

Gonzaga University School of Law

Student Handbook 2024 - 2025



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DEFINITIONS

The Academic Dean means Associate Dean for Academic Affairs & Program Innovation

The Dean means the Law School Dean

The Dean of Students means Assistant Dean of Students

The Law School means Gonzaga University School of Law

The Legal Clinic means the Gonzaga Law School – Clinical Legal Programs (GLS-CLP)

The Registrar’s Office means Gonzaga School of Law Registrar’s Office

The Student (or Law School) Handbook means Gonzaga School of Law Student Handbook

The University means Gonzaga University

MISSION STATEMENTS

Gonzaga University School of Law Mission Statement

Our Mission: To provide an excellent legal education informed by our humanistic, Jesuit, and Catholic traditions and values.

Our Vision: To instill in our graduates the ethical values, substantive knowledge, and practical skills they need to become effective advocates and compassionate counselors. As a humanistic institution, we recognize the essential role of human creativity, intelligence, and initiative in the construction of society and culture. As a Jesuit institution, we are committed to educating the whole person to serve the public good, to engaging in a dialogue with all cultures and religious or ethical traditions, and to pursuing justice. As a Catholic institution, we believe that laws and legal institutions are subject to a moral order which transcends human whim and caprice. As a law school, we are committed to a healthy and respectful environment of free intellectual inquiry and exchange, and the protection of freedom of thought.

Our Welcome: We are committed to building a vibrant, diverse community that welcomes all regardless of religion, race, color, national origin, heritage, gender, age, sexual orientation, marital or veteran status, or disability

Gonzaga University School of Law Commitment to Diversity

Gonzaga University School of Law is actively engaged in cultivating a vibrant and strong community that values the dignity of all its members and fosters their personal and professional growth. We do not discriminate on the basis of sex, race, ethnicity, color, religion, national origin, sexual orientation, honorably discharged veteran or military status, gender identity, gender expression, age, marital status, familial status, immigration status, citizenship, language, or disability in any of our educational programming. As a Jesuit institution, we commit to creating a more just society. We diligently work to provide a respectful and supportive environment that holds a multitude of diverse perspectives that contribute to a meaningful, respectful, and robust learning experience required in the 21st century. We recognize diversity, equity, and inclusion as cornerstones of social and economic justice, and we seek to intentionally build a community that welcomes those who have been historically excluded from the legal profession.

INTRODUCTION AND RESERVATION OF RIGHTS

The Gonzaga School of Law Student Handbook is a guide to the academic and selected administrative rules, policies, and procedures that are in effect at the Law School. Some are unique to the Law School while others are University-wide.

Students are bound by all rules, policies, and procedures in effect at the Law School and University and are obligated to abide by all or be subject to an honor code violation. Students are required to read and have knowledge of the rules, policies, and procedures that govern their educational experience at the Law School.

The Law School and University reserve the right to modify rules, policies, and procedures without prior notice. The rules, policies, and procedures are the result of several factors, including accreditation requirements, state and federal laws, and Law School and University mission statements.

Modifications of the Gonzaga School of Law Student Handbook

Most modifications to the Student Handbook will first be considered by the Law School Academic Affairs Committee. If the Committee determines the proposed change to the Student Handbook affects an academic rule, it will forward the proposed modification to the faculty for the necessary approval. The faculty must approve any adoption, removal, or modification that affects an academic rule. If, however, the proposed modification is considered administrative, the Committee will have the authority to either approve or deny the modification within the Committee.

Exceptions and Waivers

Except as provided in this Student Handbook, the application and effect of any academic rule, policy, or procedure cannot be altered or waived. If the Academic Dean or the Dean desires to alter or waive the effect of any academic rule, policy, or procedure in a particular case in a manner not provided for in these rules, they must bring the matter to the faculty for approval.

Official Version

The Academic Dean has the responsibility to maintain the official current version of the Student Handbook and post to the Law School website.

SECTION 1: ADMISSION AND READMISSION

Rule 1-1: Admission.

- A. **Generally.** Except as provided in Rule 1-2, the Law School Admissions Committee considers all applications for admission to the Law School.
- B. **Requirements for admission.** Requirements for admission to the Law School are publicized on the school's website and may be revised from time to time. Any changes to the admissions

process, including the criteria for evaluating candidates and the requirements for admission, must be approved by the faculty to be effective.

- C. **Transfer students.** Students transferring from another law school must meet all requirements for admission. Such applications are considered by the Academic Dean and Assistant Dean of Admissions. The other law school must be fully accredited by the American Bar Association. However, the Law School may admit a student and grant credit for courses completed at a law school outside of the United States if the Law School would have granted credit towards satisfaction of J.D. requirements if earned at the Law School. If granted admission, the student's transcript will be evaluated by the Academic Dean to determine what credits will be transferred to the Law School. Transfer credits are treated as stated in Rule 2-3.
- D. **Non-degree candidates.** Subject to the permission of the Academic Dean, students who are not candidates for the J.D. degree granted by the Law School may be permitted to enroll in law school courses as permitted by Rules 3-5 and 4-3, or as visiting students pursuant to Rule 1-1(E). These students are not considered to be applicants to the Law School program.
- E. **Visiting students.** Students who are currently attending a law school fully or provisionally accredited by the American Bar Association may apply to the Law School as visitors. Prospective visiting students shall complete the Law School Application, pay the application fee, and submit these to the Admissions Office, along with a current law school transcript and a letter from a dean or registrar from their home institution stating that they are in good academic standing and eligible to continue at their home institution. Once the application is complete, the Admissions Office will forward it to the Academic Dean for approval. Students may visit for a maximum of one academic year and may enroll for no more than 30 credits. Visiting students may enroll only in classes in which there is space available after the registration period for Gonzaga law students has ended and are subject to all the Law School's rules and regulations during their visit.

Rule 1-2: Readmission.

- A. **Generally.** The faculty has examined the law school and bar examination performance of academically dismissed students who have been readmitted in the past. It has become clear that most students who do not meet minimum GPA standards have not mastered the material in their classes adequately, and thus do not have a sufficient foundation to continue in law school, pass a bar examination and competently practice law. The faculty thus considers readmission to be an extraordinary remedy and only rarely readmits academically dismissed students.
- B. **Eligible to apply for readmission.** A student who has been dismissed from the Law School may apply once for readmission under this rule if less than 2 calendar years have passed since being dismissed from law school. A student may not apply for readmission under this rule if 2 or more calendar years have passed after being academically dismissed.
 - 1. **First year student.** A student who has been academically dismissed at the end of the spring semester of their first academic year is eligible to apply for readmission for the fall semester

of the following calendar year. Applications for readmission must be submitted after February 1 and no later than March 1 of the following calendar year.

2. **Upper-class student.** An upper-class student who has been academically dismissed after completing three or more semesters is eligible to apply for readmission.
 - a. **Dismissal after fall semester.** A student dismissed after fall semester may apply by the following March 1 for possible readmission to the next fall semester or by the following October 1 for possible readmission to the next spring semester.
 - b. **Dismissal after spring semester.** A student dismissed after spring semester may apply by the following October 1 for possible readmission to the next spring semester or by March 1 of the following calendar year for possible readmission to the next fall semester.
- C. **Application for readmission.** The application for readmission will be made to the Academic Affairs Committee. If a student submits a timely petition for readmission, the Academic Affairs Committee (faculty members only) shall review the student's file and written petition, may request an appearance by the student before it, and may consult with other faculty members who have knowledge of the student. The Committee will submit its recommendation on the petition to the law faculty.
- D. **Standard for readmission.** The student must demonstrate (i) extraordinary circumstances that caused the student to fail to achieve good academic standing and (ii) that the student's admissions and academic record, together with any other relevant information, evidence a convincing likelihood that the student is capable of achieving and maintaining academic good standing in all future semesters. Other relevant information includes but is not limited to the reasons for the student's prior poor performance and all steps the student has taken to ameliorate those reasons. Prior law school academic performance is presumed to be the best indicator of future law school academic performance unless the student demonstrates a convincing likelihood otherwise. For purposes of this rule, "extraordinary circumstances" do not include events for which there was a reasonable opportunity for the student either to recover or obtain administrative relief prior to completing the work on which a significant portion of the course grades were based.
- E. **Conditions on readmission.** If the law faculty votes to readmit a student, the student's readmission may be subject to conditions and special requirements, including retaking designated classes or beginning law school over, as determined by the faculty. But in no event will a first-year student who is dismissed at the end of the spring semester of their first academic year and who has a GPA below 2.000 be permitted to continue without retaking all first-year courses.

Rule 1-3: Restarting Law School After Dismissal.

- A. **Eligibility and process.** If more than 2 calendar years have passed after dismissal from any law school, the student may apply to the law school under the usual admissions process and standards in effect at the time the student submits the new application.

- B. **Standard.** In evaluating that application, in addition to applying the admission standards in effect at that time, the Admissions Committee should determine whether the student has demonstrated that the student's admissions and academic record, together with any other relevant information, evidence a convincing likelihood that the student is capable of achieving and maintaining academic good standing in all future semesters. Other relevant information includes but is not limited to the reasons for the student's prior poor performance and all steps the student has taken to ameliorate those reasons. Prior law school academic performance is presumed to be the best indicator of future law school academic performance unless the student demonstrates a convincing likelihood otherwise.
- C. **Previous credits.** Any student admitted to law school pursuant to this rule shall receive no credit for courses completed prior to the dismissal.

SECTION 2: J.D. DEGREE REQUIREMENTS

Rule 2-1: Degree Awarded.

Upon successful completion of all requirements as specified in Rule 2-2, a student will be awarded a juris doctor (J.D.) degree.

Rule 2-2: Degree Requirements.

- A. To be awarded the J.D. degree, a student must fulfill the following requirements:
1. Successfully complete the minimum number of credit hours of course work as specified in Rule 2-3;
 2. Complete all required courses as specified in Rule 2-4;
 3. Maintain the minimum cumulative grade point average as specified in Rule 2-5;
 4. Satisfy Rule 2-6; and
 5. Complete the public service requirement as specified in Rule 2-7.

Rule 2-3: Credits Earned to Fulfill J.D. Degree Requirements.

- A. **Generally.** Students who matriculated before Summer 2024 must complete a minimum of 90 credit hours of course work, and students who matriculate Summer 2024 and beyond must complete a minimum of 85 hours of course work. Credit for a course that will count toward fulfilling the minimum credit hours required to earn the J.D. degree will be determined by the following rules. A course includes any offering by the Law School or any offering accepted by the Law School for credit toward the J.D. degree, including but not limited to, extracurricular activities (Rule 2-3(F)), directed research (Rule 2-3(M); Rule 3-6), externships (Rule 2-3(G), (K)), clinics (Rule 2-3(H),(K)), transfer credits (Rule 2-3(I)), Study Abroad (Rule 2-3(I)(6)), credits pursuant to an approved dual degree program (Rule 2-3(J)), or the course exchange program (Rule 2-3(L)).

- B. **Graded credits.** To be awarded credit for a graded course, the student must earn a grade of D or higher. No credit will be awarded for a graded course in which the student earns an “F.”
- C. **Pass/fail credits.** To be awarded credit for a pass/fail course, the student must earn a grade of “P.” No credit will be awarded for a pass/fail course in which the student earns an “F.”
- D. **Audit credits.** A student will earn no credits toward the J.D. degree requirement for courses that are audited.
- E. **Repeated courses.** A student who has earned academic credit in a course may not re-enroll in that course or earn credit in that repeated course except as provided in subparagraph (1) and (2) herein.
1. **Generally.** As specified in Rule 2-3, a student may re-enroll and earn credit in the following courses: Clinic, Externship, Gonzaga Law in Action, Directed Research, Law Review, Law Journal, and Moot Court.
 2. **Readmitted students.** A student who is readmitted pursuant to Rule 1-2 and is directed to retake a course as a condition of the readmission may be allowed to enroll in a course for which the student has previously earned credit. The student will not earn additional credit for the repeated course.
- F. **Credits from extracurricular activities.** A maximum of 6 credit hours from any combination of Law Journal, Law Review, Moot Court, or any other extracurricular activity for which credit is awarded may be used toward satisfying the number of credit hours required to earn the J.D. degree. A student must receive advance approval to register for these courses. In addition, subparagraphs (1) through (3) herein apply.
1. **Re-enrollment.** A student may enroll for more credits in these courses than will be credited toward the number of credit hours required to earn the J.D. degree.
 2. **Graded credits.** Moot Court credits are graded credits.
 3. **Pass/fail credits.** Law Journal and Law Review credits are pass/fail credits.
- G. **Credits from externship.** A student permitted to enroll in an externship may earn a maximum of 15 credits toward satisfying the total number of credits hours required to earn the J.D. degree.
1. **Ability to enroll.** A student is permitted to enroll in an externship if the student has either (i) completed or enrolled in 56 credit hours of the minimum credit hours required for graduation or (ii) has successfully completed one academic year of law school and possesses sufficient skills to participate in the externship as determined by the Externship Director, in light of input from the student’s first-year professors. Subject to approval of the Externship Director, a student may enroll for 2 to 15 externship credits in any one semester. Unless prior permission from the Externship Director and the Academic Dean is granted, students are limited to a total of 2 externship experiences.

2. **Credit reduction.** Credits given for clinics as set forth in Rule 2-3(H), and/or Gonzaga Law in Action shall reduce, credit for credit, allowable externship credits. Credits taken in Simulation Courses do not reduce the number of available externship/clinic/Gonzaga Law in Action credits.
 3. **Grading.** Only one of the externship credits per semester, including the summer term, is graded. All other externship credits earned in that same semester, including the summer term, are pass/fail credits.
- H. **Credits from clinical courses.** A student permitted to enroll in a clinic may earn a maximum of 15 credits (in all clinical courses combined) toward satisfying the total number of credit hours required to earn the J.D. degree.
1. **Ability to enroll.** Students must apply for, and be accepted to, positions in clinical courses in the manner determined by the Manager of Clinic Legal Programs.
 2. **Credit reduction.** Credits given for externships as set forth in Rule 2-3(G), and/or Gonzaga Law in Action shall reduce, credit for credit, allowable clinical course credits. Credits taken in Simulation Courses do not reduce the number of available externship/clinic/Gonzaga Law in Action credits.
 3. **Grading.** All clinical course work is graded. The supervising attorney(s) for each student will assign the appropriate grade.
- I. **Transfer credits.**
1. **Generally.** Dual Degree credits earned under Rule 2-3(J), course exchange credits earned under 2-3(L), or law school credits earned at another law school are eligible for transfer to the Law School. If law school credits, the credits must have been earned at another law school fully accredited by the American Bar Association, or if the credit was earned at a law school outside of the United States, if the Law School would have granted credit towards satisfaction of J.D. requirements if earned at the Law School. Only law school credits for which the student received a grade of “C” or better will be available for transfer to the Law School.
 2. See Rule 2-3(J) for Dual Degree acceptable grades, and Rule 2-3(L) for course exchange acceptable grades.
 3. Transfer credits will not be considered in computing the student’s grade point average or class rank.
 4. No credit will be given for any courses taken at any educational institution prior to matriculation at the Law School unless the Academic Dean approves those credits for transfer pursuant to this rule. In no event may the Academic Dean approve for transfer to the Law School more than a maximum of one-third of the credits needed for awarding the J.D. degree.
 5. No credit will be given for courses taken at another law school after matriculation at the Law School except as provided below.

