exchange Program**

NACLE program (North American Consortium for Legal Education)  
Montreal, Canada (Quebec), McGill University Faculty of Law  
Ottawa, Canada (Ontario), University of Ottawa Faculty of Law  
Halifax, Canada (Nova Scotia), Dalhousie Law School  
Vancouver, Canada (BC), University of British Columbia  
Mexico City, Mexico, Universidad Panamericana  
Monterrey, Mexico, Instituto Tecnológico de Estudios Superiores de Monterrey (ITESM)

LYON 3 LLM program  
Universite Jean Moulin Lyon 3 Faculty of Law, Lyon, France

See Ms. Janice Marotta, Registrar, or Ms. Carolyn Coolidge, Graduate Legal Studies, Rountree Hall 218, for information on the NACLE and LYON exchange programs.

### **Legislative Internships**

**(a) General.** The College of Law offers legislative internships in Washington, D.C. through which law students may receive academic credit while working in the office of a United States Senator or Representative from Arizona. A student who serves as an intern during the fall or spring semester may receive 10 units of credit. If the service is during the summer, a student may receive 6 units of credit. The units of credit for a legislative internship are awarded only as Pass-Fail (P/F). No more than three legislative interns may serve in the office of a United States Senator and no more than one intern may serve in the office of a United States Representative at a one time. STUDENTS INTERESTED IN SUCH INTERNSHIPS SHOULD CONSULT THE CAREER SERVICES OFFICE.

**(b) Educational Goals.** The overall legal education goal to be achieved by a legislative internship is to give the law student an intense experience in, and realistic view of, law making and the legislative process on the federal level. Participation in this program should enable the law student to hone professional skills, particularly those regarding legal research and writing and negotiation, in the legislative setting. In addition, it should provide the law student with some exposure to the interaction of the legislative and executive branches of government and various federal agencies, as well as an opportunity to observe sessions of the United States Supreme Court.

**(c) Advance Approval of Program.** Before a student is permitted to enroll in a legislative internship program under this section, the particular legislative office must submit for approval a written proposal to the College of Law. In order for a law student to receive academic credit for participating in the program, the program must meet the requirements set out in subsection (e). The Career Services Office has the list of approved Internships and information on application procedures.

**(d) Student Eligibility.** To be eligible to participate in a legislative internship, a law student must have successfully completed the first year of law school and, at the time of application and upon commencing the internship, have a cumulative grade point average of at least 2.75. In addition, the student must obtain the permission of the Dean or Associate Dean for Academic Affairs.

**(e) Requirements of Legislative Internship Programs.** Before a particular legislative internship program under this section is approved by the College of Law, it must meet all of the following requirements:

(1) Substantially all of the work required of a legislative intern must be legal work or work directly related to legal work.

(2) The daily work of a legislative intern must be directly supervised by a person in the particular legislative office who is an attorney admitted to the practice of law in a state or the District of Columbia. The fact that the legislator is an attorney does not satisfy this requisite because the legislator is frequently not able to assume direct, daily supervision of the legislative intern.

(3) A legislative intern may not receive compensation for services performed as an intern but may receive a stipend or other allowance to assist with living costs, as well as a tuition waiver.

(4) The work of a legislative intern shall be reviewed on a regular basis over the period of the internship by a member of The University of Arizona College of Law faculty to ensure that substantially all of the intern's work is legal work or work directly related to it; that the legal educational goals are being met; and that the academic credit allowed is commensurate with the time and effort expended by, and the legal educational benefits to, the intern and to evaluate the duties and work product of the intern. This review may be accomplished by written correspondence, telephone, FAX, e-mail, or other types of communication. In addition, the Dean or his or her representative shall conduct, when possible, in-person meetings with the legislative intern in Washington, D.C. during the internship. A law faculty member assigned to this supervisory task shall receive one or two hours of teaching credit therefore, as determined by the Dean or Associate Dean for Academic Affairs. The responsible law faculty member shall submit

an annual report concerning the particular internship program to the Curriculum Committee, which report shall contain such information as the Committee reasonably requests.

(5) A substantial amount of the work performed by the legislative intern for academic credit must involve legal research and writing projects that result in a written work product susceptible of effective review and evaluation by the supervising law faculty member. Failure of the legislative office to provide adequate opportunity for the intern to engage in this type of work may result in the legislative office being disqualified from further participation in the program, effective at the end of the semester or summer session in which the disqualification occurs.

(6) To receive a "Pass" and academic credit for the internship, the legislative intern must receive a "Satisfactory" performance rating from both the attorney directly supervising the intern in the particular legislative office and the supervising law faculty member. In addition, before a "Pass" and academic credit are awarded, the legislative intern shall submit a final, written report to the supervising law faculty member detailing the nature of the intern=s work, the average number of hours worked per week, the average percentage of the total work week spent on legal work or work directly related to it, and any other matters required to be included in the report by the supervising law faculty member.

### **Umbrella or AAd Hoc@ Internships**

Students wishing to obtain academic credit for unique government-related or government-sponsored internships arranged by the student may be able to do so if they meet certain conditions established by the College of Law Faculty. A copy of the conditions may be obtained from the Career Services Office, or from Vice Dean Jane Korn. Some, but not all, of the conditions are that the student have a minimum cumulative law school **grade point average of 2.75**; that the student obtain a University of Arizona College of Law faculty supervisor who is willing to serve as the supervising faculty member; that the student's immediate supervisor at the government agency be a practicing member of the bar of the state or jurisdiction where the agency is located; and that the student submit a proposal to the Curriculum Committee demonstrating that all conditions for approval of the umbrella internship have been met. The Curriculum Committee shall make the final determination of whether the student may obtain academic credit for the internship and the number of academic credit hours to be awarded. **Students should not expect to gain approval for internships or programs similar to those already offered for credit by the College of Law.** A student interested in applying for an ad-hoc internship should submit a proposal to the Curriculum Committee as early as possible in the semester preceding the intended internship to allow the Committee to fully consider the student=s proposed internship. **Students must be prepared to demonstrate to the satisfaction of the Curriculum Committee that arrangements for any required site visit and classroom component have been made.** Vice Dean Jane Korn chairs the Curriculum Committee, and proposals should be submitted to her at [korn@law.arizona.edu](mailto:korn@law.arizona.edu).

### **Maximum Units for Internships**

No student may apply more than 10 units of earned Internships to the requirements for the J.D. **Students should not expect to be approved for more than six (6) units for any internship during the academic year or three (3) units during the summer.**

### **Courses Outside the Law College**

A student who has completed the first year of law studies and who has a 2.75 cumulative grade average may, with the approval of the Assistant Dean for Student Affairs, Dr. Willie Jordan-Curtis, take a maximum of 6 units of graduate work; or upper division undergraduate work, relevant to law study, in other colleges of the University. The grade earned will be posted on the student's law school transcripts, and law school credit will be awarded for such courses where the student obtains a grade of AC@ or higher. **However, such grades will not be included in the student's cumulative grade point average and units earned will not count toward the thirty-six (36) graded units required beyond the first year.**

### **Courses at Other ABA Approved Schools**

A student who has completed the first year of law studies and who is in good academic standing may, with the approval of the Assistant Dean for Student Affairs, Dr. Willie Jordan-Curtis, take courses at any law school in the United States that is on the list of law schools approved by the American Bar Association. Law school credit will be awarded for such courses so long as each course is graded by letter, and the student requesting credit obtains a grade of AC@ or higher. However, such grades will not be included in the student's cumulative grade average, and will not be considered Agraded units@ for purposes of satisfying the requirement that each student earn 36 graded units beyond the first year. Students who expect to receive their J.D. from the College of Law may visit at another law school for up to two semesters. Students who visit must nevertheless complete **at the University of Arizona College of Law** the 36 graded units required after the first year of law studies and must complete all required courses at the University of Arizona College of Law.

### **Practical Courses**

The academic program at the College of Law provides opportunities for students to gain practical lawyering experiences. These experiences range from working with judges to working in public or governmental agencies.

After the first year, students may enroll in the judicial clerking program where students are given opportunities to clerk with judges and observe judicial proceedings. Federal, state and local judges participate in the program. Depending on the court, students are required to work and do observations in court for 50 hours for one unit of credit or 100 hours for two units of credit. The students meet in a classroom component three or four times during the semester.

Also, after the first year, students may participate in the clinical interviewing program. Students receive one unit of credit for completing 50 hours of in-take interviewing at the ASUA Legal Services Office on campus.

### **Clinical Courses**

#### **A. General**

For the purposes of this section, Aclinical course@ means a course that has a field and classroom component and requires an enrolled student to represent, under the supervision of a licensed attorney, clients and perform legal work on actual cases. A clinic course may be offered through an in-house or placement program. A student on academic probation is not eligible to participate in a clinical course. Depending on space availability, a student may take clinical courses for two semesters by either participating in the same clinic twice or in two different

clinics. Students may not get paid for clinical work for which they receive academic credit. **Students may not receive more than ten (10) units total for clinical courses.**

The in-house programs include clinical courses in immigration law, child and family law, and indigenous people's law, and are offered on a graded basis only to JD students. The placement programs include criminal defense and criminal prosecution, and are offered on a Pass/Fail basis only.

**Priority in registration is given to students who have not yet been enrolled in a clinical course.**

**B. Number of Units**

The number of units awarded for specific clinical courses are designated in the course descriptions placed on the College of Law website each semester but generally range as follows:

1. Between three and six units of credit upon completing the first in-house clinic and three to four units upon completing a second in-house clinic.
  2. Four units of credit upon completing the first placement clinic and three units of credit upon completing a second placement clinic.
1. Credit for any clinical course offered during the summer session may be adjusted as appropriate for the work involved, but may not exceed the amount of credit prescribed in paragraphs (1) and (2).

**C. Grading**

As mentioned above, the in-house clinics (Immigration Law, Child and Family Law, and Indigenous Peoples Law clinics) are offered to JD students on a graded basis only. The placement clinics (Prosecution and Defense clinics) are offered on a pass-fail basis only.

**D. Clinics Requiring Student Practice Certification**

To be eligible to enroll in a clinical course that requires that a student be certified pursuant to Student Practice Rules, a student must have completed three semesters of full-time law study, have completed Evidence (Law 608), and either have completed Legal Profession (Law 609) or be enrolled in it contemporaneously with the clinical course. Clinical courses covered by the Student Practice Rules include the Child and Family Law Clinic and the Prosecution and Defense clinics. For pre- or co-requisites for the other clinics, please consult the course descriptions published each semester with the College of Law course schedule on the College of Law website.

**Dual Degree Programs**

A description of the various dual degree programs is provided below. Only the programs below qualify as dual degree programs approved by the College of Law Faculty. Dual degree students must take several unique steps to enroll, as well as remain aware of special considerations applying to dual degree students. It is very important that any student enrolled in a dual degree program plan his or her program with these in mind:

1. **Admission.** Students who wish to enroll in a dual degree program (described below) must apply **independently** to both the College of Law and the other program (Philosophy, Psychology, Business Administration, Economics, Public Administration, American Indian Studies, Latin American Studies, Agricultural Economics (AREC), Finance, School of Library and Information Sciences (SIRLS), Public Health, or Women=s Studies). (For convenience, the non-law programs will be referred to as Aother programs@ in the AGraduate College.@)

2. **Advising.** Professor Jamie Ratner is the academic advisor for dual degree students. His telephone is (520) 621-7672; <mailto:jamie@law.arizona.edu> . Professor Robert Williams is the academic advisor for Dual Degree students working on the J.D.-M.A. in American Indian Studies. His telephone is (520) 621-5622, or 621-7108; and <mailto:williams@law.arizona.edu> .

3. **Advising in Other Programs.** Students must consult with an advisor in the other program to be sure all requirements in the other program are met.

4. **Notification of College of Law Registrar.** Any student who is admitted to another of the programs described below while already enrolled in the College of Law and who wishes to take advantage of the College of Law dual degree program must inform the College of Law Registrar, Ms. Janice Marotta, immediately upon acceptance into the other program; failure to do so may jeopardize the student=s ability to obtain the benefits of the dual degree program.

5. **First Year of Each Program.** All dual degree students, like all other J.D. students, must complete the entire required first year law program, and must do so in one academic year. The typical dual degree program requires a student to participate full time in one program for one year, and full time in the other program for the next year; after that, students may enroll in courses in both programs simultaneously.

6. **Non-Law Units Applied to the J.D.** Each dual degree program allows a student to apply from between 10 and 15 units of non-law courses (from the other program) to the J.D. (For ease of discussion, these will be referred to as A15 units@). To apply the 15 non-law units to the J.D., the non-law units must have been earned **after the student has been admitted to the College of Law**. Non-law units earned before a student has been admitted to the College of Law will not be applied to the J.D. In addition, the 15 units will not be applied to the J.D. unless the other degree is awarded before or in the same semester as the J.D. is awarded. It is critical that students make sure that they understand the number of units that may be “double-counted” to both degrees, and that they clear with both the other department and the Graduate College that they are counting units accurately.

7. **Graded Law Unit Requirement.** Dual degree candidates must satisfy all requirements of the J.D. Program. The current J.D. Program requires that all students, including dual degree candidates, must earn 36 graded law units beyond the first year required law courses. ***To meet this requirement, a dual degree student must plan carefully.*** Any units earned in the other program that are allowed to be applied to the J.D. *do not* count toward the graded unit requirement, even if those courses are taken for a grade in another department. If a dual degree

student wishes to earn the J.D. before the other degree, only 6 non-law units may be applied to the J.D.

8. **Calculating Law Grade Point Average.** The candidate=s grades in courses taken in the other program that are applied to the J.D. degree are shown on the Law College transcript, but the grades from the other program will **not** be included in the cumulative **law** grade point average. The candidate=s grades in law courses that are applied to the other program=s degree will be reported to the Graduate College on whatever basis is approved by the Graduate College and the College of Law. In any event, the College of Law will record a student=s grades in law courses on the Law College transcript in the same manner as for all other law students and compute law course grades into the cumulative law grade point average.

9. **Enrollment in College of Law for Minimum of Five Semesters.** Every dual degree student must enroll as a law student for at least five full semesters, and may enroll in the other program for the remaining semesters during which the student is working toward the two degrees. Students in any of the dual degree programs may take courses simultaneously in both programs **after** completing the first full year of law studies and the first full year of the other program. In any event, during any semester that a student is enrolled in a majority of law units, the student must be enrolled as a law student.

10. **Registration. Registration for dual degree students is particularly complex, and dual degree students should follow the instructions in this paragraph to insure as smooth a registration process as possible.** For university registration purposes, students must formally elect each semester to register either in the College of Law as a law student or in the Graduate College as a graduate student. For example, if a dual degree student is enrolled as a law student in the fall semester, and plans to register as a graduate student for the following spring semester, the student must contact a representative in the graduate program to ensure that the Achange@ in registration from one college to the other is properly achieved. In other words, every dual degree student must contact the college he or she is changing **into** before the semester begins. Even if a dual degree student is not changing from one college to another in a given semester, he or she should contact Ms. Janice Marotta before each registration period to ensure that registration goes smoothly (520) 621-7667 or [marotta@law.arizona.edu](mailto:marotta@law.arizona.edu)). **Note:** After completing the full first year of each program, dual degree students may take courses from both law and the other program during any given semester; students must, however, be formally enrolled in **either** the College of Law or the other program, and cannot be **formally enrolled** in both programs.

11. **Advising.** Professor Jamie Ratner is the academic advisor for dual degree students. His phone number is (520) 621-7672; <mailto:jamie@law.arizona.edu>. Professor Robert Williams is the academic advisor for Dual Degree students working on the J.D.-M.A. in American Indian Studies. His telephone is (520) 621-5622, or 621-7108; and <mailto:williams@law.arizona.edu>

12. **Graduation.** *To have the units from a non-law program applied to the J.D. degree,* students must submit, *within the first three weeks of the graduating semester,* a list of courses the student wishes to have applied to the J.D. This list must be attached to a properly completed

General Petition Form and submitted to the College of Law Registrar, Ms. Janice Marotta. (General Petition Forms are available from Ms. Debbie Campbell Tamayo, Room 110-D.).

***Note: Any dual degree student who hopes to receive the J.D. before receiving the other degree will only be able to apply up to 6 non-law units toward the J.D.***

13. **Ranking.** The following ranking procedures apply to any student who is considered a dual degree student by the College of Law:

- A. Until a dual degree student begins to take law courses, there will be no class rank for the student in the College of Law.
- B. Once a dual degree student begins to take law courses, the student will be ranked. For the first year, the student will be ranked in the first year law school class with whom the dual degree student completes his or her first year.
- C. After completion of the first year, a dual degree student will be ranked in the current law school class that has completed the first year but has not completed the second year of law school (the second year class). Neither the starting class nor the expected graduating class of the dual degree student is relevant to the ranking of the student. The student will be ranked with the current second year class until the student completes law course units sufficient to render the student a third year student if he or she were not a dual degree student.
- D. After the dual degree student completes law course units sufficient to advance the student to a third year status, the dual degree student will be ranked with the current third year class (those students who have completed two but not three years of law school). The student's starting, second year, and expected graduating classes are not relevant to the ranking. The student will be ranked with the current third year class until the student receives his or her J.D.
- E. The unit breakdown is as follows:

1-29	First Year
29-58	Second Year
59-85	Third Year
- F. Dual degree students shall be ranked at the time of their graduation from law school in the class with which they graduate.
- G. Note that ranks will not be provided through email. Rather, ranks will only be provided pursuant to a written request, accompanied by a signature, or pursuant to a request made in person.

