

## **Chapter One: General Information**

### **Introduction to the Mitchell Hamline School of Law Student Handbook**

The Mitchell Hamline School of Law Student Handbook is designed to help students understand the academic and student affairs rules, policies, and procedures of the law school. Many of the policies and procedures in this handbook are published and crafted in accordance with the American Bar Association's Standards and Rules of Procedure for Approval of Law Schools (see [http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html)).

The Student Handbook is reviewed and updated annually but specific rules, policies, and procedures may be changed or added at any time during the academic year. Students will be notified of changes or additions through the website and via email from the Dean of Students. Students are responsible for reading these updates and abiding by all rules, policies and procedures included in the Student Handbook and announced via the website and emails.

In addition to the Student Handbook, the MHSL website serves as a valuable resource to all students throughout their law school career. The Current Students section of the website provides important information about academic schedules and requirements, registration, exams, accommodations, competitions, and student organizations. Students will also find links to the many programs and services offered by the Academic Excellence Program, Office of Career and Professional Development, Counseling Services, Financial Aid, Student Accounts and Finance, Diversity and Inclusion, the Registrar's Office, and the Office of the Dean of Students. These offices are here to support you on your academic and professional journey.

Best wishes for a successful school year!

Lynn LeMoine  
Dean of Students  
August 2017

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## **Academic Calendar (Fall 2017/Spring2018)**

The academic calendar is maintained by the Office of the Registrar and can be accessed at <https://mitchellhamline.edu/registrar/academic-calendars/>

## Chapter Two: Student Conduct

### Section 1: Rules of Student Conduct

#### A. General Expectations

As responsible members of the community, Mitchell Hamline School of Law students are expected to maintain the highest ideals of academic, professional, and social conduct. Students are expected to respect the views and personal dignity of other members of the law school community. They are responsible for knowing and abiding by the rules and policies published in the Student Handbook.

In addition, students are expected to know the standards to which they will be held when they become lawyers. The codes of professional responsibility published by each state's bar association describe these standards. Students should consult these codes for guidance. The Student Code of Conduct at Mitchell Hamline School of Law reflects the standards for professional conduct prescribed by the Minnesota Board of Law Examiners <https://www.ble.state.mn.us/rules/>.

#### B. Student Code of Conduct

##### 1. Statement of Purpose

The Mitchell Hamline School of Law Student Code of Conduct (hereinafter, "the Code") contains the rules that shall govern any student enrolled in courses or programs sponsored or co-sponsored by the law school, and where applicable, any student organization, and the procedures to be followed in administering the rules. These rules state elemental standards of honesty and integrity to the end that graduates of Mitchell Hamline will be academically qualified for the practice of law and possess those character traits necessary to the special trust relationships involved in the practice of law.

##### 2. Scope

The Mitchell Hamline Student Code of Conduct is based on the assumption that individual and group responsibility is a part of the educational process. Disciplinary action can help encourage individual responsibility and self-discipline; protect the rights, freedoms, and safety of members of the law school community; and promote respect for the rights of others. Accordingly:

- A. The Code applies to students enrolled in courses or programs sponsored or co-sponsored by the School of Law.
- B. The Code also applies to student groups and organizations at the law school. A student organization may be held responsible under the code if members of the group act in concert to violate law school community standards; a violation arises out of a group-sponsored, -financed, or -endorsed event; a group leader has knowledge of the act or incident before or while it occurs and fails to take corrective action; a pattern of individual violations is found to have existed without proper or appropriate group control, remedy, or sanction; members of the group cover up or fail to report improper conduct to the appropriate law school officials.

- C. The Code applies to all conduct (academic and other) that relates to an individual's status as a student of the law school. However, the Code is not an exclusive remedy for criminal or tortious acts.
- D. Investigations may be initiated or continued after a student has graduated, or after the student has completed the course or program, if the conduct at issue occurred while the individual was enrolled in the law school or in a program sponsored or co-sponsored by the law school. If a matter is pending when a student is scheduled to graduate, the student's degree may be withheld until the matter is resolved.
- E. The law school may take action for conduct that occurs on school premises or at school sponsored (or co-sponsored) events, whether held on or off campus, or in any other setting whether or not related to school activities.

All complaints of sexual harassment, harassment and discrimination, and sexual violence are subject to the provisions of the law school's Title IX Policy.

### 3. Definitions

- 3.1** "Complainant" means any person who initiates a disciplinary proceeding under the Student Code of Conduct by serving upon the Dean a signed, written complaint.
- 3.2** "Dean" means the Dean and President, or any person designated by the Dean to perform the acts required under the Student Code of Conduct.
- 3.3** "Plagiarism" means representing another person's words or ideas as one's own without proper attribution or credit. Another person's words or ideas must be given adequate documentation whether used in direct quotation or in summary or paraphrase. Plagiarism includes, but is not limited to, submitting the work of another as one's own, whether intentional or not.
- 3.4** "Respondent" means any student alleged to have committed a violation of the Student Code of Conduct.
- 3.5** "Service" or "Serve" means to provide a written notice or any other document by personal service, email notification, or by certified mail with a request for a return receipt. Notice by email is effective on the date sent and certified mail is effective on the date of mailing unless otherwise specified. Personal service upon the Dean may also be accomplished by delivery to any law school employee in the Dean's suite.
- 3.6** "Student" means any person enrolled in courses or programs sponsored or co-sponsored by the law school, and where applicable, any student organization.

### 4. Prohibited Conduct

#### 4.1 Unlawful conduct

A student must not commit any criminal offence that implicates his or her character or fitness to practice law.

**4.2 Academic misconduct**

A student must not engage in academic misconduct, including, but not limited to, cheating, plagiarism, violating instructions, falsifying information, representing as original one's own work written for other purposes, and engaging in conduct that tends to give an unfair advantage to any student in any academic matter. This prohibition applies to all course work, examinations, independent study projects, research projects for instructors, and academically related activities including law review/journals and competitions. This rule is subject to specific instructions by a faculty member or supervisor of the particular activity in question. A student with knowledge of any violations of this section should report the violation promptly.

A plagiarism violation under the Student Code of Conduct will be treated separately from the discipline a student may receive from a professor teaching a course in which the violation occurred.

**4.3 Honesty and integrity**

A student must not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation. This conduct includes, but is not limited to, making false statements, misrepresenting academic or personal achievement, and failing to correct information previously submitted to the law school.

**4.4 Concerning Pattern of Behavior or Conduct**

A student must not exhibit a pattern of behavior or pattern of conduct that raises significant concerns about the student's character or fitness for admission to practice law. Such pattern may include multiple violations of laws or regulations. The code incorporates by reference the character and fitness standards of the Minnesota Board of Law Examiners.

**4.5 Professional and Social Misconduct**

All students, whether engaged in on-campus, offsite, or online classes are expected to maintain a positive learning environment by refraining from behavior that impedes, or otherwise negatively impacts other students as described in the following three subsections:

**4.5.1 Respect for person and property of others**

A student must respect the person and property of others. A student must not assault, harass, threaten, or otherwise attempt to intimidate, or intrude upon the rights of, any other person, whether in person or with the use of technology. A student must not purposely damage, or knowingly take, the property of any other person without the person's consent.

**4.5.2 Classroom conduct**

Students must not disrupt a class by inappropriate or distracting behaviors, actions, or activities. This rule applies to in-class and online courses.

**4.5.3 Library rules**

Students must follow all library rules published on the library website or otherwise publicly promulgated. A violation of the Library's Behavior Policy is a violation of this Student Conduct Code (see <http://mitchellhamline.edu/library/policies/>).

#### **4.6 Other law school rules**

From time to time, the law school may issue specific or general rules. When these rules are announced on the law school website, or otherwise widely published, they become binding on all students. A violation of any such rule may be considered a violation of the Student Code of Conduct if such violation implicates the student's character or fitness to practice law.

### **5. Sanctions**

A violation of the Student Code of Conduct may result in expulsion or suspension from the law school, dismissal from one or more classes, restitution, or any other appropriate penalty. A violation by a student organization may result in loss of funding and sponsorship from the law school. The application of any penalty shall depend upon the seriousness of the offense and the presence or absence of mitigating factors. Execution of the penalty may be stayed pending successful completion of specified conditions of a probationary period.

### **6. Rules for Disciplinary Proceeding**

#### **6.1 Initiation of Disciplinary Proceeding**

Any person may initiate a disciplinary proceeding under these rules by serving upon the Dean a signed, written complaint. The complaint shall state the essential facts alleged to constitute a violation of the Code, including (a) the name of the student alleged to have committed the violation, (b) the specific allegation(s), and (c) the factual basis for the allegation(s).

#### **6.2 Prima Facie Determination**

Within 7 days of the service of the initial complaint the Dean must either: (A) dismiss the complaint for failure to allege a prima facie violation of the Code and notify the complainant of the dismissal and the reasons for the dismissal, or (B) Serve on the respondent a copy of the complaint, a copy of the Code of Conduct, and notice of the time and place for a conference with the Dean.

#### **6.3 Investigation**

Within 14 days after serving the student charged with a copy of the complaint, the Dean must complete an investigation of the allegations of the complaint. The investigation must include a conference with the Respondent, unless Respondent refuses to, or otherwise will not, attend. The Dean may extend the length of the investigation for good cause.

#### **6.4 Voluntary Resolution**

At any point during the 14 day investigation period, the Dean and the Respondent may enter into a voluntary resolution of the complaint. The voluntary resolution must be in writing and must include a description of the violation and any sanctions imposed.

#### **6.5 Determination**

By the conclusion of the investigation period, and if the Dean and the Respondent have not entered into a voluntary resolution of the complaint, the Dean must either, (A) dismiss the complaint for lack of clear and convincing evidence of a Code violation and notify the Respondent and Complainant of the dismissal; or (B) make a written determination identifying, (1) the provisions of the Code that the Dean has determined the student is guilty of violating, (2) the facts establishing the violation(s), and (3) the

sanction authorized by the Code, and serve a copy of that written determination and notice of the right to appeal upon the Respondent and the Complainant. The notice shall contain the names of the Chairperson and the student and faculty members of the Academic and Student Affairs Committee.

### **6.6 Confidentiality**

Although the Administration cannot guarantee absolute confidentiality, attempts will be made to keep the allegations in confidence. Only those with a demonstrated “need to know” (e.g. the Dean, the Dean’s appointed staff handling the procedures of the Code of Conduct, witnesses, if any) shall be privy to any allegation filed.

## **7. Appeals**

Respondent may appeal from any adverse determination under this policy by serving written notice of appeal upon the Dean within 10 days after the Respondent has been served with notice of the determination. The Dean shall promptly serve a copy of the notice of appeal upon the chairperson of the Code Committee.

### **7.1 Stay of Disciplinary Action**

The service of a notice of appeal shall stay disciplinary action unless the Chairperson of the Code Committee determines that the safety of persons or property would be jeopardized by a stay and so notifies the Dean and the student charged in writing.

### **7.2 Notice of Appeal Hearing**

If the Respondent appeals, the Chairperson of the Code Committee shall, within 7 days of the service of the notice of appeal and at least 10 days prior to the date set for the hearing, serve notice of the time and place for the appeal hearing, and notice of the names of the members of the Code Committee who will hear the appeal, upon the Dean and the Respondent.

### **7.3 Scope of Review**

The Code Committee shall examine the record for clear and convincing evidence of the violation. In doing so, the committee can in its discretion hear any new or additional evidence submitted by students, the Dean, or any other person. In addition, the committee on its own motion can invite persons to submit evidence. If the committee finds that the violation has not been established by clear and convincing evidence the committee shall dismiss the complaint. If the committee believes that a violation has been established by clear and convincing evidence, it will examine the sanction imposed to determine whether it is appropriate. If the committee finds that the sanction imposed is not appropriate, the committee may assess any less or more severe penalty authorized by the Code.

### **7.4 Finality of Committee’s Decision**

The decision of the Code Committee shall be final and not subject to reconsideration, except on the grounds of newly-discovered evidence. Request for reconsideration must be served upon the Chairperson of the Code Committee within 30 days from the date of its decision. The Chairperson shall determine whether to grant the request. If the request is granted the committee shall hold an additional hearing. It shall give notice of the hearing as prescribed by these rules for the initial hearing. The hearing shall proceed in accordance with the rules governing initial hearings.

## 7.5 Majority Vote

Unless otherwise specified all actions of the Code Committee shall be by vote of a majority.

## 7.6 Appeal Hearing Procedures

- Hearing Format. Hearings may be held in person, or in the case of a hybrid program student via telephone or video meeting.
- Composition of Code Committee. The full, five-member Code Committee shall hear the appeal. The Code Committee shall consist of the Chairperson of the Academic and Student Affairs Committee, who will also serve as Chairperson of the Code Committee; two of the faculty members appointed by the Dean to serve on the Academic and Student Affairs Committee; and two students appointed by the President of the Student Bar Association to serve on the Academic and Student Affairs Committee. If any faculty member of the Academic and Student Affairs Committee, including the Chairperson of the Academic and Student Affairs Committee, is unable or unwilling to serve as a member of the Code Committee for a given appeal, the Chairperson of the Code Committee shall name any willing and able faculty member as a replacement. If any student member of the Academic and Student Affairs Committee is unable or unwilling to serve as a member of the Code Committee for a given appeal, the President of the Student Bar Association shall name any willing and able student as a replacement.
- Objections. Once the Chairperson of the Code Committee for a given appeal has served notice on the Dean and the Respondent of the names of the members of the Code Committee who will hear the appeal, the student charged will have five days to object for good cause to the participation in the hearing of any members of the Code Committee. If the Chairperson sustains an objection to a faculty member, the Chairperson shall appoint a substitute faculty member. If the Chairperson sustains an objection to a student member, the Chairperson shall ask the President of the Student Bar Association to appoint a substitute student member. Once the Chairperson of the Code Committee for a given appeal has served notice on the Dean and the Respondent of the names of the substitute member(s), the student charged will have five days to object for good cause to the participation in the hearing of any substitute member. The objection and replacement process will continue until the student charged no longer objects, or until the Chairperson of the Code Committee determines that the student charged does not have good cause for objection to the participation in the hearing of any member of the Code Committee, whichever occurs first. The Chairperson of the Code Committee is the final authority on what constitutes good cause.
- Open Hearing. The hearing shall be closed to the public unless the student charged requests that it be open. However, at the request of the Chairperson of the Code Committee, the Dean of Students may attend any hearing, and may be present in person while the Code Committee deliberates, in order to aid the Code Committee in assessing the feasibility of appropriate sanctions and/or remedial measures.
  1. Record. A verbatim record of the hearing shall be made through transcription or by electronic recording. A transcript or tape recording shall be furnished to Respondent

upon request to the Chairperson of the Code Committee within 5 days after the hearing.

2. Representation. The Respondent may represent himself or herself at the hearing or may be represented by a person of his or her choice at Respondent's expense. References hereafter to the student shall include his or her representative.
3. Evidence. Any oral or documentary evidence may be received by the committee, but the findings of the committee must be based on reliable evidence. The Chairperson of the committee may prohibit the introduction of irrelevant or unduly repetitious evidence, or unreliable information.
4. Order of Hearing:
  - a. Opening Statements. The Dean and the Respondent shall state the issues upon appeal and the contentions of each.
  - b. Presentation of Evidence. The Dean shall proceed first with the presentation of evidence, followed by the Respondent.
  - c. Questioning. A witness may be questioned by the Dean, by the Respondent, or by members of the committee.
  - d. Rebuttal. Following the presentation of evidence by the Respondent, the Dean may offer evidence in rebuttal. The Respondent may then offer evidence in surrebuttal.
  - e. Closing Statements. After all the evidence has been presented, closing statements may be made by the Dean and then by the Respondent.
  - f. Continuance. If either the Dean or the Respondent asserts surprise by any evidence presented, the Chairperson may grant a reasonable continuance in order to enable the surprised party to obtain evidence to meet the surprise.
  - g. Reopening. In the interest of justice, the Chairperson of the committee may permit either the Respondent or the Dean to offer rebuttal evidence or to reopen that person's case-in-chief.

### 7.7 Decision of the Committee

The committee shall make its decision within 10 days of the hearing. The decision shall be in writing and shall state the determinations of the committee. The Chairperson shall serve a copy of the decision upon the Dean, the Respondent, and the Complainant. Any disciplinary penalty approved by the committee shall go into effect upon service of the notice upon the Respondent.

## 8. Good Standing Letter

If a student has been charged with a violation of the Student Code of Conduct, but the complaint has been dismissed under Chapter 2, Section 1.B.6.2, Section 1.B.6.5, or Section 1.B.7.3, the Registrar may issue a Good Standing Letter, at the student's request, without including any reference to the complaint.

If the complaint has been voluntarily resolved under Chapter 2, Section 1.B.6.4, or if the Dean has determined that the student is guilty of violating one or more provisions of the Code under Chapter 2, Section 1.B.6.5, the Good Standing Letter must include a statement that the student has been subject to disciplinary action. However, if the time to file a notice of appeal pursuant to Chapter 2, Section 1.B.7, has



not yet run, the Registrar will not issue a Good Standing Letter until the time to file a notice of appeal has run and the student has not filed such a notice, or until the student has notified the Dean that s/he will not appeal, whichever occurs first.

If the student has timely filed a notice of appeal pursuant to Chapter 2, Section 1.B.7, the Registrar will not issue a Good Standing Letter until the appeal has been decided. If, on appeal, the Code Committee determines pursuant to Chapter 2, Section 7.3, that the student is guilty of violating one or more provisions of the Code, the Registrar's Good Standing Letter must include a statement that the student has been subject to disciplinary action.

## 9. Amendments

This Code may be amended only after an open meeting for all students to discuss the proposed amendments.

## 10. Construction

Nothing herein shall be interpreted in a manner inconsistent with the ABA Standards for Approval of Law Schools or any other relevant accreditation standards, as amended from time to time.

## C. Other Policies and Conduct Unbecoming a Law Student

Mitchell Hamline School of Law has promulgated other policies that prescribe expectations for academic, professional, and social conduct. Violations of law school policies that contain a specific procedure for addressing violations will be handled through the prescribed procedure. In particular, students should review the following policies included in the Student Handbook:

- Financial aid policies
- Non-discrimination Policy
- Title IX policy (Sexual harassment, harassment, discrimination, and sexual violence)
- Disability Accommodation Policy and Procedures
- Problematic Consensual Romantic Relationship Policy
- Drug and Alcohol-Free Campus Policy
- Use of Alcohol Policy
- Weapons Policy
- Tobacco-Free Environment Policy
- Parking Policy

In addition, while a pattern of behavior or pattern of conduct that raises significant concerns about the student's character or fitness for admission to practice law constitutes a violation the Student Code of Conduct, single instances of conduct unbecoming a law student may be subject to administrative action by the law school without resort to the Student Code of Conduct. Such actions may include but are not limited to:

- *Grade Reduction:* The student's grade in a course may be reduced if the violation occurs during class meeting hours, during examination or other evaluation periods, involves online or in-person

communications between students or faculty relating to that course, or occurs in the course of a student's interaction with non-Mitchell Hamline students or faculty when the student is engaged in completing work for that course.

- *Letter of Reprimand:* A letter of reprimand by the Dean or Dean's designee may be placed in the student's file.
- *Bar Notification:* The Dean may notify the bar authorities in the state in which the student applies to be admitted to the bar describing the conduct.
- *Counseling Requirement:* The Dean or Dean's designee may require that a student obtain counseling or evaluation for substance abuse, mental health issues, anger management, or other issues, as a condition to continuing his or her coursework for the semester.
- *Holds:* A hold may be placed on a student record for failure to comply with certain requirements. A hold may prevent a student registering for an upcoming term, accessing grade information, or obtaining transcripts or other official records.

## Chapter Two: Student Conduct

### Section 2: Sexual Harassment, Harassment, Discrimination, and Sexual Violence Policy

#### Policy Statement

It is the policy of the Mitchell Hamline Law school of Law ("law school") to maintain a learning environment that is free from sexual harassment ([see note 1 below](#)), sexual intimidation, sexual exploitation, harassment, discrimination or sexual violence based on actual or perceived race, color, creed, religion, national origin, sex/gender ([see note 2 below](#)), gender identity, marital status, familial status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status or any other protected class defined by law. The law school prohibits any form of harassment, violence or discrimination based on actual or perceived protected class status. The law school is committed to properly investigating and addressing incidents of sexual misconduct. Retaliation against a person who reports or complains about sexual harassment, harassment, discrimination, or sexual violence or who participates in or supports the investigation of a complaint is also prohibited and will not be tolerated.

In addition, Mitchell Hamline also prohibits dating violence, domestic violence, sexual assault, and stalking.

It is a violation of this policy for any student, faculty member or staff member to: (1) harass a student through conduct or communication (e.g., physical, verbal, graphic or written); or to (2) discriminate against a student based on that individual's actual or perceived protected class status; or to (3) inflict, threaten to inflict or attempt to inflict violence against a student.

This policy applies to all of the academic and nonacademic (extracurricular) programs of the law school and will be enforced on law school property, including the law school-hosted social functions, or events sponsored by the law school but held at other locations. The policy also applies to conduct that occurs in certain circumstances as defined in this policy in a non-campus building or on non-campus property or on public property. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at the law school, or interferes with the rights of students to be free from a hostile learning environment taking into consideration the totality of the circumstances on and off campus.

The law school will investigate all complaints of sexual harassment, harassment, discrimination, or sexual violence—whether formal or informal, verbal or written—based on a student's actual or perceived protected class status, and will discipline or take appropriate action against any student who is found to have violated this policy. Follow-up will be provided for the complainant and respondents of sexual harassment, harassment, discrimination, or sexual violence. The law school will investigate and, when appropriate, will conduct prompt, fair, and impartial investigation proceedings for complaints of dating violence, domestic violence, sexual assault, and stalking.

## Online Reporting

Students, faculty, or staff who wish to report an incident of sexual misconduct including sexual assault, dating violence, domestic violence, stalking, or sexual harassment may do so through this online form [\[mitchellhamline.edu/students/title-ix/reporting-sexual-misconduct/\]](http://mitchellhamline.edu/students/title-ix/reporting-sexual-misconduct/). Reports may be made anonymously; however, such reports may not lead to an investigation, or if an investigation is commenced, it will be based on information reported and may limit action taken. All reports will be forwarded to the Title IX Coordinator.

Any student who needs a reasonable accommodation to be able to make or respond to a complaint, or engage in any other activity detailed in this Policy, should contact the law school's Title IX Coordinator or Human Resources Manager to confidentially request an accommodation.

*(Note 1) Title IX as well as other laws require that the law school not discriminate on the basis of sex in the law school's education programs and activities as well as employment. Inquiries regarding the application of Title IX may be made to the Title IX coordinator identified in Section II below.*

*(Note 2) Id.*

## I. Definitions

All crimes detailed in this Policy can occur between different sexes or same sex individuals.

- A. Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of education, or
  2. Submission to or rejection of such conduct is used as a basis for educational decisions affecting the individual, or
  3. Such conduct unreasonably interferes with an individual's educational performance, or creates an intimidating, hostile or offensive educational environment.

Some examples of conduct that may constitute sexual harassment include the following:

1. Repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
2. Any indication, express or implied, that any aspect of academic progress or personal safety depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or
3. Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
4. The deliberate use of offensive or demeaning terms which have a sexual connotation; or
5. The deliberate creation of an intimidating, hostile or offensive atmosphere, through conduct or communication of a sexual nature; or
6. Inappropriate remarks of a sexual nature.

- B. Discrimination occurs when an individual is treated adversely or differently because of that person's race, color, creed, religion, sex, age, national origin, disability, marital status, familial status, sexual orientation, status with regard to public assistance, membership or activity in a local commission, or any other protected class status defined by applicable law. Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, creed, religion, sex, age, national origin, disability, marital status, sexual orientation, status with regard to public assistance, membership or activity in a local commission, or any other protected class status defined by applicable law and that:
1. Has the purpose or effect of creating an intimidating, hostile, or offensive educational environment; or
  2. Has the purpose or effect of unreasonably interfering with an individual's educational performance; or
  3. Otherwise adversely affects an individual's educational opportunities, including academic, extracurricular, and other programs of the law school.

Some examples of conduct that may constitute discrimination or harassment include the following:

1. Treating an individual differently in any other respect because of protected class status; or
  2. Using epithets, slurs, threatening or intimidating acts, including written or graphic material directed to an individual because of protected class status; or
  3. Written, verbal or physical acts directed to an individual because of protected class status that purport to be jokes or pranks.
- C. Sexual violence is defined as a violation of Minnesota Criminal Sexual Conduct Statutes and may include a range of sexual conduct, including but not limited to acquaintance rape, or other forcible or non-forcible sex offenses. In general, sexual violence means sexual contact achieved without consent or with the use of physical force, coercion, deception, threat, and/or the victim is mentally incapacitated or impaired, physically impaired (due to the influence of drugs or alcohol), or asleep or unconscious.
- D. Sexual Assault is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Some examples of forcible sexual offenses include:

- Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that persons' will; or not forcibly or against this person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the persons' will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Some examples of non-forcible sexual offenses include:

- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

In addition, sexual assault means the attempt to engage in any of the above-listed forcible and non-forcible sexual offenses.

- E. Sexual Exploitation is taking non-consensual sexual advantage of another person. For example, sexual exploitation includes taking non-consensual video and/or audio recordings, photographs, or images of an individual while that individual is engaged in intimate or sexual utterances, sounds, or activities; voyeurism; or distributing intimate or sexual information about a person without his or her consent.
- F. Sexual Intimidation involves threatening another person that you will commit a sex act against them; engaging in indecent exposure; or stalking another person who reasonably perceives the stalker is pursuing a romantic and/or sexual relationship. Stalking is further defined below.
- G. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- H. Domestic Violence is defined as any of the following, if committed against a family or household member by a family or household member: (1) physical harm, bodily injury or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or (3) terroristic threats, criminal sexual conduct, or interference with an emergency call.
- I. Stalking means to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim.
- J. Consent means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or

current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act. Past consent does not imply future consent. A person who is mentally incapacitated or physically helpless, as defined by Minnesota law, cannot consent to a sexual act. Corroboration of the victim's testimony is not required to show lack of consent. Consent can be withdrawn at any time.

- K. Campus means any building or property owned or controlled by the law school within the same reasonably contiguous geographic area of the law school and used by the law school in direct support of, or in a manner related to, the law school's educational purposes, and property within the same reasonably contiguous geographic area of the law school that is owned by the law school but controlled by another person, is used by students, and supports Law school purposes (such as a food or other retail vendor).
- L. Non-campus Building or Property means any building or property owned or controlled by a student organization recognized by the law school; and any building or property (other than a branch campus) owned or controlled by the law school that is used in direct support of, or in relation to, the law school's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the law school.
- M. Public Property means all public property that is within the same reasonably contiguous geographic area of the law school, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the law school if the facility is used by the law school in direct support of, or in a manner related to the law school's educational purposes.

## II. Reporting Procedures for Incidents of Sexual Harassment, Harassment, and/or Discrimination (please see Section III for reporting Sexual Violence)

- A. If a student believes that he or she has been subject to sexual harassment, harassment or discrimination by another student, faculty member, staff member or any other person whom the student encounters in the course of education, he or she may report the conduct as set out below. If a student observes sexual harassment, harassment, or discrimination he or she may report the conduct to any of the following administrators:
  - Christine Szaj, Title IX Coordinator and Vice President, Community Relations and Operations, (651)290-6362;
  - Lynn LeMoine, Assistant Title IX Coordinator and Dean of Students, (651)290-7668/office; (651)447-8839/cell
  - Andrea Bien, Human Resources Manager, (651)290-6322
  - Greg Duhl, Associate Dean for Strategic Initiatives, or Peter Knapp, Associate Dean for Academic Affairs
  - Mark Gordon, President and Dean

Any law school employee who receives a report or complaint of sexual harassment, harassment, or discrimination regarding a student is required to immediately report it to the Title IX Coordinator. If complaints are made to anyone else, the complainant risks the possibility that it

will not come to the attention of the appropriate management, and therefore not be acted upon.