6. Study abroad programs.

- a. A study abroad program is any program where classes are taken outside the United States. To enroll in any summer study abroad program (whether offered by the Law School or through another law school), except as described below, the student must have a grade point average of 2.400 or higher by the end of the fall semester preceding the summer the program is offered. In applying this rule, any advisory grades received by the student after the fall semester immediately preceding the summer for which the student wishes to register, will be counted as if they were terminal grades. Any student with a GPA between 2.200 and 2.400 may be eligible for a study abroad program but must first consult with the Academic Dean.
 - b. For study in a program at a foreign law school with which the Law School has a faculty-approved student exchange program, the student must obtain advance approval for the approved course of study from a foreign study academic advisor. This academic advisor must be the Academic Dean or the Academic Dean's faculty-member designee.
 - c. For all other study abroad programs, the student must obtain written approval from the Academic Dean prior to enrollment in the course, including study abroad programs offered through another law school.
 - d. For all courses offered in the United States, and for study abroad programs offered during the fall or spring academic semesters, except for a program at a foreign law school with which the Law School has a faculty-approved student exchange program, no approval will be given for taking a course at or sponsored by another law school unless the student has a compelling reason for doing so. Serious health matters, family problems, or taking a course not offered at this law school but of substantial importance to a student's career objective are examples of compelling reasons; the desire to finish law school in the locality where a student may wish to practice law is not a compelling reason.
 - e. For study abroad programs offered during the summer, approval will be given if the courses are not substantially similar to courses offered at the Law School or in a Gonzaga Law School-sponsored study abroad program; if the student meets all other applicable criteria set by the sponsoring school for enrollment in the program (such as a language proficiency requirement); and if the student meets all other applicable criteria set forth in this Rule.
7. **Externship.** No approval will be given for students to receive credit for externships or work experiences sponsored by another law school, whether in the United States or abroad.
8. **Final semester visit away.** If the student is visiting at another law school in the final semester of study toward the J.D. degree, the student must achieve the semester final grade point average that would place that student in good standing on the visiting away school's grading standard.

9. **Maximum credits.** A student will not receive credit for more than sixteen (16) credit hours of the credits required for the J.D. degree (whether from summer school, regular sessions, or foreign study abroad) taken at or through another law school after matriculation at the Law School. The Academic Dean may make an exception to this credit hour limitation for good cause.
- J. **Dual degree programs.** All dual degree programs require the student to earn no fewer than 83 law credits.
1. **School of Business Administration.** The Law School and the School of Business Administration offer a combined Master of Business Administration (MBA/J.D.) degree, a combined Master of Tax (MTax/J.D.) degree, and a combined Master of Accountancy (MAcc/J.D.) degree. The following subparagraphs (a) through (e) apply to students in these dual degree programs.
- a. **Ability to enroll.** To enroll in any dual degree program, the applicant must meet the admission requirements of both schools.
 - b. **Credits.** A student enrolled as a degree candidate in either the Master of Business Administration program, the Master of Tax, or in the Master of Accountancy program may transfer a maximum of 6 credits from the School of Business Administration to count toward the credits required to award the J.D. degree.
 - c. **Grading.** Upon successful completion of a School of Business Administration course with a grade of B or above, the credit earned will be transferred to the law student's transcript. Credits transferred from the School of Business Administration to the Law School shall be treated as transfer credits (see Rule 2-3(I)) for purposes of computing GPA and class rank and completion of J.D. credit requirements.
 - d. **Additional requirements.** With the exceptions described above, all requirements of each school must be satisfied to earn the degree granted by that school. Courses which are taught in both schools may be taken only once. The student will secure advance approval from the Academic Dean for any course for which the student seeks credit toward both degrees.
 - e. **Eligible for J.D. degree award.** A J.D. degree candidate who transfers 6 credits to the Law School from the School of Business Administration and earns the remaining credits in the Law School is eligible to be awarded the J.D. degree upon completion of all the other requirements for awarding the J.D. degree as provided for in Rule 2-2, even if the candidate has not completed all requirements necessary to be awarded the MBA, MTax, or MAcc degree as the case may be.
2. **School of Social Work.** Gonzaga Law School and the School of Social Work at Eastern Washington University (EWU) offer a dual degree program leading to the J.D. degree and the Master of Social Work (MSW) degree. The following subparagraphs (a) through (e) apply to students in this dual degree program.

- a. **Ability to enroll.** To enroll in any dual degree program, the applicant must meet the admission requirements of both schools.
 - b. **Credits.** A student enrolled as a degree candidate in the Master of Social Work program at EWU may transfer a maximum of the equivalent of 10 semester credits from the MSW program at EWU to count toward the credits required to award the J.D. degree.
 - c. **Grading.** Upon successful completion of an EWU MSW course with a grade of C or above, the credit earned will be transferred to the law student's transcript. Credits transferred from the School of Social Work at EWU to the Law School shall be treated as transfer credits (see Rule 2-3(I)) for purposes of computing GPA and class rank and completion of J.D. credit requirements.
 - d. **Additional requirements.** With the exceptions described above, all requirements of each school must be satisfied to earn the degree granted by that school. Courses which are taught in multiple schools may be taken only once. The student will secure advance approval from the Academic Dean for any course for which the student seeks credit toward both degrees.
 - e. **Eligible for J.D. degree award.** A J.D. degree candidate who transfers the equivalent of 10 quarter credits, or the equivalent of 6 semester credits, to the Law School from the School of Social Work at EWU and earns the remaining credits in the Law School is eligible to be awarded the J.D. degree upon completion of all the other requirements for awarding the J.D. degree as provided for in Rule 2-2, even if the candidate has not completed all requirements necessary to be awarded the MSW degree.
- K. **Credits based upon duplicative work product.** A student is not allowed to obtain credit based upon work product that is substantially similar to work product submitted for another course for credit toward the J.D. degree.
- 1. **Disclosure.** If a student seeks to use any work product, such as a paper or project, in a course for credit toward the J.D. degree and any part of that work product was used in a prior or contemporaneous course for credit toward the J.D. degree, the student must disclose that prior usage. The student's disclosure shall be to the professor in the second course, or if a vesting paper for the law review or journal, the advisor for the Law Review or journal, as the case may be, and the Academic Dean.
 - 2. **Determination.** The professor in the second course, or the law review advisor or the journal advisor, as applicable, and the Academic Dean will determine if the student is seeking credit in the subsequent course for substantially the same work product as produced for the first course.
- L. **Course exchange credits for non-dual degree law students.**
- 1. **Generally.** With permission of the Academic Dean and the course professor, and provided there is space available in the class, a law student may enroll in up to a total of 6 credit hours

from the graduate-level courses offered at the Gonzaga University School of Business Administration or the School of Leadership Studies.

2. **Transfer credit.** Upon successful completion of a course in the School of Business Administration or the School of Leadership Studies with a grade of B or above, the credit earned will be transferred to the law student's transcript and will apply toward the requirements for a J.D. degree. Credits transferred from the School of Business Administration or the School of Leadership Studies to the Law School shall be treated as transfer credits (see Rule 2-3(I)) for purposes of computing GPA and ranking.

M. **Directed Research.** Subject to Rule 3-6, students can earn credits which may be counted towards the completion of the J.D. credit requirement through directed research.

Rule 2-4: Required Courses.

A. **Required Courses for students who first matriculated in the summer of 2020 through Fall 2023.**

1. **Required courses generally.** Except as provided in Part B, to earn the J.D. degree, a student must successfully complete the following courses:
 - a. **First-year Courses.** Civil Procedure; Torts; Criminal Law; Contracts; Property; Constitutional Law I; Legal Research and Writing I; Legal Research and Writing II; and Professional and Academic Foundations I & II. For a transfer student, the Academic Dean may waive the requirement that the student take Professional and Academic Foundations I & II.
 - b. **Third and Fourth Term Courses.** Constitutional Law II; Evidence; and Professional Responsibility. Students enrolled in the three-year program are expected to take each of the required courses in their second year. The Academic Dean may allow a student enrolled in the three-year program to take one or more of these classes after the second year if it is impossible or highly impractical for the student to take one or more of these classes during the third or fourth terms.
 - c. **Upper-Level Legal Research & Writing.** Two credits of upper-level legal research and writing through a designated upper-level legal research and writing course (including Advanced Advocacy, Drafting for Litigation, Transactional Drafting, and Advanced Legal Research), a directed research project under the supervision of a faculty member, a Vesting Paper in Law Review Fall 2022 forward, a Vesting Paper in Law Journal Fall 2024 forward, or another course that has been approved as providing significant instruction on how to research and author a substantial piece of writing in the form of a legal brief or publishable paper, including a seminar in which the writing component is comparable to that of a two-credit directed research project. Courses that meet this requirement are noted on the published course schedules.

- d. **Experiential Learning.** Six credits of Experiential Learning in clinic, and/or externship, and/or Gonzaga Law in Action, and/or in a designated simulation course, after successful completion of 30 credits. Up to half of the credits may be satisfied by a simulation course.

For purposes of this rule, the second year begins after a student has successfully completed 30 credits, and the third year begins after a student has successfully completed 60 credits.

- 2. **Students in Executive Two-Year J.D. Program.** Students seeking to earn the J.D. degree in two academic years (24 months) must successfully complete the courses listed in 2-4(A), except that these students:
 - a. Will have their first-semester courses determined by the faculty and the program director;
 - b. Will complete the “first-year courses” in their second and third terms;
 - c. Will complete the “third and fourth term courses” on the schedule determined by the faculty and the program director; and
 - d. Must complete a total of 8 credits of Experiential Learning in clinic, and/or externship, and/or Gonzaga Law in Action and/or in designated simulation courses. Up to half of the credits may be satisfied by simulation courses.

B. Required Courses for students who first matriculated in the summer of 2024 and thereafter.

- 1. **Required courses generally.** Except as provided in Part B, to earn the J.D. degree, a student must successfully complete the following courses:
 - a. **First-year Courses.** Civil Procedure; Torts; Criminal Law; Contracts; Property; Constitutional Law I; Legal Research and Writing I; Legal Research and Writing II; Professional and Academic Foundations, and Lawyering Skills. For a transfer student, the Academic Dean may waive the requirement that the student take Professional and Academic Foundations and Lawyering Skills.
 - b. **Third and Fourth Term Courses.** Constitutional Law II; Evidence; Professional Responsibility, Business Associations, and Legal Research and Writing III. Students enrolled in the three-year program are expected to take each of the required courses in their second year. The Academic Dean may allow a student enrolled in the three-year program to take one or more of these classes after the second year if it is impossible or highly impractical for the student to take one or more of these classes during the third or fourth terms.
 - c. **Upper-Level Legal Research & Writing.** In addition to Legal Research and Writing III, two credits of upper-level legal research and writing through a designated upper-level legal research and writing course (including Advanced Advocacy, Drafting for Litigation, Transactional Drafting, and Advanced Legal Research), a directed research project under the supervision of a faculty member, a Vesting Paper in Law Review or Law Journal, or another course that has been approved as providing significant

instruction on how to research and author a substantial piece of writing in the form of a legal brief or publishable paper, including a seminar in which the writing component is comparable to that of a two-credit directed research project. Courses that meet this requirement are noted on the published course schedules.

- d. **Experiential Learning.** Six credits of Experiential Learning in clinic, and/or externship, and/or Gonzaga Law in Action, and/or in a designated simulation course, after successful completion of 28 credits. Up to half of the credits may be satisfied by a simulation course.
2. **Students in Executive Two-Year J.D. Program.** Students seeking to earn the J.D. degree in two academic years (24 months) must successfully complete the courses listed in 2-4(A), except that these students:
- a. Will have their first-semester courses determined by the faculty and the program director;
 - b. Will complete the “first-year courses” in their second and third terms;
 - c. Will complete the “third and fourth term courses” on the schedule determined by the faculty and the program director; and
 - d. Must complete a total of 8 credits of Experiential Learning in clinic, and/or externship, and/or Gonzaga Law in Action and/or in designated simulation courses. Up to half of the credits may be satisfied by simulation courses.

Rule 2-5: Required Grade Point Average.

- A. A student must have a cumulative grade point average of 2.200 or better for the graded credits that count towards the minimum credit hours required for the J.D. degree. In addition, a student must have a grade point average of 2.200 or better in the final semester in which the student earns graded credits that count towards the total of the minimum credits required for the J.D. degree. Both cumulative and final semester grade point averages are computed as specified in Rule 7-3. Grades for all courses taken above the minimum credit hours needed for the J.D. degree during the semester or summer session in which the minimum credit hours are earned will be included in the computation of the student’s cumulative and semester grade point average and appear on the student’s transcript.
- B. In the event a student achieves a cumulative grade point average of 2.200 or better for the graded credits that count towards the minimum credits, but fails to achieve the semester grade point average of 2.200 or better in the final semester in which the student earns graded credits that count towards the minimum credits, the student is allowed to take courses in one additional term to achieve the final semester grade point average of 2.200 or better. All such credits will be included in the computation of the student’s cumulative and final semester grade point average, after the additional semester, and appear on the student’s transcript.

Rule 2-6: Maximum and Minimum Time to Complete J.D. Degree.

- A. **Maximum amount of time to complete degree requirements.** A student must complete all requirements to be awarded the J.D. degree within 60 months from the date of matriculation at

the Law School or a law school from which Gonzaga has accepted transfer credit. For good cause demonstrated to the faculty, a student may be allowed more than 60 months, but in no event more than a maximum of 84 months, from the date of matriculation to complete all requirements to be awarded the J.D. degree.

- B. **Minimum amount of time to complete degree requirements.** A student may not complete the requirements to be awarded the J.D. degree in a time period shorter than 24 months from the date of matriculation.

Rule 2-7: Public Service Requirement.

- A. **Requirement.** Except for transfer students, each student must complete 30 hours of public service as a requirement for graduation. Transfer students must complete 20 hours of public service as a requirement for graduation.
- B. **Time for completion.** Students may begin to work toward completion of the public service requirement at the beginning of their first year of law school. The public service requirement cannot be satisfied by hours for which the student also receives compensation, goods, or academic credit, or hours that are submitted for Pro Bono Distinction. Hours must be completed by the last day of the final exam period for the term in which the student is expected to graduate. See also Rule 7-8.
- C. **Definition of public service.** For purposes of this requirement, “public service” shall be broadly interpreted. It encompasses traditional pro bono legal work, but can also be satisfied by any of the following activities, provided the student receives no compensation: (i) volunteering at a nonprofit charitable, civic, or community organization (law or non-law related); (ii) assisting an attorney or law firm on a pro bono case; (iii) any work over and above required hours necessary to meet an Experiential Learning credit (Externship or Legal Clinic; or (iv) serving at a public agency. Students will not be permitted to log hours of “tabling” unless the student is tabling for a nonprofit charitable, civic, or community organization that is not controlled by a Law School student organization. Also, if students are members of a board or organization, they cannot log hours as public service hours if the hours are required as part of their position on that board or in that organization.
- D. **Report Public Service Activity.** In order to receive credits for public service hours worked, students must submit properly completed forms in the manner described on the Public Service Requirements webpage.
- E. **Notation on transcript of completion.** Transcripts will reflect completion of the “public service requirement.”

SECTION 3: COURSE OF STUDY

Rule 3-1: Academic Year.

