



WASHBURN UNIVERSITY  
SCHOOL OF LAW™

**Washburn University School of Law**  
**Student Handbook**  
**Fall 2008**

Washburn University School of Law  
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## **A Message from the Dean's Office**

Dear Students,

Welcome to Washburn University School of Law. We hope this Student Handbook will serve as a helpful resource for the many questions that typically arise during law school.

In the following pages, you will find the full text of our Honor Code, academic policies, and computer and e-mail policies, as well as contact information for various departments in the law school.

Everyone here is committed to your success. We are here to help you make the most of your law school experience, and to do that we need to hear from you. Please drop by to introduce yourself, or schedule an appointment to discuss any questions, comments, or concerns. Your feedback is important and valuable.

Good luck in all of your endeavors here at Washburn and beyond.

Sincerely,

Thomas J. Romig  
Dean

Sheila Reynolds  
Associate Dean for Academic Affairs

Kelly Lynn Anders  
Associate Dean for Student Affairs

# Table of Contents

<b>A Message from the Dean’s Office</b>	<b>2</b>
<b>Honor Code and Procedure for Law Students</b>	<b>4</b>
<b>Academic Policies:</b>	<b>17</b>
<b>Class Attendance</b>	<b>17</b>
<b>Employment</b>	<b>17</b>
<b>Examinations</b>	<b>17</b>
<b>Withdrawal from Courses</b>	<b>17</b>
<b>Grades</b>	<b>18</b>
<b>Academic Good Standing Policy</b>	<b>18</b>
<b>Eligibility to Enroll in Summer School</b>	<b>19</b>
<b>Degree Requirements</b>	<b>19</b>
<b>Honors at Graduation</b>	<b>19</b>
<b>Cancellation of Classes or Schedule Changes</b>	<b>19</b>
<b>Grading Guidelines</b>	<b>20</b>
<b>Credit Hours</b>	<b>21</b>
<b>Visiting Credit Policy</b>	<b>22</b>
<b>Graduation Checklist</b>	<b>23</b>
<b>Building Access Policy</b>	<b>25</b>
<b>Computer Use Policy</b>	<b>27</b>
<b>Website Privacy Policy</b>	<b>33</b>
<b>Equal Opportunity Policy</b>	<b>36</b>
<b>Disability Accommodations</b>	<b>36</b>
<b>Housing Information</b>	<b>36</b>
<b>Logo Usage</b>	<b>37</b>
<b>Washburn Law Speaker Guide</b>	<b>37</b>
<b>Media Inquiries</b>	<b>37</b>
<b>Safety &amp; Weather Information</b>	<b>37</b>
<b>Professional Development Office</b>	<b>37</b>
<b>Alumni &amp; Advancement</b>	<b>37</b>
<b>Student Health Insurance Coverage</b>	<b>38</b>
<b>Washburn Student Health Services Office</b>	<b>38</b>
<b>Financial Policies</b>	<b>39</b>
<b>Law Loan Periods and Disbursement Dates</b>	<b>39</b>
<b>Tuition and Fees</b>	<b>39</b>
<b>Deferred Payments</b>	<b>40</b>
<b>Late Registration Fee</b>	<b>40</b>
<b>Failure to Pay Fees and Other Financial Obligations</b>	<b>40</b>
<b>Tuition Refunds</b>	<b>40</b>
<b>Student &amp; Student Organization Travel Policy</b>	<b>42</b>
<b>Military Recruitment Policy</b>	<b>44</b>
<b>Sexual Harassment Policy</b>	<b>45</b>
<b>Statement of Responsibility</b>	<b>45</b>

# Honor Code and Procedure for Law Students

Adopted 5/11/88; amended 11/18/93; 6/9/98

The Honor Code of Washburn University School of Law calls for a commitment by students to adhere to the highest degree of professional integrity. The Honor Code is based on the fundamental principles of mutual trust and respect. Each student who joins the law school community affirms, by the student's acceptance of a position in the community, this commitment to integrity, trust and respect. Each student is presumed not to have violated this commitment unless and until proven otherwise.

Students at the law school benefit from the Honor Code because teaching and learning flourish best in an environment where mutual trust and respect form the bedrock of relationships within the community. A history and continued expectation of mutual trust and respect helps maintain a community in which all students can maximize their intellectual and academic potential. The Honor Code reminds all members of the law school community that success obtained through dishonest or unprofessional means is no success at all.

Moreover, attendance at the Washburn University School of Law is every student's first step toward becoming a member of the legal profession. Essential to the well-being of the legal profession is the presence of a sense of honor, ethical integrity, and mutual respect among its members. The Honor Code is therefore an integral part of proper and complete professional training.

The Honor Code furthers the goal of the law school to serve the public and the profession by producing attorneys dedicated to promoting justice, excellence, and respect for the law. It also furthers the goal of assuring the safety of individuals, the protection of property, and the continuity of the educational process.

The success of the Honor Code depends upon the diligence with which members of the law school community ensure that they, as well as others, uphold the letter and spirit of the Honor Code. All suspected violations of the Honor Code should be reported to the appropriate faculty member or the Associate Dean so that appropriate action can be taken.

## **IMPROPER CONDUCT, SANCTIONS AND PROCEDURE**

### **PART I. CONDUCT SUBJECT TO SANCTIONS**

- A. Conduct committed on campus, in academic activities, or during University sponsored activities.** The following conduct, if committed by a law student while on University property or while engaged or participating in academic activities or any University sponsored activity, will subject the student to action under this code:

1. **Academic improprieties.** Academic impropriety in all its forms, in course work, on examinations, or in other academically related activities, including but not limited to:
  - a. Cheating.
  - b. Copying from another student.
  - c. Using unauthorized materials.
  - d. Collaborating with another person without authorization from the supervising professor.
  - e. Plagiarizing work, which means the appropriation of any other person's work without acknowledgment in one's own work offered for publication or credit.
  - f. Submitting the same or substantially similar work for more than one course, unless authorized to do so by the professors teaching the courses.
  - g. Knowingly obtaining, using, buying, selling or soliciting in whole or in part the contents of an unreleased examination.
  - h. Intentionally causing a disadvantage to other students.

If a law student commits academic improprieties which are not discovered until after graduation, the student's graduation will not prevent prosecution for those improprieties. If, as a result of imposition of sanctions, the student no longer meets the requirements for graduation, the student's law degree will be withdrawn, as will any certifications to bar authorities.

2. **Violations of laws, rules, or regulations.**
  - a. Violation of any federal, state, city or county law, ordinance or regulation.
  - b. Violation of the lawful and authorized rules and regulations for the operation or administration of student residence facilities, Student Union facilities, or other University facilities or University activities.
3. **Violations involving University documents or records.** Improperly using, destroying, forging, or altering University documents or records.
4. **Misconduct involving University functions or access to the University.**
  - a. Disrupting or interfering with the orderly conduct or operation of any University activity or facility, failing to obey the lawful instruction of the person in charge of such activity or facility or preventing others from freely engaging in the activity or using the facility.
  - b. Interfering with or denying free access to or egress from, or use of the University buildings, facilities, streets or other property.
  - c. Engaging in conduct involving dishonesty, fraud, deceit, misrepresentation, or misappropriation of property that causes harm to a registered or sponsored student organization.
5. **Conduct that threatens, endangers, or harms any person or property.**

- a. Interfering with, injuring, damaging, destroying or taking without lawful authorization any property belonging to other persons or the University.
  - b. Employing force or violence, or the threat of force or violence against any person.
  - c. Possessing any operable firearm or explosive material or device on University property or at a University sponsored activity without express written authorization from the Dean of Students and Chief of Student Affairs.
  - d. Engaging in any act which threatens the life or safety of a person or persons.
- B. Conduct committed anywhere.** The following conduct may subject the law student to action under this code whether or not it occurs on University property or in connection with a University activity:
- 1. **Intentional harm to or harassment of students or employees.**  
Intentional harm to any student or employee of the University, or intentional harassment of any student or employee of the University of sufficient severity, persistence, or pervasiveness that the conduct creates a hostile environment for the victim.
  - 2. **Misrepresentations, forged, falsified or altered information.**
    - a. Supplying forged, falsified or altered information while seeking employment, educational or professional opportunities or financial aid.
    - b. Intentional misrepresentation of Law School academic or enrollment status, or involvement in extracurricular activities.
  - 3. **Violations of other professional standards.** Knowing violations of the standards of the Rules Relating to Discipline of Attorneys Adopted by the Supreme Court of the State of Kansas.
  - 4. **Aiding or encouraging violations of this Honor Code.** Aiding, encouraging, promoting or soliciting the doing of any prohibited conduct.
  - 5. **Abuse or Obstruction of the Honor Code Process.**
    - a. Engaging in conduct intended to obstruct access to potential evidence, or to alter, destroy, or conceal potential evidence connected with an Honor Code investigation or proceeding.
    - b. Filing a frivolous complaint of an Honor Code violation with the intent to harass another student. A frivolous complaint is one without basis in fact.
    - c. Attempting to intimidate or deter complainants, witnesses, or other participants in an Honor Code investigation or proceeding.
    - d. Preventing the discovery of prohibited conduct.
  - 6. **Convictions.** Conviction of any violation of federal, state, city, or county law, ordinance or regulation.
  - 7. **Academic misconduct at another institution or program.**
    - a. Acts which would be a violation of I. A. if committed at the Washburn University School of Law, but which were committed while enrolled at another academic institution.