14. **Order of the Coif.** The College of Law is one of a select number of law schools holding membership in this prestigious national order. The faculty of the College of Law, in its

discretion, awards this honor to third-year students who are within the top 10% of the graduating class and who have completed at least 75% of their law studies in graded College of Law units.

**This means that not fewer than 64 graded units must be taken at the College of Law if a student wishes to be considered for membership in Order of the Coif.**

15. **Financial Aid.** A dual degree student who applies for financial aid will be considered for need-based scholarships from the College of Law **only** during those semesters in which the student is enrolled as a law student in the College of Law (and not enrolled as a graduate student in the other program) and meets all of the other criteria for receipt of need-based scholarship aid approved by the faculty. For additional information about Financial Aid, see the section on Financial Assistance in this handbook.

A description of the individual dual degree Programs can be found on the College of Law website.

## ACADEMIC GUIDELINES

### UNIVERSITY AND COLLEGE GRADING SYSTEM.

(a) **Grades.** Pursuant to the rules of The University of Arizona, the College of Law employs a grading system in which AA@ means excellent, AB@ means good, AC@ means fair, AD@ means poor, and AE@ means failure. In addition, AP@ means pass, AF@ means fail, AI@ means incomplete, and AW@ means withdrawal. J.D. students do not have the option of taking graded courses pass/fail. **The APass/Fail option@ is only for the LL.M. program. J.D. students may only take courses on a pass/fail basis that are designated APass/Fail.@**

(b) **Incomplete Work.** A grade of “I” may be awarded, and only in exceptional circumstances, if a student has not completed all the course work required for a grade. Faculty are not required to award Incompletes. The grade of I may not be awarded if the student is expected to repeat the course; in such case, a grade of E shall be awarded. A grade of I may not be used in the calculation of grade point averages, but shall be automatically changed to a final grade of E unless removed by a final grade within one year after the I is given. A student who receives a grade of I in a course may not audit the course before removing the incomplete.

The grade **I** (Incomplete) **automatically** becomes an **E** unless replaced by a final grade on the last day of classes within one year after the grade of I is awarded. A student who receives a grade of I in a course may not audit the course before removing the Incomplete. **It is the student's responsibility to complete the work in a timely manner to insure that an E is not awarded. It is the *student=s* responsibility to file a petition for an extension of an Incomplete.** Finally, it is the student’s responsibility to arrange with the instructor a timeline for completion of the Incomplete. The instructor may require the student to complete an a contract.

**CLASS GRADE DISTRIBUTIONS.** The following rules apply with respect to class grade distributions at the Law College:

**(1) Mandatory Curve; Classes with Enrollments of 21 or More Students.** Except as otherwise provided in paragraph (2), in all classes with an enrollment of 21 or more students who are J.D. candidates enrolled for graded credit, grades must be distributed in the following manner: 25 percent A=s, 55 percent B=s, and 20 percent C=s, D=s, and E=s.

**(2) Permitted Deviations From Mandatory Curve.** Faculty may not deviate more than 2.5 percent from the mandatory grade curve prescribed in paragraph (1), except in extraordinary circumstances. That is, with regard to students in a class subject to the curve, the grade of A may not be awarded to more than 27.5 percent or less than 22.5 percent of the students; the grade of B may not be awarded to more than 57.5 percent or less than 52.5 percent of the students; and the grades of C, D, and E may not be awarded to more than 22.5 percent or less than 17.5 percent of the students. Faculty who believe that extraordinary circumstances justify a deviation of more than 2.5 percent for a particular class may seek permission to do so in writing, explicitly stating the reasons for the request, from the Associate Dean for Academic Affairs. Unless the grades are accompanied by written approval signed by the Associate Dean, the Registrar may not record grades that deviate from the mandatory grade curve by more than 2.5 percent.

**(3) Classes with Enrollments of Fewer Than 21 Students.** In classes, other than substantial paper seminars, with fewer than 21 students who are J.D. candidates enrolled for graded credit, the mean grade point average may not **exceed** 3.5. Faculty may not deviate from this requirement, except in extraordinary circumstances. Faculty who believe that extraordinary circumstances justify a higher mean grade point average for a particular class may seek permission to do so in writing, explicitly stating the reasons for the request, from the Associate Dean for Academic Affairs. Unless the grades are accompanied by written approval signed by the Associate Dean, the Registrar may not record grades that deviate from the 3.5 grade point average prescribed under this paragraph.

**[Note: There is no such thing as an AA-B class.@** Although faculty are allowed to award grades where the mean grade point average is as high as 3.5, they are not **required** to award grades that are as high as 3.5 when averaged. **Faculty are free to award grades lower than a 3.5 average. Students should not assume that grades awarded in classes with enrollments of fewer than 21 J.D. candidates will average 3.5. Faculty may award grades in these classes, as in any other graded law class, ranging from A - E.]**

**(4) Grades of D and E Under Mandatory Curve.** For purposes of evaluating work in assigning grades under the mandatory curve prescribed under paragraph (1), a grade of "D" reflects unsatisfactory work. A grade of "E" reflects work that is so unsatisfactory as not to merit credit for the course.

An instructor who intends to make class participation a specific percentage of the final grade in a course shall indicate to the class at the beginning of the semester what percentage of the final grade will be based on class participation. If a given percentage is not established and announced at the beginning of the semester, class participation may only directly be taken into account for purposes of raising the final grade of a particular student or students; in that case, a student=s final grade may not be increased by more than one letter grade. The mandatory/mean

curve shall be applied after taking class participation into account, even though adjustments for class participation may have the indirect effect of lowering some students' grades.

Substantial Paper Seminars are subject to neither the mandatory curve nor the maximum grade average applied to classes with fewer than 21 students.

### **Dean's List**

A student who enrolls for and completes a minimum of 10 graded units of law credit in any semester and who receives at least a 3.30 average for that semester shall be placed on the Dean's List.

### **Class Ranking**

**(a) First-Year Class.** The first-year class shall not be ranked until the end of the academic year, except as is necessary to enable the Arizona Law Review or Arizona Journal of International and Comparative Law to choose candidates on the basis of grade point averages.

**(b) Second- and Third-Year Classes.** The second- and third-year classes shall be ranked at the end of each semester. No new rankings are calculated following summer school.

**Dual Degree Students; Procedure for Ranking.** The following procedures for class rankings shall apply to any student who is considered a dual degree student by the College of Law:

**(1) First-Year Rank.** Only after a dual degree student begins to take law courses, shall the student be ranked. For purposes of a first-year class rank, a dual degree student shall be ranked in the first-year law school class with whom the student completes her or his first year.

**(2) Second-Year Rank.** After completing the first year, a dual degree student shall be ranked with the Law College class that is currently completing its second year and with whom the student is taking courses. The student shall be ranked with that class until the student has completed a sufficient amount of course or other work to be classified as a third-year student.

**(3) Third-Year Rank.** Once a dual degree student is classified as a third-year student, the student shall be ranked with the College class that is currently completing its third year and with whom the student is taking courses. The student shall be ranked with that class until the student graduates, at which time the student shall be ranked with the other graduates in the class.

**Graduation with Honors.** Graduates of the College of Law that rank within the highest 25 percent of the grade point averages for those in a graduation class may be awarded degrees with honors. No more than 25 percent of the total number of graduates in a class may graduate with honors. In the event that two or more graduates may have identical grade point averages that

produce ties in rankings, fewer than 25 percent of those in the graduating class may be awarded degrees with honors.

(1)	Summa Cum Laude	Highest Distinction	Top 7% of the class
(2)	Magna Cum Laude	High Distinction	Next 7% of the class
(3)	Cum Laude	Distinction	Next 11% of the class

As outlined above, those who rank within the highest seven percent are eligible to receive the honor of Summa Cum Laude - Highest Distinction; those who rank within the next highest seven percent are eligible to receive the honor of Magna Cum Laude - High Distinction; and those who rank within the next 11 percent are eligible to receive the honor of Cum Laude - Distinction.

### **Order of the Coif**

The College of Law is one of a select number of law schools holding membership in this prestigious national order. The faculty of the College of Law, in its discretion, awards this honor to third-year students who are within the top 10% of the graduating class **and** who have completed at least 75% of their law studies in graded College of Law units. A student admitted as a transfer student at the College of Law is eligible for consideration to membership in the Order of the Coif. However, such transfer students must meet two specific requirements:

1. A transfer student must take, in his or her second and third years here, at least 75% of his or her course units in graded courses.
2. A transfer student's class ranking here, based on his or her GPA for the second and third years, will be compared with the University of Arizona College of Law students' class ranking, based on those students' GPA's for their second and third years here. Only if a transfer student is in the top 10% of the class, based on this computation, is that student eligible for Coif membership.

## **PROBATION, DISQUALIFICATION, & LEAVES OF ABSENCE**

The following rules govern Probation and Disqualification:

### **A. Probation with Conditions and Disqualification by Executive Committee Action.**

**(a) Probation; Definition of Semester.** A student whose cumulative grade point average is less than 2.0, but not less than 1.629, at the end of the first year or any semester thereafter shall be placed on probation with conditions.

**(b) Conditions.** A student who is on probation with conditions shall:

- (1) obtain approval of the Assistant Dean for Student Affairs of a course schedule that consists of at least 13 units, unless the student qualifies for a reduced load

under the James E. Rogers College of Law By-Laws (College By-Laws), in which case the rules regarding reduced course loads govern the number of required units;

- (2) repeat, **during the second-year of law studies**, any first-year course in which the student receives a grade of D or E;
- (3) not enroll in any course on a pass-fail basis, except for the first-year Practice Lab courses as required under the College By-Laws;
- (4) not take an Incomplete or withdraw from any course without the approval of the Executive Committee;
- (5) achieve a semester grade point average of at least 2.0 for the next semester in which the student is enrolled and a cumulative grade point average of at least 2.0 by the end of the subsequent semester in which the student is enrolled; and
- (6) meet such other reasonable conditions as the Executive Committee may impose on the student as a requirement for continuing in law school.

(c) Failure of a student on probation with conditions to satisfy any one or more conditions imposed under subsection (b) above shall subject the student to disqualification by the Executive Committee.

#### B. Automatic Disqualification.

**(a) First-Year Students.** A student who fails to achieve a cumulative grade point average of at least 1.629 at the end of the first year or any semester thereafter is disqualified from the College of Law.

**(b) Students on Probation with Conditions.** A student on probation with conditions who fails to achieve any grade point average specifically required as a condition of probation for any semester or other period is disqualified from the College of Law.

#### C. Readmission.

**(a) Petition for Readmission.** Except as otherwise provided in the College By-Laws, a disqualified student may petition the Executive Committee for readmission. The petition shall be filed with the Chair of the Executive Committee no later than one week prior to the semester for which readmission is sought. A student may appear before the Executive Committee at the meeting at which the student's petition is heard.

**(b) Criteria for Readmission.** Subject to subsection (c) following, a disqualified student may be readmitted to the Law College only if the student persuades the Executive Committee that there were extenuating circumstances, not related to the student's capacity to perform academically, that resulted in the disqualification, that the circumstances have changed, and that there is a high probability that the student will be able to meet the conditions imposed for readmission.

**(c) Conditions for Readmission of Disqualified First-Year Students.** In addition to the requirements for readmission under subsection (b) above, a first-year student who is automatically disqualified may be readmitted only on condition that the student:

- (1) repeat the entire first year;
- (2) achieve a semester grade point average of at least 2.0 for the first semester following readmission and an annual grade point average of at least 2.0 for the two semesters of the repeated first year; and
- (3) achieve a cumulative grade point average of at least 2.0 by the end of the third semester after readmission, such cumulative grade point average to be based on grades received in all courses taken at the Law College.

**(d) All Readmitted Students on Probation.** All readmitted students are on probation and, except as otherwise provided in subsection (c), must meet the conditions specified above.

D. Limitation on Readmission.

A student who, after having been readmitted, is disqualified, may not again petition for readmission, and the Executive Committee has no authority to readmit the student.

E. Finality of Executive Committee Decisions and Reporting Requirements.

Decisions of the Executive Committee on all matters of probation, disqualification, and readmission are final. The Executive Committee shall report its decisions on these matters to the faculty at the end of each semester.

F. Grade Replacement.

**(a) Students not on Probation.** A student may elect once to repeat any course in which the student receives a grade below a C. The grade received as a result of repeating the course shall replace the grade originally received in the course. In such a case, only the second grade may be used in calculating the student's cumulative grade point average and only the units for which credit was received in repeating the course count towards the 85 units required for a J.D. degree. However, the original grade shall remain on the student's transcript. The election to repeat a course may be exercised during the student's matriculation at the Law College only for a maximum of 10 credits or, if the courses contain a greater number of units, three courses.

**(b) Students on Probation.** Any student required to repeat a course as a condition of probation may elect to replace the grade received in the course on the first attempt with the grade received as a result of repeating the course. In so electing, only the second grade may be used in calculating the student's cumulative grade point average, but the original grade shall remain on the student's transcript. Only the units for which credit was received in repeating the course count towards the 85 units required for a J.D. degree. The election, however, must occur prior to the first day of class in the repeated course and may be exercised during the student's matric-

ulation at the Law College only for a maximum of 10 credits or, if the courses contain a greater number of units, three courses.

Students electing grade replacement opportunity should speak with the Registrar, Ms. Janice Marotta, for details on the procedure governing this election. Any student repeating a class and pursuing the GRO will be assigned to repeat the class with another instructor whenever possible.

### **Definition of Semester**

For the purpose of the rules governing probation and probation and readmission, particularly as they relate to the 2.0 GPA requirement, work undertaken during the summer will be counted together with work undertaken in the following full semester.

### **Appeal**

There is no appeal process beyond the Executive Committee.

## **Withdrawal and Leave of Absence from the College of Law**

**(a) Withdrawal From University.** Withdrawal from the University of Arizona may be arranged through the Office of the Dean of Students. The effective date of withdrawal shall be the date the formal application is filed in the Office of the Dean of Students, located on the main floor of the Old Main Building. Formal withdrawal from the University of Arizona is required. If a leave of absence is granted either by the Assistant Dean for Student Affairs (College of Law), or by the Executive Committee (College of Law) during the course of a semester, the student must file a formal complete withdrawal with the University of Arizona Dean of Students= Office located in the Old Main Building. A student may not withdraw from the University after the last day of classes unless approved by the Executive Committee. The Executive Committee may not approve such requests unless the student demonstrates that there are extraordinary circumstances that would justify such action.

**(b) Suspension and Dismissal.** ALL STUDENTS ENROLLED IN THE COLLEGE OF LAW ARE SUBJECT TO UNIVERSITY RULES AND REGULATIONS REGARDING STUDENT BEHAVIOR AND REPREHENSIBLE CONDUCT. Failure to comply with these or any other University rules and regulations may result in a student's suspension or dismissal from a course or from the University at any time. Such action shall be posted on the student's academic record. Students suspended from the University are denied student privileges during the period of suspension; may not register for correspondence work except with permission of the dean of the college in which they were previously registered; and may not enroll for continuing education courses or establish credit by examination during the period of suspension.

**(c) Medical Withdrawal.** A student may withdraw from the University for medical reasons. However, to be eligible for any refund of fees paid, the student must obtain approval for a medical withdrawal from the University Health Center and otherwise meet University

requirements for fee refunds. Students who withdraw from the University for medical reasons must have their readmittance approved by the University Health Center.

**(d) Approved Leaves of Absence From the College of Law.**

**(1) Leaves During First Year.** A first-year student may petition for a leave of absence before completion of the first year. The petition must be filed with the Office of the Assistant Dean for Student Affairs and state the reasons for the leave. To receive the leave, the student must show that there is an extraordinary need to delay his or her legal education. The Executive Committee shall decide whether to grant the petition.

**(2) Leaves During Second or Third Years.** A second- or third-year student who is not subject to disqualification may file a petition with the Office of the Assistant Dean for Student Affairs seeking permission to take a one semester or one year leave of absence. The Assistant Dean for Student Affairs may grant such petition if the student shows good cause for the leave. Petitions for a leave of absence of longer than one year shall be decided by the Executive Committee. Such requests shall be granted only upon a showing of an extraordinary need to delay legal education for longer than one year.

**(3) Conditions for Leave During Course of Semester.** If a leave of absence is granted either by the Assistant Dean for Student Affairs or the Executive Committee during the course of a semester, the student must file a formal request to withdraw from the University pursuant to subsection (a) of this section and meet all University requirements for withdrawal. Failure to file a formal withdrawal from the University by the last day of classes shall result in a grade of E being awarded for each of the courses in which the student is enrolled.