The law school offers a fall and spring term of 13 weeks each, exclusive of the examination period, as its academic year. The fall semester term commences in August and the spring semester term

commences in January. The law school offers a summer term of 10 weeks, exclusive of the examination period.

Rule 3-2: Maximum and Minimum Credits Per Term.

- A. **Generally.** “Credits” means credits taken at the law school or taken elsewhere but used to satisfy the requirements for the J.D. degree at the law school.
- B. **Maximum credits per term.** During any term, a student may take up to 16 credit hours.
 - 1. **Exceptions for fall and spring semester terms.** With the approval of the Academic Dean, a student may take up to 18 credits.
- C. **Minimum credits per term.** During the fall or spring terms, a student may not take fewer than ten (10) credit hours.
 - 1. **Exceptions for fall and spring semester terms.** If granted written permission to do so by the Academic Dean for good cause shown, an upper-class student shall be allowed to register for and take 8 to 9 credit hours during the fall or spring term. If granted written permission to do so by the Academic Dean, based upon extraordinary circumstances, an upper-class student shall be allowed to register for and take fewer than 8 credit hours during a fall or spring term. An upper-class student who needs fewer than 10 credits to graduate may register for fewer than 10 credits during a fall or spring term without permission from the Academic Dean.
- D. Except as provided for in Rule 3-4, a student must be registered for and take all first-year required courses, and may not drop or withdraw from any first-year course. For Executive Two-Year J.D. students, a first-year course is any course required during the student’s first three semesters. For all other students, a first-year course is any course required during the student’s first two semesters.

Rule 3-3: Prerequisites.

A student may not take a course for which the student will not have satisfactorily completed the required prerequisite course(s) prior to the start of the term in which the course with the prerequisite is offered. Prerequisites may be waived for good cause shown with the approval of a professor for a course and the Academic Dean.

Rule 3-4: Adding, Dropping, and Withdrawing from Courses; Reduced-Load Students.

- A. **First-year students.**
 - 1. Students enrolled in 1L first-year required courses may not reduce their credit load without approval from the Academic Dean. Before seeking such approval, students shall first consult with the Dean of Students.
 - 2. The Academic Dean may approve such a reduced load for exigent circumstances including but not limited to medical emergencies, death of a family member, or other situations that

- may be resolved with a temporary reduction in course load without the need for a leave of absence. No 1L student may reduce a credit load by more than 4 credit hours in one semester.
3. All classes that require successful completion of a first-year course are listed in the course description catalog and cannot be taken prior to completion of that first-year course.
 4. A first-year student taking a reduced load or allowed to drop or withdraw from any course must take that course during the next fall or spring semester in which it is offered.
 5. **Withdrawing after last day of scheduled classes.** After the last day of classes scheduled for the term, a first-year student allowed to withdraw from a course must demonstrate exigent circumstance to the professor and the Academic Dean. The withdrawal will be noted on the transcript as provided in this rule.
 6. **Adding courses.** A first-year student may not take any courses for credit during the first academic year of law study other than the first-year required courses, with the exception of Gonzaga Law in Action.
- B. **Upper-class students.** An upper-class student is a student who has completed one academic year of law study.
1. **Adding Courses.** An upper-class student may add courses during the add/drop period. After the expiration of the add/drop period, a student may add a course only with the written permission of the professor and the Academic Dean.
 2. **Dropping Courses.** An upper-class student may drop a course, except a required first-year course, during the add/drop period, without reflection of the drop on the student's transcript.
 3. **First-year required courses.** An upper-class student enrolled in any required first-year course may not drop or withdraw from the course.
 4. **Withdrawing after add/drop period.** For good cause shown and with written permission of the professor and the Academic Dean, an upper-class student may withdraw from a course, other than a first-year required course, after the add/drop period up to the last day of scheduled classes for the term. After the last day of classes scheduled for the term, a student is allowed to withdraw from a course, other than a first-year required course, only if the student demonstrates exigent circumstances to the professor and the Academic Dean.
- C. **Notation on transcript.** If any student is allowed to withdraw from a course after the add/drop period expires, a "W" shall be noted on the student's transcript. The student shall receive no credit for the course and the course will not be reflected in computation of the student's grade point average. The Academic Dean may direct that a "W" not appear on the student's transcript if the student demonstrates to the Academic Dean exigent circumstances requiring withdrawal from the course.
- D. **Exigent circumstances.** An exigent circumstance does not include poor performance in the course or a potential negative effect on the student's grade point average if the student continues in the course.

- E. **Changing sections of a course.** Starting with the first day of class, an incoming 1L or transfer student may not change from one section to another section of the same course without the written approval of the Academic Dean and the professor for each section. All requests for section changes from 1L or transfer students made prior to the first day of class must be approved by the Registrar and the Academic Dean.
- F. **Add/drop period.** For regular courses in the fall and spring semesters, the add/drop period begins on the first day of intersession week of each semester and ends one week after the first day of regular courses. For courses primarily held during the intersession weeks of fall and spring semesters, the add/drop period begins and ends the first day of intersession week. For summer semester, the add/drop period begins on the first day of the session and ends on the first Friday of the session. Dates for each semester's add/drop period will be posted on the law registrar's webpage.
- G. Full tuition adjustments are provided during the add/drop period. There is no financial adjustment provided after the drop deadline for each semester. Please consult with Student Accounts for adjustments on Complete Withdrawals.

Rule 3-5: Attending or Auditing Courses.

- A. **Auditing Courses.** Only current Gonzaga law students may audit a course at the law school and only after they complete the required curriculum in their first academic year. The student must obtain the written permission of the professor to be allowed to add a course as an auditor, and the written permission of the Academic Dean to audit the class. A person may attend a law school course only if they are an enrolled auditor pursuant to this rule, registered for credit as a law student pursuant to Rule 4-1, or registered for credit pursuant to Rule 4-3.
- B. **Enrolling in Courses for Credit.** A person may enroll in a law school course for credit only if they are a matriculated student at the Law School, a visiting student under Rule 1-1, a student who meets the criteria of Rule 4-3, or if the student has received written permission to enroll in a course for credit from the professor and the Academic Dean. All students enrolled in a law school course for credit must pay the applicable tuition for the course prior to enrollment in the course.
- C. Students who are not candidates for the J.D. degree at Gonzaga or at another accredited law school may not enroll in more than 6 credits at the law school. In addition, students who are not matriculated at the Law School may only enroll in law school courses if space is available after all matriculated students have had an opportunity to register. If a non-J.D. student enrolls in a course at the law school that is subject to any of the law school's mandatory grade ranges, the student's grades must not be counted in the calculation of the grade range for the class. In addition, the student's enrollment in the class must not be counted towards determining whether the class enrollment is sufficient to require the class grading to adhere to a mandatory grade range.

Rule 3-6: Directed Research.

- A. **Generally.** Directed research is a course of independent study for course credit, under the supervision of a faculty member. Adjunct faculty may not supervise directed research. Grades are assigned based on the supervising faculty member's evaluation of a paper which is the product of the study. Directed research papers shall be of Law Review publishable quality.
- B. **Restrictions on credits.** Courses of directed research are normally one semester in length and limited to two course credits; however, with the approval of both the supervising faculty member and the Academic Dean, a course of directed research may be two semesters in length and may be three course credits. A student may take no more than five credit hours of directed research during the student's law school career.

Rule 3-7: Interscholastic Team Competitions.

- A. **Generally.** Students participating in interscholastic competitions will be eligible to receive two credits if the following four conditions are satisfied:
 - 1. The competition is recognized by the Law School Administration pursuant to this Rule.
 - 2. Competition rules require the team to:
 - a. Submit a substantial written work that is principally the product of the team members' own efforts; and
 - b. Compete against another team a minimum of two times; or
 - c. If the competition rules do not require a substantial written analysis of one or more legal issues, which is principally the students' work product, the team prepares and conducts in competition a minimum of 3 times a full evidentiary hearing or trial that includes presentation of opening and closing arguments, examination and cross-examination of witnesses, and presentation of motions and objects.
 - 3. An adjunct or full-time faculty member, serving as a coach to team members, provides substantial guidance or training on: (i) the legal issues involved in the competition; (ii) the preparation of the written work required for the competition; or (iii) the skills associated with the competition.
 - 4. The Academic Affairs Committee reviewed and approved granting academic credit for the competition within three years preceding the beginning of the semester in which credit is to be awarded.
- B. **Moot Court Council and Law School Administration Recognition.**
 - 1. If the Moot Court Council has voted to recognize an interscholastic competition, the vote and the materials reviewed by the Council for the vote shall be forwarded to the Dean or the Dean's assigned representative for a final determination of whether the team shall receive recognition.

2. If the Moot Court Council has declined to recognize an interscholastic competition, a faculty member may submit the matter to the Academic Affairs Committee. If the Academic Affairs Committee votes to recognize the competition, the vote and the materials reviewed by the Committee for the vote shall be forwarded to the Dean or the Dean's assigned representative for a final determination of whether the team shall receive recognition.
 3. In deciding whether to recognize a competition, the Dean or the Dean's representative shall take into consideration the number and nature of other competitions in which the Law School is or will be competing during that academic year, the competition history, and whether the competition encompasses an academic area that fits within the Law School's curriculum. The Dean or the Dean's representative may consult with the Academic Affairs Committee when deciding whether to recognize a new moot court competition. Decisions about recognition will be effective for three academic years unless specified to be effective for fewer years.
 4. The Dean or Dean's representative shall also decide whether and to what extent the Law School will provide funding for the competition and, if so, whether the funding will come through the Moot Court Council or from some other source. Decisions about funding will be effective for one academic year and shall take into consideration the team's own plan for long-term funding, as stated in the team's application for recognition.
 5. The Dean or the Dean's representative will convey the administration's decision regarding recognition and funding to the Council in writing.
 6. The Academic Affairs Committee must also review and approve the granting of credit for any particular competition within three years preceding credit being granted for the competition.
- C. No student may participate in an interscholastic team competition that is not recognized pursuant to this Rule.
- D. As part of the evaluation of student performance, a coach is expected to observe the team members in both practices and an interscholastic competition.

Rule 3-8: Curriculum Proposals.

- A. Proposals to add or delete courses, change the course description for an existing course, change the number of credits for an existing course, change the courses required or recommended for graduation, or any other curricular change shall be submitted to the Academic Affairs Committee. All proposals to engage in programs for course exchange or credit exchange with any other unit of the University or with any other institution or any changes to existing programs must also be submitted to the Academic Affairs Committee.
- B. Except as provided in paragraphs C and D, the Academic Affairs Committee shall evaluate all course and program proposals and make recommendations to the faculty for a faculty vote. No

changes will be made to the curriculum or programs without a vote of the faculty adopting such change.

- C. Proposals for one-time course offerings shall be evaluated by the Academic Affairs Committee and may be approved by the Committee without submitting the course to the faculty for a faculty vote. The Committee shall promptly report such approval to the faculty. Courses approved under this paragraph shall not be listed in the course catalogue. No course may be approved under this paragraph more than once.
- D. At the request of the applicable program director and with the approval of the Academic Affairs Committee, a course may be added to or removed from the list of courses needed or eligible to satisfy the requirement for a certificate. The Academic Affairs Committee shall promptly report such approval to the faculty.

Rule 3-9: Minimum requirements for Academic Credits.

A. Credits for Courses at the Law School.

1. For each credit, there must be an expectation that students will devote at least 2,550 minutes combined to receiving classroom or direct faculty instruction and to working on the course outside the classroom. For most courses, for each credit there will be: (i) at least 750 minutes of classroom or direct faculty instruction and taking exams; and (ii) an expectation that students will devote at least 1,800 minutes outside the classroom to working on the course. For this purpose, time taking exams means the time allocated by the instructor for in-class exams, and the time the instructor expects students to need to complete take-home exams. For seminars, paper courses, and Legal Research & Writing a different allocation between classroom instruction and work outside of class may apply.
2. The instructor for each course must submit a syllabus for the course to the Associate Dean for Academic Affairs. By so doing, the instructor certifies that the course is designed to meet the requirements of paragraph (a.).
3. In determining the length of time students are expected to devote to a course outside the classroom, an instructor should consider the time needed to complete reading assignments, complete any other required course work, brief cases, prepare course outlines, prepare for examinations (including answering practice questions and examinations), complete CALI exercises, and participate in study groups and review sessions. As guidance for determining the time needed to complete reading assignments, the faculty's judgment, based on survey data, is that an average law student reads 10-20 pages per 60 minutes, depending on the difficulty of the material. Time needed to read primary sources of law – cases, statutes, regulations – is ordinarily more than the time needed to read other texts.
4. The Associate Dean for Academic Affairs shall keep all syllabi on file and shall, on a regular basis, review the syllabi to determine whether they appear to comply with paragraph (a). If the review of the syllabus for a course raises questions about compliance

with this rule, the Associate Dean will consult with the instructor. If the Associate Dean continues to have questions, the Associate Dean will refer the matter to the Academic Affairs Committee.

- B. Credits for Clinical Experience.** For each credit, there must be an expectation that students will devote at least 42.5 hours. The Clinic Director may set a higher minimum in consultation with the ranked clinic faculty, but may not set different minimum hours per credit for different clinics. In clinical courses, hours are 60 minutes. Clinical hours worked include time spent in and out of the clinic on cases (including meeting with clients, investigation, research, drafting documents, strategizing, preparation for and attendance at court and other hearings and meetings, meeting with other clinic students and attorneys, and travel time to off-site hearings and meetings). Clinical hours worked also include time spent in Clinic orientation, Clinic seminars and training, meetings of the student's specific clinic, and on reflection or other assignments. Time spent on the student's normal commute between home and the law school does not count as clinical hours worked. Clinical students are required to keep time records to document their clinic hours. Each student's supervising attorney shall review and approve student time records. The Clinic shall retain student time records for a minimum of three years.
- C. Credits for Externship.** For each credit, there must be an expectation that students will devote at least 42.5 hours. The Externship Director may set a higher minimum in consultation with the ranked externship faculty, but may not set different minimum hours per credit for different Externship sections. In externship courses, hours are 60 minutes. Externship hours worked include time spent at the field placement (including meeting with the field placement supervisor, meeting with the Externship faculty, investigation, research, drafting documents, strategizing, preparation for and attendance at court and other hearings and meetings, and travel time to off-site hearings and meetings). Externship hours worked also include time spent preparing for and attending the Externship seminar, any Externship orientation, and preparing any journal or other assignments. Time spent on the student's normal commute between home and the law school, and to and from home or the law school and the externship site setting does not count as externship hours worked. Time spent on the 1-credit Externship seminar and time spent on the field placement shall be combined, and the total hours spent on both must meet the minimum hours per credit requirements. Externship students are required to keep time records to document their externship hours. Each student's supervising attorney and supervising faculty member shall review and approve student time records. The Externship Director shall retain student time records for a minimum of three years.
- D. Credits for Directed Research Product.** For each credit, there must be an expectation that the student will devote at least 2,550 minutes to meeting with the faculty member, identifying and refining the topic or thesis of the project, performing the research, writing the initial draft of the paper or other intended product of the project, reviewing the faculty member's comments, and revising the paper or other product. By signing the paperwork to register for directed research, the supervising faculty member certifies that the planned project is designed to require at least 2,550 minutes per credit. As a guideline, a paper of at least 20 double-spaced pages, including

footnotes, typically requires at least 2,550 minutes of work. To receive a grade and credit for directed research, the student must certify in writing that the student has spent at least 2,550 minutes per credit on the directed research project.