The student also has the right to decline to notify any authorities. As necessary, the law school reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim or complainant.

- B. If a student believes that he or she has been a victim of a forcible or non-forcible sex offense, including dating violence, domestic violence, sexual assault, or stalking, on campus, and in certain circumstances as defined in this policy in or on non-campus buildings or property, or on public property, he or she should, if desired, report the incident to the law school as outlined in section II. A. or local police agencies.
- C. If a student believes that he or she has been a victim of the criminal offenses of larceny- theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and/or any other crime involving bodily injury to any person, in which the victim believes he or she was selected because of his or her actual or perceived gender, sexual orientation, or gender identity, he or she should, if desired, report the incident to the law school as outlined in section II. A. or local police agencies.
- D. The willful filing of a false report will be considered to be a violation of Law school policy.
- E. Although confidentiality cannot be assured, the law school will respect the confidentiality of the alleged complainant, the reporter (if someone other than the alleged complainant), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the law school's obligations to investigate, to take appropriate action, to publish recordkeeping, and to comply with any legal obligations.

### III. Reporting Procedures for Incidents of Sexual Violence

#### A. Reporting Complaints

1. We encourage victims of sexual violence to seek immediate medical and emotional assistance, including treatment for injuries and preventative treatment for sexually transmitted diseases. Assistance is available by calling 911, the Saint Paul Police (651-291-1111), Mitchell Hamline Campus Security (651-290-6330 or 651-224-8763), and/or Regions Hospital (651-254-5000). Medical treatment, including rape kits, may help victims preserve evidence of sexual violence and misconduct. Law school security staff responding to an incident of sexual violence will inform the victim of his or her options to notify law enforcement authorities, seek medical assistance, and the law school's reporting process; and security staff will assist the victim with these contacts if the victim requests such assistance.

It is important for victims to preserve any evidence resulting from a sexual violence which would be needed for criminal prosecution. Campus security will provide assistance in preserving materials considered relevant to the internal complaint process and, when requested by the police, provide assistance in obtaining, securing and maintaining evidence needed for criminal prosecution.



The victim may report to the police, to the law school, or both. The law school recognizes that the decision to report sexual violence to the police is the right of the victim. However, the law school strongly encourages the immediate reporting of sexual violence to the following:

- Christine Szaj, Title IX Coordinator and Vice President Community Relations and Operations, (651)290-6362;
- Lynn LeMoine, Assistant Title IX Coordinator and Dean of Students, (651)290-7668/office; (651)447-8839/cell
- Andrea Bien, Human Resources Manager, (651)290-6322
- Greg Duhl, Associate Dean for Strategic Initiatives, or Peter Knapp, Associate Dean for Academic Affairs
- Mark Gordon, President and Dean

Any law school employee who receives a report or complaint of sexual harassment, harassment, or discrimination regarding a student is required to immediately report it to the Title IX Coordinator. If complaints are made to anyone else, the complainant risks the possibility that it will not come to the attention of the appropriate management, and therefore not be acted upon.

**Online reporting** - Students, faculty, or staff may elect to report an incident of sexual misconduct including sexual assault, dating violence, domestic violence, stalking, or sexual harassment through this [online form](#). Reports may be made anonymously; however, such reports may not lead to an investigation, or if an investigation is commenced, it will be based on information reported and may limit action taken. All reports will be forwarded to the Title IX Coordinator.

2. If a student reports to the law school that the student has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the law school will provide the student with a written explanation of the student's rights and options.
3. When applicable, the law school will notify the victim of his or her rights and the law school's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court (see Resources Section below).
4. Although confidentiality cannot be assured, investigations will be conducted with sensitivity to confidential issues and investigative information will be communicated as appropriate to those with a need to know.
5. If the sexual violence reoccurs, it should immediately be reported to any of the individuals listed above. The Reporting Procedure described above should also be used if a student believes he or she has been subjected to prohibited retaliation or intimidation.
6. In some cases, unless prohibited by law, an individual may pursue criminal action and a Law school internal complaint concurrently. In certain circumstances, the law school is prohibited from waiting for a criminal case to conclude before proceeding in its own internal investigation.
7. Pursuant to the law, the law school will collect, prepare, publish, and distribute, through appropriate publications or mailings, to all current students and employees, and to any applicant

for enrollment or employment upon request, an annual security report containing, among other things, information relating to the campus crime statistics of the law school and statistics concerning the occurrence on campus, in or on non-campus buildings or property, and on public property all criminal offenses reported to campus security authorities related, among other things, to forcible or non-forcible sex offenses, dating violence, domestic violence, sexual assault, and stalking.

## B Resources

Victims may wish to utilize the following services:

### Confidential Law School Resources:

Counseling Services (651) 290-8656 -- Counseling services are offered on a consistent basis and are a valuable on-campus resource for ongoing support during a Law school disciplinary proceeding or criminal process.

### Off Campus Resources:

- Local Police
  - 9-1-1
  - Non-Emergency Number (651) 291-1111
- Ramsey County Sexual Violence Services (SOS) (651) 266-1000. Please Note: This is a 24-hour crisis line.
- Lawyers Concerned for Lawyers (651) 646-5590 or 1-866-525-6466
- Minnesota Coalition Against Sexual Assault (651) 209-9993
- Minnesota Office of Justice, Crime Victim Services (800) 247-0390 (ext. 3 for information and referral)
- National Domestic Violence Hotline (800) 799-SAFE (7233)
- National Sexual Assault Hotline (800) 656- HOPE (4673)

### County Resources regarding orders of protection, no contact order, or restraining orders:

- Ramsey County Domestic Abuse and Harassment Office (651) 266-5130
- Hennepin County Domestic Abuse Service Center (612) 348-5073

## IV. Investigation

- A. Upon receipt of a report or complaint, the law school will promptly undertake or authorize a fair and impartial investigation. The investigation may be conducted by (a) the Dean or the Dean's designee(s), or (b) a "consultant" who is not an employee of the law school, but who is retained by the law school for the purpose of conducting an investigation, or (c) a combination of the above. If the allegation is one of domestic violence, dating violence, sexual assault, or stalking, the investigation and disciplinary proceeding will be conducted by an official who receives annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct a prompt, fair, and impartial investigation proceeding that protects the safety of victims and promotes accountability.

- B. The investigation will generally be completed within 60 calendar days from receipt of the complaint. If the investigation proceeding will be delayed, the law school will provide the participants with notice of the delay and the reason for the delay.
- C. The investigation may, as appropriate, consist of personal interviews with the alleged complainant, the reporter (if someone other than the alleged complainant), the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- D. If the investigation is based on an allegation of domestic violence, dating violence, sexual assault, or stalking, the Complainant and the Respondent are entitled to the same opportunities to have others present during a Law school disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- E. In determining whether alleged conduct constitutes a violation of this policy, the law school may consider the facts and surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances using a preponderance of the evidence (i.e., more likely than not) standard to evaluate complaints. During the investigation, the law school will never consider evidence about the complainant's prior sexual conduct with anyone other than the alleged perpetrator.
- F. The law school, at its discretion, may take immediate steps, based on the severity of the allegations, to protect the parties involved in the complaint process pending completion of an investigation.
- G. To ensure the law school can gather the information necessary to uphold Law school policies, each faculty, staff, or student who is requested to participate in a fact finding is required to fully cooperate with the investigator. Unless otherwise directed by the investigator, faculty, students, or staff will be expected to limit their discussion of the matter under investigation to those who need to know the information for the purposes of assisting in the resolution of the complaint. Nothing in this paragraph is intended to limit or restrict in any way a complainant from contacting at any time the police or governmental agencies responsible for the enforcement of any applicable laws.
- H. The Complainant and the Respondent will be simultaneously notified of any change to the results of the investigation that occurs prior to the time that the results become final.

## V. Action by Mitchell Hamline

- A. Upon completion of the investigation, the investigator will make a report to the Dean. If the complaint involves the Dean, the report must be filed directly with the Board of Trustees.

- B. Upon completion of the investigation, the Dean or Dean's designee will simultaneously inform the alleged complainant and respondent of the results of the investigation. If the investigation was the result of an allegation of domestic violence, dating violence, sexual assault, or stalking, the report will be made in writing and the sanctions, if any, will be detailed and the rationale for the decision will be given.
- C. If a complaint is substantiated, the law school will take appropriate and effective action depending on the circumstances. Such action may include, but is not limited to, training, counseling, suspension, expulsion, or other appropriate action.
- D. In appropriate situations, the law school will provide written notifications to victims about options for, and available assistance in, changing academic, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to Law school administration or local law enforcement.
- E. Pursuant to applicable law, the law school will make timely reports to the campus community on certain crimes considered to be a threat to other students and employees, including forcible and nonforcible sex offenses that are reported to campus security or local law police agencies. These reports will be provided to students and employees in a timely manner, will withhold the name(s) of the victim(s) as confidential, and will aid in the prevention of similar occurrences.
- F. In accordance with applicable law, the law school retains the right to issue possible sanctions or engage in protective measures following a final determination of a Law school disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking. The law school reserves the right to issue any of the following sanctions in any order in these circumstances depending on the facts:
  - No-contact directive
  - Restriction of privileges
  - Probation
  - Written Warning
  - Suspension
  - Expulsion

## VI. Appeals

If the Complainant or Respondent is dissatisfied with the determinations made under this policy, that person may file an appeal. The Appeal should be filed in writing with the Title IX Coordinator within 5 business days of being notified of the results of the investigation. The Appeal should set forth the grounds on which the Appeal is being filed and all of the facts and arguments in support of the Appeal. A delay in filing the Appeal may be grounds for rejection of that Appeal. The Appeal will be forwarded to the investigators who may attempt to resolve the matter informally, or it may be referred to the Chair of the Code Committee to resolve the matter. Before an Appeal is determined, the Respondent may be given the opportunity to review the Appeal and, should he or she wish, to submit a written opposition to the Appeal.

The Appeal review should be completed with 10 business days of receipt of the Appeal, or, when applicable, receipt of written opposition.

The ONLY grounds for appeal are as follows:

- A procedural error occurred that significantly impacted the outcome of the investigation. A summary of the error and its potential impact must be included;
- To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
- The sanctions imposed are substantially disproportionate to the severity of the violation.

The law school will simultaneously notify the Appellant and Respondent of its decision. The Appeal decision is final.

## **VII. Law School Reporting Obligations**

Victims of sex discrimination should also be aware that, under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), Law school administrators must issue timely warnings to students and employees for certain types of incidents reported to them that pose a substantial threat of bodily harm or danger to members of the law school community. The law school will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

The law school is required by federal law to report statistics regarding incidents of sexual violence. Annually, the law school reports such statistics to students, faculty, and staff.

## **VII. Cooperation with Law Enforcement**

The law school will comply with law enforcement’s request for cooperation and such cooperation may require the law school to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency gathers evidence. The law school will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, which typically takes three to ten calendar days, although the delay in the law school’s investigation could be longer in certain instances.

The law school will implement appropriate interim steps during the law enforcement agency’s investigation period to provide for the safety of the victim(s) and the campus community and the avoidance of retaliation.

When appropriate or legally obligated, the law school may share investigative information with the law enforcement.

## **IX. Attempted Violations**

In most circumstances, the law school will treat attempts to commit any of the violations listed in this policy as if those attempts had been completed.

## **X. No Reprisal**

There will be no retaliation against any complainant or reporter of sexual harassment, harassment, discrimination, or sexual violence under this policy, nor against any person who participates in an investigation. The law school will take appropriate action against any student who retaliates against any person who makes a good-faith report, who testifies, assists or participates in an investigation, or who testifies, assists or participates in a process relating to the report. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. In addition, neither the law school, nor any officer, employee, or agent of the law school may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights to avail themselves of the law school's grievance procedures.

## **XI. Conflict of Interest**

If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a Consultant to conduct the investigation, or recusing the person from the process for whom a conflict or potential conflict of interest exists.

## **XII. Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include, but is not limited to, filing a charge with the United States Department of Education Office for Civil Rights (OCR).

The OCR office for Minnesota is located at:

U.S. Department of Education Office for Civil Rights Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago IL 60661-4544

Tel: 312.730.1560

TDD: 877.521.2172

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **XIII. Waiver of Drug/Alcohol Violations**

The law school strongly encourages students to report instances of sexual harassment, sexual misconduct, dating or domestic violence or stalking. As such, students who report such information will not be disciplined by the law school for any violation of its drug and alcohol policies in which they might have engaged in connection with the reported incident.

#### **XIV. Programs Designed to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

Pursuant to the Clery Act, the law school has designed and implemented programs meant to prevent domestic violence, dating violence, sexual assault, and stalking. Notably, the law school has created education programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These education programs include primary prevention and awareness programs for all incoming students and new faculty, adjunct faculty, and staff. In these programs, participants will:

1. Be provided a statement that the law school prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
2. Receive documentation with the definitions of domestic violence, dating violence, sexual assault, stalking, and consent;
3. Learn safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual to encourage bystanders to intervene and to overcome any barriers to intervening;
4. Receive information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
5. Learn the possible sanctions or protective measures that the law school may impose following a final determination of a Law school disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking;
6. Be informed regarding the procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including receiving information in writing about
  - The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
  - To whom the alleged offense should be reported;
  - Options regarding law enforcement and campus authorities, including notification of the victim's option to notify proper law enforcement authorities, including on-campus officials and local police; be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and decline to notify such authorities;
7. Be notified that, when applicable, victims have rights and the law school has responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court;

8. Learn procedures for Law school disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, which shall include a clear statement that the proceedings will provide a prompt, fair, and impartial investigation and resolution; and will be conducted by officials who receive annual training on the issues related to these crimes and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
9. Be notified of the fact that the Complainant and Respondent are entitled to the same opportunities to have others present during a Law school disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice;
10. Be notified that both the Complainant and Respondent shall be simultaneously informed, in writing, of the outcome of any Law school disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking; the law school's procedures for the accused and the victim to appeal the results of the law school disciplinary proceeding; of any change to the results that occurs prior to the time that such results become final; and when such results become final;
11. Obtain information about how the law school will protect the confidentiality of Complainants, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the Complainant, to the extent permissible by law;
12. Receive written notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community; and
13. Receive written notification of Complainants' options for, and available assistance in, changing academic, transportation, and working situations, if so requested by the Complainant and if such accommodations are reasonably available, regardless of whether the Complainant chooses to report the crime to campus officials or local law enforcement.
14. The law school will also offer ongoing prevention and awareness campaigns for students and faculty, adjunct faculty, and staff and will provide attendees with, at minimum, the same information listed above. These campaign programs will occur on a regular basis and no less frequently than once per year.

## **XV. Questions**

Please direct any questions to:

Christine Szaj, Title IX Coordinator ([christine.szaj@mitchellhamline.edu](mailto:christine.szaj@mitchellhamline.edu));  
Lynn LeMoine, Assistant Title IX Coordinator ([lynn.lemoine@mitchellhamline.edu](mailto:lynn.lemoine@mitchellhamline.edu)); or  
Andrea Bien, Human Resources Manager ([andrea.bien@mitchellhamline.edu](mailto:andrea.bien@mitchellhamline.edu)).

*September 2014*



## Statement of the Rights of the Alleged Victim

- The right to choose to report an incident to law school officials and the option to notify local law enforcement. This also includes the right not to report, if this is the victim's desire;
- The right to a prompt, fair, and impartial investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to law school administrators;
- The right to be notified of the timeframes for all major stages of the investigation;
- The right to present witnesses and evidence;
- In instances of reports of domestic violence, dating violence, sexual assault, or stalking, the right to have another person present (in a support or advisory role) during all phases of the investigation;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- The right to notification of and options for, and available assistance in, changing classes after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

Accommodations may include:

- Exam (paper, assignment) rescheduling;
- Transferring class sections;
- Alternative course completion options.
- The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior;
- The right to a written notice of the outcome and, when applicable, resulting sanction of the investigation, generally within 24 hours of the decision. After a disciplinary proceeding involving an allegation of sexual assault, dating violence, domestic violence, or stalking, this right includes the right to be informed of the outcome in writing, including a summary of any sanctions and the rationale for the decision.
- The right to appeal ([see note 3 below](#)) the findings and sanction, in accordance with the standards for appeal established in this policy;
- The right to preservation of privacy, to the extent possible and allowed by law.

*(Note 3) Appeals are not intended to be full re-investigation of the complaint. In most cases, appeals are confined to a review of the written documentation and the appeal notice.*

## Statement of the Accused Individual's Rights

- The right to a prompt, fair, and impartial investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to law school administrators against the accused individual;
- The right to be notified of the timeframes for all major stages of the investigation;
- The right to present witnesses and evidence;
- In instances of reports of domestic violence, dating violence, sexual assault, or stalking, the right to have another person present (in a support or advisory role) during all phases of the investigation;
- The right to be informed of and have access to campus resources for counseling and advisory services;

- The right to appeal ([see note 4 below](#)) the findings and sanction, in accordance with the standards for appeal established in this policy;
- The right to a decision based solely on evidence presented during the investigative process.

Such evidence shall be credible, relevant, based in fact, and without prejudice;

- The right to a written notice of the outcome and, when applicable, resulting sanction of the investigation, generally within 24 hours of the decision. After a disciplinary proceeding involving an allegation of sexual assault, dating violence, domestic violence, or stalking, this right includes the right to be informed of the outcome in writing, including a summary of any sanctions and the rationale for the decision.
- The right to preservation of privacy, to the extent required by law.

This document is provided to Respondents in conjunction with Mitchell Hamline's TITLE IX Sexual Harassment, Harassment & Discrimination, and Sexual Violence Policy for Students

*(Note 4) Appeals are not intended to be full re-investigation of the complaint. In most cases, appeals are confined to a review of the written documentation and the appeal notice.*

## Chapter Two: Student Conduct

### Section 3: Policies Regarding Alcohol and Drugs

#### 3.1 Drug and Alcohol Free Campus Policy

##### A. Introduction

Mitchell Hamline School of Law recognizes drug and alcohol abuse among the major health hazards in our society. It further recognizes the debilitating consequences such abuse can inflict upon students, employees, the legal community, and the community at large. It is the school's desire to maintain a safe, healthy, and productive work place and learning environment for its students, faculty, and staff.

The abuse of drugs and alcohol represents a serious threat to an individual's mental, emotional and physical health. Health risks from chemical abuse include drowsiness, disorientation, hallucinations, depression, convulsions, coma and death. Similarly, there are significant health risks associated with the abuse of alcohol. Mitchell Hamline School of Law provides assistance and guidance to individuals who need help. Contact the Office of Student Services, or Counseling Services (651) 290-8656, to identify appropriate resources.

##### B. Policy Statement

Federal law requires that, as a condition of receiving funds or any other form of financial assistance under any Federal program, including student financial aid, an institution of higher education must adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In addition, federal contractors and federal grant recipients are required to establish and maintain drug-free awareness programs in the workplace.

This policy shall be enforced consistent with the rights and responsibilities set forth in the Student Conduct Code and applicable standards and procedures for faculty and staff.

1. No student, faculty, or staff member of Mitchell Hamline School of Law may unlawfully manufacture, dispense, possess, use, or distribute alcohol or illicit drugs on school property or as part of any of its activities. In addition, faculty and staff members are prohibited from reporting for work or from working under the influence of controlled substances. As a condition of employment, employees are required to notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction.
2. Disciplinary sanctions shall be imposed on students, faculty, and staff who violate Chapter Two, Section 3.1.B.1, above. The application of any disciplinary sanction shall be dependent upon the seriousness of the offense and the presence or absence of mitigating factors.
3. Sanctions for students include, but are not limited to:
  - a. Expulsion from the school.
  - b. Suspension from the school.

- c. Record of violation entered into student's file, which may, in turn, be reported to the applicable State Board of Law Examiners.
  - d. Drug or alcohol dependency treatment and counseling as a condition of remaining in or returning to the school.
  - e. Referral to the State or Federal Government for prosecution.
4. Sanctions for faculty and staff members include, but are not limited to:
- a. Termination of employment with the school.
  - b. Suspension from employment.
  - c. Record of violation entered into faculty or staff member's file, which may, in turn, be reported to the applicable Board of Professional Responsibility.
  - d. Drug or alcohol dependency treatment and counseling as a condition of continued employment.
  - e. Referral to the State or Federal government for prosecution.

### **C. Resources**

Below is a list of low cost drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area:

#### **Lawyers Concerned for Lawyers**

Court International Building  
2550 University Avenue West  
Saint Paul, MN 55114  
651.646.5590

#### **First Call for Help**

404 South 8<sup>th</sup> Street East  
St. Paul, MN  
651.291-0211

#### **Hazelden Betty Ford Foundation**

680 Stewart Avenue  
St. Paul, MN 55102  
1-866-831-5700

#### **Regions Hospital**

Alcohol and Drug Abuse Programs  
445 Etna Street, Suite 55  
Saint Paul, MN 55106  
651.254.4804

#### **Alcoholics Anonymous**

608 7<sup>th</sup> St. W.  
Saint Paul, MN 55102  
651.227.5502

## **D. Possible Health Risks of Drug Use/Abuse**

### **Marijuana**

Possible Signs of Use/Abuse: Increased heart and pulse rate; bloodshot eyes; increased appetite; dryness in the mouth and throat; hallucinations, paranoia or panic; impaired memory; and altered sense of time; and decreased concentration, reaction time, and coordination.

Possible Health Risks of Use/Abuse: Damage to heart, lungs, brain and nerve cells; lung cancer; memory disorders; interference with psychological maturation; temporary loss of fertility in both women and men; psychological dependence; and bronchitis, infections, colds, and other viruses. For pregnant women: premature birth or low birth weights.

### **Cocaine/crack**

Possible Signs of Use/Abuse: Euphoria; dilated pupils; narrowing of blood vessels; increased blood pressure, heart rate, breathing rate, and body temperature; decreased appetite; insomnia; runny nose; violent, erratic, or paranoid behavior; sweating; anxiety; and tremors.

Possible Health Risks of Use/Abuse: Malnutrition, respiratory problems; addiction; stroke; liver problems; seizures; heart and respiratory failure; psychosis; coma; convulsions; and sexual dysfunction. For users who share or use non-sterile needles to inject cocaine: tetanus, hepatitis, or HIV/AIDS.

### **Steroids**

Possible Signs of Use/Abuse: Sudden increase in muscle and weight; increase in aggression and combativeness; violence; hallucinations; depression; jaundice; purple or red spots on body, inside mouth, or nose; swelling of feet or lower legs (edema); tremors; and bad breath. For women: breast reduction, enlarged clitoris, facial hair, baldness, and deepened voice. For men: enlarged nipples and breasts, testicle reduction, enlarged prostate, and baldness.

Possible Health Risks of Use/Abuse: High blood pressure; liver and kidney damage; heart disease; increased risk of injury to ligaments and tendons; bowel and urinary problems; gallstones and kidney stones; and liver cancer. For men: impotence, sterility and prostate cancer. For women: menstrual problems and sterility. For users who share or use non-sterile needles to inject steroids; hepatitis, tetanus, tuberculosis and HIV/AIDS.

### **Hallucinogens**

Possible Signs of Use/Abuse: Dilated pupils; increased body temperature, heart rate, and blood pressure; sweating; loss of appetite; sleeplessness; dry mouth; tremors; hallucinations; disorientation; confusion, paranoia, violence; euphoria; anxiety; panic, and distorted perception of time, space and reality.

Possible Health Risks of Use/Abuse: Liver damage, convulsions; addiction with severe withdrawal symptoms; coma; death due to overdose.

### **Narcotics**

Possible Signs of Use/Abuse: Euphoria, restlessness and lack of motivation; drowsiness; lethargy, decreased pulse rate; constricted pupils; flushing (skin appears to be reddish); constipation; nausea and vomiting; needle marks on extremities; skin abscesses at injection; shallow breathing; watery eyes; and itching.

Possible Health Risks of Use/Abuse: Pulmonary edema; respiratory arrest; convulsions; addiction; coma; death due to overdose. For users who share or use unsterile needles to inject narcotics: tetanus, hepatitis, tuberculosis and HIV/AIDS.

### **Stimulants**

Possible Signs of Use/Abuse: Increased alertness; excessive activity; agitation; euphoria; excitability; increased pulse rate; blood pressure and body temperature; insomnia, loss of appetite; sweating; dry mouth and lips; bad breath; disorientation; apathy; hallucinations; irritability; and nervousness.

Possible Health Risks of Use/Abuse: Headaches; depression; malnutrition; hypertension; psychosis; cardiac arrest; damage to the brain and lungs; convulsions; coma; death.

## **E. Penalties**

### **Schedule of Drugs (I-V)**

- I. Heroin, LSD, mescaline and peyote, amphetamine variants, marijuana, other hallucinogens.
- II. Opium, morphine, codeine, methadone, cocaine, barbiturates.
- III. Anabolic steroids, opium, codeine, methadone, cocaine, barbiturates.
- IV. Barbiturates, benzodiazepines, chloral hydrates, other narcotics, stimulants, and depressants.
- V. Opium, codeine, other narcotics and depressants.

### **Examples of Federal Drug Law Penalties**

Fines and sentences may be higher than stated below. Always subject to change.

#### Schedule I Drugs (Penalty for possession)

First Offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, 20 year minimum; up to \$4 million fine individual, \$10 million other than individual. Second Offense: 20 years to life, 20 year mandatory minimum; if death or serious injury, not less than life; up to \$8 million fine individual, \$20 million other than individual.

#### Schedule II Drugs (Penalty for possession)

First Offense: 5 to 40 years, 5 year mandatory minimum; if death or serious injury, 20 year minimum; up to \$2 million fine individual, \$5 million other than individual. Second Offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.

#### Schedule I or Schedule II Controlled Drugs

(Penalty for possession of drugs other than Heroin, LSD, and Fentanyl Analogue)

First Offense: 0 to 20 years, if death or serious injury, 20 year minimum, not more than life; up to \$1 million fine individual, \$5 million other than individual. Second Offense: 0 to 30 years, if death or serious injury, not less than life; up to \$2 million fine individual, \$10 million other than individual.

Schedule III Drugs (Penalty for possession)

First Offense: 0 to 5 years, up to \$250,000 fine individual, \$1 million other than individual. Second Offense: 0 to 10 years; up to \$500,000 fine individual, \$2 million other than individual.

Schedule IV Drugs (Penalty for possession)

First Offense: 0 to 3 years, up to \$250,000 fine individual, \$1 million other than individual. Second Offense: 0 to 6 years, up to \$500,000 fine individual, \$2 million other than individual.

Schedule V Drugs (Penalty for possession)

First Offense: 0 to 1 year, up to \$100,000 fine individual, \$250,000 other than individual. Second Offense: 0 to 2 years, up to \$200,000 fine individual, \$500,000 other than individual.

**Minnesota Alcohol Violations**

Fines and sentences may be higher than stated below. Always subject to change.

Driving while intoxicated:

\$1,000 fine, 90 days in jail, revocation of driver's license for 30 days, reinstatement fee of \$20, retake driver's license exam – written and behind-the-wheel.

