

Suffolk University Law School



LAW STUDENT HANDBOOK

Rules, Regulations and Policies

2017-2018

[Updated 8/16/17]

NOTICE REGARDING SUFFOLK UNIVERSITY LAW SCHOOL RULES, REGULATIONS AND POLICIES BOOK 2017-2018

This publication was compiled by the Law School Dean of Students Office during August 2017, using the versions of the Rules, Regulations and Policies available at that time. Rules, Regulations and Policies may be changed throughout the academic year. Accordingly, please note that the contents of this book are subject to change at the discretion of the Law School. We reserve the right to alter the policies and information contained in this book. Please see the Suffolk University Law School Website for any changes.

It is incumbent upon each enrolled student at the Law School to thoroughly read this publication, and to be especially familiar with the contents of the Policies, Rules and Regulations which are contained herein.

In certain circumstances, Rules, Regulations and Policies may differ for students enrolled in the LLM program, the SJD program or those visiting Suffolk as part of an International Exchange Program. For more information, please see the Office of Graduate and International Programs.

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EMERGENCY MANAGEMENT

Web site: <http://www.suffolk.edu/explore/5261.php>

Be ready to take action in the event of an emergency at Suffolk University. The Office of Emergency Management has established specific procedures for various emergency situations.

EMERGENCY CONTACT INFORMATION

All Suffolk University students are required to submit (or confirm) current emergency contact information each semester, and when such information changes. This will ensure that the University has current and accurate information in the unfortunate event of a student or campus emergency.

Contact information provided will be recorded in Rave, the University's emergency notification system. In the event of an emergency on campus, or a school closing due to weather or other event, you will be notified via one or all of the following ways, depending on the event and the information you have provided: home phone, cell phone, text message, and email.

It is the students' responsibility to maintain accurate and up-to-date contact information with the University.

SHELTER IN PLACE

Shelter in Place is a protective action to stay inside a building to avoid external hazards such as severe weather, a hostile intruder, or a hazardous material release. Shelter In Place is implemented as a measure to protect the safety and welfare of our students and staff. When Shelter In Place is warranted, you will be appropriately advised via the emergency notification system or other appropriate means.

General Steps to Shelter in Place:

1. Stay where you are or go into the nearest room with a door
2. Close the doors and lock them if possible
3. Close the windows and blinds or curtains
4. Silence all audio equipment and cell phones
5. Wait for the "all-clear" message from authorities

EMERGENCY EVACUATION

Important fire safety information and evacuation procedures are provided to all students at the beginning of each semester. Since the procedures that must be followed vary slightly for each University building, students are required to familiarize themselves with the evacuation procedures for each building that they have classes in or occupy. Evacuation plans and means of egress are posted in all classrooms and most elevator lobby areas. All building occupants are responsible for becoming familiar with and adhering to the emergency evacuation procedures and for evacuating the building when an evacuation tone is sounded on their floor. Follow the instructions of the Suffolk University Police Department personnel or other emergency officials at all times.

General Procedures

If an emergency situation results in the alarm system being activated, occupants of the building will hear the following:

- An initial alert (pre-signal) tone will sound
- Following the pre-signal round, the system will come on with a pre-recorded message that will state:

"Attention please, the signal tone you have just heard indicates a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest stairway and leave the floor. While the report is being verified, occupants on other floors should await further instructions."

- This message will be repeated twice. If an evacuation signal follows the message, it will sound like a "slow whoop" tone. All individuals hearing this "whoop" on the floor where they are located must evacuate the area/building immediately.
 - Use the closest available exit stairwell to evacuate the building.
 - Do NOT use elevators.
 - When exiting the building, use sidewalks and walk away from the building to allow for access by the Boston Fire Department and emergency personnel.
 - Go to the designated assembly area located for the Suffolk University building in which you are located. The designated assembly area for Sargent Hall is on Bosworth St, at the corner with Chapman Place (this is the area between the Beantown Pub and the Nine-Zero Hotel)
 - Information on assembly areas for all Suffolk University buildings can be found at <http://www.suffolk.edu/explore/5268.php>
 - Do not re-enter the building until the Boston Fire Department or other emergency personnel have given the all clear.

How To Report a Fire

Persons discovering a fire, smoky condition, or explosion should:

- Pull the nearest fire alarm/pull station. This will notify the Boston Fire Department that there is a fire in the building. Fire alarm pull stations are located next to the interior stairwell doors.
- Walk to the nearest stairway or exit and leave the building. Do not use elevators during a fire.

Fire Extinguishers:

- Fire extinguishers should be used by trained personnel only. The safe evacuation of the building is the number one priority.

Procedures for clothing on fire

- Roll the person around on floor.
- Pull the nearest fire alarm/pull station. This will notify the Boston Fire Department that there is a fire in the building. Fire alarm pull stations are located next to the interior stairwell doors.
- Obtain medical attention by calling Suffolk University Police at extension 8111 or (617) 573-8111.

RULES AND REGULATIONS

I. DEGREE REQUIREMENTS

A. General Requirements

A candidate for the degree of Juris Doctor must be in good academic standing and comply with the following requirements:

1. A candidate must have completed at least three years of full-time study in law school or have completed at least four years of part-time study in law school. A student in good academic standing may, in extraordinary circumstances and with the permission of the Dean of Students Office, complete an upper-class year of study at another ABA-accredited law school (see policy on Visiting Out, Study Abroad, and Electives at Non-Suffolk Programs.)
2. A student admitted with advanced standing based on course work completed at another ABA-accredited law school must complete at least two years (four semesters) of study at Suffolk University Law School in order to receive the Juris Doctor degree from Suffolk University. In exceptional circumstances this requirement may be reduced at the discretion of an Associate Dean.
3. A candidate's complete law school record must (i) show a cumulative weighted average of at least 2.000; and (ii) show unsatisfactory grades outstanding in no more than three courses.

A student in good academic standing may convert an unsatisfactory grade into a satisfactory grade for purposes of this Regulation I (A) (3) by means of the reexamination procedure prescribed by Regulation III (G).

4. The ABA, as a national accrediting authority for law schools, has established in ABA Standard 311(a) that a law school shall require, as a condition for graduation, successful completion of a course of study of not fewer than 83 credit hours, at least 64 of which shall be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction at the law school. Suffolk University Law School requires all students to complete at least 84 credit hours of study in order to be eligible to graduate. The Law School adheres to the definition of "credit hour" established in ABA Standard 310(b), as set forth in Regulations I(B)(2) and I(C)(2).
5. Any student who completed their first-year prior to the 2016-2017 academic year with a cumulative GPA of 2.670 or higher but less than 3.000 in the first year must take Advanced Survey of Core Legal Principles in the student's final year. Any student who completes their first year during the 2016-2017 academic year or later with a cumulative GPA of 2.670 or higher but less than 3.000 must complete all of the following courses in order to be eligible to graduate:

- a. Evidence;
- b. Trusts and Estates;
- c. Business Entity Fundamentals;
- d. Commercial Law Survey, Commercial Paper, Commercial Sales, or Secured Transactions;
- e. Constitutional Law/Criminal Procedure;
- f. Family Law (the Family Law requirement does not apply to students graduating in or before September 2017 and students graduating in January 2018 may request a waiver of this requirement)
- g. Massachusetts Practice (if the student intends to take the Massachusetts bar examination in July 2017 or February 2018); and
- h. Advanced Survey of Core Legal Principles (must be taken in the student's final year).

[Revisions to Rule I. A. 5. approved by law faculty on 5/19/16 and 3/2/17]

- 6.** Prior to graduation, every student must satisfactorily complete:
- a.** six credits of upper-level experiential learning courses (as defined by ABA Standards 303 and 304),
 - b.** two continuing legal education seminars, and
 - c.** a minimum of 50 hours of practice-based learning completed in any of the following ways: (i) First Year Summer Internship Program placement; (ii) 50 hours of legal work completed through the Pro Bono Program; or (iii) 50 hours of legal work completed under the supervision of an attorney.

Students completing Sections b and c of this requirement must submit certification of completion to the Academic Services Office.

Part-time students in the Evening Division are exempt from section c. of the requirement, but are encouraged to complete it.

[Rule I.A.6. approved by law faculty on 2/13/14 and amended 5/19/16. Rule I.A.6. applies to students entering the law school in the Fall 2015 semester and later.]

- 7.** All students are required to take a Diagnostic Exam covering selected bar-related subjects taught during the first year of study in the day division and the first two years of study in the evening division. Results of the diagnostic exam will be reported to students but will not appear on their transcripts and will not affect their grade point averages. However, students are required to complete the Diagnostic Exam in order to be eligible to graduate, and this requirement will be included in each student's degree audit. The Diagnostic Exam may be offered in an online format. Students scheduled to graduate before 2020 will be required to take the exam during designated periods in their final year of study. Students scheduled to graduate in 2020 or later will be required to take the exam during

designated periods in the fall of their second year of study if enrolled in the day division or the fall of their third year of study if enrolled in the evening division.

[Approved by law faculty on 4/17/14]

8. All students must complete the required courses in Civil Procedure, Constitutional Law, Contracts, Criminal Law, Legal Practice Skills, Property, Torts, and Professional Responsibility.
9. All students must complete the Legal Writing Requirement (see Rule I. H.)
10. All students must complete the Base Menu Requirement (see Curriculum Requirements on the Law School Web Site: <http://www.suffolk.edu/law/academics/degrees/jd/6722.php#base>), unless they are placed on Academic Warning or are subject to the requirements of Rule I.A.5.
11. All students are subject to the provisions of the Academic Standing Requirements (Rule II.C.) and must complete any requirements set forth under Rule II.C. or by the Academic Standing Committee.
12. The Law Faculty may revise these degree requirements or impose additional requirements from time to time. Students will be provided advance notice of such changes.
13. Degrees are awarded by the Trustees at Suffolk University on the recommendation of the faculty. Recommendation may be withheld by the faculty for good cause other than failure to meet the foregoing requirements.

B. Day Division

The Day Division course of study consists of three academic years (6 semesters) of full-time study. Day Division students must devote a substantial amount of time to the study of law. First-year students in the Day Division are expected to treat the study of law as their sole occupation during the academic year. Upper-class students in the Day Division are strongly encouraged to limit employment and volunteer work to no more than 20 hours per week during the academic year. Additional limitations on outside commitments, including employment, may be set for students subject to action under Rule II.C. (Academic Standing Requirements).

1. *Credit Hour Requirements:* The academic year consists of two semesters, the first or fall semester, commencing in August and the second or spring semester, commencing in January. The Day Division course of study requires six semesters of class work. Completion of a total of 84 credit hours is required in order to earn the Juris Doctor degree. For purposes of this Regulation I (B), the reexamination procedure prescribed by Regulation III (G) has no effect.

2. *Definition of Credit Hour:* The Law School adheres to ABA Standard 310(b), which defines a “credit hour” as an amount of work that reasonably approximates one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time, or an equivalent amount of work for non-classroom academic activities.
3. *Credit Requirements:* Day students are required to enroll in a minimum of 27 credits per year, and may enroll in 12-16 credits each semester. Enrollment in more than 27 credits in year two will not reduce the 27 credit requirement of year three.

C. Evening Division

1. *Credit Hour Requirements:* The academic year consists of two semesters, the first or fall semester, commencing in August, and the second or spring semester, commencing in January. The Evening Division course of study requires eight semesters of class work. Completion of a total of 84 semester hours is required in order to earn the Juris Doctor degree. For purposes of this Regulation I (C), the reexamination procedure prescribed by Regulation III (G) has no effect.
2. *Definition of Credit Hour:* The definition of a credit hour for the Evening Division program is the same as for the Day Division, as set forth in paragraph I(B)(2).
3. *Credit Requirements:* Evening students are required to enroll in a minimum of 21 credits per year, and may enroll in 9-12 credits each semester. Enrollment in more than 21 credits in year two and/or year three will not reduce the 21 credit minimum required in year four.

II. ACADEMIC STANDARDS

A. Course Loads

1. Day Division

No Day Division student may register for more than 16 credits or less than 12 credits in any one semester, or register for credits which result in more than 30 credits or less than 27 credits in any academic year.

2. Evening Division

No Evening Division student may register for more than 12 credits or less than 9 credits in any one semester, or register for credits which result in more than 24 credits or less than 21 credits in any academic year.

B. Attendance and Assignment Policy

1. General

A student must take the courses and examinations for the section in which (s)he is enrolled. Each student is expected to perform all class assignments and to attend class meetings regularly and in a punctual manner. Failure to do so may result in exclusion from an examination, which may result in a grade of No Credit, F, probation, suspension, or dismissal.

2. Applicable Absence Limitation

With respect to any course, a student is allowed to miss up to the “Applicable Absence Limitation” for that course. Students with absences in excess of the Applicable Absence Limitation shall be excluded from the course, unless such excess absences are excused in accordance with Paragraph 8, below. The Applicable Absence Limitation shall mean 15% of the total minutes of instruction required for the credit amount of the course and is defined by the following table:

Credit Hours/Semester	Applicable Absence Limitation/Semester
2-credit course, meets once a week	220 minutes of class, or up to two class meetings
2-credit course, meets twice a week	220 minutes of class, or up to four class meetings
3-credit course, meets once a week	330 minutes of class, or up to two class meetings
3-credit course, meets twice a week	330 minutes of class, or up to four class meetings
3-credit course, meets three times a week	330 minutes of class, or up to six class meetings
4-credit course, meets twice a week	440 minutes of class, or up to four class meetings
4-credit course, meets three times a week	440 minutes of class, or up to five class meetings

Credit Hours/Summer Session	Applicable Absence Limitation/Summer Session
2-credit course, meets once a week	Up to one class meeting
3-credit course, meets twice a week	Up to two class meetings
4-credit course, meets twice a week	Up to two class meetings

3. Year-long Courses

In year-long courses, each of the semesters of a course shall have its own Applicable Absence Limitation as defined above. Students may not “carry-over” unused absences to increase the Applicable Absence Limitation in the second semester of a year-long course.

4. *Add/Drop Period*

For elective courses, class meetings during the add/drop period shall be disregarded in determining whether a student has exceeded the Applicable Absence Limitation. This does not apply to required courses, summer session, inter-session or intensive courses.

5. *Inter-session and Intensive Courses*

Because inter-session and intensive courses normally are designed to have a limited number of class meetings, there is **no** Applicable Absence Limitation available for these courses. Students are expected to attend all class meetings of inter-session and intensive courses. An absence or significant tardiness to an inter-session or an intensive classes will result in the student being excluded from the course. To obtain a waiver to this rule, a student must submit a petition to the Dean of Students. The Dean of Students will only grant the petition if 1) the petition shows an extraordinary and unavoidable circumstance, and 2) the instructor believes that the amount of absence will not unreasonably alter the level of engagement expected of all students in the course.

6. *Reasons for Absences*

The absences taken within Applicable Absence Limitation in any course must relate to short-term family, personal, religious observance, localized weather, commuting, work or illness issues.

7. *Reporting Absences to the Instructor, Dean of Students*

Any absences within the Applicable Absence Limitation should be reported directly to the instructor by the student. Any absences in excess of the Applicable Absence Limitation or any absences of more than three consecutive school days shall be reported to the Dean of Students by the student as soon as practicable.