E. **Credits for Moot Court Competition.** For each credit, there must be an expectation that students will devote at least 2,550 minutes to receiving instruction or training for, preparing for, and competing at the competition (not including travel time). The supervising faculty coach will establish a schedule of practices and training sessions and other work designed to require at least 2,550 minutes per credit. The coach must submit this schedule of activities to the Associate Dean for Academic Affairs. By so doing, the instructor certifies that the course is designed to meet the requirements of this paragraph. To receive credit for moot court competition work, a student must certify in writing that the student has spent at least 2,550 minutes per credit on the moot court competition.

F. **Credits for Participation on a Law Journal or Law Review.** For each credit, there must be an expectation that students will devote at least 2,550 minutes to qualifying journal work. Qualifying journal work consists of: (i) researching and writing a vesting paper; (ii) editing the work of student or professional authors; (iii) reviewing and evaluating work submitted for publication; (iv) creating the problem for academic competitions and evaluating the responses; (v) cite and source checking articles; (vi) planning a symposium; and (vii) managing the online publication of works. No more than 125 minutes of work consisting of planning a symposium and managing the online publication of works, combined, may count toward any single credit. Prior to the start of the fall semester, the Editor-in-Chief of each law journal or law review will submit to the Registrar's Office and to the journal or law review's faculty advisor a list of all students requesting credit for journal work in the coming academic year, including the number of credits requested. By providing approval of these credit allocations to the Registrar's Office, the faculty advisor and Editor-In-Chief certify that each student's qualifying journal work, whether previously complete or anticipated, will encompass at least 2,550 minutes of work per credit. As a guideline, a vesting paper of at least 20 double-spaced pages, including footnotes, typically requires at least 2,550 minutes of work. To receive credit for journal work, a student must certify in writing to the Editor-in-Chief and faculty advisor that the student has spent at least 2,550 minutes per credit on qualifying journal work.

G. **Credits for Courses Taken in Other Colleges at Gonzaga University.**

1. As part of the process for approving the request of a law student, who is not pursuing a dual degree, to enroll in and receive credit for a course in another college at Gonzaga University, the Academic Dean shall obtain a copy of the course syllabus and written certification from the course instructor that it complies with ABA Accreditation Standard 310(b).
2. As part of the process for approving a course offered in another college at Gonzaga University to count towards the degree requirements for law students pursuing a dual degree, the Academic Dean shall obtain a copy of the course syllabus and written

certification from the course instructor that it complies with ABA Accreditation Standard 310(b).

H. Credit for Courses Taken at Other Law Schools as A Visitor or Transfer Student. In awarding credit for a course taken at another ABA Accredited law school, the Law School relies on the other school's compliance with Accreditation Standard 310.

I. Approval of New Courses.

1. A proposal for a new course must include a statement justifying the number of credits to be awarded to students who successfully complete the course.
2. The Academic Dean shall keep these statements on file.
3. In recommending or approving a new course, the Academic Affairs Committee must, in its collective judgment, conclude that the course is reasonably designed to comply with paragraph (1)(a).
4. In approving a new course, the faculty must, in its collective judgment, conclude that the course is reasonably designed to comply with paragraph (1)(a).

SECTION 4: REGISTRATION FOR COURSES

Rule 4-1: Generally.

A student who matriculates to the Law School is required to register for courses pursuant to the process set forth by the Law Registrar's office. A student is not officially registered for courses at the Law School until completion of the registration process through the Law Registrar's office.

A. Student Registration.

1. Acceptance at Gonzaga University School of Law is conditioned on receipt by the Law School of an official law LSDAS report. Should an applicant be admitted without an official report, that student must arrange for an official report to be sent to the Registrar's Office within four weeks of registration.
2. Acceptance at Gonzaga University School of Law is also conditioned on the receipt by the Registrar's Office of an official transcript showing the award of a bachelor's degree. The transcript must be received by the Registrar prior to completion of the fourth week of the first semester of law school. "Official transcript" means a transcript certified by the issuing school to the admitting school, a transcript delivered to the admitting school in a sealed envelope with the seal intact, or an official copy provided to the Law School Data Assembly Service.
3. A student is not officially registered in this Law School until they attend Law School Orientation. Any student who does not attend check-in could have their financial aid refund returned to the lender. Appropriate late fees may be assessed to any student who does not attend check-in at the law school on the designated day.

4. A student is not officially registered in this law school unless they have completely filled out, signed, and returned the required paperwork at the direction of the Registrar's Office.
5. A student who has an outstanding balance with student accounts will not be eligible to register.

Rule 4-2: Entitlement to Register.

- A. **Pre-approval.** Law students cannot register themselves for credits that are considered Special Registrations, which require pre-approval. These include: Clinics, Externships, Gonzaga Law in Action, Law Journal, Law Review, Moot Court, Directed Research, Audits, Study Abroad or any other extracurricular activity for which credit is awarded. Special Registrations will be facilitated through the respective departments.
- B. **Registration holds.** A student may not register for courses until all registration holds are lifted.
- C. **Course conflicts.** A student may not register for two courses that have overlapping times for meeting.
- D. **Maximum and minimum credits.** See Sections 2 and 3 for the maximum and minimum number of credits required per term and for some courses.

Rule 4-3: Registration for Credit by Non-law Students.

- A. **MBA, MAcc or MTax students from Gonzaga School of Business: course exchange.** With permission of the Director of the Graduate School of Business and the course professor, and provided there is space available after all law students have had the opportunity to register, a student enrolled in the MBA, MAcc or MTax program may enroll in up to a total of 6 credits from a course list determined by the Academic Dean.
- B. **Restriction on enrollment.** Students from another unit of the University or any other institution may not enroll for credit in a Gonzaga Law School course unless such enrollment is pursuant to a program approved by the Law School faculty.

SECTION 5: ATTENDANCE, CLASSROOM CONDUCT, AND STUDENT EVALUATIONS

Rule 5-1: Attendance.

Attendance requirement. Unless a professor imposes a more rigorous requirement, a student must attend 80% of classes scheduled for each course.

- A. **Unsatisfactory attendance if student enrolled for credit.** A student enrolled in a course for credit whose attendance is unsatisfactory will be excluded from the final examination and will receive an "F" for the course. In extraordinary circumstances, an exception to this requirement may be granted upon the approval of the professor and the Academic Dean.
- B. **Enforcing attendance.** A professor must either (i) take regular attendance in any reasonable manner or (ii) require that in order to take the final examination, each student certify compliance with the attendance requirement.

- C. **Audits.** A student who is auditing a course whose attendance is unsatisfactory will not have the audit posted on the student's transcript.

Rule 5-2: Student Conduct.

- A. **Generally.** Professional decorum is expected of all students, staff, faculty, and administration both while in the Law School or when acting in association with the Law School. A student violation of any Law School or University rule, policy, or procedure could result in an honor code investigation and sanctions. Any investigation, regardless of the outcome, may need to be reported on a student's bar application, if the application requires such a disclosure.
- B. The Law School recognizes that the rights of students to freely express themselves and have access to divergent viewpoints are fundamental to an academic community and to our society. However, the Law School also is firmly committed to the principle that all members of the University community are entitled to work and learn in an atmosphere which respects each individual and is free from harassment and discrimination. Therefore, the Law School and University (and in some cases state and federal law) strictly prohibit any statements or actions by a law student that are disrespectful of the rights of another law student or others, or which constitute harassment and discrimination. The Law School shall take strong measures against any violators of this policy (or of the law).
- C. Violations include, but are not necessarily limited to, the following:
1. Making discriminatory, demeaning, harassing, threatening, or derogatory statements about, or gestures toward, another student, person, or group, or taking any action against such student, person, or group because of sex, race, ethnicity, color, religion, national origin, sexual orientation, honorably discharged veteran or military status, gender identity, gender expression, age, marital status, familial status, immigration status, citizenship, language, or disability; and
 2. Vandalizing, defacing, or willfully destroying the property, including posted announcements, of another student, person, or group.
- D. **Technology.** A student must not use any electronic device(s) in a manner that harasses, offends, threatens, or otherwise creates an intimidating, hostile, or offensive educational environment. This includes, but is not limited to:
1. Sending, downloading, storing, displaying, printing, or otherwise disseminating material that is obscene, lewd, or sexually harassing, whether in text, image, sound, or other digitized format.
 2. Sending, downloading, storing, displaying, printing, or otherwise disseminating material that is disrespectful of the rights of others, or which would constitute harassment or discrimination, whether in text, image, sound, or other digitized format.
- E. **Course Assignments and Examinations.** Course assignments and examinations must be the product of a student's own work and knowledge, without recourse to any materials, sources, or

procedures not authorized by the professor, and without communication with any other individual unless authorized by the professor. Students with any question or uncertainty about what is authorized have an obligation to obtain a clarification from the professor. Unless otherwise specified, a student must not:

1. Violate any rule established by the professor for an assignment or examination if the rule violation allows a student to gain an advantage over the other students in the course.
2. Continue to work on an assignment or examination after time has expired.
3. Use unauthorized materials for any assignment or examination or make the use of such materials available to others.
4. Give information concerning an assignment or examination to someone who has not completed that assignment or examination.
5. Receive information concerning an assignment or examination before completing that assignment or examination.
6. Talk during an examination.

F. **Use of Library Resources.** Students have a responsibility to share the limited materials and resources of the library. A student must not do anything that would unfairly infringe upon another person's access to library materials and resources. For this purpose, library materials and resources include books, video tapes and equipment, and computer equipment, services, and systems. Unfairly infringing upon access to library materials or resources includes, but is not limited to, the following:

1. Concealing any library materials or resources.
2. Purposefully or recklessly destroying or damaging any library materials or resources.
3. Keeping any library material or resources beyond the due date for the purpose of preventing or limiting another's access to it.
4. Removing any library material or resources from the library without authorization.

G. **Honesty.** A student must not lie about any matter associated with the University.

H. **Professional Activities.** Students engaged in the limited or supervised practice of law through the Legal Clinic, an externship, or otherwise, must comply with the rules of professional conduct in effect in that jurisdiction.

I. **Privacy.** Students must respect the privacy of all Law School and University members. A student shall not access another person's e-mail or social media account without permission, read or remove the contents of another person's mailbox, or to act in any other way for the purpose of violating another person's privacy.

J. **Criminal Conduct.** It is a violation of the Law School's rules and policies to be convicted of any criminal charge other than a misdemeanor.

- K. **Plagiarism.** A student must not plagiarize, either intentionally or negligently, in any matter associated with the University or Law School. Plagiarism is defined as the submission of another's work as one's own. Four common types of plagiarism are: (1) quoting the words of another without attribution; (2) paraphrasing the words of another without attribution; (3) using the idea of another without attribution; and (4) simply changing a word or two in quoted material without using quotation marks and brackets for the changed or added words. For more guidance on permissible and impermissible actions, see the document "Student Ethics in the Legal Research & Writing Program" that is distributed to students.
- L. **Knowledge of Violation.** A student who knows, or from personal observation, has reasonable cause to believe that another student has violated a Law School or University rule, policy, or procedure must report the alleged violation. Failure to report the alleged violation is a violation in itself, unless the student who allegedly committed the violation self-reports the alleged violation.
- M. **Other Rules.** A student must not violate a faculty member's classroom rule, a competition rule, or any Law School or University rule, policy, or procedure.
- N. **Cooperation.** A student must respond to, and cooperate in good faith with, any correspondence or queries from Law School or University faculty, staff, or administration. This means meeting with Law School personnel in a timely manner when asked.
- O. **Restraining Orders.** If any type of judicially issued restraining, protective, or no contact order is issued against a student, and the complainant is another Gonzaga Law Student, the burden is on the student who is restrained to prove to Law School administration that they can continue to attend the Law School without violating the Order. It is not the Law School's obligation to ensure that the student being restrained does not have contact with the complainant; nor is it realistic that the Law School could do so. If the student cannot prove that they could attend Law School and not violate the Order, they will not be able to attend the Law School during the time the Order is in effect at the Law School. In addition, the Law School may initiate an Honor Code investigation as a result of such an Order.

Rule 5-3: Student Evaluations.

The students' evaluations of a course and a professor are given to the professor after a professor submits grades for that semester.

SECTION 6: EXAMINATIONS AND PAPERS

Rule 6-1: Examination Process.

- A. **Generally.** Except as otherwise provided below, a student must take all examinations for a course at the time and place fixed for that course. The Registrar's Office instigates rules, policies, and procedures, and students are required to comply with those rules, policies, and procedures.

B. **Alternative examinations.** *Alternative exams are strongly discouraged.* Resources for administering exams are limited, and alternative exams risk compromising exam security. Nevertheless, alternative exams may be administered under either of the following circumstances:

1. If a student is confronted with unexpected circumstances that make it unduly burdensome to take an examination at its scheduled time and place, the Academic Dean may, at their discretion and with professor approval, and the approval of the Registrar as to the time and place, direct the Registrar to schedule an alternative time and place for the student to take the examination. The proximity of examinations to one another is not an “unexpected circumstance” under this rule if the student had notice thereof when registering for the courses. Student travel plans are not unexpected circumstances.
2. If a student’s religious observations do not allow the student to take the examination at the scheduled date and/or time, and the student has notified both the professor and the Academic Dean of this either at the time the student registers for the class or during the first week of classes for the semester, and the student has complied with the University policy on Religious Accommodations, the Academic Dean may, at their discretion, with the professor approval, and with approval of the Registrar as to the time and place, direct the Registrar to schedule an alternative time and place for the student to take the examination. See University Religious Accommodations Policy at the main campus Office of the Registrar Academic Policies and Procedures website.

C. **Accommodated Examinations.** The University’s Disability Accommodations policy governs accommodations at the Law School. See the Access and Accommodation for Persons with Disabilities policy on the Gonzaga University website.

1. Students with a disability may receive an accommodation, but only if they first request an accommodation pursuant to the Policy for Receiving Accommodations, administered jointly by the Law School and the Office of Disability Access.
2. Except when the accommodation itself requires otherwise, accommodated examinations will be administered on the same date and as close to the same time as possible.
3. To preserve the privacy of students receiving an accommodation for an examination, and to maintain the anonymity of the grading system, accommodated students should not discuss or mention the accommodation to the faculty member. Most accommodated examinations are administered by the Dean of Students in cooperation with Disability Access and the Registrar’s Office. All student inquiries regarding an accommodated examination should be directed to the Dean of Students.
4. If, for any reason, the anonymity of an accommodated examination is compromised by someone other than the student, the Academic Dean shall notify the student concerned.

D. **Missing, or arriving late for, an examination.** Normally, students who arrive late for the examination should start taking the examination in the time remaining, unless that action is prohibited by the examination instructions. Students arriving late will not be given extra time to complete their examination. A student who does not take an examination at the time and place scheduled for that examination, including arriving late for the examination, who wishes some relief for that situation, must notify the Academic Dean as soon as the circumstances that caused the absence or late arrival will permit. A student who arrives late for the examination who wishes some relief for the situation should inform the proctor to notify the Academic Dean. If the Academic Dean is satisfied that the absence or late arrival was due to documented serious illness or other documented extraordinary circumstances beyond the student's control, the Academic Dean will consult with the professor for the course to determine the most appropriate action.