- b. A determination of academic misconduct by any other institution or program.
- C. **Conduct during the admissions process.** The following conduct, if committed by an applicant to the Law School, and not discovered or disclosed until after the applicant's matriculation as a law student, will subject the student to action under this code:
  - 1. Forging, falsifying or altering documents or records submitted in connection with the student's application for admission to the Law School;
  - 2. Submitting false information in response to questions on the student's Law School application or questions from admissions officers asked in connection with the student's Law School application;
  - 3. Failing to provide information or providing incomplete information in response to questions on the student's Law School application or questions from admissions officers asked in connection with the student's Law School application if the omitted information would have been material to the decision of the Law School Admissions Committee regarding the student's application.

The conduct described above, if discovered or disclosed prior to the applicant's matriculation as a law student, will be reviewed by the Admissions Committee, which will determine whether the applicant's conduct should preclude admission to the Law School. The Admissions Committee, where appropriate, will also forward information concerning the applicant's conduct to the Law School Data Assembly Service.

## **PART II. SANCTIONS**

- A. **Mitigating and Aggravating Factors Relevant to the Imposition of Sanctions.** This Honor Code does not require the imposition of any particular sanction or range of sanctions for any of the types of misconduct described in Part I. Thus, for any misconduct under this Honor Code, the full range of sanctions described below are available. What sanction or sanctions are appropriate in a particular case will depend on the circumstances of that case. In addition, the following factors may be relevant as mitigating or aggravating factors in determining what sanctions are appropriate.
  - 1. **Conscientious Admissions.** A student who voluntarily admits misconduct before gaining any knowledge that someone else may suspect that student of an Honor Code violation, shall be entitled to have this admission considered as a mitigating factor relevant to the determination of appropriate sanctions. A student who has the courage and integrity to come forth with a good-faith admission has reaffirmed a personal commitment to honor.

Any student interested in making a conscientious admission should contact the Associate Dean immediately. After discussing the matter with the Associate Dean, the student should prepare a written statement fully

acknowledging any and all misconduct. The statement should include a clause attesting to the fact that the student admitted the acts before being approached by anyone concerning the matter.

2. **Other Admissions.** Even an admission of wrongdoing made after a student has been accused of misconduct may have some mitigating value. The post-accusation admission shows an acceptance of the wrongful nature of the student's conduct. However, a post-accusation admission is not as strong a mitigating factor as a conscientious admission of wrongdoing because it is not clear that the student would have ever admitted the wrongdoing were it not for the accusation that has been made.
  3. **Intentional vs. Negligent Conduct.** Some conduct described in this Honor Code is only sanctionable if it is done intentionally. Other conduct is sanctionable whether or not done intentionally. However, even in circumstances in which intent is not required, the fact that conduct is intentional is an aggravating factor that may justify the imposition of more serious sanctions. Conversely, the fact that conduct is negligent may be a mitigating factor justifying the imposition of less serious sanctions.
  4. **Degree of Harm or Seriousness of Offense.** The degree of harm to others and the seriousness of the conduct are relevant factors in determining sanctions.
  5. **Nexus to Professional Standards.** The nexus between the student's conduct and the question of character and fitness of the student to practice law is a relevant factor in determining sanctions.
  6. **Prior Misconduct.** Prior convictions under this or other Honor Codes shall be considered aggravating factors in determining sanctions.
  7. **Discriminatory Motive.** If a student, in engaging in conduct found to be in violation of this Honor Code, is also found to have intentionally directed the conduct towards a person or group because of the race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, marital or parental status of the targeted person or group, that discriminatory motive is an aggravating factor in determining sanctions.
- B. **Possible Sanctions.** The following sanctions may be imposed for violations of this Honor Code.
1. Expulsion from the Law School;
  2. Suspension with the opportunity to apply to the Admissions Committee for readmission after a specified period of time;
  3. Suspension for a definite period of time;
  4. Partial or total revocation or suspension of scholarship assistance;
  5. Probation for a definite period of time under specified terms or conditions with consequences specified for noncompliance;
  6. Removal from any student governmental office or position in any Law School sponsored activity or organization or from any other University sponsored position of trust, responsibility or interest;

7. Denial of the privilege of participation in any Law School or University sponsored extracurricular or athletic activity or organization for a definite period of time;
8. Written warning or reprimand;
9. Verbal warning;
10. Prohibiting or restricting access to and/or use of Law School or University facilities or services;
11. Monetary or other restitution;
12. For misconduct related to course work, sanctions may also include:
  - a. Change of grade in a course;
  - b. Withdrawal of academic credit in a course; or
  - c. Receiving no credit for an academic work product, with or without an opportunity to redo the product;
13. For violations of the Residence Hall Behavior Code, sanctions provided therein or by this Code.
14. For violations involving academic improprieties described in the last paragraph of I. A. 1., withdrawal of a previously conferred law degree is an additional possible sanction.

The sanctions of expulsion, suspension and probation are inconsistent and shall not be imposed concurrently. Any suspension will be considered a total suspension from all Law School classes and activities unless it is expressly limited to specified classes or activities. The sanctions of suspension and probation may be subject to conditions.

### **PART III. REPORTS TO BAR AUTHORITIES**

- a. Every finding of an Honor Code violation will be reported by the Dean to any board of bar examiners or equivalent bar investigative authorities for any bar to which the student applies. The student shall have a right to submit a statement to the Dean's Office for inclusion in the report.
- b. If, at the conclusion of a proceeding finding an Honor Code violation, the Dean finds clear evidence that the violation does not cast doubt on the character or fitness of the student for the practice of law because of the insubstantial nature of the student's conduct or the lack of dishonest motive or intent, the Dean will inform the student of that finding and make that finding part of any report of the violation to bar authorities. The student should be warned that most bar applications will require the student to report any sanctions imposed on the student by educational institutions, whether or not the sanctions were for conduct suggesting unfitness for the practice of law.

### **PART IV. RULES OF PROCEDURE FOR DISPOSITION OF HONOR CODE COMPLAINTS**

- A. **Appointment of the Honor Code Committee, faculty advisor, presiding officer, and prosecutor; duties; recusals.**

1. The Honor Code Committee shall be composed of five (5) student members. Two students shall be appointed for two year terms and one student for a one year term by the President of the Washburn Student Bar Association (WSBA). One student alternate shall also be appointed. The WSBA President shall also fill any vacancies. All appointments must be approved by the WSBA Executive Committee. A non-voting faculty advisor shall be appointed for a one year term by the Dean from among full-time faculty of the Law School. The Dean may renew the appointment of the faculty advisor for successive terms. The faculty advisor shall convene the Honor Code Committee at the beginning of the term of office so that the Committee may select its chair from among its five (5) full members.
2. Whenever the Dean is informed by the Honor Code investigator of a decision to prosecute a student under the Honor Code, the Dean shall appoint a faculty member to prosecute the case before the Honor Code Committee. The person appointed to prosecute the case may be the investigator on the case, but cannot be the faculty advisor to the Honor Code Committee. The Dean shall also, at this time, appoint a presiding officer for the Honor Code hearing. The presiding officer may be a faculty member, lawyer or judge who does not have a conflict of interest concerning the subject matter of the proceeding or any participants in the proceeding.
3. Duties.
  - a. **Presiding Officer.** The presiding officer will preside over the actual Honor Code hearing, make rulings on evidentiary objections, and assure that the hearing is conducted in a manner that is orderly, expeditious, fair, and consistent with these rules and the purpose of the hearing.
  - b. **Honor Code Committee.** The Honor Code Committee will decide all prehearing matters, and, at the hearing, will decide all questions of law and fact relating to the guilt or innocence of the accused, and sanctions to be recommended to the Dean, other than evidentiary issues decided by the presiding officer.
  - c. **Faculty Advisor.** When requested by the Honor Code Committee, the faculty advisor shall give advice to the Committee regarding any matters before the Committee and shall be present at Committee meetings.
4. If the alleged Honor Code violation personally involves the Dean, Associate Dean or a member of the Honor Code Committee, that person shall recuse him or herself. Any person involved in an Honor Code proceeding in an investigative, prosecutorial, or decision-making capacity, may recuse him or herself. The accused may request in writing that any such person consider recusing him or herself. The accused shall state the specific facts supporting the request. In the event the Dean recuses him or herself, the most senior disinterested faculty member shall serve in the capacity of the Dean for the proceeding. In the event that the presiding

officer or a faculty member other than the Dean recuses him or herself, the Dean shall appoint a replacement for that presiding officer or faculty member.