Possession by persons under 21:

\$100 fine.

Use of false identification for alcohol purchase:

\$100 fine.

Furnishing alcohol to persons under 21:

\$3,000 fine and/or 1 year in jail

Party Ordinance:

\$300 fine and/or 90 days in jail

**Examples of Minnesota Drug Laws and Penalties**

Fines and sentences may be higher than stated below. Always subject to change.

First Degree

Sale: 10+ grams of cocaine, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 50 kilos marijuana, or 25+ kilos marijuana in a school zone, park zone, or public housing zone.

Possession: 25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 110+ kilos marijuana.

Penalty: 0 to 40 years, 4 year mandatory minimum if prior drug felony; up to \$1,000,000 fine. 0 to 40 years, 2<sup>nd</sup> offense.

### Second Degree

Sale: 3+ grams cocaine, 10+ grams of other narcotic drug, 50+ doses hallucinogen, 25+ kilos marijuana, or sale of a Schedule I or II narcotic drug of 5+ doses hallucinogen or methamphetamine either to a person under 18 or in a school zone, park zone, or public housing zone.

Possession: 6+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana.

Penalty: 0 to 40 years, 3 year mandatory minimum if prior drug felony; up to \$500,000 fine.

### Third Degree

Sale: Narcotic drug, 10+ doses hallucinogen, 5+ kilos marijuana, or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell the same.

Possession: 3+ grams cocaine, 10+ grams of other narcotic drug, 10+ kilos marijuana, and any amount of a Schedule I or II narcotic drug or LSD or methamphetamine or 5+ kilos marijuana in a school zone, park zone, or public housing zone.

Penalty: 0 to 30 years, 2 year mandatory minimum if prior drug felony; up to \$250,000 fine. 0 to 30 year years, 2nd or subsequent offense.

### Fourth Degree

Sale: Any Schedule I, II or III drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to a person under 18 or conspiracy for the same.

Possession: 10 doses hallucinogen, any amount of a Schedule I, II or III drug (except marijuana) with the intent to sell it.

Penalty: 0 to 30 years, 1 year mandatory minimum if prior drug felony; up to \$100,000 fine.

### Fifth Degree

Sale: Marijuana, or any Schedule IV drug.

Possession: All Schedule I, II, III, IV drugs except 42.5 grams or less of marijuana. Any prescription drugs obtained through false pretenses or forgery.

Penalty: 0 to 5 years, 6 month mandatory minimum if prior drug felony; up to \$10,000 fine.

## **F. For Your Information**

This policy has been developed in compliance with the National Drug Control Strategy. This measure, issued in September 1989, proposed that Congress pass legislation requiring schools, colleges and universities to implement and enforce firm drug prevention and education programs as a condition of eligibility to receive federal financial assistance. On December 12, 1989, the President signed the DrugFree School and



Communities Act Amendments of 1989 which require that institutions of higher education implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities.

#### **G. Attribution**

This policy was developed with the assistance of documents created by Minnesota State Colleges and Universities with permission from Associate Vice Chancellor for Student Affairs Mike Lopez.

### **3.2 Alcohol Use**

The use of alcoholic beverages on campus is prohibited. Exceptions may be approved for law school- or student group-sponsored activities such as receptions and other special events. When an exception is approved, such beverages are limited to wine and beer, and non-alcoholic beverages also must be available. All requests for exceptions must have a campus sponsor (staff or faculty member) and be approved in writing by the Dean of Students and the Vice President for Finance. To begin the process, obtain an approval form in the Finance Office.

## Chapter Three: Academic Rules, Policies, and Procedures

### Section 1: Graduation Requirements (J.D. Program)

#### A. Minimum Credits and Minimum Cumulative GPA Required; Calculation of Credits

Students matriculating prior to fall 2015 (except Hybrid Program students) must complete a minimum of **86** credits with a cumulative GPA of at least a **2.0**. Students matriculating in spring 2015 (Cohort 1-Hybrid Program students) or fall 2015 must complete a minimum of **83** credits with a cumulative GPA of at least a **2.0**.

Students matriculating in fall 2016 or later must complete a minimum of **83** credits with a cumulative GPA of at least a **2.2**.

**Students who transfer to MHSL must meet the requirements applicable to their anticipated graduating class.**

- i. Definition of a credit hour: A credit hour is the amount of work that reasonably approximates 50 minutes of classroom or direct faculty instruction over a fifteen-week semester and an average of two hours of out-of-class work per credit for every 50 minutes of classroom or direct faculty instruction. In approving courses, scheduling courses, and awarding credit, the law school will follow the guidelines in Chapter 3, Section 1.A.ii. In all courses and credit-bearing activities, a minimum of 42.5 hours of in-class and out-of-class work will be required per credit hour awarded.
- ii. Determination of credit hours: Credit hours will be determined in courses as follows:
  - a. Classroom courses: Classroom courses will be scheduled for 55 minutes of instruction per credit hour each week over a thirteen-week semester and will be presumed to include a final examination or assessed activity that students undertake, during the final examination period, for a minimum of 50 minutes per credit hour. Courses meeting over fewer than thirteen weeks will be scheduled for 700 minutes of instruction per credit hour and will be presumed to include a final examination or assessed activity that students undertake, outside of regularly-scheduled class time, for a minimum of 50 minutes per credit hour. Any course, whether scheduled for thirteen weeks or more or fewer than thirteen weeks, that does not include an out-of-class final examination or assessed activity of at least 50 minutes per credit hour must assign out-of-class work, in addition to the expected 30 hours minimum per credit hour of out-of-class work defined below, and/or must add additional class time, to make up the shortfall.

**Out-of-class work:** All classroom courses must assign out-of-class readings, projects, assignments, simulations, mid-term examinations, or other work that requires, over the course of the semester, a total of at least 30 hours of out-of-class preparation per credit hour awarded. Course syllabi must clearly state the out-of-class work that is required for a course. Courses are presumed to satisfy the minimum out-of-class work requirement if they assign an

average of at least 15 pages a week of standard casebook reading per credit hour (or an average of at least 10 pages a week per credit hour if taught in a student's first year of law school).

- b. Online, Hybrid, and blended courses: If a course is offered in the Hybrid program, entirely online, or if any portion of a course is offered online, the combined total amount of work required for the course (including assigned readings, recorded lectures, discussion boards, classroom hours, and written assignments) will be no less than 42.5 hours per credit hour. Professors teaching online, Hybrid, or blended online courses must demonstrate compliance with this standard by charting the work assigned in the course according to the guidelines provided by the law school's instructional design department.
- c. Advanced Research and Writing-designated courses: Courses designated under Chapter 3, Section 2.B, as ARW-designated courses will be scheduled to meet for a minimum of 110 instructional minutes per week during a thirteen-week semester or an equivalent amount of time over a different period. Students who opt to meet their ARW graduation requirement in the course by writing an 8,500-word "long paper" pursuant to the process described in Chapter 3, Section 2.B, will earn an additional credit hour (i.e., three rather than two credit hours) to reflect the time spent researching and writing a long paper.
- d. Clinics and Externships: All clinic and externship courses require 45 hours of student time per credit hour awarded, inclusive of time spent on casework and fieldwork, classroom time, time spent in supervision meetings, and time spent preparing for class. Students will track their time according to the policies and procedures developed by the Director of Clinics and Director of Externships.
- e. Co-curricular activities: Academic credit will be awarded for work on a law review, journal, competition team, internship with a professor, or other co-curricular activity upon determination that the student has completed at least 45 hours of work per credit hour awarded. Students are responsible for tracking their time according to the policies and procedures that apply to the activity involved. Prior to submitting grades for co-curricular activities, faculty advisors, competition coaches, or supervising faculty members are responsible for verifying that each student has logged sufficient hours to justify the award of academic credit to that student.
- f. Independent Research: Academic credit will be awarded for independent research upon determination that the student has completed a project of sufficient complexity to require at least 45 hours of work per credit hour awarded. Students are responsible for tracking the time spent in researching, writing, and conferring with a faculty supervisor on an independent research project, and supervising faculty are responsible for verifying that the time expended by each student justifies the credit awarded.

Independent research proposals should include information sufficient to demonstrate that the project will justify the award of credit proposed. It is presumed for planning and approval purposes that a proposal for a research paper will justify an award of credit as follows:

1 credit	1) At least 5,000 words, and 2) the judgment of both the faculty member supervising the Independent Research project and the faculty member who approves all Independent Research proposals that the project will require the student to spend at least 45 hours researching and writing the paper and conferring with the student's faculty supervisor.
2 credits	1) At least 8,500 words, and 2) the judgment of both the faculty member supervising the Independent Research project and the faculty member who approves all Independent Research proposals that the project will require the student to spend at least 90 hours researching and writing the paper and conferring with the student's faculty supervisor.
3 credits	1) At least 12,000 words, and 2) the judgment of both the faculty member supervising the Independent Research project and the faculty member who approves all Independent Research proposals that the project will require the student to spend at least 135 hours researching and writing the paper and conferring with the student's faculty supervisor. <u>Three credits will be awarded only in rare circumstances.</u>

This presumption applies at the time a proposal is approved and does not substitute for a demonstration that the time actually expended on the independent research project justifies the academic credit awarded.

## B. Extracurricular Programming Required

Students matriculating in fall 2016 or later, including students enrolled in the Hybrid Program, will be required, before they are permitted to graduate, to attend at least six total hours of extracurricular programming (i.e., programming that is not offered as part of any course taken for credit) designed to increase their awareness of how to be effective lawyers in a diverse world. Of the six total hours of such programming required before graduation, at least four hours of such programming must be completed in the student's 1L and/or 2L year. Events that would meet these requirements may be offered on campus, online, and/or off-campus (e.g., Elimination of Bias CLE events). Each student will be responsible for keeping records of each such event attended, including the title, location, duration, and sponsor of such event, as well as a brief description of its content. Students who transfer to MHSL must meet the requirements applicable to their anticipated graduating class, except that, if the timing of their transfer does not allow them to complete at least four hours of the required extracurricular programming before their 3L year, they may complete all of the required programming after their 2L year.

## C. Limitation on Number of Non-Classroom Credits

A minimum of 64 credits must be from courses with regularly scheduled classroom instruction. Thus, no more than 19 credits (or 22 credits under the 86 credit requirement) can be applied toward graduation from field placements (including externships), moot court or other competitions, Law Review or Journal, independent studies, course exchanges or dual-degree courses, or any course for credit that is

substantially based upon time expended outside a regularly scheduled class time at MHSL or another ABA-accredited law school. This does not apply to seminars or clinics that require a substantial classroom component, foreign study programs approved by MHSL or another ABA-accredited law school, or courses conducted by MHSL or another ABA-accredited law school in accordance with ABA standards for distance learning.

## D. Minimum/Maximum Time to Complete Degree

A student must complete his or her J.D. Degree no earlier than 24 months and not later than 84 months after commencing law school studies, except in extraordinary circumstances. ***Students who have not completed their course of study within 60 months must meet with the Dean of Students to develop a graduation plan that ensures completion within 84 months.***

If a student claims that s/he should be permitted to exceed the 84-month program limitation, the student must submit to the Dean of Students a complete and official transcript of all law school courses the student has taken and the grade the student received in each course. The student must also submit to the Dean of Students a written petition to exceed the 84-month program limitation. The Dean of Students shall provide the student's petition and transcript, along with a written assessment of the merits of the student's petition, to the Chairperson and members of the Academic and Student Affairs Committee. The Committee will deny the petition unless the Committee votes, whether in person or by email, to permit the student to exceed the limitation because the Committee has determined that the student has proved by clear and convincing evidence (i) that extraordinary circumstances permit an exception to the limitation, and (ii) that the conditions contributing to the extraordinary circumstances have been ameliorated sufficiently to allow the student to re-enroll. Per ABA Standard 311(b), Interpretation 311-2, if the Committee approves the petition, the law school shall place in the student's file a statement signed by an appropriate law school official explaining the extraordinary circumstances leading the law school to permit an exception to this limitation. Such extraordinary circumstances, for example, might include an interruption of the student's legal education because of an illness, family exigency, or military service

## E. Limitations on Credits Earned Outside the Law School

1. Minimum credits to be earned at Mitchell Hamline School of Law: To receive a J.D. degree from Mitchell Hamline School of Law, a J.D. student must earn at Mitchell Hamline a minimum of half of the total credits required for graduation—43 credits under the 86 credit requirement; 42 credits under the 83 credit requirement.
2. Limit on credits earned outside the law school by enrolled students: While enrolled at Mitchell Hamline, students may earn no more than 15 credit hours toward the J.D. degree outside the law school. This limit includes credit hours from foreign institutions under Chapter Three, Section 3.C. or Section 3.D.; credits earned at other ABA-approved law schools as a visiting student under Chapter Three, Section 1.F.; and graduate-level courses taken outside the law school.
3. Limits on credits earned in other graduate programs (non-law programs): Students may earn no more than 6 credit hours toward the J.D. degree in graduate-level courses taken outside the law school, unless the credits are earned pursuant to a joint degree or dual degree agreement between Mitchell Hamline and a graduate program at another school.
4. No credit prior to matriculation: No credit will be awarded for course work taken prior to a student's first matriculation at any law school.

## F. Credits Earned at Other Law Schools (Transfer of Credit)

Credit earned at other law schools may be transferred to a student's Mitchell Hamline School of Law record only with the approval of the Dean of Students. All regulations that apply to credits earned at Mitchell Hamline also apply to transfer credits.

Two types of credits earned at other law schools are regulated by this section: (1) credits earned while visiting another law school and (2) transfer credits earned prior to enrolling at Mitchell Hamline School of Law.

### 1. Regulations Applying to All Forms of Credit Earned at Other Law Schools

- a. *ABA Approval.* Credits must be earned at an ABA-approved law school or an ABA-approved program sponsored by an ABA-approved law school.
- b. *Minimum Credits at the Law School.* J.D. students must earn a minimum of 43 credits (if 86 credits are required for graduation) or 42 credits (if 83 credits are required for graduation) at Mitchell Hamline to qualify for a J.D. degree from Mitchell Hamline School of Law. Credits earned by legacy students at Hamline University School of Law or William Mitchell College of Law are considered Mitchell Hamline credits for purposes of this rule.
- c. *Computation of Credits.* In most cases, Mitchell Hamline accepts the number of credits assigned by the school where the course was taken. Credits for courses taken at law schools on a quarter system are computed as follows: 1 quarter credit = 0.7 semester credit.

### 2. Regulations Applying to Credits Earned While Visiting Another Law School

- a. *Advance Permission Required.* A student may petition the Dean of Students for permission to visit away (subject to the credit limits below). For spring and fall visits away, approval will be granted only when there is a compelling reason. Compelling reasons include things such as: military commitment, caring for a dependent child or a parent, or employment relocation of a spouse or life partner. The circumstances giving rise to the need to visit must go beyond convenience, financial considerations, or a desire to network in a different geographical area after graduation.
- b. *Completed "Transfer of Credit" form required prior to enrolling in courses.* Students who wish to receive credit for courses taken while visiting another law school must complete a Transfer Request Form prior to enrolling in courses. A student will not receive credit for a course that substantially duplicates work in a course previously taken at Mitchell Hamline or legacy schools (WMCL or HUSL).
- c. *Grades.* All grades earned by Mitchell Hamline students who visit other law schools are noted on the transcript under a separate heading, but are not computed as part of the Mitchell Hamline grade point average or class rank (this applies even if the course is being taught by a Mitchell Hamline faculty member who is a visiting instructor at another law

school). All courses taken must be letter graded unless the course description states that the course is offered only on a pass/fail basis. Credit is granted only when a grade of at least C (not C-) or its equivalent is earned.

- d. *Required Courses.* All required classes (see Chapter Three, section 2) must be taken at Mitchell Hamline School of Law. No credit will be awarded for courses taken elsewhere that substantially duplicate Mitchell Hamline required courses.
- e. *Limits on Visiting Away.* The following limits apply to students visiting other law schools:
  - (1) A maximum of 15 total credits earned at another school or schools may be applied to the Mitchell Hamline J.D. degree. This includes credits earned:
    - While visiting another school during a fall or spring semester; and/or
    - While attending a summer or J-term study-abroad program offered by another law school.

Credits earned through the three Minnesota law schools' consortium program are treated as credits earned at MHSL and do not count toward the 15-credit maximum.

- (2) A maximum of 7 of the 15 total credits may be earned from J-term and/or summer courses at another school or schools, including study-abroad programs. For study-abroad programs offered by other law schools through the Consortium of Innovative Legal Education (CILE), the 7-credit limit will be waived, but all credits earned through a CILE school other than MHSL are counted toward the 15-credit cumulative maximum. A study-abroad program offered by Mitchell Hamline is not considered a visit away.
- (3) No student may take a course at another law school if the dates of the course overlap with any portion of a Mitchell Hamline session in which the student is enrolled, unless the student first gets advance permission from the Mitchell Hamline Associate Dean for Academic Affairs.
- (4) Attending Minnesota Law Schools:
  - *Consortium Description:* Students may register for courses at the University of Minnesota Law School, or the University of St. Thomas School of Law, under the terms of the three Minnesota law schools' consortium agreement.
  - *Consortium Course Tuition:* For consortium courses, Mitchell Hamline students pay tuition to Mitchell Hamline. Consortium credits are counted in the student's course load for the purpose of determining full-time status, tuition and fees, etc.
  - *Consortium Course Limitations:* To qualify for consortium status, a course must not be offered during the academic year at the enrolling student's home school. Clinics, externships, internships, and independent studies do not qualify as consortium courses.

- *Consortium Space Limitations:* Consortium status courses at each school must have space available after each school's initial add/drop procedures have been applied.
- *Consortium Summer and J-term Exclusions:* Courses offered at any of the three Minnesota law schools during summer and January terms are excluded from consortium treatment. Students must petition to take summer and January term courses as visitors at the other school and pay tuition to the offering school. Summer and J-term courses taken at one of the other two Minnesota law schools are subject to and counted toward the maximum of 15 total credits that Mitchell Hamline students may earn at other law schools.
- *Maximum Consortium Credits:* Students may not earn more than six consortium credits during their law school career.
- *Eligibility for Consortium Courses:* Students must be in good standing at Mitchell Hamline School of Law to participate in the program.
- *Consortium Student Policies and Procedures:* Students must abide by all rules of the visited school and are graded and evaluated by the visited school's standards.
- *Grades and Transfers:* The visited school awards grades and submits transcripts to the home institution. Consortium course grades appear on the transcript, but do not affect grade point averages.
- *Receipt of Transcript:* At the conclusion of the course, once grades have been posted, it is the student's responsibility to request that the other institution send an official transcript to Mitchell Hamline's Office of the Registrar. Upon receipt of the transcript from the other institution, credits are posted as transfer credits.
- *Consortium Courses:* All courses with space available when registration opens to consortium students are presumed to be eligible for the consortium agreement, except for those courses excluded above. Interested students should review online schedules to identify courses they would like to take.
- *Consortium Student Requests:* Consortium requests are processed through the home school's registrar.

## G. Maximum Online Courses Permitted (excluding Hybrid Program)

No more than 15 credits may be earned toward the J.D. degree through courses that are designated "distance learning." A distance education course is one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously. Source: ABA Standard 306 (a).

## H. Administrative Requirements for Graduation

1. Mitchell Hamline School of Law must have a student's official undergraduate transcript on file from a student's degree-granting school. The transcript must reflect the conferral of a bachelor's degree, unless an exception has been made allowing the student to matriculate without earning



a bachelor's degree. Transcripts reported by the Law School Data Assembly Service (LSDAS) will fulfill this requirement if it reflects the conferral of a bachelor's degree.

2. If a student received Title IV student loans (Federal Perkins, Direct Student loan, or Federal Stafford, Federal Unsubsidized Stafford, and/or Federal SLS programs), the student must complete an on-line financial aid exit interview.
3. If a student received a Federal Perkins or Direct Student loan, the student also must complete an on-line exit questionnaire.
4. All tuition, fees, and other charges owed to the law school must be paid in full.
5. In accordance with the directive from the American Bar Association, the Office of Career and Professional Development requires return of an on-line completed employment survey.

## **I. Note Regarding Diplomas**

Approximately 10 weeks prior to commencement students are asked to specify their names as they are to be printed on their diplomas. All tuition and fees due to the law school must be paid and all graduation requirements must be met prior to receiving a diploma.

## Chapter Three: Academic Rules, Policies, and Procedures

### Section 2: Curriculum Requirements

#### A. Required Courses

In addition to the Graduation Requirements described in Section 1 of this Chapter, students are required to pass all first year and upper division required courses as listed below.

**Students matriculating in fall 2016 or later are required to earn a minimum of 83 credits and satisfy the below requirements.**

First Year Required Courses (28 credits):

- 1003-Civil Dispute Resolution (4 credits)
- 1004-Torts: The Common Law Process (4 credits)
- 1005-Criminal Law: Statutory Interpretation (3 credits)
- 1006-Contracts: Transactional Law (4 credits)
- 1651-Property: Jurisprudential and Comparative Analysis (4 credits)
- 2421-Constitutional Law-Powers (3 credits)
- 1415-Lawyering: Advice and Persuasion (6 credits)

Upper Division Requirements:

- 3200-Professional Responsibility (2 or 3 credits)
- 9550/9551/9555/9556-Advocacy (3 credits)
- 4575-Negotiation (3 credits) OR 9014-Transactions and Settlements (3 credits)
- 2410-Liberties: Advanced Legal Reasoning (3 credits)
- Upper Level [Advanced Research and Writing](#) Requirement (Long Paper) - *see Section B below*

No more than 19 credits under the 83 credit requirement can be applied toward graduation from non-classroom courses:

- Field placements (including externships but not clinics)
- Moot court or other competitions
- Law Review or Journal
- Independent studies
- Course exchanges
- Dual-degree courses
- Any course for credit that is substantially based upon time expended outside a regularly scheduled class at MHSL or another ABA-accredited law school

**Students matriculating in spring or fall 2015 are required to earn a minimum of 83 credits and the below requirements. \***

First Year Required Courses (28 credits):

1003-Civil Dispute Resolution (4 credits)  
1004-Torts: The Common Law Process (4 credits)  
1005-Criminal Law: Statutory Interpretation (3 credits)  
1006-Contracts: Transactional Law (4 credits)  
1651-Property: Jurisprudential and Comparative Analysis (4 credits) – **see Note 1 below**  
2421-Liberties: Advanced Legal Reasoning (3 credits)  
1415-Lawyering: Advice and Persuasion (6 credits)

Upper Division Requirements:

3200-Professional Responsibility (2 or 3 credits) – **see Note 2 below**  
2410-Constitutional Law-Powers (2 or 3 credits) – **see Note 3 below**  
6 credits in Experiential Courses  
9550/9551/9555/9556-Advocacy (3 credits) – satisfies 3 credits of Experiential Courses – **see Note 4 below**  
Upper Level Advanced Research and Writing Requirement (Long Paper) - **see Section B below**

No more than 19 credits under the 83 credit requirement can be applied toward graduation from non-classroom courses:

Field placements (including externships)  
Moot court or other competitions  
Law Review or Journal  
Independent studies  
Course exchanges  
Dual-degree courses  
Any course for credit that is substantially based upon time expended outside a regularly scheduled class time at MHSL or another ABA-accredited law school

\* Students matriculating fall 2014 or earlier are required to earn a minimum of 86 credits plus the requirements listed above.

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**Note 1 – HUSL legacy students who have successfully completed the 3-credit Property class are considered to have satisfied this requirement.**

**Note 2 -- HUSL legacy students who have successfully completed Practice, Problem-Solving and Professional Responsibility are not required (and are not eligible) to take Professional Responsibility.**

**Note 3 – HUSL legacy students who matriculated prior to 2015 are not required to take this course.**

**Note 4 – HUSL legacy students who have successfully completed Legal Research and Writing III: Litigation are not required (and are not eligible) to take Advocacy. HUSL legacy students who have successfully completed Trial Advocacy are not required or permitted to take Advocacy.**

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## B. Advanced Research and Writing Requirement

All students must write an Advanced Research & Writing (“ARW”) paper as a requirement for graduation. Students are required to complete this requirement after their first year and are strongly advised to complete it before their final semester.

### Purpose & Content

The ARW requirement is consistent with American Bar Association accreditation standard 303, which requires a “rigorous writing experience” after the first year. It is designed to reflect two key aspects of the practice of law identified in the American Bar Association’s Model Rules of Professional Responsibility. First, a lawyer is a counselor who is expected to “exercise independent professional judgment and render candid advice.”<sup>11</sup> Second, a lawyer “is a representative of clients, an officer of the legal system and a public citizen having special responsibility for the quality of justice.”<sup>22</sup>

The ARW paper furthers five competencies essential to law practice:

- (1) Legal research;
- (2) Fact Investigation;
- (3) Writing, including organization, grammar, and style;
- (4) Strong personal work ethic and time management; and
- (5) Creative problem-solving

Although many ARW papers will take the form of a law review-style essay, other kinds of writing may also satisfy the requirement. In each case, the focus is on using the competencies identified above to identify and solve a problem of the sort confronted by lawyers. Description and regurgitation are not enough.

Here are some illustrations:

Unlikely to satisfy ARW requirement	Likely to satisfy ARW requirement
Essay describing a new case about the rights of homeless people	Essay assessing current homelessness and proposing new legislative approach
Business agreement based entirely (or nearly so) on a model or form document	Business agreement requiring substantial transactional analysis and problem-solving

<sup>11</sup> ABA MODEL RULES OF PROF’L CONDUCT R. 2-1.

<sup>22</sup> ABA MODEL RULES OF PROF’L CONDUCT pmb1.

Moot court brief relying on facts supplied by competition organizers	Clinic brief or amicus brief requiring development of facts and presenting novel legal arguments
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### Permission and Credits

ARW papers are usually written under the supervision of a full-time faculty member. Supervision by an adjunct faculty member is permitted only if the paper is completed as part of an ARW-designated course taught by that adjunct faculty member or, in rare circumstances, if the paper is completed as part of an Independent Research Project.

### ARW-designated Courses

Some courses are designated by the Curriculum Committee as satisfying the ARW requirement. Because of the intensive work required between class sessions, three-credit ARW courses meet for a minimum of 110 instructional minutes per week during a thirteen-week semester or an equivalent amount of time spread over a different period. Students who wish to take the course without fulfilling the ARW requirement will register for two credits, rather than three.

A student who wishes to change the number of credits for which s/he has registered to take an ARW-designated course (i.e., from two to three or from three to two) must follow the course add/drop procedures outlined in this Handbook. In any event, a student who does not fulfill the ARW requirement in an ARW-designated course will not receive three credits for the course.

### Journals

Papers written for law review or journal articles require the advance permission of the journal's Editorial Board, in addition to approval of a supervising professor. Such a paper receives the credit normally associated with journal service.

### Independent Research Project

A student may write an ARW paper as an independent research project (see additional information under Independent Research in Course Descriptions found in the Current Students portion of the Mitchell Hamline website). Students ordinarily receive one or two credits for Independent Research projects, although in rare circumstances, three credits may be approved.

### Format

Regardless of form or genre, ARW papers shall ordinarily be at least 8,500 words including footnotes. This requirement is meant to ensure that the project is substantial enough to measure and develop the five competencies identified above and to provide a summative writing experience for the student. Beyond the length requirement, formats will vary according to context and should be appropriate to the genre of the writing project. So, for example, essays should generally adhere to law review style conventions, while briefs must adhere to good citation practices and the relevant jurisdiction's filing rules. Prior to the first draft, the student and supervising faculty shall identify the appropriate format for the paper.