If allowed to take the examination later, the student will be required to take the required examination at the earliest reasonable opportunity which shall be determined by the Academic Dean in consultation with the professor. The student allowed to take the examination at a later time than the time originally scheduled for the examination shall certify in writing that the student has not received any information from anyone other than the professor or the Academic Dean concerning the examination. The Academic Dean will place in the student's file the documentation of the cause of the missed examination, the student's written certification referenced above, and a notation regarding when the student was allowed to take the examination.

E. **Take-home examinations.** A professor may give a take-home examination for a course. Take-home examination answers must be submitted in a manner that preserves student anonymity. The Registrar's office will manage the take-home examination process for any take-home examinations given during the examination period at the end of each term. Professors or their assistants shall not accept individual student examination answers submitted in any manner.

F. The Registrar's Office distributes, proctors, and collects the examinations for all courses that have in-house examinations. The Registrar's Office provides examination numbers, scratch paper, handwriting materials, and exam software support.

The Registrar's Office will prepare all examinations for grading by producing exam responses in the manner requested by the professor, scoring any multiple-choice responses, integrating any alternate or accommodated examinations, and verifying all examinations have been submitted.

G. A student must arrive in the scheduled room for an examination at the time designated in the Registrar's Office policies. A student must follow all instructions given for taking any examination.

H. **Re-examination.** No re-examination will be given in any course for the purpose of raising a grade obtained in that course's final examination.

I. **Noise Canceling Devices.** The only noise canceling devices permitted in an in-class examination are the devices provided by the Law School.

J. **Examination Numbers.**

1. Exam numbers must be used on all exams.
2. Students must get their examination numbers from Zagweb prior to any examination. The most recent number will be listed at the top. Any questions or concerns about examination number should be directed to the Registrar's Office, not the professor or the faculty assistant.

K. **Electronic Exam Procedures.**

Generally. "Exam-taking software" allows students to use a computer to respond to examination questions and may prevent students from accessing the computer's hard drive during the examination.

1. The procedures and rules for using the exam software must be followed by all students, including those taking alternate or accommodated examinations, unless the accommodations specify other criteria.
2. Students using exam-taking software in secure mode may not use any dictionary or thesaurus; however, spell-check is permitted.
3. The student assumes all risks of using exam-taking software. The decision of whether to use exam-taking software is one to be made by the student after considering the risks as well as the advantages and disadvantages. The student's computer must meet or exceed the minimum specifications for electronic examinations.
4. The following procedures must be followed in order to use exam-taking software:
 - a. The student is responsible for maintaining the computer in good working order and keeping it virus-free.
 - b. The student must download, install, and qualify the current version of exam-taking software by taking a practice exam at least once per semester of attendance. Download, installation, and practice exam instructions are included in an email to students each fall semester.
 - c. The successful completion of the practice exam is mandatory for any student wishing to use exam-taking software on any exam. Students must complete the certification process at least one week prior to the first examination. Due to time constraints, it may not be possible to certify a student in the week prior to their first exam and as a result the student may not be able to take examinations by testing software.
 - d. The student must arrive at least ten minutes before the examination starts and have all the necessary computer equipment.

- e. If a student's computer fails while using exam-taking software, the student should alert the exam proctor, and every effort will be made to help solve the problem. However, no additional time will be granted for time spent trouble-shooting the exam software, or the time it takes to switch to handwriting.
- f. If there is a problem uploading the answer at the completion of the exam, the student will need to see the exam-taking software administrator as soon as possible so the answer can be retrieved from the back-up file.
- g. The exam-taking software administrator will contact the student within 2 hours of the completion of an exam if there are problems. These problems could include the use of the wrong exam number and/or failure by the student to upload the exam. Problems need to be resolved as soon as possible. Failure to respond to outreach regarding a problem will be reported to the Academic Dean as a potential honor code violation.

Rule 6-2: Anonymity of Examinations, Papers, Projects, or Other Written Work Product.

- A. **Examinations.** All graded examinations (whether assigned a letter grade, numerical score, or assessed on a pass/fail basis) must be administered anonymously, using examination numbers, not student names.

A professor will not have access to the student's name assigned to any midterm examination number until the professor has completed grading all midterm examinations for that semester. If a professor is giving multiple subjective midterms in a course, students will be provided a different midterm examination number for any subsequent midterm examinations in that course.

Except as provided in the immediately succeeding paragraph, a professor will not have access to the student's name assigned to any final examination number until the professor has completed grading all final examinations for all courses taught by that professor that semester. If the course grade in any course is based on any factor other than the grade on the final examination, the professor must provide to the Registrar's Office the grade or score on all final examinations in all courses taught by that professor that semester before the professor is provided access to the student's name assigned to any final examination number.

The Registrar's Office must retain the final examination grades in the applicable records for that course even after final course grades are submitted. If a student's final grade for the course is substantially different from the final examination grade for that student, a professor may be required to explain the discrepancy.

- B. **Papers, projects, or other written work product.** Any professor who requires submission of papers, projects, or other written work product in a non-anonymous fashion must disclose that in the syllabus for the course.

Rule 6-3: Examinations for Students with English as a Second Language (ESL).

- A. **Generally.** Gonzaga Law School welcomes qualified students whose native language is not English (ESL students). ESL students should be aware that schools generally are not required to offer accommodations (such as extra time on examinations) to ESL students and state bar examiners generally do not offer examination accommodations to ESL students. Normally, extra time on examinations will not be made available to ESL students who received an undergraduate or graduate degree from a United States college or university, or to students who have lived in the United States (or another English-speaking country) for four years or longer.
- B. **Request for extra time.** ESL students may submit a request for extra time on examinations to the Dean of Students. The request should be submitted soon after the student begins classes at the Law School. The student has the burden of proving, by clear and convincing evidence, that extra time is necessary for the student to perform adequately on Law School examinations. Normally, part of the documentation accompanying such a request will be a TOEFL (Test of English as a Foreign Language) score predating the application to Law School. The Dean of Students will also consider the student's academic history, including LSAT scores. If extra time on examinations is granted, the standard amount of extra time offered will be one-third extra time during the first year of Law School, decreasing to one-sixth extra time in the second year of Law School. No extra time is usually granted after the second year of law school.

Rule 6-4: Retention of Examination Answers and Papers.

The original of all student answers to examinations, papers, projects, or other student written work product that is used to support a letter grade or a pass/fail grade for a course shall be retained by the Law School for 18 months following award of the final grade for the course. The professor for the course may establish procedures for a student to review the student's examination answers, papers, projects, or other written work product.

SECTION 7: GRADING AND CLASS RANK

Rule 7-1: Grades.

- A. Grades are due in the Law School Registrar's Office no sooner than 3 weeks after the last exam for fall and spring semesters; 2 weeks after the last exam during summer sessions. Grading deadlines for fall semester maybe extended to compensate for University holidays. Grades will be available to students through Zagweb, once they have been entered and committed by the Registrar. Unless Zagweb is unavailable, grades will not be given by e-mail, telephone, or in person by the Registrar's Office, and will not be given out by faculty members or their assistants.
- B. Any grade change must have the approval of the Academic Dean. Faculty may obtain a grade change request form from the Dean's or Registrar's office. The request must indicate the original grade given, the revised grade, and the specific reasons for the change. Mathematical errors may be corrected, but the presumption is against any grade change based on re-evaluation unless other student papers in the course are also re-evaluated. Once the grade change request form has been completed by the professor, and the Academic Dean has approved the change, the form is sent to the Registrar's Office and that office will make the information available to the student.

C. Grade distributions for each class will be posted each semester.

Rule 7-2: Basis of Grades.

Except as otherwise provided in this rule, grades for courses (including courses offered on a pass/fail basis) will be based primarily on the results of one or more written examinations or papers, or on projects. In clinic, externship, and simulation courses, the grade may be based on assessment of the student's performance in the role of a lawyer. In any course, a professor may use additional considerations, including but not limited to attendance, class performance, or assessment of the student's performance in the role of a lawyer, as factors for the final grade assigned for the course.

Rule 7-3: Grading System.

A. **Letter grades.** Except as provided in Rule 2-3, all courses will be graded using letters based upon the following numerical scale:

A	A-	B+	B	B-	C+	C	C-	D+	D	F
4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0

B. **Pass/fail grades.** Letter grades assigned by professors that are "C" or higher are converted to "P" grades at the end of the semester and grades below "C" are converted to "F" grades. The "P" grade does not calculate into the grade-point average and the credits earned count toward the minimum number of credits required to graduate. The "F" (fail) grade affects the cumulative GPA as a standard "F" grade.

C. **Grade of "I" for an incomplete.** A professor may award an "I" to a student to reflect that the work required to receive a letter grade or a pass/fail grade for the course has not yet been completed. The student must complete all required work for the course within thirty (30) days after the date for final grade submission. If course work is completed during the thirty (30) day time period or the period allowed by an extension as stated below, the professor will submit a grade change reflecting the letter grade for the course or the pass/fail designation, as the case may be. If the course work is not completed during the thirty (30) day time period or the period allowed by an extension as stated below, the grade of "I" will be automatically changed to F. With the approval of the Academic Dean and the professor for the course, and for good cause shown, an extension of time may be granted to a student to complete the work required for the course. In the event an extension is granted, a further definite time will be stated for completion of all course work.

D. **Mean grade point average.**

Beginning with students matriculating in Summer 2020, each first-year course, other than Legal Research and Writing, will have a mean grade point average between 2.700 and 3.000 (inclusive). Each upper-class course with an enrollment of 25 or more students, or which is required for graduation, other than clinic or externship programs, will have a mean grade point average between 2.800 and 3.100 (inclusive). Legal Research and Writing I will have a mean

grade point average between 2.600 and 3.100 (inclusive). Legal Research and Writing II classes will have a mean grade point average between 2.800 and 3.300 (inclusive). For this purpose, multiple sections of the same course taught by the same professor in the same semester shall be treated as one course. The Registrar shall not accept grades outside this range unless authorized to do so by the Academic Dean.

Beginning with students matriculating in Summer 2024, each first-year course, other than Legal Research and Writing, ProFound, and Lawyering Skills will have a mean grade point average between 2.700 and 3.000 (inclusive). Each upper-class course with an enrollment of 25 or more students, or which is required for graduation, other than clinic or externship programs, will have a mean grade point average between 2.800 and 3.100 (inclusive). Legal Research and Writing I will have a mean grade point average between 2.600 and 3.100 (inclusive). Legal Research and Writing II and III classes will have a mean grade point average between 2.800 and 3.300 (inclusive). ProFound and Lawyering Skills will have a mean grade point average between 3.000 and 3.300 (inclusive). For this purpose, multiple sections of the same course taught by the same professor in the same semester shall be treated as one course. The Registrar shall not accept grades outside this range unless authorized to do so by the Academic Dean.

E. Description of letter grades.

A = Excellent. Extraordinary work.

B = Good. A complete analysis of the legal issues and their implications.

C = Minimally acceptable. Not acceptable for overall performance.

D = Well below the accepted level.

F = Failure. If course is required, it must be retaken.

Rule 7-4: Grade Point Average (GPA).

A. **Generally.** Each student's recorded grades and credits will be considered in determining a student's law school GPA. Numerical values for letter grades and pass/fail grades are provided in Rule 7-2.

B. **Grade of F.** A grade of F, in either a letter-graded course or a pass/fail course is assigned a numerical value of 0.0 for the number of credit hours assigned to the course for which the grade was received. The credit hours for any course in which an F is received do not count toward the hours required for graduation as stated in Rule 2-3. A student receiving an F in a required course must retake that course (see Rule 2-4). A student receiving an F in a non-required course, may opt to retake the course if they wish, but are not required to do so.

C. **First-year GPA.** The first year of academic study includes the summer term prior to the student's first fall semester if the student is enrolled in courses for law school credit during that summer term. In a student's first academic year of law study, a first-year GPA will be computed, regardless of number of courses taken by a student. The first-year GPA will be the the average

of the grades and credits received by the student in the first year of law school computed when the final course grades are recorded in the spring semester.

- D. **Semester GPA.** For each semester of law study, a semester GPA will be computed, regardless of the number of credits taken by the student. The average of the grades and credits received by the student in that semester will constitute the semester GPA.
- E. **Cumulative GPA.** The student's cumulative GPA will be based on the total grades and credits received by the student during the student's attendance at the Law School.
- F. **Retaking a Course.** A student retaking a course for any reason will have the average of the grades received for that course used for the purpose of computing the student's cumulative GPA with credits for the two courses being calculated.

Rule 7-5: Grade Reporting.

- A. **Official grades.** Grades are entered through the Registrar's Office and not official until made available by the Registrar's Office to the student through the Registrar's processes. A professor or faculty assistant may not report a student's grade to a student.
- B. **Grade changes.** A professor may submit a request to change a grade to the Academic Dean. The request must indicate the original grade, the revised grade, and the specific reason for the change. A grade change based upon re-evaluation of the student's performance in the course is not allowed unless all other students' performances in the course are also re-evaluated. If the Academic Dean approves the grade change, the approval is transmitted to the Registrar's Office and the new grade is entered in the student's records. The Registrar's Office will notify the student of the grade change.

Rule 7-6: Class Ranking.

- A. **Generally.** All enrolled students are ranked, including students visiting at another law school, by cumulative grade point average, after each fall and spring semester in the class level that applies to them. The Registrar's office will post class range GPAs one week following the release of grades for each fall and spring semester.
 1. Students will be notified via email by the Law School Registrar's Office if they are in the Top 10%, Top 25% or Top 50% of their class. Notifications will go out by close of business one week following grade release. Individual ranks will not be provided, other than as detailed in Student Handbook Rule 7-6(A)(2). In addition to notification, the Law School Registrar's Office publishes on their website the GPA range for the Top 10%, Top 25% and Top 50% for each class and program for the four most recent fall and spring semesters. Students may direct outside entities to this publicly available information for the purposes of employment.
 2. Limited Exception. Any student being considered for a job that requires or has a stated preference for hiring students ranked higher than in the Top 10% of their class should contact the Director of Career Services. The Director of Career Services will communicate with the

Registrar to obtain verification that the student meets the requested ranking and provide confirmation to the student. Circumstances that may warrant this exception include, by way of example and not limitation, federal clerkship and summer associate positions at national law firms.

- B. Determining applicable ranking.** Classes will be divided based on academic year, anticipated graduation date, and program. If it becomes evident at any point following the first year that a student will not graduate with the class with which they were previously ranked, the Registrar's Office will move the student to the appropriate class, based on the expected or intended date of graduation.
1. Executive Two-Year J.D. students will be ranked as a cohort by anticipated graduation date and not with students in the three-year program.
 2. Students in the three-year program who complete their degree requirements in December will be ranked in December with the three-year program students who are expected to complete their degree requirements the following May or August. Rankings will not thereafter be adjusted for three-year program students who complete their degree requirements in December. Three-year program students who complete their degree requirements in May will be ranked together, but not with the three-year program students who completed their degree requirements the previous December. Three-year program students who complete their degree requirements in August will be ranked in the prior May with the three-year program students who complete their degree requirements in May. Rankings will not thereafter be adjusted for students who complete their degree requirements in August.
- C. Grade changes.** After class ranks are computed, if a grade change is approved and recorded, the student's rank will not be updated until the next semester's ranking.
- D. Transcripts.** GPA ranges are not included on a student's transcript.