**B. Time Limits.** Any time limits within this Code may be altered for good cause.

**C. Investigation.**

1. Any person having direct knowledge or information concerning a possible violation of this Honor Code shall report the matter within a reasonable time to the Associate Dean of the Law School, or on matters related to course work, to the faculty member responsible for the course, or on matters related to use of library facilities and property, to the Director of the Law Library.
2. Within two (2) business days of the report of a possible violation, the person to whom the violation is reported (hereafter investigator) shall make a preliminary determination, based on the facts alleged by the reporting party, whether to proceed with an investigation.
  - a. If the investigator, after consultation with the Associate Dean (unless the investigator is the Associate Dean), determines that the facts alleged by the reporting party do not warrant an Honor Code proceeding, she/he shall so find and the matter shall be terminated.
  - b. If the investigator determines the acts alleged by the reporting party do warrant an Honor Code proceeding, she/he shall initiate a preliminary investigation of the alleged violation.
3. The preliminary investigation shall be completed within ten (10) business days after the initial report of the possible violation. Upon completion of the preliminary investigation, the investigator shall make a determination whether there is sufficient evidence to support an Honor Code prosecution.
  - a. If the investigator, after consultation with the Associate Dean (unless the investigator is the Associate Dean), determines that the evidence does not warrant prosecution, she/he shall inform the accused and the reporting party in writing and proceedings shall be terminated.
  - b. The investigator shall informally interview the accused during the preliminary investigation.

(1) If the accused admits the charges during the interview, the investigator shall consult with the Associate Dean regarding the appropriate sanction (unless the investigator is the Associate Dean) and then advise the accused of the sanction(s) the investigator deems appropriate.

(2) If the accused agrees, the sanction(s) shall be imposed.

(3) If the accused admits the charge(s) but disagrees with the sanction(s), the matter shall proceed to a hearing before the Honor

Code Committee in the manner prescribed below, but for the sole purpose of recommending appropriate sanction(s).

(4) If the accused denies or does not respond to the charge(s), the preliminary investigation shall continue to completion.

- c. If the investigator determines that there is sufficient evidence to support a prosecution, she/he shall notify the accused and the Dean of the Law School in writing of the decision to prosecute and the specific charge(s) that will be prosecuted.

**D. Prehearing Procedure.**

1. Upon being informed of the decision to prosecute, or of a student's disagreement with the proposed sanction(s), the Dean shall notify the Honor Code Committee and the faculty advisor of the pendency of the prosecution.
2. Upon receipt of notice of the pending prosecution, the Chair of the Honor Code Committee shall set a date and time for a hearing on the charges. The date set shall be no more than fifteen (15) business days after notice of the decision to prosecute was given to the accused, and the accused and the prosecutor shall be given at least seven (7) business days written notice of the hearing.
3. No discovery shall be permitted except as follows:
  - a. At least five (5) business days prior to the hearing, the prosecutor shall furnish the accused with a list of the witnesses who will be called to testify by the prosecutor, summaries of the substance of their testimony, and copies of any documents that will be introduced in evidence by the prosecution.
  - b. At least three (3) business days prior to the hearing, the accused shall furnish the prosecutor with a list of the witnesses who will testify for the accused, summaries of the substance of their testimony, copies of any documents that will be introduced in evidence by the accused, and the name, address and telephone number of any person who will be acting as counsel for the accused during the hearing.
  - c. Only witnesses identified by the list of either the prosecutor or the accused shall be permitted to testify unless the Committee for good cause permits otherwise.
4. All prehearing motions shall be submitted in writing. The Honor Code Committee may set deadlines for such motions or other matters.
5. Continuance of a scheduled hearing is disfavored except on valid showing of extreme circumstances requiring the hearing to be continued.

**E. Hearing.**

1. Unless the accused waives a closed hearing, the only persons permitted to attend will be the accused, his/her counsel, the Honor Code Committee, the faculty advisor, the prosecutor, the presiding officer, and witnesses. Witnesses may be sequestered at the discretion of the Committee.

2. The presiding officer shall have the right to exclude testimony irrelevant to the charge(s) being prosecuted. Where the substance of proffered testimony is not disputed, written summaries may be accepted in lieu of oral testimony.
3. The hearing shall be conducted with as much informality as is consistent with the purpose of the inquiry. Formal rules of evidence and procedure shall not apply. The presiding officer, however, shall have the right to exclude evidence which is not relevant.
4. The hearing shall be recorded in its entirety.
5. The accused shall have the right to the assistance of any person including retained counsel.
6. The accused shall have the right to confront and cross-examine any witnesses who testify against the accused.
7. The accused shall have the right to remain silent and no adverse inferences shall be drawn therefrom. The accused shall be presumed innocent until guilt is proven by clear and convincing evidence.

**F. Determination of Guilt or Innocence and Imposition of Sanctions.**

1. The Committee, as soon as practicable after termination of the hearing, shall deliberate to determine the guilt or innocence of the accused.
  - a. A determination of guilt by the Committee requires a concurrence of three (3) out of five (5) members of the Committee.
  - b. If a determination of guilt is not made, all concerned parties shall be notified in writing and the proceedings shall terminate.
  - c. If a determination of guilt is made, the Committee shall recommend the appropriate sanction(s) in writing to the Dean. If the Committee makes a determination of guilt, but cannot unanimously agree on the sanction(s), it shall report its finding of guilt and its diverse recommendations on the sanction(s) to the Dean. The Committee shall furnish copies of its report and recommendations(s) to the accused and the prosecutor.
2. Two (2) business days after the Committee's report and recommendation(s) are issued, the Dean shall give the prosecutor and accused an opportunity to present arguments in writing about the appropriate sanction(s). After giving due weight to the Committee's recommendation(s) and the arguments of the accused and prosecutor, the Dean shall impose the sanction(s) she/he deems appropriate.

- G. Confidentiality.** During an investigation, the investigator and prosecutor have a duty to use reasonable care to maintain the confidentiality of the proceedings, to the extent consistent with their duties. Except as otherwise provided in this paragraph and in PART III, information gained by anyone as a result of participation in the procedures set out in PART IV is confidential and shall not be disclosed to other law students or members of the general public.

On the termination of an Honor Code proceeding, if no violation is found, the proceedings shall ordinarily remain confidential at the option of the accused. However, the Dean may elect to post a notice in the law school announcing that

no violation was found when, in the Dean's judgment, a substantial segment of the student body is aware of the pendency of the Honor Code proceeding, and the Dean believes that not posting a notice will be detrimental to the accused and the law school community. The notice should briefly describe the charges made and the reasons for finding no violation, but shall not identify the accused by name.

If a violation is found and a sanction is imposed, the Dean or the Associate Dean will post a notice in the law school which describes the nature of the violation and lists the sanction(s) imposed but which does not identify the violator by name. However, the committee or the person imposing the sanction may recommend and the Law School Dean, for good cause shown, may order that the violation and sanction(s) not be posted.

- H. **Delay of Graduation.** If an Honor Code investigation or proceeding is pending when a student is scheduled to graduate, the student's degree may be withheld until completion of the proceeding.

## **PART V. EMERGENCY SUSPENSION PENDING DISPOSITION OF HONOR CODE COMPLAINT**

- A. In extreme and unusual circumstances the Associate Dean may suspend any student from the law school pending investigation and prosecution of an Honor Code complaint if he or she finds probable cause that the student engaged and will continue to engage in intentional conduct that:

1. seriously disrupts or interferes with the operation of the University;
2. seriously endangers the physical safety of other students or employees of the University; or
3. inflicts serious emotional distress on other students or employees of the University.

Before making a determination under this paragraph to suspend a student the Associate Dean shall make reasonable efforts to informally interview the accused student.

- B. The suspension may be imposed upon the student forthwith, and without affording the student a hearing. A written notice of the suspension and the reason therefor shall be given to the student within one (1) business day after the suspension has been imposed. An opportunity for an informal hearing shall be afforded the student as soon thereafter as practicable but in no event later than three (3) business days after the suspension has been imposed.

- C. The notice shall include:

1. a written notice of the suspension and the reasons therefor;
2. the time, date and place for an informal hearing;
3. a statement that failure to attend the informal hearing will result in a waiver of the student's opportunity for the hearing;
4. a copy of the Honor Code and Procedure for Law Students.

- D. Informal Hearing to Review Suspension
1. The purpose of the informal hearing is to permit the student to present information relevant to the emergency suspension provisions of Part V, A, above.
  2. The Associate Dean shall be the hearing officer.
  3. The hearing shall be conducted with as much informality as is consistent with the purpose of the inquiry. Formal rules of evidence and procedure shall not apply. Evidence which is not relevant may be excluded.
  4. The hearing shall be recorded in its entirety.
  5. The student shall have the right to the assistance of any person, including retained counsel.
  6. The Associate Dean may question witnesses who appear.
- E. Within twenty four (24) hours of the informal hearing, the Associate Dean shall make a written report of the findings and results of the informal hearing. If the Associate Dean finds probable cause that return to school pending completion of the Honor Code complaint proceedings would seriously disrupt or interfere with the operation of the University, seriously endanger the physical safety of other students or employees of the University, or inflict serious emotional distress on other students or employees of the University, the suspension shall continue until the honor code complaint proceedings are concluded.
- F. A student suspended pending disposition of an honor code complaint shall have the right to an expedited hearing before the Honor Code Committee to be held not later than ten business days after the date of the written report of findings made pursuant to Part V, E, above.
- G. During the period of suspension, the student shall not enter the University campus other than to meet with officials in pre-arranged conferences concerning the complaint proceedings.
- H. If a student is fully exonerated after a hearing before the Honor Code Committee and, as a result of the suspension, (1) a professor determines that the student must be withdrawn from the professor's class because of excessive absences, or (2) the student decides to withdraw from a professor's class because of excessive absences, then the student will be entitled to receive a full refund of tuition for the class.
- I. The Associate Dean may recuse or be asked to recuse him or herself in the same manner provided in Part IV, A, 4, above.