8. *Excused Absences Beyond the Applicable Absence Limitation*

The Dean of Students does not excuse absences that fall within the Applicable Absence Limitation. However, the Dean of Students may make a determination that, on account of extraordinary circumstances affecting an extended period of time, a student shall be excused for a limited amount of time beyond the Applicable Absence Limitation. Such extraordinary circumstances must relate to health, bereavement, family, military, or significant personal issues. Excusals will not be granted for vacations or on-going conflicts resulting from the student's normal employment commitments. In addition, excusals will not be granted to relieve Day Students of the limitation on employment set by the law school.

The Dean of Students may not excuse absences for more than one week's worth of classes beyond the Applicable Absence Limitation or in circumstances where a student would miss

more than 10 consecutive days of classes during a semester regardless of the circumstances. Students who have circumstances causing them to be absent for more than these specified periods shall consult with the Dean of Students regarding a Voluntary Leave of Absence or course withdrawal.

9. *Student Responsibilities Regarding Absences and Attendance Records*

Students are advised to keep a personal record of all absences.

In courses where the instructor requires the students to sign an attendance sheet (or otherwise mark themselves as present), it is the student's responsibility to ensure that this is done in a timely manner for each class. Students who mark or sign as present a classmate who is absent shall be subject to disciplinary action.

10. *Reporting of Excess Absences*

In any course in which a student has been absent without excuse for more than the Applicable Absence Limitation, the instructor of that course shall notify the Dean of Students, indicating the dates or number of class absences. Once it is determined that the student is to be excluded from that course as per Paragraph 2., an Associate Dean, in light of applicable circumstances and upon consultation with the reporting instructor and the Dean of Students, shall determine whether to allow the student to withdraw from the course or whether to exclude that student from the course and to award that student a grade of F for the course.

11. *Tardiness and Early Departures*

Excessive tardiness or early departures from class may result in exclusion from a course under this policy. Excusals will not be granted for tardiness or early departures for normal and foreseeable commutes or work schedules.

12. *Religious Observances*

Absences on any particular day for religious observances are permitted in accordance with Mass. Gen. Laws Ch. 151C, §2B.

C. *Academic Standing Requirements*

[Amended by Law Faculty on 5/19/16]

1. *First-year students*

The provisions of section 1 apply to all first-year students.

(All other students are subject to the provisions of section 2 – *Upper-class Students.*)

a. First-Semester Academic Standing

- i. At the end of the first semester, a student is not in good academic standing and will be dismissed from the law school if either of the following applies:
 - a. the student receives final grades that are unsatisfactory in three of the student's first semester courses, *or*
 - b. the student receives two or more final grades of D+ or lower in first semester courses

The dismissal is final, and there is no appeal of the dismissal. The academic performance and individual circumstances of students who are dismissed pursuant to this section are not subject to review by the Academic Standing Committee.

- ii. The Academic Standing Committee will review a student who has unsatisfactory final grades in two courses for the first semester but who does not fall under II. C. 1. a. i. Such a student is not in good academic standing and may be dismissed. The Committee may vote to allow the student to continue on academic probation. The Committee may also set other conditions of the student's continued enrollment, including but not limited to a reduction in course load, participation in academic and other student support programs or courses, repeat of certain courses, or a leave of absence from the school. In determining if a student may continue, the Committee will take into account the following:
 - a. whether the student experienced extraordinary circumstances during the first semester that affected the student's academic performance *or*
 - b. whether the student is likely to succeed in the study of law.

If the Committee votes to dismiss the student, that dismissal is final and unappealable.

- iii. Students who receive one unsatisfactory grade in the first semester will
 - a. receive a notice from the Academic Standing Committee warning the student of the Academic Standing Requirements and advising the student of academic support resources, and
 - b. be required to meet with a faculty member, advisor or associate dean, to be designated by the Dean, to discuss their first semester difficulties and devise a course of action for achieving academic success and passing the bar examination. Students may be directed to participate in the Academic Support Program, enroll in particular courses in the upper year curriculum, or take other appropriate corrective measures.

b. Second-Semester Academic Standing

- i. At the end of the second semester of the first-year, a student is not in good academic standing and will be dismissed from the law school if either of the following applies:
- a. the student has a grade point average of less than 2.000 for that academic year, *or*
 - b. the student has unsatisfactory grades in three or more courses for that academic year.

The dismissal is final, and there is no appeal of the dismissal. The academic performance and individual circumstances of students who are dismissed pursuant to this section are not subject to review by the Academic Standing Committee.

- ii. The Academic Standing Committee will review a student who does not fall within the above dismissal standard (II. C. 1. b. i.) but has a grade point average for that academic year ranging from 2.000 to below 2.330 or was reviewed by the Academic Standing Committee after the first semester and failed to meet one or more conditions of continued enrollment set by the Committee. Such a student is not in good academic standing and will be dismissed unless the committee finds by clear and convincing evidence that:
- a. the student experienced extraordinary circumstances during the academic year,
 - b. the extraordinary circumstances affected the student's academic performance,
 - c. those circumstances are no longer an impediment to the student's academic performance; *and*
 - d. the student is likely to succeed in the study of law, which includes a likelihood of passing a bar examination.

If the Committee votes to dismiss the student, that dismissal is final and unappealable.

- i. A student who has a grade point average after the second semester of the first year ranging from 2.330 to below 2.500 is not in good academic standing and will be reviewed by the Academic Standing Committee. Such a student will be dismissed unless the Committee finds by clear and convincing evidence that the student is likely to succeed in the study of law, which includes a likelihood of passing a bar examination. Evidence relevant to the Committee's determination of likely success for purposes of this paragraph may include, but is not limited to, the absence of unsatisfactory grades in the student's academic record, the presence of

grades of B+ or higher, and demonstrated improvement in the student's academic performance in the second semester relative to the first. If the Committee votes to dismiss the student, that dismissal is final and unappealable.

- ii. Students who are not in good academic standing but are allowed by the Academic Standing Committee to continue will be placed on academic probation and Academic Warning. The Committee may also set other conditions of the student's continued enrollment, including but not limited to a reduction in course load, participation in academic and other student support programs or courses, repeat of certain courses (whether or not required by paragraph II.C.1.c. below), or a leave of absence from the school.

c. Repeating Courses

Students allowed to continue on academic probation after the first or second semester will be required to repeat any course taken during the first year of law school in which they received a grade of C- or lower. The Academic Standing Committee may, within its discretion, vote to waive this requirement regarding any course for which the student received a grade higher than F.

d. Academic Warning

In addition to those students who are placed on Academic Warning pursuant to the above Second-Semester Academic Standing provision, the following students will also be placed on Academic Warning, but without review by the Academic Standing Committee:

- i. Any student with a grade point average for the first year, ranging from 2.500 to below 2.670;
- ii. Any student who has at least two unsatisfactory grades for that academic year, regardless of the student's grade point average.

Students who are placed on Academic Warning must enroll in, and earn a satisfactory grade in, the following courses:

1. Legal Analysis & Methods (must be taken no later than the fall semester of the student's second year)
2. Evidence
3. Trusts and Estates
4. Business Entity Fundamentals, Corporations, or LLC, Partnership & Agency (latter two courses not offered after 2016-2017 academic year)
5. Commercial Law Survey, Commercial Paper, Commercial Sales, or Secured Transactions

6. Constitutional Law/Criminal Procedure
7. Family Law (the Family Law requirement does not apply to students graduating in or before September 2017 and students graduating in January 2018 may request a waiver of this requirement)
8. Massachusetts Practice, if the student intends to take the Massachusetts bar examination in July 2017 or February 2018
9. Fundamentals of Law (must be taken in the student's final semester)

With the exception of Legal Analysis & Methods (which must be taken no later than the fall semester of the second year) and Fundamentals of Law (which must be taken in the student's final semester), these courses may be taken at any time prior to graduation and they serve as a substitute for the Base Menu requirements that are applicable to students who are not on Academic Warning. Students on Academic Warning remain subject to all other graduation requirements.

Students who receive an unsatisfactory grade in the above courses must participate in the Academic Support Program and are required to repeat the course in which the unsatisfactory grade was received.

Course Guidance and Curriculum Review. Students are strongly urged to take advanced courses that serve to reinforce first-year courses in which they received unsatisfactory grades. Such courses may include advanced legal writing courses and such other courses as may be designated as appropriate by the Law Faculty. Students are also strongly urged to take advantage of all of the bar exam preparation opportunities offered at the law school.

The Academic Warning designation is not subject to appeal.

[Academic Warning course requirements amended by Faculty 3/2/17]

2. Upper-class Students

- a.** An upper-class student is not in good academic standing if he or she receives final grades below C in more than one course in any semester.
- b.** An upper-class student who is not in good academic standing after a semester, but who does not fall within paragraph (2)(c), shall be placed on probation for the following semester.
- c.** An upper-class student whose average for the semester is no greater than 2.000, who receives final grades below C in three or more courses, or who receives final grades below C in more than one course while on probation, is not in good academic standing and may be dismissed. The Academic Standing Committee may vote to allow the student to continue on probation. The Committee will not allow the student to continue unless it finds by clear and convincing evidence that:

- i. the student experienced extraordinary circumstances during the semester,
 - ii. the extraordinary circumstances affected the student's academic performance,
 - iii. those circumstances are no longer an impediment to the student's academic performance; *and*
 - iv. the student is likely to succeed in the study of law, including a likelihood of passing a bar examination.
- d. If a student who is not on probation but has been on probation previously is not in good academic standing at the conclusion of a semester, he or she shall come before the Academic Standing Committee, which shall determine, based on the student's overall academic record and the student's reasons for failure to maintain good academic standing, whether or not the student shall be dismissed or be permitted to continue on probation.
- e. Any student who fails to achieve good academic standing for the relevant year or semester three times will be dismissed, unless at least five members of the Academic Standing Committee vote that the student be allowed to continue on probation. (For example, a student would fall into this category if his or her grades for the first year were below the standards for good standing, his or her grades for the second semester of the second year were below the standards for good standing, and his or her grades for the first semester of the third year were below the standards for good standing.) In the event the student is allowed to continue on probation, the Academic Standing Committee shall set the conditions of such probation.

3. *Academic Standing Committee*

- a. Petitions for permission to continue will be considered by the Academic Standing Committee, consisting of six faculty members, the Dean of Students (serving *Ex Officio*) and an Associate Dean. The Associate Dean, who shall be a member of the Law School Faculty, shall serve as chair of the committee, and shall only vote in the case of a tie.
- b. The student shall be afforded an opportunity to submit a petition in writing to the committee and to be heard before the committee prior to its decision. Full documentation of the circumstances must accompany the petition. If such reasons involve physical or psychological incapacity before or during examinations, full documentation of the problem from a treating professional must accompany the petition.
- c. If the committee allows a student to continue on probation, it may impose conditions, including but not limited to repeating a course, periodic meetings with a faculty advisor, an assistance program prescribed by the committee, limitations on employment or extracurricular activities, or taking a semester or year of leave prior to continuing.

The decision of the Academic Standing Committee is final. There is no appeal of its decision.

4. *General Provisions*

- a.** No student may graduate with final grades below C in more than three courses or with an average below 2.000.
- b.** No student may enroll in the second semester of a two-semester course, such as Property, Legal Practice Skills, Civil Procedure, Constitutional Law or Contracts, if the student receives a final grade of F in the first semester of the course.
- c.** A student, whether or not in good academic standing, shall be required to repeat any required course in which he or she receives a grade of F. Both the original grade of F and the grade received upon repetition of the course shall be included in the student's grade point average. For purposes of this Regulation II (C) (4) (c), the term "required course" shall mean all first year courses, including for evening students Constitutional Law and Property although offered in the second year. For purposes of this Regulation II (C) (4) (c) the term "required course" shall also include Professional Responsibility. For purposes of this Regulation II (C) (4) (c) the term "required course" does not include Base Menu courses. A Base Menu course in which a student receives a grade of F may not be counted in satisfaction of the Base Menu Requirement. For purposes of this Regulation II (C) (4) (c), the reexamination procedure prescribed by Regulation III (G) has no effect.
- d.** An upper-class student taking a reduced program shall not be in good academic standing if his or her grade point average for the semester falls below 2.000 or if he or she receives grades below C in more than 30% of the total credit hours carried. A first-year student taking a reduced program shall not be in good academic standing if his or her grade point average for the first year falls below 2.000 or if he or she receives grades below C in more than 30% of the total credit hours carried.
- e.** For purposes of determining a student's academic standing, a grade of No Credit shall be equivalent to an F.
- f.** If a course description specifies a course to be a prerequisite for registration, a student shall not be treated as having satisfied the prerequisite if the student receives a grade of F with respect to the prerequisite course. However, a student in good academic standing may satisfy a prerequisite by means of the reexamination procedure prescribed by Regulation III (G).
- g.** Any student who receives an unsatisfactory grade (C- or below) in Legal Practice Skills is required to enroll in Advanced Legal Writing.

- h.** A student who has been dismissed from the law school in accordance with any of the provisions of the Academic Standing Requirements may not reenroll in the J.D. program unless he or she complies with the law school's Readmissions process and timeframes. See *Rule VI (Readmissions)*.

D. Dean's List

The Dean's List is an annual honor designation for students placing in the top 33%, solely for that academic year, of (i) the first year student body, or (ii) the upper-class student body, as the case may be. Those students who qualify for the Dean's List will be determined annually, after completion of the spring term, by the Assistant Dean for Academic Services and the Academic Associate Deans using the grades from the year just completed. The Dean's List will be announced shortly after grades for the spring term are posted. No change will be made to the Dean's List G.P.A. once it has been determined.

E. Graduation with Honors

A student who has complied with all requirements for the degree of Juris Doctor, and whose scholastic achievements, in the judgment of the Faculty, have been outstanding, will be recommended for the degree with honors. The graduating student with the highest cumulative average in the day and evening divisions will be awarded the degree summa cum laude; the Faculty may in its discretion also award the graduation honors summa cum laude to additional students.

Honors will be determined as follows:

- *Summa Cum Laude*: Students in the top 3 percent in each division.
- *Magna Cum Laude*: Students in top 8 percent in each division but below the standard for Summa Cum Laude.
- *Cum Laude*: Students in top 25 percent in each division but below the standard for Magna Cum Laude.

For the purposes of determining honors, the January and May graduates of the same calendar year will be considered the graduating class. Honor determinations for September graduates will be based on the honor determinations made in the preceding May of the same calendar year.

F. Academic Integrity

- 1.** Any violation of academic integrity shall be viewed as a serious infraction of the Rules and Regulations of the Law School. Violations of academic integrity shall include, but are not limited to, dishonesty in the examination process and plagiarism in written work. Plagiarism is the representation of the language, ideas or format of another as one's own in any writing submitted for academic purposes.