**Withdrawal Without Law College Approval; Failure to Request Extension of Leave.**

A student must re-enroll in the Law College at the beginning of the first semester, excluding summers, immediately following the expiration of the period of an approved leave of absence. A student who fails to do so or otherwise withdraws from the College without the approval of the Assistant Dean for Student Affairs or Executive Committee and later wishes to re-enroll in the College of Law shall file a petition for readmission with the Executive Committee. The Executive Committee may act on the petition or, in appropriate circumstances, refer it to the Admissions Committee for action. Petitions for readmission must be filed no later than one month prior to the beginning of the semester for which re-enrollment is requested. For purposes of this section, a student withdraws from the College of Law if the student formally withdraws from the University as described above (Approved Leaves of Absence from the College of Law), or fails to continuously enroll in the College for the minimum course load required each semester, excluding summers, after beginning her or his matriculation in the College until the requirements for graduation are completed.

## **REGISTRATION**

### **Release of Information**

**The University and the College of Law comply with all provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) dealing with the release of education records. A copy of the University of Arizona=s policy for implementation of the Act is available on the following website: <http://catalog.arizona.edu/policies/994/relsinfo.htm>**

**ANY STUDENT WHO DOES NOT WISH TO HAVE DIRECTORY INFORMATION MADE PUBLIC, SHOULD PERSONALLY NOTIFY THE COLLEGE OF LAW REGISTRAR=S OFFICE AND THE MAIN CAMPUS REGISTRAR=S OFFICE.**

### **Procedures**

First-year students are assigned to both courses and instructors for all classes in the first year. For registration for the Spring Semester of the first year, the Associate Dean for Academic Affairs distributes, via email at your University email address, instructions to each first-year student on how to register via the University on-line registration system.

Registration procedures for second and third year students will be distributed at the College of Law in late October or November, for the following spring semester and in late March or April, for the following fall semester.

### **Policy**

Students must be enrolled by the 7th day of classes, and no late registrations will be accepted after the 21<sup>st</sup> day of class. Registration is not complete until registration fees, and tuition, if appropriate, are paid. Failure to pay by the 21st day will result in the student not being allowed to enroll, even if the student has been attending classes. Late registration after this date will not be accepted unless the student submits a written appeal to the Registrar and can document extenuating circumstances such as medical problems (physically incapacitated and not able to be present), legal problems, or some other academic commitment which precluded enrolling prior to the 21st day.

### **Legal Residency**

A student classified as a nonresident who desires to obtain legal residency for tuition purposes must present proof of his or her manifested intention to become an Arizona resident. For information about the procedure to be followed, contact the Domicile Classification Officer in the Administration Education Building 3rd Floor, Room 122 prior to registration at 621-3636.

## **EXAMINATION REGULATIONS**

### **Examination Procedures**

**Individual examination numbers are distributed each semester through UA Law Forums accessible through the College of Law website. New Examination numbers are distributed each semester. After you log into Forums, go to AProfile.@ Your exam number will be displayed there with other information such as your class rank (after completion of your first year) and the list of courses you are taking in the current semester. These**

**examination numbers are randomly generated and replaced each semester. The purpose of this process is to insure anonymity during grading.**

On examination day, students should arrive at the law school at least thirty minutes before the examination is scheduled to commence. If students are using computers to take their exams (if the faculty member has allowed computers and the student has taken the necessary steps to register for ExamSoft), students should report to the Computer Room assigned for their exam 30 minutes before the examination is scheduled to begin. All students must furnish their own examination bluebooks or laptops, unless they have made arrangements to use a law school computer for their exams. Students should check the IT webpage on the law school website to see complete instructions for taking examinations by computer. Students are to take only their bluebooks or laptops and necessary writing instruments into the examination room unless otherwise instructed.

Before the examination is scheduled to begin, the examining instructor may take roll and distribute the examinations. Examinations may be taken only in the rooms specified on the examination instruction sheet or in the examination computer room. Students are not allowed to take examinations in the library or any other locations. If, for any reason a student must leave a classroom during an examination, the bluebooks and all examination materials must remain in the classroom. ALL STUDENTS ARE INDIVIDUALLY RESPONSIBLE FOR KNOWING THE CORRECT TIME AS GOVERNED BY THE ROOM CLOCK AND FOR STOPPING WHEN TIME IS UP. Where space permits, students are to take alternate seats in the examination rooms. Before writing, all students must place their examination number, the course name, the course number, the section number, the date and the examining instructor's name on their bluebooks.

Before answering, students should read carefully the instructions on the examination. Students should answer the question asked by the examining instructor. Unless otherwise instructed, students may write on every line of the bluebook pages, and may use an unlimited number of bluebooks. The time allotted for the examination will be stated on the examination. A suggested allotment per question is usually provided. THERE IS NO SMOKING in any examination room or anywhere in the law school.

**When the allotted time expires, students must immediately stop writing. Each student is responsible for keeping track of time. Students may not make deletions or corrections after the time has expired. Anyone who does so is in violation of the Honor Code.** Upon expiration of the examination time, students are to hand in their examination questions and answers. Students finishing before the expiration of the allotted examination period may hand in their examination questions and answers and leave quietly so as not to disturb those still taking the examination. Students must refrain from discussing the examination in or around the classroom area before the allotted time has expired, even though they may have finished the examination and turned in their examination answers. Once time has expired and students are handing in their examination questions and answers, they must also refrain from discussion. The examination does not officially end until all students have handed in their examination answers. **ONCE THE EXAM HAS ENDED STUDENTS MUST REFRAIN FROM ANY DISCUSSION WITH THE PROFESSOR UNTIL AFTER GRADES HAVE BEEN TURNED IN TO THE REGISTRAR.**

## **Examination Schedule**

Examination schedules are released prior to registration each semester or summer session. Any changes to the examination schedule are also posted on the College of Law website.

## **Use of Computers, Typewriters, and Other Devices to Write or Calculate Answers on Examinations.**

Students may write examinations in longhand, by typewriter, or, with instructor permission, by computer, subject to the following rules:

- (7) If an examination is written in longhand, ink should be used and answers should be written on only one side of each page, unless the professor specifies otherwise. **Students generally are required to provide their own examination blue books, available for purchase at the University Bookstore.**
- (8) If an examination is written with the use of a typewriter, the typewriter may include an automatic self-correcting key, but shall not include a device that contains any memory or programming feature.
- (9) If an examination is written with the use of a computer, students must use software selected by the College of Law, which for the duration of the examination disables a computer's programs except desktop word processing, and must perform in a timely manner all necessary steps for purchasing and downloading the software. Students who do not own their own laptop computers may use College of Law computers, on an as-available basis, provided they comply in a timely manner with the College's procedures governing requests for using College of Law computers and, before the exam, undertake the necessary steps relative to the required software.
- (10) Unless an instructor specifies otherwise, the use of mechanical or electronic calculating devices are permitted to calculate answers on examinations, but models with programming capacity are not permitted.
- (11) Special exceptions for students with disabilities may be made upon petition to the Executive Committee through Dr. Willie Jordan-Curtis.

## **Examination Time Policy**

Instructors may schedule examinations other than the final exam, but should obtain the approval of the Associate Dean for Academic Affairs before doing so.

**CHANGE OF FINAL EXAMINATION TIME.** An instructor may not change the time for which his or her final examination is scheduled without the approval of the Associate Dean for Academic Affairs. A student may not change the time of his or her final examination without the approval of the Assistant Dean for Student Affairs or Executive Committee, which may only be granted in extraordinary circumstances. For purposes of this section, three examinations in three consecutive calendar days does not constitute "extraordinary circumstances". A student's petition to the Assistant Dean for Student Affairs or Executive Committee to change an examination

time may not be acted upon until the instructor involved has been informed about the petition and had an opportunity to confer with the Assistant Dean or appear before the Committee.

**CONFLICTING EXAMINATION SCHEDULE.** If a student has more than one examination scheduled at the same time, or more than one examination on any calendar day, a petition setting forth these facts will be granted. Examinations on successive days shall not be sufficient ground for a change of schedule. No accommodation will be made for personal inconvenience, travel complications or similar matters. **Any examination which is deferred from its scheduled date must be taken on the next open date in the student=s final examination schedule. All deferred and rescheduled examinations must be taken no later than the end of the relevant semester=s (or summer session) examination period. Any time a student has received a deferral to take an examination and fails to complete that examination by the end of the relevant semester=s (or summer session term=s) examination period, the Assistant Dean for Student Affairs shall refer the matter to the Executive Committee for its determination.** The Executive Committee may take whatever action it deems appropriate. If the Executive Committee determines that the examination should have been taken within the examination period at the time the examination was scheduled for that student, the student shall receive a AW@ in that course.

**ILLNESS OR OTHER EMERGENCY.** Students having an illness which is sufficiently serious to warrant deferring an examination must bring to the Assistant Dean for Student Affairs a written note from a doctor which documents the illness before the examination time will be changed. Students who are unable to report for a final examination due to illness or other emergency circumstances, should contact the Assistant Dean for Student Affairs or, in her absence, the College of Law Registrar, or the Chair of the Executive Committee, prior to the beginning of the examination. A student, who has an examination time changed because of illness or other emergency, must take that examination at the earliest practicable time.

**DOCUMENTED DISABILITIES.** Students with documented disabilities who will require special examination accommodations should make the necessary arrangements with the Assistant Dean for Student Affairs. **Notwithstanding reasonable examination accommodations, all examinations must be taken on the date of the regularly scheduled examination. Any deferred or rescheduled examination must be taken no later than the last day of the relevant semester=s (or summer session=s) examination period. Any time a student has received a deferral to take an examination and fails to complete the examination by the end of the relevant semester=s (or summer session=s) examination period, the Assistant Dean for Student Affairs shall refer the matter to the Executive Committee for its determination.** The Executive Committee may take whatever action it deems appropriate. If the Executive Committee determines that the examination should have been taken within the examination period at the time the examination was scheduled for that student, the student shall receive a AW@ in that course.

### **Failure To Take or Complete Examination.**

(a) **Failure to Take Examination.** A grade of E shall be awarded to a student who fails to take an examination unless the Executive Committee is convinced that extraordinary

circumstances, which could not have been communicated to the Executive Committee, its Chair, or the Assistant Dean for Student Affairs prior to the scheduled exam, prevented the student from taking the exam. The instructor for the course involved does not have any discretion to award a grade under the circumstances covered by this rule. If a prior request to be excused from taking an examination is refused by the Chair of the Executive Committee or the Assistant Dean, and the student still elects not to take the examination, he or she may appeal the refusal to the full Executive Committee on the ground that the requisite extraordinary circumstances did exist. If the student elects to take the examination, however, there shall be no right to appeal the refusal to the Executive Committee in order to obtain relief from the grade received.

**(b) Failure to Complete Examination.** If a student feels that he or she cannot complete an examination after the examination has started, the Assistant Dean for Student Affairs, after consultation with the instructor whose examination is being given, has complete discretion to grant relief in the event of extraordinary circumstances or to deny relief if the Assistant Dean determines that such circumstances do not exist. There is no right to appeal from the decision of the Assistant Dean.

## **Grade Distribution Procedure**

### **GRADE REPORTING AND POSTING.**

**(a) Reporting Grades.** Grades for a course involving a final examination shall be reported to the Registrar's Office no later than three weeks after the examination is completed unless other arrangements are made with the Associate Dean for Academic Affairs. Grades for courses not involving a final examination shall be reported to the Associate Dean's office no later than three weeks after the end of the official final examination period.

**(b) Time for Posting Grades.** Grades are posted as soon as possible after being finalized and reported to the Registrar's Office. In no event shall grades be posted sooner than the end of the official final examination period. Generally, all grades are posted at once, approximately 3 2 weeks after the end of the official final examination period.

**(c) Public Posting of Grades Prohibited.** Posting of student grades is limited to methods that permit students to access their grades on an individual basis only. It is a violation of the federal Family Educational Rights and Privacy Act (FERPA) to publicly post student grades that are identified by a student's name or some type of number, including, for example, a student's institutional identification or examination number or the last four digits of a student's social security number, without first obtaining the student's written permission to do so.

## **Grading and Grade Grievance Rules and Procedures**

**ANONYMOUS GRADING PROCEDURE.** The following procedures for identifying and grading examinations at the College of Law shall be observed:

**(1)** Each law student is assigned an individual examination number before each final examination period, accessible from by/accessing the College of Law Forum's site.

(2) Each student shall use only the examination number assigned to the student to identify his or her final examination and shall not in any other manner reveal his or her identity to the instructor.

(3) All examination papers shall be read, graded, and identified by the instructor solely through the use of student examination numbers.

(4) In awarding grades inclusion of such factors as class preparation, performance on quizzes, outside written work, or class participation must be accomplished in a manner to ensure student anonymity. Faculty members who wish to award credit in the grading process for class participation should consult with the College of Law Registrar to devise a method of anonymous grade adjustment. For example, an instructor may submit raw examination scores assigned by student examination numbers to the Registrar along with a list of names of students who are to receive extra credit, expressed in points, for class participation. The Registrar may then add the points to the students' raw examination scores and return the list of all scores by examination number to the instructor, who then may calculate and award the final grades.

(5) Any adjustment of grades because of class participation or other basis must be done before applying the mandatory curve or the maximum 3.5 mean grade point average requirement, whichever is applicable.

(6) Once the instructor has submitted final grades, the Registrar shall furnish to the instructor a list of the students in the class that shows the grades awarded to the students by names and examination numbers.

Each faculty member shall discuss with and disclose to each individual student, upon request, the factors which enter into the determination of the student's final grade. Such discussions should be made within a reasonable time after the release of grades following the close of each semester. A faculty member is not required to review examination papers in detail with individual students, but should be available for a private discussion with a student who requests a review of the student's performance in the course. If a faculty member expects to be away from the College of Law during the period immediately following the release of grades, and in cases where, due to other commitments, it is inconvenient or impossible for a period of time for a faculty member to discuss grades with students, the faculty member shall leave with the secretary/receptionist, the students' examination papers, with detailed comments or a copy of model answers or the best student answers, and an explanation of the process by which the faculty member arrived at the students' final grades in the course. This data will be made available to inquiring students. **Students should not attempt to discuss an examination with a professor until after the grades for the class are posted.**

The grading policy for second year students taking first year courses is as follows: (a) all exams are graded anonymously as a group; (b) the curve is established on the basis on this anonymous grading; (c) second year students then are identified by the Registrar and are taken out of the curve; (d) the curve is adjusted for first year students only; and (e) the second year students receive the grade initially awarded to them, although the student is still entitled to any increase in grade which was made while the grading process was still anonymous.

## **GRADE GRIEVANCE PROCEDURE.**

**(a) Non-anonymous Grading.** If a student receives a grade in a course where grading is not required to be performed on an anonymous basis and the student desires to question the grade, the following rules apply:

**(1)** The student concerned should, if possible, first confer with his or her instructor and be permitted to inspect his or her examination. Upon request, the instructor shall review the matter, explain the grading procedure, and state the manner in which he or she arrived at the grade in question.

**(2)** If unsatisfied with the results obtained in paragraph (1), the student may appeal to the Executive Committee by filing with the Chair of the Executive Committee two copies of a written statement setting out, generally, the basis of the appeal. The appeal must be filed not later than 30 days after the first day of the regular semester after the semester or summer term in which the grade was awarded.

**(3)** Upon receiving a timely filed appeal under paragraph (2), the Executive Committee shall conduct a hearing on the matter, at which time both the student and the instructor shall be given the opportunity to address the Committee. At the conclusion of the hearing, the Committee shall issue a written decision and provide a copy to the student and instructor.

**(b) Anonymous Grading.** With respect to a grade received in a course governed by the anonymous grading system, there shall be no inquiry into the merits of a student's grade unless the student alleges and proves, by a preponderance of the evidence, that the system of anonymity was breached.

**(c) Standard for Grade Change.** An appealed grade under this section may only be changed if a majority of the Executive Committee hearing the appeal find, by clear and convincing evidence that the grade was assigned arbitrarily and capriciously.

**(d) Limitation on Inquiry.** In a grade appeal under this section, in no event shall there be an inquiry into the instructor's academic judgment or prerogative and responsibility for assigning grades as his or her judgment and conscience dictate.

## **TAPING CLASSES**

**Taping classes shall be permitted only with the prior approval of the instructor. Approval shall be given to students with physical disabilities to tape or otherwise mechanically transcribe classes if their disability interferes with their ability to take class notes. Students shall not make copies of, or distribute to others, the tape recordings without the permission of the instructor.**

## **PROCEDURE FOR JURIS DOCTOR DEGREE CANDIDACY**

Candidates for the Juris Doctor degree are required to file a Juris Doctor degree application form, which may be obtained from the Registrar of the College of Law. A \$35 fee will be billed to your student account. Degree applications must be submitted to the College=s Registrar, Janice Marotta, no later than the 1st week of school of the graduating semester. Graduation may occur in May, August, or December of each year. (Degree applications must be filed in August for December graduation, in January for May graduation, and in June for August graduation. Late degree applications may result in a delay in graduation until the next graduation.

Updated units and grades are recorded at the end of each semester. This information is available to the student upon request and on student link. [https://sl.arizona.edu/student link/](https://sl.arizona.edu/student_link/)

Clearance of indebtedness to the University is required before a student will be certified for a degree. Student indebtedness records are maintained by the Accounts Receivable Section of the Business Affairs Office.