## PART VI. DEFINITIONS

- A. "**Knowing**" or "**knowingly**" means actual knowledge of the fact in question. A person's knowledge may be inferred from the circumstances.
- B. "**Intentional**" or "**intentionally**" refers to conduct that is purposeful or consciously disregards what a reasonable person would understand to be a risk that the conduct is prohibited or will lead to a prohibited result. A person's intent may be inferred from the circumstances.
- C. "**Business days**" means days the University is open for business, whether or not classes are in session.

## **PART VII. INDEPENDENT LIBRARY RULES**

Nothing in this Honor Code shall preclude the Director of the Library from prescribing and enforcing rules, independently of this Honor Code, regarding the use of library facilities and materials. However, if a sanction imposed on a student under independent library rules will have a substantial effect on the student's academic program, the student may appeal to the Dean in writing asking that the sanction be reduced or revoked. When it is unclear whether misconduct regarding the use of library facilities and materials should be prosecuted under this Honor Code or under independent library rules, the Director of the Library shall consult with the Associate Dean to determine the appropriate course of action.

# Academic Policies

## Class Attendance

Regular class attendance is required in accordance with the American Bar Association's *Standards for Approval of Law Schools*. In compliance with this rule, faculty members adopt and enforce their own regular attendance policies for each course and announce those policies at the beginning of each semester. Among other sanctions, students may be dropped from any graded course if unexcused absences exceed twice the number of credit hours of the course. A faculty member intending to impose this sanction will give notice to the student that further absences will result in being dropped from the course.

## Employment

Although part-time employment in law-related fields can substantially assist law students both financially and professionally, such employment can also impose time pressures that detract significantly from law studies. Students enrolled in 10 or more hours may not engage in outside employment in excess of 20 hours per week. If a student chooses to be employed more than 20 hours per week, the student must enroll in fewer than 10 hours and lengthen the period of law study.

## Examinations

Examinations will be given at the end of each term. Students who fail to take an examination or turn in a paper at the regularly appointed time will receive a grade of F, except where the absence is unavoidable, in which case upon advance consent of the professor a grade of I (incomplete) will be granted. Incompletes must be completed when the professor reschedules the examination or the due date of the paper, which may be no later than at the next regular examination of the course or within one year, whichever comes first. Grades of I not completed when rescheduled become grades of F. Students who fail to complete the requirements in a credit, no-credit course may, at the discretion of the professor, be given a grade of I (incomplete). Grades of I in these courses will become grades of NCR (no credit) if the I is not removed prior to the last day of final examinations of the semester the course is next offered. Students will not be permitted to retake any course, except a course previously failed, unless they first receive special permission from the faculty to do so. When a student is permitted to retake a course, both grades will be counted in determining the student's cumulative average, but credit hours will be counted only once toward the hours that are required for graduation.

## Withdrawal From Courses

Students may not withdraw from any course later than noon on the business day before the final exam, or if the course has no final exam, noon on the business day before the

final paper or other class-related activity must be completed. Students may not withdraw from a course if that withdrawal would leave the student with fewer than 9 credit hours for the semester. Students may not withdraw from LARW I or LARW II. For information about the availability of tuition refunds, see “Tuition Refunds.”

## Grades

The standing of students in each course will be indicated by the letters, A, A-, B+, B, B-, C+, C, C-, D+, D and F. In designated courses, a grade of outstanding, credit and no-credit may be recorded in place of letter grades.

Grade points will be awarded to each student on the following basis for each credit hour of work:

- A = 4.00 points;
- A- = 3.67 points
- B+ = 3.33 points;
- B = 3.00 points;
- B- = 2.67 points
  
- C+ = 2.33 points;
- C = 2.00 points;
- C- = 1.67
- D+ = 1.33 points;
- D = 1.00 point;
- F = 0 points.

Hours of F grade are included in the computation of the grade point average but not included in the hours credited for graduation. Courses in which a letter grade is not given are not included in the computation.

*See also* Grading Guidelines for Average Grades and Grade Distribution.

## Academic Good Standing Policy

**Good Standing and Academic Dismissal:** Any student whose cumulative grade point average is below 2.00 at the end of any spring semester shall not be permitted to continue in law school unless readmitted upon written petition to the law school Admission Committee. A student denied readmission by the Admission Committee may appeal that decision to the full faculty. The decision of the full faculty is final and no further appeal may be taken, except a student who feels the decision was based upon discrimination may utilize the University Student Grievance Procedure set forth in the University Affirmative Action Plan. Students with a cumulative grade point average below 2.00 may not participate in activities requiring good standing, such as obtaining a Student License to Practice from the Kansas Supreme Court.

**Eligibility to Enroll in Summer School:** A student may not enroll in summer school if the student's cumulative grade point average is below a 2.00 based on all grades through the previous fall semester for the first six-week summer session or the 12-week summer session. If a student's spring semester grades are posted before the beginning of the second session of summer school, and those grades bring the student's cumulative GPA above a 2.00, the student may enroll in the second summer session. *See also* Grading Guidelines.

## Degree Requirements

The degree of Juris Doctor will be granted to all students who satisfactorily complete the upper-level requirements and:

1. Graduate from an accredited college with a baccalaureate degree.
2. Complete 90 hours of credit in the law school with a grade point average of at least 2.00 and a passing grade in all required courses. A minimum of 74 hours shall be taken in courses in which a letter grade is received.
3. Complete the course of study for the J.D. degree no earlier than 24 months and no later than 84 months after commencing law study at Washburn or a law school from which Washburn has accepted transfer credit.
4. Comply with the rules pertaining to legal education prescribed by the Supreme Court of the State of Kansas, the American Bar Association and the Association of American Law Schools.

## Honors at Graduation

The following honors are given at graduation:

- **Summa Cum Laude:** GPA of 3.9 or above.
- **Magna Cum Laude:** The top 5% of the class (with the exception that students in this category with a GPA of 3.9 or above will receive the honor of Summa Cum Laude).
- **Cum Laude:** The top 10% of the class, with the exception of those students who receive Magna Cum Laude or Summa Cum Laude honors.
- **Dean's Honors:** The top 35% of the class, with the exception of those students who receive Cum Laude, Magna Cum Laude, or Summa Cum Laude honors.

If there is a tie of GPAs at the cutoff for any category of recipients, everyone with that GPA shall be included in the category, even if the percentage of the category ends up larger than listed above.



## Cancellation of Classes or Schedule Changes

In the event of unforeseen circumstances, Washburn University reserves the right to cancel courses or change meeting times, classroom assignments or instructors.


# Grading Guidelines for Average Grades and Grade Distribution

Effective Fall 2004

## First Year Courses

Legal Analysis, Research & Writing Average Grade: 2.95 - 3.05			Other First Year Courses Average Grade: 2.70 - 2.80		
	Target	Range		Target	Range
A	11%	6-16%	A	7%	2-12%
A-	15%	10-20%	A-	10%	5-15%
B+	19%	14-24%	B+	12%	7-17%
B	21%	16-26%	B	17%	12-22%
B-	11%	6-16%	B-	20%	15-25%
C+	9%	4-14%	C+	14%	9-19%
C	7%	2-12%	C	11%	6-16%
C-	4%	1-7%	C-	4%	1-7%
D+	2%	0-8%	D+	2%	2-10%
D	1%		D	2%	
F	0%		F	1%	

## Upper Level Courses

Average Grade: 2.90 - 3.00		
	Target	Range
A	11%	6-16%
A-	14%	9-19%
B+	16%	11-21%
B	20%	15-25%
B-	12%	7-17%
C+	11%	6-16%
C	10%	5-15%
C-	3%	0-10%
D+	2%	
D	1%	
F	0%	

Grade points are awarded to each student on the following basis for each credit hour of work:

- A = 4.00 points;
- A- = 3.67 points
- B+ = 3.33 points;
- B = 3.00 points;
- B- = 2.67 points
  
- C+ = 2.33 points;
- C = 2.00 points;
- C- = 1.67
- D+ = 1.33 points;
- D = 1.00 point;
- F = 0 points.

It is presumed that grades in each class will meet both the distributions and the average grade. At the time a faculty member turns in final grades in a class, he or she shall also submit to the Associate Dean for Academic Affairs the average grade for the class and the distribution of grades by number and percentage, highlighting any divergence from the guidelines.

Grades that diverge from the guidelines, in the opinion of the Associate Dean for Academic Affairs, may call for consultation between the Associate Dean and the Professor submitting them, before the grades are posted. The purpose of this consultation will be to attempt to reach a mutually agreeable resolution. Paper classes and classes with enrollments of 20 or below will often justify divergence from the guidelines.