2. Use of the work of another without proper attribution constitutes plagiarism whether or not the writer acts with intent to mislead or deceive. However, such intent, or the lack of it, may be considered in determining the proper sanction if a violation is established.
3. It is not permissible to paraphrase more than a few words of the work of another. Any idea which is paraphrased from the work of another must be properly acknowledged. It is impermissible to use quotations from sources, even with acknowledgment, unless the material quoted is properly identified in the text (e.g. by quotation marks, in a block quote, etc.), attributed, and cited including the specific page(s) where the quoted material may be found.
4. It is also impermissible to copy substantial parts of the sentence structure, paragraph structure, or organizational format of the work of another, even if some words or ideas are changed from the original. Such borrowing is impermissible even if citations to the source are included in the text. A general citation of a source, without quotation, is not sufficient to acknowledge the borrowing of the words or intellectual structure of another's work. Such citations indicate that the source supports the idea in the citing text, not that the words or structure of the cited work are used. Quotations must be given verbatim and indented or placed in quotation marks.
5. Other than as provided in Rule I. H. 1. f. or as allowed under Academic Concentration rules, no student may submit the same written work, or substantially the same paper, in satisfaction of more than one academic requirement. If, in unusual circumstances, a student is authorized to submit the same work, or parts of the same work, in satisfaction of more than one requirement, written consent of all persons to whom the work is to be submitted must be obtained in advance, and retained by the student and all persons to whom the writing is submitted. It is permissible, with the consent of the professor, to use a paper submitted for course credit to satisfy the writing requirement as well.
6. It is a violation of this regulation to provide any written work to another student, with the knowledge that it will be submitted as his or her original work in satisfaction of any course requirement or for any other school-related purpose.
7. Academic credit may be withheld for any work which violates this regulation. Academic credit awarded for work which is later discovered to have been submitted in violation of this regulation may be withdrawn. A degree awarded in part on the basis of such course credit may be revoked.
8. The presumptive sanction for a deliberate act of plagiarism is suspension or dismissal from the Law School.
9. This regulation applies to all work submitted by a student for any course or school-related activity. This includes not only course papers and examinations but also written work for the law reviews, moot court competitions and similar law school-related activities. Where original work is expected, the regulation applies to drafts as well as final submissions. The regulation does not apply to those unusual situations in which the student is not expected

to submit original work. For example, it might not apply to drafting pleadings in a clinical setting.

10. Students are responsible for compliance with these requirements. A student who has any doubt about the propriety of his or her use of sources, or as to whether the work is expected to be original work, should consult with the relevant professor or supervisor before or at the time of submission of the work in question.
11. By submitting any written work for academic credit or for any school-related purpose, the student represents that the work submitted complies with the provisions of these regulations.

G. Credit for Clinical and Other Non-Classroom Activities

1. Cumulative limit on credits for ungraded, non-classroom work and clinical fieldwork. A student may count no more than 16 credits of ungraded non-classroom work and clinical fieldwork toward the degree. A student may not count more than 12 credits of clinical fieldwork toward the degree. These limits do not apply to the seminar component of an in-house clinic or an externship.

Example: Student takes an eight-credit in-house clinic, for which four credits are assigned to the seminar component and four to the fieldwork. Only the four credits for fieldwork count toward the credit restrictions in this subsection.

Example: Student takes an externship that includes a two-credit seminar and three credits for fieldwork. Only the three credits of fieldwork count toward the credit restrictions in this subsection.

2. Limit on non-classroom ungraded activities in one semester. A student may not receive more than two units of credit in any semester for non-classroom ungraded activities, as opposed to regular course work. Non-classroom ungraded activities which count toward the two-credit-per-semester limit include directed study, law journal work (including Law Review, Transnational Law Review, Journal Of Health and Biomedical Law, Journal of High Technology Law, Moot Court, including Moot Court teams and Journal of Trial and Appellate Advocacy, research assistantships, and concentration thesis credits. The fieldwork component of an externship does not count toward this two-credit limit.

Example: Student takes an externship which includes a two-credit seminar and three ungraded credits for fieldwork. The student may still receive two credits in that semester for other non-classroom ungraded activities.

Example: Student receives two ungraded credits for work on a law school journal. The student may not receive additional ungraded credits in the same semester for a directed study, research assistantship or concentration thesis. The student may receive credits for the ungraded fieldwork component of an externship in that semester.

3. Limit on enrollment in in-house clinics and externships. A student may only enroll in one in-house clinic while obtaining the Juris Doctor degree, unless he or she is granted a waiver by the Director of Clinical Programs. Students may not enroll in an in-house clinic and an externship during the same semester. A student may not enroll in more than one externship for credit during a single semester.
4. Credit/ no credit grades for non-classroom activities. Non-classroom activities which are not graded under the law school's generally applicable grading rules and fieldwork credits for externships shall be graded on a Credit/ No Credit basis. The grade of Credit shall be a satisfactory grade. The grade of No Credit shall be the equivalent of the grade of F. Students will receive a letter grade under the Law School's general grading rules for the seminar component of an externship and for the seminar and fieldwork components of an in-house clinic.
5. The instructor in any non-anonymously graded course may elect to grade the course on an Honors/Pass/Low Pass/Fail basis. Such grades will not be calculated into a student's cumulative average. An instructor must notify the students at the first meeting of the course if the instructor elects the Honors/Pass/Low Pass/Fail basis of grading. Prospective students in a clinical course will be notified at the time of application if the instructor intends to utilize the Honors/Pass/Low Pass/Fail basis of grading. For all purposes under these Regulations, the grades of Honors, Pass, and Low Pass shall be satisfactory grades, and the grade of Fail shall be the equivalent of a grade of F.

H. Legal Writing Requirement Policy

Prior to graduation each student must complete a substantial piece of legal writing that demonstrates both proficiency in writing skills and mastery of the subject matter, known as the "Legal Writing Requirement." It is strongly recommended that students complete the Legal Writing Requirement no later than their next to last semester prior to graduation. To satisfy the Legal Writing Requirement, students must satisfy the rules, requirements, and procedures listed below.

1. *GENERAL RULES*

- a. A paper intended to satisfy the Legal Writing Requirement must be substantial, meaning a length of at least 20 typewritten pages of double-spaced text (at least 4,000 words, not counting appendices). If in the judgment of the supervising faculty member, two or more pieces of written work cumulatively are the equivalent of a substantial piece of legal writing, they may jointly qualify to satisfy the Legal Writing Requirement.
- b. The student's research and writing for the paper should reflect the student's own individual effort. It should be the student's **original** work. A writing that is in

whole or in part a product of plagiarism does not meet the standards of this requirement, much less the rules related to Academic Integrity set out in Regulation II (F), which should be reviewed by the student at the outset and which governs the student's conduct. The student may not receive any assistance on the paper from anyone, unless the supervising faculty member has given the student express permission. The paper, or substantially the same paper, must not have been submitted for credit in any previous course. If in extraordinary circumstances, a student is authorized to submit the same work, or parts of the same work, in satisfaction of more than one requirement, written consent of all persons to whom the work is to be submitted must be obtained in advance and be on file with the Academic Services Office. To assure compliance with the rules related to academic integrity, and in order to submit a paper to satisfy the Legal Writing Requirement, each student should be given a copy of this Legal Writing Requirement and shall certify before undertaking it that the student has read and understood the Legal Writing Requirement, including the rules relating to Academic Integrity (Regulation II (F)).

- c.** Each student should use The Bluebook, A Uniform Manual for Citation or its equivalent for all citations.
- d.** The student's paper must demonstrate proficiency in writing skills and a mastery of the subject matter. In assessing whether the student has succeeded, the following criteria will be relevant:
 - i.** the quality of the student's research;
 - ii.** the manner in which the student treated and examined open questions;
 - iii.** the creativity of the student's ideas or synthesis of those of others;
 - iv.** the organization of the paper;
 - v.** the clarity of the writing;
 - vi.** the quality and accuracy of the analysis;
 - vii.** the editing and proofreading of the paper;
 - viii.** the student's understanding of the topic; and
 - ix.** the degree to which the student's paper concisely and simply communicates the student's ideas and analysis.
- e.** In the discretion of the supervising faculty member, the faculty member may consider other factors in determining the student's proficiency in writing skills and a mastery of the subject matter, including the student's failure to meet any of the established requirements, procedures or deadlines.
- f.** Each student must file a form with the Academic Services Office by his or her last semester prior to graduation, indicating the manner in which the Legal Writing Requirement will be satisfied and making the required certification. It is strongly recommended that students complete the Legal Writing Requirement no later than their next to last semester prior to graduating. A student may satisfy the Legal Writing Requirement in only one of the following ways:

- i. Full-time faculty supervised writing: A student may satisfy the Legal Writing Requirement by writing a paper under close supervision or oversight by a member of the full-time faculty, certified by the faculty member as meeting the standards of the Legal Writing Requirement. For example, a paper written for a course or seminar, or work as a directed study project or work prepared as a research assistant to a full-time faculty member, may qualify.
- ii. Adjunct faculty supervised writing: A student may also satisfy the Legal Writing Requirement by writing a paper under close supervision or oversight by a member of the adjunct faculty in a course or seminar, with the approval of an Associate Dean, and certified by the adjunct faculty member as meeting the standards of the Legal Writing Requirement.
- iii. Journal writing: If the student is a member of the Journal of High Technology Law, Journal of Health & Biomedical Law, Law Review, or Transnational Law Review, the student may satisfy the Legal Writing Requirement by writing a case comment, note, or other document that has been approved by that publication's Faculty Advisor(s), by writing it under close supervision or oversight by a member of the full-time faculty, certified by the faculty member as meeting the standards of the Legal Writing Requirement. The submitted writing must be accepted for publication or certified by the Board of Editors as of publishable quality. If the student is not a member of an Honor Board, a student may satisfy the Legal Writing Requirement by writing a case comment selected through the summer author competition and accepted for publication.
- iv. Moot Court writing: If the student is a member of the Moot Court Board, a student may satisfy the Legal Writing Requirement by completing a bench memorandum, brief, or other writing under close supervision or oversight by a full-time faculty member and certified by the faculty member or the faculty advisor to the Moot Court Board as meeting the standards of the Legal Writing Requirement. Other writing may include writing for the Journal of Trial and Appellate Advocacy, if it is accepted for publication in the Journal, or certified by the Board of Editors as of publishable quality, and otherwise meets the standards of the Legal Writing Requirement.
- v. Writing for competition: A student may satisfy the Legal Writing Requirement if the student writes a brief for any interscholastic moot court competition, participation in which is sanctioned by the Law School. The brief must be written and revised in a manner consistent with the requirement of the applicable competition, and certified by the faculty member as meeting the standards of the Legal Writing Requirement.

- vi. Restriction on fulfilling the Experiential Learning requirement: A course that is used for the Legal Writing Requirement may not also be used to satisfy the Experiential Learning requirement.

2. *Procedures, Requirements, and Deadlines*

Fulfilling the Legal Writing Requirement requires due diligence and steady progress by the student involved. Every student must follow the procedures, requirements, and deadlines below in order to complete the Legal Writing Requirement, except as expressly modified by the supervising faculty member to fit the needs of a paper for a course or alternative described in section H (1) (f) (i-v). These procedures, requirements, and deadlines are ordinarily the minimum that students should be expected to meet. No student shall seek exemption from these Legal Writing Requirement procedures, requirements, and deadlines except for reasons of severe illness or for personal emergencies of the most serious nature. Prior to the due date of the paper, students must submit a signed request for extension to the supervising faculty member, which sets forth in detail the extraordinary circumstances believed to justify the exemption.

In responding to the student submissions set out below, the supervising faculty member should offer feedback to assist the student's success, including one or more opportunities for the student to meet with the supervising faculty member. The supervising faculty member may also respond by commenting on the submissions received, suggesting ways to improve the work, and requiring, when the supervising faculty member deems it appropriate, submission of additional work or drafts by the student.

a. Topic

The student must submit to the supervising faculty member for such member's approval a brief topic statement (not exceeding one page) describing the topic selected and the scope and focus of the paper.

SUGGESTED DUE DATE: By the end of the second week of the semester.

b. Research Plan and List of Authorities

The student must submit to the supervising faculty member a research plan that includes a list of authorities, relevant to the topic selected, which the student proposes to examine.

SUGGESTED DUE DATE: By the end of the fourth week of the semester.

c. Outline

The student must submit to the supervising faculty member an outline of the paper, showing the organization of the issues relevant to the topic, including what the student will discuss and how that discussion will be organized; how the authorities are to be integrated into a discussion of the issues; and the basic

structure of the student's analysis and conclusions. (A detailed outline should essentially be a "skeleton" for the first draft of the paper, so that, for example, a mere list of authorities would not be adequate to meet this standard. At the same time, students whose research and analysis lead them into new directions should feel that they can improve on their outline for their first draft.)

SUGGESTED DUE DATE: By the end of the eighth week of the semester.

d. First Draft

The student must submit to the supervising faculty member a first draft of the paper's discussion and analysis of the topic with appropriate citations and footnotes.

SUGGESTED DUE DATE: By the end of the tenth week of the semester.

e. Final Paper

The student must submit to the supervising faculty member the final version of the paper for evaluation by the supervising faculty member. Because meeting deadlines is an important professional obligation, and supervising faculty need the opportunity to submit student grades in a timely manner, **no paper submitted after the last day of the grading period for that semester will be deemed to satisfy the Legal Writing Requirement.** An exception may be made where late delivery occurs with approval of the supervising faculty member, after he or she considers the student's written statement of the extenuating circumstances and supporting documentation, which the student must submit with the paper for any requested late delivery to be considered. Late papers without such approval may receive an incomplete or unsatisfactory grade or other late sanctions of the faculty member as well as be deemed not to be in compliance with the standards to satisfy the Legal Writing Requirement.

DUE DATE: No later than the last day of the grading period.

I. Elective Add/Drop Period

During the first week of classes a student who has registered for an elective course or courses may add or drop the course or courses. Course changes are not allowed before the first day of classes or after the close of the designated add/drop period, except with the permission of the Assistant Dean for Academic Services, the Dean of Students or an Associate Dean. Failure to withdraw within the add/drop period may result in a grade of No Credit (F).

J. Extensions Beyond End of Semester

Any paper or other project required for a final grade in a course must be submitted no later than the end of the examination period for the semester in which the course is taken. If, for compelling reasons (other than a disability accommodation that may be granted for a specific project or paper, which must first be requested through the law school's disability coordinator), the instructor allows an extension of time to complete the paper or project, the extension may be for a period no longer than 90 days from the end of the examination period. It is entirely within the instructor's discretion to set the extended deadline for a period shorter than 90 days. No further extension may be granted unless approved by the Assistant Dean for Academic Services, the Dean of Students or an Associate Dean for extraordinary reasons. During any extension, the course grade will be recorded temporarily as "Incomplete." However, if by the end of the examination period or extension, the paper or project has not been submitted, a grade of NO CREDIT (F) will be recorded.

If more than one unresolved Incomplete or Exam Excusal (as defined in Rule III. F.) appears in a student's cumulative academic record, the student may not enroll in any courses for any subsequent semester or session until no more than one such Incomplete or Exam Excusal remains. Students who are unable to enroll in any courses for a semester due to this restriction will be placed on a leave of absence. A student's academic standing for a given semester will be determined once all Incomplete(s) and/or Exam Excusal(s) are resolved.

K. Special Students and Reduced Course Loads

Special programs of study, including reduced course loads, not prescribed by the Faculty must be approved in advance of registration by the Dean of Students. A regular student who by adding or dropping courses does not take a normal course load during any academic year may be reclassified as a special student for annual tuition payment purposes. In no event will the total tuition cost of the Juris Doctor degree for a special student be less than that for a regular student. A student taking ten (10) credit hours or more per semester in the Day Division or seven (7) credit hours or more in the Evening Division per semester is a regular student for purposes of tuition.

A first year student receiving fewer than 25 credit hours in the day division or fewer than 16 credit hours in the evening division will not receive a class rank. Without a class rank a student may not be eligible for certain honors including but not limited to some scholarships and honor board competitions.