A certificate of completion of law studies is sent to the State Bar of Arizona by the Dean of the College of Law after grades have been recorded at the end of the graduating semester.

## **BAR EXAMINATIONS**

### **Arizona**

The Arizona Bar examination is given twice a year during the months of February and July. Students planning to take the examination in February must register by September 1 of the preceding year; students planning to take the July examination must register by the preceding February 1. You may order your application from: Committee on Character and Fitness Committee on Examination Arizona Supreme Court Administrative Office of the Courts, 1501 West Washington, Suite 104 Phoenix, AZ 85007-3231 Phone: (602) 452-3971 \*There is a \$20.00 fee for this application. You may download the application for free from the following web site: <http://www.supreme.state.az.us/admis/>

### **Rule 34:**

- (c) Applicant Requirements and Qualifications. On the basis of an application for admission properly and timely filed, with all required supporting documents and fees, the applicant will be certified to sit for the bar examination.
1. No applicant for admission to the state bar shall be recommended for admission by the Committee on Character and Fitness unless the Committee is satisfied:
    - (a) That the applicant is or at the time of the examination will be over the age of twenty-one years;
    - (b) That applicant is of good moral character;
    - (c) That applicant is mentally, emotionally and physically able to engage in the practice of law;
    - (d) That applicant is a graduate with a juris doctor or bachelor of laws and letters degree of a law school provisionally or fully approved by the American Bar Association at the time of graduation; provided that this requirement shall not apply to an applicant who has been actively engaged in the practice of law in some other state or states for at least five of the

- last seven years prior to filing an application for admission to practice in Arizona; and
- (e) That, if ever admitted to practice law in any jurisdiction, foreign or domestic, applicant is presently in good standing, or that applicant resigned in good standing or is capable of achieving good standing status in that jurisdiction.

The Arizona Supreme Court=s Admissions Unit states that **It is your responsibility to ensure that you are applying for admission on the basis of the most current rules.** @ <http://www.supreme.state.az.us/admis/admissionrules.htm>

### **Examination Subjects**

**Essay examination questions at each examination will be upon some, but not necessarily all, of the following subject matter areas: contracts (including the Uniform Commercial Code except Articles 4, 5, 6, 7 & 8), torts; criminal law; constitutional aspects of criminal procedure, corporations, partnerships, and other business organizations; trusts; wills; professional responsibilities; civil procedure (Arizona and federal); constitutional law (Arizona and federal); evidence; real property; and community property.**

**In addition to those subjects listed above, applicants may be tested on any subject matter listed by the National Conference of Bar Examiners as areas of law to be tested on the Multistate Bar Examination.**

For more information on the Arizona Bar, you may access their website at: <http://www.supreme.state.az.us/admis/> Similarly, information about the admission requirements for other state bars will be found on their websites.

### **California**

**Students planning to take the California Bar Examination must register within 90 days of their first year or be subject to an additional late registration fee.**

#### **SCOPE OF THE CALIFORNIA BAR EXAMINATION – GENERAL BAR EXAMINATION AND ATTORNEYS' EXAMINATION –**

Applicants taking the California Bar Examination may be required to answer questions involving issues from all of the subjects listed below:

- |                          |                                |                          |
|--------------------------|--------------------------------|--------------------------|
| 1. Business Associations | 6. Criminal Law and Procedure  | 10. Remedies             |
| 2. Civil Procedure       | 7. Evidence                    | 11. Torts                |
| 3. Community Property    | 8. Professional Responsibility | 12. Trusts               |
| 4. Constitutional Law    | 9. Real Property               | 13. Wills and Succession |
| 5. Contracts             |                                |                          |

### **Uniform Commercial Code**

The following provisions of the Uniform Commercial Code should be used where pertinent in answering the essay questions:

- a. All of Article 1;
- b. All of Article 2;
- c. Those provisions of Article 9 concerning Fixtures.

### **Business Associations**

Applicants should be prepared to answer questions that have issues concerning a variety of Business Associations, including, but not limited to Corporations, Sole Proprietorships, Partnerships (General Partnerships, Limited Partnerships, Limited Liability Partnerships), Joint Ventures, Limited Liability Companies, and the principles of Agency inherent in business relationships.

### **Civil Procedure**

Applicants should be prepared to answer questions that have issues concerning the Federal Rules of Civil Procedure and the California Code of Civil Procedure. Applicants should be prepared to discuss the differences between the Federal Rules and the California Rules, especially those California procedures of pleading and practice that have no specific counterparts in the Federal Rules.

### **Evidence**

Applicants should be prepared to answer questions that have issues concerning the Federal Rules of Evidence and the California Evidence Code. Applicants should be prepared to compare and contrast the differences between the Federal Rules and the California Evidence Code, especially where the California rules of evidence have no specific counterparts in the Federal Rules.

### **Professional Responsibility**

Applicants should be prepared to answer questions that test knowledge of the California Rules of Professional Conduct, relevant sections of the California Business and Professions Code, and leading federal and state case law on the subject in addition to the ABA Model Rules of Professional Conduct and ABA Model Code of Professional Responsibility. Professional responsibility issues may be included in conjunction with any subject tested on the examination.

The Multistate Professional Responsibility Examination (MPRE) is a separate requirement for admission to practice law in California. More information concerning the MPRE can be found on the National Conference of Bar Examiners' Web site at [www.ncbex.org](http://www.ncbex.org).

### **Wills and Succession**

Applicants should be familiar with the following provisions of the California Probate Code and understand California law in the specific areas noted:

#### Division 2. General Provisions

Part 1. Effect of Death of Married Person on Community and Quasi-Community Property, Sections 100-103

Part 3. Contractual Arrangements Relating to Rights at Death, Sections 140-147, 150

Part 5. Simultaneous Death, Sections 220, 222-224

Part 6. Distribution Among Heirs or Beneficiaries, Section 240

Division 6. Wills and Intestate Succession

Part 1. Wills

Chapter 1. General Provisions, Sections 6100, 6101, 6104, 6105

Chapter 2. Execution of Wills, Sections 6110-6113

Chapter 3. Revocation and Revival, Sections 6120, 6121, 6123

Part 2. Intestate Succession, Sections 6400-6402

Part 3. Family Protection

Former Chapter 5. Spouse and Child Omitted from Will, Former Sections 6560-6562, 570-6573  
[for decedents dying prior to January 1, 1998]

Division 11. Construction of Wills, Trusts and Other Instruments

Part 1. Rules of Interpretation of Instruments, Sections 21105, 21109, 21110, 21137

Part 6. Family Protection: Omitted Spouses and Children [for decedents dying on or after  
January 1, 1998]

Chapter 2. Omitted Spouses, Sections 21610-21612

Chapter 3. Omitted Children, Sections 21620-21623

**MULTISTATE BAR EXAMINATION (MBE)**

The Multistate Bar Examination (MBE) is developed and graded by the National Conference of Bar Examiners (NCBE). This portion of the General Bar Examination is an objective six-hour examination containing 200 questions, which is divided into two three-hour sessions during which 100 questions are administered. The MBE tests six subjects: Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Real Property, and Torts. Information regarding the MBE and an online practice examination are available through the NCBE's Web site at [www.ncbex.org](http://www.ncbex.org).

**ARIZONA:**

State Bar Committee on Examinations/Character and Fitness  
Arizona Supreme Court of Arizona

1501 West Washington, Suite 104W.ui  
Phoenix, AZ 85007-3231- (602) 452-3971  
<http://www.attorneyadmissions@courts.az.gov>

**CALIFORNIA:**

The Committee of Bar Examiners  
Office of Admissions  
State Bar of California  
180 Howard Street  
San Francisco, CA 94105 (415) 538-2303

-or-

1149 S. Hill St.  
Los Angeles, CA 90015 (310) 580-5500  
<http://www.calbar.ca.gov/admissions>

**\* TO OBTAIN INFORMATION REGARDING CHARACTER AND FITNESS, AND THE QUALIFICATIONS FOR ADMISSION TO THE BAR IN THE STATE(S) IN WHICH YOU INTEND TO PRACTICE, PLEASE DIRECTLY CONTACT THE STATE BAR OFFICE IN THAT STATE.**

**State Bar Office Web sites may be found on the Law School=s web page under the Student Services section.**

### **Bar Exam Information**

The Arizona Bar currently tests on the following subjects: Constitutional Law, Contracts/Sales, Criminal Law/Procedure, Evidence, Real Property, Torts, Arizona Constitutional Law, Civil Procedure, Community Property, Corporations, Partnerships and Other Business Organizations, Professional Responsibility, Wills, Trusts, and UCC (Articles 2,3,6, & 9).

**Information from the Law School website on all State Bar Examinations:**

<http://www.law.arizona.edu/rss/barinfo.cfm?page=program&link=d>

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

Most states require that bar applicants pass the Multistate Professional Responsibility Examination (MPRE). The online version to the 2006 MPRE Information Booklet and registration information appears at <http://www.act.org/mpre> or <http://www.ncbex.org>

## **STUDENT CODES**

**With respect to academic integrity, The University of Arizona Main Campus has adopted a Code of Academic Integrity that sets forth prohibited conduct, sanctions, student responsibility, faculty responsibility, student rights, and appeal procedures. The College of Law has adopted similar prohibitions, rights, requirements and procedures embodied in its Honor Code. There can be no choice of academic integrity Codes. Law students are required to comply with and are subject to the procedures contained in the Honor Code. Note, however, that when a law student takes classes on main campus, transactions regarding those classes are governed by the Main Campus Code of Academic Integrity.**

**Additionally, all students are subject to the Student Code of Conduct (ABOR 5-308 et seq.) and other policies adopted by the University. The University Code of Academic Integrity and the Student Code of Conduct are found in Appendix F and Appendix G in this Handbook.**

**Law students are, as are all students, subject to the Student Code of Conduct (ABOR 5-308 et seq.) and other policies adopted by the University. The Code of Conduct spells out Prohibited Conduct and sanctions for such conduct. Additionally, student conduct which violates state or federal law has a bearing on the fitness to practice law, and must be reported by the student when applying to take the bar exam. Further, any conviction in a student's file must be reported by the College of Law when asked to certify the student for bar admission.**

**The College of Law takes seriously its responsibility to foster civility and professionalism in its students. It is expected that students will timely respond to faculty and staff requests for information or meetings to discuss matters of concern. It is further expected that students will, at all times, deal courteously with fellow students, staff, faculty and administrators.**

# **HONOR CODE**

The University of Arizona, James E. Rogers College of Law

Adopted by the Honor Council, April 15, 1994

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# HONOR CODE

## THE UNIVERSITY OF ARIZONA COLLEGE OF LAW

### Section 1. Statement of Purpose

The purpose of this Honor Code is to establish rules and procedures of the University of Arizona College of Law governing student conduct with respect to academic integrity. As a vehicle through which standards of personal conduct and self-regulation are established, the Code is more than a mere student conduct code. It represents an integral part of legal educational philosophy. Nowhere is such a system more important than in a profession such as the law which is so dependent on high ideals of personal ethics. The Code is intended to promote an atmosphere of confidence and trust among students. The governing philosophy and premise of the Code is that students striving to enter the legal profession are capable of adherence to ethical standards.

### Section 2. Scope

#### A. Academic Matters

The Honor Code applies to any academic matter relating to the matriculation of a student at the College of Law. Academic matter means any activity which may affect a grade, one's status as a student or in any way contributes to the satisfaction of the requirements for graduation and includes:

- (1) Any application for admission or supporting documentation relating to law school;
- (2) Any examination;
- (3) Any research or other assignment for a course;
- (4) Moot court participation, clinical internships, *Arizona Law Review* and *Arizona Journal of International and Comparative Law* activities and "write on" projects, Rule 38(e) or other similar work; and
- (5) Any written or oral representation concerning grade point average, academic honors, class rank membership in a law school or university organization, or personal history which is made for the purpose of inducing another person to act or refrain from acting on the basis of the representation.

#### B. Examinations

The Honor Code applies to all aspects of the examination process at the Law College.

- (1) Unless specifically permitted to do so by written or oral instructions, it is a violation of the Honor Code, in connection with an examination, to:
  - (a) Communicate with anyone about the examination, except the instructor or proctor, during the examination;

- (b) Give, receive, or solicit aid during any examination, or in connection with any make-up examination;
- (c) Use any materials during any examination not specifically permitted by the instructor;
- (d) Begin reading any part of the examination prior to the start of the examination;
- (e) Continue writing or typing any examination answer when the examination time has expired (The clock in the room where the examination is distributed is the authoritative timekeeping device. Each student is responsible for monitoring the time and stopping at the expiration of the examination period. Students taking the examination in other rooms must return their examinations to the distribution room prior to the expiration of the examination time.);
- (f) Retain examination questions beyond the time when examinations have been collected at the conclusion of the examination;
- (g) Work on an examination in any place other than the designated location;
- (h) Discuss the examination with the instructor after the examination and before grades have been submitted;
- (i) Engage in any conduct prior to or during the examination that unreasonably interferes with another student's ability to concentrate or otherwise complete the examination; or
- (j) Engage in any other conduct in the preparation or taking of an examination that gives a student an unfair advantage.

(2) The prohibitions described above are examples of violations of this Honor Code and are not meant to be an exclusive list of Honor Code violations that may occur in relation to an examination.

(3) The following notice may be placed on each examination, advising students that the examination is being conducted under the terms of the Honor Code:

"If you have reason to believe that a violation of the Honor Code occurred during the course of this examination, it is your obligation to report it to the Associate Dean. The Honor Code, among its other provisions, prohibits you from giving or receiving assistance with this examination, working on your answer after the end of the examination period, or working on the examination in any place other than the location designated for the examination."

### **C. Research Assignments and Writing Projects**

- (1) It is a violation of the Honor Code, in connection with any research assignment or writing project, to:

- (a) Engage in any act specifically prohibited by the instructions governing the assignment;
  - (b) Submit as one's own work any assignment partially or totally written by another person unless specifically permitted to do so by the instructions governing the assignment; or
  - (c) Use any material without proper attribution.
- (2) In order to avoid plagiarism, it is critical that proper attribution is given to ideas and language of others upon which you have drawn in your written work. Failure to include the appropriate attribution gives the reader the understandable impression that the words and ideas in your paper are yours alone. In this regard, the following rules should be followed:
- (a) Direct quotes. When you use another author's language in your paper you must include both quotation marks (or in the case of a block quote, an indented single space format) and an appropriate citation to the source of the quotation.
  - (b) Paraphrasing sources. Even if you choose not to use the exact language of another author, if you paraphrase or otherwise use the ideas you must attribute the idea by properly referring to the work.
- (3) The failure to obey the prohibitions and requirements described in this subsection are examples of violations of the Honor Code, and are not meant to be an exclusive list of Honor Code violations that may occur.

### **Section 3. Violation to Make False Accusation or Fail to Cooperate**

It is a violation of the Honor Code to intentionally falsely accuse a student of an Honor Code violation, fail to cooperate with an Honor Code investigation or hearing, or make any intentional misrepresentations in the Honor Code process.

### **Section 4. The Honor Council**

Administration of the Honor Code shall be under the jurisdiction of the Honor Council. The Honor Council consists of the following members who shall serve one year terms:

- (1) Two students, selected under procedures prescribed by the Student Bar Association; and
- (2) Three faculty members, not to include the Associate Dean, appointed by the Dean of the College of Law.

The Honor Council shall elect a member to serve as Chair of the Honor Council. The Chair shall preside over Honor Council activities.

If a member of the Honor Council has a conflict of interest or is temporarily not available to serve in a particular Honor Council activity, a replacement shall be selected by the Dean of the College. If a member is not available to complete his or her term, the Dean of the College or in

the case of a student member, the President of the Student Bar Association, shall appoint a permanent replacement.

## **Section 5. Procedures**

### **A. Duty to Report Honor Code Violation**

- (1) If a student has reason to believe that an Honor Code violation has occurred, the student shall report the incident to the Associate Dean of the Law College as provided below. Honor Code violations may also be reported by faculty, staff, or any other person having reason to believe an Honor Code violation has occurred.
- (2) Under some circumstances, it may be advisable for a student with knowledge of a possible Honor Code violation first to ask the student involved for an explanation of the incident. If this explanation convinces the inquiring student that no Honor Code issue exists, then the matter should not be pursued. However, the matter may be reported directly to the Associate Dean without requesting an explanation.
- (3) Any report of an alleged Honor Code violation shall be made in confidence to the Associate Dean and the alleged violation is not to be communicated to any student that is not involved in or reporting the violation, except as otherwise provided herein.
- (4) The Associate Dean shall maintain the anonymity of the reporting student until it may be necessary to reveal the identity of the reporting student under paragraph (3) of subsection B below.