*See also* the Grades section in Academic Policies.

## **Credit Hours**

Ordinarily, no student shall be permitted to carry more than the regular number of hours scheduled for the first-year class, nor more than 16 hours in any fall or spring semester as an upper-class student, nor more than 6 hours in any summer session. Students may petition the Associate Dean for Academic Affairs for special permission to enroll in excess hours during a fall or spring semester.

## Visiting Credit Policy

Washburn University School of law accepts up to six hours of credit for students visiting at another law school on the following conditions:

- The law school must be ABA accredited.
- The course grade received must be C or better. Only course credit transfers to Washburn, not the grade.
- Required courses and upper level writing and oral requirements must be taken at Washburn. A “Perspectives on the Law” course may be taken at another law school.
- Credit will not be given for courses that duplicate courses completed at Washburn.
- The courses must be approved in advance of enrollment by the Washburn Law School Curriculum Committee. Students must submit an Application for Visiting Credit, listing proposed courses by name and attaching catalog descriptions of the courses.

The Associate Dean for Academic Affairs may approve up to 30 hours of visiting credit (including the six hours mentioned above), subject to the conditions above, in extraordinary circumstances, including: (1) a student's serious health problem that requires the care of a specialist or a student's close relative or unmarried partner not available in the area; (2) a serious health problem of student's close relative or unmarried partner requiring the care of the student; (3) a mandatory job change of the student or the student's spouse or unmarried partner; (4) a custody dispute in another state that requires the presence of the student during an extended period; or (5) to take a course not offered at Washburn that is required by an employer as a condition of a pending employment contract.

# Graduation Checklist

Effective July 31, 2008

## First Year Required Courses

_____ LW 700 Contracts I	3
_____ LW 725 Torts	4
_____ LW 729 Criminal Law	3
_____ LW 732 Property	3
_____ LW 875 Legal Analysis, Research & Writing I	3
_____ LW 701 Contracts II	3
_____ LW 750 Criminal Procedure	3
_____ LW 861 Constitutional Law I	3
_____ LW 863 Civil Procedure I	3
_____ LW 876 Legal Analysis, Research & Writing II	3
<b>TOTAL</b>	<b>31</b>

## Upper Level Required Courses (Must Complete All Four)

_____ LW 757 Evidence	4
_____ LW 770 Professional Responsibility	3
_____ LW 862 Constitutional Law II	3
_____ LW 870 Secured Transactions	3
<b>TOTAL</b>	<b>13</b>

## Perspectives on Law (Must Complete 1)

_____ LW 924 Art Law	2
_____ LW 860 Bioethics and the Law	3
_____ LW 916 Comparative Constitutional Law	2-3
_____ LW 840 Constitutional History	2
_____ LW 908 European Union Law & Policy	2-3
_____ LW 754 Family Law Seminar	2
_____ LW 787 Feminist Legal Theory	2-3
_____ LW 796 International Law	3
_____ LW 799 Jurisprudence	2
_____ LW 853 Law and Economics	2-3
_____ LW 812 Law and Human Rights	2-3
_____ LW 866 Law in Literature	2
_____ LW 806 Law and Religion Seminar	2
_____ LW 798 Legal History	2
_____ LW 841 Native American Law	3
_____ LW 927 International Criminal Law and the Law of War	3
_____ LW 928 Public International Law	3
_____ LW 902 Race and the Law	2-3
_____ LW 723 Selected Topics in Torts	2-3
_____ LW 990 Study Abroad Maastricht	6-12
_____ LW 842-852 Study Abroad in Utrecht	6
_____ LW 823 Tax Policy Seminar	2
_____ LW 909 Tribal Law Practice	2

### Must Complete Both

- \_\_\_\_\_ Upper Level Oral Presentation Requirement
- \_\_\_\_\_ Upper Level Writing Presentation Requirement

### Skills Courses

**Students must complete a minimum of two credit hours from the courses listed below with a letter grade of "C" or better, or a "CR" for a credit/no-credit course. (Note: This requirement does not apply to students who started law school before August 2006.)**

_____ LW 724 Advanced Trial Advocacy	2
_____ LW 753 Alternative Dispute Resolution	2-3
_____ LW 889 Appellate Advocacy (Moot Court)	2
_____ LW 767 Appellate Practice	2
_____ LW 913 Child Advocacy Training	1-2
_____ LW 825 Client Counseling	1
_____ LW 756 Clinic Internship	4-5
_____ LW 756D Directed Internship	1-3
_____ LW 911 Clinic (Transactional)	4-5
_____ LW 751 Creative Thinking for Lawyers	1
_____ LW 903 Criminal Appeal Advocacy	3
_____ LW 906 Cross-Examination Techniques	1
_____ LW 716 Divorce Practice	2-3
_____ LW 910 Entrepreneurial Law	3
_____ LW 914 Interviewing & Counseling	2
_____ LW 877 Jury Selection and Voir Dire	2
_____ LW 824 Law Practice Management	2
_____ LW 912 Litigation Strategies	3
_____ LW 817 Mediation	2
_____ LW 762 Moot Court	1-2
_____ LW 857 Negotiation	2
_____ LW 777 Negotiation Competition	1-2
_____ LW 765 Pretrial Advocacy (Civil)	2
_____ LW 768 Pretrial Advocacy (Criminal)	2
_____ LW 907 Taking & Defending Depositions	1
_____ LW 707 Transactional Drafting	3
_____ LW 766 Trial Advocacy	2
_____ LW 805 Trial Advocacy Competition	1-2
_____ LW 901 Writing for Law Practice	3

A total of 90 hours is required for graduation. Students must have completed 74 hours of graded courses.

# Building Access Policy

In an effort to increase safety and security the School of Law has implemented the following procedures:

## School Year Schedule

- **Monday through Friday:** access to the law school building will be restricted to the second floor North entrance and the East South Patio Door after 6:00 p.m. The building will be locked at 9:00 p.m.
- Entrance to the law school will be limited on Saturday and Sunday. Only the North Second Floor and East South Patio doors will be open on Saturday (opening by 8:00 a.m.) and on Sunday (opening by noon) for entrance to the law school.
- Law school faculty, staff, and students will have access to the building before and after set open times using their iCard.
- On Monday through Friday, the law school building will be open at 6:30 a.m. Law Clinic doors will be unlocked at 7:30 a.m.
- The library staff will lock the two exterior Clinic doors as required to accommodate evening classes. This will usually occur between 6:00 and 7:00 p.m.
- The library will observe extended hours during finals.

	Initial Lockup	Final Lockup	Library Closing
Monday	6 PM	9 PM	11 PM
Tuesday	6 PM	9 PM	11 PM
Wednesday	6 PM	9 PM	11 PM
Thursday	6 PM	9 PM	11 PM
Friday	6 PM	9 PM	9 PM
Saturday	6 PM	8 PM	8 PM
Sunday	6 PM	9 PM	11 PM

## Summer Schedule

- **Monday to Friday:** Access to the building will be restricted after 5 pm, with the exception of the North Entrance and the East Patio Door. East Patio Door and North Entrance will automatically lock at 9:00 p.m.
- **Saturday:** East Patio Door and North Entrance will automatically lock at 5:00 p.m.
- **Sunday:** East Patio Door and North Entrance will automatically lock at 5:00 p.m.

## Generally

1. Law students may remain in the common areas of the building indefinitely.
2. Persons involved in events taking place outside of **normal** law school hours, but within library operating hours, are responsible for providing notice to the reference librarian at the beginning and end of the event to enable unlocking and locking of the facilities.

# **Computer Use Policy**

## **Washburn Law E-mail Accounts**

Washburn University provides each student with an email account upon enrollment. Accessed through the campus portal, My Washburn, the email system is maintained and supported by the campus' Information Technology Services (ITS) staff. Washburn Law faculty and staff use the Washburn-provided email account as a primary means of communication with law students. Faculty and staff do not ordinarily send law school related communications to non-Washburn email accounts. Thus, it is critical that law students regularly check their Washburn account.

Your Washburn University e-mail address will be the official address used by the University for relaying important messages regarding academic and financial information. It may also be used by your instructors to provide specific course information. E-mail messages sent to your Washburn University e-mail address will be considered your official notification for important information. If you prefer to use an alternate e-mail address at which to receive these official University notices, you can access your MyWashburn e-mail account, choose the 'Options' tab, and select 'Auto Forward' to complete the process to forward your mail.

As of April 26, 2007, the policy for MyWashburn and e-mail account deletions for students is:

- MyWashburn and e-mail accounts remain active for ONE fall or spring semester after a student graduates and/or separates from the university.
  - EXAMPLES: Students not enrolled in the preceding spring semester are candidates for account deletion on June 15. Students not enrolled in the preceding fall semester are candidates for deletion on February 15. If you have stayed out for a semester, and have not been admitted or registered for the summer or fall semester by June 15, your MyWashburn and e-mail account will be removed on June 15.
- Before deletions are implemented, a check is made to determine if a student is admitted/enrolled for a future semester. If a student is enrolled, the account will remain active.
- Students who miss a semester, and then return after their account is deleted, will have accounts re-created with the same username. However, old files and/or e-mail will not be accessible.