All students are expected to complete Legal Practice Skills during their first year, including those who have been approved for a reduced-course load. No student may withdraw from Legal Practice Skills unless he or she is withdrawing from Legal Practice Skills as part of an overall Leave of Absence from school. Accordingly, withdrawals due to class absences, failure to complete assignments on time, or due to the likelihood of a low final grade in Legal Practice Skills will not be permitted.

III. GRADING AND EXAMINATIONS

A. Grading Policy

[Amended by Law Faculty on 5/18/17]

1. Grading standards for the required courses in Civil Procedure, Constitutional Law, Contracts, Criminal Law, Property, and Torts.

The distribution of grades submitted in a course by a faculty member in each semester shall conform to the following limits:

A:	5% to 10%
A- and higher:	20% to 25%
B+ and higher:	35% to 45%
B and higher:	65% to 70%
B- and lower:	30% to 35%
C+ and lower:	20% to 25%
C and lower:	10% to 16%
C- and lower:	0% to 12%

2. B+ median: In courses other than those covered by paragraph 1 of this Policy and having an enrollment of 25 or more students, the required median final course grade is B+.
3. 2:1 ratio limit on grades above and below B+: In courses other than those covered by paragraph 1 of this Policy and having an enrollment of 25 or more students, the number of grades above B+ shall be no more than two times the number of grades below B+, and the number of grades below B+ shall be no more than two times the number of grades above B+.
4. Recommended adherence: In courses other than those covered by paragraph 1 of this Policy and having an enrollment of at least 15 and no more than 24 students, adherence to the B+ median and grading ratio set forth in paragraphs 2 and 3 of this Policy is strongly recommended, except for courses defined as experiential courses under these Rules.
5. Courses with graduating students: Where an instructor submits an incomplete roster of final grades due to the early deadline for submitting the grades of graduating students, the instructor should make good faith judgments based on available facts and circumstances in an effort to achieve compliance with the mandatory B+ median and grading ratio limit.
6. The policies set forth in paragraphs 1, 2, 3 and 4 of this Policy do not apply to the following courses: Advanced Survey of Core Legal Principles; Clinical Program

courses; Fundamentals of Law; Introduction to US Law; Legal Analysis & Methods; and Legal Practice Skills.

B. Grading System

Students will be graded on a scale of 0.00 to 4.00. Faculty may request a half-step grade increase for a student's class participation provided such participation was not already included in the original grade submitted. Faculty must submit to the Assistant Dean for Academic Services a list of students receiving grade increases at the time of, or prior to, submission of grades.

Cumulative and yearly grade point averages (GPAs) will be computed and recorded by a 0.0 to 4.00 system. A student's official transcript will also show the letter grades awarded for all courses taken and will translate those letter grades into yearly and final cumulative grade point averages (GPAs).

Reports of grades are made as follows:

Grading System

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

Grades of A, A-, B+, B, B-, C+ and C are considered Satisfactory (but receiving satisfactory grades does not guarantee a grade point average sufficient to maintain good academic standing). Grades of C-, D+, D, and D- are considered Unsatisfactory. A grade of F is considered a Failure and no credit is awarded.

Once course grades are submitted by the instructor to the Academic Services Office they may not be altered (other than to correct a clerical error), and are not subject to appeal by students.

C. Grades and Examinations

Course instructors may use a number of different assessment methods for grading the students in their classes, including use of quizzes, one or more assignments (papers, memos, drafting

exercises, simulations, oral exercises or presentations), class participation, mid-term examination, final examination, or final paper. This also includes following a traditional approach by offering a three-hour examination given at the end of the semester. The instructor will notify the students of the grading method used.

D. Class Rank

A student's class rank is determined on the basis of his or her weighted average, which is cumulated after the first year. Official class ranks are compiled only at the close of each academic year. However, unofficial class ranks are compiled after the first semester for upperclass students. Only official class ranks may be recorded on a transcript.

Class rank will be recorded on the transcript for any student who requests it. For first-year students only, section rank will also be recorded at the student's option.

A first year student receiving fewer than 25 credit hours in the day division or fewer than 16 credit hours in the evening division will not receive a class rank. Without a class rank a student may not be eligible for certain honors including but not limited to some scholarships and honor board competitions.

E. Examination Numbers

Examination numbers are used in all examinations. Only those students who have fulfilled their financial obligations to the University will receive examination numbers. A student must take the courses and examinations for the section in which he or she is enrolled.

The Examination Rules and Regulations govern all examinations. The Examination Rules and Regulations are available on the Law School's web-site and Portal.

F. Failure to Take Examinations

No student may fail to take an examination scheduled for his or her program of study or take an examination not so scheduled. If for some compelling reason beyond his or her control the student is unable to take a scheduled examination, a written statement setting forth the reasons therefore must be promptly submitted to the office of the Dean of Students. If the compelling reason exists in advance of the examination, the written statement must be submitted before the examination. The Dean of Students will approve or disapprove the request. An unapproved failure to take a scheduled examination will be recorded as a grade of No Credit (F).

No record will be made or credit given for an unapproved taking of any examination. Where a student has omitted to take a required examination with approval, the grade for the course will be recorded temporarily as an "X". A permanent grade of F will be recorded if the student fails to take the next regularly scheduled examination in the course. Where a student fails to complete a

paper or other project for a course by the end of the term, the grade for the course will be recorded temporarily as “I” for “incomplete.”

A student who without permission fails to sit for an examination will receive a grade of F for the course and may be dismissed.

G. Reexaminations

A student in good academic standing may take a reexamination in any course in which he or she has received an unsatisfactory grade of C-, D+, D, or D-. A student who wishes to take a reexamination must register for the reexamination at least 30 days before the examination period begins. Reexamination must be in the same division, unless the Assistant Dean for Academic Services, the Dean of Students or an Associate Dean waives this requirement for good cause. The reexamination option does not apply to a grade of F.

Reexaminations shall be graded on a Pass / Unsatisfactory / Fail basis. The grade on the reexamination shall appear on the student’s transcript along with the original unsatisfactory grade, but only the original grade will be counted in the student’s overall grade point average. However, if a student receives a Pass on the reexamination, he or she shall be deemed to have a satisfactory grade in the course for purposes of the regulation (Regulation I (A) (3)) barring graduation with unsatisfactory grades in more than three courses, and he or she shall be deemed to have satisfactorily completed the course for purposes of any prescribed prerequisite requirement under Regulation II (C) (4) (f). The Reexamination shall have no effect for purposes of Regulations I (B), I (C), or II (C) (4) (b).

Students taking reexaminations must take the examination prepared by the professor who gave the original examination, unless exempted from this requirement, in writing, by an Associate Dean. No such exemption is required, however, if the professor is no longer teaching the course.

Grades received in reexaminations are final. Only one reexamination may be taken in any one course.

Reexamination is not an option for students who are not in good academic standing, and it does not serve as a way for students to raise their G.P.A.s or to avoid action under the Academic Standing Requirements (Regulation II.C.).

H. Privacy

Note: In accordance with the provisions of the Family Education Rights and Privacy Act (Section 438 of the General Education Provisions Act, 20 U.S.C § 1232 (g)), commonly known as the “Buckley Amendment”, Suffolk University has adopted regulations to protect the privacy rights of its students. A copy of these regulations is available in the University Registrar’s Office and on the Law School’s web-site and Portal.

IV. SUMMER LAW PROGRAMS

The following Paragraphs (A-D) apply to the Suffolk University Law School programs in Boston and abroad. For non-Suffolk summer programs, see policy on Visiting Out, Study Abroad and Electives at Non-Suffolk Programs.

A. Eligibility

Suffolk University Law School offers a 10-week summer program in Boston open to students who have completed the first year of law school in good standing at an American Bar Association-accredited law school. An applicant to the program must present a letter of good standing from the dean of his or her law school.

All students participating in Suffolk University summer abroad programs must be in good standing. Additional requirements may apply. For more information, visit the Study Abroad page on the Law School's website: <http://www.suffolk.edu/law/academics/6715.php>

Notes: For purposes of the ABA residency requirement, the summer law program in Boston is equivalent to one-half semester. The Suffolk University Law School Summer abroad programs are not covered by this section (IV.A.)

B. Course Load

Any student may take up to 5 credits (10 classroom hours per week) without special permission. Evening students may take up to 6 credits without special permission. Any student wishing to take 7 credits (14 classroom hours per week) must petition the Assistant Dean for Academic Services for special administrative approval. Day students wishing to take 6 or 7 credits (12 to 14 classroom hours per week) must petition the Assistant Dean for Academic Services for special administrative approval.

C. Acceleration through Summer Law Program

Any evening division Suffolk student intending to accelerate his or her program by one semester must complete 9, 10, 11, or 12 credits over two or three summer sessions. Evening students must enroll in a minimum of 4 credits in summer sessions.

Any evening student who enrolls in 9-12 credits in summer sessions may be eligible to eliminate the final semester of study provided:

1. The student enrolls in 2 summer sessions of at least 4 credits and earns a minimum of 9 credits in the Suffolk Boston Summer Sessions; or

2. The student enrolls in at least 3 summer sessions of at least 3 credits and earns a minimum of 9 credits in the Suffolk Boston Summer Sessions; or
3. The student enrolls in a non-Suffolk Boston Summer session of at least 4 credits in a 3 week session and also enrolls in 2 summer sessions of at least 4 credits in the Suffolk Boston Summer Sessions.

D. Application of Summer Credits to Final Semester

Any Evening Division Suffolk student attending one summer session must enroll in at least 5 credits (two courses) to reduce his or her final semester credit requirement to fewer than 7 credits and thus qualify for reduced tuition.

Any Day Division Suffolk student attending only one summer session must enroll in at least 5 credits (two courses) to reduce his or her final semester credit requirements to fewer than 10 credits and thus qualify for reduced tuition.

Any Day or Evening Division Suffolk student may apply credits earned during a summer session to his or her last semester without approval from the Assistant Dean for Academic Services. Day students may not use Summer Session credits to eliminate their final semester.

V. LEAVES OF ABSENCE AND WITHDRAWALS

A. Voluntary Leaves of Absences and Voluntary Withdrawals

If a student is currently unable to continue the study of law, the Assistant Dean for Academic Services, Dean of Students or an Associate Dean may grant the student a Leave of Absence for up to one year. A student granted a leave of absence is entitled to return to the Law School at the end of the term of the leave without reapplying for admission, subject to the requirements and process set forth in the Voluntary Leave of Absence/Voluntary Withdrawal Policy. A Leave of Absence will be granted to a first-year student only under extraordinary circumstances.

A student who wishes to withdraw from the Law School must file a written request to do so and obtain permission from the Assistant Dean for Academic Services, Dean of Students or an Associate Dean. No student may withdraw after the examination period begins or while consideration of his or her academic standing is pending.

The specific process and form necessary for requesting a voluntary leave of absence or voluntary withdrawal are more fully described in the Voluntary Leave of Absence/Voluntary Withdrawal Process, contained within this publication and on the Law School's website and Portal.

B. Involuntary Leave of Absence

The Law School may place a student on an Involuntary Leave of Absence in certain circumstances. The process for an Involuntary Leave of Absence is more fully described in the section entitled, “Involuntary Leave of Absence” within this publication and on the Law School’s website.

VI. READMISSIONS

A. Consideration of Readmission Applications and Petitions

1. *Non-Academic Separations.* A student who has previously voluntarily withdrawn from the law school with decanal approval or who has been previously dismissed for administrative or disciplinary reasons must submit a petition seeking readmission in order to reenter the law school. Such petitions, which must be submitted on a form provided by the Admissions Office, will be considered by the Admissions Office in consultation with the Dean of Students and Associate Deans . In the case of a student dismissed for disciplinary reasons, the Admissions Office will make a recommendation to the faculty, which will determine whether to readmit the student. A student who is readmitted to the law school after having withdrawn or having been dismissed for administrative or disciplinary reasons is subject to the academic requirements and regulations in force upon reentry.

All petitions seeking readmission after a non-academic separation must address, in detail, the reasons for the student’s prior withdrawal or dismissal and provide a statement explaining why the prior circumstances will no longer affect the student’s ability to successfully study law and practice law.

2. *Academic Separations.* A student who has previously been dismissed for academic reasons and wishes to reenter the law school must submit a written petition for readmission. Such petition, submitted on a form provided by the Admissions Office, will be considered by the Faculty Academic Standing Committee or its designees. The Academic Standing Committee shall not act favorably upon a readmission petition unless the petitioner has demonstrated to the Committee’s satisfaction by clear and convincing evidence that the petitioner possesses the requisite ability to succeed in the study of law.

The petition shall be in three parts:

Part I shall inform the Committee of the reasons for the petitioner’s academic deficiency while enrolled in the law school. Full documentation of the circumstances must accompany the petition. If such reasons involve physical or psychological incapacity before or during examinations, full documentation of the problem from a treating professional must accompany the petition.

Part II shall inform the Committee of all events in the petitioner’s life since the date of his or her academic dismissal that bear on the petitioner’s ability to succeed in the study of

law. Part II shall include relevant information, supported when appropriate by verifying documentation, pertaining to the petitioner's post-dismissal employment history and/or academic pursuits, post-dismissal medical history (to the extent that it bears on the ability to study law) and post-dismissal arrests and/or convictions, if any.

Part III shall inform the Committee of the reasons why the petitioner believes that he or she now possesses the requisite ability to succeed in the study of law. Included in Part III shall be an explanation of why the cause(s) of the petitioner's academic deficiency will not continue to interfere with the petitioner's ability to succeed in the study of law.

A petitioner's failure to apprise the Committee of all relevant facts that bear on the petitioner's ability to succeed in the study of law, including those that are adverse to the petitioner, or to furnish appropriate verifying documentation, in and of itself is grounds for denial of the readmission application.

Historically, readmission to the law school following academic dismissal is rarely approved. In those cases where the Committee acts favorably on a petition for readmission, the Committee has wide latitude to place conditions on readmission as it deems advisable in order to increase the likelihood that the readmitted student will succeed in the study of law. By way of example only, the Committee may require that no academic credit be awarded for a course for which the petitioner received a satisfactory grade while enrolled at the law school prior to academic dismissal. An applicant who is readmitted to the law school following academic dismissal is subject to the academic requirements and regulations in force upon reentry.

B. Time Restrictions on Certain Petitions and Applications for Readmission

1. A student who withdrew from the law school with decanal approval must submit a petition for readmission no later than June 15th for enrollment in the next Fall semester, no later than November 1st for enrollment in the next Spring semester and no later than April 1st for enrollment in the next Summer School session. Such a former student must submit a petition, in letter form, as described in Paragraph A (1) above.
2. If a student was previously dismissed for administrative or disciplinary reasons, the former student may not submit a petition for readmission sooner than 12 calendar months from the effective date of dismissal. If the applicant is readmitted, the applicant may not enroll before 24 calendar months have elapsed since the effective date of dismissal. The Administrative Committee shall indicate the "effective date of dismissal."
3. If a student was previously dismissed for academic reasons pursuant to Academic Rules and Regulations II C after September 1, 2016, the former student may petition for readmission to the law school no sooner than March 1 in the second calendar year following dismissal. If a student was previously dismissed for academic reasons pursuant to Academic Rules and Regulations II C before September 1, 2016, the former student may

petition for readmission to the law school no sooner than May 1 in the calendar year following dismissal. The petition for readmission must be submitted no later than June 1 of the academic year in which the petitioner seeks to reenter the law school.