### **B. Investigation and Hearing**

- (1) After an alleged Honor Code violation has been reported to the Associate Dean of the Law College, the Associate Dean shall determine whether, if true, the facts alleged constitute an Honor Code violation. If the reporting person and the Associate Dean agree that the facts alleged do not constitute an Honor Code violation, no further action shall be taken, no record shall be made or maintained in the reported student's record, and the matter shall be considered concluded.
- (2) If the reporting person and the Associate Dean disagree as to whether the facts as alleged constitute a violation of the Code, the Honor Council shall be convened to make an informal determination as to whether the matter shall be pursued. If the Honor Council determines that the facts as alleged do not constitute an Honor Code violation, no further action shall be taken, no record shall be made or maintained in the reported student's record, and the matter shall be considered concluded.

- (3) If the reporting person and the Associate Dean agree that the facts as alleged constitute an Honor Code violation or the Honor Council determines that the matter shall be pursued, the Associate Dean shall begin an investigation of the matter. Upon initiating an investigation, the Associate Dean shall give the student accused of the violation written notification of the following:
  - (a) The identity of the reporting person;
  - (b) The factual allegations;
  - (c) The provision of the Honor Code that is the basis for the alleged violation;
  - (d) That the Associate Dean will serve as the prosecutor, as well as the investigator, of the alleged violation; and
  - (e) A statement of the student's rights in the process, which includes the right to seek advice about the process from the Assistant Dean for Student Affairs. The Assistant Dean's role is not to act as counsel for the student in the proceedings. A student may employ outside counsel or be assisted by another individual of his or her choice.
- (4) Upon notification that a student is accused of an Honor Code violation, the student shall provide an address to the Associate Dean to which all written notifications and correspondence may be sent. If the student does not provide such an address, the last known address of the student on file with the Registrar at the College of Law shall constitute the address to which written notifications and communications shall be sent.
- (5) The Associate Dean may gather any information reasonably calculated to assist in the investigation of the matter including any information that the accused student voluntarily provides. If, after the investigation, the Associate Dean determines that the facts as found do not constitute probable cause to believe that an Honor Code violation has occurred, the Associate Dean shall notify the accused student and the Honor Council that the matter has been concluded. No further action shall be taken, and no report shall be made or maintained in the accused student's record unless the student requests otherwise.
- (6) If the Associate Dean determines that the facts as discovered constitute probable cause to believe that an Honor Code violation has occurred, the Associate Dean shall schedule an Honor Council hearing. The student accused of an Honor Code violation must receive written notice of the hearing at least 14 calendar days prior to the hearing date. The accused student may request an expedited hearing which may be granted at the discretion of the Honor Council. The notification shall include the following:
  - (a) A statement of the alleged Honor Code violation;
  - (b) The relevant Honor Code provision;

- (c) A summary of the evidence to be presented;
- (d) A list of the witnesses to be called;
- (e) A copy of any written evidence to be offered in the hearing; and
- (f) The time and place of the hearing.

Upon request by the accused student, the hearing may be rescheduled if a majority of the Honor Council determines that it would be inappropriate to conduct the hearing at the scheduled time.

- (7) The hearing shall be conducted as follows. The Honor Council shall admit any evidence that it considers relevant and reliable. The Associate Dean shall first present evidence that the accused student has committed an Honor Code violation. The accused student may then present evidence to refute or mitigate the charge. After conclusion of the student's presentation, additional evidence may be admitted by the Honor Council in its discretion. The Associate Dean and the student may be represented by counsel. Opportunity for cross-examination shall be provided. It is within the discretion of the Honor Council to determine the amount of time it will allot to hear any closing arguments. The hearing shall be closed to the public, unless an open hearing is requested by the accused student. If the hearing is open to the public, the time and place of the hearing shall be posted on the bulletin board used for official Law College announcements at least three calendar days prior to the hearing. A recording of the hearing shall be made by the College at the request of either the Honor Council, the accused student, or the Associate Dean, and a copy shall be provided to the student at the student's request.
- (8) At any time prior to or during the hearing, the accused student or any member of the Honor Council may ask the Honor Council to determine that the evidence, taken as true, does not constitute an Honor Code violation. If the Honor Council determines by a majority vote that the evidence, taken as true, does not constitute an Honor Code violation, the matter shall be concluded.
- (9) If an alleged violation of the Honor Code is disposed of prior to the convening of or during an Honor Council hearing pursuant to this subsection, the Associate Dean may post a summary of the allegations and disposition. Unless the accused student requests otherwise, the student's name shall be omitted from the summary.

### **C. Disposition**

- (1) After the relevant evidence has been presented by the Associate Dean and the accused student, the Honor Council shall declare the evidentiary hearing closed. The Council shall then determine whether, by clear and convincing evidence, the accused student has violated the Honor Code. A majority of the members of the Honor Council must concur that the

accused student is guilty of an Honor Code violation before such a finding may be made.

- (2) The Honor Council shall notify the accused student of its findings and sanctions, if any, within 14 calendar days following the close of the evidentiary hearing by mailing a copy of the decision to the student.
- (3) If the Honor Council finds that the accused student has not violated the Honor Code, the Honor Council shall notify the student of the decision in writing.
- (4) If the Honor Council finds that the accused student has violated the Honor Code, the Council shall determine the appropriate sanction and notify the student of the decision in writing. In addition, if the sanction imposed by the Honor Council so warrants, a summary of the hearing, the Honor Council's findings, and the sanction given shall become either a temporary or a permanent part of the student's academic record.
- (5) Regardless of the outcome, the Honor Council shall post a summary of the hearing, the Honor Council's findings, and the sanction imposed, if any, on the bulletin board at the Law College used for official announcements. Unless the accused student requests otherwise, the student's name shall be deleted from the information posted.

#### **D. Course Grade**

If the alleged violation involves course work, pending the outcome of the hearing the course instructor shall evaluate the work and assign a grade based upon the academic merits of the work apart from any alleged Honor Code violation. If a grade must be reported to the Law College Registrar prior to disposition of the alleged Honor Code violation, a grade of AIncomplete@ shall be reported. After a final disposition of the alleged violation has been made, the appropriate grade shall be reported and entered for the student.

#### **E. Prompt Disposition**

The Associate Dean and the Honor Council shall complete all procedures and dispose of the case as promptly as is reasonably possible.

### **Section 6. Sanctions**

The Honor Council may impose one or more of the following sanctions:

- (1) Notification of the Honor Code violation to the instructor of the course involved;
- (2) Dismissal from the College of Law;
- (3) Suspension from the College of Law for a specified time period;

- (4) Mandatory failing grade in the course involved;
- (5) Written reprimand, either temporary or permanent; or
- (6) Any other sanction the Honor Council finds just and appropriate under the circumstances.

## **Section 7. Appeals**

### **A. Grounds for Appeal**

A student found to have violated the Honor Code may appeal to the Dean of the College of Law on any of the following grounds:

- (1) The hearing was not conducted in a manner substantially consistent with the procedures set forth in the Honor Code;
- (2) The finding that the student violated the Honor Code is not supported by clear and convincing evidence as disclosed by the record;
- (3) The conduct found to have been engaged in by the student does not constitute a violation of the Honor Code;
- (4) The process violated constitutional rights;
- (5) The sanction imposed by the Honor Council is arbitrary and capricious.

If an appeal is not lodged in accordance with subsection B below, the action of the Honor Council is final and no further proceedings are allowed.

### **B. Procedure and Disposition**

- (1) The appeal must set forth the grounds in writing, be signed by the student, and be delivered to the Dean of the College within 20 calendar days after the decision is mailed to the student by the Honor Council. The Dean shall review those aspects of the hearing relevant to the specified grounds for appeal.
- (2) The Dean may affirm the decision of the Honor Council; reverse, in whole or in part, the decision of the Honor Council; or remand to the honor Council for further proceedings. However, the Dean may not increase the severity of the sanction imposed by the Honor Council. The Dean shall state, in writing, the grounds upon which his or her decision is based and shall post a summary of the decision on the bulletin board at the Law College used for official announcements. Unless the appellant student requests otherwise, the student's name shall be deleted from the summary.

- (3) The decision of the Dean shall be final except for any further review required under the Code of Conduct for Students for Academic Integrity adopted by the University of Arizona.

### **Compliance with the University's Code of Conduct**

**Law students are required to comply with the University's Code of Conduct. Reprehensible conduct or failure to comply with University regulations may result in a student's dismissal from a course or from the University at any time. Such action is posted on the student's academic record. Students suspended from the University are denied student privileges during the period of suspension, and may not register for correspondence work except with permission of the dean of the college in which they were previously enrolled. They may not enroll for Continuing Education courses, nor establish credit by examination during the period of suspension. The University's Code of Conduct may be obtained from the reference desk at the College of Law Library or from the Dean of Students office in Old Main on campus.**

# **APPENDIX A: A LAWYER'S CREED OF PROFESSIONALISM OF THE STATE BAR OF ARIZONA**

## **Preamble**

As a lawyer I must strive to make our system of justice work fairly and efficiently. In order to carry out that responsibility, not only will I comply with the letter and spirit of the disciplinary standards applicable to all lawyers, but I will also conduct myself in accordance with the following Creed of Professionalism when dealing with my client, opposing parties, their counsel, the courts and the general public.

### **A. With respect to my client**

1. I will be loyal and committed to my client's cause, but I will not permit that loyalty and commitment to interfere with my ability to provide my client with objective and independent advice;
2. I will endeavor to achieve my client's lawful objectives in business transactions and in litigation as expeditiously and economically as possible;
3. In appropriate cases, I will counsel my client with respect to mediation, arbitration and other alternative methods of resolving disputes;
4. I will advise my client against pursuing litigation (or any other course of action) that is without merit and against insisting on tactics which are intended to delay resolution of the matter or to harass or drain the financial resources of the opposing party;
5. I will advise my client that civility and courtesy are not to be equated with weakness;
6. While I must abide by my client's decision concerning the objectives of the representation, I nevertheless will counsel my client that a willingness to initiate or engage in settlement discussions is consistent with zealous and effective representation.

### **B. With respect to opposing parties and their counsel**

1. I will endeavor to be courteous and civil, both in oral and in written communications;
2. I will not knowingly make statements of fact or of law that are untrue;
3. In litigation proceedings I will agree to reasonable requests for extensions of time or for waiver of procedural formalities when the legitimate interests of my client will not be adversely affected;
4. I will endeavor to consult with opposing counsel before scheduling depositions and meetings and before rescheduling hearings, and I will cooperate with opposing counsel when scheduling changes are requested;
5. I will refrain from utilizing litigation or any other course of conduct to harass the opposing party;
6. I will refrain from engaging in excessive and abusive discovery, and I will comply with all reasonable discovery requests;
7. I will refrain from utilizing delaying tactics;
8. In deposition and other proceedings, and in negotiations, I will conduct myself with dignity, avoid making groundless objections and refrain from engaging in acts of rudeness or disrespect;

9. I will not serve motions and pleading on the other party, or his counsel, at such a time or in such a manner as will unfairly limit the other party's opportunity to respond;
10. In business transactions I will not quarrel over matters of form or style, but I will concentrate on matters of substance and content;
11. I will clearly identify, for other counsel or parties, all changes that I have made in documents submitted to me for review.

**C. With respect to the courts and other tribunals**

1. I will be a vigorous and zealous advocate on behalf of my client, while recognizing, as an officer of the court, the excessive zeal may be detrimental to my client's interests as well as to the proper functioning of our system of justice;
2. Where consistent with my client's interests, I will communicate with opposing counsel in an effort to avoid litigation and to resolve litigation that has actually commenced;
3. I will voluntarily withdraw claims or defenses when it becomes apparent that they do not have merit or are superfluous;
4. I will refrain from filing frivolous motions;
5. I will make every effort to agree with other counsel, as early as possible, on a voluntary exchange of information and on a plan for discovery;
6. I will attempt to resolve, by agreement, my objections to matters contained in my opponent's pleadings and discovery requests;
7. When scheduled hearings or depositions have to be canceled, I will notify opposing counsel, and, if appropriate, the court (or other tribunal) as early as possible;
8. Before dates for hearings or trials are set - or, if that is not feasible, immediately after such dates have been set - I will attempt to verify the availability of key participants and witnesses so that I can promptly notify the court (or other tribunal) and opposing counsel of any likely problem in that regard;
9. In civil matters, I will stipulate to fact as to which there is no genuine dispute;
10. I will endeavor to be punctual in attending court hearings, conferences and deposition;
11. I will at all times be candid with the court.

**D. With respect to the public and to our system of justice**

1. I will remember that, in addition to commitment to my client's cause, my responsibilities as a lawyer include a devotion to the public good;
2. I will endeavor to keep myself current in the areas in which I practice and, when necessary, will associate with, or refer my client to, counsel knowledgeable in another field of practice;
3. I will be mindful of the fact that, as a member of a self-regulating profession, it is incumbent on me to report violations by fellow lawyers of any disciplinary rule;
4. I will be mindful of the need to protect the image of the legal profession in the eyes of the public and will be so guided when considering methods and contents of advertising;
5. I will be mindful that the law is a learned profession and that among its desirable goals are devotion to public service, improvement of administration of justice, and the contribution of uncompensated time and civic influence on behalf of those persons who cannot afford adequate legal assistance.

**\*UNANIMOUSLY ADOPTED BY THE BOARD OF GOVERNORS, STATE BAR OF ARIZONA, MAY 19, 1989\***

## **APPENDIX B: COMPUTER LAB USE POLICY**

The Computer Lab is for the exclusive use of College of Law students. In order that we may enforce this policy, please be prepared to show your UA ID card. No student may allow another student to have access to the computer equipment or to your password. Accessing any other user=s material without the proper authorization of the owner of that material, or allowing others to use your password, may be deemed a violation of the honor code.

There is absolutely no eating, drinking, or smoking permitted in the lab or while using any of the college=s computer equipment anywhere in the building. No drinks, cups, or bottles are permitted in the lab at any time. Violation of this policy will result in a loss of lab use privileges.

Students may not install any software, programs, or games on the lab computers without the permission of the Computer Services Librarian. Violation of this policy will result in a loss of lab use privileges.

Students may not make any changes to the Windows Desktop, or changes to any program preferences without the permission of the Computer Services Librarian. Violation of this policy will result in a loss of lab use privileges.

The primary uses of the computer lab are approved class projects, information technology research, legal research and word processing, and primary users will have priority in the use of the facilities.

Students assume all risk of equipment failure or malfunction. The University of Arizona College of Law, its employees, and student lab assistants are not responsible for the performance of software or hardware, or for the destruction of data or media, including, but not limited to computer disks.

Students are responsible for any violation of copyright law. None of the copyrighted programs or manuals in the computer lab may be duplicated in any form.

To gain access to the computer equipment and to the College of law network, students **MUST** acquire a University email account.

Students are responsible for knowing and understanding these policies, as well as any additional policies posted inside or outside the lab or published electronically over the computer network. The burden is on you C if you=re not sure, ask before you act.

## **APPENDIX C: THE UNIVERSITY OF ARIZONA STATEMENT ON DRUG FREE SCHOOLS AND CAMPUSES**

Under Federal legislation entitled The Drug Free Workplace Act of 1988, and The Drug Free Schools and Communities Act of 1989 ("Act "), no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. The Act requires the annual distribution of the following information to students and employees.

### **Policy and Prohibition**

To achieve the policy and objective of providing a drug free environment for all University students and employees, the University prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities. Further, the University prohibits employees while on duty from consuming or being under the influence of a) alcoholic beverages while on duty or b) a controlled substance not prescribed for the employee by their health care provider. University of Arizona students and employees are subject to all applicable drug and alcohol policies including policies set forth in the University's Staff Personnel Policy Manual, University Handbook for Appointed Personnel, Arizona Board of Regents Code of Conduct, the University of Arizona Alcohol Policy and Regulations, or other applicable rules when adopted.

### **Sanctions**

- Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service.
- In order to assure fair and consistent treatment of all students or employees who are accused of illegal use of drugs and alcohol, the University will handle all cases which come to its attention within the guidelines of the applicable policies and procedures of the University (e.g. Student Code of Conduct and Student Disciplinary Procedures, Staff Rules of Conduct and Disciplinary Action, ABOR Code of Conduct) and where appropriate, local, state, and federal regulations.
- Sanctions will be imposed on students or employees who violate Arizona Board of Regents or University drug and/or alcohol policies. Sanctions may include suspension or expulsion for students and, for employees, disciplinary action up to and including discharge.

### **Health Risks**

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise.
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol can lead to dependence.

### **Support Systems and Resources**

If you are experiencing problems with alcohol and/or other drugs, there are campus and community resources available to assist you.

#### **For Employees**

Services are available through the University of Arizona [health plans](#) to assist staff, faculty or appointed personnel who are experiencing problems with chemical dependency. Individuals can speak with their primary care physician or their health carrier's Member Services Department to access those resources. Additionally, the University's [Life & Work Connections](#) Employee Assistance Counseling/Consultation service provides free, voluntary and confidential short-term counseling when appropriate, or supervisor consultation, information and referrals to individuals requesting assistance for drug and/or alcohol problems. Employee Assistance Counseling/Consultation service also provides ongoing consultation and supervisory training each semester in conjunction with Human Resources and the Office of the General Counsel to educate about signs and symptoms of alcohol/drug problems, ways to help troubled employees, and resources available on campus and in the community. For more information or to schedule an appointment, please call 621-2493.