## **Policies Governing Computer Use and Information Technology Services Resources**

In addition to the many computer and technology resources available at the Washburn Law School, faculty, staff, and students utilize the general computing resources provided

by Washburn University. Individuals affiliated with the Law School are expected to abide by ITS General Policies set forth below.

## **Information Technology Services General Policies**

### **Statement of Compliance**

The mission of the ITS is to provide a computing environment to serve the Washburn academic community. In creating this environment we want to maintain security without invoking security measures that are burdensome. Most security measures we take will be transparent to the user. In order for us to maintain a computing environment suitable for Washburn's academic community, you must agree to abide by policies stated herein which govern the usage of Washburn's computing resources.

When you first attempt to log onto a computer server which authenticates you as a valid user, you will be asked to agree with the following statements before you will be allowed to log onto the system:

**THESE POLICIES ARE TAKEN FROM THE ACADEMIC COMPUTER CENTER (ITS) GENERAL POLICIES QUICK FACTS. YOU WILL BE EXPECTED TO OBSERVE THE POLICIES IN THAT QUICK FACTS EVEN IF YOU HAVE NOT READ IT. COPIES ARE AVAILABLE IN BENNETT 104.**

The purpose of student access to ITS computing systems is for students to do academic work required in a Washburn University course. Therefore, students desiring to use ITS systems must be currently enrolled at Washburn University. Special situations, for example working to resolve an incomplete or working on a special project with a Washburn University faculty member, will be considered in granting access to Washburn University computer systems. Computer accounts are not transferrable from one individual to another.

The ITS computing systems are shared systems. Respect, courtesy, and cooperation among users is necessary for the system to function properly for everyone. A policy you might consider as not beneficial to you as an individual is in place because it benefits the greater academic computing community. Viewing and/or printing obscene material is specifically prohibited. You must follow the rules that are designed to protect each user's rights or your computing account will be terminated.

### **Computer Account Policy**

Computer accounts will be considered inactive if students do not maintain continuous enrollment in successive fall and spring semesters. Enrollment in summer session is not required to maintain continuous enrollment from the spring semester to the fall semester in the same calendar year.

Computer accounts that are inactive for a period of nine months will be removed from the system. An inactive account can not be used until a student is again enrolled at Washburn University.

The password of an inactive account accessed by a student who is not currently enrolled will be changed after one warning that such access is prohibited.

Any account which is being used for non-academic work will be removed after one warning that such use is prohibited. A computer account can not be used for monetary gain or for business activities or any other such non-academic work.

Computer accounts are not transferrable. An account should be used only by the individual to whom it is assigned. You can not give your password to anyone. It is your account and if you give your password to anyone else we will warn you once and then disable your login id if you give it to anyone again.

Any usage of an account, other than the one assigned to you or any other account for which you have been issued a login id, is prohibited and will result in that account being disabled. The owner of that account which has been improperly accessed must apply to the ITS for a new password in order to reactivate the account. Repeated violations will result in that account being removed from the system.

Use of commands, entered locally or remotely, to access directories on the system other than your personal directory and its sub directories and "public" directories on the system is prohibited. Other directories are off limits and you should stay out of them. Usually the system will keep you out, but in case it does not you are still supposed to stay out of them. This system keeps logs on what commands you have used, so there will be a record of what you do, where you did it, and when you did it. If you are found to have entered directories other than your personal directory or those directories open to the public, you will be warned once not to do that and, if you do it again, your account will be disabled.

Students are not allowed to use some system commands. We have found that students cause themselves and others problems when they use these commands. The system has the ability to allow or deny access to a command on an individual basis, so if you feel you need access to a command that has been denied students, you should have a faculty member ask the ITS if you can be given access to that command.

We have found some people write programs which use an inordinate amount of system resources. If you do that on purpose then your account will be disabled and you will be asked to come to the ITS for counseling. If you do it again, your account will be disabled and you will have to explain to a student disciplinary committee why you were justified in writing such a program.

A particular concern is the copying and/or theft of programs or data. These occurrences are rare, but each user should know that these actions are unacceptable and will not be tolerated. You must not use your computer account to make or distribute unauthorized

copies of licensed software. Be aware that copying and/or theft of programs or data is a serious offense and could result in expulsion from Washburn University and additional legal actions being taken against you. Persons caught in such acts will be suspended immediately from using the computer and will be reported to the appropriate authority. In recent years there have been state and federal laws passed against these activities, so do not do it as you might lose more than just your status as a Washburn student.

Whether or not the computer permits unauthorized use of programs or information is not relevant to the requirement for ethical behavior. User responsibility is the only ultimate safeguard against misuse. Actions on the part of the ITS staff to restrict the capabilities of software systems, beyond being costly, are counterproductive since they reduce the capability of the system for responsible users. The ACC staff would prefer not to be put in the position of being forced to restrict capabilities in response to occasional instances of their misuse.

### **Demo Accounts**

"Demo" accounts will be given out on a temporary basis (approximately 24 hours) when there is a justifiable need for one. Students should be warned that other users may have access to the same directory, and any or all files could be deleted at any time.

### **Electronic Mail Policies**

Contemporary ethics and standards of normal academic ethics demand the respect of privacy. You must respect the privacy of other users. Any obscene, objectionable and/or harassing material passed through electronic mail, through electronic messages or printed at the computer room printers is considered unethical and unacceptable behavior. Any improper conduct will be reported to the Dean of Students.

If a student's mailbox reaches the maximum allowed size, the mailbox contents will be moved into a file in the student's home directory. The space required for this mail file will count against the disk-storage quota allowed for the student.

### **Unacceptable Use of Washburn Computing Resources**

Examples of unacceptable use of Washburn computing resources include but are not limited to:

1. Any activities which violate applicable federal or state laws.
2. Interfering with or disrupting network users, services or equipment. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising; harassment of others; posting, viewing, printing or mailing obscene materials; propagation of computer worms or viruses.
3. Gaining or attempting to gain unauthorized entry to other computational, information, or communications devices or resources on Washburn's network or on the Internet.

4. Any use in a malicious, threatening, or obscene manner. All use must be consistent with Washburn's academic community standard of ethics as given in the student and faculty handbooks.
5. Commercial or for-profit activities.
6. Harassing others or violating their privacy.
7. Disrupting the work and/or use of the network by others.

## **Networking Policies**

Students are allowed to telnet to a remote location as long as they do not engage in non-academic game playing on remote systems.

Large file transfers have a tendency to decrease the speed of any network, as well as decrease the amount of disk storage available on the local hosts. Therefore, we request that faculty and staff, who have transferred a file to a Washburn host which would be of benefit to the academic community, let us know about the file, so that it might be made available in a shared public area of the computer.

## **Printer Policies**

1. Students are not allowed to run multiple copies.
2. When using a hands-on printer, follow the instructions on the printer to remove your printout.
3. "ccwhite", "whitepub", and any of the laser jet printers may be used only for final drafts and are not to be used to print out program or data listings or e-mail.
4. Students are allowed to use machine room line printers; faculty/staff should use machine room line printers rather than student printers in labs for long printing jobs.
5. Users sending print job requests to the machine room line printers should allow a minimum of 15 minutes for the dispatching of these jobs in Bennett 104.
6. ITS operators are instructed to abort any printing job matching any one of the following descriptions:
  - o a job which is form-feeding through the printers with no printing or only a few lines of printing on each page
  - o a job with blank pages regularly inserted
  - o any multiple-copy job not used for direct classroom instruction (Only faculty/staff may print multiple copies)
  - o any job which prints across the page perforation
  - o any job which is considered to be wasting paper
  - o long jobs sent to student printers

## **Obscene Material on Screens**

Viewing and/or printing obscene material in public labs is specifically prohibited. If the ITS staff receives a complaint that a user is offended by material on another user's screen,

we will notify the offending user of the complaint in a written warning. If the violation occurs again, the offending user's account will be cancelled.

Please see the ITS Policies website for further information.

*See also* the Washburn University Cyberspace Citizenship Code.

# **Website Privacy Policy**

Washburn University School of Law maintains its web site, washburnlaw.edu, on a continuing basis. However, Washburn Law does not represent, guarantee, or warrant that all information provided is accurate, complete, current, or suitable for the user's purposes. Washburn Law specifically disclaims any and all liability for claims or damages that may result from its web site or information contained therein, including any web sites maintained by third parties and linked to Washburn Law web sites, for which responsibility lies with the entity providing the information. A link from a Washburn Law web site in no way implies authorization or endorsement of that site by Washburn University School of Law.

## **Information Collected By Washburn Law**

Washburn Law is committed to protecting your personal information and respecting your privacy. As part of the operation of washburnlaw.edu, we gather certain types of information about our users. We would like to explain the types of information we gather and what we do with it.

Washburn Law collects two types of identifying information from users: personal data that users supply to us voluntarily (such as names and e-mail addresses); and aggregated data (such as information about traffic patterns on washburnlaw.edu).