Rule 7-7: Academic Student Honors.

- A. Academic Student Honors.** In addition to numerous honors that may be earned in various moot court and professional skills competitions, the following academic honors may be accorded by the school of law:
1. **Dean's Honor Roll.** Full-time students who achieve a grade point average of at least 3.350 during any fall or spring semester will be recognized on the Dean's Honor Roll.
 2. **CALI Excellence for the Future Awards.** Gonzaga University School of Law, in conjunction with the Center for Computer Assisted Legal Instruction, may bestow an Excellence for the Future Award to the student who receives the highest grade in each course that CALI recognizes. The decision to make such an award rests entirely with the professor. For purposes of this rule, each section of a class may be treated as a separate class.

3. **Dean's Medal for Academic Excellence.** The Dean's Medal for Academic Excellence is awarded at Commencement to the graduate who has achieved the highest cumulative grade point average during their legal studies at the School of Law (based on all work up to but excluding the semester immediately prior to Commencement.) If one or more other students graduating at the same time has a cumulative grade point average within 0.01 of the highest cumulative grade point average, a medal shall be awarded to each student. If a graduate who did not receive the Dean's Medal for Academic Excellence at commencement has the highest cumulative grade point average at the end of the semester immediately prior to May commencement, a medal shall be awarded to that graduate.
4. **Summa Cum Laude, Magna Cum Laude, and Cum Laude.** Students who have demonstrated exceptional academic performance are awarded the following designations based on where they stand within their class, expressed as a percentage, for all work completed for the juris doctor degree: Cum Laude—top 30%; Magna Cum Laude—top 15%; Summa Cum Laude – top 5%. The honor will be noted on the graduate's juris doctor degree.

Rule 7-8: Pro Bono Distinction.

- A. **Generally.** The law school will confer the Pro Bono Distinction for enrolled students who perform 30 hours of pro bono service during their first and second terms, and/or third and fourth terms, and/or fifth and sixth terms.
 1. For the purpose of this rule, the early start program is considered part of the first term. Hours completed during the early start program can be counted during the first term.
 2. For the purpose of this rule, the start of the subsequent term begins immediately at the conclusion of the previous term.
- B. **Additional distinction levels.** Students can earn the following additional Pro Bono Distinctions:
 1. First Level. Silver Pro Bono Distinction – earned Pro Bono Distinction at least twice and performed 100-199 pro bono service hours during law school.
 2. Second Level. Gold Pro Bono Distinction – earned Pro Bono Distinction at least twice and performed more than 200-299 pro bono service hours during law school.
 3. Top Level. Platinum Pro Bono Distinction – earned Pro Bono Distinction at least twice and performed 300 or more hours of pro bono service during law school.
 4. Dean's Pro Bono Award of Distinction – earned Pro Bono Distinction at least twice and accrued the highest number of pro bono hours in their graduating class.
- C. **Requirements.** For purposes of earning the Pro Bono Distinction, pro bono service is defined as providing law-related services, under the direct supervision of an attorney, for which the student does not receive academic credit or employment income, to:
 1. a non-profit organization or government entity; or

2. a lawyer or law firm providing services that comport with Rule 6.1 of the American Bar Association’s Model Rules of Professional Conduct, “Voluntary Pro Bono Public Service”; or
 3. the Gonzaga Law Moderate Means Program; or
 4. service projects coordinated or approved by Gonzaga Law’s Center for Civil and Human Rights (CCHR); or
 5. Gonzaga’s University Clinical Legal Program or an externship placement in excess of the work hours required for credit.
- D. **Documentation.** Students must document pro bono hours in the manner prescribed by the CCHR director. Graduating students must submit pro bono hours by March 15 in order to be recognized at May commencement.
- E. **Recognition.** Students who achieve the Pro Bono Distinction under Rule 7-7A will receive a Certificate of Recognition from the Dean, and the Registrar will place a notation on the student’s transcript. Students who earn an additional distinction will be recognized in the May commencement program. In addition, the student who earns the Dean’s Pro Bono Award of Distinction will receive an award at May commencement.

SECTION 8: VISITING AWAY

Rule 8-1: Visiting Away.

After matriculation at the Law School, a student must obtain approval of the Academic Dean to take courses offered by another law school as provided in Rule 2-3(I). If approval is obtained, credits granted by the other law school are treated as transfer credits as provided in Rule 2-3 (I).

SECTION 9: WITHDRAWAL FROM LAW SCHOOL

Rule 9-1: Leave of Absence.

- A. **Generally.** A student is not entitled to a leave of absence. For good cause shown, the Dean may grant a student a leave of absence from study at the Law School for a stated period of time.
- B. **Time period.** A leave of absence will not be granted for more than three terms. If the student requesting the leave is a student in the Executive Two-Year J.D. Program, the summer term is counted in this three-term limit. If the student requesting the leave is a student in the three-year program, the summer term is not counted in this three-term limit. A leave of absence does not extend the time in which the law degree must be completed as stated in Rule 2-6.
- C. **Terms.** The terms of the leave of absence shall state the time by which the student must return, the effect of the leave on the student’s current course enrollment, and the courses the student is required to take upon return from the leave of absence. A first-year student who is granted a leave of absence and has not completed any first-year course must retake any course the student has not completed, starting in the first fall or spring semester the student is allowed to return.

- D. **Noncompliance with terms.** A student who does not comply with all terms and conditions of the leave of absence is not eligible to return to the Law School. A student who does not comply with all the terms and conditions of the leave of absence but who nonetheless desires to return to the Law School must apply for admission under the usual admission policies as stated in Rule 1-1. In the event the Admissions Committee votes to admit the student, the student will start over as a first-year student. There is no guarantee of admission under this process.

Rule 9-2: Withdrawal from Law School Without an Approved Leave of Absence.

- A. **Generally.** A student who fails to maintain current enrollment in Law School courses (excluding the summer term) without obtaining an approved leave of absence is deemed to have withdrawn from Law School. A student may also withdraw from Law School by notifying the Academic Dean.
- B. **Effect of withdrawal.** Any student who is deemed to have withdrawn from law school or who notifies the Academic Dean that the student is withdrawing from Law School is not eligible to return to Law School. A student who is not eligible to return to Law School under this rule but who desires to return to the Law School must apply for admission under the usual admission policies as stated in Rule 1-1. In the event the Admissions Committee votes to admit the student, the student will start over as a first-year student. There is no guarantee of admission after withdrawal from the law school.

Rule 9-3: Military Call to Active Duty/Training.

Gonzaga University's Student Military Policy governs military calls to active duty or training.

See <https://www.gonzaga.edu/military-and-veteran-students/student-veteran-information/military-leave-of-absence>.

SECTION 10: ACADEMIC STANDING AND DISMISSAL FROM LAW SCHOOL

Rule 10-1: Academic Good Standing.

- A. **Generally.** After the first two terms of law study, a student is in good academic standing if the student achieves a semester GPA of 2.200 or higher and a cumulative GPA of 2.200 or higher.
- B. **First-year students.** At the end of the first term of study, a student is in good standing if the student achieves a GPA of 2.200 or higher.

Rule 10-2: Dismissal from Law School

- A. **Academic dismissal.** A student who fails to achieve a cumulative GPA of 2.200 or higher at the end of his or her second term of study or at any time thereafter will be academically dismissed from law school.
- B. **Dismissal for other reasons.** The Dean or the faculty may dismiss a student from the Law School if, for any reason, the student's continuance in law school is detrimental to the conduct of the academic program.

- C. **Enrollment in courses.** A student who is dismissed from Law School may not enroll in any courses at the Law School and will be withdrawn from any courses in which the student is currently enrolled. If a student is withdrawn from courses pursuant to this rule, the student's fees and tuition for the courses in which the student was withdrawn will be refunded.

Rule 10-3: Probation for Academic Dismissal from Law School.

There is no appeals process for academic dismissal. However, immediately following academic dismissal, a student may file a Petition for Probation with the Probation Committee seeking a suspension of their dismissal and request entry to the probationary process. The purpose of the probationary process is to allow the student to remediate the skills and refine the abilities necessary to successfully complete the Law School program.

- A. **Time to File Petition.** Students have one week (7 calendar days), beginning the day grades are released to students, to submit their petition to the Academic Dean.
- B. **Petition Requirements.** A Petition for Probation shall be a letter from the student addressed to the Academic Dean and the Probation Committee outlining the following: the student's best efforts to comply with their academic plan(s), attendance and performance records in ProFound classes, grades in other 1L courses, and any other relevant information that demonstrates improvement and/or unforeseen circumstances out of the student's control that had a deleterious effect on their studies. If there are mitigating circumstances, the student is not required to disclose protected information, but does need to demonstrate that the student made reasonable efforts to seek assistance. Evidence of reasonable efforts can include, but is not limited to, proof of timely communication with the Dean of Students or a dean within the law school's administrative structure, the Office of Health and Counseling, Disability Access, or *cura personalis*. The Dean of Students may provide contextual, non-protected information to the full faculty during deliberations before a vote regarding readmission.
- C. **Probation committee.** The Academic Dean, the Dean of Students, Director of A.S.P., and the Assistant Director of A.S.P. shall serve as members of the Probation Committee. The student may ask their faculty advisor to participate as a non-voting committee member.
- D. **Petition Denied.** If a petition is denied, the academic dismissal remains in place, meaning that the student is disenrolled from all Law School classes, funds used for summer classes are returned, and the student's access to online and on-campus resources will be terminated per the deadline in the student's official academic dismissal letter. The student can seek readmission under the processes described in Rule 1-2.
- E. **Petition Granted.** If a petition is granted, the student's academic dismissal is suspended. The student is not permitted to enroll in regular Law School classes but must enroll in A.S.P.'s probationary summer programming. During probation, no student may enroll for study abroad programs at Gonzaga or any other law school, they do not qualify for a Letter of Good Standing, and they may not access financial aid resources.

1. **Summer programming.** The student must complete A.S.P. programming, including attending labs and working on targeted topic areas.
 2. **Failure to participate.** Any failure to attend labs, timely complete and submit work, or otherwise complete the summer programming, risks losing probationary status and reinstatement of their academic dismissal. The Academic Dean in consultation with the Dean of Students, Director of A.S.P., and Assistant. Director of A.S.P. shall make a determination regarding a violation of the summer program terms.
 3. **Failure to demonstrate improvement.** At the conclusion of the summer programming, the student must take a diagnostic exam and show improvement in academic performance. Failure to demonstrate improvement at all may result in losing probationary status.
 4. **Probation Committee recommendation.** After the student completes the summer programming, the Probation Committee will meet to determine whether 1) the student was successful in demonstrating improved outcomes after summer programming, 2) whether the committee is convinced that the student is capable of achieving and maintaining academic good standing in all future semesters, and 3) whether the Probation Committee will recommend that the student be reinstated to attend classes for fall term through a vote of the full faculty, subject to terms and conditions imposed by the Probation Committee and the faculty.
 - a. **Probation Committee does not recommend reinstatement.** If the Probation Committee does not recommend reinstatement of the student for the fall term, the Probation Committee shall send a letter to the student informing them of the Committees decision no later than the Friday before the first day of classes of the fall term. This is the end of the probationary process for the student and the academic dismissal is final. The student can seek readmission under the processes described in Rule 1-2.
 - b. **Probation Committee recommends reinstatement.** If the Probation Committee recommends reinstatement of the student for the fall term, the Probation Committee shall submit a report to the faculty regarding its recommendation and findings with all supplementary materials no later than 2 days before the first faculty meeting of fall term and place the reinstatement of the probationary student on the agenda for consideration by the full faculty.
- F. **Faculty vote on reinstatement for fall term.** At the first faculty meeting of the fall term, the faculty will vote on whether to reinstate the probationary students placed on the agenda by the Probation Committee. The faculty can reject the Probation Committee's recommendation and deny the probationary student reinstatement, or the faculty can accept the Probation Committee's recommendation and reinstate the probationary student to enroll for the fall term. The faculty may impose any terms and conditions on the probationary student's reinstatement that it deems necessary and appropriate. The faculty shall determine which courses the student

must take for the fall term or the faculty can elect to delegate that responsibility to the Probation Committee.

- G. **Fall term requirements to maintain probationary status.** The probationary student must take the courses assigned by the faculty and/or the Probation Committee. The student must keep regular meetings with the Director or Assistant Director of A.S.P. for progress reports and ongoing academic skills training. The student must achieve a 2.4 GPA or higher for the fall semester to remain on probationary status. Failure to achieve the GPA requirement will result in losing probationary status and reinstatement of the academic dismissal.
- H. **Spring term requirements to maintain on probationary status.** After the successful completion of the fall semester with a 2.4 GPA or higher, the student must repeat the same process (compliance with directives from A.S.P.) in the following spring term and achieve a 2.4 GPA or higher for the spring term.
- I. **Probation disclosure.** If the student is successful in achieving a 2.4 GPA for both fall and spring terms, the student's academic dismissal is removed. The dismissal and probationary process must be disclosed on bar applications as the Law School must also produce the records of the academic dismissal and probationary process.
- J. **No appeals process.** There are no appeals processes during any step of the probationary process. Students who seek this option are on notice that they may not seek redress or appeal any decisions made while on probation.

Rule 10-4: Required Academic Plans and Consultations.

- A. **Academic success.** Academic success depends in large part on the effort and dedication of the student.
- B. **Academic plans.** An academic plan is an individualized plan developed in cooperation with a student and a faculty member or the Dean of Students and approved by the Academic Dean. An academic plan is designed to help a student achieve and maintain good academic standing. The plan may include study guidelines, regular meetings with faculty members, agreement to attend tutorials, and/or limitation of outside work or extracurricular activities. An academic plan may not be approved that alters the requirements of the academic rules unless the Academic Dean has the authority to alter the specific requirements of these rules as stated in these rules and determines that it is appropriate to exercise that authority. Unless otherwise approved by the Academic Dean, an academic plan shall terminate after one semester.
- C. **Required academic plans.**
 - 1. **First-year students.** A student whose semester or cumulative GPA after the first or second term of study is 2.400 or below, and who has not been academically dismissed pursuant to Rule 10-2, must establish and follow an academic plan. *See also* Rule 10-4(D)(1).

2. **Upper-class students.** A student who receives a semester GPA below 2.300 in any semester or term after the second term of law study, and is not academically dismissed pursuant to Rule 10-2, must establish and follow an academic plan.

D. Required consultations.

1. **First-year students; first term.** If the cumulative GPA at the end of the first term of study is 2.400 or below, the student is required to enroll and participate in the Academic Resource Program for the second term of study.
2. **Upper-class students.** If a student receives a semester GPA between 2.300 and 2.400 (inclusive) any time after the first year of study, the student must meet with the Law School's Dean of Students to discuss the student's performance.

- E. **Effect of failure to engage in a required academic plan or required consultation.** A student's failure to engage in a required academic plan or required consultation may lead to dismissal from law school.

SECTION 11: DIPLOMAS AND TRANSCRIPTS

Rule 11-1: Transcripts.