#### **For Students**

The [Campus Health Service](#) provides two programs which can provide assistance to students with substance abuse problems. First, [Counseling and Psychological Services](#) (CAPS) offers confidential short-term counseling. Second, the alcohol and other drug prevention program (part of [Health Promotion & Preventive Services](#)) provides risk reduction programs for students, presentations to the campus community, and an educational class entitled SHADE which is a part of the University's Diversion Program. For more information, please call 621-6483. All of these programs can provide students and employees with more information about the dangers of drug and alcohol abuse and make referrals to other services throughout the community.

#### **Reporting Responsibility**

Employees are obligated to report any criminal drug/alcohol statute conviction for a violation occurring in the workplace. Appointed personnel and classified staff employees should report such information to the Associate Vice President for Human Resources (621-9329); students and student employees should report to the Dean of Students Office (621-7060). These individuals are also available to answer any questions pertaining to the legislation or the University's compliance.

## APPENDIX D: UNIVERSITY OF ARIZONA WEAPONS ON CAMPUS POLICY

Prohibited Conduct (5-303, #3): Unauthorized use, possession or storage of any weapon, explosive device or fireworks on the university campus or at a university-sponsored activity except that subject to A.R.S. § 12-781 and other applicable law, a person may lawfully transport or lawfully store a firearm that is both 1) in the person's locked and privately owned motor vehicle or in a locked compartment on the person's privately owned motorcycle, and 2) not visible from the outside of the motor vehicle or motorcycle, although the board or a university may require that vehicles transporting or storing firearms be parked in alternative parking as described in A.R.S. § 12-781.

If any person requests an exemption from this policy the Chief of Police of the University of Arizona Police Department has been empowered to review and grant any such requests.

### Definitions

For the purpose of this policy the following definitions will apply

- **Weapon:** Any object or substance designed to inflict a wound, cause injury, or incapacitate, including without limitation all firearms, BB guns, air guns, pellet guns, switchblade knives, knives with blades five inches or more long and chemicals such as mace, tear gas or oleoresin capsicum, but excluding normally available over-the-counter self-defense repellents. Chemical repellents labeled "for police use only" or "for law enforcement use only" may not be possessed by the general public.
- **Fireworks:** Any fireworks, fire crackers, sparklers, rockets or any propellant-activated device whose intended purpose is primarily for illumination.
- **Explosive:** Any dynamite, nitroglycerin, black powder or other similar explosive material including plastic explosives; any breakable container that contains a flammable liquid with a flash point of 150 degrees F or less and has a wick or similar device capable of being ignited.

### Violations

The chief administrative officer, or an officer or employee designated by the chief administrative officer to maintain order, may order a person to leave the property of an educational institution if the officer or employee believes that the person is committing any act or has entered the property with the purpose of committing any act that disrupts the lawful use of the property by others at the educational institution.

Violations of ABOR Policy [5-302 to -303](#) of the Code of Conduct are enforceable against all university of Arizona employees, students and visitors. Any use, possession, display or storage

of a weapon, explosive device or fireworks on the property of the institution after a reasonable request to remove the weapon, explosive device or fireworks interferes with and disrupts the lawful use of the institution's property by others. Persons in violation of any lawful order to remove the weapon or to leave the property are subject to arrest by a peace officer for interference with or disruption of an educational institution, ARS 13- 2911(A)(3).

Unless specifically authorized by law, a person may also be in violation of "misconduct involving weapons" by knowingly entering a public establishment or attending a public event carrying a deadly weapon on his or her person after a reasonable request by the operator of the establishment or sponsor of the event or agent to remove the weapon from the area, ARS 13-3102 (A)(10). A properly worded sign will serve as a "reasonable request".

## **Enforcement**

Violations of this policy by University students, faculty and staff will be considered misconduct, subject to disciplinary action in accordance with ABOR policy. Violation of this policy by members of the public may result in ejection from the property and/or confiscation of the weapon, dangerous instrument used, displayed or possessed. Violations may also result in arrest for applicable state statutes.

Confiscated weapon(s) or instrument(s) may be sold, destroyed or otherwise disposed of in accordance with Arizona Revised Statutes. All seizures of prohibited items will be carried out within current policies regarding the processing of evidence.

## **Exceptions**

Exceptions to this policy include:

- Peace officers certified by the State of Arizona and currently employed by an Arizona law enforcement agency performing official duties.
- Peace officers certified by the State of Arizona in an off-duty capacity and currently employed by an Arizona law enforcement agency .
- Any law enforcement officer working under their color of authority.
- Weapons used in authorized academic programs for which prior approval has been obtained from the Dean or Department Head, Provost and Chief of Police or their authorized representatives.
- Any other activity that has been given prior written approval by the Chief of Police and authorized University representative.

## **Request for Exceptions**

Any request to use, possess, display or store a weapon on University property in connection with official University business must first be reviewed by the responsible Dean or Department Head. The Dean or Department Head may comment and shall forward the request to the Provost for review and comment.

The request must then be forwarded to the Chief of Police of The University of Arizona Police Department in writing at least ten (10) days prior to the intended date of such use, possession, display or storage and must:

- Identify the purpose of the request.
- Identify how this request furthers the mission of the University.
- Identify the weapon.
- Identify the duration of the request.
- Identify a responsible person.
- Identify how the weapon will be secured.
- Identify how the weapon will or may be used.

The request will be evaluated by the Chief of Police, or his/her designated representative and a written decision rendered within ten (10) working days. If the request is approved, the approval will include any conditions or restrictions necessary to require safety and consistency with the intent of the Arizona Board of Regents policy. If approval is given for an indefinite period of time it must be reviewed annually and renewed by the requestor. The University of Arizona Police Department will keep all approved requests on file and available for confirmation by police officers.

## **APPENDIX E: UNIVERSITY OF ARIZONA POLICY ON NONDISCRIMINATION AND ANTI-HARASSMENT**

### **NONDISCRIMINATION AND ANTI-HARASSMENT POLICY – INTERIM REVISED Effective Date: December 9, 2008 POLICY**

The University of Arizona is committed to creating and maintaining an environment free of discrimination, harassment, and retaliation that is unlawful or prohibited by University policy. The University prohibits discrimination, including harassment and retaliation, by University employees, students, contractors, or agents of the University and by anyone participating in a University sponsored activity against an individual based on a protected classification. Protected classification includes race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation,<sup>[2]</sup> gender identity,<sup>[3]</sup> or other protected category. The University also prohibits retaliation because an individual has engaged in a protected activity.

The University will take prompt and appropriate action to: (1) thoroughly investigate complaints under this policy; and (2) prevent, correct and, if necessary, discipline individuals who engage in behavior that violates this policy in accordance with University policies.<sup>[4]</sup> All members of the University community are responsible for participating in creating a campus environment free from all forms of prohibited discrimination and for cooperating with University officials who investigate allegations of policy violations.

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<sup>[1]</sup> This policy supersedes the University's Sexual Harassment Policy (2000).

<sup>[2]</sup> For the purposes of this policy, "sexual orientation" means an individual's heterosexuality, homosexuality, or bisexuality, whether the orientation is real or perceived.

<sup>[3]</sup> For the purposes of this policy, "gender identity" means an individual's actual or perceived gender, including an individual's self-image, appearance, expression, or behavior, whether or not that self-image, appearance, expression, or behavior is different from that traditionally associated with the individual's sex at birth as being either female or male.

<sup>[4]</sup> Any such disciplinary action shall be imposed in accordance with the Classified Staff Human Resources Policy Manual, University Handbook for Appointed Personnel, Student Code of Conduct, Arizona Board of Regents' Policy Manual, or any other applicable process.

### **APPLICABILITY OF POLICY**

This policy applies to:

- All University employees in all aspects of their employment relationship with the University;
- All University students in their admission to and participation in the University's

- educational programs and activities; and
- All persons participating in or accessing University sponsored programs, activities, or facilities.

## **PROHIBITED DISCRIMINATION, INCLUDING HARASSMENT AND RETALIATION**

Discrimination occurs when an individual, or group of individuals, is treated adversely because they belong to a classification of individuals that is protected by an employment discrimination statute or University policy as set forth above. The failure to provide reasonable accommodations required by University policy for disability or religious practice may constitute discrimination.

### Harassment

Harassment is a specific form of discrimination. It is unwelcome behavior based on a protected classification that is sufficiently severe or pervasive to create an intimidating, hostile, or offensive environment for academic pursuits, employment, or participation in University sponsored activities. Additionally, sexual harassment, whether between individuals of the same or different sex, includes unwelcome conduct of a sexual nature that is made, either explicitly or implicitly, a condition of an individual's education, employment, or participation in a University program or activity, and/or the submission to or rejection of such conduct is a factor in decisions affecting that individual's education, employment, or participation in University sponsored activities.

Harassing conduct may take many forms, including verbal acts and name calling, as well as nonverbal behavior, such as graphic, electronic, and written statements, or conduct that is physically offensive, harmful, threatening, or humiliating.

### Retaliation

Retaliation occurs when an adverse action is taken against an individual for engaging in protected activity. Protected activity consists of: (1) opposing conduct reasonably believed to constitute discrimination, including harassment, which violates an employment discrimination statute or which University policy prohibits; or (2) filing a complaint about such practice; or (3) testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint. Adverse actions that are reasonably likely to deter a complaining individual or others from engaging in protected activity are prohibited.

## **MANAGEMENT'S PREVENTION AND REPORTING RESPONSIBILITIES**

Employees or agents of the University who (a) supervise other employees, graduate or undergraduate students, contractors, or agents; (b) teach or advise students; or (c) have management authority related to a University sponsored program or activity are required

to:

- Engage in appropriate measures to prevent violations of this policy; and
- Promptly notify the Office of Institutional Equity after being informed of or having a reasonable basis to suspect a policy violation; or
- If both the alleged policy violator and the person who is the subject of the conduct are students, promptly notify the Dean of Students Office, which will promptly notify the Office of Institutional Equity.

## **REPORTING DISCRIMINATION, HARASSMENT, OR RETALIATION**

### Reporting Complaints to University Offices

An individual who believes that he or she has been subjected to discrimination, harassment, or retaliation in violation of this policy should report the matter immediately to enable the University to take prompt remedial action, as set forth below:

- If both the alleged policy violator and the person who is the subject of the potential discrimination, harassment, or retaliation are students, then the person who is the subject of the conduct should contact the Dean of Students.
- For all other instances in which an individual believes he or she may have been subjected to discrimination, harassment, or retaliation as defined in this policy, or in cases in which an individual in a management position as described above believes a policy violation has occurred, he or she should contact the Director of the Office of Institutional Equity for information about resolving concerns, including complaint-filing options and procedures.
- If the person(s) allegedly violating this policy are employed by the Dean of Students Office or the Office of Institutional Equity, then an individual may contact the Executive Vice President and Provost.

### Good Faith Allegations

Because of the nature of discrimination, harassment, or retaliation complaints, allegations often cannot be substantiated by direct evidence other than the complaining individual's own statement. Lack of corroborating evidence should not discourage individuals from seeking relief under this policy. No adverse action will be taken against an individual who makes a good faith allegation of discrimination, harassment, or retaliation under this policy, even if an investigation fails to substantiate the allegation.

However, individuals who make dishonest statements or make statements with willful disregard for the truth during an investigation or enforcement procedure under this policy may be subject to disciplinary action in accordance with existing University policies.

### Anonymous Inquiries and Complaints

Members of the University community may contact the Office of Institutional Equity and

students may contact the Dean of Students Office at any time to ask questions about discrimination, harassment, retaliation, or complaint procedures without disclosing their names and without filing a complaint. Because of the inherent difficulty in investigating and resolving allegations from unidentified persons, the University discourages individuals from making anonymous complaints. However, if an individual desires to make a complaint anonymously, then the University will weigh factors such as the following to determine the appropriate response to an anonymous allegation:

- The source, specificity and nature of the information provided;
- The seriousness of the alleged conduct;
- The objectivity and credibility of the source of the report;
- Whether other individuals potentially can be identified who were privy to the alleged policy violation; and
- Whether those individuals are willing to pursue the matter.

If, based upon these factors, it is reasonable for the University to investigate a matter, then the University will proceed with an investigation.

#### Reporting Complaints to Outside Agencies

University employees and students have the right to file discrimination, harassment, and retaliation complaints with outside agencies as well as with the University's Office of Institutional Equity and the Dean of Students Office. If an individual files a complaint with an external agency, the filing will not affect the University's investigation concerning the same or similar events.

### **CONSEQUENCES OF POLICY VIOLATIONS**

Members of the University community who violate this policy will be subject to disciplinary action that could include letters of reprimand, demotion, denial of promotion, termination from employment or termination from educational programs, or other appropriate administrative action.

### **AFFILIATED ENTITIES**

University employees or students who work or study at a worksite or program of an organization affiliated with the University (affiliate) are subject to this policy while at such worksite or participating in such program. Similarly, affiliates are obligated to comply with all applicable state and federal statutes and regulations regarding equal employment opportunity and nondiscrimination. If a University employee or student believes that he or she has been subjected to discrimination, harassment, or retaliation while working at or participating in a program of an affiliate in violation of this policy, he or she should contact the Office of Institutional Equity or Dean of Students Office in accordance with the reporting provisions of this policy.

### **CONFIDENTIALITY**

Employees of the Office of Institutional Equity, employees of the Dean of Students Office, and all responsible administrators who receive reports of discrimination, harassment, or retaliation shall maintain the confidentiality of the information they receive, except where disclosure is required by law or is necessary to facilitate legitimate University processes, including the investigation and resolution of discrimination or harassment allegations.

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## **SOURCE REFERENCES**

The University's Nondiscrimination and Anti-harassment Policy is based on the amended provisions of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1975, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, and other applicable federal and state laws, and Arizona Board of Regents and University policy.

Enforcement of this Policy is subject to constitutional protections for free speech, association, and the press.

# Appendix F: University of Arizona Code of Academic Integrity

## Principle

Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by [ABOR Policies 5-308 through 5-404](#), all provisions of which apply to all University of Arizona students. This Code of Academic Integrity (hereinafter "this Code") is intended to fulfill the requirement imposed by [ABOR Policy 5-403.A.4](#) and otherwise to supplement the Student Code of Conduct as permitted by [ABOR Policy 5-308.C.1](#). This Code of Academic Integrity shall not apply to the Colleges of Law or Medicine, which have their own honor codes and procedures.

## Prohibited Conduct:

Conduct prohibited by this Code consists of all forms of academic dishonesty, including, but not limited to:

1. Cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Student Code of Conduct, [ABOR Policy 5-308-E.6, E.10, and F.1](#)
2. Submitting an item of academic work that has previously been submitted without fair citation of the original work or authorization by the faculty member supervising the work.
3. Violating required professional ethics rules contained or referenced in the student handbooks (hard copy or online) of undergraduate or graduate programs, or professional colleges.
4. Violating health, safety or ethical requirements to gain any unfair advantage in lab(s) or clinical assignments.
5. Failing to observe rules of academic integrity established by a faculty member for a particular course. Attempting to commit an act prohibited by this Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts.
6. Assisting or attempting to assist another to violate this Code.

## Student Responsibility:

Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the generally applicable provisions of this Code whether or not faculty members establish special rules of academic integrity for particular classes. Students are not excused from complying with this Code because of faculty members' failure to prevent cheating.

## **Faculty Responsibility:**

Faculty members shall foster an expectation of academic integrity and shall notify students of their policy for the submission of academic work that has previously been submitted for academic advancement, as well as any special rules of academic integrity or ethics established for a particular class or program (e.g., whether a faculty member permits collaboration on coursework; ethical requirements for lab and clinical assignments; etc.), and make every reasonable effort to avoid situations conducive to infractions of this Code.

## **Student Rights:**

Students have the right to a fair consideration of the charges, to see the evidence, and to confidentiality as allowed by law and fairness to other affected persons. Procedures under this Code shall be conducted in a confidential manner, although a student has the right to an advisor in any appeal to a University Hearing Board under this Code.

## **Academic Integrity Procedures**

### **I. Faculty-Student Conference**

The faculty member of record for the course (i.e., responsible for signing the grade sheet) conducts these procedures. Faculty shall make sure that students receive notice and fair consideration of the charges against them. The faculty member must confer with the student within 15 academic days (hereinafter referred to as "days") of receiving evidence of a suspected violation of this Code, unless good cause is shown for an extension of no more than 30 days. The faculty member shall confer with the student in private, explain the allegations, present any evidence, and hear the student's response. If more than one student is involved in an incident, separate conferences are recommended but not required. When dealing with students who are unavailable for the conference, students not enrolled in the class, or graduate students, refer to the General Provisions.

After the conference the faculty member shall decide, by a preponderance of the evidence, whether or not the student has committed an act prohibited by this Code. "Preponderance of the evidence" means that it is more likely than not that a violation of this Code occurred. If the evidence does not support a finding of a violation, the University will make no record of the incident in any University files. The student may continue in the class without prejudice.