C. Procedure and Requirements for All Reapplications

All petitions for readmission must be submitted through the law school's Office of Admissions and must be accompanied by a completed readmission application form, available from the Office of Admissions. All petitioners for readmission must submit a Character and Fitness disclosure form with their readmission application. All petitioners must also have a valid score from an LSAT exam taken within five years of the date of desired readmission. Petitioners with LSAT scores older than five years must, in addition to submitting a petition as required above, retake the LSAT and submit an application through the LSAC in order to be considered for readmission.

All petitions and any accompanying materials must be received by the Office of Admissions by the appropriate date as set forth in Paragraph B (Time Restrictions). Petitions that are not submitted by said deadline will not be considered. Petitioners for readmission are not entitled to an interview regarding their petition.

D. Limit on Reapplication

If a petition for readmission by a former student who voluntarily withdrew from the law school or who was previously dismissed for an academic, administrative or disciplinary reason, is denied readmission by the Academic Standing Committee, the Admissions Office (in the case of a voluntary or administrative withdrawal) or the Faculty (in the case of a dismissal for disciplinary reasons), the denial is final and unappealable. A subsequent petition for readmission may not be submitted within five years of the denial of the previous petition.

VII. DUAL DEGREE PROGRAMS

A. Juris Doctor/Master of Public Administration

A candidate for the JD/MPA program must meet the admission criteria for both the MPA, as determined by the Sawyer School of Management, and the JD as determined by the Law School. No student will be considered for admission to the School of Management until the Law School Admissions Committee has acted favorably.

The curriculum requirements for the JD/MPA program are controlled by the respective schools. The JD/MPA degrees will be granted upon completion of 110 semester hours of work. Of this number, 80 semester hours must be completed in the Law School and 30 in the MPA program. Eighteen semester hours of electives are also required. At least nine semester hours must be taken in the Law School. The remaining nine hours may be completed in either the Law School or MPA program.

Course requirements for the JD/MPA program may be obtained from the Law School's web-site.

B1. Juris Doctor/ Master of Business Administration

A candidate for the JD/MBA program must apply separately to the Law School and to the University Graduate Admissions Office, indicating, on both applications, interest in the JD/MBA. Applicants must meet the general admissions standards of both the Law School and the Sawyer Business School. No student will be considered for admission to the Sawyer Business School until the Law School Admissions Committee has acted favorably. The GMAT requirement is waived with substitution of the LSAT score for those with a favorable Law School admission decision.

A candidate for the four-year JD/MBA program may apply to both schools simultaneously or they may apply during their first or second year of enrollment in the Law School or as a first-year MBA student.

A candidate must obtain a total of 109 credits for the Dual Degree. To qualify for the Dual Degree, a candidate must obtain 72 credits in the Law School and 37 credits in the Sawyer Business School.

The JD/MBA graduate receives two diplomas, which are awarded when all requirements of both degrees have been fulfilled.

The dual JD/MBA program is open to full- and part-time students. JD/MBA students are strongly advised to enroll in the Law School for their first year in the JD/MBA degree and add MBA courses to their course load in the second year of the Dual Degree.

A student in the JD/MBA program must proceed according to either of the following tracks:

Track I- full-time

Year 1 MBA courses (31 credits)

Year 2 First Year Law Curriculum (30 credits)

Year 3 Law/MBA courses (24-25 credits)(3 credits MBA)

Year 4 Law/MBA courses (24-25 credits)(3 credits MBA)

Track II – full-time

Year 1 First Year Law Curriculum (30 credits)

Year 2 MBA courses (31 credits)

Year 3 Law/MBA courses (24-25 credits)(3 credits MBA)

Year 4 Law/MBA courses (24-25 credits)(3 credits MBA)

Full-time students who attend summer sessions may complete the dual JD/MBA program in 3 ½ years.

Track III- part-time evening

<i>Year 1</i>	First Year Law Curriculum (22 credits)
<i>Summer</i>	Law courses (3 credits)
<i>Year 2</i>	Law Courses (21 Credits)
<i>Year 3</i>	MBA courses (19 credits)
<i>Year 4</i>	MBA courses (15 credits) Law Courses (6 credits)
<i>Summer</i>	MBA courses (3 credits)
<i>Year 5</i>	Law courses (20 credits)

Course requirements for the JD/MBA program may be obtained from the Academic Services Office or Law School Office of Admissions.

B2. Juris Doctor/Master of Business Administration Three-Year Program

Suffolk Law's Three-Year JD/MBA program allows students to complete both a JD and an MBA degree in three years, instead of four. In the three-year program students enroll in courses during the summers between their first and second year of study and between their second and third year of study in order to complete the requisite number of credits for both degrees. The program allows students to count a limited number of credits toward both degrees, thus reducing the number of credits that would be required if the degrees were earned separately.

A candidate must obtain a total of 109 credits for the joint degree. To qualify for the dual degree, a candidate must obtain 84 credits in the Law School, of which 12 credits may be awarded for courses taken in the Sawyer Business School; and 72 credits must be taken in the Law School. Candidates must obtain 37 credits in the Sawyer Business School.

A candidate for the Three-Year JD/MBA program must be a full-time student and is required to meet the admission standards of the Law School and the Sawyer Business School. A candidate **MUST** file two applications: one to the Law School and one to the University Graduate Admissions Office.

Both applications should indicate the selection of the dual degree. The Law School evaluates the application for admission criteria applicable to the Law side of the dual degree. The Graduate Admission Office evaluates the application for admission criteria to the MBA.

A student considering the Three-Year JD/MBA program should apply to the Law School as an Accelerated JD/MBA student.

Students in the three-year JD/MBA have two options for completing the program:

Track I

Year 1 First Year Law Curriculum (30 credits)
Summer Law courses (8credits)
Year 2 MBA courses (31 credits)
Summer MBA courses (6 credits) and Law (2 credits)
Year 3 Law courses (32 credits)

Track II

Year 1 First Year Law Curriculum (30 credits)
Summer Law courses (10 credits)
Year 2 MBA courses (25 credits) and Law Courses (4 credits)
Summer MBA courses (9 credits)
Year 3 Law courses (28 credits) and MBA courses (3credits)

For additional information, please see www.suffolk.edu/catalogs/graduate/9583.php

C. Juris Doctor/Master of Science in Finance

A candidate for the JD/MSF program must meet the admission requirements for both the JD, as determined by the Law School, and the MSF, as determined by the Department of Finance in the Sawyer Business School. A candidate must obtain a total of 108-117 credits for the joint degree. In order to qualify for the joint degree, a candidate must obtain 78 credits in the Law School and at least 30-39 credits from the core curriculum and electives in the Department of Finance. A student in the JD/MSF program must proceed according to one of the following tracks:

Track One

Year 1 MSF courses (24 credits)
Year 2 First Year Law Curriculum (30 credits)
Year 3 Law (24 credits)/MSF courses (3 credits)
Year 4 Law (24 credits)/MSF courses (3 credits)

Track Two

First Year Law Curriculum (30 credits)
MSF courses (24 credits)
Law (24 credits)/MSF courses (3 credits)
Law (24 credits)/MSF courses (3 credits)

Course requirements for the JD/MSF program may be obtained from the Academic Services Office or the Law School Office of Admissions.

D. Juris Doctor/Master of Science in Criminal Justice

Course requirements for the JD/MSJ program may be viewed online at:

www.suffolk.edu/college/departments/16278.php

E. JD/LLM in Taxation

See requirements for the JD/LLM in Taxation set forth on the Law School website at:

www.suffolk.edu/law/academics/degrees/llm/30015.php

F. General Requirements, More Information

All dual degree candidates are subject to section II(F) of these rules and regulations, limiting credit for ungraded activities to 2 credits per semester. Students participating in a dual degree program are subject to all Rules, Regulations and Policies of the JD program. A dual degree student who is dismissed from the law school for academic or disciplinary reasons will be dismissed from the dual degree program and may only resume studies in one or both of the schools if the student is successful in reapplying to the school(s) in accordance with the school(s) readmission standards. Lesser academic or disciplinary sanctions and/or probationary conditions may apply in both schools as well. In the case of a dual degree within the law school (such as the JD/Tax LLM), a student dismissed from either law school program will be dismissed from both law school programs and if subject to lesser sanctions than dismissal, the sanctions will apply to both law school programs. For more information, please see the Dean of Students for more information.

For more information on the Dual Degree Programs, including the three-year JD/MBA program and the BSE/JD program, visit the law school's web page under "Academic Programs" (www.law.suffolk.edu/academic/).

VIII. ACADEMIC CONCENTRATIONS

A. Designation of an Academic Concentration

The Law Faculty, upon the recommendation of the Curriculum Committee, may designate a particular grouping of courses with other academic requirements as an "academic concentration." In making such a designation, the Law School Faculty will require that the proposed "academic concentration" comply substantially with the following description guidelines.

B. Purpose

Such designations are to be made in order to provide:

1. Focus of school resources and faculty effort in areas of the law likely to benefit students, the reputation of the Law School and the outside legal community.
2. Guidance in course selection and career development for students interested in pursuing a particular area of law practice.
3. An opportunity for students to distinguish themselves in a competitive job market.
4. Enhanced quality to the entire JD program.

C. Components of an Academic Concentration

An academic concentration shall consist of the following requirements:

1. An introductory academic course or sequence of academic courses.
2. Additional academic courses (including Base Menu courses) such that the total number of academic credits under (1) and (2) in each participating student's program equals a minimum set for the academic concentration, which shall not be less than 14 credits, as determined by the faculty proposing the concentration and approved by the Law faculty.
3. A Skills course or externship in an agency or law firm that has been designated by a concentration Faculty Director as providing practical experience related to the concentration.
4. Successful completion of either a concentration thesis of publishable quality or the Law School's legal writing requirement in a concentration course. A concentration Faculty Director must approve, in writing, the topic and supervisory arrangements for all students writing a thesis. All these must be written under the supervision of a full time faculty member. If a student wishes to have an adjunct faculty member supervise a paper written in satisfaction of a concentration's legal writing requirement, the student must obtain prior approval by a concentration faculty director and an Associate Dean. [as amended 11/30/00]

In order to qualify for completion of the concentration requirements, a student must (i) attain upon graduation a minimum cumulative average of 3.250 in concentration courses and must not have received a grade less than 2.000 in any such course; (ii) attain upon graduation a minimum cumulative average of 3.000 for the entire JD program; (iii) satisfy the concentration writing requirement; and (iv) in the case of the civil litigation concentration, complete an externship or clinical program approved by the concentration Faculty Director.

D. Procedure for Student Enrollment in a Concentration

Any student who is in good academic standing and has successfully completed the first year of the Day program or of the Evening program may file with the Law School Assistant Dean for Academic Services a Notice of Enrollment in a particular academic concentration. A student may

be enrolled in only one such concentration at any time but may change enrollment to another concentration. The Law School Assistant Dean for Academic Services shall forward a copy of each such notice to the appropriate concentration Faculty Concentration Director.

E. Completion of Requirements and Review of Student Record

Students pursuing concentrations will be responsible for ensuring that they have satisfied the requirements of their chosen academic concentrations. Upon completing the requirements of an academic concentration, a participating student shall submit to the Law School Assistant Dean for Academic Services a Notice of Concentration Completion specifying the courses taken, other programs completed in fulfillment of the concentration requirements, and how the student satisfied the concentration's writing requirement. The Law School Assistant Dean for Academic Services's only obligation will be to notify students of the need to submit the Notice of Concentration Completion and to verify information presented in those notices. The appropriate Concentration Faculty Director will determine in conjunction with the Law School Assistant Dean for Academic Services whether students submitting Notices of Concentration Completion have satisfied the requirements necessary to earn an academic concentration.

F. Graduation

1. *Certificate.* Upon graduation, each student who has completed all requirements for his or her academic concentration shall receive a certificate issued by the Law School indicating that the student has completed a concentration.
2. *Certificate with Distinction.* Concentration students who have either completed a thesis approved by a concentration Faculty Director or attained upon graduation a cumulative 3.500 average in all concentration courses shall receive a certificate indicating the student has completed the concentration with distinction.
3. *Transcripts.* Any academic transcript issued for a concentration graduate shall have a notation indicating that the student has completed his or her concentration, and, as applicable, whether a student has completed his or her concentration with distinction. An explanation of the nature of the concentration completed shall be attached to the transcript.

A student may receive a certificate and transcript notation in only one academic concentration. The certificates and transcript notations will make clear that these are academic concentrations, not practice specialties.

G. Concentration Directors

For each academic concentration designated by the Law Faculty, the Dean shall appoint a resident faculty member or members who shall serve as the concentration faculty director(s). The concentration Faculty Director(s) shall on an annual basis recommend to the Curriculum Committee for consideration by that committee and the Law School Faculty what courses or

academic requirements should be added to or deleted from the concentration designation. However, routine amendments to concentration academic requirements may be adopted by the Curriculum Committee acting alone without subsequent Law School faculty validation. Routine amendments include amendments such as determining elective courses that may satisfy concentration requirements, as distinct from amendments affecting the structure or requirements of academic concentrations. In addition, the concentration Faculty Director(s) shall from time to time schedule conferences for faculty members teaching in the concentration, oversee the performance of adjunct faculty teaching in the concentration offering, and invite to the school speakers practicing in the area of the concentration. Faculty teaching in the concentration shall assist the concentration Faculty Director(s) in providing course selection and career development advice to students enrolled in the concentration.

H. Financial Services Concentration

See requirements for the financial services concentration set forth on the Law School website.

I. Health and Biomedical Law Concentration

See requirements for the health and biomedical law concentration set forth on the Law School website.

J. Intellectual Property Law Concentration

See requirements for the intellectual property law concentration set forth on the Law School website.

K. International Law Concentration

See requirements for the international law concentration set forth on the Law School website.

L. Trial and Appellate Advocacy Concentration

See requirements for the civil litigation concentration set forth on the Law School website.

M. Labor and Employment Concentration

See requirements for the labor and employment concentration set forth on the Law School website.

N. Legal Technology and Innovation Concentration

See requirements for the Legal Technology and Innovation Concentration set forth on the Law School website.

IX. ACADEMIC SPECIALIZATIONS

This section applies to programs that provide for academic specializations not otherwise categorized as an Academic Concentration.

A. Accelerator-to-Practice Program

[Approved by Law Faculty on 12/12/13]

The Accelerator Program is a specialized track of instruction within the law school designed to prepare students to create or enter solo or small private practices capable of profitably providing competent and affordable legal services to average income individuals and families upon graduation. The goal of the program is to introduce students to the theory, practice, business and technology skills needed to do satisfying legal work and contribute to meeting the needs of potential clients in the justice gap- those who do not qualify for free legal services but cannot afford to engage lawyers in a high priced legal market. The core components of this program include specialized professional development and law practice management instruction combined with successive practical training experiences, including training in an imbedded fee generating law practice within the law school (the “Accelerator Practice”).

1. Accelerator-to-Practice Course Curriculum

Students enrolled in the Accelerator Program will be required to meet all current requirements for graduation. In addition to these requirements, students will be required to take a menu of required upper level courses equivalent to a minimum of 29 course credits in their second and third years. They will also be required to complete any requirements necessary to obtain SJC Rule 3:03 certification. Students in the Accelerator Program will be required to maintain a GPA of at least 2.67, as students on Academic Warning could not meet the course requirements of the program.