**Writing Process and Deadlines**

Unless the supervising faculty member requires otherwise, the paper is required to be written in the following stages:

- outline
- research plan
- partial first draft covering one or two parts of the paper
- full draft of all elements of the paper
- second full draft of all elements
- final paper

Students should expect significant feedback from their faculty supervisors at each of these stages.

Missed deadlines may be taken into account in grading, particularly if the student does not obtain an extension until after the deadline has passed. Final papers are due no later than the last day of class for the semester. An extension of the final due date must be requested in advance and must be approved by the instructor. Students requesting a change should complete a “Request for Extension” form and submit this form to the Dean of Students. This form can be found at <https://mitchellhamline.edu/registrar/>.

After the ARW paper is completed, the student should fill out and have the supervising faculty member sign an Advanced Research & Writing Certification form available on the Forms page of the Office of the Registrar website: <https://mitchellhamline.edu/registrar/>. The signed form must be submitted to the Registrar in order for the ARW requirement to be satisfied.

## Chapter Three: Academic Rules, Policies, and Procedures

### Section 3: Special Programs

#### A. Certificate Programs for MHSL Students

Mitchell Hamline offers several options for students to pursue certificates in three specialized areas of law: Dispute Resolution; Health Law; and Law and Business. Detailed information is available on the MHSL webpage: <https://mitchellhamline.edu/academics/certificate-programs/>.

#### B. Dual Degree Programs for J.D. Students

J.D. students have the opportunity to pursue a master's degree through Hamline University in the following programs:

- Master of Business Administration (MBA)
- Master of Fine Arts in Writing (MFA)
- Master in Public Administration (MPA)
- Master in Nonprofit Management (MNM)

Through a partnership with the University of Minnesota, J.D. students may also pursue the Master of Public Health in Public Administration & Policy (MPH-PHAP).

For more information about these dual degree programs, see <https://mitchellhamline.edu/academics/dual-degrees/>.

#### C. Independent Study Abroad and ABA-Approved Study-Abroad Programs

An independent study abroad program undertaken at a foreign law school provides an excellent opportunity for students to expand their knowledge of comparative and international legal issues. Credits for an independent study abroad program are governed by the rules of Mitchell Hamline School of Law and by the American Bar Association (ABA) Criteria for Accepting Credit for Student Study at a Foreign Institution. The law school works with students to assist them in developing a viable plan.

##### Requirements:

1. Students who have completed their first year or, if part-time, the equivalent, may submit applications for independent study abroad programs. Generally, students should complete all of their required courses at the law school before seeking to study abroad, so students are generally in their third or fourth year before undertaking this independent study program. There may be some exceptions to this and students who have not completed all required courses should schedule an initial consultation with the Dean of Students.
2. The maximum number of credits a student may earn at a foreign institution is governed by section D below. Credits earned abroad may not be used to satisfy Mitchell Hamline graduation requirements.

3. Students must be in good standing to register for a study abroad program. This is an ABA rule and cannot be waived by the law school.
4. Credit is given for grades earned of “C” or better, “Pass” or the equivalent. Grades that satisfy criteria set forth in the *Student Handbook* may be transferred to Mitchell Hamline.
5. If instruction is to be done in a language other than English, students must be fluent in the language of instruction at the foreign institution.
6. Students who are interested in pursuing a study abroad program must consult the Dean of Students prior to seeking approval (see 7 below). In addition, students must consult the respective program web page for information regarding courses, cost, withdrawal, faculty, travel, housing, insurance, financial aid, country information, passports and visa requirements.
7. Students must receive pre-approval from the Mitchell Hamline Associate Dean for Academic Affairs before beginning any independent study abroad program. Courses taken or completed before approval is granted will not transfer to Mitchell Hamline.
8. For your information, the ABA Criteria for Accepting Credit for Student Study at a Foreign Institution can be found at  
[https://www.americanbar.org/content/dam/aba/publications/misc/legal\\_education/Standards/2016\\_2017\\_criteria\\_accepting\\_credit\\_student\\_study\\_foreign\\_institution.authcheckdam.pdf](https://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2016_2017_criteria_accepting_credit_student_study_foreign_institution.authcheckdam.pdf)

### Application Process

Students need to apply no later than the beginning of the semester prior to the time they seek to attend the foreign program, approximately four months in advance – the earlier the better.

For more information regarding independent study abroad opportunities and how to draft a proposal for your course of study abroad, contact the Dean of Students.

In general, students pay the tuition and fees applicable to the foreign institution and do not pay tuition and fees at Mitchell Hamline for the credits earned abroad. In addition to the tuition and fees charged by the foreign institution, a study abroad administrative fee will be charged to all Mitchell Hamline students pursuing an independent study abroad.

### Academic Advising

A full-time Mitchell Hamline law school faculty member and one professor from the foreign institution must supervise the student’s course of study.

### Financial Aid

Financial aid availability for Study Abroad/Off-campus programs during summer, fall or spring is based on the number of credits approved by MHSL Registrar for the course of study. Fall or spring semesters require a minimum of 6 credits; summer requires 2 credits. J-term study abroad financial aid eligibility has no credit minimum, but requires 6 credit minimum registration in either the preceding fall or following spring semester. The Study Abroad financial aid budget is based on estimated and actual costs for the program which are determined by the host school and communicated directly to the MHSL Financial Aid Office.

MHSL scholarships cannot be applied to any study-abroad program charges and are not portable to other schools. Early termination of your study-abroad program may require financial aid repayment. Please contact the Office of Financial Aid for additional details and instructions.



**Other Important Consideration and Helpful Hints**

Students are strongly advised to begin the application process as early as possible, as it requires approval from several parties; this task is lengthy and time-consuming.

Students need to develop a reliable contact and gain permission from a full-time professor at the host foreign law school. It is wise to develop a specific contact at the foreign university who is able to answer questions regarding the intended course of study.

**ABA Approved Foreign Programs**

As another option, students may earn “transfer credits” towards their J.D. by participating in a study- abroad program offered by any ABA-approved law school. There are many such programs, located around the world, which are run by ABA-approved U.S. law schools. Some of these programs are offered in the summer and some are offered for one semester or longer. It is the student’s responsibility to demonstrate that the proposed program complies in all respects with ABA standards.

Mitchell Hamline offers several such programs in collaboration with the Consortium for Innovative Legal Education (CILE). Current summer programs exist in England, Chile, Czech Republic, Ireland, the Netherlands, and Malta. Semester-long programs exist in Denmark and the Netherlands.

See

[https://www.americanbar.org/groups/legal\\_education/resources/aba\\_approved\\_law\\_schools/in\\_alpha\\_beta\\_order.html](https://www.americanbar.org/groups/legal_education/resources/aba_approved_law_schools/in_alpha_beta_order.html) for a complete list of ABA-approved schools.

**D. Educational Opportunities at Foreign Institutions**

The faculty of Mitchell Hamline School of Law recognizes that study of the legal systems and cultures of other countries enhances students’ legal education. For example, MHSL students have the option of participating in law programs offered by any ABA-approved law school as well as in programs offered in collaboration with the Consortium for Innovative Legal Education (CILE). In addition to these programs, the law school will provide a limited number of students the opportunity to participate in available educational opportunities at foreign institutions that will enhance the students’ legal education, subject to the following criteria:

1. Students in good standing at the law school may spend no more than two semesters of study at any foreign institution after successful completion of two semesters in the law school.
2. A proposed course of foreign study must be approved in advance by the Associate Dean for Academic Affairs and must comply with the American Bar Association Criteria for Accepting Credit for Student Study at a Foreign Institution (the ABA Criteria), which can be found at [https://www.americanbar.org/content/dam/aba/publications/misc/legal\\_education/Standards/20\\_16\\_2017\\_criteria\\_accepting\\_credit\\_student\\_study\\_foreign\\_institution.authcheckdam.pdf](https://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/20_16_2017_criteria_accepting_credit_student_study_foreign_institution.authcheckdam.pdf).
3. Students may earn no more than 15 credit hours toward the J.D. degree from foreign institutions.
4. In order to count credit hours earned under this rule toward the J.D. degree, students must earn grades of the equivalent of C or higher. Credit hours will be applied towards the J.D. degree on a pass-fail basis, and grades earned will not be reflected in a student’s GPA or class rank.

5. A full-time faculty member at the law school familiar with the course of study at the foreign institution must act as sponsor of the student's foreign study.
6. Courses taken at a foreign institution do not fulfill courses required for graduation.
7. Credit will be given only for approved academic coursework at foreign institutions, and not for foreign externships.
8. Ordinarily, foreign courses of study will be approved only at institutions with which Mitchell Hamline School of Law has an existing working relationship.
9. Student study at foreign institutions must comply with all other rules promulgated from time to time by the law school administration for purposes of compliance with the ABA Criteria.

### **E. Other Courses of Study**

While enrolled at Mitchell Hamline School of Law, a student may pursue other courses of study (such as dual degree programs approved by the law school and other graduate or undergraduate programs) with prior approval from the Associate Dean for Academic Affairs.

## Chapter Three: Academic Rules, Policies, and Procedures

### Section 4: Experiential Learning Programs and Student Certification

#### A. Experiential Learning Programs

Mitchell Hamline students get pro bono experience with real clients with real legal problems starting in their first year of law school. The level of responsibility, time investment, and specialization increase as they progress through their studies. Coursework includes skills training, simulations, and role-playing exercises allowing students to get feedback on your developing legal skills. Experiential learning programs include:

The Legal Practice Center functions as a law office within the law school. Students represent low-income renters, prisoners, nonprofit groups, immigrants, and others. They draft contracts, and file patent applications.

Advocacy refers to the act of arguing in support of a client. At Mitchell Hamline, we train students to tell clients' stories in ways that matter in the current legal system. Education in the skills of advocacy pervades the Mitchell Hamline curriculum. Those skills are at the core of the three primary relationships involved in the practice of law: with clients, with opposing lawyers, and with decision makers.

Clinics - Under the supervision of professors, students work in 13 clinics with clients who are mothers, fathers, immigrants, leaders of nonprofit organizations, and small businesses. Some clients are elderly. Some are unemployed. Some are accused of crimes. Some want to make the world a better place. All are real people with real legal problems, and our students drive their representation. They gain valuable real-world experience and make a difference in our community by performing legal work for their clients.

Externships - Students work across a range of practice areas and legal settings. They work with public defenders to preserve the rights of the accused, with state and county agencies to shape public policy and protect society's most vulnerable, with prosecutors and federal judges to ensure the judicial system is effective and just, inside of law firms and businesses to advocate for clients in all areas of the law and with numerous other partners. Students in externships are supervised both by Mitchell Hamline faculty and by attorneys in the field.

Residencies - Students in their final year can gain practical experience through immersive, semester-long work opportunities inside of law firms, businesses, state and county agencies, courthouses and other organizations where they put into practice all that they have learned throughout law school and gain a deeper understanding of the role of lawyers in our society and legal system. It's a key part of our bridge-to-practice programming, offering experienced students a close-up look at the world of legal work.

Simulation Courses - Legal practicum and advanced simulation courses immerse students in the areas of general practice and advocacy through innovative hands-on learning exercises pioneered by Mitchell faculty and staff.

Transactional Skills - Lawyers need to know how to argue cases in court, but they also need the skills to negotiate terms, draft contracts and settlements, structure agreements, analyze deals, and manage risk. Students will find these skills woven throughout the curriculum across a range of courses involving contracts, advocacy, and ethical issues arising in a variety of contexts.

Lawyering - Mitchell Hamline's first year Legal Research and Writing (Lawyering) program is a foundational offering, required for all first-year students, intended to enable them to master fundamental client representations skills. Students meet in small groups to practice interviewing and counseling clients, writing memos and letters, researching the law, negotiating contracts and settlements, reasoning about a client's situation in light of the law, settling cases, and arguing motions.

The Minnesota Justice Foundation (MJF) is committed to promoting social justice and improving legal services for those who have been under-represented by the legal profession. Through MJF, students—starting in their first year—have the opportunity to work with lawyers in a variety of legal advice settings or to complete research projects for lawyers who have taken clients and cases on a pro-bono basis.

## **B. Student Certification by the Minnesota Supreme Court**

The Student Practice Rules are located in *Minnesota Rules of Court*. Eligible students may be certified by the Supreme Court to perform activities of an attorney in representing and appearing on behalf of a client. The Administrative Coordinator for Clinics and Externships handles these requests. To be eligible, a student must be currently enrolled, have completed the equivalent of two full semesters of full time study, and be in good academic standing (minimum cumulative GPA of 2.0 or 2.2, depending on applicable rules).

There are three rules under which students may be certified in Minnesota (students seeking certification from a jurisdiction other than Minnesota should contact the Externship Director):

### Rule 1. General Student Practice Rule

Applies to eligible law students who appear on behalf of any state, local, or other government agency, or any indigent person who is a party to a civil action or who is accused of a crime or a petty misdemeanor. The request for certification must be made by the government agency, organization, or person representing the indigent client. A written request with the student's name and a statement that the student will be properly supervised should be sent to the Administrative Coordinator for Clinics and Externships. Students certified under Rule 1 will remain certified for one year. If certification will expire between the end of the semester and the student's graduation from Mitchell Hamline, the student must have their employer write the law school clinic administrator requesting recertification prior to the graduation ceremony to continue as a student attorney. It is the responsibility of the student to track the expiration date.

### Rule 2. Clinic Student Practice Rule

Applies to eligible law students who are enrolled in a law school clinic course where representation of a client may occur. Students do not need to request certification. Names are submitted automatically through the clinic.

### Rule 3. Student Observation of Professional Activities

Applies to eligible law students to observe a bar member's professional activities as part of a law school course or program for academic credit. Allows eligible law students, under the supervision of a member of the bar, to observe any and all professional activities of a member of the bar, including client communications. Communications between the client and the student shall be privileged under the same rules that govern the attorney-client privilege and work product doctrine, and the presence of the student during communications between the lawyer and client shall not, standing alone, waive these evidentiary privileges. The request for certification must be made by the law school and filed with the Board of Law Examiners for approval. Students certified under Rule 3 will remain certified for one year, unless certification is terminated earlier pursuant to Rule 3. Law students may be re-certified for additional 12-month periods.

## Chapter Three: Academic Rules, Policies, and Procedures

### Section 5: Registration; Add/Drop; Withdraw: Extensions

#### A. Course Add and Drop/Withdrawal

**Adding a course:** Upper division J.D. students and LL.M. students may always add a course within the first week of classes. First-year J.D. students may not add courses other than the required first-year courses. Students may not add a course after the term has ended unless the Dean or his/her designee determines that there are extraordinary circumstances that justify such an addition.

**Dropping/withdrawing from a course:** Students may drop a class before the drop deadline published in the academic calendar unless the instructor imposes a more stringent requirement. If a course is dropped prior to the deadline, no “W” will appear on the student’s transcript and no permission is required. Students may withdraw from courses after the drop-add period with the permission of the Associate Dean for Academic Affairs. If a student withdraws from a class after the drop deadline, a “W” will be recorded on the student’s transcript. J.D. students cannot drop a required course without the permission of the Associate Dean for Academic Affairs.

First-year students wishing to withdraw from a required course must speak with the Dean of Students.

#### B. Registration Priority

Registration priority is based on the sum of earned credits plus the attempted credits in the semester during which registration is held. Generally, students with the highest credit totals are given the opportunity to register before those with fewer credits. In cases where there are large numbers of students with equal credit totals, registration priority will be based on a tie-breaker system administered and announced by the Registrar’s Office.

Exceptions to this rule include courses for which students are preregistered, such as required courses for 1L students and preregistration course packages for 2L part time students.

Students enrolled in the weekend program or part-time evening program will receive priority to register for specific courses that are designated at the time of registration.

#### C. Pre- and Co-Requisites

Registration for some courses requires a student to complete one or more prerequisites or to take a course concurrently. A student must abide by these requirements unless the instructor waives the requirement. Before registering for any course, the student must obtain a waiver from the instructor and inform the Registrar, who will then assist in the registration process. Any student who elects to take a course without the required prerequisite and/or co-requisite course(s) does so at their own risk. Lack of prerequisite and/or co-requisite course(s) will not be considered as a factor in administering any Mitchell Hamline School of Law policies.

## D. Course Cancellations

Mitchell Hamline School of Law reserves the right to cancel a course on or before the first day of classes due to insufficient enrollment or other compelling circumstances. Students enrolled in the canceled course are notified of the cancellation by e-mail.

## E. Auditing a Course

A student who audits a course receives no credit or grade for the course. Students may not audit skills courses or clinics. Course requirements for auditors are set by the instructor. All financial and academic regulations that apply to a credit course also apply to an audited course.

A student who audits pays the same tuition as one taking the course for credit except in the following instances: (1) if the audit credits plus the graded credits put the student in the full-time tuition bracket (12 credits or more), the student is charged \$500 per-credit for those audit credits that exceed 11 credits; and (2) if the audit credits plus the graded credits put the student in the part-time bracket (8- 11 credits), the student is charged \$500 per credit for those audit credits that exceed 7 credits.

## F. Registration Credit Restrictions

### Fall, Spring, and Summer Semesters:

- a. Maximum: 15 credits, but students who want to register for more than 10 credits in the summer semester must get advance permission from an Associate Dean.
- b. Minimum: 8 credits except in summer and in a student's final semester. An Associate Dean may grant students a one-time exception to the 8-credit minimum for extraordinary circumstances.

**J-Term:** Add Limitations: 3 credits

## G. Incomplete Grades

Incomplete grades are issued only with the permission of the instructor. This may include the case of a clinic student who receives a grade of incomplete because s/he has been working on a clinic matter that has not yet been resolved and on which s/he will continue working into the next semester. The instructor determines the new due date, but the new due date may not be deferred later than the end of the following academic semester. If the instructor approves an extension and grade of incomplete ("I"), the student must submit a "Request for Extension and Temporary Grade of Incomplete" form, signed by the instructor, to the Registrar's Office. If a student fails to complete the required course work by the new, extended due date, the student will be administratively withdrawn from the course (withdrawal not in good standing), after notice to the student and the instructor, unless the instructor chooses to enter a grade.

This rule applies to all MHSL courses, including externships, clinics, and independent projects.

## **H. Registration for First-Year Students**

The law school assigns first-year students to sections and registers them for courses. First year students may not register for courses other than required first year courses. This limitation includes, but is not limited to independent research and J-term courses.

## **I. Registration for Upper Class Students**

Upper-class students obtain registration materials on the web. Registration for fall and summer semesters is in April. Registration for spring semester and J-term is in November. Upper-class students may register for courses through the first full week of classes via their Student Records Login, unless indicated otherwise on the online schedule.

## **J. Retaking a Course**

A student will not receive credit for any course in which s/he receives a failing grade (a grade of "F"). A student must retake any required course in which s/he earns an "F". A student may choose to retake any other course for which s/he received a failing grade. Both the "F" and the repeat grade will be computed as part of the student's grade point average. Both grades will appear on the student's transcript. A student may not retake for credit a course in which s/he did not receive a failing grade.

## **K. Withdrawing from Law School**

To officially withdraw from the law school, a student must meet with the Dean of Students. It is the responsibility of the student to ensure that his/her withdrawal request has been approved and processed. The last date for which tuition is charged is the date when the student initially contacts the Dean of Students. Students who withdraw from the law school must petition the Admissions Committee for readmission if they wish to return.

A student may be withdrawn from the law school if he or she fails to register for at least one credit of coursework for two semesters (fall or spring) consecutively.

If, at the time of withdrawal, a student's payments exceed the amount of tuition liability, the Finance Office will use the overpaid amount to reduce any financial aid awarded before returning any funds to the student.

Students who plan to withdraw are strongly advised to contact the Finance Office (to discuss student account balance) and the Financial Aid office (to discuss federal loan repayment requirements/option) to ensure a complete understanding of the financial effect of the withdrawal. Tuition refund schedules are available on-line and in Chapter 5, Subsection D in the Student Handbook (Tuition and Fees).

## **L. Leave of Absence**

The Dean of Students may grant a student a leave of absence due to personal circumstances for up to one academic year. In some circumstances, an extension beyond one year may be approved. A student must petition the Dean of Students in writing for a leave of absence or for an extension of a previously approved leave of absence. After one year or the expiration of an extension, a student on leave will be withdrawn



from the law school. The time that a student is on leave will be calculated as part of the 84 months allowed to earn a J.D. Students on leave from the law school are not considered enrolled for financial aid purposes, and their student loans may enter repayment during a leave of absence. Students concerned about the effect of a leave of absence on student loans should contact the Office of Financial Aid.

## Chapter Three: Academic Rules, Policies, and Procedures

### Section 6: Examinations and Papers

#### A. Types of Exams and Other Graded Assessments

Instructors have the discretion to administer as assessments exams, papers, or courtroom or other practice-based exercises. An exam may be a scheduled exam, meaning that it is taken on campus at a specified time; a self-scheduled exam, meaning that the student may select, from a designated range of times, a time at which to take the exam on campus; or a take-home exam. A scheduled exam, self-scheduled exam, or take-home exam may be an “in-session” exam, which is an exam administered or due before classes end for the designated session (e.g., fall or spring semester or summer session), or it may be a “final” exam, which is an exam administered or due at or after the end of classes for the designated session. Any exam, whether in-session or final, scheduled, self-scheduled, or take-home, may be closed or open book. No exam is open book unless the instructor of the course specifically designates the exam as such. Students complying with the software installation policy (see below) may use computers to type their exam answers. Students are responsible for knowing and following specific rules and processes for exam administration for each type of exam they are taking. Prior to final exams, detailed information about the process for self-scheduled final exams will be posted by the Office of Student Services. ***Students should review this information well in advance of the exam.***

No exams may be due or administered during the designated “reading week.” Papers and courtroom or other practice-based exercises are exempt from this timing rule; they may be due or administered at any time during the designated session, during the designated “reading week,” or during the designated final examination period.

#### B. Use of Exam Software

Mitchell Hamline School of Law uses Exemplify software by ExamSoft for some exams, which provides backup protection from losing work (in the event of computer malfunction) and prevents accessing unauthorized material during an exam administration. Not every instructor uses exam software for every exam, but if a particular exam requires it, Exemplify must be installed and tested and the exam downloaded in order for a student to take an exam on his or her personal laptop computer. To use Exemplify, the following conditions must be met:

1. Exemplify software must be installed and tested on a student’s computer prior to his or her first exam that requires Exemplify. The student must become familiar with using it, including transferring his or her exam electronically. If the student is scheduled to take an exam that requires Exemplify, he or she will be notified by email prior to his or her first exam that requires Exemplify. This email will provide links for downloading the software and instructions on how to install and use it. Students should install Exemplify at least one week before taking the exam. This allows time to receive help if there are issues with the Exemplify installation on their personal computer.

2. If a student's computer suddenly becomes unusable prior to the beginning of an exam, the student may choose to take the exam using one of the library's computers (which will have Exemplify already installed), or hand write the exam in a blue book.
3. If a computer suddenly becomes unusable during an exam already in progress, the student must use a blue book to finish the exam from the point where the computer stopped working. Information Technology personnel will retrieve the work that was completed in Exemplify prior to the crash. **No technical assistance is available during an exam.**
4. Exemplify is compatible with Microsoft Windows and Macintosh OS. More information about supported Windows and Mac versions will be provided in the instructions students will receive prior to any exam that requires Exemplify.

Information Technology Services professionals are available in the Library (or by phone at 651-290-6411) to assist with installing, using, and troubleshooting problems with Exemplify. They will also be available during every scheduled **final** exam, and will be notified of make-up **final** exams by Student Services.

**NOTE:** No electronic devices may be used during exams except a laptop running Exemplify. All phones and smartwatches must be turned off and stowed away from students. Additional monitors or laptops are not permitted.

## C. Exam Numbers

Students are assigned examination numbers that are used as identification on exams throughout law school. Students may ask the Registrar to change their exam number at any time. Upon showing proper identification, students who forget their examination number during the final examination period may obtain it from the Office of the Registrar until one-half hour after the final exam at issue begins. If a student uses the wrong number on an exam, he or she should notify the Registrar in order to assure proper recording of grades.

## D. Exam Variances: Exam Conflicts/Rescheduling and Accommodations

Instructors are responsible for announcing the time and place of all in-session exams. Students take scheduled final exams at the time and place announced on the exam schedule. Students take take-home final exams at the time and place announced on the exam schedule, or at the time and place announced by the instructor. Self-scheduled final exams are scheduled by students according to processes set by the Office of Student Services. (Detailed information will be made available to students prior to each final exam period.)

**Note: No student is permitted to take any exam before the regularly scheduled time for that exam.**

1. Exam Conflict – request for rescheduling

In-session exams, whether scheduled, self-scheduled, or take-home, may be rescheduled by the instructor whose exam is at issue, or by the Dean of Students when s/he is directed to do so by the instructor whose exam is at issue. The instructor has discretion to determine the details for

rescheduled in-session exams unless the instructor has delegated that authority to the Dean of Students.

Scheduled and self-scheduled final exams may be rescheduled only by the Dean of Students.

Take-home final exams may be rescheduled by the instructor whose exam is at issue, or by the Dean of Students when s/he is directed to do so by the instructor whose exam is at issue. The instructor has discretion to determine the details for rescheduled take-home final exams unless the instructor has delegated that authority to the Dean of Students.

The Dean of Students will reschedule exams only under extraordinary circumstances. Examples of such circumstances may include:

- a. The student's illness or injury, or an illness, injury, or death in the student's immediate family, which prevents the student from taking an exam.
- b. The time of an exam conflicts with the student's religious belief or practice.
- c. A student has two scheduled final exams that are scheduled to begin within 23 hours of each other (e.g., a 6:00 p.m. scheduled final exam on a Monday followed by a 5:00 p.m. scheduled final exam the next day would be a conflict; however, a 6:00 p.m. scheduled final exam on a Monday followed by a 6:00 p.m. scheduled final exam the next day would NOT be a conflict).  
**Note: This 23-hour rule applies only to scheduled final exams, not to self-scheduled or take-home final exams, and not to any in-session exams.**
- d. A student has three scheduled final exams scheduled within a period of 3 calendar days, in which case a student may reschedule one scheduled final exam. **Note: This 3-day rule applies only to scheduled final exams, not to self-scheduled or take-home final exams, and not to any in-session exams.**
- e. Unanticipated event that conflicts with an exam; such event must be one that requires the student to attend (note: this exception is rare; events such as travel/vacation plans, weddings, employment obligations, etc., do not qualify).

Exam rescheduling is coordinated in Student Services, Room 119.

Specific make-up dates for final exam conflicts are scheduled at set times during the final examination period. Students must take rescheduled final examinations on the next available make-up date that does not cause a new conflict in the student's final exam schedule.

No make-up exam will be rescheduled more than two weeks after the end of the regular final exam period. Students who are unable to complete any exam within this time frame will be withdrawn from the course(s) unless the Dean of Students grants an exception for extraordinary circumstances.

The rules on Deferring Completion of Exams apply when a student fails to take an exam when it is scheduled.

## 2. Accommodations for Disability or English as a Second Language

Students who need to request exam rescheduling or other accommodations (including additional time) because of a documented disability or language facility (student's native or primary language is not English) must request an accommodation from the Dean of Students at least 2 weeks prior to the exam. Students may be requested to provide specific documentation to support a request for accommodations and should factor this into the deadline. See [Chapter Four, Section 2.D](#) (Disability and Accommodations) for general information.