- A. **Generally.** A transcript will reflect all course work taken for credit toward the J.D. degree as stated in these academic rules. A student retaking a course for any reason will have both grades for that course reflected on the student's transcript. The student's grade point average in this situation is calculated as provided in Rule 7-3.
- B. **Official transcripts.** An official transcript is signed by the Registrar's Office and contains the official seal of the Law School. Official transcripts will not be provided directly to a student unless provided in a sealed envelope signed by the Registrar's Office on the flap of the envelope and stating that "transcript is unofficial if envelope seal is broken." A fee may be charged for provision of official transcripts.
- C. **Unofficial transcripts.** A student may request an unofficial transcript. The transcript will be stamped "unofficial."

Rule 11-2: Diplomas.

A. Diplomas.

1. Diplomas will be provided after the semester in which the student has completed all requirements for award of the J.D. degree. Diplomas will be mailed approximately two (2) months after the end of the semester.
2. Diplomas will be prepared for graduating students free of charge and mailed to the address given by the student on the application for graduation. There will be a charge of \$25.00 for replacement diplomas unless there is a defect in the diploma due to mailing or printing. Payment is due at the time of the request.

B. Holds When Money is Owed.

1. A diploma will not be mailed to a graduate who has a delinquent account with the Office of Student Accounts until a written release has been given to the Law School Registrar's Office by Student Accounts.
2. The Office of Financial Aid must clear all graduates of any remaining financial obligations to the University before a diploma can be mailed.

For further information on holds, see the Office of Financial Services <https://www.gonzaga.edu/admission/tuition-scholarships-aid>.

SECTION 12: TECHNOLOGY.

The University's Information Technology Use Policy governs the use of all technology at the University. See <https://www.gonzaga.edu/about/offices-services/information-technology-services/information-technology-use-policy>. In addition, at the Law School, the following applies.

Rule 12-1: Audio and Video Recording of Classes.

A. Student initiated recording.

1. Audio recording – A student may make an audio recording of all or any portion of a class solely for the personal, educational use of the student enrolled in the course, but only if the professor:
 - a. Gives express permission; and
 - b. Notifies the students in the course that the class will be recorded.
2. Video recording – Students may not make a video recording of a class or portion thereof.
3. Distribution of class recording – A student may not distribute a recording of class or any portion thereof to anyone.
4. Accommodations – Nothing in this rule limits the right of a student with a disability to reasonable accommodations.

B. Professor-initiated recording.

1. Audio or video recording- A professor may make an audio or video recording of all or any portion of a class and may make the recording available for students' educational use, only if:
 - a. The professor notifies students in advance that the class will be recorded; and
 - b. Except as provided in Rule 5-2(B)(2)(c), unless all the students give prior consent, the video recording does not record students' faces.
2. **Distribution of class recording.** A professor may post an audio or video recording of their class on a website only if access to the recording is restricted to students who are registered

for the course. Nothing in this rule limits the authority of the administration to distribute or post an audio or video recording of a class.

3. Exigent circumstances exception.

- a. Exigent circumstances. When, due to exigent circumstances, the University or Law School decides to deliver instruction via online, hybrid, and other forms of distance education, then uploading, recording, or live streaming of classroom or remotely conducted classes without student consent is permitted.
 - b. A University-approved learning management system is to be used for uploading recordings, hosting live streams, and storing lectures for student access. University-approved software includes those provided to employees by ITS and secure, third-party providers such as Westlaw and Lexis.
 - c. No professor or administrator may distribute a class audio or video recording to anyone not registered for the course without permission from the professor teaching the course and all students captured in the recordings.
- C. A student may not provide a class audio or video recording made by the professor to anyone else (even other students in the same course) without the prior approval of the professor. A student who has, for the student's own use, downloaded or copied a class recording made by the professor must delete or return the recording to the professor at the end of the semester.

Rule 12-2: Obligation to Read University and Law School E-Mail.

E-mail is an official means of communication at Gonzaga University and the Law School. The University and Law School may send communications to students by e-mail and have the right to expect that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways. Students have the responsibility of accessing and reading their e-mail messages on a regular and frequent basis. Regular and frequent is described as almost daily, if not daily. Students will be held to have constructive notice of all campus e-mails sent to them.

Rule 12-3: E-mail Account Size Limits.

The Law School e-mail account is limited in capacity, and it is the responsibility of the student to manage their account so it does not exceed the limits. E-mail is an official form of communication from the Law School and University. If a mailbox is over its limits, crucial information from faculty or staff concerning classes, grades, or events may be missed.

Rule 12-4: Printing Policy.

The Law School provides a set amount of funds for printing to each law student for use during their academic career. The total amount provided, as well as rates for exceeding that fund may be found on the Chastek Library webpage. Charges for pages printed in excess of allotted amount are due and

payable within thirty (30) days of the date invoiced. Printing prices and invoicing are subject to change as technology changes.

Rule 12-5: Use of Global Distribution Lists.

The Law School establishes and maintains various global distribution lists to facilitate official communication from the Law School faculty and staff to the law students. Only designated persons are permitted to send messages to the global distribution lists – and then only for important Law School-related messages, e.g., class schedule changes and guest speaker announcements.

SECTION 13: OTHER POLICIES.

A. **Recommended limitation of employment.** Gonzaga strongly recommends that students not be employed more than 20 hours per week in any week in which the student is enrolled in more than 10 credit hours.

B. **Smoking Policy.**

Gonzaga University's Smoking Policy can be found in the Student Code of Conduct on the main University's webpage.

Gonzaga University recognizes an obligation to provide an environment reasonably free of health hazards and contaminants that may adversely affect the safety and health of University personnel and students. Therefore, smoking is not permitted in University facilities or vehicles.

1. The specific rules for the Law School include:

- a. **Daytime rules.** Smoking is allowed only outside the first-floor student lounge on the patio. The smoker must be at least twenty-five (25) feet from the door. Smoking will not be permitted in front of the building, on other patios/terraces, in the building, or anywhere else on the grounds.
- b. **After 5:00 p.m.** Smoking is allowed after 5:00 p.m. in front of the building as long as the smoker is at least twenty-five (25) feet from the doors and all litter is properly disposed of in the provided containers. It is also allowed, as it is during the day, off the first-floor student lounge, on the patio so long as it is not within 25 feet of the building. Smoking is not permitted anywhere else.

C. **Alcohol Policy.**

Gonzaga University's Alcohol Policy can be found in the Student Code of Conduct on the main University's webpage.

Students at Gonzaga University School of Law are preparing to enter a self-regulating profession with high expectations for professional conduct. Student conduct should reflect appropriate behavior of one entering the legal profession. Gonzaga University's Alcohol Policy reflects a commitment to these professional principals and a broader commitment to a healthy university

community marked by standards that reflect personal accountability and a responsibility for the common good.

Working with Gonzaga University guidelines, and applicable law, the Law School has developed a Student Organization Alcohol Policy. If a law school student organization sponsors or hosts an event that includes alcohol, the organization must comply with all University, Law School, and Law School SBA requirements before the event occurs. This policy applies to all on-campus and off-campus events hosted by a student organization.

D. Event Policy.

All events at Gonzaga University School of Law must comply with the Gonzaga University Events Policy, which may be found in the Student Code of Conduct on the main University's webpage.

Consistent with this policy, a student or student group wishing to invite a guest speaker to the Law School or host an event for the public at the Law School must obtain advanced approval from the University. In order to ensure sufficient time to review all requests pursuant to the process detailed in the Events Policy, it is suggested that all requests be submitted with a minimum of 14 days advance notice. Inadequate notice may affect the ability of the administration to approve a speaker or event.

The Law School's Events Policy can be found at <https://www.gonzaga.edu/school-of-law/about/facility/plan-an-event>.

E. Posting Policy.

Students must first receive permission from the Dean's Office prior to posting at the Law School. All posting must be in designated areas as provided by the Dean's Office.

F. Unsupervised Children.

Unsupervised children are not allowed in the Law School at any time. The Law School cannot safely or effectively monitor who comes and goes throughout the building to the extent that it would be safe for unsupervised children.

If a child is found unsupervised, an attempt will be made to locate the parent and to ask the parent to attend to the child. Depending on the circumstances, security, the police, or CPS may be contacted. In addition, Law School and/or University disciplinary measures may be initiated against the parent.

G. Parking Policy.

Students must purchase a parking permit in order to park anywhere on campus. The permit allows parking in lots designated orange and green. Orange permit holders may park in either orange or green lots; green permit holders may park only in the green designated lots.

Students, faculty, and staff may park in lots designated for visitors only after 5:00 p.m. and only if they have a parking permit displayed on their dash.

For more information see Gonzaga University Parking webpage.

H. **Veterans.**

Gonzaga University's academic programs of study are approved by the Washington State Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10 of the USC. Please contact the University's Veterans Coordinator in for information, to apply for benefits, and to obtain certifications of enrollment.

Veterans attending Law School, who receive educational benefits pursuant to Title 38 and Title 10 of the USC, must remain actively enrolled and attending Law School to receive those benefits. If Law School studies are interrupted due to academic dismissal, leave of absence, or withdrawal, the Department of Veteran Administration will be notified and benefits will be suspended until such time as the veteran once again becomes actively enrolled, registered, and attending classes.

For more information see Gonzaga University's Veterans & Military Connected Student Information.

I. **Restrooms.**

All students, faculty, staff, and guests to the Law School have the right to safe and appropriate restroom facilities, including the right to use a restroom that corresponds to the individual's gender identity, regardless of the individual's sex assigned at birth. In addition, individuals are entitled to use a restroom that corresponds to their gender identity without being questioned, harassed, or asked to provide documentation. Sex-segregated restrooms are available on each floor of the Law School and two single-occupancy, gender-neutral restrooms are located on the first floor of the Law School in the Chastek Law Library, one of which has a toilet lift for use by individuals using a wheelchair. Should any individual feel intimidated, threatened, or unsafe while in, near, or attempting to use a restroom on the Law School campus, please contact Campus Security at (509) 313-2222.

LAW SCHOOL STUDENT CODE OF CONDUCT ENFORCEMENT

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I. Law School Student Code of Conduct Preamble.

The students and faculty of Gonzaga University School of Law, recognizing that the legal profession is self-governing, have established this Code of Student Conduct (“Code”) to ensure that the highest ethical and professional standards are maintained by every student. Students must not engage in conduct which would bring disrepute to the legal profession which they seek to enter, or to the University or Law School. The fundamental purposes of the Code are to promote integrity and to instill a spirit of professionalism and trust among students.

II. University and Law School Rules, Policies, and Procedures.

A violation of any University or Law School rule, policy, or procedure may result in an investigation and sanctions under this Code. The Academic Dean has the discretion to refer to the University any alleged violation that is more appropriately handled by the University. However, a violation may be investigated, heard, and sanctioned under both the University and Law School. To the extent any of the University rules, policies, or procedures contain enforcement rules, those rules preempt this Code if the alleged violation is referred to the University.

III. Procedures.

A. Definitions.

1. **Conflict of Interest.** An investigator or tribunal member has a “conflict of interest” if one or more of the following is true:
 - a. They are related to an accused or to a person making the report;
 - b. They teach or are enrolled in the course or activity in connection with which the violation allegedly occurred; or
 - c. They are not impartial.
2. **Notification.** Notification may be given in any reasonable manner. Written notification shall be by personal delivery or by email to the student’s Gonzaga email address. Email delivery is effective upon receiving confirmation of delivery or a response.
3. **Days.** “Days” means calendar days. If inconvenient because of the academic calendar or other factors, any time period may be extended by agreement of the concerned parties

B. General.

1. **Confidentiality.** Except as reasonably necessary for the inquiry, investigation, hearing, and appeal process, every person who receives or investigates a report of an alleged violation, every member of a tribunal adjudicating a disciplinary charge, and every member of the administration involved in sanctioning a student or in reviewing a student’s appeal shall treat the entire matter as confidential. Every witness testifying before a tribunal shall treat the hearing itself as confidential.
2. **Pending Criminal Proceedings.** If a student accused of a Code violation is under investigation for or has been charged with a criminal violation arising out of the same conduct, the Academic Dean may stay proceedings under this Code until the criminal matter is resolved. If the Academic Dean stays proceedings under this Code pursuant to this section, the Academic Dean shall send written notification to the accused.
3. **Right to Counsel.** The accused student has the right to counsel or other representation, at the student’s expense, at any stage of the proceeding. The Law School has no obligation to inform the student of this right. No member of the faculty, staff, either full-time or adjunct, may serve as counsel.

- C. **Reporting Procedure.** All reports of alleged violations of this Code shall be made to the Academic Dean or to any member of the faculty other than the Academic Dean. Faculty (other than the Dean of Students) must promptly report to the Academic Dean any violation of this Code that they observe or have some other basis for believing may have occurred.

D. Inquiry Procedure. Upon receipt of a reported violation of the Code, the Academic Dean shall conduct an initial inquiry to determine whether there should be further investigation of the alleged violation. The Academic Dean may discuss the matter with the accused and reveal the name of the accused as necessary to conduct an inquiry.

If a violation of a classroom rule is reported to the Academic Dean, the Academic Dean shall consult with the relevant professor before determining whether there is cause for further investigation.

If after inquiry the Academic Dean determines that there is no cause for further investigation, the matter is concluded.

E. Investigation Procedure.

1. If after inquiry the Academic Dean determines that there is cause for further investigation, the Academic Dean shall investigate the alleged violation or shall appoint a faculty member without a conflict of interest as investigator to conduct the investigation. The Dean of Students may not serve as an investigator. The Academic Dean or investigator may reveal the name of the accused as necessary to conduct an investigation.
2. The Academic Dean shall, within two days of commencing the investigation or appointing the investigator, whichever is earlier, send notification to the accused of the alleged violation.
3. The Academic Dean shall post a public announcement regarding the reported violation. The email must identify the date of the report, the date of the alleged violation, if known, the provision or provisions of the Code alleged to have been violated, and the name of the course to which the violation relates, if any. The email must not name the person or persons making the report or the name of the person or persons accused.
4. The investigator shall complete the investigation as expeditiously as is reasonably possible, taking into account the constraints of the academic calendar and the availability of witnesses. The investigator, if one is appointed, shall report the results of the investigation to the Academic Dean.

F. Post-Investigation and Hearing Procedure.

1. If the Academic Dean, after consultation with the investigator (if any), determines that the process should not proceed, the Academic Dean shall so inform the accused. The Academic Dean may include in the accused's file information relating to the alleged violation and the investigation results.
2. If the Academic Dean, after consultation with the investigator (if any), believes that there is adequate basis and sufficient evidence to proceed, the Academic Dean shall expeditiously prepare a charge and send written notification of the charge to the accused. The notification shall include: the identity of the reporting person; the

factual allegations; the provision of the Code that the accused allegedly violated; and a statement of the student's rights in the process, including the right to seek advice about the process from the Dean of Students and the right not to talk to the Academic Dean or the investigator, if any, about the charge.

3. Within 14 days after sending written notification of the charge to the accused, the Academic Dean shall post a public announcement of the charge. Such an announcement must identify the date of the charge and the provision or provisions of the Code alleged to have been violated. The announcement must not name the person or persons making the report or reveal the name of the person or persons accused.
4. The accused shall respond in writing to the charge with a plea of "guilty," "not guilty," or, at the discretion of the Academic Dean, "nolo contendere." Unless otherwise agreed by the Academic Dean, an accused who fails to respond within 14 days of the date of written notification of the charge shall be deemed to have pleaded "guilty."