Required courses: 15 credits

Students must complete ONE of the following two courses:

Business of Practice: Hit the Ground Running
Twenty-First Century Legal Profession

Students must complete ONE of the following two courses:

Coding the Law
Lawyering in the Age of Smart Machines

Students must take all of the following courses:

Representation of Clients in Fee Shifting and Fee Generating Cases

Interviewing and Counseling and Negotiation for Lawyers or Interviewing and Counseling/Negotiation

Problem Solving

Process Improvement and Legal Project Management

Electives:

Students must take at least two courses from among the following currently offered courses:

Administrative Law

Consumer Protection

Disability Law

Employment Law or Employment Discrimination

Conveyancing

Housing Discrimination Law, Theory & Practice

Family Law

Bankruptcy

Basic Federal Income Tax

Drafting Wills and Trusts

Estate Planning

Immigration Law

Mental Health Issues in Civil and Criminal Law

Practice Ready: Personal Injury Litigation

Pre-Trial Civil Litigation

Trial Advocacy

Trusts and Estates

Workers Compensation

Massachusetts Practice

(The above courses may not be available in every semester or year.)

2. Accelerator-to-Practice Experiential Training

Students will engage in a cumulative series of supervised work experiences to prepare them to be competent practitioners upon graduation. One or more of these will be in an imbedded income generating law practice, to provide legal services to average income individuals and families, while teaching students how to engage in the skilled, ethical, reflective and sustainable practice of law.

The Accelerator Practice is a fee-for-services practice, replicating existing successful business models focused on alternate fee structures and cases providing for recovery of attorneys' fees

and costs. Student learning will include critical practice management tools in accounting and billing, marketing, external controls (financial auditing and effectiveness assessments) and other business competencies. The goal is that through the Accelerator Practice, students will learn a replicable model for building a sustainable and profitable practice.

In the summer between their first and second year, students will complete a residency at a solo or small private practice with a required pedagogical component similar to an externship seminar designed to contextualize the student experience. In the summer between their second and third year, students will be employed in the Accelerator Practice or in a solo or small practice engaged in succession planning with the goal of the student entering the practice after graduation with the likelihood of succession. In their third year, students will practice in the Accelerator Practice through mandatory enrollment in a full year eight credit clinical-type course.

X. TRANSFER BETWEEN DIVISIONS

The Law School does not allow a student to transfer between divisions unless the student can present a compelling reason for such a transfer. A request for transfer should take the form of a petition addressed to the Assistant Dean for Academic Services. Division transfers will not be permitted until the expiration of one full year.

Evening to Day

Students requesting transfer after the first year in the evening division should file a petition no later than March 1. To make up the necessary credits and residency requirements to meet degree requirements the student must follow one of two tracks:

Track I

In the spring of the first year, enroll in the day division Constitutional Law course (4 credits) in addition to the regular spring semester evening courses. A petition to overload must be filed.

And

Enroll in one Suffolk University Law School Summer Boston session, or equivalent sessions, of at least 4 credits

Track II

Enroll in two Suffolk University Law School Summer Boston sessions, or equivalent sessions, totaling no less than 8 credits.

For those students who request a transfer to the day division after or during the second year in the evening division, a determination will be made at the time of transfer based on the number of credits and days in residence completed as to the remaining degree requirements.

Students interested in transferring from the evening division to the day division should consult with the Assistant Dean for Academic Services.

Day to Evening

A determination will be made at the time of transfer based on the number of credits and days in residence completed as to the remaining degree requirements.

Students interested in transferring from the day division to the evening division should consult with the Assistant Dean for Academic Services.

XI. STUDENT CONDUCT AND DISCIPLINE

A. Standard

A student may be placed on disciplinary probation, suspended, or dismissed for conduct unbecoming to a student of the law. Conduct unbecoming to a student of the law includes (1) violating any rule, regulation or policy of the Law School or University, (2) engaging in illegal activity entailing moral turpitude, (3) dishonesty, fraud, deceit, misrepresentation, academic dishonesty in a course, the examination process, the application process and plagiarism, or (4) any other conduct which reflects adversely on a student's fitness to practice law. Examples of conduct considered to be violative of this standard include, but are not limited to, the following:

- Failure to comply with the request of a Law School or University representative acting in the performance of his/her duties.
- Failure to comply with all Examination Regulations, including the Laptop Examination Rules.
- Misrepresenting oneself as another.
- Intentional disruption of the examination process.
- Failure to properly disclose any information required by the Suffolk University Law School Application, *Certification of Disclosures* or *Bar Authorization forms*.
- Using threatening or profane language or demonstrating threatening behavior toward a member of the Law School or University community.
- Forgery, alteration, or misuse of any document, including but not limited to University forms or documents, documents submitted for admissions or financial aid purposes, and/or recommendations, or any other document required for participation in any Law School or University program, or other record or instrument of identification.
- Inappropriate, unruly or unprofessional behavior (including excessive inebriation) at a University or Law School event.
- Violation of any federal, state, or local law.
- Participation in the disruption or obstruction of teaching, research, administration or other University activities.
- Conduct that is lewd or indecent such as streaking, public urination, public defecation, or stripping.
- Failure to register an event with the appropriate Suffolk department.

- Unauthorized solicitation.
- Failure to carry and/or present a Suffolk University identification card when requested.
- Inappropriate communication with members of the University community.
- Unauthorized use of the Suffolk University name, logo, mascot, or other symbol.
- Unauthorized use of Suffolk University directories.
- Unprofessional and disruptive physical behavior such as horseplay, excessive noise or throwing objects from windows, roofs, or balconies.
- Physical assault or verbal abuse, threats, intimidation, harassment, or coercion, including, but not limited to, any conduct that threatens or endangers the health or safety of another person.
- Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's race, gender, disability, age, marital status, sexual orientation, religion, ethnicity, national origin, gender identity, gender expression, veteran status, genetic information and/or personal characteristics*
- Any action that violates the University's Policy Against Discrimination and Harassment.
- Sexual misconduct, sexual harassment, or inappropriate behavior of a sexual nature*
- Use, possession, manufacture and/or distribution of illegal drugs or medications prescribed to another.
- Attempted use or use of electronic devices that invade a person's privacy.

*Violations related to sexual harassment and sexual misconduct are covered by the University Sexual Misconduct Policy

B. Disciplinary Procedure

The Law School has promulgated a formal disciplinary procedure for handling allegations of student misconduct. The procedure is available on the law school's website and from the Dean of Students Office.

XII. CHANGES TO REGULATIONS

The Law School reserves the right to change the schedule of classes, the program of instruction, the requirements for credits or degrees, and any rule or regulation established for the government of the student body in the school. Any such change may be made applicable to students already enrolled in the Law School.

LEARNING OUTCOMES

[Adopted by the Suffolk University Law School Faculty in April 2017]

These learning outcomes identify the desired knowledge, skills, and values Suffolk University Law School believes its students should master upon their successful graduation.

- A. In accordance with ABA Standard 302(A), the successful Suffolk graduate should know and understand substantive and procedural law. Specifically, graduates should:
 - 1. Learn the fundamental principles of Civil Procedure, Constitutional Law, Contracts, Criminal Law, Professional Responsibility, Property, and Torts.
 - 2. Comprehend substantive and procedural law through elective coursework appropriate to the professional and intellectual interests of each student.

- B. In accordance with ABA Standard 302(B), the successful Suffolk graduate should be able to perform legal analysis and legal research, solve problems, and communicate effectively in the legal context. Specifically, graduates should demonstrate the ability to:
 - 1. Analyze legal issues orally and in writing by critically reading legal authority, synthesizing rules, evaluating facts, applying law to facts, and solving problems.
 - 2. Conduct accurate, thorough, and efficient legal research.
 - 3. Communicate in a concise, organized, professional, and timely manner appropriate to the audience and circumstances.

- C. In accordance with ABA Standard 302(C), the successful Suffolk graduate should understand and exercise proper professional and ethical responsibilities to clients and the legal system. Specifically, graduates should demonstrate the ability to:
 - 1. Identify ethical issues and resolve them in a manner consistent with the law and rules governing lawyers.
 - 2. Maintain practice competencies through knowledge of relevant law, development of applicable skills, and understanding current practice technologies.
 - 3. Understand and apply a lawyer's ethical duties to clients, including those associated with client centered representation in a world of diverse clients.
 - 4. Fulfill the public responsibilities of lawyers.

- D. In accordance with ABA Standard 302(D), the successful Suffolk graduate should demonstrate other professional skills needed for competent and ethical participation as a member of the legal profession. Specifically, graduates should demonstrate the ability to:
 - 1. Develop and analyze facts.
 - 2. Counsel clients.
 - 3. Negotiate on behalf of clients.
 - 4. Engage in self-evaluation toward life-long professional development, competence, and well-being.

ABA STANDARD 510 PROCESS

As an ABA-accredited law school, Suffolk University Law School is subject to the ABA Standards for Approval of Law schools. The Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html.

Any student at Suffolk University Law School who wishes to bring a formal complaint to the administration of the law school of a significant problem that directly implicates Suffolk University Law School's program of legal education and its compliance with the ABA Standards should take the following steps:

1. The student should submit a complaint in writing to an Associate Dean or the Dean of Students. The written complaint should be submitted by email, U.S. mail, fax, or personal delivery.
2. The written complaint should describe the problem, behavior, program, or process in sufficient detail to permit an investigation and it should demonstrate how it implicates the law school's program of legal education and the school's compliance with a particular and specified ABA Standard.
3. The written complaint must specify that it is a complaint regarding Suffolk University Law School's program of legal education and its compliance with the ABA Standards.
4. The written complaint must provide the name of the student submitting the complaint and contact information including the student's official Suffolk email address, street address, and phone number for further communication about the complaint.

Procedures for Addressing Complaints:

1. The administrator to whom the complaint is submitted (or the administrator's designee) should acknowledge the complaint within five business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery.
2. 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. The student shall either receive a substantive response to the complaint or information about what steps the law school is taking to address the complaint or further investigate the complaint.

Within ten days of being advised of any action the law school is taking to address the matter, the student may appeal the decision to the Dean of the law school.

3. Any decision made on appeal by the Dean shall be final.

4. A copy of the written complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean of the law school for a period of eight years.

ALCOHOL POLICY

(This policy is under review during the 2017-2018 academic year)

Suffolk University requires the observance of all laws and regulations that pertain to alcoholic beverages and other controlled substances as outlined in the statutes and laws of the Commonwealth of Massachusetts. It is the responsibility of all members of the University community to be familiar with and to comply with these laws. Detailed policies and procedures regarding the Suffolk University Alcohol Policy may be viewed online at <http://www.suffolk.edu/law/student-life/19216.php#alcohol>.

This policy is intended to allow for the responsible use of alcoholic beverages while providing safeguards for the University and its faculty, staff and students.

University Regulations for Events with Alcohol

The regulations for use of alcoholic beverages at programs and events sponsored at the University and/or by University departments and organizations are designed to enable these activities to be monitored for compliance with state laws and to limit the use of alcohol to designated areas.

The free distribution of alcoholic beverages at any event is prohibited except at small receptions primarily designed for staff, faculty and guests or special student programs approved, in advance, by the Office of Risk Management, or the Office of the Dean of Students in the Law School for Law School student events.

All summer programs and conference guests should also contact the Office of Residential Life and Summer Programs, except those located in the Law School, who should contact the Law School Events Coordinator.

- I. Registration of Events: All events for the College of Arts and Sciences, Sawyer Business School, NESADSU, and non-Suffolk-affiliated functions with alcohol must be registered with the Office of Risk Management. In the Law School, the Office of the Dean of Students has the responsibility for registered events and will file a copy with Risk Management. To obtain this form, contact the Office of Risk Management for CAS, SBS and NESADSU events or the Law School events coordinator for Law School events.

Registration of events is required on the following schedule:

- A. University receptions where alcohol is served but not sold: 3 days in advance
 - B. University events where alcohol is sold: 14 days in advance.
- II. Staffing of Events: All events where alcoholic beverages are served or sold **must have a designated host** who is considered the individual responsible for the event. In addition, all events must be staffed with monitors in a ratio of one monitor for every forty (40) persons expected to be present. The names of the designated host and monitors must be provided as a part of the registration.
 - A. Designated Host: The designated host must be at least twenty-one (21) years of age. In the case of student clubs and organizations, the designated host will usually be the staff or faculty advisor to that student group. In the case of the Law School, the host will be the person so designated by the governing

body of the organization. The designated host agrees to assume the following responsibilities:

1. Act as the responsible overseer of the event in general.
2. Supervise those serving the alcohol when it is sold.
3. Deny alcohol to any individual who appears to be intoxicated.
4. Make reasonable efforts to insure that those who appear to be intoxicated have a safe way to leave the function.
5. Remain at the event for its duration.

B. Monitor/ Server: Monitor/ Servers are those students, faculty, or staff members who are responsible for serving alcoholic beverages to their peers. It is required that servers be certified by TIPS or Safe Server. All groups that have 12 or more guests must include 1 Monitor/Server. Events with 40 guests or more must include an additional monitor for every 40 guests. The Office of Risk Management can approve servers for college wide events sponsored by conference groups, except those located in the Law School, which should be approved by the Law School Events Coordinator.

C. University Police: University Police shall be assigned to all campus events where alcoholic beverages are **sold**. Based on a review of the event and expected attendance during the registration process, University Police may be assigned to other events at which alcohol is available.

University Restrictions for Events with Alcohol

1. Use of alcoholic beverages is prohibited at all athletic events, both intercollegiate and intramural.
2. If potential members are under 21 years of age, alcoholic beverages may not be served at recruitment events.
3. Because student groups are funded, in total or in part, by student activity fees, special attention must be given to any use of those funds for the purchase of alcoholic beverages. Therefore, alcohol may not be served on campus at an event sponsored by a student organization in the Sawyer Business School, College of Arts and Sciences (including the Student Government Association, Graduate Student Association, and MPA Association), or by the Student Bar Association (SBA) of the Law School, as well as those student organizations the SBA funds, unless an exception is made for one or more of the following reasons:
 - a. The event is specifically designed for a student population over 21 years of age; or
 - b. The Office of Student Activities and Service Learning or Law School Dean of Students provides written approval of the event and its sponsor agrees to comply with the regulations in this document covering events with alcohol.

NOTE: Events on campus approved for alcoholic beverages (whether served or sold) must limit the alcoholic beverages to beer and wine.

Time Limits on Serving Alcohol: Functions where alcoholic beverages are served at **no charge** are to have a serving time limit of two (2) hours. Exceptions to this apply in the following cases:

1. Dinner functions may have a serving time of up to (4) hours;
2. Law School functions designed to serve both day and evening students may have a serving time of four (4) hours to allow faculty and students of both divisions to attend.

Functions where alcohol is sold are to have a serving time limit of four (4) hours.

Pricing and Purchase Limitations: At events where alcohol is sold, there will be a minimum price of \$1.50 for beer and wine. An individual will only be allowed to purchase two alcoholic beverages at one time.

Quantity of Alcohol Available for Consumption: At events where alcoholic beverages are served at no charge, available alcohol must be limited to 1 drink per hour per guest. Drink is defined as 12 ounce beer or 6 ounce wine.