## E. Deferring Completion of Exams

A student may not defer a final exam without prior permission from the Dean of Students, who will determine the deferred final exam date. If a student fails, without prior permission, to take a final exam when scheduled or rescheduled by the Dean of Students, the student will receive a failing grade (a grade of "F") for the course, unless the Dean of Students grants an exception for extraordinary circumstances.

## F. Penalty for Exceeding Time Allotment on Exams

Students are responsible for ending their examination on or before the exam end time. Students who fail to end their examinations on time are subject to a presumptive one-gradation penalty (e.g., B to B-) if they exceed the time, even by a few minutes. Individual faculty members may choose to opt out of this policy and impose their own penalty. Students who substantially exceed the examination time may be subject to a more substantial penalty and/or an investigation of whether they have violated the Code of Conduct.

Students are permitted five minutes from the end time for the exam to return written exam materials (e.g. bluebooks, multiple-choice answer sheets). Written exam materials returned after the five minutes grace period will be considered late and students will be subject to the same penalties as all students who exceed exam time limits.

## G. Retention of Exams and Papers

Most exam booklets, take-home exams, and student papers are retained by the Registrar, or the instructor, for one year. Some exam booklets, take-home exams, and students' papers are available for students to pick up in the Office of Student Services.

**Information about grading system (including pass/fail option); class rank and transcripts; and honors and awards is described in section 7 of this chapter.**

## Chapter Three: Academic Rules, Policies, and Procedures

### Section 7: Grading System, Class Ranks and Transcripts, Honors and Awards

#### 7.1 Grading System

##### A. Numerical Grade Equivalents

Mitchell Hamline School of Law grades on a letter grading system shown in Table 1 below. This system took effect for HUSL legacy students in fall 2015, and was in effect at WMCL prior to that semester.

**Table 1**

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Prior to the 2015 fall semester, the letter grading systems for Hamline University legacy students included different numerical values for “plus” grades (B+, C+, D+) and “minus” grades (A-, B-, C-, D-):

**Table 2 (HUSL prior to fall 2015)**

A	4.00
A-	3.75
B+	3.50
B	3.00
B-	2.75
C+	2.50
C	2.00
C-	1.75
D+	1.50
D	1.00
D-	0.75
F	0.00

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**Important note for HUSL legacy students:** For purposes of calculating cumulative grade point averages, the numerical grade equivalents in effect in the semester the student was enrolled in the course remain the same through completion of the law school program.

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## **B. Pass/Fail Grades**

Courses are ordinarily graded on an A-F scale. With the permission of the Associate Dean for Academic Affairs, an instructor may offer a course on a Pass/Fail basis. If an instructor is offering a course on a Pass/Fail basis, he or she must announce this orally or in writing prior to or at the beginning of the semester. A student receiving a pass earns a grade of S (satisfactory) or a grade of P (pass), which is not computed in his or her cumulative G.P.A. A student receiving a fail earns a grade of “F”, which is computed in his or her cumulative G.P.A. There is no limit to the number of Pass/Fail credits a student may earn. Individual students may not elect to receive a Pass/Fail grade in a course that is letter graded with the exception of the pass/fail option in subsection E below.

## **C. Notice of Grading Criteria**

The syllabus for each course will list grading criteria for the course.

## **D. Grading Policy**

Beginning with the 2016 Fall Term, Mitchell Hamline School of Law mandates a mean of 2.9 for all 1L classes, including third semester Hybrid courses, with an allowable deviation of +/- .13 to +/- .24, depending on the size of the class, as shown in the table below:

### Allowable Deviation from the 2.9 Mean Grade for 1L Courses

Class size	Required Mean Grade	Maximum Allowed Deviation
80+	2.90	+/- 0.13
70-79	2.90	+/- 0.14
60-69	2.90	+/- 0.15
50-59	2.90	+/- 0.16
40-49	2.90	+/- 0.18
30-39	2.90	+/-0.20
<30	2.90	+/-0.24

Beginning with the 2016 Fall Term, Mitchell Hamline School of Law mandates a mean of between 2.7 and 3.3 for all Upper Level (non-1L) classes, with the exception of Clinics and Long Paper courses; Clinics and Long Paper courses are not subject to the mandatory mean. Each instructor is required to calculate and articulate the mean when s/he submits grades to the Registrar.

If the mean falls below 2.7 or above 3.3, then before submitting grades to the Registrar, the instructor must offer to the Associate Dean for Academic Affairs an explanation of one or more factors that justify the deviation. Such factors include, but are not limited to:

- Class size (i.e., very small)
- Method of evaluation (e.g., exercises rather than final exams)
- Average GPA of class members (e.g., higher than the mean)
- Class objectives (e.g., to master rather than simply practice specific skills)
- Nature of student work required (e.g., team or group work)
- Multiple assessors
- Course requirements (e.g., number of hours)

The Associate Dean will sign off on the deviation OR will contact the instructor for further discussion. The Associate Dean will also report to the faculty at regular intervals regarding the deviations.

### E. Pass/No Pass Option

Subject to the limitations set forth hereafter, excluding independent research and clinical courses, a JD student may elect to convert a letter grade in any non-required course, other than those designated by the Associate Dean for Academic Affairs as not available for the pass option, to a "Pass" represented by a "P," for **"C-" or better work**. A student may only convert a letter grade to a "P" in one course during the student's entire law school career.

Students may elect to replace their passing grade with a "P" by filing with the Registrar at any time after registering for the course but not later than 5 calendar days after his or her last grade is posted. This five-



day period shall not be stayed to await the final determination of incomplete (“I”) grades. A student who receives an incomplete grade and has not yet exercised the one-time pass option may, after the “I” is converted to a letter grade, exercise the option to change that converted letter grade to a “P” by filing with the Registrar not later than 5 calendar days after the “I” grade is converted to a letter grade. Once the pass option has been exercised, the student cannot reverse that decision, even if hindsight proves that another choice would have been more beneficial.

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**Important Note:** HUSL legacy students may elect to exercise this option for fall 2015 courses under the HUSL rule applicable during that semester. The Pass/No Pass option is not available to WMCL legacy students for courses taken in fall 2015. The Pass/No Pass option as described in section E above takes effect for all MHSL students in spring 2016.

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## F. Grade Changes

Once final grades are submitted, they cannot be changed unless a clerical error has occurred.

## G. Grade Posting

Students can review their grades on the law school website using their student I.D. number and password. When new grades are being entered, students cannot access their grades. Students will be notified when grades are posted. For grade security purposes, *grades are not given over the telephone.*

## H. Calculating Grade Point Average

Grade point averages are computed as follows: the credit value is multiplied by the number equivalent of the grade received in the course. This multiplication product results in grade points. The sum of the grade points is then divided by the number of graded credits attempted. Only letter grades listed in the first table above are calculated in the grade point average.

# 7.2 Class Rank and Transcripts

## A. Class Ranks

Class ranks are computed at the end of a student’s first two semesters and every fall and spring semester thereafter and appear on the transcript. For purposes of ranking, grades earned during summer sessions are factored in with the fall semester grades. J-term grades are factored in with the spring semester grades. The ranks are based on students’ cumulative grade point averages. Only those students who received all of their semester grades receive a class rank. Our goal is that non-senior ranks are calculated one week after the last non-senior grades are processed. Senior ranks are calculated when all senior grades are processed.

Students are ranked with other students who are proceeding through law school at approximately the same pace, except for the final ranking, in which students are ranked with their graduating class. Students who graduate in August are ranked with the subsequent January graduation class. A student’s class rank is

not changed once ranks are computed. For grade security, students are not given their class ranks over the telephone. Students may request an official transcript without the rank listed by contacting the Registrar.

**Important Note for Legacy Students:** Because there are historic differences in the numerical grade equivalents at the two legacy schools, separate rankings will be maintained for academic years (2015-16, 2016-17, and 2017-18) as follows:

#### 2015-2016 Academic Year

1L	2L	3L/4L
Combined ranking	WMCL legacy	WMCL legacy
	HUSL legacy	HUSL legacy

#### 2016-2017 Academic Year

1L	2L	3L/4L
Combined ranking	Combined ranking	WMCL legacy
		HUSL legacy

#### 2017-2018 Academic Year

1L	2L	3L	4L
Combined ranking	Combined ranking	Combined ranking	WMCL legacy (evening)
			HUSL legacy (weekend)

#### 2018-2019 Academic Year

1L	2L	3L/4L
Combined ranking	Combined ranking	Combined Ranking

## B. Transcripts

Students may obtain official transcripts by completing a transcript request form or by sending or faxing a written request with the student's signature to the Office of the Registrar. If a request is received by 3 p.m., it is available in the Office of the Registrar the following business day. Students may print their unofficial transcript from the law school's website by logging in to their account and clicking on the "My Transcript" tab.

The law school cannot release photocopies of students' transcripts from other academic institutions. Students must request those documents directly from the academic institutions they attended.

## 7.3 Honors and Awards

### A. Academic Honors (Graduation Honors)

For students graduating in or after January 2018, Mitchell Hamline School of Law issues the following academic distinctions upon the completion of all coursework and the awarding of the J.D. degree: *summa cum laude*, *magna cum laude*, and *cum laude*.

The criteria for Latin Honors are as follows:

Academic Honor	Honors Criteria
<i>Summa cum laude</i>	GPA of at least 3.67
<i>Magna cum laude</i>	GPA of at least 3.50, up to but not including 3.67
<i>Cum laude</i>	GPA of at least 3.33, up to but not including 3.50

GPA's are not rounded up for purposes of awarding Latin Honors. E.g., a student with a GPA of 3.49999 will receive the *cum laude*, rather than the *magna cum laude*, distinction.

For purposes of the January and May graduation ceremonies, honors will be based on the cumulative grade point average from the **prior semester**. Final honors are noted on the transcript and printed on the diploma.

### B. Dean's List/Dean's Honor Roll

Beginning with the fall 2015 semester, students who earn a semester grade point average of **3.33** or better, based on **seven** or more graded credits, are placed on the Dean's List/Honor Roll that semester. Students so honored receive a letter from the President and Dean of the law school and a notation on their transcripts. First year students are eligible for this honor contingent on meeting the above criteria.

### C. CALI Awards

Faculty members may designate the Computer-Assisted Legal Instruction (CALI) Award of Excellence to students who receive the top grade in a course. Students so honored receive a letter from the President and Dean of the law school and a certificate from CALI.

## Chapter Three: Academic Rules, Policies, and Procedures

### Section 8: Academic Performance

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**Note:** Sections 8.1 and 8.2 apply to students matriculating at MHSL, Hamline University School of Law, or William Mitchell School of Law PRIOR to fall 2016.

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#### 8.1 Academic Standing, Probation, and Dismissal

##### A. Good Academic Standing

Students are considered to be in good academic standing when they start law school. To continue as a student in good academic standing, a student must have a cumulative grade point average (G.P.A.) of 2.0 or better. Cumulative G.P.A. is determined for the first time at the end of a student's first full academic year (a fall and spring semester and completion of 17 or more credits at Mitchell Hamline School of Law, and at the end of each fall and spring semester thereafter. A student must be in good standing to continue (unless the student is eligible for probation) and must be in good standing to graduate. A student must be in good academic standing to be eligible to be certified by the Minnesota Supreme Court for student practice. Students receiving financial aid should see Section 8.4 below for additional requirements for continuing financial aid eligibility.

##### B. Probation

A student whose cumulative G.P.A. is less than 2.0 will be placed on probation unless the student is dismissed under the rules listed in Section C below. All students on academic probation should consult the Dean of Students about the advisability of a reduced credit load. Students must achieve a cumulative G.P.A. of 2.0 within two semesters following their placement on probation or they are dismissed under the rules set forth at Section C.

Students who are on probation (and not in the hybrid enrollment option) at the end of their first year must take Legal Reasoning Workshop II\* during the following fall semester. Academic support for hybrid enrollment students is included within the hybrid enrollment option. \*Course title changed to **Bar Prep Strategies: MPT** (effective Fall 2018).

##### C. Academic Dismissal

1. A J.D. student is dismissed with no right of appeal to the Academic Affairs Committee if the student has a cumulative G.P.A. below 1.66.
2. A J.D. student is dismissed with the right of an appeal to the Academic Affairs Committee when the student:
  - a. has a cumulative G.P.A. below 1.8, but equal to or greater than 1.66; OR

- b. fails to bring his or her cumulative G.P.A. to at least 2.0 within two semesters after being placed on probation; OR
  - c. has been on probation, achieves good standing, and then earns a cumulative G.P.A. below 2.0; OR
  - d. has earned 86 credits (83 credits for hybrid program students and students matriculating fall 2015) or more and has a cumulative G.P.A. below 2.0; OR
  - e. has failed to complete all J.D. requirements within 84 months of the first day of enrollment.
3. A previously dismissed student may seek re-admission when two or more years have elapsed since the dismissal and the nature of the interim work, studies, activities, or other experiences indicates a stronger potential for the study of law.

## **8.2 Rules for Appeal of Academic Dismissal (applies to students matriculating at MHSL, Hamline University School of Law, or William Mitchell School of Law PRIOR to fall 2016)**

### **A. Generally**

These rules govern the procedures used when a student appeals to the Academic Affairs Committee from the Dean's application of the academic rules of the law school resulting in that person's dismissal from Mitchell Hamline School of Law. "Dean" refers to the Dean of the law school or the Dean's designee, usually, the Dean of Students.

Any notice, document, material, or decision which must be given to the student under these rules may be given to the student in person, via email, or sent to the student's address on file with the law school.

### **B. Authority of Academic Affairs Committee**

1. The committee shall hear all appeals from the Dean's application of the academic rules of the law school reference in Section 8.1 C. 2 (a-e) under the heading Academic Dismissal.
2. The committee may affirm, reverse, or modify the Dean's application of the academic rules resulting in a student's dismissal from the law school.
3. The committee shall not take any action contrary to the Standards and Rules for Law Schools of the American Bar Association or the standards of the Association of American Law Schools.
4. There shall be no appeal from a decision of the committee, but a student may seek reconsideration under the conditions stated in subsection F below.
5. The Academic Affairs Committee has no jurisdiction to change a student's grade.

### **C. Notice of Dismissal**

The Dean shall give written notice of dismissal to the student and provide a copy of the notice to the Chairperson of the committee. With the notice, the Dean shall provide the student with a copy of these rules.

## D. Appeal

1. *Who:* A student who has been dismissed from the law school as a result of the Dean's application of the academic rules of the law school, and has a cumulative grade point average of 1.66 or higher, may appeal to the Academic Affairs Committee.
2. *Composition of Committee:* For the purposes of an appeal, the committee shall consist of five faculty members of the Academic Affairs Committee and two student members of the Academic Affairs Committee. No Dean may sit as a member of the Academic Affairs Committee for an appeal, but the Dean of Students may be present during all committee meetings and deliberations on a student's appeal.
3. *Quorum; Votes Needed to Take Action:* Where these rules provide for action by the committee, unless otherwise noted, an affirmative vote of two-thirds (rounded to the next highest whole number) of the members of the committee present and voting is required to take the action. Five persons including one student shall be a quorum. The Chairperson may vote.
4. *Self-Recusal:* Any member of the Academic Affairs Committee who chooses not to participate may be excused from sitting on a particular appeal. When necessary, the Chairperson shall appoint a replacement for a faculty member and the President of the Student Bar Association shall appoint a replacement for a student member.
5. *Initiating the Appeal:* The student shall submit a written statement addressing the factors stated in section 8.2, subsection D.7 explaining why the committee should reverse or modify the dismissal. The student also may submit supporting documents. The student shall file the appeal materials with the Chairperson of the Academic Affairs Committee and provide a copy of the appeal materials to the Dean of Students.

The Dean of Students shall provide a written assessment of the merits of the student's appeal. The assessment shall respond to the points raised in the appeal materials. The Dean shall provide the assessment to the Chairperson of the Academic Affairs Committee and shall make one copy available to the student.

6. *Student's Meeting with the Committee; the Committee's Deliberations:*
  - a. After receiving a student's timely appeal, the Chairperson shall schedule a meeting for the student with the committee. The meeting may be in person or, in the case of a hybrid student, via telephone or video meeting.
  - b. The meeting shall be conducted informally. At the beginning of the meeting, the student shall have the opportunity to make remarks. The student may invite to the meeting other people to provide information to the committee. Members of the committee may ask questions and make comments at any time. The Dean of Students also may ask questions and make comments. The student shall not be present while the committee deliberates or votes on the appeal. Before leaving the meeting, the student shall have the opportunity to make brief closing remarks.
  - c. The committee considers information from the following sources, including:

- student's petition and supporting documentation (if any);
  - student's statements at the meeting;
  - student's academic file;
  - assessment letter provided by the Dean of Students;
  - knowledge that members of the committee possess concerning the student;
  - comments from people who are aware of the student's situation.
- d. The student may have access to their academic file in the Office of the Dean of Students prior to the day of the committee meeting but not on the meeting day itself. To arrange access to the file, the student must give the Office of the Dean of Students at least two working days' notice and must arrange an appointment to take place during that office's normal business hours. While reviewing the file, the student may obtain copies of any documents in the file subject to whatever procedures and fees the Office of the Dean of Students has in effect.
7. *Factors Considered by the Committee; Burden of Proof; Committee Action Necessary to Reverse or Modify Dismissal:*
- a. To reverse or modify the dismissal, a student must prove by clear and convincing evidence:
    - the occurrence of an extraordinary event or set of circumstances that was the direct cause of their academic failure; and
    - that in the event the appeal is granted, it is probable that within no more than the ensuing two semesters the student's cumulative G.P.A. will be 2.0 or higher and remain so until graduation.
  - b. The dismissal stands unless the committee acts to reverse or modify the dismissal.
8. *Time:*
- a. The student must appeal within 13 days after the mailing of the notice of the dismissal or, if the notice is delivered personally to the student, 10 days from receipt.
  - b. Failure to file an appeal within the prescribed time period will preclude any appeal and the dismissal shall stand.
  - c. Within 10 days after the date upon which the student files the appeal, the Dean of Students shall provide their assessment to the Chairperson of the committee and shall make a copy available to the student for pick-up in the Office of the Dean of Students during normal business hours. The student is responsible for determining when the copy is available and for arranging to pick up the copy.
  - d. Unless the student waives the right to meet with the committee, the committee shall meet with the student within 30 days after the student files the appeal but no sooner than on the fourth working day after the assessment from the Dean of Students becomes available to the student. In any event, the committee shall decide the appeal within 35 days after the filing of the appeal.
  - e. The Chairperson of the committee may extend any time period in these rules for good cause, except that committee action is required to extend the following by more than 30 days:
    - the deadline for filing a student's appeal; and

- the deadline for requesting reconsideration under section 8.2, subsection F.

9. *Confidentiality:*

- By filing an appeal, the student authorizes the Dean to provide the student's law school file to the committee.
- All documents submitted by or on behalf of the student to the committee shall become part of the student's academic file and shall be subject to the same rules of confidentiality applicable to all student academic files.
- All proceedings of the committee which take place while the student is present shall be confidential as to third parties and shall not be disclosed to others unless:
  - the student consents to disclosure; or
  - disclosure is necessary to defend the law school or any member of the law school community from charges of lawful conduct.
- All deliberations and other proceedings of the committee which take place while the student is not present shall be confidential both as to third parties and as to the student and shall not be disclosed to others or to the student except:
  - in strict accordance with section 8.2, subsection E below; and
  - where disclosure is necessary to defend the law school or any member of the law school community from charges of lawful conduct.
- The Dean of Students and individual members of the committee may give the student advice as to how the student might improve their academic performance, so long as that advice does not disclose any information about the committee's deliberations or other proceedings which occurred while the student was not present.

### **E. Notice of Committee's Decision**

Within 3 working days of deciding the student's appeal, the committee shall give the student written notice of the committee's decision and shall provide a copy of the notice to the Dean. The notice shall state only the committee's decision and shall not provide any supporting reasons or disclose the committee's vote.

### **F. Request for Reconsideration**

- A student dissatisfied with the committee's decision on their appeal may submit a written request, addressing the grounds stated in section 8.2, subsection F.3 that the committee reconsiders its decision.
- The request for reconsideration must be delivered to the Chairperson of the committee within 90 days of the date the committee gives notice of the committee's decision to the student.
- There are only two grounds for obtaining reconsideration:
  - the student has material information:
    - which relates to the student's situation as of the date of the meeting at which the committee decided the student's appeal;



- which is newly discovered or newly available since the meeting at which the committee made its decision; and
  - which with reasonable diligence could not have been found and produced at that meeting.
- b. the committee's deliberations or decision were substantially influenced by extraneous prejudicial information improperly brought to the committee's attention.
4. The petition for reconsideration must state with particularity, and on oath, the information that the student asserts justifies reconsideration.
5. Within 5 working days of receiving a request for reconsideration, the Chairperson delivers a copy of the request to each member of the committee. Within 10 working days of receiving the request, the Chairperson polls each member of the committee to see whether any member wishes to have a committee meeting to consider whether to grant the request for reconsideration.
6. If at least 3 members of the committee wish to have a committee meeting to consider whether to grant the reconsideration request, the Chairperson schedules a meeting to take place within 20 working days of the day the Chairperson received the request for reconsideration. Otherwise, the Chairperson promptly informs the student in writing that the request for reconsideration is denied.
7. If the committee does meet to decide whether to reconsider the dismissal:
- a. the student is not present, unless the committee requests or requires the student to attend;
  - b. the committee considers only whether the student has satisfied the Standard of section 8.2, subsection F.3;
  - c. the committee decides only whether to grant reconsideration;
  - d. the committee does not reconsider the dismissal.
8. If, after holding a meeting under this section, the committee does not grant reconsideration, the chairperson promptly informs the student in writing that, after meeting, the committee did not grant reconsideration.
9. If the committee grants reconsideration,
- a. the student has an appeal de novo;
  - b. the provisions of section 8.2, subsection D apply to the reconsideration process; except
  - c. subject to section 8.2, subsection D.8 on extensions of time, the following deadlines will apply:
    - (1) for the student to provide the Chairperson with any additional information the student wishes the committee to consider: 13 days after the mailing of the notice of the committee's decision to reconsider, or if the notice is delivered personally to the student, 10 days from receipt; a student who does not intend to submit additional material must also inform the Chairperson within these time limits.
    - (2) for the letter of assessment from the Dean of Students: 10 days from student's filing of additional material or notice that no further materials will be submitted.

- (3) for the committee to meet to consider the de novo appeal: within 30 days after the committee provides notice to the student that the committee has granted reconsideration, but no sooner than on the fourth working day after assessment from the Dean of Students becomes available to the student;
    - (4) for the committee to decide the de novo appeal: within 35 days after the committee provides notice to the student that the committee granted reconsideration.
  10. If the committee declines to reconsider a dismissal or if, after reconsidering a dismissal the committee makes a decision that dissatisfies the student, no further appeal or reconsideration is allowed.
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**NEW POLICY – Applies to students matriculating fall 2016 or later:**

### **8.3 Academic Standing, Probation, and Dismissal; Appeal and Reconsideration**

#### **A. Good Academic Standing**

All J.D. and LL.M. students having at least a 2.2 cumulative grade point average are in good academic standing. For full-time students, cumulative G.P.A. is determined for the first time at the end of a student's first full academic semester, and at the end of each fall and spring semester thereafter. For part-time students, cumulative G.P.A. is determined for the first time at the end of a student's second academic semester, and at the end of each fall and spring semester thereafter. A student must be in good academic standing to be eligible to be certified by the Minnesota Supreme Court for student practice.

#### **B. Requirement for Additional Curricula and/or Academic Support Programming**

Students with a cumulative grade point average under 2.8 and/or students in the bottom quartile of the class at the end of a student's second academic semester or at any time thereafter, will be required to complete curricula and/or academic support programming.

#### **C. Probation: J.D. Students**

A student whose cumulative grade point average is below 2.2 is on academic probation. A probationary student has one semester to raise his or her cumulative grade point average to at least 2.2. An academic semester does not include a summer or January term.

#### **D. Academic Dismissal**

A J.D. student will be subject to dismissal in any of the following circumstances:

- A J.D. student is dismissed with no right of appeal to the Academic Affairs Committee if the student has a cumulative G.P.A. below 1.8 after completing the probationary semester.
- A J.D. student is dismissed with a right of appeal if that student fails to achieve a cumulative 2.2 grade point average after completing the probationary semester.

A J.D. student is dismissed with a right of appeal if the student fails to complete the requirements of the J.D. law program within 84 months.

### **E. Right of appeal**

Students with a right of appeal must submit appeals in writing to the Dean of Students. The Academic Affairs Committee will consider the appeal. The student must make a showing that extraordinary circumstances contributed to the student's probation and dismissal. The student must also demonstrate to the satisfaction of the Committee that the conditions contributing to the probation and dismissal have been or will be ameliorated.

### **F. Readmission**

A student previously dismissed from MHSL may seek readmission after two or more academic semesters have elapsed since the dismissal. The student must demonstrate that the nature of the interim work, studies, activities, or other experiences indicates a stronger potential for the study of law.

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## **8.4 Financial Aid Satisfactory Academic Progress Policy**

Federal financial aid regulations require all students who receive Title IV federal financial aid and/or Minnesota Office of Higher Education (OHE) funds to maintain good academic standing and a satisfactory pace in the progress toward their degree. These regulations apply to all attempted coursework including coursework for which the student did not receive financial aid. A student who does not meet Financial Aid Satisfactory Academic Progress standards (FA SAP) may lose federal and or state financial aid eligibility, but may regain eligibility when the standards are again met, or with an approved appeal as described below.

Financial Aid SAP review is based on two components of a student's academic performance. The first component is qualitative, represented by a student's cumulative grade point average (GPA). The second component is quantitative, and is determined by students' credit completion ratio and the maximum timeframe allowed for completion of the program. The ratio is determined by dividing the number of credits completed by the number of credits attempted. FA SAP standards are applied consistently for both full-time and part-time students, and both components of the standard must be met to ensure satisfactory academic progress.

The specific cumulative GPA requirement is 2.0 (2.2 for students matriculating fall 2016 or later). Federal regulations require a 2.0 cumulative GPA (or 2.2 as stated above) by the end of the second year. A credit completion ratio of 60% of attempted credits meets the quantitative standard. The maximum timeframe limit for completion of the JD is 5 years.

A student academically dismissed without right of appeal is immediately ineligible for financial aid with no right to appeal financial aid eligibility.

**For the full text of this important policy, see Chapter 5 (Tuition, Fees, and Financial Aid), Section 2.E.**

## **8.5 Academic Support Initiative (Applies to WMCL legacy students only)**

The Academic Support Initiative mandates specific academic course requirements for a specified group of students. The purpose of this program is to enhance the law school experience, improve preparation for the bar exam, and support the transition to the practice of law for the identified students. **This required program does not apply to HUSL legacy students.**

The following is a detailed description of the requirements for affected students. Questions about these changes can be directed to Lynn LeMoine, Dean of Students ([lynn.lemoine@mitchellhamline.edu](mailto:lynn.lemoine@mitchellhamline.edu))

	Group A <sup>1</sup>	Group B
Requirement	Legacy WMCL Students ranked in the 15 <sup>th</sup> percentile <sup>2</sup> and lower @ end of First Year	Legacy WMCL Students ranked between the 16 <sup>th</sup> percentile <sup>3</sup> and the 25 <sup>th</sup> percentile @ end of First Year
<p><b>Legal Reasoning Workshop II (LRW2)*:</b> Students must take LRW2 in the fall semester of their second year. LRW2 is a two-credit, pass/fail course that focuses on the performance of legal analysis and on strategies for preparing for and taking law school exams. The course involves weekly reading and writing assignments, small-group work, and one-on-one meetings with the instructor. LRW2 is open to all students provided space is available.</p> <p>The Registrar will register and assign students who are required to take LRW2 to a LRW2 section in the fall of the second year.</p> <p>*Course title changed to <b>Bar Prep Strategies: MPT</b> (effective Fall 2018)</p>	✓	Recommended if space is available <sup>4</sup>
<p><b>Bar Preparation Strategies Course (BPS):</b> must be taken in the final year of law school. BPS is a two-credit course designed to help students strengthen the skills necessary to succeed on the bar exam and give students a head start on the bar-preparation process. This is a "learn-by-doing" course that requires preparation for and active participation in class. Students will have weekly reading and writing assignments. Because the course focuses mostly on skills and covers only two of the thirteen bar-tested subjects, it is not a substitute for commercial bar-preparation courses like BarBri or PMBR. For a full course description see Course Descriptions on the website.</p>	✓	Recommended

<sup>1</sup> In addition to these requirements, those students in Group A who are on probation must achieve the required CGPA to be in good standing within the time frame specified in the probation policy stated in the Student Handbook.