### **Personal Data**

Personal data is collected when users voluntarily provide data to Washburn Law through one of the web site forms, such as when requesting admissions information, or by directly sending an e-mail to a Washburn Law employee or department. Your information from these forms will be used to execute the immediate transaction, and will be provided to other parties only as necessary to complete your transaction. In addition, we may store your information locally in order to facilitate contact with you in the future. Note that in some instances you will not be able to submit a form unless you are willing to provide all requested information. Washburn Law will not provide any of your personal information to third parties without your permission, unless compelled by law or court order to do so, and will not sell any personal information to third parties for purposes of marketing, advertising, or promotion.

### **Aggregated Information**

When you visit washburnlaw.edu, we collect certain types of information that does not identify individual users. This information is aggregated with hundreds of thousands of other pieces of information to create summary statistics that help us determine which information is of most interest to users, to improve the website, to identify system problem areas, to carry out other administrative tasks, or to help determine technical requirements.

Information collected includes:

- Hostname: the hostname, site name, username, and IP address of the computer requesting access to the site.
- User-Agent: the type of browser, its version, and the operating system of the computer requesting access (e.g., Netscape 4 for Windows, IE 4 for Macintosh, etc.).
- Referrer: the web page the user came from.
- System date: the date and time on the server at the time of access.
- Full request: the exact request the user made.
- Status: the status code the server returned, e.g., fulfilled request, file not found, etc.
- Content length: the size, in bytes, of the file sent to the user.
- Method: the request method used by the browser (e.g., post, get).
- Universal Resource Identifier (URI): the location of the particular resource requested. (More commonly known as a URL.)
- Query string of the URI: anything after a question mark in a URI. For example, if a keyword search has been requested, the search word will appear in the query string.
- Protocol: the technical protocol and version used, i.e., http 1.0, ftp, etc.

The above information is not used in any way that would reveal personally identifying information to outside parties unless Washburn Law is legally required to do so.

## **Cookies**

Our website, washburnlaw.edu, does not use cookies to keep track of users or their sessions.

## **Security**

We use standard security measures to protect any personal information that you may provide to us. However, we cannot guarantee that your submissions to our website, any content residing on our servers, or any transmissions from our server will be completely secure. While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, and physical security at the location of the server where information is stored.

## **Miscellaneous**

By using washburnlaw.edu, you consent to the collection and use of your information by Washburn Law as described in this policy.

Washburn Law fully cooperates with law enforcement agencies in identifying those who use our services for illegal activities. We reserve the right to release information about users who we believe are in violation of our content guidelines. We also reserve the right

to report to law enforcement agencies any activities that we reasonably believe to be unlawful.

Washburn Law wants you to be aware that when you click on links that take you to third-party web sites, you will be subject to the third parties' privacy policies. While we support the protection of privacy on the internet, Washburn Law cannot be responsible for the actions of third parties.

## **Your Consent**

By using washburnlaw.edu, you consent to the collection and use of personal and aggregate information by Washburn Law as outlined in this privacy policy. Washburn Law reserves the right to change this privacy policy at any time. If we change our privacy policy, we will post those changes on this page so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it.

This statement and the policies outlined herein are not intended to and do not create any contractual or other legal rights in or on behalf of any party.

## **Equal Opportunity Policy**

It is the policy of Washburn University School of Law to assure equal educational and employment opportunity to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, marital or parental status. Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, housing, facilities use, access to course offerings, counseling and testing, financial aid, health services and employment. Equal employment opportunity includes, but is not limited to, recruitment, hiring, assignment of duties, tenure and promotion determinations, compensation, benefits, training and termination. This policy applies to all employees of the Law School.

The University's Affirmative Action Plan affirms the University's commitment to the implementation of this policy and applies to all University practices and policies with respect to academic programs and employment.

The administration of Washburn University is committed to its support of the principles of equal opportunity for students, faculty and staff. Each unit within the University is charged with conducting its practices in conformity with these principles and in accordance with the University's comprehensive Affirmative Action Plan. Responsibility for monitoring and implementing this policy is delegated to Carol Vogel, Affirmative Action Director, 380A Morgan Hall, (785) 670-1509; however all personnel share in the specific activities necessary to achieve these goals.

## **Disability Accommodations**

Washburn University School of Law seeks to assure equal access and full participation by persons with disabilities. If you require special services because of a disability, you may notify Dean Lynette Petty in the Law Clinic, Room 160, or call her at (785) 670-1191. This voluntary self-identification allows the University to prepare any necessary and appropriate support services to facilitate your learning.

Any requests for exam accommodations should be directed to Dean Petty and should be made at least four weeks prior to the exam to allow adequate time to document and process the request.

## **Housing Information**

For information about off-campus housing, please contact the Admissions Office at (785) 670-1185. Questions about on-campus housing should be directed to the Washburn Residential Living Office at (785) 670-1065. Please note that reserving on-campus housing may not be used to establish residency for tuition purposes.

## **Logo Usage**

Usage of the Washburn Law logo must be approved by Marsha Boswell, Director of Marketing Communications. She may be reached at (785) 670-1654.

## **Washburn Law Speaker Guide**

A Speaker Guide is available as a resource for student organizations that plan to host speakers and events. Copies are available in the WSBA Office or by contacting Dean Anders at (785) 670-1670.

## **Media Inquiries**

All media inquiries should be directed to Marsha Boswell, Director of Marketing Communications. She may be reached at (785) 670-1654.

## **Safety & Weather Information**

All safety and weather information is available online at <http://washburnlaw.edu/safety/>. During emergency situations, advisories will be provided by Washburn University, or through the Law School by the Director of Marketing Communications or the Dean's Office.

## **Professional Development Office**

The Professional Development Office coordinates both career planning and continuing legal education for the law school community. The office is a clearinghouse for information related to career opportunities in all areas of legal employment and postgraduate study. Services include individual and group career planning and job search skill development. Located in Room 121, the Professional Development Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Additional information is available online at <http://washburnlaw.edu/career/> or by calling (785) 670-1105.

## **Alumni & Advancement**

The Washburn University School of Law Alumni Office is located in Room 200A in the Law School. For additional information, please see <http://washburnlaw.edu/alumni/> or call (785) 670-1011.

The Advancement Office is located in Room 200B in the Law School. For more information about opportunities to give to Washburn University School of Law, please contact Joel Lauer, Director of Advancement, at (785) 670-1100 or [joel.lauer@washburn.edu](mailto:joel.lauer@washburn.edu).

## **Student Health Insurance Coverage**

Underwritten by the Columbian Life Insurance Company, a Blanket Accident and Sickness Insurance plan is available to Washburn students. Coverage is designed to provide benefits for medical expenses arising from an accident or illness, including those which occur off campus and during interim vacations. Purchase of the health insurance plan is optional and is not required for visits to the campus Student Health Services office, though strongly recommended for other health insurance needs.

Coverage is offered through:

Student Assurance Services, Inc.  
P.O. Box 8126  
Wichita, KS 67208-0126  
Phone: 316-686-3373 or 800-245-0486

## **Washburn Student Health Services Office**

All Washburn University students are eligible to visit the Student Health Services office, free of charge, for treatment of minor illness/injury. Treatment is not available to spouses or children of students.

The Student Health Services Office is located in Morgan Hall, Room 170. The telephone number is (785) 670-1470. Office hours are Monday through Friday from 7:30 a.m. to 1:00 p.m. and 2:00 to 4:30 p.m.

Services provided by the Student Health Services office include:

- care for minor illness/injury
- health education
- preventative medicine
- diagnostic consultation of physical and emotional problems

Referrals to other health care facilities are made when necessary and would be made at the student's expense.

If the University physician is not available and a student does not have a family physician in Topeka, treatment may be obtained at the following emergency care centers at the student's expense:

- Med Assist
- Minor Med
- St. Francis Hospital and Medical Center
- Stormont-Vail Regional Medical Center

# Financial Policies

## Law Loan Periods and Disbursement Dates

NOTE: Federal regulations dictate that any student **attending only one semester** *during an academic year* receive his or her student loan funds in two disbursements. One disbursement is made at the beginning of the semester. The second is made after the midpoint of the enrolled term.

So, for example:

- In the fall, second disbursements are made primarily to December graduates.
- In the spring, second and third year students who did not attend the fall semester, as well as incoming spring first year students who will not be attending the summer term, receive a second disbursement.

### Direct Deposit

In order to receive excess financial aid via direct deposit, students **MUST** enter their bank information themselves **EVEN IF THEY HAVE PREVIOUSLY RECEIVED REFUNDS VIA DIRECT DEPOSIT.**

Go to:

- [my.washburn.edu](http://my.washburn.edu)
- Choose "Students" tab
- Choose "IBOD"
- Choose "Refunds" (or "MyProfiles") tab
- Enter your bank information and check the "REFUNDS OPTION" box.

This may be done any time throughout the semester, but must be completed by August 1 to cover the earliest fall financial aid dates.

## Tuition and Fees

Tuition and fees are established by the Washburn Board of Regents and are subject to change at any time by the Washburn Board of Regents. All payments are made at the Business Office of the University. Students must clear the Business Office by making full payment of tuition and fees or making acceptable arrangements for deferred payments no later than Friday of the first full week of classes. Current tuition information is available at the "Tuition and Costs" area of the School of Law's website. Please note: Tuition and fees for the coming academic year are normally established in the June or July preceding the start of classes in August.