1. Events that have over 12 guests must have a TIPS server available.
2. All alcohol in opened containers at the conclusion of the event must be disposed of.
3. Event host takes responsibility for un-opened bottles of beer and wine at the close of event. Host must lock up alcohol in a predetermined location.
4. Unopened alcohol must be removed from the University by an individual who is at least 21 years of age no sooner than 12 hours after the conclusion of the event and no later than 48 hours after the conclusion of an event.
5. Under no circumstances may left over alcohol be removed at the conclusion of the event.

Food and Non-Alcoholic Beverages:

1. Non-alcoholic beverages must be available at the same place and for the same duration of time as the alcoholic beverages.
2. If alcoholic beverages are available at no charge, non-alcoholic beverages must also be free.
3. Food items such as snack food, hors d'oeuvres or full meals must be available for the entire time that alcoholic beverages are being served. If the alcoholic beverages are available at no charge, the food items must be free as well.

Advertisement and Promotion of Events with Alcohol

1. Alcoholic beverages may not be used to promote or induce potential members to attend any membership programs of any club, organization, fraternity, sorority or other university group.
2. Alcohol consumption contests are not permitted.
3. Alcoholic beverages may not be given as a contest or competition prize.
4. Advertisements shall not mention the availability of alcoholic beverages in such a way as to be an inducement to attend. Promotional materials shall not make references to the quantity of beverages (such as number of kegs of beer).
5. Advertisements must mention non-alcoholic beverages and food as prominently as alcohol.

License Application Procedures for Events Selling Alcohol

A 24-hour temporary liquor license must be obtained for any on-campus event at which alcoholic beverages will be sold. Under terms of such a license, the closing hour of the function can be no later than 12 midnight.

The procedure for securing this license is as follows:

1. Complete the required University registration process (See Section A, "Registration of Events," above) two weeks in advance of the event.
2. Obtain a special license application at Boston City Hall Licensing Board.
3. Complete the application and secure three signatures – Risk Manager or Dean of Students in the Law School (Law School); Vice President/Treasurer; and University Police Lieutenant.
4. Return the application to City Hall with licensing fee at least one week prior to the date of the event.
5. Submit the original license and payment receipts to the Risk Management Office or the Dean of Students (Law School). Make copies of the license.
6. Post copies of the license at the event in the areas where the alcohol is distributed.

Establishing Proof of Age

Students who are twenty-one years of age and older who wish to consume alcoholic beverages at approved on-campus events must present proof of age by providing a valid driver's license or a valid passport along with a current Suffolk University I.D. card. In the case of a duplicate license, a birth certificate can be provided and date of birth will be verified against records of the Registrar's Office.

Following the establishment of drinking age, a wristband will be affixed to the individual's wrist as identification for the purpose of consuming alcohol. Only those wearing a wristband will be allowed to enter the bar area where alcoholic beverages are being served or sold. In the Law School an acceptable form of identification will be used to designate that drinking age has been established.

Policy Revised January 2007
Policy Created October 1991.

CANCELLATIONS AND DELAYS POLICY

In the event that weather or other emergency conditions warrant the closing, delayed opening or early closure of the University, announcements will be made via the University Emergency Messaging System and posted on the website. Closing or delayed start notifications will be made by 5:30 a.m. In the event we are closed for the day, we will alert the University community mid-day regarding the status of evening classes/activities that begin at 4:00 p.m. or later (unless already announced). Announcements will be made on the following radio and television stations.

- Radio stations: WBZ 1030 AM
- Television Channels: WBZ-TV Channel 4, WCVB-TV Channel 5, WHDH-TV Channel 7, FOX25-TV Channel 25, NECN
- **Other:** Rhode Island Broadcasters Association (RIBA) participating members
<http://www.ribroadcasters.com/images/user/file/RIBA%20Stations.pdf>

Please call 617-573-8262 for updated messages. Do not call the University Police Department, switchboard, administrative offices, radio, or television stations to verify University closing. Online classes are typically not cancelled due to weather.

When classes are delayed or canceled, the cancellation will apply to the entire University, including all three schools – Arts & Sciences (including NESAD), Business, and Law – as well as libraries and all University activities (Student Affairs, athletic events, performances, etc.).

On-line classes are typically not cancelled due to weather.

Weekend and holiday closings or delays will be handled in the same manner as weekdays.

See the [Class Make-up Policy](#) for more information concerning classes that are cancelled under this policy.

CLASS MAKE-UP POLICY

In order to meet ABA class instruction time standards, cancelled classes (including those cancelled as a result of a University weather or emergency closure) must be rescheduled. Students will be expected to attend any rescheduled class and the [Attendance and Assignment Policy](#) will apply to rescheduled classes.

The law school has identified a Saturday during each semester for classes unable to be reasonably rescheduled during the week. The date for the make-up Saturday will be announced at the beginning of each semester and will be noted on the Academic Calendar.

COMPUTER USE POLICY

General Policy

In support of the University's mission of teaching, research and service, Suffolk provides access to computing and information resources within institutional priorities and financial capabilities. The University encourages faculty, employees, and students to make full use of these resources. Use of the computing and information resources is a privilege extended in good faith to faculty and employees and carries with it the responsibility to abide by certain policies and guidelines to ensure that all users enjoy the benefits of these resources.

Guidelines for Use

- I. The computer facilities and information resources are for the use of authorized persons only. Faculty, employees, and students are responsible for maintaining password security and the security of the computer system they use. Faculty and employees must not allow anyone to use their passwords to gain access to the computer facilities, including e-mail.
- II. Computer and information resources are meant solely for legitimate purposes relating to education, coursework, teaching, research and administration of the University. Among the uses that are inappropriate are:
 - A. Causing intentional damage to any component of the computing and information resource facilities.
 - B. Unauthorized access, alteration, copying or deletion of system accounts, passwords, directories, files or programs belonging to any other user.
 - C. Unauthorized dissemination of confidential records obtained through computer and information resources.
 - D. Sending foul, inappropriate or threatening messages such as those including offensive racial or sexual content.
 - E. Using the facilities to harass or intimidate individuals or interfere with their normal use of the system.
 - F. Playing practical jokes, sending chain letters or "fake" e-mail, "spamming" (sending hundreds of copies of the same message), introducing computer viruses or otherwise deliberately breaching system security.
 - G. Soliciting for unauthorized outside business ventures or political or religious causes.

- H. Creating personal copies of licensed, proprietary software or running illegally copied software. (See University Policy on Copyright)

- III. Any faculty member, employee, or student worker who has access to confidential information must access only the information that they have a legitimate administrative or academic need to use, modify or otherwise view. The confidentiality of all such information must be maintained.

- IV. The University ITS Department has more specific guidelines for use of specialized resources provided by the University. Faculty, employees, and students must familiarize themselves with those guidelines and abide by them. In addition, both the Sawyer and Moakley Libraries have specialized resources as does University Media Services (UMS). Again, users must abide by any specialized guidelines issued by those departments.

Faculty and Employee Consent to Abide by the Computing Policy

Copies of the University policy will be placed in faculty and employee handbooks and will be distributed to employees at the new employee orientation.

Confidentiality of Computer Files

The University cannot guarantee the privacy or security of users' computer files, including email messages or the anonymity of any user. To help safeguard security, administrative and academic users on the Exchange Email System are recommended to change email passwords every semester. While the University does not monitor email, staff of Information Technology Services may be required to enter users' files, if necessary, to correct system problems or to address other improper system use.

Supervisory Responsibility

Supervisors are responsible for assuring that all faculty, staff, and student employees in their area of authority have the appropriate training for and orientation to responsible computer use.

Guidelines for Creating Suffolk University Websites, Web Pages, and Web Facilities

Suffolk University websites, web pages, and web facilities are global representations of the University's image and will maintain graphic standards developed by Suffolk University to establish and maintain a consistent public image and to reinforce the mission and identity of Suffolk University. A Suffolk University website is defined as a set of websites, web pages, and web facilities, both internal and external, that represents any school, department, administrative or organizational unit, faculty member, institute, alumni office, or student organization of Suffolk University.

Commercial advertising is prohibited on University websites, web pages, and web facilities. This includes ads for businesses or services owned and/or operated by a University employee. Only community advertising may appear on University websites, web pages, and web facilities. A discounted product or service offered to University students or employees through student services or human resources is an example of community advertising. Alumni relations and fundraising activity including gifts, grants, and corporate sponsorships on any Suffolk University websites, web pages, and web facilities must comply with existing University policies. Any such pages must be reviewed and approved by the Office of Advancement.

Suffolk University is committed to providing access to web-based information in accordance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, amended.

Suffolk University's websites, web pages, and web facilities will not be used for the:

- creation or transmission (other than for research or teaching purposes) of any offensive, obscene, or indecent images or material;
- creation or transmission of any material likely to cause annoyance, inconvenience, or needless anxiety;
- creation or transmission of defamatory material;
- storage or transmission of material that infringes on copyright/intellectual property rights, laws, and policies; and
- purposes unrelated to the staff member's employment or to the research, educational, community service, or administrative purposes of the University.

All written policies, including the University web policy, must be observed in authoring any University affiliated website, web page or web facility. Please contact Web Services/UMS for the latest copy of the University web policy.

Sanctions for Violations of this Policy

ITS will notify the faculty member, employee, or student, or if deemed necessary, the appropriate Dean or the Director of Human Resources, of any inappropriate activity. It is expected that the inappropriate activity will cease at this warning. If inappropriate use persists, ITS will suspend the user's computing privileges. Privileges will remain suspended until a thorough review of the incident has been completed and a decision has been made about the imposition of sanctions, if any. Note: If ITS determines that the inappropriate activity is a serious harm to the system, user computing privileges will be suspended immediately without warning.

Depending upon the severity of the incident sanctions might include warning, temporary or permanent suspension of computer privileges, suspension or termination. Persons who engage in

activities that violate state and federal law will be referred to the proper law enforcement authorities.

Sargent Hall Laptop Network Connection Policy for Students:

Sargent Hall has a wireless network and over 3000 public ports in the classrooms, library, cafeteria and lobby which allow users to plug in their laptop for email and internet access. The Symantec Antivirus program is available free of charge to all registered students and can be downloaded from Campus Cruiser. Students must keep their systems up-to-date with the latest security updates and current virus definitions from Symantec or any antivirus program.

If your laptop causes suspicious traffic over the network, it will be suspended from the network until it is checked by ITS Tech Support.

Sargent Hall Computer Lab Policy

Equipment in the lab consists of both Windows Desktop and Apple iMAC Computers.

Students must log in using their Suffolk email username and password. All work must be saved externally to a USB key drive or disk. In the event the computer reboots or becomes unresponsive, any unsaved work will be lost. ITS is not responsible for any damage or loss of data resulting from the use of the lab computers.

PaperCut:

The Computer Lab machines have been configured for the PaperCut process. To configure your laptop for printing, stop by the ServiceDesk: 6th Floor Sargent Hall.

Suffolk provides a printing allotment of 1250 pages per semester (in the form of a \$62.50 credit to your RAM Suffolk University ID card) to each student enrolled in the Law School. You will be allowed to roll over any unused amounts from your printing allotment from the fall semester to the spring semester.

For more information on your Suffolk RAM Card: <http://www.suffolk.edu/ramcard>

COPYRIGHT AND TRADEMARK USE

Suffolk University expects all users of our site as well as members of our community to comply with U.S. Copyright laws and refers all users to the University's Copyright Policy (available on-line at www.suffolk.edu under "Explore Suffolk", then "About Suffolk"), which governs the use of these resources.

In compliance with the Digital Millennium Copyright Act, Suffolk University has designated an agent to receive notice of alleged infringement of copyright.

Designated Agent Contact Information:

Karen Schwartz Kruppa, Risk Manager
Suffolk University
8 Ashburton Place
Boston, MA 02108

E-mail: kkruppa@suffolk.edu

Additional information may be found on-line at www.suffolk.edu under "Explore Suffolk"

DETERMINATION OF CREDIT HOURS FOR COURSEWORK (ABA STANDARD 310)

In determining credit hours for coursework, Suffolk University Law School adheres to ABA Standards and Rules of Procedure for Approval of Law Schools, Standard 310:

Standard 310. DETERMINATION OF CREDIT HOURS FOR COURSEWORK

- (a) A law school shall adopt, publish, and adhere to written policies and procedures for determining the credit hours that it awards for coursework.
- (b) A “credit hour” is an amount of work that reasonably approximates:
 - (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or
 - (2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

Additional information regarding credit hours may be found on the Suffolk University Syllabus page: <http://www.suffolk.edu/explore/54511.php>

DISABILITY SERVICES FOR STUDENTS

Suffolk University Law School is committed to ensuring that students with disabilities have equal, effective, and meaningful access to all academic programs and opportunities at the law school. To facilitate equal educational and learning opportunities for students with documented disabilities, the Dean of Students Office oversees Disability Services for the law school.

Disability Services serves as a valuable resource to students with disabilities and establishes partnerships with faculty and staff to promote an understanding and awareness of accessibility issues that may arise both in and out of the classroom in order to provide a supportive and engaging setting for students. Our overarching goals are to ensure our programs, activities, and curriculum are accessible and that we operate in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Students with permanent or temporary disabilities seeking accommodations should complete an accommodations request form and schedule an appointment with Disability Services by contacting the Dean of Students Office at lawdeanofstudents@suffolk.edu or 617-573-8157.

For more information about the process for requesting exam accommodations, see the [Law School's Academic Accommodations Policy](#) and the [Law School Disability Services](#) page.

LAW SCHOOL ESSENTIAL PERFORMANCE STANDARDS

Suffolk University Law School strives to provide a legal education which ensures that its graduates are capable of functioning as competent and ethical practitioners who work professionally with clients, judges, attorneys, and others in the legal community. Candidates for the degree of Juris Doctor, Doctor of Juridical (SJD), and Masters of Law (LLM) must possess certain minimum cognitive abilities and sufficient mental and emotional stability to participate fully in and satisfy the requirements of the Juris Doctor program of study, with or without reasonable accommodation. The technical standards, set forth below, outline the essential abilities and characteristics required for the completion of the J.D., SJD, and LLM degrees. For purposes of this document, the term “candidate” means candidates for admission to the law school as well as enrolled law students who are candidates for graduation. While these standards delineate the necessary abilities of all candidates, they are not intended to deter or exclude candidates for whom reasonable accommodations for a disability will allow successful participation in and completion of the program.

I. **Time Management Skills:** A candidate must be able to meet deadlines, keep scheduled appointments, and manage his/her time to satisfactorily complete all assignments and administrative tasks within the allotted timeframe. A candidate must be able to adhere to the law school’s attendance policy and punctually attend classes prepared and ready to participate.

II. **Communication Skills:** A candidate must be able to communicate civilly and professionally with others in a candid and respectful manner by all forms of communication, including through electronic means and social media. A candidate must be able to receive constructive feedback in a mature manner. A candidate must be able to understand and respond to oral and written directions and feedback, and must be able to communicate effectively and efficiently in oral and written forms. A candidate must be able to participate, be called upon with or without advanced warning, and answer questions in a classroom or other instructional setting. A candidate must be able to communicate with members of the law school faculty and administration without the assistance and intervention of third parties. A candidate must also be able to respond to faculty, administration, and staff emails in a timely manner. Communication skills include public speaking, oral communication, reading, and writing, including by means of computer.

III. **Organizational Skills:** A candidate must be able to follow directions, make reasonable inferences, and organize and synthesize information. A candidate must be able to organize ideas to communicate either in writing or orally, and must be able to organize large amounts of information.