<sup>2</sup> Students at the 15th percentile and below after first year, regardless of the number of credits, as measured by cumulative GPA.

<sup>3</sup> Students between the 16th and the 25th percentile after first year, regardless of the number of credits, based on cumulative GPA.

<sup>4</sup> If interested, contact [registrar@mitchellhamline.edu](mailto:registrar@mitchellhamline.edu)

Requirement	Legacy WMCL Students ranked in the 15 <sup>th</sup> percentile <sup>5</sup> and lower @ end of First Year	Legacy WMCL Students ranked between the 16 <sup>th</sup> percentile <sup>6</sup> and the 25 <sup>th</sup> percentile @ end of First Year
<b>Additional Required Courses:</b> Students ranked at the 25 <sup>th</sup> percentile and below after first year are required to take some courses in addition to the courses that are required of all students. The courses are: Criminal Procedure, Commercial Law (Sales), and Evidence. Students must also take three of the following five courses: Advanced Civil Procedure, APLL or Business Organizations, Estates and Trusts or Estates and Trusts Survey, Family Law or Family Law Survey, and Secured Transactions	✓	✓
<b>Academic Advising:</b> Students must (Group A) or are encouraged (Group B) to schedule an academic advising appointment with the Office of Student Services before registering for the spring semester of the second year of law school. Appointments may be made at any time prior to registration. Contact <a href="mailto:Lynn.Lemoine@mitchellhamline.edu">Lynn.Lemoine@mitchellhamline.edu</a> to schedule an appointment.	✓	Recommended

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<sup>5</sup> Students at the 15<sup>th</sup> percentile and below after first year, regardless of the number of credits, as measured by cumulative GPA.

<sup>6</sup> Students between the 16<sup>th</sup> and the 25<sup>th</sup> percentile after first year, regardless of the number of credits, based on cumulative GPA.

## Chapter Three: Academic Rules, Policies, and Procedures

### Section 9: Academic Excellence Program

**The Office of Academic Excellence aims to:**

- Partner with students to strategically plan for their successful completion of law school and passage of the bar exam;
- Provide students with varied opportunities to learn, enhance, and refine the skills necessary for success in law school and on the bar exam; and
- Promote a culture of academic excellence that encourages accountability, productivity, creativity, and flexibility when it comes to learning.

**We offer the following services to our J.D. students:**

#### **Tutoring**

Our team of experienced attorneys and educators work with students in a one-on-one or group setting to provide instruction on a variety of skills. Tutors work with students both in-person and virtually and tailor their teaching approach to each student's individual needs. Our tutors are available and ready to assist students during the day, in the evening, and on the weekends.

To request tutoring please complete the Tutor Request [Form](#) found on the [Academic Excellence Website](#).

*All students are welcome to work with a tutor as many times as they need at no charge.*

#### **Skills Workshops**

During the academic school year, the Office of Academic Excellence offers several workshops on various topics related to the skills necessary to succeed in law school such as how to study efficiently, manage your time, outline, and ace your law school exams.

During the summer, the Office of Academic Excellence provides workshops for our graduates as a supplement to their commercial bar preparation course. These workshops arm students with foolproof methods for earning the most points on each part of the bar exam and provide them with opportunities to practice their bar exam writing skills and receive feedback.

#### **Resource Library**

The Office of Academic Excellence maintains a resource library that includes a variety of study aids, legal research and writing books, and books on outlining, exam taking, legal analysis, and other critical skills. Students are welcome to stop by the Office of Academic Excellence to review these resources and check them out.

#### **Structured Study Groups**

The Office of Academic Excellence runs a student-led program called Structured Study Groups (SSGs). The goal of SSGs is to allow first-year students the opportunity to gain a deeper understanding of the doctrine they are learning in their substantive courses through consistent practice and feedback on their performance. SSGs are led by high-achieving 2L and 3L students who are selected by each professor. SSG Leaders work

closely with faculty to develop the exercises and practice exams that students will have the opportunity to complete for feedback in their SSGs.

**Legal Reasoning Workshop I (LRW I)\***

LRW I is a one-credit course that students take during their first semester of law school to help them quickly develop the skills they need to succeed in law school and be able to lay a foundation for ultimate bar passage. While this course is required for some students, it is open to all students.

\*Course title changed to **Legal Methods** (effective Fall 2018). This course is offered pass/fail.

**Principles of Legal Analysis (PLA)**

PLA is a three-credit course that some students are required to take in the second semester of their first-year of law school if they end up on probation after their first semester of law school. This course is designed to address and remedy the academic and non-academic reasons for each students' performance during the first semester through large group and one-on-one sessions. PLA is designed to help students get on track and off probation. This course is not open to all students. PLA is offered pass/fail.

**Legal Reasoning Workshop II (LRW II)\***

LRW II is a two-credit course designed to teach, reinforce, and enhance the skills that are necessary for successful completion of law school and bar passage. Through MPT problems, group exercises, and individual feedback, students have the opportunity to master the skills of critical reading, legal analysis, and IRAC. While this course is required for some students, it is open to all students.

\*Course title changed to **Bar Prep Strategies: MPT** (effective Fall 2018). This course is offered pass/fail.

**Bar Prep Strategies**

Bar Prep Strategies is a course that is offered to students during their last semester of law school. While this course does not replace the need to take a commercial bar prep course, it provides early preparation to help students learn key bar exam-taking techniques and strategies. This course introduces students to all three components of the UBE: the MEE, MPT, and MBE. Students learn how to master specific and proven techniques for earning the most points on each component of the bar exam. The course also teaches practical information regarding time management and how to develop a plan for approaching bar studies post-graduation.



## Chapter Three: Academic Rules, Policies, and Procedures

### Section 10: Expectations

#### A. Attendance Policy

The program of instruction at the School of Law is based on an active and informed exchange between instructor and student and between student and student. Regular, prepared class attendance helps develop skills essential to the competent practice of law. Regular and punctual class attendance and adequate preparation are required.

Requirement: Regular and punctual class attendance is required. Missing more than 2 regularly scheduled classroom hours per credit hour is presumptively excessive (e.g. missing more than 6 classroom hours of a 3-credit course). Faculty are authorized to impose more stringent attendance policies provided that when faculty imposes an attendance policy that differs from this policy, the faculty member shall publish his or her attendance policy in his or her syllabus for the course and shall make the policy available to the Associate Dean for Academic Affairs and the Dean of Students.

Record-keeping and reporting: Upon report(s) from the instructor, the Associate Dean for Academic Affairs has authority to involuntarily withdraw students whose absences are excessive. For in-residence classes, faculty must keep a record of each student's attendance each class session, and must report to the Dean of Students, or his/her delegate, any student whose absences are presumptively excessive (i.e., any student who has missed more than two regularly-scheduled classroom hours per credit hour) unless the student has made appropriate arrangements with the professor. It is an honor code violation to falsely sign an attendance sheet for a student not present in class. It is an honor code violation to sign in for a class that was not attended in substantial part. Hybrid program students are required to attend all in-person hours. Pre-excused absences from in-person hours must be made up in a comparable in-person exercise whenever possible.

#### B. First Class Assignments

Most instructors assign course work for the first day of classes. Instructors shall post first assignments on the learning management system used for the course (e.g., Blackboard or Canvas). In all cases, instructors will announce the first assignment for a class to the students in the class no later than one week before the first class session.

#### C. Class Make-Up Policy

Instructors may schedule make-up classes in advance of a canceled class. Instructors are expected to announce the time and date to make up canceled classes as soon as possible after the cancellation. Instructors do not schedule makeup class(es) during the last two weeks of a semester unless it is impossible to make up the canceled class(es) at any other time. Instructors may arrange for videotapes or audiotapes of makeup classes which are placed on reserve in the library for a reasonable period of time following the makeup class.

## D. Course Evaluations

Each semester, all students complete an evaluation for each course they take. The completed evaluation forms are reviewed by the Associate Dean for Academic Affairs and the ratings on the forms are tabulated. The evaluations are returned to the instructor after grades for each course are submitted. The evaluations provide useful feedback to the instructor. The evaluations also are available to the Tenure Committee. The Tenure Committee is responsible for assisting beginning instructors and evaluating the quality of teaching. Committee members also visit classes to obtain direct information. The evaluations are used in the same manner by the administration in making decisions on course assignments, salary, promotion, tenure of tenure-track instructors, and retention of adjunct instructors.

## Chapter Three: Academic Rules, Policies, and Procedures

### Section 11: Academic and Student Records

#### 11.1 Student Records Policy and FERPA (Federal Educational Rights and Privacy Act)

##### A. Right to Review Records

Students attending MHSL have the right to review their educational records, which consist of official records and files maintained by the school's offices. Personal files maintained by instructor or staff are excluded from coverage under this policy. Files maintained by the Security Department are confidential, except for incident reports, which may be viewed by the student involved in the incident and noted in crime statistics that must be published annually. Personal files are records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

##### B. Procedure for Requesting Review of Student Records

- A student's request to review their records should be made to the administrator in charge of the office in which the records are on file, or to their designee. The law school office may require the request to be in writing.
- The request is granted within a reasonable time, not to exceed 45 days after the request is made.
- The student inspects and reviews the records in the presence of the administrator in charge, or their designee.
- During the process of inspection and review, records can neither be changed nor deleted.
- The student shall be advised of their right to challenge any portion(s) of the school record and of the procedures to challenge the record.
- Upon written request, the student shall be provided with a copy of any portion(s) of their school record, with the exception of copies of transcripts and other official documents provided by other educational institutions to the law school.

##### C. Hearing to Challenge Contents of Records

In accordance with federal law, students shall have an opportunity for a hearing to challenge the contents of their school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

##### D. Procedure for Challenging Content of Student Records

A student may request, in writing, an opportunity for a hearing to challenge the contents of their school record. A request should be made to the Dean or the Dean of Students. The request must:

- Identify in specific terms the portion(s) of the record challenged, and
- State the reason(s) for challenging the portion(s) of the record so identified; and state the remedy sought (i.e., the addition, alteration, or deletion of specific information under challenge).

The written challenge shall be maintained as part of the record or file in question until the hearing has been concluded.

### **E. Hearing Procedures**

- The hearing may be in person, or in the case of a hybrid student, may be held via telephone or video meeting.
- The hearing is conducted by the Dean or his or her designee.
- The hearing is granted within 15 working days after the request is received.
- Prior to the hearing, the hearing officer shall notify the student and the law school official representing the record of the time, place, and date of the hearing and of the specific portion(s) of the student's school record to be challenged in the hearing.
- The law school official responsible for the student record under challenge, or their designee, shall represent that record in the hearing.
- The hearing shall be limited to a consideration of the specific portion(s) of the student's school record being challenged.
- The student has the right to be assisted by an advisor of their choice.
- The burden of sustaining the challenge rests with the student.
- The student and the law school official have the right to present evidence and witnesses directly related to the portion(s) of the student's record being challenged.
- The hearing officer shall keep a taped record of the hearing.
- The hearing officer must provide the student with a written notification of the disposition of the challenge including the reason(s) for the disposition.
- At the conclusion of the hearing, the hearing officer may make find: a) the record may stand; b) the record may be corrected; or c) the record may be deleted.

### **F. Access to Student Records**

Students attending Mitchell Hamline School of Law have the right to know who has access to their records and the reason for that access. Accordingly, offices with students' education records must maintain a record listing the names of all parties, other than school officials with a legitimate educational interest, who requested or obtained access to and/or copies of student records. This record must be shown to students requesting such information.

### **G. Release of Information**

Federal law prohibits, in most circumstances, disclosure of personally identifiable information from the student record except by written consent of the student. Federal law permits the disclosure of directory information about students without prior consent. "Directory information" includes name, address, email address, telephone number, participation in recognized activities, dates of attendance, degree and awards received, most recent previously attended school, year in law school, and part-time or full-time status. Under ordinary circumstances, lists of students are not provided to individuals

and/or organizations. The school and Student Bar Association reserve the right to publish a student directory listing the names and addresses of students.

## 11.2 Updates and Amendments to Law School Application and Student Records

Updates to student records apply to incidents that occur after initial application to the law school. Amendments are events that a student should have reported initially but failed to report.

Students who enroll at Mitchell Hamline School of Law are required to disclose violations of the law until graduation from the law school. There are two exceptions: (1) parking violations do not need to be reported; and (2) moving violations that do not involve drugs or alcohol do not need to be reported.

Note: Parking or moving violations that indicate a pattern of conduct should be disclosed. Generally, a single incident during your law school career falls within the exceptions; however, students are advised to notify the Assistant Dean of Students if they have any doubts.

Please read the following carefully. Also note that violations of law may be within the jurisdiction of the Student Conduct Code (See Chapter Two of the MHSL Student Handbook.)

### A. Updates

A student is required to update his or her application if, after applying to William Mitchell Law school of Law, Hamline University School of Law, or Mitchell Hamline School of Law, and during his or her legal education, an incident occurs that would have had to have been reported under one of the conduct questions on the Application for Admission (see exceptions above).

In addition to the requirement of disclosing an incident that has occurred after enrollment has commenced, the law school highly recommends discussing the incident(s) with the Dean of Students (Student Services - Room 119). Doing so allows the School to provide counseling and advice on resources and steps to consider taking. Some infractions or patterns of infractions may have an effect on bar admission. We encourage visiting with us about all infractions, and highly recommend you visit with us when an infraction(s):

- Involves alcohol or drugs;
- Represents a pattern of conduct including parking or moving violations);
- Involves dishonesty; or
- Involves any incident that may call into question the ability of the student to meet the essential eligibility and character and fitness requirements required for licensure in most jurisdictions. As an example, see Rule 5 of the Minnesota Rules for Admission to the Bar at <https://www.ble.mn.gov/rules/>

Students who need to disclose incidents covered by the above must complete the following on-line form and include the details of the update (including relevant dates, dispositions, etc.).

<https://mitchellhamline.edu/students/online-student-update-form/>

### B. Amendments

An amendment is a disclosure that should have been made when initially applying for admission. A student who determines that an amendment to his or her application is required must complete the online form below. Amendments must include the details of the incident(s) that were not initially disclosed, relevant dates, disposition, and the reason(s) for not disclosing the information initially.

<https://mitchellhamline.edu/students/online-student-amendment-form/>

In the case of both Amendments and Updates the burden is on the student to ensure that the amendment or update has been received and responded to by the law school.

### **11.3 Change of Name or Address**

Students should notify both the Office of the Registrar and the Office of Financial Aid of changes of name, address, or home or work telephone numbers. A copy of original documentation is necessary for name changes. Students may submit all other changes by logging into their student account and submitting the form located on the website <https://mitchellhamline.edu/registrar/forms/>

## Chapter Four: Student Affairs

### Section 1: Student Services (Room 119)

The Student Services Office houses the Office of the Dean of Students and the Office of the Registrar.

#### A. The Office of the Dean of Students:

Lynn LeMoine, Dean of Students

Deb Lange, Administrative Coordinator

The Office of the [Dean of Students](#) advances a fundamentally student-centered culture; ensures a climate supportive of students from diverse backgrounds; and monitors student academic success. The Dean works closely with faculty on issues concerning students' academic and emotional well-being. The Office of the Dean of Students is responsible for:

- Orientation

- [Disability accommodations](#)

- Academic Planning

- Assistant Title IX Coordinator

- Application Updates and Amendments

- Code of Conduct

- Exam Administration

- Exam Variances

- Liaison for [Student Organizations](#)

- Student Health and Wellness

- Competitions and Moot Court

- Student Handbook

- [Counseling Services](#)

- [Health Insurance](#)

- Leaves of Absence or Withdrawals

- Graduation

- Dean Certifications

- Assistance with Bar Applications and Admission

## B. The Office of the Registrar:

Colleen Clish, Registrar	Mary Speranza-Reeder, Assistant Registrar
FERPA Compliance Academic Calendar Course Scheduling and Cancellation Clearinghouse Reporting Transfer Credit Evaluation Data Request Enrollment Reports Class Ranks Exam Schedule	Registration and Records Requests Degree Audits and Updating Graduation Terms Grade Posting Transcript Processing Letters of Good Standing and Enrollment Verifications Directory Updates Dean Certifications Academic Achievement Notations CALI Awards and Dean's List Processing Exam Proctoring/Administration

See also <https://mitchellhamline.edu/students/forms/>

## Section 2: Student Affairs Offices

### A. Academic Excellence Program – See Chapter 3, Section 9 of Student Handbook

### B. Career and Professional Development

The law degree opens doors to many different career options, including with public, private, and nonprofit employers of all shapes and sizes, and jobs that involve the traditional practice of law as well as non-traditional jobs for which a law degree provides an advantage. The Office of Career and Professional Development works to help students and alumni find employment that is both challenging and rewarding.

The Office of Career and Professional Development provides services to help students and graduates manage their own career exploration and employment search including:

- One-on-one personal career planning.
- Mentor programs that connect students with alumni, emeritus faculty or other legal professionals for critical mentoring during each year of law school.
- Programming, one-on-one counseling and online resources to help students explore career options, including opportunities to meet a wide variety of employers, alumni, and other practicing attorneys.
- Programming, one-on-one counseling and online resources focused on interviewing, networking skills, resume development, and managing the job search process to help students obtain practical experience early in their law school careers.
- Programming, one-on-one counseling and online resources focused on professionalism to help prepare students for success in the workplace.



- Assistance with identifying paid and for-credit work experiences and volunteer opportunities.
- Online job postings updated daily from a wide variety of employers for available part-time and full-time jobs and externships and fellowships.
- Outreach to employers to introduce Mitchell Hamline's distinctive curriculum and student body and create connections between Mitchell Hamline students and the legal and professional market. Employers are also invited to interview on campus.

For each of these services, the Office of Career and Professional Development aims to address the unique needs of full and part-time, weekend, HYBRID J.D., and EJD students during each year of law school. Counseling and resources are also available to alumni seeking support with career transitions or further professional development.

The Office of Career and Professional Development also works to build relationships with Mitchell Hamline alumni throughout the nation who can provide networking, mentoring and other career management assistance for students and other alumni.

For more information see <https://mitchellhamline.edu/careers/>.

### C. Counseling Services

The demands of law school can place stress on individuals, relationships, and work and academic performance. Mitchell Hamline School of Law provides counseling services and referrals for students. The initial consultation is free. A \$25 fee is charged for each subsequent visit. The remaining expense is covered by Mitchell Hamline School of Law. Seminars and workshops are provided free to students. The school allows a maximum of 10 in-person, on-campus counseling sessions throughout the law school years. Students requesting counseling services outside of Minnesota should call (651) 290-8656 for a consult or referral.

Students who are not able to pay the \$25 co-pay may be able to arrange for a lower cost. Counseling Services can also provide assessments and referrals when appropriate. Discussions are confidential; the counselor will not report your use of the services to the law school unless specifically permitted by the student in writing. Areas of conversation can be reflective of personal concerns as well as those of an academic nature. Students use Counseling Services for normal life concerns as well as feeling of crisis. The therapist is an experienced and licensed professional, not otherwise connected with the law school. Counseling Services also provides regular presentations on some issues facing law students including, stress management, time management, enhancing test performance, and mental health/chemical dependency issues. Please call (651) 290-8656 for information on scheduling an appointment. For more information see <http://mitchellhamline.edu/counseling-services/>.

### D. Disability and Accommodations

Students who require classroom or testing accommodation due to a disability should contact the Office of the Dean of Students, room 119 for assistance. Students requesting accommodations must provide appropriate documentation of: (1) a disability, which is a physical or mental impairment that substantially limits one or more major life activities; and (2) a need for accommodation, by virtue of the specific functional limitations of the disability, to have equal access to educational opportunities. The law school intends that these procedures will facilitate an interactive process of dialogue and timely exchange of

information between the student and the law school. For more information contact [Lynn.LeMoine@mitchellhamline.edu](mailto:Lynn.LeMoine@mitchellhamline.edu).

## E. Finance Office

The Finance Department is located in room 276 of the LEC Building (this is the west wing of the building, accessed via hallway past the library). Services for students include the following:

- Receipt of billed tuition and fees
- Payroll check disbursement
- Student refund check disbursement
- Student account related inquiries
- 1098 tax form inquiries

## F. Library (Warren E. Burger Library)

Students must follow all library rules as published on the library website or otherwise publicly promulgated. A violation of the Library's Behavior Policy is subject to sanctions under the Student Code of Conduct or other law school policies (see Chapter Two of the Student Handbook). For all policies and information pertaining to the Warren E. Burger Library see <https://mitchellhamline.edu/library/>.

## G. Media Services: Class Recording Policy

Multimedia Services will record classes upon request from:

- the Office of the Dean of Students, in the case of disability accommodations, religious holidays, and personal/family emergencies.
- the faculty member, at his/her discretion.

Requests from faculty members should be directed to [mm@mitchellhamline.edu](mailto:mm@mitchellhamline.edu), or x6373.

**Students may not record classes (e.g., with a portable recording device, smartphone, etc.) without permission from the professor(s) in question, or the Office of the Dean of Students.**

**Please note that students who arrange to have a class recorded will still be considered absent from the class.**

## H. Office of Diversity and Inclusion

At Mitchell Hamline School of Law, we believe that diversity, inclusion, and cultural competence are vital to the success of our institution and of the legal profession. Our goal is to build a vibrant learning community and an inclusive profession where all individuals feel welcomed, valued, and respected.

Mitchell Hamline is committed to creating an environment where all students, faculty, and staff feel they belong and can make a meaningful contribution to the institution. We also recognize that cultural competence is an essential skill-set if those in the legal profession are to communicate, negotiate, and advocate effectively across differences. This office is responsible for creating learning opportunities that encourage students, faculty, and staff to broaden their cultural perspectives while exploring differences

and commonalities in a safe, respectful, and positive manner. For more information see <https://mitchellhamline.edu/inclusion/>.

## Section 3: Student Complaints

Many of the policies and procedures in the MHSL Student Handbook are published and crafted in accordance with the American Bar Association's Standards and Rules of Procedure for Approval of Law Schools (see [https://www.americanbar.org/groups/legal\\_education/resources/standards.html](https://www.americanbar.org/groups/legal_education/resources/standards.html)).

Students who have concerns or complaints regarding a significant problem which directly implicates the law school's program of legal education and/or its compliance with the Standards are encouraged to write to:

Office of the Dean of Students  
Mitchell Hamline School of Law, Suite 119  
875 Summit Avenue  
Saint Paul, MN 55105

The specific problem(s) and the manner in which compliance with the Standards is questioned should be clearly articulated. The Dean of Students will address the issue by convening a meeting of the administrator(s) and/or faculty members with principal responsibility for maintaining compliance with the standard in question. In the event that the administrator with principal responsibility for the standard is the Dean of Students, the question will be referred to the President and Dean.

Students who issue a complaint will receive a response from the institution within 45 days of receipt of the complaint. In the event it is determined that corrective action is required, all necessary steps will be taken as swiftly as possible and, unless the nature of the issue requires a longer timeline, in all cases the corrective action will be taken within one year. A record of complaints, including the resolution of each, will be maintained in the Office of the Dean of Students.

Complaints and grievances about other aspects of the law school, including those related to consumer protection issues, may be directed to the Dean of Students. The Dean will address the complaint or grievance, or will direct the student to the appropriate law school official.

## Chapter Five: Student Finance (Tuition and Fees; Financial Aid)

### Section 1: Tuition and Fees

#### A. Tuition Costs

Students are required to view their student account financial status online to determine if an outstanding balance exists on their account, requiring a payment to be made. To view your student account, login to the student record login page and click on the Finance Status tab. Monthly statements will not be distributed. A breakdown of tuition costs is available at: <https://mitchellhamline.edu/student-finances/>

#### B. Mandatory Fees

The following fees are mandatory; a listing can be found at <http://mitchellhamline.edu/student-finances/>

- Student Bar Association fee: charged in fall and spring only.
- Printing Fee
  - Each student will be charged a fee for 250 pages (double-sided pages count as two) at the beginning of each term.
  - Any additional pages can be purchased via cash or check at the Library Circulation Desk in increments of 125 pages.
  - Credit card can also be used to add printing to a student account.
  - All unused pages will remain on students' accounts until one year after graduation.
  - Students may not opt out of this program
- Technology Fee: charged in fall and spring semesters
- The Integrated Bar Readiness Program Fee: charged in fall and spring semesters. This fee is used to provide students with a bar readiness program that is integrated throughout the curriculum and delivered throughout the student's law school career at Mitchell Hamline School of Law.

#### C. Other Fees

- Official Transcript: \$3.00
- Late Fees (See below)
- Auditing fees for Alumni: contact office of Alumni Affairs
- Auditing fees for Students and non-Alumni holding a J.D.: contact the Office of the Registrar to determine availability of courses and cost.

#### D. Payment, Payment Plans, and Refunds

##### (1) Time of Payment and Finance Charges (Late Fees)

The payment of tuition and any mandatory and/or elected fees becomes the obligation of the student at the time of registration. Mitchell Hamline School of Law bills students at the beginning of each term.

Payment is due the day that refunds of excess federal loans are disbursed as published on the website. If the amount due is not paid by the 15th day after the due date, a late fee may be assessed and the student's account will fall into past due status.

Past due accounts will be subject to the following actions:

- Registration will be denied
- Transcript requests will not be processed
- Grades will be withheld
- Students will be Administratively Withdrawn from classes
- Certification of Graduation sent to the State Board of Law Examiners will be withheld
- Past Due accounts assigned to a collection agency will be assessed interest and any other additional collections costs.

If any part of a payment due is not paid on or before the fifteenth day following its due date, a late fee charge of .67% (annual percentage rate of 8%) of the overdue amount is assessed. The law school reserves the right to grant or deny credit based on an individual's past payment experience. Tuition payment by credit card is not accepted.

## **(2) Full Payment Plan**

This plan requires that all tuition and any fees are paid before classes begin. If you are receiving financial aid in the form of loans or scholarships, payment in full is required as follow:

Fall Tuition is due: September 2nd

J-term and Spring Tuition is due: January 27th

Summer Tuition is due: All summer tuition is due on or before the class start date

## **(3) Installment Payment Plan**

The Installment Payment allows students to spread the cost of tuition over four installments. Financial Aid received by the law school will be credited in full to the student's account. See <https://mitchellhamline.edu/student-finances/payment-plans/> for deadlines.

If the amount of financial aid exceeds tuition and other charges for the semester or session, students are not eligible for the installment plan. The Installment Payment Plan is only offered during fall and spring semesters.