If the evidence supports a finding that the student has engaged in misconduct, the faculty member shall impose sanctions after considering the seriousness of the misconduct, the student's state of mind, and the harm done to the University and to other students. In addition, the faculty member shall consider mitigating and aggravating factors in accordance with the provisions of [ABOR Policy 5-308.H](#). A faculty member may impose any one or a combination of the following sanctions: a written warning, loss of credit for the work involved, reduction in grade, notation of the violation(s) on the student's transcript (temporary or permanent), or a failing grade in the course. The faculty member may also impose a sanction of suspension or expulsion from the program, department, college, or University. Within 10 days of the conference, the faculty member shall prepare a written decision outlining the charges, evidence, findings, conclusions and sanctions imposed. The faculty member should use the standard form entitled

["Record of Faculty-Student Conference,"](#) and furnish copies to the student (as provided in the "Notice" section under General Provisions) and to all others as noted on the form, including the Dean of Students Office. See the General Provisions section for Grade Before Appeals.

## **II. Additional Sanctions for Multiple Violations**

Multiple violations of this Code may subject students to additional sanctions, including suspension or expulsion at the discretion of the Dean of the student's College ("Academic Dean") or his/her designee. Students found responsible by a faculty member for a violation of the Code must immediately contact the Dean of Students Office to determine if they have multiple violations subjecting them to additional sanctions by their Academic Deans.

Upon receiving the Record of Faculty-Student Conference, the Dean of Students Office will notify the student and the Academic Dean of the existence of multiple violations. The Academic Dean will decide if any additional sanctions are to be imposed on the student as a result of multiple violations. The Academic Dean will convey this information to the faculty member, the student and the Dean of the college where the violation occurred ("Dean of the College"), as provided in the "Notice" section under General Provisions. The Academic Dean should use the form entitled "Sanctions for Multiple Violations," and outline the findings and conclusions supporting his/her decision for an additional sanction. If the case is appealed as set forth below, the Academic Dean will present the case for the additional sanction.

## **III. Appeal to Dean of the College**

The student may appeal the faculty member's decision and sanctions to the Dean of the College or his/her designee. The student shall deliver the written appeal to the Dean of the College within 10 days of the date on which the notice of the decision is received. The Dean of the College may extend this filing period if the student shows good cause for the extension. If a student does not appeal within the time provided, the decision and sanctions of the faculty member will be final.

Within 15 days of receiving the appeal, the Dean of the College shall review the faculty member's decision, sanctions and supporting evidence, and shall confer with the faculty member and the student. The Dean of the College shall have the authority to uphold, modify, or rescind the faculty member's decision and sanctions. If the Dean of the College finds:

1. that the conclusion of a violation is not supported by the evidence, then he/she shall render a finding of no violation and that the sanction(s) imposed be rescinded.
2. that the conclusion of a violation is supported by the evidence and the sanction imposed is appropriate, then he/she shall uphold the faculty member's decision and sanction(s).
3. that the conclusion of a violation is supported by the evidence, and the sanction(s) imposed are inadequate or excessive, then he/she shall modify the sanction(s) as appropriate.

The Dean of the College shall notify the student, the faculty member and the Dean of Students in writing of his/her decision as provided in the "Notice" section under General Provisions. The Dean of the College should use the form "Record of Appeal to Dean of the College" for this purpose. If the Dean of the College fails to act within the 15 day period, the student may, within 10 days thereafter, appeal to a University Hearing Board by providing a written notice of appeal to the Dean of Students Office. If the Dean of the College decides no violation occurred, all

reference to the charge shall be removed from the student's University records, and the student may continue in the class without prejudice. If the semester has ended, the faculty member shall calculate the grade without the sanction. If work was not completed due to the academic integrity allegation, the faculty member and the student shall confer and a grade of "W" or "I" shall be assigned. If a grade of "I" is assigned, the student shall have the opportunity to complete remaining work without prejudice.

#### IV. Interim Action

1. The Dean of the College involved may suspend the student from one or more classes, clinics or labs for an interim period prior to resolution of the academic integrity proceeding if the Dean believes that the information supporting the allegations of academic misconduct is reliable and determines that the continued presence of the student in classes or class-related activities poses a significant threat to any person or property.
2. The Dean must provide a written notice of the interim suspension to the student, with a copy to the Provost. The interim suspension will become effective immediately as of the date of the written notice.
3. A student who is suspended for an interim period may request a meeting with the Provost or his/her designee to review the Dean's decision and to respond to the allegations that he or she poses a threat, by making a written request to the Provost for a meeting, including the student's dates of availability. The Provost or his/her designee will schedule the meeting no later than five (5) days following receipt of the written request and decide whether the reasons for imposing the interim suspension are supported by the available evidence.
4. The interim suspension will remain in effect until a final decision has been made on the pending academic misconduct charges or until the Provost, or his/her designee, determines that the reasons for imposing the interim suspension no longer exist or are not supported by the available evidence.

#### V. Appeal to University Hearing Board

The student may appeal any decision of the Dean of the College or the Academic Dean that imposes suspension or expulsion or provides for a notation on the student's transcript. The student may also appeal if the Dean of the College failed to act within the 15 day period. The Dean may grant the student the option to appeal if the sanction of a failing grade is imposed and the Dean believes reasonable persons would disagree on whether a violation occurred. The appeal must be filed within 10 days from receipt of the decision or the Dean of the College's failure to act, by providing written notice of appeal to the Dean of Students Office. If a student does not appeal within the time provided, the decisions of the Academic Dean, and the Dean of the College or the faculty member if the Dean of the College failed to act, will be final. The University Hearing Board shall follow the procedures set forth in the Student Disciplinary Procedures [ABOR Policy 5-403.D](#), with the following modifications:

1. The Hearing Board shall be composed of three faculty and two students and shall convene within 30 days of the time the student files the appeal.
2. Wherever the term Vice President of Student Affairs appears, it shall be replaced with Senior Vice President for Academic Affairs/Provost. The Provost is empowered to

change grades and the Registrar shall accept the Provost's decision. The Provost shall also notify the parties of the final decision.

3. Wherever the Dean of Students is indicated as presenting evidence or witnesses, it shall be replaced with the faculty member who made the charges or his/her representative. Additionally, the Academic Dean or designee may also present evidence to support sanctions for multiple violations.
4. The student may be assisted throughout the proceedings by an advisor or may be represented by an attorney. If the student is represented by an attorney, the faculty member may also be represented by an attorney selected by the University Attorneys Office.
5. The faculty member has the same right as students to challenge the participation of any Board member, as noted in the Student Disciplinary Procedures ([5-403.D.3.f.](#)).
6. The Board may, in its recommendations, address any egregious violations of process.
7. Sanctions for multiple violations will be recommended and presented to the Board by the Academic Dean or his/ her designee.

## **General Provisions**

### **Academic Days**

"Academic Days" are the days in which school is in session during the regular fall and spring semesters, excluding weekends and holidays. If possible, Faculty-Student Conferences and appeals may be heard during the summer or winter break. The Dean of the College or Dean of Students may extend these time limits when serving the interests of a fair consideration or for good cause shown.

### **Advisor**

An individual selected by the student to advise him/her. The advisor may be a faculty or staff member, student, attorney, or other representative of the student. The student will be responsible for any fees charged by the advisor.

### **Grade Before Appeals**

Students must be allowed to continue in class without prejudice until all un-expired or pending appeals are completed. If the semester ends before all appeals are concluded, a grade of "I" shall be recorded until appeals are completed.

### **Graduate Students**

In cases involving graduate students, faculty shall follow the procedures outlined for undergraduate students except that in all cases where the student is found to have violated this Code, the faculty member (and in the case of appeals, the Dean of the College or Hearing Board) shall notify the Associate Dean of the Graduate College.

### **Notice**

Whenever notice is required in these procedures it shall be written notice delivered by hand or by

other means that provides for verification of delivery.

### **Record**

Whenever a sanction is imposed, the sanction and the rationale shall be recorded in the student's academic file. It is recommended that the standard forms "Record of Faculty-Student Conference" and "Record of Appeal to Dean of the College" be used. These forms are available from the Dean of Students Office. Students may petition the Senior Vice President for Academic Affairs/Provost after five years from the semester of the determination or upon graduation, whichever occurs first, to have the record destroyed.

### **Rights and Responsibilities of Witness**

Witnesses are expected to cooperate in any proceedings under this Code. The privacy of a witness shall be protected to the extent allowed by law and with consideration to fairness to the students charged and other affected persons. Retaliation of any kind against witnesses is prohibited and shall be treated as a violation of the Student Code of Conduct or of other applicable University rules.

### **Students or Faculty Not Available For Conference**

In cases where the student is not available, e.g., out of the area after final exams, the faculty member shall make every reasonable effort to contact the student through personal contact, telephone, University email, or mail to inform the student of the charges. If the faculty member is able to contact the student, the Faculty-Student Conference shall be scheduled as soon as both parties are available, e.g., at the beginning of the next semester. The student shall be given the grade of Incomplete until the conference is held. If either of the parties will not be available for an extended period, the Faculty-Student Conference shall be held via the telephone or by mail. If after several efforts, contact cannot be established, the faculty member may impose sanctions but must send a letter or copy of the "Record of Faculty-Student Conference" form via certified return receipt requested mail to the student's last permanent address outlining the charges, findings, conclusions and sanctions.

### **Students Not in Class**

If students not enrolled in the class are involved in a violation of this Code, faculty shall file a Student Code of Conduct complaint with the Dean of Students Office.

# Appendix G: University of Arizona Student Code of Conduct

## University of Arizona Student Code of Conduct

- A. Jurisdiction & Authority
- B. Philosophy
- C. Scope
- D. Student Organizations
- E. Definitions
- F. Prohibited Conduct
- G. Sanctions
- H. Determining What Sanctions to Impose
- I. Enforcement
- J. Miscellaneous Provisions

### **A. Jurisdiction & Authority**

1. Under Arizona law, the Arizona Board of Regents is responsible for the control and supervision of the state universities and their properties and activities. ABOR is authorized to enact ordinances for the governance of the universities and the maintenance of public order upon all property under its jurisdiction. ABOR has promulgated this Student Code of Conduct in order to meet its responsibilities under Arizona law. Enforcement of this Student Code of Conduct is subject to applicable law, including constitutional protections for speech, association and the press.
2. The Presidents are authorized to enforce the Student Code of Conduct.
3. Violators may be accountable to both civil and criminal authorities and to the university for acts of misconduct that constitute violations of the Student Code of Conduct. At the discretion of university officials, disciplinary action at the university may proceed before, during, or after other proceedings. Sanctions may be imposed for acts of misconduct that occur on university property or at any university sponsored activity. As further prescribed in these rules, off-campus conduct may also be subject to discipline. With respect to student organizations, and their members, university jurisdiction extends to premises used or controlled by the organizations on or off campus.

### **B. Philosophy**

1. The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.
2. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community.

3. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

### **C. Scope**

1. The adoption of the Student Code of Conduct does not prohibit any university or ABOR from adopting or maintaining additional rules to govern the conduct of students. Allegations of misconduct brought under the Student Code of Conduct may be combined with allegations arising under other university or ABOR rules.
2. Each university may adopt policies and procedures for reviewing allegations of academic dishonesty.
3. The Student Code of Conduct applies to individual students and to student organizations.
4. Students and student organizations are also subject to the following rules:
  - a. Rules adopted by each university to govern the control of vehicles and other modes of transportation on university property
  - b. Rules relating to student classroom conduct, academic dishonesty, AND academic eligibility, performance and evaluation
  - c. Rules governing student housing
  - d. Rules governing the maintenance of public order
  - e. Rules governing the conduct of student athletes
  - f. Rules governing the use of university communication and computing resources, and
  - g. Such other rules as may be adopted by ABOR or universities in furtherance of university and educational goals.

### **D. Student Organizations**

1. Student organizations may be charged with violations of the Student Code of Conduct.
2. Student organizations, as well as their members and other students, may also be held collectively and/or individually responsible for violations including but not limited to misconduct that occurs: (a) on university property; (b) on premises used or controlled by the organization; (c) at university-sponsored activities; or (d) in violation of university hazing policies.
3. The officers or leaders of a student organization may be held collectively and/or individually responsible when such violations are committed by persons associated with the organization who have received consent or encouragement from the organization's officers or leaders or if those officers or leaders knew or should have known that such violations were being or would be committed.
4. The officers or leaders of a student organization may be directed to take action designed to prevent or end such violations by the organization or by any persons associated with the organization. Failure to comply with a directive may be considered a violation of the Student Code of Conduct, both by the officers or leaders of the organization and by the organization.

## E. Definitions

Definitions provided elsewhere in this chapter are applicable to this Student Code of Conduct. Terms not expressly defined in the Student Code of Conduct will be interpreted in accordance with state and federal law. In the Student Code of Conduct, unless the context otherwise provides or requires:

1. "ABOR" means the Arizona Board of Regents.
2. "Advisor" means an individual selected by the student to advise him/her. The advisor may be a faculty or staff member, student, attorney, or other representative of the student.
3. "Complainant" means any individual who initiates the referral procedures set forth in the student disciplinary procedures, [ABOR policies 5-401 through 5-404](#).
4. "Controlled substance" means a drug or substance whose use, possession, or distribution is controlled under state or federal law.
5. "Day" means university business day, not including Saturday, Sunday, any officially recognized university employee holiday, or any day the university is closed.
6. "Dean of Students" or "Dean" means the administrative officer responsible for administration of student conduct bearing this or similar title and includes his/her designee.
7. "Distribution" means sale, exchange, transfer, delivery, or gift.
8. "Endanger" means to bring into danger or peril.
9. "Explosive" refers to dynamite, nitroglycerin, black powder, or other explosive material or bomb including plastic explosives; any breakable container that contains a flammable liquid with a flash point of 150°F or less and has a wick or similar device capable of being ignited.
10. "Fabrication" means falsification or creation of false data or information.
11. "Fireworks" refers to any fireworks, fire crackers, sparklers, rockets, and any propellant-activated device whose intended purpose is primarily for illumination.
12. "Gambling" shall have the same meaning as defined by Arizona law.
13. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually, or in concert with other persons, against another student, and in which both of the following apply: (a) the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with a university; (b) the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation; or (c) as otherwise defined in applicable law. Hazing includes, but is not limited to, paddling in any form, physical or psychological shocks, late work sessions that interfere with scholastic activities, advocating or promoting alcohol or substance abuse, tests of endurance, submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury, or any activity which by its nature may have a potential to cause mental distress, panic, human degradation, or embarrassment.
14. "Illegal drug" means any drug whose manufacturing, use, possession, or distribution is prohibited or restricted by state or federal law.
15. "President" means the president of the university or his/her designee.
16. "Stalking" means engaging in a course of conduct that is directed toward another person if that conduct would cause a reasonable person to fear for the person's safety or the

safety of that person's immediate family member or close acquaintance, and that person in fact fears for their safety or the safety of that person's immediate family member or close acquaintance.

17. "Student" for purposes of this Student Code of Conduct means any person who is currently admitted or registered or who participates in a university function, such as orientation, in anticipation of enrollment, or who was enrolled in a previous term or who is or was registered for a future term, including a faculty member or other employee so admitted, registered, or enrolled.
18. "Student organization" means an organization or group which has been registered or has received recognition according to university policies and procedures or is affiliated with a university.
19. "University" means either the University of Arizona, Arizona State University, Northern Arizona University, or any other university campus or division governed by ABOR.
20. "University community" means all university students, employees, and guests.
21. "University property" means all resources, including but not limited to real and personal property, money, and intellectual property owned, operated, leased to, contracted by, controlled, or in the possession of a university or ABOR.
22. "University-sponsored activity" means any activity on or off campus authorized, supervised, or controlled by a university.
23. "Vice President for Student Affairs" means the administrative officer bearing such title, similar title, or his/her designee.
24. "Weapon" refers to any object or substance designed to (or which could be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as bb guns, air guns, pellet guns, and potato guns), electronic control devices such as tasers or stun guns, swords, knives with blades of 5 inches or longer, martial arts weapons, bows and arrows, and chemicals such as mace, tear gas, or oleoresin capsicum, but excluding normally available over-the-counter self defense chemical repellents, chemical repellents labeled "for police use only" or "for law enforcement use only" may not be possessed by the general public.

## **F. Prohibited Conduct**

1. All forms of student academic dishonesty, including but not limited to, cheating, fabrication, facilitating academic dishonesty and plagiarism.
2. Endangering, threatening, or causing physical harm to any member of the university community or to oneself causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
3. Violating the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct or other ABOR or university rules.
4. Violation of, or attempt to violate, other rules that may be adopted by ABOR or by the university.
5. Impersonation of another, using another person's identity, or furnishing materially false information, including manufacturing or possession of false identification.
6. Initiating, causing or contributing to any false report, warning or threat of fire, explosion or other emergency.