## **Deferred Payments**

Although all tuition and fee charges for any term are due in full at the time of registration, students who cannot pay in full on the day of registration may make special arrangements with the assistant controller to defer part of their charges. MasterCard, VISA or Discover credit cards may be used to pay for tuition. Any scholarship, grant or loan must first be applied to tuition and fees. A late payment fee of \$10 will be added for each deferred payment made after the arranged due date. A postmark on or before the due date will be accepted as timely payment. Deferred payments may also be made between 5:00 p.m. and 8:00 a.m. at the Business Office Depository located outside Morgan 205.

## **Late Registration Fee**

A \$100 fee will be assessed by the University if students enrolled in 9.5 or more hours have not paid tuition or made arrangements for deferred payments by Friday of the first full week of classes.

Students will not be allowed to remain in school for any semester in which they have not paid tuition or made arrangements for deferred payments by Friday of the third full week of classes.

To avoid difficulty with late enrollment and payment of fees, applicants and students must apply for financial aid and loans in a timely manner. Applying for loans in July or August *will not* be considered timely by the Financial Aid Office. It is recommended that applicants make copies of all financial aid correspondence, especially loan approval notices.

## **Failure to Pay Fees and Other Financial Obligations**

Failure to pay tuition, fees, dormitory payments, parking fines, library fines and emergency loans when due will result in a hold on future enrollment at Washburn and non-release of grade reports, transcripts, diplomas and bar examination certification. Only payment by cash, cashier's check, money order, MasterCard, Visa or Discover will be accepted for debts not paid within the semester when the charge was incurred.

## **Tuition Refunds**

Tuition refunds are processed according to the schedule available at the University Business Office. Tuition refunds different from that schedule are not permitted unless the course is cancelled by the University or unless an error was made by the University. No refunds will be made on late registration fees or student activity fees unless such charges have been made through an error of the University.

If the student has an unpaid account with the University, any refund due from withdrawal may be applied on such account. If the tuition is paid on the deferred payment plan, the refund will apply to the first installment payment.

A refund will not be made to a student in the event the tuition and fees were paid by other persons or sources, i.e., scholarship funds, grants, Title IV funds or others.

All law school refunds are made in accordance with Washburn University policies. For additional information, contact the Business Office at (785) 670-1156.

For any other questions regarding financial aid, please contact the Washburn Financial Aid Office at (785) 670-1151.

## Student & Student Organization Travel Policy

This guide was created to clarify requirements and expectations concerning travel arrangements, travel vouchers, and other travel-related issues. Like all faculty and staff, students travel as representatives of Washburn University School of Law. All students are expected to use funds wisely, just as the faculty and staff of the University are required to do.

1. A Travel Request form must be filled out and signed by the faculty advisor of the team or organization on whose behalf you are traveling. The signed form should be given to Betty Fischer (for Moot Court, Carol Rhodes) a minimum of two weeks before date of departure. Travel estimates include the following: 150 miles round trip to KCI @ 58.5 cents/mile (\$87.75); \$4.70 for tolls; and \$5.50 per day for parking at KCI. Total expenses on this form should include transportation, hotel, meals (see below), and cab/shuttle fares.
2. Parking at the airport is to be in the satellite parking area, except in extraordinary circumstances. If you choose to park in circle parking, you will only be reimbursed for the rate of satellite parking, or \$5.50 per day. Car-pooling to the airport is encouraged.
3. There is a \$35.00 per day limit on reimbursement of meal expenses (including any alcoholic beverages). This is PER DAY. This means that you cannot be reimbursed for more than \$35.00 spent in one 24-hour period. Example: You want to go out and spend \$40.00 for dinner. You will only be allowed to expense the \$35.00 limit. If you spend less than the limit, you will be reimbursed only for actual expenses. If you share meals and you pay for a number of people, everyone is to sign the back of the receipt and indicate who paid the bill. Students must obtain receipts showing all items ordered.
4. Reimbursement is allowed only for competition-related expenses and is not allowed for sight-seeing, T-shirts, and other “fun” expenses. While you are welcome to spend time outside of the competition visiting points of interest, these expenses are on your own and will not be reimbursed. Most competitions have food brought in, and you are encouraged to take advantage of this as much as possible.
5. Any expense that cannot be paid in advance should be charged on the competitor’s credit card. Reimbursements are made promptly and are usually available before charges appear on your credit card statement.
6. Hotel reservations are made by Betty Fischer. If the competition you are attending has blocks of rooms reserved at a reduced rate, this is the hotel that should be used. The University credit card can be used to guarantee and pay for room and tax ONLY. If the hotel requires authorization for use of the card, Betty or Donna

McMurray will fax it to them OR have the hotel send a *pro forma* invoice so we can have a check prepared for the team to take.

7. Airline reservations are made by Betty Fischer. The University credit card can be used to obtain online tickets. ALL team members should be involved with the timing of the flights. If team members wish to arrive in the city early and leave late to expand sight-seeing time, all members should agree to the schedule. If your competition begins early in the morning, it is acceptable to arrive the day before the competition. If your competition has an award banquet that is held late in the evening, it is acceptable to stay until the next day. REMEMBER: Any expenses incurred in sight-seeing (admissions tickets, transportation to and from the sight, etc.) are not reimbursable by the school.
8. Expense reports are due 7 days after you return from competition. It is suggested your faculty advisor review the reports to make sure all expenses are recorded accurately. These reports will be reviewed by Betty Fischer. Checks will be issued within 21 days of receipt into the Dean's Office. It is an Honor Code violation to falsify or attempt to recover non-competition expenses. Checks will be mailed to you, so please make sure you have indicated your current address in the Travel Expense Details box on the form.
9. If you have any questions or concerns, please speak with your faculty advisor or Betty Fischer in room 219A (for Moot Court contact Carol Rhodes in the Clinic office).
10. Remember, you are spending money that belongs to the University and are accountable for these funds.

## Military Recruitment Policy

The nondiscrimination policies of Washburn University and Washburn University School of Law reflect a long-standing commitment to equal opportunity. As adopted by our faculty:

**It is the policy of Washburn University School of Law to assure equal educational and employment opportunity to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, marital status or parental status.**

This policy complies with the requirements of the American Bar Association, the law school accrediting body, and the Association of American Law Schools, both of which monitor enforcement of standards. It applies to all programs and services offered by the law school.

Our practice has been to require employers who use our Professional Development Office to certify that they abide by our policy. We do this because we recruit and enroll students based in part on our non-discrimination policies and we wish to assure our students that they will receive equal treatment while enrolled at Washburn. Therefore, we consider it inappropriate to provide services to any employer whom we know to have an affirmative policy of discriminating against certain of our students in violation of our policy. Because the goal of the policy is to encourage compliance with it, we have not been unreasonable or inflexible in its implementation; we use the policy as a tool to educate employers, and we do not prohibit our students from investigating possible employment with employers who do not comply with our policies.

After sexual orientation was added to our non-discrimination policy in 1991, several military employers indicated that they would not be able to comply with our policies because they discriminate on the basis of age, disability and sexual orientation. As a result, from 1992 to 1997, those military employers were not allowed to use the interviewing facilities of the law school, but interviewed students in the University Placement Office. In 1997, however, Congress enacted the Solomon Amendment, which cuts off several types of federal funds to schools denying access to military recruiters. Because loss of the funds at issue would have significantly affected the operation of the law school and could penalize some of our students, as well as other students and departments of the University unrelated to the law school or its policies, we decided to comply with the congressional mandate.

Although we have decided to accommodate the military, the law school faculty also wishes to publicly reaffirm its conviction that employers should not discriminate on the basis of any of the characteristics delineated in our nondiscrimination policy; and that these characteristics have no legitimate relevance to practicing law. As a result, we intend to communicate this message on a regular basis in a manner reasonably calculated to reach the entire law school community.

## **Sexual Harassment Policy**

Washburn University of Topeka intends to assure a harassment-free environment in which to work and to pursue educational goals. Sexual harassment is a form of misconduct which undermines the integrity of employee relationships and student-faculty relationships.

Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Academic sexual harassment is the use of authority to emphasize the sexuality of a student in a manner which prevents or impairs that student's full enjoyment of educational benefits, environment or opportunities. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) the conduct has the purpose or effect of interfering with the individual's academic performance or of creating an intimidating, hostile or offensive education environment (2) imposed by an employee or agent of Washburn University which denies, limits, conditions or provides different aid, benefits, services or treatment.

All persons must be allowed to pursue their activities at Washburn University free from unsolicited and unwelcome sexual overtures or conduct. The administration of Washburn University strongly disapproves of such inappropriate conduct and will not tolerate its occurrence. Complaints of sexual harassment should be made verbally or in writing to Carol L. Vogel, Affirmative Action Director, 380A Morgan Hall, (785) 670-1509.

## **Statement of Responsibility**

The University reserves the right to correct clerical errors which may cause inaccurate information to be transmitted to applicants or students.

The University does not assume responsibility for injury or property loss or damage sustained by persons on or off the University's premises. Incidents of injury or property damage which could result in claims should be reported to the University Business Office or the Treasurer's Office immediately.