The Installment Payment Plan due dates are as follows (please note that there is a 15 day grace):

**Payments are due as follows:**

- First installment of 25% is due on or before September 2nd, 2016 (Fall) and January 27th, 2017 (Spring)
- Second installment of 25% is due on or before September 18th, 2016 (Fall) and February 8th, 2017 (Spring)
- Third installment of 25% is due on or before October 18th, 2016 (Fall) and March 8th, 2017 (Spring)

- Final installment of 25% is due on or before November 18th, 2016 (Fall) and April 8th, 2017 (Spring) (or your registration date, whichever comes first)

\*\*\*Please note that a student's account must be paid in full before the student can register for upcoming classes. This includes students on payment plans. If you would like to request a payment plan date change, please e-mail [student.account@mitchellhamline.edu](mailto:student.account@mitchellhamline.edu) with your first and last name as well as your student I.D. number\*\*\*

#### **(4) Employer/Outside Agency Tuition Reimbursement**

Students expecting to receive employer tuition reimbursement, or any other outside tuition reimbursement, should consult with the Finance Office at the beginning of the semester when the reimbursement is to occur. Documentation from the employer, or outside agency, is required at this time. Once documentation is on file in the Finance Office, tuition payments may be deferred, and subsequently, late fees waived.

#### **(5) Student Refund Checks**

Credit balances from fully paid student accounts will be distributed by check in accordance with any applicable Federal Regulations. Student refund checks may be picked up in the Finance Office or can be mailed by request. Refund checks not picked up within 21 days of the check date will be returned to the loan holder unless the student specifically requests that the check be sent directly to him/her and a current mailing address is provided. Student refund checks will automatically be sent to Hybrid Program students to their address of record.

Students may return all or a portion of their refund check via the Finance Office up to 21 days after the date of the check. After that date, the student must return any excess funds directly to the loan holder.

First refund checks in each semester will generally be available at the end of the semester add/drop deadline and every Friday afterwards. Specific dates are announced on website.

#### **(6) Withdrawal from a Course – Add/Drop-Affecting Tuition**

Add/drop activities, once an academic term has begun, that result in a net reduction in tuition may incur a tuition liability based on the tuition refund schedule. Students who drop from full-time to part-time or from part-time to below 8 credits will have a refund calculation performed by the Finance Office where any tuition liability will be recognized and applied to the students' accounts.

Add/drop activities, once an academic term has begun, that result in a net increase in tuition will be billed accordingly in the next billing cycle.

Credit balances from fully paid student accounts will be distributed by check in accordance with any applicable Federal Regulations. For additional questions regarding add/drop of classes, please see Registration, Withdrawals, and Records.

For the Tuition Refund Schedule see <https://mitchellhamline.edu/student-finances/payment-plans/> or <https://mitchellhamline.edu/student-finances/tuition-refund-schedule-hybrid/> (Hybrid Program).

### **(7) Withdrawal from Law School – Tuition Refunds**

Students who fully withdraw from an academic term, once the term has started, will have a tuition liability calculation completed by the Finance Office. The calculation will be based on the day of the official withdrawal and subject to the percentages listed on the MHSL website under “Tuition Refund Schedule” for the specific academic term. After the 60% point in a term, no refunds for tuition are given. Students who receive federal financial aid will have a calculation done for Return of Title IV Funds (R2T4). Mitchell Hamline School of Law will process withdrawal calculations within 10 days after the withdrawal form is received in the Finance Office. If, at the time of withdrawal, a student’s tuition payments exceed the amount of tuition liability, the Finance Office uses the overpaid amount to reduce any federal and then non-federal student aid awarded before returning any funds to the student. Any remaining balance on a student account after these calculations are performed is due immediately.

### **(8) Return of Federal Aid (Title IV) Funds**

The percentage of federal (Title IV) aid returned is determined from a calculation using the effective withdrawal or leave date on record and number of days in the period of enrollment. The tuition refund is distributed to federal programs as mandated by federal regulation:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Graduate Plus Direct Loans
4. Federal Perkins Loan
5. Other Title IV (Federal) Financial Aid Programs
6. Other Federal Sources

### **(9) Non-Title IV Program Refund**

The percentage of state aid returned is determined from a calculation using the effective withdrawal or leave date along with other considerations such as percentage of award funded by state funds, payment on accounts, and amount refunded to federal programs

1. Institutional Aid - reduced by the same percent as the student’s tuition is reduced.
2. Minnesota State Aid including SELF loan, Minnesota GI, and MN Indian Scholarship Program.

### **(10) Policy on Tuition for Students Returning from Active Duty in the Military**

Tuition for students who enter active duty in the military will be charged as follows:

- In times of war: Tuition will be charged at the level that would have been charged during the period the student was serving in the military if the student is called into or voluntarily enters active duty.
- In non-war times: This section applies in non-war times when the student is called into service involuntarily. The section does not apply when a student voluntarily enters active duty during non-war times.

There is a three year look back limit. For example, if a student returns after a five-year absence, the tuition would be at the level from three years prior to the date of return. This section applies to entering students who have made an admission deposit with the law school as well as to all currently enrolled students.

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## Section 2: Financial Aid

### A. Office of Financial Aid

The Office of Financial Aid administers institutional and outside scholarships, federal and non-federal student loans, federal work-study, VA Benefits, MN GI Bill program, MN Indian Scholarship program, and Department of Rehabilitation Service benefits. The Mitchell Hamline Financial Aid website <https://mitchellhamline.edu/financial-aid/> provides information including timely announcements. Students communicate with the office by e-mail, mail, and on a walk-in basis. Appointments are available.

Federal Financial aid eligibility is determined annually by the Free Application for Federal Student Aid (FAFSA) located at <https://fafsa.ed.gov/>. The Mitchell Hamline FAFSA School code is G02391. A priority deadline of April 15 is observed when awarding limited work-study funds. FAFSA applications are accepted and processed throughout the year. Federal aid includes the federal work-study program and federal student loans.

Financial aid pays for tuition, fees, books, supplies, and budgeted living expenses. Registration minimums for federal eligibility are 6 credits in the fall or spring or 2 credits in the summer semester. Scholarship programs may require full time, 12 credits in the fall or spring, 4 credits in summer.

Academic eligibility for federal financial aid is reviewed after each semester (see <https://mitchellhamline.edu/financial-aid/mhsl-fa-sap-policy/>). Students who do not meet financial aid satisfactory academic standards, which include either a 2.0 or 2.2 cumulative GPA (depending on applicable requirement) and/or 60% satisfactory completion of attempted credits, may not be eligible to receive financial aid. Notification of a financial aid eligibility probation, warning or ineligible status can occur at any point in the financial aid cycle. If disbursement has occurred, funds may be withdrawn and the student billed directly. Disbursement of financial aid items is through student accounts managed by the Finance Office. See the full FA SAP policy at <https://mitchellhamline.edu/financial-aid/mhsl-fa-sap-policy/>.

### B. Cost-of-Attendance (also known as the student's "budget")

#### (1) Establishing the Cost-of-Attendance

Each year, the Office of Financial Aid establishes a modest and adequate cost-of-attendance budget which includes actual tuition and fees charges, and estimates of books, supplies and living expenses. Financial aid budget details can be viewed at <https://mitchellhamline.edu/financial-aid/>.

The total cost-of-attendance is the maximum amount of financial aid available to the student. The FAFSA federal application process results in an expected family contribution (EFC) number, which is compared to the student's total budgeted cost-of-attendance. The difference between the two numbers is the student's eligibility for "need" based financial aid items. Need based financial aid items will be offered when available. Students will be offered financial aid items equal to the total budgeted cost-of attendance which is the maximum limit for financial aid. A separate, summer cost-of-attendance is established for summer registration. J-term tuition and study abroad program costs are added to the base cost of attendance.



Financial aid availability for Study Abroad/Off-campus is based on the number of credits approved by MHSL Registrar for the course of study (must have at least 6 credits in the fall or spring or 2 in the summer to qualify for financial aid). The Study Abroad financial aid budget is based on estimated and actual costs which are determined by the host school and communicated directly to the MHSL Financial Aid Office. MHSL scholarships cannot be applied to any off-campus program, and are not portable to other schools. Early termination of your study abroad program may result in financial aid repayment. Contact the Office of Financial Aid for additional details and instructions.

Study Abroad scholarships outside of the law school may be available. The following web sites provide scholarship search services: The University of Minnesota's Online Study Abroad Directory and FASTWEB, which lists over 180,000 scholarships and loans.

## **(2) Adjustments to the Cost-of-Attendance**

Adjustments to the estimated cost portion of the cost-of-attendance are made on a case by case basis when special circumstances are documented and submitted for consideration by the Office of Financial Aid. In general, cost-of-attendance adjustments can be made for reasonable child care expenses, uninsured and non-elective medical expenses, student insurance premiums, and a one-time computer purchase. Adjustments are specific to the school year in which they occur. Request forms for adjustments are available at <https://mitchellhamline.edu/financial-aid/forms-and-additional-resources/> and must be submitted with detailed documentation. Adjustments to the cost-of-attendance cannot be made for consumer debt, lifestyle choices, moving expenses or other expenses which are not specific to the academic program.

## **(3) Federal Work-Study (FWS) Program**

Federal Work-Study program eligibility is need based. Funds are limited. Work study eligibility is awarded on a priority basis based on the April 15 FAFSA application deadline. Earning work-study eligibility replaces federal borrowing eligibility. On campus earnings are limited to \$4000, off-campus earnings are limited to \$6,000. Work-study funds are paid in the form of a paycheck issued through Mitchell Hamline School of Law. To apply for work-study jobs, review on campus and off-campus job listings in the Career Development Symplicity area of the Mitchell Hamline Web site, or visit the Career Development Office, Room 103. Job listings are most plentiful at the start of each semester. Work-study eligibility may be earned throughout the academic year and in summer does not require current enrollment. Please contact the Office of Financial Aid for further information.

## **(4) Scholarships and Awards**

The total value of all on or off campus scholarships, grants, stipends and fellowships cannot total more than the student's total tuition charges. For example, some law review positions may include the possibility of earning a stipend. In such a case, the student holding the position may earn a portion or the entire stipend, depending on the individual student's scholarships. If, for example, a student receives scholarships which equal 100% of a student's tuition charges, she will not be able to earn any of the law review stipend. If a student is on 85% scholarship, he will be able to earn the stipend up to the total tuition charges for the academic year. This may or may not be the entire stipend. Scholarships do not pay for student fees.

## **(5) Scholarships**

The law school awards scholarships to entering students. Students retain these scholarships as long as they remain in good academic standing based on the parameters of the admissions letter. Students who do not maintain good academic standing will forfeit their scholarships effective in the fall term following the spring term after grades/rankings are made available. Other scholarships open for application during the academic year will be announced on the website. Newly available scholarships continue to be announced on the website. The total value of all scholarships cannot exceed a student's tuition costs and are not applicable to student fees. Scholarships are credited to students' accounts at the beginning of each semester. Withdrawal from the law school before the end of the semester for which a scholarship was awarded will result in the pro rata reduction of the scholarship.

## **(6) Fellowships**

Fellowships are paid to SBA officers and to Law Review editorial staff. Fellowships are included in scholarship totals. The total amount of scholarships, grants, and fellowships received cannot exceed a student's total tuition bill.

## **(7) Outside Scholarships**

Throughout the academic year, the law school receives information about scholarships from outside organizations. Scholarship announcements are published on the Financial Aid web page. All scholarship values are counted into financial aid item totals.

## **(8) Student Loans**

Mitchell Hamline participates in the federal Department of Education Direct Loan Program. Eligibility for Perkins, Unsubsidized, and Grad PLUS federal loan programs requires the annual submission of the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>. The Mitchell Hamline federal school code is G02391. The FAFSA determines the federal loans types a student is eligible to receive. No FAFSA application is required for a private non-federal loans borrowed through commercial or state lenders. International students who do not qualify for federal loans may apply for private non-federal loans. The Mitchell Hamline Office of Financial Aid will process any loan and assist with any loan application. All borrowing is optional. There is no obligation to borrow any offered loan. Partial loan amounts may be borrowed.

It is the student's responsibility to complete the appropriate loan applications, promissory notes and any other processing requirements. Complete loan program details including borrower rights and responsibilities are available from lenders. The Federal Direct Loan website is located at [studentloans.gov](http://studentloans.gov). Early application is encouraged to assure that funds are available no later than the due date established by the Finance and Student Accounts Office. Unpaid student accounts may be assessed late fees, and an academic hold may be placed by the Finance Office if funds are not received in a timely matter. See <https://mitchellhamline.edu/student-finances/> for due dates and payment plan information.

## (9) Federal Loan Program Details

### Federal Perkins Loan

- Effective October 1, 2015 Perkins loans are available only to students who have previously borrowed in the program. Effective summer 2016, no new Perkins loans can be offered. Contact the financial aid office for additional information.
- Need based
- Subject to funds availability
- \$8,000 annual program limit/\$40,000 aggregate limit
- 5% fixed interest rate accrues no interest until repayment
- Mitchell Hamline School of Law is the lender
- 9-month principal repayment grace period after graduation, student leaves school, or is less than less than halftime

### Federal Direct Lending Unsubsidized Loan

- Non-need based
  - \$138,500 aggregate maximum
  - 5.84% fixed interest rate
  - 1.068% loan origination fee
  - 6-month principal repayment grace period after, graduation, student leaves school or is less than half time
  - No credit check is required
  - Unsubsidized loans accrue interest from initial disbursement: \$20,500 annual maximum
  - All first time borrowers must complete a Loan Program Entrance Counseling session
  - Borrowers who graduate or leave the law school must complete a Loan Program Exit session before their graduation will be certified or transcript will be released.

### Federal Direct Lending Grad PLUS loan

- Non-need based
- No aggregate maximum: limit is the cost-of-attendance minus all other aid received
- 6.84% fixed interest rate
- 4.272% loan origination fee
- No grace period
- Direct Lending credit approval is required. If the loan is credit denied, it is the student's responsibility to follow up with the lender. The Direct Lending program borrower assistance number is 1.800.557.7394.
- Interest accrues from initial disbursement

### Private Educational Loans

US citizenship or Visa status is required for Federal loan eligibility. International students may apply for a private loan. All students may substitute private non-federal loans for federal loan eligibility. Please visit the Office of Financial Aid to discuss your plans.

Mitchell Hamline School of Law offers no institutional based student loans.

VA Benefits are processed through the Mitchell Hamline Financial Aid Office. Contact the office for guidance with your benefits.

MN GI Bill is administered through the Financial Aid Office. Eligibility is determined by application through the Minnesota Department of Higher Education

MN Indian Scholarship program is administered through the Financial Aid Office. Eligibility is determined by application through the Minnesota Department of Higher Education

#### Lew G. Wallace Memorial Emergency Loan Fund (ESLs)

Emergency Student Loans (ESLs) are short-term no interest loans used for extraordinary financial circumstances that may arise during a student's enrollment at the law school. Extraordinary circumstances are those that create a financial hardship that cannot be alleviated by alternative funding options. The Financial Aid Director approves ESL requests based on the following conditions:

- A student may receive no more than a total of four loans with a combined total of \$4,000 during his or her course of study at the law school.
- No more than one ESL per semester with a maximum limit of \$1,000 will be approved.
- There will be a 24-hour waiting period once the request is received in the Finance Department.
- Loans will only be approved if there is a verifiable source for repayment that meets the following time restrictions:
  - The maximum repayment period is 90 days if a student is receiving financial aid and a distribution for the current term is forthcoming.
  - The maximum repayment period is 90 days from receipt of loan if a student is not receiving financial aid.
- The unpaid balance of ESLs after the due date will be placed on the student's account and will accrue interest and penalties until the balance is paid in full. Late payments will affect a student's ability to use the ESL fund in the future.
- Students with past due ESL balances will not be permitted to register, to receive grades, transcripts, or bar certifications.

#### **(10) Enrollment Certification**

The Law school verifies a student's enrollment to outside interested parties for a variety of reasons. These include deferment of educational loans, insurance, and certification of enrollment status for third-party funding (e.g. VA benefits, employer reimbursement). For these verifications the Law school uses the following definitions:

##### Fall and Spring Semesters

Minimum Full-time enrollment: 12 or more credits  
Minimum Half-time enrollment: 6 credits  
Less than half-time enrollment: 1 – 5 credits

**Summer Session:**

- Full-time enrollment: 4 – 7 credits
- Half-time enrollment: 2 – 3 credits
- Less than half-time enrollment: 1 credit

The above credit levels apply to enrollment verification only and may not be the definition for tuition billing levels. The levels for tuition billing can be found at <https://mitchellhamline.edu/student-finances/>. Some federal and private loan deferment eligibility requires halftime enrollment as defined by the above credit criteria.

Federal loan eligibility requires at least half time enrollment.

**(11) Deferment of Existing Student Loan Payments**

The law school reports student enrollment electronically to the National Student Loan Clearinghouse starting 2 weeks after the start of the summer semester and continuing throughout the academic year. The start date reported is the first date of the semester. The Clearinghouse updates lender(s) with student enrollment level so lender(s) can determine eligibility for deferring loans.

Students with private non-federal loans or who have previously borrowed federal loans and are not currently borrowing federal loans should contact the Financial Aid office for in-school deferment forms.

A student who accepts financial aid, registers for classes, and does not withdraw or begin classes is not eligible to receive financial aid.

**C. Study Abroad Programs and Financial Aid**

Financial aid availability for Study Abroad/Off-campus programs during summer, fall or spring is based on the number of credits approved by MHSL Registrar for the course of study. Fall or spring semesters require a minimum of 6 credits, summer requires 2 credits. J-term study abroad financial aid eligibility has no credit minimum, but requires 6 credit minimum registration in either the preceding fall or following spring semester. The Study Abroad financial aid budget is based on estimated and actual costs for the program which are determined by the host school and communicated directly to the MHSL Financial Aid Office. MHSL scholarships cannot be applied to any study abroad program charges and are not portable to other schools. Early termination of your study abroad program may result in financial aid repayment. Please contact the Office of Financial Aid for additional details and instructions.

**D. Return of Financial Aid**

A student who withdraws from school or decreases their enrollment status may receive a decrease in the institutional charges (see withdraw charges policy from Student Accounts Office) as well as a reversal of a portion/all of their financial aid, depending on timing.

**E. Financial Aid Satisfactory Academic Progress Policy****Overview**

Federal financial aid regulations require all students who receive Title IV federal financial aid and/or Minnesota Office of Higher Education (OHE) funds to maintain good academic standing and a satisfactory pace in the

progress toward their degree. These regulations apply to all attempted coursework including coursework for which the student did not receive financial aid. A student who does not meet Financial Aid Satisfactory Academic Progress standards (FA SAP) may lose federal and or state financial aid eligibility, but may regain eligibility when the standards are again met, or with an approved appeal as described below.

Financial Aid SAP review is based on two components of a student's academic performance. The first component is qualitative, represented by a student's cumulative grade point average (GPA). The second component is quantitative, and is determined by students' credit completion ratio and the maximum timeframe allowed for completion of the program. The ratio is determined by dividing the number of credits completed by the number of credits attempted. FA SAP standards are applied consistently for both full-time and part-time students, and both components of the standard must be met to ensure satisfactory academic progress.

The specific cumulative GPA requirement is 2.0. Federal regulations require a 2.0 cumulative GPA by the end of the second year. A credit completion ratio of 60% of attempted credits meets the quantitative standard. The maximum timeframe limit for completion of the JD is 5 years.

A student academically dismissed without right of appeal is immediately ineligible for financial aid with no right to appeal financial aid eligibility.

#### Results of FA SAP Review

FA SAP review occurs after each semester when the Mitchell Hamline Registrar certifies all cumulative GPAs and semester credits as complete. A student not meeting one or both of the FA SAP standards after any fall, spring or optional summer semester will be placed on financial aid warning status and will receive notice of the status sent by email to the student's Mitchell Hamline e-mail address. Financial aid eligibility continues in the warning semester and no action is required of the student. If not currently enrolled, the warning status applies to the next semester of enrollment. FA SAP standards must be met at the close of a warning semester. Failure to meet FA SAP standards at the close of a warning semester advances the student's status to financial aid ineligible in the next semester of enrollment.

Financial Aid ineligible status prevents receiving federal and state financial aid. If academically eligible for registration, a student may attend the law school at his or her own expense until FA SAP standards are met. If academically eligible to continue, a student who is ineligible for financial aid may appeal the ineligible status.

A completed and approved FA SAP appeal (form is available on the web or on request from the Financial Aid Office) can restore financial aid eligibility in the ineligible semester. An appeal completed after the close of an ineligible semester will not restore aid retroactively.

Financial aid ineligibility may be imposed immediately in extraordinary circumstances, such as a student who registers and then earns failing grades (F, WA) for all classes in a semester, or a student whose attendance pattern abuses receipt of financial aid. Students who accept financial aid, register for classes, and do not withdraw or begin classes are not eligible to receive financial aid.

#### Qualitative Review Standards: Cumulative GPA

A student whose cumulative GPA is below 2.0 or 2.2 (depending on applicable rules) is not meeting the FA SAP qualitative standard.

- Transfer credit grades are not counted towards the cumulative GPA. Transfer credits are counted in the quantitative calculation.
- Grade point values which determine the GPA are found in chapter 8 of the student handbook. The cumulative GPA is maintained by the law school registrar.
- A grade of S (satisfactory) or P (pass) is not counted toward a student's cumulative GPA, however the credits earned are counted as completed.
- A grade of I (incomplete), W (withdrawal) or WA (Administrative Withdrawal) is not counted in the student's cumulative GPA. The credits for these classes are counted as attempted in the quantitative FA SAP calculations.
- Repeated classes are eligible for financial aid. Repeated class grades are counted in the student's cumulative GPA. Repeated class credits are counted as attempted or completed credits.
- A student academically dismissed without right of appeal is immediately ineligible to receive financial aid and has no right to appeal financial aid ineligibility.

#### Quantitative Review Standards: Percentage of Attempted Credits Completed

A student whose credit completion ratio is less than 60% is not meeting the quantitative standard. The credit completion ratio is found by dividing the number of successfully completed credits by the number of attempted credits. Successfully completed credits require a grade of A, B, C, D, S or P.

- Transfer credits are counted in the quantitative calculation
- Audited classes are not eligible for financial aid and do not count as attempted or completed credits.
- Repeated classes are eligible for financial aid and do count as attempted or completed credits. The grade is counted toward the student's GPA
- Classes with a grade of S (Satisfactory) or P (Pass) are counted as completed credits in the quantitative review.
- Incomplete (I), Withdraw (W) or Administrative Withdraw (WA) class credits are counted as attempted credits for FA SAP quantitative review

Students who fail to complete/pass 60% of their attempted credits will be placed on Financial Aid Warning or Ineligibility and will be alerted by an email to their law school accounts. Financial aid SAP quantitative standards allow students to attempt up to 167% of the total number of credits required to complete the degree. Students must complete their J.D. within 84 months.

#### Right to appeal FA Ineligibility

On determination of Financial Aid ineligibility, a student has the right to submit a FA SAP appeal. An approved FA SAP appeal provides one semester of FA probation and is independent of any academic appeal process. A FA SAP appeal requires a student to complete and submit:

- Financial Aid SAP appeal form as a cover sheet (located on the financial aid webpage)
- A statement regarding the circumstances that caused the failure to meet FA SAP standards including third party documentation if relevant. Circumstances may include and are not limited to illness of the student or close family member, death of a relative, divorce, personal problems or issues.
- A statement of changes which will result in achieving FA SAP standards at the end of the probation semester or by the end of the specified time frame

- A semester by semester academic plan, developed with a member of the faculty or the Dean or Assistant Dean of Students that shows how the student will progress to meet FA SAP standards. The plan should include clear and specific semester goals to aid determination of continued progress at the close of each semester.

The Financial Aid Director and Assistant Director will review the submitted appeal and will communicate the appeal decision to the Dean or Assistant Dean of Students. The student will be notified of the decision through the Mitchell Hamline email address. If a student's appeal is approved, the student's financial aid status will be one semester of Financial Aid SAP Probation status with financial aid eligibility. Failure to meet FA SAP standards at the end of the probation semester, or to meet the semester goals stated in the academic plan will result in financial aid ineligibility until FA SAP standards are met or a new appeal with a new academic plan is submitted and approved. If academically eligible, students may attend the law school at their own expense until FA SAP standards are met.



## Chapter Six: Communications

Mitchell Hamline School of Law utilizes several means to communicate information, announcements, and opportunities to the law school community. The primary tools are listed below.

### A. Email

Each student is provided a Mitchell Hamline email account after the fee and enrollment agreement is submitted to the law school. Students are responsible for all information communicated through this official Mitchell Hamline email account. Students who encounter malfunctions with that account should contact the Information Technology department for assistance [it@mitchellhamline.edu](mailto:it@mitchellhamline.edu).

### B. Mitchell Hamline School of Law Website

The Current Students page of the Mitchell Hamline website includes substantial information that will be relevant to students from the first year through graduation. Students should check this website for a copy of the Student Handbook, course and registration information, exams scheduling, accommodations, academic calendars, and much more. Access to webpages of specific offices, services, and programs is available through the **Departments** tab located on the left side. The school posts information about weather related campus closing or other adjustments to normal operations on this page. See, <https://mitchellhamline.edu/students/>.

In addition to emails, the **Student News** section of the Current Students page is another important informational resource. Students are responsible for information posted here and are expected to check it routinely. Students may opt receive Student News via email by subscribing [here](#). To submit an announcement for Student News, go to: <https://mitchellhamline.edu/students/submit-student-news-announcement/>

### C. Student Handbook

The Mitchell Hamline School of Law Student Handbook is the official publication of academic and student affairs rules, policies, and procedures of the law school. It is updated on an annual basis but changes can be made at any time during the year. Students will be notified via email and one or more announcements posted on Student News.

All students are responsible for the information contained in this handbook which is available on the Current Students webpage: <https://mitchellhamline.edu/students/student-handbook/>

Students who wish to propose changes to the Student Handbook must submit their proposals to the Communications Committee of the Student Bar Association for review. If the Communications Committee deems a proposal worthy of further consideration by the faculty, the Committee will inform the Student Bar Association President, who will then present the proposal to the Dean of Students within 30 days of the date the proposal was submitted to the Committee. The Dean of Students will review the proposal and within 30 days of receiving the proposal, make a recommendation to the appropriate faculty committee on whether to adopt, reject, or amend the proposal.

## Chapter Seven: Safety and Security

### A. Department of Facilities and Security Department

The mission of the MHSL Facilities and Security Department is to support students, faculty and staff by providing a physical environment that is well maintained, clean, comfortable, and conducive to learning, teaching and working.

### B. Emergency Notification

Students may sign up for text and email emergency notification via their MHSL student credentials. See <https://www.e2campus.net/my/mitchellhamline/> for more information and to sign up for this service.

### C. Accidents and Injuries on Campus

All accidents and injuries on campus should be reported to the on-duty security officer as soon as possible. The on-duty security officer may be reached by phone at (651) 290-6330 or (651) 227-

9171 or by radio at (651) 224-8763. There are first aid kits available at the Information/Securitydesk at the front (Summit Avenue) entrance and in Student Services.