G. **The Tribunal.**

1. **Convening of Tribunal.** The Academic Dean shall convene a tribunal within 14 days after the accused has pleaded to the charge. The accused has the option to have a tribunal composed of two students and one faculty member, or one student and two faculty members. Student members of the tribunal shall be randomly selected from the Honor Council by the Academic Dean. The Honor Council shall consist of 15 students in good standing selected each year by the SBA pursuant to its own rules. The Dean shall appoint the faculty member(s) of the tribunal. If there is one faculty member, that person shall act as the chair of the tribunal and preside over all hearings. If there are two faculty members, the Dean shall designate which is chair.

Once the matter is referred to a tribunal, the name of the accused may be revealed to the tribunal as necessary. No person who has a conflict of interest may serve on the tribunal, nor may the Academic Dean, the Dean of Students, the Dean, or the investigator (if any).

2. **Peremptory Challenge.** The Academic Dean shall promptly send notification to the accused of the names of the tribunal members. The accused shall have one peremptory challenge that may be used to remove any member from the tribunal. If a student member is removed, the Academic Dean shall randomly select a replacement tribunal member from the remaining Honor Council members. If the faculty member is removed, the Dean shall select a replacement.
3. **Majority Vote.** All acts and decisions of the tribunal shall be by majority vote.

- H. **Plea of Guilty (or nolo contendere).** If a student pleads guilty (or *nolo contendere*) to a charge, the Academic Dean or the investigator (if any), shall prepare and provide to the tribunal a report describing the violation(s), any other relevant information about the

accused, and a recommendation on sanction. The accused has the right to appear in person before the tribunal or to submit a written statement regarding the nature of the offense or the recommended sanction. The tribunal may not require the accused to appear before it.

After considering the materials provided to it, the tribunal shall determine what sanction(s), if any, shall be imposed. The tribunal shall give written notification to the Academic Dean and to the accused of the sanction it has decided to impose. The Academic Dean shall post a public announcement that identifies the date and nature of the violation and the sanction imposed, if any. The announcement must not name the student involved or reveal the names of the tribunal members.

I. Plea of Not Guilty.

1. If a student pleads not guilty to a charge, as expeditiously as is reasonably possible, the Academic Dean or the investigator, if one was appointed, shall prepare and deliver to the tribunal and to the accused a written report about the alleged violation(s) and the results of the investigation. The report shall also include a list of those witnesses from whom the author thinks the tribunal should hear in person. The report shall include the name of the accused.
2. The tribunal shall convene as expeditiously as is reasonably possible, taking into account the constraints of the academic calendar and the availability of witnesses, including any witnesses the accused wishes to call. The tribunal shall provide the accused with written notification of the date, time, and location of the hearing, as well as a list of the witnesses expected to be called, at least five days in advance.
3. The tribunal may call witnesses, hear testimony, and review all evidence regarding the alleged violation(s). Formal rules of evidence shall not apply. The tribunal may sequester witnesses, but the accused shall have the right to be present during all testimony. After the tribunal has finished questioning a witness, the accused and the investigator (or, if none, the Academic Dean) may submit additional questions to the tribunal for it to ask at its discretion. The accused has the right to speak on their own behalf and the right to call additional witnesses to be questioned by the tribunal.
4. The hearing shall be closed, unless upon the request of the accused the tribunal decides it shall be open. In all cases, the tribunal shall maintain a confidential record of the hearing.
5. Within 14 days after completion of the hearing, the tribunal shall determine whether the accused has violated the Code. The decision of the tribunal shall be made in private deliberation. The tribunal shall render a “guilty” verdict only if it determines there is clear and convincing evidence of the accused’s guilt. If the tribunal finds the accused guilty, it shall determine what sanction(s), if any, shall be imposed. The tribunal shall give written notification of its decision to the Academic Dean and to the

- accused. Included in the notification shall be a brief summary of the evidence and reason for its conclusion that the accused is guilty or not guilty. If the tribunal finds the accused guilty, its notification shall state what sanction(s), if any, it imposes on the student.
6. The Academic Dean shall post a public announcement of the outcome of the hearing. The announcement must identify the nature of the violation, the date of the hearing, the verdict, and the sanction imposed, if any. The announcement must not name the student involved or reveal the names of the tribunal members.
- J. **Sanctions.** Possible sanctions include, but are not limited to:
1. Placing a letter of reprimand in the student's academic file.
 2. Requiring the student to retake a course or redo an assignment.
 3. Lowering the student's grade for a course or for an assignment.
 4. Denying credit for a course or an assignment.
 5. Requiring a public or private apology.
 6. Requiring restitution, compensation, or community service.
 7. Suspension.
 8. Expulsion.
- K. **Appeals.** Within the 14 days of the tribunal's decision, the student may appeal in writing the sanction, but not the finding, to the Dean of the Law School. If the Dean has a conflict of interest, the Dean shall refer the appeal to the University Academic Provost. The Dean has discretion to dispose of the appeal in any way, except that the Dean may not impose stricter sanctions than those imposed by the tribunal.
- L. **Amendments.** Amendments to this Code may be proposed at any time by a committee of students and faculty appointed by the Dean for that purpose. To become effective, amendments must be approved by the Student Bar Association and the faculty.

FEDERAL AND STATE POLICIES

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I. STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

A. The Family Educational Rights and Privacy Act (“FERPA”), also known as the Buckley Amendment, 20 U.S.C. §1232g, regulations at 34 C.F.R. part 99 provides students certain rights with regard to their education records as they are defined by the statute. They are:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day a request for access is received. Students should submit a written request to the Registrar’s office, or other appropriate official, that identify (ies) the record(s) they wish to inspect. Arrangements will then be made for access and the student will be notified of the time and place where the records may be inspected. If the person receiving the request does not maintain the education records requested, they will inform the student to whom the request should be submitted.
2. The right to request the amendment of the student’s records that the student believes are inaccurate, misleading, or invade the student’s privacy. Students wishing to challenge records for any of these reasons should submit a request to the Registrar, who will forward it to the appropriate person for an initial review. (This process is not available to challenge the fairness of grades earned by the student.) The student will be notified of the results of the initial review. If the result is not to amend the challenged record, the student will be notified of their right to file a written request with the Academic Dean for a hearing regarding the request for amendment. Additional information regarding the hearing procedures is contained in the Law School’s Student Records Policy, which is available to students in the Registrar’s office and will be provided to the student whenever a request for a hearing is filed with the dean’s office.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent the FERPA’s exceptions authorize disclosure without consent. Under these exceptions, the Law School may, but is not required to release personally identifiable information about a student without their consent.
 - a. One exception that permits disclosure without consent is disclosure to other Gonzaga University officials with legitimate educational interests. A school official is a person employed by Gonzaga University in an administrative, supervisory, academic or research, or support staff position (including Campus Security and any

other law enforcement personnel and Health Center and any other health staff), a person or company with whom Gonzaga has contracted (such as an attorney, auditor or collection agent), a person serving on the Board of Trustees, or a student serving on an official committee, such as an honor code or other disciplinary or grievance committee, or assisting another Gonzaga official in performing their tasks, such as a student tutor for the Academic Resource Program.

A school official has a legitimate educational interest if the official needs to review education records in order to fulfill their professional responsibility.

- b. Upon request by the student or school, the Law School may disclose education records without consent to officials of another school (such as an LL.M. program) in which the student seeks or intends to enroll, or is enrolled and receiving services.
- c. Information about a student may be released to a student's parent if that parent declared the student as a dependent on the most recent federal income tax return.
- d. Information about a student may be released pursuant to a lawfully issued subpoena. Generally, the Law School will make reasonable efforts to notify the student before complying with a subpoena of their records. However, in the case of law enforcement or grand jury subpoenas, the subpoena may direct the Law School not to notify the student of the subpoena's existence or contents. If the Law School initiates legal action against a student, the Law School may disclose relevant education records of that student without consent or a subpoena, after reasonable efforts to notify the student of the Law School's intent to disclose.
- e. Information about a student may be released to lenders or other financial aid authorities as needed for financial aid purposes, accrediting organizations (such as the Association of American Law Schools) for accreditation purposes federal or state educational authorities (such as the U.S. Department of Education) with a legitimate interest in the records for audit or evaluation purposes or to educational organizations conducting studies to develop tests, improve instruction, or administer student aid.
- f. Information about a student designated as "directory" by the Law School may be released unless the student files a written request for non-release of such information with the Registrar's Office by September 15 of a school year. Such requests must be renewed annually.

The Law School treats the following information as directory:

- 1) Name
- 2) Local and Permanent Address
- 3) Local and Permanent Phone Number

- 4) E-mail address
 - 5) Photograph
 - 6) Date and place of birth
 - 7) Major field of study
 - 8) Dates of attendance and class (e.g., first year student)
 - 9) Degree(s) received and date(s)
 - 10) Awards/honors received and dates (e.g., cum laude Dean's Honors CALI award)
 - 11) Most recent previous school attended
 - 12) Participation in recognized activities and sports
- g. The outcome of a Law School or Gonzaga University disciplinary proceeding involving a crime of violence must be released to the alleged victim, whether or not the alleged perpetrator consents.
 - h. In an emergency, information about a student may be released as needed to appropriate persons to protect the student's or another's health and/or safety.
3. The right to file a complaint with the Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue SW Washington D.C. 20202-4605.
- B. This is not a complete rendition of rights and obligations under FERPA.
- C. Students should be aware that Gonzaga University may maintain records about them (e.g., financial aid or health center records) which are subject to FERPA but are outside of the Law School's control and the Law School Student Records Policy. Copies of the University's Student Records Policy which controls these records are available from the University registrar.

II. ABA STUDENT COMPLAINTS

As an ABA-accredited law school Gonzaga University School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html. Any student at the Law School who wishes to bring a formal complaint to the administration of the Law School of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards should do the following:

1. Submit the complaint in writing to the Dean, Academic Dean, or the Dean of Students. The writing may consist of personal delivery, e-mail, U.S. mail, or fax.

2. The writing should describe in detail the behavior, program process, or other matter that is the subject of the complaint and should explain how the matter implicates the Law School's program of legal education and its compliance with a specific identified ABA Standard(s).
3. The writing must provide the official name, Law School e-mail address, and a street address of the complaining student, for further communication about the complaint.
4. The administrator to whom the complaint is submitted will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.
5. Within two weeks of acknowledgment of the complaint, the administrator or the administrator's designee shall either meet with the complaining student or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint or information about what steps are being taken by the Law School to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within two weeks after completion of the investigation.
6. Appeals regarding decisions on complaints may be taken to the Dean of the Law School or, if the Dean has decided the merits of the complaint, to the University Provost. Any decision made on appeal by the Dean or the Provost shall be final.
7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the Office of the Dean for a period of ten years from the date of final resolution of the complaint.

III. DISCRIMINATION POLICIES

Our non-discrimination policies comply with federal and state regulations including Title IX of the Education Amendments of 1972.

Information and assistance about filing an informal complaint or formal grievance with the University or with federal and state agencies alleging disability discrimination is available from the Dean of Students, or the Academic Dean or the Office of Disability Access on main campus. See <https://www.gonzaga.edu/academics/academic-resources/center-for-student-academic-success/disability-access/students>.

RESOURCES

- A. **ABA Standards**
http://www.americanbar.org/groups/legal_education/resources/standards.html
- B. **Academic Resource Program**
<https://www.gonzaga.edu/school-of-law/academics/curriculum/academic-resource-program>
- C. **Alcohol Policy**
<https://www.gonzaga.edu/student-life/student-services/resolution-center/student-code-of-conduct/standards-of-conduct-and-policies/university-policies/alcohol-policy>
- D. **Bias Incident Report Form**
https://cm.maxient.com/reportingform.php?GonzagaUniv&layout_id=8##
- E. **Campus Security and Public Safety**
<https://www.gonzaga.edu/about/our-campus-location/campus-safety>
- F. **Center for Professional Development**
<https://www.gonzaga.edu/school-of-law/careers>
- G. **Chastek Library**
<https://www.gonzaga.edu/school-of-law/academics/chastek-library>
- H. **Chastek Library Printing**
<https://www.gonzaga.edu/chastek-library/in-the-library/printing>
- I. **Dean of Students Office**
<https://www.gonzaga.edu/school-of-law/faculty-staff/leadership>
- J. **Disability Access**
<https://www.gonzaga.edu/academics/academic-resources/center-for-student-academic-success/disability-access>
- K. **Equity Diversity & Inclusion at Gonzaga**
<https://www.gonzaga.edu/about/diversity-equity-inclusion#:~:text=Diversity%20affirms%20our%20faith%2Dinspiredliving%2C%20working%20and%20learning%20environment>
- L. **Event Policy**
<https://www.gonzaga.edu/school-of-law/about/facility/plan-an-event>
- M. **Gonzaga University Mission Statement**
<https://my.gonzaga.edu/campus-resources/offices-services/marketing-communications/brand/brand-guidelines-assets/our-mission>
- N. **Gonzaga University Mission Statement on Diversity**
<https://my.gonzaga.edu/student-life/resources/diversity-inclusion-community-equity>
- O. **Gonzaga University Student Handbook**
<https://www.gonzaga.edu/student-life/student-services/resolution-center/student-code-of-conduct>
- P. **Health and Counseling Services**
<https://www.gonzaga.edu/student-life/health-well-being/health-counseling-services>

- Q. **Information Technology Use Policy**
<https://www.gonzaga.edu/about/offices-services/information-technology-services/information-technology-use-policy>
- R. **Military Leave of Absence**
<https://www.gonzaga.edu/military-and-veteran-students/student-veteran-information/military-leave-of-absence>
- S. **Parking Policy**
<https://www.gonzaga.edu/about/our-campus-location/parking#:~:text=Anyone%20with%20a%20valid%20permiton%20University%20holidays%20and%20breaks>
- T. **Religious Accommodations Policy**
<https://gonzaga.azureedge.net/-/media/Website/Documents/Academics/Office-of-the-Registrar/Religious-Accommodations-for-Students-Policy.ashx>
- U. **Rudolf Fitness Center**
<https://www.gonzaga.edu/student-life/health-well-being/rudolf-fitness-center>
- V. **Sexual Misconduct Policy**
<https://gonzaga.azureedge.net/-/media/Website/Documents/About/Offices-and-Services/Human-Resources/Equity-Inclusion/Equal-Opportunity-Office/Harassment-Discrimination-Policy/TitleIXSexualHarassmentPolicyFINAL81420.ashx?rev=b19af65a38fe4512949d3823c8000e96&hash=59AA87B8B3398517041D227378691AEE>
- W. **Smoking Policy**
<https://www.gonzaga.edu/student-life/student-services/resolution-center/student-code-of-conduct/standards-of-conduct-and-policies/university-policies/smoking-policy>
- X. **Student Bar Association**
<https://www.gonzaga.edu/school-of-law/academics/the-ceal-division/student-resources/student-organizations/student-bar-association>
- Y. **Thomas More Social Justice Scholarship**
<https://www.gonzaga.edu/school-of-law/clinic-centers/thomas-more-social-justice-scholarship-program>
- Z. **Title IX Office**
<https://my.gonzaga.edu/faculty-staff-services/human-resources/equity-inclusion/title-ix>
- AA. **Veterans & Military-Connected Student Information**
<https://www.gonzaga.edu/online-graduate-programs/online-programs/m-a-organizational-leadership/veterans-and-military>