7. Failure to comply with the directions of university officials or agents, including law enforcement or security officers, acting in good faith performance of their duties. This section is not intended to prohibit the lawful assertion of an individual's Fifth Amendment right against self-incrimination.
8. Forgery, falsification, unauthorized alteration, or misuse of campus documents, records, or identification, including, but not limited to, electronic software and records.
9. Unauthorized presence in or unauthorized use of university property, resources, or facilities.
10. Unauthorized access to, disclosure of, or use of any university document, record, or identification, including but not limited to, electronic software, data, and records.
11. Interfering with university or university-sponsored activities, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services.
12. Misrepresenting oneself or an organization as an agent of a university.
13. Possession of property the student knows or has reason to believe may be stolen or misappropriated.
14. Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to the university or belonging to another person or entity.
15. Violation of ABOR or university rules or applicable laws governing alcohol, including consumption, distribution, unauthorized sale or possession of alcoholic beverages.
16. Unauthorized use, sale, possession or distribution of any controlled substance or illegal drug or possession of drug paraphernalia that would violate the law.
17. Off-campus conduct that a reasonable person would believe may present a risk or danger to the health, safety or security of ABOR or university community or to the safety or security of ABOR or university property.
18. Gambling as prohibited by applicable law, university policy, or associated with any university event.
19. Engaging in, supporting, promoting, or sponsoring hazing or violating ABOR or university rules governing hazing.
20. Engaging in harassment or repeated contact that a reasonable person would understand to be unwanted, including, but not limited to, stalking.
21. Engaging in discriminatory activities as prohibited by applicable law or university policy.
22. Interfering with any university disciplinary process, including but not limited to tampering with physical evidence or inducing a witness to provide false information or to withhold information.
23. Engaging in any illegal sexual offense, including but not limited to, sexual assault, public sexual indecency, or indecent exposure.
24. Use, possession, display, or storage of any weapon, dangerous instrument, explosive material or device, fireworks, bomb-making materials or dangerous chemical on university property, at a university sponsored activity or in violation of law or university policy, unless specifically authorized by an Arizona or federal statute governing law enforcement officers or in writing by university officials with the authority to grant such permission. Universities may permit students to possess certain potentially dangerous instruments, and limited quantities of chemicals or other dangerous materials if they are used for academic or other legitimate purposes, if the presence of these items does not present an undue risk to the campus or community, and if the proposed use, possession,

display or storage of these items has been expressly approved in writing by an authorized university representative.

25. Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This section does not apply to lawful security or surveillance filming or recording that is authorized by law enforcement or authorized university officials.
26. Commission of any offense prohibited by state or federal law.

Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions to the same extent as completed acts.

## **G. Sanctions**

1. The Dean of Students may impose one or more of the following sanctions for any violation of the Student Code of Conduct:
  - a. **Expulsion:** Permanent separation of the student from the university. An indication of expulsion may appear on the student's transcript. The expelled student will not participate in any university-sponsored activity and will be barred from university property. An expelled student will be ineligible to attend Arizona State University, Northern Arizona University, or the University of Arizona or any other university campus or division governed by ABOR unless approved according to paragraph G.2(a) AND (b).
  - b. **Suspension:** Temporary separation of the student from the university for a specified period of time or until specific conditions, if imposed, have been met. An indication of suspension may appear on the student's transcript. Except where prior approval has been granted by the Dean of Students, a suspended student will not participate in any university-sponsored activity and will be barred from the university campus. A suspended student will be ineligible to attend Arizona State University, Northern Arizona University, or the University of Arizona or any other university campus or division governed by ABOR until the conditions of suspension have been met.
  - c. **Degree Revocation:** A university may revoke a degree, certificate or other academic recognition previously awarded by that university to a student. Notice of any degree revocation will appear on the student's transcript. If the university previously communicated the award of a degree, certificate or other academic recognition to a third party, it may provide notice to that entity of the revocation.
  - d. **Probation:** Removal of the student from good disciplinary standing. Additional restrictions or conditions may also be imposed. Probation will last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation, or other university rules committed during the probationary period will subject the student to further discipline, including suspension or expulsion.
  - e. **Warning:** A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.

- f. Administrative hold: A status documented in the registrar's official file which may preclude the student from registering, from receiving transcripts, or from graduating until clearance has been received from the Dean of Students in accordance with university rules.
  - g. Restricted access to university property: A student's access to university property, including but not limited to research, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.
  - h. Organizational sanctions: Sanctions for organizational misconduct may include revocation of the use of university property or privileges for a period of time, revocation or denial of recognition or registration, or suspension of social or intramural activities or events, as well as other appropriate sanctions permitted under the Student Code of Conduct or other rules of the university.
  - i. Educational Response: The Dean may require a student to complete an educational program at the student's expense, write a paper or letter of apology, engage in community service, or assign other educational responses to address the student's conduct.
  - j. Interim action: The Dean may impose restrictions on a student or suspend a student for an interim period prior to resolution of the disciplinary proceeding.
  - k. Academic Conduct: Each university may adopt procedures regarding student conduct that takes place while participating in academic activities. These procedures may outline sanctions including, but not limited to, lower-level warnings, administrative drop from a particular class, or other sanctions as appropriate.
  - l. Restitution: Payment to the university or to other persons, groups, or organizations for damage to property or costs incurred as a result of the violation of this Student Code of Conduct.
  - m. Notation on Transcript.
  - n. Other sanctions permissible under existing university rules.
2. A student who has been suspended or expelled from one university will be ineligible for admission, enrollment, re-enrollment or re-admission to Arizona State University, Northern Arizona University, or the University of Arizona or any other university campus or division governed by ABOR except as follows:
    - a. Each university may adopt rules and procedures to consider a request for readmission from a student who has been previously suspended or expelled, which shall include criteria to be used in evaluating a request for readmission, and shall provide that a decision to readmit must be approved by the Vice President for Student Affairs at the admitting university.
    - b. Except as set forth in Section G.2.a, a student who has been suspended or expelled at one university will not be eligible for admission or re-enrollment at another ABOR university until the student has met the conditions for reinstatement at the university which imposed the suspension or expulsion. The conditions for reinstatement may be waived in whole or in part at the discretion of the Vice President for Student Affairs at the admitting university.

## **H. Determining What Sanctions to Impose**

1. Mitigating and aggravating factors may be considered. Factors to be considered in mitigation or aggravation include the individual's prior disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, the payment of restitution to the university or to any victims, or any other factors deemed appropriate under the circumstances, including but not limited to the individual's participation in an approved counseling program.
2. Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

## **I. Enforcement**

1. Student sanctions shall be enforced through use of the Student Disciplinary Procedures adopted by ABOR.
2. Sanctions for organizational misconduct shall be enforced through the use of the Student Disciplinary Procedures adopted by ABOR or through other procedures established by each university.

## **J. Miscellaneous Provisions**

1. The description of prohibited conduct shall be interpreted as broadly as consistent with applicable law.
2. The Presidents are authorized by ABOR to take other actions or to adopt other rules to protect university property and the safety and well-being of members of the university community and the public.
3. The prior Student Code of Conduct no longer governs conduct by students, except that any pending action or proceeding shall not be affected by this Student Code of Conduct and will be subject to the code provisions in effect at the time the action or proceeding was brought.

All policies found in the Policy Manual are subject to change from time to time as approved by the Arizona Board of Regents. The central office disseminates hard copies of additions/revisions not more than 3 times each year. The web copy, located at: [http://www.abor.asu.edu/1\\_the\\_regents/policymanual/index.html](http://www.abor.asu.edu/1_the_regents/policymanual/index.html) is updated every 1-2 months, as needed. Prior to acting in reliance upon a specific board policy as it appears in any copy of the policy manual, please check to make sure that the board has not recently approved any additions/revisions to that specific policy.

## **Appendix H: Policy on Disruptive Behavior in an Instructional Setting**

**Effective Date:** January 26, 2004

**Approved By:** President Likins

**Contact:** Dean of Students Office

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

A. **Instructional Rules and Decorum** Rules and expectations for the instructional setting should be established by the instructor and communicated to the students via the syllabus and classroom discussion at the outset of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching method and learning objectives; and may vary depending upon the educational context. Instructional rules may include, but not be limited to, prohibitions on cell phone use, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

B. **Prohibited Behavior** Disruptive Behavior is Prohibited. "Disruptive behavior" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operations of the University. Students who engage in disruptive behavior may be directed by the instructor to leave the class for the remainder of the class period. If the student refuses to leave after being requested to do so, the instructor may summon the University Police. For involuntary removal for more than one class period, involuntary withdrawal from class, or more serious sanctions, the disciplinary procedures set forth in section C, below, must be utilized.

C. **Disciplinary Procedures for Significant Disruptions** Before a student can be involuntarily removed for more than one class period or involuntarily withdrawn from a class or from the University for disruptive behavior, the following procedures must be utilized. For serious disruptions, the instructor may start at Step 2 or Step 3 as appropriate.

Step 1. The instructor of record for the course should communicate with the student as soon as possible after the first incident of disruptive behavior to identify the behavior, review the classroom rules and this policy, and instruct the student on the behavior that is required in the future.

Step 2. If the disruptive behavior continues, as soon as practical the instructor should provide a written warning to the student identifying the prohibited behavior that occurred, the rules that

were violated and the behavior that is required in the future. The warning should also include notice that any subsequent violation of the classroom rules or this policy will result in the instructor filing a Student Code of Conduct Complaint with the Dean of Students Office for failure to comply with this policy, the directions of a university official and/or interfering with classroom related activities. See ABOR Policy 5-308. The Dean of Student's Office and the instructor's Department Head or Dean must also be copied on the warning.

Step 3. If the disruptive behavior is serious or continues after a written warning, the instructor must document the disruptive behavior in writing and file a Student Code of Conduct Complaint with the Dean of Students Office. The Complaint should also include a copy of any written warning provided to the student, as well as any documentation related to prior incidents and the names of any witnesses. The instructor must also notify his/her Department Head or Dean of the matter as well. The Dean of Students Office will investigate the Complaint in accordance with the Student Disciplinary Procedures (ABOR Policy 5-401, et seq.). The Student Disciplinary Procedures shall govern all proceedings involving such complaints. Sanctions, if necessary, will be imposed in accordance with the Student Code of Conduct.

## Appendix I: Policy on Threatening Behavior by Students

**Effective Date:** October 15, 2003

**Approved By:** President Likins

**Contact:** Dean of Students Office

The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self. Threatening behavior can harm and disrupt the University, its community and its families.

**A. Prohibited Behavior Threatening Behavior is Prohibited.** "Threatening behavior" means any statement, communication, conduct or gesture, including those in written form, directed toward any member of the University community that causes a reasonable apprehension of physical harm to a person or property. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.

**B. Procedures for Mandatory Reporting of Threatening Behavior** If threatened by any student's conduct to the point of reasonable fear of immediate physical harm to self, others or property:

1. Leave the area immediately.
2. Call the Police by dialing 9-1-1 to request that an officer come to the location. Inform the Police if it is a repeat occurrence.
3. Anyone who observes what appears to be threatening behavior must report it to the Dean of Students Office and in the appropriate case file a Student Code of Conduct Complaint (see ABOR 5-403).
4. University employees who observe what appears to be threatening behavior must also report it to their supervisor or Department Head, who should report it to the Dean.

**C. Disciplinary Process** In addition to any law enforcement action, the Dean of Students Office will investigate complaints against students and will keep records of such complaints and investigations in accordance with the Student Disciplinary Procedures (ABOR Policy 5-401, et seq.). Such records are subject to the Family Educational Rights and Privacy Act and may be shared with faculty and other University Officials who have a legitimate educational interest, and those persons who need to know in a health or safety emergency, including any person who was the object of the threat. The person observing a threat or being threatened by a student is to complete the Student Code of Conduct Complaint Form and send it to the Dean of Students Office. This will initiate the Student Disciplinary Procedures regarding the student who is charged with exhibiting threatening behavior. Within 24 hours, the Dean of Students Office will email the person who submitted the form to confirm that the form has been received. The Dean

of Students Office will communicate the progress of the investigation within ten calendar days to the person who was the object of the threat.

The Student Disciplinary Procedures shall govern all proceedings involving such complaints. The Dean of Students may suspend the student for an interim period prior to the resolution of the disciplinary proceeding if the Dean determines that the continued presence of the student poses a threat to any individual, property, or university function. Sanctions, as appropriate, may be imposed in accordance with the Student Code of Conduct, up to and including suspension or expulsion from the University. In addition to any other sanction, any student who has been found responsible for threatening behavior after an opportunity for appeal may be expelled from the University.

The Dean of Students Office may utilize a student behavior assessment committee to assist in determining whether the student can remain on campus or whether other appropriate disciplinary actions should be taken. The Student Behavior Assessment Committee is an advisory committee that shall include representatives from Counseling and Psychological Services, the Dean of Students Office, member(s) of the Faculty (including a representative of the Faculty Senate Student Affairs Policy Committee), Life and Work Connections, the Department of Risk Management, the University Police Department, and other ad hoc members and consultants as deemed necessary by the Dean of Students on a case-by-case basis. The Committee will receive its charge from the Dean of Students, as necessary.

## Appendix J: University of Arizona Student Health Policy

### Health Care Options

Students\* who are registered for classes at The University of Arizona do not need health insurance in order to access health care at the Campus Health Service (CHS). However, we strongly urge every student to maintain adequate health insurance to cover unexpected medical expenses.

**\*Attention International Students:** The University of Arizona requires that all international students on non-immigrant visas, regardless of classification or number of units, carry the Student Health Insurance unless one qualifies for an [exemption](#). Exemptions must be requested each semester.

#### Commercial Health Insurance Plans

##### Fee-For-Service

This option is automatic for currently enrolled University of Arizona students. After designated office visit co-payments at the Campus Health Service, charges are then incurred for pharmacy, laboratory tests, x-rays, medical procedures and supplies. The fees are generally less expensive than those charged in the community. Payment is accepted as cash, check, credit card (exclusively for faculty and staff) or Bursar billing (exclusively for registered students).

[Current Fee Schedule](#) for academic year 2009/2010 (prices are subject to change).

##### Dental Discount Program

The Vital Savings Dental Discount Program offered through Aetna and endorsed by the Arizona Board of Regents is available to all registered University of Arizona students.

##### CampusCare Supplement

This is a prepaid health care option limited to services provided within the Campus Health Service. It serves as an ideal supplement for students covered by private health insurance, where one may have limited benefits or no coverage for charges incurred at the health center. This option also serves well for students who cannot afford health insurance. After a designated office visit co-payment, all laboratory tests, x-rays, medical procedures and supplies are covered providing the diagnostic work-up is initiated at the Campus Health Service unless specified as an exclusion.

##### Student Health Insurance

The University of Arizona offers one major medical health insurance policy designed specifically for eligible University of Arizona students and their dependents. This policy provides coverage nationwide and has an emergency benefit worldwide. All three State of Arizona university health centers serve as primary care providers for the enrolled student.

##### Graduate Assistant/

##### Associate Health Insurance Benefit

As part of your benefits for being a Graduate Assistant/Associate, The University of Arizona will pay the premium for individual coverage.

##### Medical Students

If you are a medical student in the College of Medicine with classes starting prior to August 16th, you are eligible to enroll onto the student health insurance summer coverage.

##### Post Doctoral Fellows, Visiting Scholars and J1 Interns

If you are not a University of Arizona benefits eligible employee, the Student Health Insurance is an available option.

##### After-Hours Medical Assistance

The Campus Health Service is open Monday through Friday 8am to 4:30pm and Wednesdays 9am to 4:30pm, closed weekends and University holidays. Students in need of medical assistance after clinic hours may access an on-call physician or nurse practitioner

by calling (520) 570-7898. In addition, a list of Tucson area Hospitals and Urgent Care facilities can be obtained from the Campus Health Service located outside the front doors of the Urgent Care/Pharmacy entrance. Please direct any questions you may have concerning the health care options to (520) 621-5002.

## Appendix K: University Student Email Policy

### Official Student Email Policy

*(Use of Email for Official Correspondence with Students)*

#### 1. University use of email

Email is a mechanism for official communication within the University of Arizona. The University has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community. As steward of this process, the Office of the Registrar is responsible for directing the use of the official student email. See, [Guidelines for the Use of Official Student Email Addresses](#) for details.

#### 2. Assignment of student email

Official University email accounts are available for all enrolled students. The addresses are all of the form [Name]@email.arizona.edu or [Name]@u.arizona.edu. These accounts must be activated before the University can correspond with its students using the official email accounts. The [Account website](#) has been designed for this purpose. The official email address will be maintained in [Matrix](#). Official email address will be directory information. As with other directory information, any student may request that his or her official email address be restricted in its access.

#### 3. Redirecting of email

If a student wishes to have email redirected from their official @email.arizona.edu address to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. The University will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her @email.arizona.edu account. Information and warnings about forwarding are available at <http://computing.arizona.edu/help/email/webmail/forward.html>.

#### 4. Expectations about student use of email

Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via email.

#### 5. Authentication for confidential information

It is a violation of University policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a University office, faculty/staff member, or student. To minimize this risk, some confidential information may be made available only through [Student Link](#), which is password protected. In these cases, students will receive email correspondence directing them to Student Link, where they can access the confidential information only by supplying their [student ID](#) and [PIN](#). The confidential information will not be available in the email message.

#### 6. Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send

messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

### **7. Educational uses of email**

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This "Official Student Email Policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @email.arizona.edu accounts are being accessed and faculty can use email for their classes accordingly.

#### **Related Links:**

- [Electronic Mail Policy](#) -- on the University of Arizona Policies and Procedures site.
- [Survey Guidelines](#)