### D. Emergency Procedures for Fires

1. Pull the nearest fire alarm box. This will sound alarms in the building and cause all fire and smoke barrier doors to close automatically.
2. Evacuate people a safe distance away from the fire area.
3. If the fire is outside your room and the door or exit is hot, stay in the room, stay low, open a window for fresh air, and if you are able, call 911 or security to report your location. If there is no phone available, call out for help.
4. IF THE FIRE IS OUT OF CONTROL, IMMEDIATELY EXIT THE BUILDING. DO NOT USE THE ELEVATORS. If there is anyone in the area that needs assistance evacuating the building, notify Security immediately.
5. As soon as you are in a safe place, contact Security by phone at (651) 290-6330 or (651) 227- 9171 or by radio at (651) 224-8763, to advise them on the type and status of the fire.
6. The fire department will advise Security if and when the building can be safely re-entered. You may not re-enter the building until the fire department gives the all clear.
7. Report details of the fire to Security immediately after the all clear is given.
8. If the law school closes as a result of a fire, the Dean or Dean's designee will notify the law school community.

### E. Emergency Procedures for Storms

The severe-weather sirens are tested on the first Wednesday of each month at 1 p.m. If, at any other time the emergency sirens activate, proceed as follows:

Immediately proceed to the lower level of the library or 1931 building. Stay clear of any outside perimeter windows. Remain in the lower level of the library or 1931 building until the all-clear status is announced by security personnel.

## **F. Escort Service and Security**

The normal hours of operation for the law school's Security staff are: Monday through Thursday from 7 a.m. to midnight; Friday from 7 a.m. to 10 p.m.; Saturday from 6:30 a.m. to 10 p.m.; and Sunday from 6:30 a.m. to midnight. A Security officer may be contacted at the Summit Avenue main security desk or by calling (651) 290-6330 or (651) 227-9171 or by radio at (651) 224-8763.

The campus Security department maintains an escort service when the campus is open. A security officer will provide an escort within a 6-block radius of the law school. Students may request an escort by contacting a Security officer at the main security desk. Security escorts are available until 30 minutes before campus building closing time.

All persons are requested to cooperate with a Security officer who asks for identification. All crimes occurring on campus must be reported to the on-duty security officer, who will contact the St. Paul Police Department.

## Chapter Eight: Information and Technology Use and Educational Facilities

### A. Information and Technology Policy Statement

Mitchell Hamline School of Law encourages use and application of technology to enhance students' legal education. Tools include, but are not limited to, computers, telephones, library databases, software, e-mail, and Internet. Access to various technology tools available at the School is a privilege extended to current students and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and School policies. The School reserves the right to access information in its technology tools for business purposes. Business purposes may include day-to-day management of the systems; monitoring user performance or productivity where applicable; and investigating possible violations of law school policies, such as sexual harassment, the unauthorized disclosure of confidential information, misuse of School resources or property, or a violation of law. There is no privacy nor expectation of privacy associated with a user's account. The School reserves the right to extend, limit, restrict, or deny privileges or access to its technology tools.

### B. Security

Users are expected to keep passwords confidential, and user passwords may be overridden by the School as necessary for business or administrative reasons. The student to whom an account is assigned is the only person authorized to use the account. Please report any unauthorized use of your account to the Information Technology Director.

### C. Usage

Accounts will be terminated twelve (12) months after the end of the last semester in which the student was enrolled. User access may be suspended or terminated by the School at any time, with or without notice, for violation of this or other School policies.

In your final year IT will create an Alumni email account that you can begin using at that time. It will be available for your use for as long as you keep it active.

### D. Acceptable Uses/Limitations Examples include but are not limited to:

- The School's technology tools are to be used primarily for School business purposes. Students are permitted to use technology tools in a prudent manner for personal use as long as it does not interfere with the use of technology by other members of the School community.
- Users do not own accounts on School computers, but are granted the privilege of use. The School may revoke this privilege if policies are not followed. Users may not share their accounts with others and must keep account passwords confidential.
- The School cannot guarantee that messages or files created, stored, received or sent through School technology systems (including computers, telephones, hard drives, disks, etc.) are private or secure. The School may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary actions against the user.
- Users must adhere strictly to software licensing agreements and copyright laws.

- Only software that has been authorized by the School may be loaded or used on any School computer. The Information Technology Services Department is responsible for loading or removing any software.

## **E. Prohibited Conduct**

Examples include, but are not limited to:

- Sending, posting, storing, or accessing harassing, pornographic, obscene, offensive, or otherwise inappropriate information or material.
- Deliberate attempts to access files or information that the user is not authorized to access.
- Downloading personal music or videos due to the impact on system performance.
- Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data.
- Use of School resources for any commercial activity or for-profit services.
- Any attempts to disable or compromise the security of information contained on the School's computers.
- Copying software protected by copyright.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailings to newsgroups, mailing lists, or individuals.
- Unauthorized broadcasting of unsolicited mail or information.
- Attempts to disrupt, subvert, or circumvent the School's access to any data, communications, systems, files, or passwords.
- Posting a message on an Internet bulletin board, World Wide Web document, or any publicly available Internet site which might be interpreted as stating a School position or policy, without express advance approval of the President and Dean, unless the message clearly indicates that it reflects only the views of the author and not the School.

## **F. Violations**

Any suspected violation of this policy should be directed to the Dean of Students. Violations may result in disciplinary action.

## **G. Questions**

Users of the School's technology tools are encouraged to ask questions and understand the topics covered in this policy. Questions should be directed to the Dean of Students.

## Chapter Nine: Parking, Facilities, and Amenities

### Section 1: Parking Policy, Violations/Sanctions, and Safety Tips

#### A. Parking Policy

*Possession of a Mitchell Hamline School of Law parking permit does not guarantee the permit holder a parking space; it merely guarantees your right to seek, and park in, an available spot in accordance with the following policies.*

There are various restrictions on parking on the streets near the law school. These restrictions are designed to ensure that parking is available for the residents of the neighborhood. It is important that all Mitchell Hamline students respect these restrictions because it is a way for the law school to be courteous and respectful of the people with whom we share the neighborhood.

From time to time the City of Saint Paul may post signs restricting parking on neighborhood streets. During the winter, parking is restricted on plow routes. Please be aware of these restrictions and respect them.

MHSL provides parking on its property ("Summit Lot" and "Portland Lot"), and has an agreement to use spaces located across Victoria Avenue in the Summit Avenue Assembly of God Church lot ("AOG Lot"), and an agreement to use the House of Hope Church parking lot located on the corner of Summit and Grotto (the "Grotto Lot"). Collectively, the "MHSL Parking Lots."

All second, third and fourth year students who desire to park in the Summit, Portland or AOG Lots must apply for a permit ("Campus Parking Permit"). The fee for a permit is \$50.00 for the academic year (August 1 through July 31). All first year students may apply for a Grotto Lot parking pass ("Grotto Lot Permit"), which is valid only for the Grotto Lot. Permits for the Grotto lot are free for first year students and other students who do not want to purchase the Campus Parking Permit; however, parking in the Summit, Portland or AOG Lots with the Grotto Permit may result in tagging, towing, or both. The Facilities Department maintains a complete list of the permits issued.

In the northwest corner of the Summit Lot is a designated parking area for motorcycle parking.

**Parking in the Portland Lot is restricted to faculty and staff during the day, Monday through Friday, 8 a.m. to 5 p.m. After 5 p.m., students with a valid Campus Parking Permit are permitted to park in the Portland Lot.**

The AOG Lot is open for faculty, staff, and students with valid Campus Parking Permits, except on Wednesdays after 5p.m. and on days when the lot is posted for church parking only due to special events (weddings, funerals, etc.). Vehicles with Campus Parking Permits parked in the AOG Lot on Wednesdays after 5 p.m., or when it is posted for church parking only, may be ticketed and/or towed at the vehicle owner's expense.

Grotto Lot is available for first-year students with Grotto Permits; however, faculty, staff, or students with valid Campus Parking Permits may also park in this lot.

*All vehicles* parked in one of the MHSL Parking Lots during building hours, Monday through Friday, must prominently display an appropriate parking permit or temporary permit on the rearview mirror or dashboard. Unless a student is going out of town for a school related activity, no overnight parking is allowed in the law school parking lots. Overnight parking must be approved by David Hellermann; [david.hellermann@mitchellhamline.edu](mailto:david.hellermann@mitchellhamline.edu)

Permits may only be sold by the law school and not offered for resale or exchange between, among, or by individuals. Anyone engaging in such activities will have their permits revoked and may be subject to disciplinary action.

Limited reserved parking is identified in the Summit and Portland Lots and may include temporarily reserved spaces for board members, judges and special event speakers. Handicap spaces are designated in each lot. Anyone parking in a reserved space improperly may be subject to ticketing and/or towing.

A vehicle occupying a handicapped space must clearly display a handicapped license plate or a window permit issued by the State of Minnesota. Vehicles not displaying the appropriate handicapped plate or permit or displaying the appropriate signage but not being driven by or used for transporting the person to whom the permit is issued are ticketed by the St. Paul Police Department. Fines can exceed \$200 and permit privileges can be revoked for inappropriate use of designated handicapped parking. Minnesota state law requires enforcement of handicapped parking spots on a 24 hours per day, 7-day a week basis, including holidays.

The school issues Campus Parking Permits to all regular part-time and full-time faculty and staff. They are valid for each employee's term of employment at the school. Based on availability, visitors to the law school are issued temporary guest permits at the security desk. These permits must be prominently displayed on the vehicle dashboard while the vehicle is in the lot. Visitors not displaying their guest permits will be subject to ticketing and/or towing.

During final exam periods, open parking is permitted.

These regulations are subject to change; however, every effort will be made to provide timely notification. Any policy changes, additions, or special instructions will be posted online and on the Video Messaging System.

## **B. Towing of Vehicles from MHSL Parking Lots**

Vehicles parked on any MHSL parking lot may be towed for the following reasons:

1. Parking at any yellow curb or other area designated as a no-parking zone;
2. Unauthorized parking in any reserved spot; or
3. Parking in any MHSL parking lot when the vehicle does not prominently display a valid Campus Parking Permit.

## C. Parking Violations

MHSL will issue tickets for all parking violations as follows:

- First offense: warning;
- Second offense: \$15.00;
- Third offense: \$30.00;
- Fourth offense: \$50.00 and the vehicle is subject to booting/towing, and the permit is revoked for the remainder of the fiscal year.

## D. Parking Lot Security Tips

- Drive slowly through campus parking lots at a speed of less than 5 mph
- Lock all doors and close all windows. Don't leave valuable items in plain sight.
- Park in well-lit areas.
- Emergency call boxes are available at several of the outside perimeter entrance doors.
- Report crimes or suspicious individuals to security at (651) 290-6330 or (651) 227-9171 or by radio at (651)224-8763.
- Report ice or maintenance problems to security at (651) 290-6330 or (651) 227-9171 or by radio at (651)224-8763.
- Don't walk alone at night. Call security at (651) 290-6330 or (651) 227-9171 or by radio at (651)224-8763 for an escort.

# Section 2: Facilities and Amenities

## A. ID and Building Access Cards

New students must obtain a photo identification card during orientation. Students need a MHSL I.D. to register and to borrow library materials. During the first week of orientation the Multimedia staff photographs students for the I.D. card in room 221. In the event that you need replacement ID card, please stop by room 221 during normal business hours. There is a \$10 replacement charge for the card.

## B. Lockers

Lockers can be rented on a first-come, first-served basis. The \$40 payment (cash or check) can be dropped off along with the application to the Finance Office, Room LEC 276.

Questions about locker rentals should be addressed to Jeannie Symicek at [jeannie.symicek@mitchellhamline.edu](mailto:jeannie.symicek@mitchellhamline.edu)

## C. Lost and Found

The campus Security staff is responsible for securing lost items. To turn in or claim an item, contact Security at the Information/Security desk or extension x6330. Lost items may be claimed from the person staffing the front information / security desk by providing a complete description of the item and providing ID, when applicable. Any items not claimed within one month may be discarded or donated to charity.



## D. Room Reservations

The principal purpose of room use at Mitchell Hamline School of Law is support of academic programs. The law school has rooms available on a first-come, first-served basis during times not scheduled by the Registrar for academic programs. Students may reserve rooms by using the [online form](#) for events and larger meetings. Room requests will be processed within 48 hours of receipt, Monday through Friday.

To reserve a room for studying or small group projects please use the [library reservation form](#). During final exams and other heavy study times, rooms can only be reserved for 4 hours maximum, due to limited small classrooms available in the building.

For room reservations regarding special event rooms such as The Kelley Board Room, Auditorium, Conservatory, or Chief Justice Chambers, please contact Jeannie Symicek at [jeannie.symicek@mitchellhamline.edu](mailto:jeannie.symicek@mitchellhamline.edu) for more information.

## E. Bookstore

The Mitchell Hamline Bookstore sells textbooks, study aids, school supplies, candy and snacks, health and beauty aids, as well as imprinted clothing and gifts for adults and children. The bookstore conducts book buyback year round. It is located on the lower level, Room LL45.

Hours for the bookstore and other store information can be found under “Store Information” at <https://www.bkstr.com/mitchellhamlinestore/home> Telephone Number: 651-290-6334.

## F. Switchboard/Front Desk

The switchboard is located at the Summit Avenue entrance. Switchboard personnel provide the following services from 8 a.m. until closing:

- Access to security 2-way radio
- Video message system submissions
- Help with room reservations
- Class changes and cancellations

The phone number for the Switchboard is: 651-227-9171.

## Chapter Ten: Other Law School Policies

### 10.1 Statement of Non-Discrimination

As required by state and federal law, Mitchell Hamline School of Law does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, sexual orientation, status with regard to public assistance, age or disability in admission or access to, or treatment or employment in, its educational programs and activities. “Educational programs and activities” includes but is not limited to admission, financial aid, classroom instruction, and disciplinary matters.

The Dean of Students is responsible for coordinating the law school’s compliance with its Statement of Nondiscrimination for students. The Dean of Students is also responsible for coordinating the law school’s compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1972, and all applicable laws and regulation prohibiting discrimination in educational programs. For more information, contact:

Lynn LeMoine  
Dean of Students  
[lynn.lemoine@mitchellhamline.edu](mailto:lynn.lemoine@mitchellhamline.edu)  
Room 119

Students who feel they have been discriminated against or harassed in violation of the law school’s nondiscrimination policy should make a complaint to the Dean of Students. Complaints will be investigated in a prompt, thorough, and impartial manner. Once the investigation is complete, the law school will take timely and appropriate corrective action, based on the results of the investigation.

Students who feel they have been discriminated against or harassed may also file a complaint under the law school’s Non-Discrimination or Sexual Harassment policies.

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### 10.2 Problematic Consensual Romantic Relationship Policy

#### (a) Introduction and Scope

Many members of the Mitchell Hamline School of Law community form important personal and professional relationships with other members; this is as it should be. Some of these relationships are consensual and romantic in nature. While some consensual romantic relationships may be appropriate, others pose problems because they cross professional boundaries, thereby undermining the employment and educational environments that the law school seeks to provide its faculty, staff, and students.

This policy addresses *consensual* relationships. *Nonconsensual*, or unwelcome, conduct of a sexual nature is addressed in the law school’s Sexual Harassment Policy (see Chapter 2, section 2 in the Student Handbook).

## **(b) Definitions**

A romantic relationship is problematic when:

1. It involves one participant who is in a position of power over the other participant, and/or
2. One participant has the ability to give employment-related or education-related preference to the other participant.

For purposes of this policy Faculty is intended to include assistant, associate, and professor of law, resident adjuncts, adjuncts, assistant adjuncts, field supervisors, tutors, and any other roles that serve the law school in a teaching or advising capacity.

## **(c) Policy Statement**

Mitchell Hamline School of Law is committed to maintaining an academic and work environment in which the principles of mutual respect and professional ethics are honored and apparent or actual conflicts of interest, favoritism, or bias are avoided. Central to this commitment are the interactions among those in whom the law school has placed its trust to uphold these principles. This trust is put at risk when faculty, staff, or students engage in consenting romantic relationships that involve persons of unequal power.

It is a violation of this policy for a faculty or staff member to engage in a problematic consensual romantic relationship. Students are strongly discouraged from engaging in a problematic romantic relationship.

When a prohibited problematic romantic relationship arises that involves a faculty or staff member, the faculty or staff member shall promptly disclose it to the following:

1. Faculty: To the Associate Dean for Academic Affairs or the President and Dean;
2. Staff: To the employee's manager, the employee's senior manager, the Manager of Human Resources, or the President and Dean.

The law school's response will depend on the specific situation. In all situations, the response will include amelioration of the situation. For example, where feasible a subordinate's or manager's job responsibilities may be modified. As another example, a professor-student romantic relationship will cease until the student no longer is a student in the professor's class.

### Prohibited Relationships

The following are examples of problematic romantic relationships that are prohibited:

1. Faculty member and his or her student whom the faculty member currently teaches or advises.
2. Faculty member and his or her research assistant.
3. Staff member and a student over whom the staff member has an evaluative, decision-making responsibility, or where the staff member coaches or counsels the student.
4. Manager and a subordinate (including student employees) reporting directly or indirectly to that manager.

These relationships are prohibited whether or not the power is exercised or preference is given, because the appearance of bias can seriously disrupt the academic or work environment.

### Strongly Discouraged Relationships

The following romantic relationships are strongly discouraged. The faculty member or manager involved must promptly disclose the relationship as set out below to determine if a conflict of interest exists and if any changes need to be implemented to maintain a culture of objectivity and avoidance of bias.

1. Faculty and a student who is not currently in the professor's class.
2. Faculty member or manager and a staff member who does not have a direct or indirect reporting relationship with that faculty member or manager.

### Exclusions

Consensual romantic relationships between two co-workers where no workplace power differential exists in the workplace are not "problematic relationships" as defined by this policy.

### **(d) Disclosure**

1. Faculty: To the Associate Dean for Academic Affairs, Manager of Human Resources, or the President and Dean;
2. Staff: To the employee's manager, a member of the President and Dean's Senior Leadership Team, Manager of Human Resources, or the President and Dean.

### **(e) Disciplinary or Corrective Action**

A faculty or staff member found to have committed a violation of this policy may be subject to a broad range of consequences, up to and including termination of employment. If necessary, a matter will be referred to the appropriate disciplinary authority as required by law school policy and by existing agreements with the faculty to determine what corrective action is appropriate.

### **(f) Questions**

Please direct any questions to the appropriate office: for Staff – Human Resources; for Faculty – Associate Dean for Academic Affairs or Human Resources.

Faculty and staff are responsible for comporting themselves in a manner consistent with this policy.

## **10.3 Weapons Policy**

### **(a) Policy Statement**

It is our objective to provide an environment free of hazardous or potentially dangerous situations. With that goal in mind, Mitchell Hamline School of Law maintains a strict policy prohibiting guns and all other weapons, to the extent permitted by law. This policy applies equally to everyone, *whether or not they possess permits to carry guns*. The school reserves the right to search and inspect the premises and persons of anyone while in law school premises or while engaged in law school business off premises, to determine compliance with this policy.

## **(b) Procedure**

The law school does not allow anyone to carry and/or possess guns or other weapons at any time while in school's premises, except that guns (but not other weapons) are permitted in parking areas. For everyone's safety the school expects that guns stored in vehicles in the school's parking areas will be kept out of sight, unloaded, and locked in the vehicle.

Faculty, staff, and students are also prohibited from carrying and/or possessing guns or other weapons even off school premises when they are acting in the course and scope of their employment or education except as expressly permitted by law. The weapons prohibition applies, but is not limited, to times a faculty, staff, or student is:

1. Driving school vehicles for any purpose;
2. Driving privately-owned vehicles used in the course of conducting school business; or
3. Participating in any school-sponsored activity, whether business-related or not.

## **(c) Definitions**

For purposes of this policy faculty includes full-time faculty, adjunct professors, visiting professors, or any others serving the school in a teaching capacity.

## **(d) Disciplinary or Corrective Action**

If a violation of this policy occurs, timely and appropriate disciplinary or corrective action may be taken as follows:

- A faculty or staff member found to have committed a violation of this policy may be subject to a broad range of consequences, up to and including termination of employment. If necessary, a matter will be referred to the appropriate disciplinary authority as required by school policy and by existing agreements with the faculty to determine what corrective action is appropriate.
- A student found to have committed a violation of this policy may be subject to a broad range of consequences up to and including expulsion, suspension, or other appropriate action.

*The school also prohibits persons other than faculty, staff, and students from carrying and/or possessing guns or other weapons at any time while on school premises. These persons include but are not limited to relatives, independent contractors, visitors, vendors, and all others, excluding on-duty law enforcement officers.*

## **(e) Reporting**

Faculty, staff, and students are required to report promptly to Security any information relating to any person(s) carrying and/or possessing guns or other weapons on school premises in violation of the policy, or reasonably suspected of doing so.

## **(f) Questions**

Any questions about the weapon prohibition policy should be directed to Human Resources.

## 10.4 Tobacco Free Environment

Mitchell Hamline School of Law desires to provide a safe and healthy learning and working environment. Use of tobacco products and electronic delivery devices is prohibited in all campus buildings, grounds, and vehicles, except that tobacco products and electronic delivery devices may be used outside the canopy between the two Portland Avenue entrances.

*Tobacco products* means cigarettes and any product containing, made, or delivered from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product. Tobacco products include but is not limited to cigarettes, cigars, pipe tobacco, other smoking tobacco, chewing tobacco, snuff, and other kinds and forms of tobacco.

*Electronic delivery devices* means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product, and any cartridge or component part of such a product.

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## 10.5 Student Solicitation Policy

Any person or organization that wishes to sell to, distribute to, or solicit a response from students is defined under this policy as a solicitor and must confine these activities to Hachey Commons (that does not include the official campus food service provider). Solicitors can only be students, student organizations, or organizations not related to the law school whose product or information has a benefit directly related to the academic program of Mitchell Hamline School of Law.

Solicitors must limit activities to tables in the link between Hachey Commons and the 1953 Building. All solicitors must receive prior permission from the Dean of Students. When more than two solicitors wish to use Hachey Commons at the same time, permission will be given in the following priority: student organizations, students, then other organizations. In rare cases, solicitors may approach students in class, but only with prior approval of the professor teaching the class. All questions about this policy should be directed to the Dean of Students.

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## 10.6 Poster and Distribution Policy

The Poster and Distribution Policy is designed to limit the amount of non-student-sponsored literature on campus and to maintain an orderly appearance while reducing maintenance costs (painting, wallpapering, etc.) of campus buildings.

1. Print posters/signage (primarily used to advertise events) are not allowed in the front entrance or elsewhere in the school. High-quality digital monitors are available through which departments, groups, programs, and institutes can advertise events. There is an exception for directional or other signage the day of an event.

2. To the extent feasible, Marketing will continue to support the types of events it has supported in the past and will do design work to create digital posters. If Marketing cannot support an event, Marketing will provide a template that can be completed to have an event promoted on the digital monitors.
3. Notices, posters, or any other signage are not allowed on painted, glass, or wallpapered surfaces or on windows or doors.
4. Any outside (non-MHSL) notices or posters must clearly identify the author or sponsoring organization and displayed only in the designated area in Hachey Commons. No anonymous materials may be posted or distributed. All such posters or notices must be approved by the Office of Student Affairs, Facilities Manager, or the Director of Facilities prior to posting. Under no circumstances should this material be posted on campus for more than two weeks.
5. Under special circumstances, the Dean of Students may temporarily suspend these rules.

The Student Bar Association is responsible for removing unauthorized posters from Hachey Commons. The Maintenance staff is responsible for removing all unauthorized posters from other parts of the building. Organizations and departments of the law school are responsible for maintaining their designated bulletin boards.

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## 10.7 Whistleblower Policy

### A. Introduction

Mitchell Hamline School of Law (the "law school") expects its employees to perform their duties in alignment with our mission, vision, and values, and in accordance with applicable laws, regulations, and

law school policy and procedures. When we discover actions or behaviors that conflict with these standards we encourage faculty, staff, or students to make a good faith report of observed or suspected misconduct or noncompliance with law or law school policy or procedure because such disclosures are vital to the well-being of the entire community. Retaliation against a person who makes such a report of a violation or suspected violation, or who participates in the fact finding, is prohibited.

Any member of the Mitchell Hamline community found to have violated this policy may be subject to corrective action.

### B. Definitions

1. Under this policy, misconduct or noncompliance includes:
  - a. Violation or suspected violation of state and/or federal laws and regulations
  - b. a serious violation of law school policy
  - c. the use of law school property, resources, or authority for personal gain or other non-law school related purposes except as allowed under law school practices

2. A Good Faith Disclosure is an allegation of misconduct or noncompliance made by an individual who reasonably believes that misconduct or noncompliance may have occurred. Such a belief is reasonable if a reasonable person in the whistleblower's position would hold such a belief, based on the facts.
3. Retaliation means any adverse action against an individual because he or she has made a disclosure or has participated in an investigation involving a reported disclosure

### C. Reporting Procedure

If a student, faculty member or staff member suspects or believes that he or she has observed misconduct by a student, faculty member, staff member or any other person whom the student, faculty member or staff member encounters in the course of employment or education, the individual is encouraged to immediately report the conduct as follows:

1. Conduct by Students: To the President and Dean, an Associate Dean, or the Dean of Students.
2. Conduct by Faculty and Staff: To the President and Dean, Human Resources, or any member of the member of the President and Dean's Senior Leadership Team. Complaints of observed or suspected misconduct involving the President and Dean should immediately be reported to an Officer of the Board of Trustees.
3. Another means of reporting a concern to a person listed above is to complete a Report Form (see end of this Chapter), which may be submitted anonymously to Human Resources, Vice President of Finance, or the President and Dean by sending or submitting a sealed envelope addressed to the appropriate person at Mitchell Hamline School of Law, 875 Summit Avenue, St. Paul, MN 55105. However, it should be understood that any investigation may be hampered or be impracticable if the Reporting Person cannot be identified and questioned about the incident and related facts.
4. Communications made to persons other than those specified in this section are not "reports" under this policy, and thus might or might not be acted upon by the law school.
5. Any person receiving a verbal or written report pursuant to the provisions of paragraphs 1-3 above, must immediately forward the report, as follows:
  - a. If the report alleges misconduct by a student, to the Associate Dean for Academic Affairs or the Dean of Students.
  - b. If the report alleges misconduct by a faculty or staff member, to Human Resources or the President and Dean.
  - c. If the report alleges misconduct involving the President and Dean, to an Officer of the Board of Trustees.

### D. Complaints of Retaliation

Retaliation directed towards anyone who makes a report of observed or suspected misconduct or who participates in the investigation of a report is prohibited. The Reporting Procedure described above should also be used if an employee believes he or she has been subjected to retaliation.



## **E. Investigation of Report**

Every report of observed or suspected misconduct made to any individual listed above will be promptly investigated by the Dean or the Dean's designee.

## **F. Questions**

Please direct any questions to the appropriate office: for Staff – Any member of the President's and Dean's Senior Leadership Team, or Human Resources; for faculty – President and Dean, Associate Dean for Academic Affairs, or Human Resources; for Students – President and Dean, Associate Dean for Academic Affairs, or Dean of Students.

**See next pages for Whistleblower Report Form**

## Whistleblower Report Form

### Instructions:

Submit or mail this form in a sealed envelope addressed to Human Resources, Vice President for Finance, or the President and Dean, Mitchell Hamline School of Law, 875 Summit Avenue, St. Paul, Minnesota, 55105

**Person reporting observed or suspected misconduct** (You may submit this form anonymously; However, it should be understood that any investigation may be hampered or be impracticable if the Reporting Person cannot be identified and questioned about the incident and related facts.)

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to MHSL (faculty, staff, student, etc.) \_\_\_\_\_

**Person against whom the report of observed or suspect misconduct is being made** (please complete as thoroughly as possible):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please include specific facts and any documentation you have, as well as the names of any individuals with whom you have discussed your concerns. Use the next page of this form or attach additional sheets to fully describe the observed or suspected misconduct.

[illegible]