IV. **Behavioral Skills:** A candidate must possess the good judgment, honesty, integrity, and interpersonal skills required to work under stressful conditions and to work well with others, including in a classroom or clinical setting. A candidate must be able to tolerate and manage competing demands and workloads as mentally and emotionally taxing as are routinely found in the legal profession. A candidate must be able to adapt to changing circumstances, monitor one’s own behavior, conduct oneself in a civil manner, and adhere to all other norms of professional conduct.

V. Intellectual-Conceptual and Integrative Skills: A candidate must have the ability to set goals, formulate a plan to accomplish those goals, and implement the plan over time. A candidate must be able to understand, synthesize and apply complex information, and must have the ability to integrate and process information promptly and accurately.

STUDENT DISCIPLINARY PROCEDURE

Filing of Allegations

1. All allegations of student misconduct shall be filed with the Dean of Students. The Dean of Students may request the allegations be filed in writing. Upon receipt of such allegations, the Dean of Students shall, within a period not to exceed fourteen days absent good cause, refer the matter to the Chair or, if there are co-Chairs, a co-Chair (hereinafter both referred to as Chair) of the Faculty Administrative Committee. If, however, the Dean of Students reasonably believes that the allegations, even if true, would not constitute sanctionable conduct, then the Dean of Students shall consult with an academic associate dean regarding the matter. If the academic associate dean agrees with the Dean of Students, then the Dean of Students shall not refer the matter to the Chair and shall take no further action. If the academic associate dean disagrees, then the matter shall be referred to the Chair. Upon referring the matter to the Chair, the Dean of Students shall notify the Assistant Dean for Academic Services of the filing of the allegations.

Initial Review and Issuance of Complaint

2. Upon receipt of the allegations from the Dean of Students, the Chair shall initially review the matter after which he or she, in the exercise of his or her sole discretion, shall either (a) refer the matter to a Fact Finding Subcommittee (hereinafter Subcommittee), or (b) dismiss the matter. If the Chair refers the matter to the Subcommittee, the Chair shall issue a Complaint of Student Misconduct to the student informing him/her of the allegations and that the matter has been referred to the Subcommittee. The Chair also shall provide a copy of the Complaint to the Subcommittee and to the Assistant Dean for Academic Services.
3. The Chair may dismiss the matter *sua sponte* if he or she finds it to be meritless or insubstantial. If the Chair does so, he or she shall provide a written summary of the allegations and reasons for dismissal to all members of the Faculty Administrative Committee, the Dean, Academic Associate Deans, Dean of Students, and Assistant Dean for Academic Services. If, within a reasonable period of time as set by the chair but not less than fourteen days, any two people within the group described in the previous sentence request further investigation, then the Chair shall refer the matter to the Subcommittee and issue a Complaint of Student Misconduct to the student and forward a copy of such Complaint to the Subcommittee and to the Assistant Dean for Academic Services.

Fact Finding Subcommittee

4. The Fact Finding Subcommittee shall consist of five members of the Faculty Administrative Committee as selected by the Chair. The Chair shall designate one of those five members to serve as chairperson of the Subcommittee.

5. The procedure before the Subcommittee shall be private, informal, and confidential. The Chair shall present the evidence concerning the allegations. The student shall not be present during the fact-finding proceeding, except that the student shall have the opportunity to appear to present evidence and to speak on his or her own behalf. Counsel or another advisor to the student may be present when the student appears before the Subcommittee, solely for the purposes of observing the proceedings and advising the student, and may make a brief statement at the discretion of the Subcommittee chairperson.
6. The Subcommittee shall determine whether sanctionable conduct has been established by clear and convincing evidence. A vote of four of the five members of the Subcommittee (or three of four if one member is absent) shall be required to find sanctionable conduct. If it finds that no sanctionable conduct has been established, it shall dismiss the complaint. If it finds that such conduct has been established, it shall report to the Dean the nature of the conduct found with a recommendation as to the appropriate sanction or other disposition. A copy of the Subcommittee's report shall be sent to the student. Such report shall include the Subcommittee's findings of fact.
7. If the student admits both the allegations and that those allegations constitute sanctionable conduct, the Subcommittee shall hear the evidence or a summary thereof, consider the circumstances and any statement the student wishes to make, and recommend a sanction or other disposition to the Dean. A copy of the Subcommittee's report shall be sent to the student. Such report shall include the Subcommittee's findings of fact.

Dean's Review

8. If the Subcommittee finds sanctionable conduct, or the student admits such conduct, the Dean shall meet with the student concerning the Subcommittee's report and its recommended sanction. The student may bring counsel or another advisor to the meeting. The Dean shall discuss the recommended sanction with the student, and, unless paragraph 9 applies, inform the student of the sanction that he or she will recommend to the Law School Faculty.
9. If the Subcommittee's recommended sanction or other disposition includes neither suspension nor dismissal from the law school, such recommended sanction or other disposition is unanimous (whether by a vote of four out of four or five out of five, as the case may be), and the Dean agrees with the Subcommittee's recommendation, then, unless the student requests a formal hearing as provided in paragraph 10, the Dean shall impose the recommended sanction and the matter will not be reported to the Law School Faculty for final disposition as provided in paragraph 15. The Dean, however, shall advise the Law School Faculty of the student's name, nature of the violation, and sanction imposed.

Formal Hearing Committee

10. If the student contests the Subcommittee's findings of fact, he or she may request that a formal Hearing Committee be appointed to hear the allegations. The student may request a formal hearing by filing a written request for such hearing within ten days of the meeting with the Dean described in paragraph 8. If the student does not request a formal hearing within such ten day period, the student shall have waived his/her right to such hearing. If, within such ten day period, the student files written notice with the Dean of his/her decision to waive a formal hearing, the matter may proceed immediately for disposition under paragraph 8 or 9, as the case may be.
11. The Hearing Committee shall consist of five members appointed by the Dean from the faculty at large. The Dean shall appoint one of the five members as chairperson. No member of the Subcommittee may serve on the Hearing Committee. The student may challenge any member of the Hearing Committee for cause. Such challenges shall be resolved by the Dean.
12. The formal hearing shall be closed, except for the parties and necessary staff, unless the student requests that the hearing be public. Formal rules of evidence shall not apply, but the chairperson may make such rulings as are necessary to ensure fairness and to expedite the proceedings. Witnesses will be sequestered unless otherwise agreed upon by the parties. Witnesses will be sworn by a notary public. The student may be represented by counsel and shall be entitled to present evidence and cross-examine witnesses. The allegations and supporting evidence shall be presented by the Chair or by counsel for the law school. If either the law school or the student intends to be represented by counsel, the other party shall be notified at least four days prior to the hearing. A taped or stenographic record shall be made of the proceedings. Opening and closing statements will be allowed. Members of the Hearing Committee may ask questions, but should exercise care not to take an adversarial role in the hearing.
13. The Hearing Committee shall hear the evidence *de novo* and determine whether sanctionable conduct has been established by clear and convincing evidence. If it finds that no such conduct has been established, it shall dismiss the charges. If it finds that such conduct has been established, it shall report to the Dean the nature of the conduct found, with a recommendation as to the appropriate sanction. A vote of four of the five members of the Committee (or three out of four if one member is absent) shall be required to find sanctionable conduct. The Hearing Committee shall issue a written report containing its findings of fact. A copy of the Hearing Committee's report shall be sent to the student.
14. Findings of fact as made by the Hearing Committee shall be final.

Sanctions

15. Except as provided in paragraph 9, the Law School Faculty shall have final authority to impose a sanction on a student for sanctionable conduct. Provided paragraph 9 does not apply, the Dean shall provide a written report of the matter to the Faculty, which report shall include the sanction recommendation of the Subcommittee, the Hearing Committee, if any, as well as his or her own recommendation.
16. Provided paragraph 9 does not apply, the student shall have an opportunity to make a statement to the Faculty, in person or by counsel or another advisor on the issue of an appropriate sanction.
17. Sanctions which may be imposed include but are not limited to a private reprimand, a public reprimand, probation, suspension, or dismissal from the law school. Any sanction more serious than a private reprimand shall become part of the student's permanent transcript. Additional conditions may also be imposed where appropriate.
18. The Office of the Dean shall maintain a file of all student disciplinary proceedings. Such file shall include a copy of the Complaint of Student Misconduct and all findings of fact and reports issued by the Subcommittee or a Hearing Committee, if any, the Dean's recommendation, and the decision of the faculty, if any.
19. If a student withdraws from the Law School while a disciplinary investigation or proceeding is pending, the following entry shall be made on the student's transcript: "Withdrew while disciplinary proceeding pending." A student who withdraws while a disciplinary investigation or proceeding for sanctionable conduct is pending will not be readmitted to the Law School except in extraordinary circumstances.
20. The Registrar's Office shall not issue an official transcript of the student between the time at which such office is notified by the Dean of Students that the matter has been referred to the Chair, as provided in paragraph 1, and a determination by the Chair as to whether a Complaint of Student Misconduct should issue as provided in paragraph 2.
21. If the student requests an official transcript after the issuance of a Complaint of Student Misconduct but before final resolution of the matter, the transcript shall bear the legend "Complaint of Student Misconduct Filed – Decision Pending."

Miscellaneous

22. Sanctionable conduct shall include any violation of the Suffolk University Law School Rules and Regulations including all conduct described in Regulation XI of said Rules and Regulations.
23. Actions required by the Dean under these rules may be delegated by the Dean to an Academic Associate Dean.

24. Law School Faculty or Faculty, as used in these rules, refers to faculty members entitled to vote at faculty meetings of the Suffolk University Law School Faculty.
25. Any person who serves as counsel or advisor to the student as provided for in these rules may not be an employee of Suffolk University.
26. Issues not specifically addressed by these rules or interpretations of these rules shall be resolved by the Dean in consultation with the Chair.
27. Allegations of Student Misconduct which constitute violations of the Suffolk University Law School Sexual Harassment Policy and Guidelines shall be determined under that Policy and not under these Rules.
28. If a student to whom a Complaint of Student Misconduct has been issued represents that he or she is under criminal investigation for the same or related conduct that comprises such Complaint, the student shall have the right at any stage of the proceeding to request that further proceedings be deferred until the resolution of the criminal matter without any adverse inference being drawn from that decision. Such request shall be granted.
29. If a student to whom a Complaint of Student Misconduct has been issued is under criminal investigation or facing any criminal charge based on the same or related conduct, the Dean may place the student on administrative leave of absence for the period of time and under terms and conditions deemed necessary by the Dean.

Approved by the Faculty on October 22, 2009. Effective as of October 23, 2009.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT – STUDENT NOTIFICATION

GENERAL POLICY

The University prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students. The University complies with all local, state and federal regulations pertaining to alcohol and illicit drugs. In addition, the University complies with the regulations of both the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.

COMMUNICATIONS

As required by the Drug Free Schools and Communities Act annually the University will provide a written statement to employees and students covering: a) standards of conduct concerning drugs and alcohol; b) federal, state and local legal sanctions governing the unlawful possession or distribution of illicit drugs or alcohol; c) health risks associated with the use of illicit drugs and the abuse of alcohol; d) a description of counseling and treatment programs available for alcohol and drug abuse; and e) University disciplinary sanctions imposed for unlawful possession, use or distribution of illicit drugs and alcohol.

STANDARDS OF CONDUCT

The University prohibits the unlawful possession, use, or distribution of illicit drugs and the unauthorized or illegal possession, use, or distribution of alcohol on University property or as any part of a University-sponsored activity.

DISCIPLINARY SANCTIONS

The University enforces this policy in a consistent manner and in accordance with local, state and federal laws. Possibly disciplinary actions include warning, probation, suspension, expulsion, termination of employment, and requirement of satisfactory participation in a substance abuse treatment, counseling or education program as a condition of reinstatement or continued employment. Actual disciplinary action will be imposed based upon a review of the circumstances of the case.

The following examples illustrate the range of sanctions for particular violations of the standards of conduct:

1. Unauthorized possession of an illicit drug in an amount implying intent to distribute:
First Offense: Written warning
Second Offense: Suspension up to two weeks
Third Offense: Suspension, expulsion or termination
2. Unauthorized use of an illicit drug:
First Offense: Entrance into and satisfactory completion of an assessment and treatment plan approved by the University. Failure to enter into and to satisfactorily complete the program will result in suspension, expulsion or termination.
Second Offense: Suspension
Third Offense: Expulsion or termination
3. Unauthorized distribution of illicit drugs or possession with intent to distribute:

First Offense: Suspension, expulsion or termination

4. Use or possession of alcohol by an individual under the age of 21:
First Offense: Written warning
Second Offense: Suspension for up to two weeks or, where appropriate, a three day suspension and entrance into and satisfactory completion of an assessment and treatment program approved by the of University; failure to enter into and to satisfactorily complete the program will result in suspension, expulsion or termination
Third Offense: Suspension, expulsion or termination
5. Distribution of alcohol to an individual under the age of 21 years:
First Offense: five day suspension
Second Offense: Suspension, expulsion or termination
6. Use or distribution (in an open container) of alcohol by an individual 21 years of age or older at a University activity where alcohol is not approved:
First Offense: Written warning
Second Offense: Three day suspension and entrance into and satisfactory completion of an assessment and treatment program approved by the University; failure to enter into and to satisfactorily complete the pro-gram will result in suspension, expulsion or termination.
Third Offense: Suspension, expulsion or termination.

FEDERAL, STATE, AND LOCAL LEGAL SANCTIONS GOVERNING THE UNLAWFUL POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order for convicted persons to attend college. A felony conviction for such an offense can prevent students from entering many fields of employment or professions.

The minimum age for the sale or purchase of alcoholic beverages in Massachusetts is 21 years of age. All state laws apply at the University. Cities and towns in Massachusetts, specifically Boston, prohibit public consumption of alcohol and impose fines for violation. Massachusetts has criminal penalties for the use of controlled substances or drugs, with penalties varying with the type of drug. In general, narcotic, addictive, and drugs with potential for abuse carry heavier penalties.

Driving while intoxicated in Massachusetts is a serious offense and there are strict penalties for those convicted, including driver's license suspension, and imprisonment.

Possession of drugs is illegal without valid authorization. Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for the manufacture and distribution of drugs, if death or serious injury results from the use of the substance. While penalties for possession are generally not as great as for the manufacturing and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for

possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be in the company of a person known to possess heroin. Anyone in the presence of heroin at a private party risks a serious drug conviction. Sale and possession of drug paraphernalia is illegal in Massachusetts.

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction, and five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second, and permanently after the third conviction.

Students should review the following state laws regarding alcohol and other drugs which are available on the Massachusetts General Court website:

- Chapter 138: Alcoholic Liquors. Online at www.mass.gov/legis/laws/mgl/gl-138-toc.htm
- Chapter 90: Section 24. Driving While Under Influence of Intoxicating Liquor. Online at www.mass.gov/legis/laws/mgl/90-24.htm
- Chapter 94C: Controlled Substances Act. Online at www.mass.gov/legis/laws/mgl/gl-94c-toc.htm

RESOURCES

Resources are available to help those who suffer from substance dependency. Assistance may be sought through the University's Counseling Center located on the 5th floor of the 73 Tremont Building or by calling x8226. This service is confidential.

For more information on drug abuse, see: www.drugabuse.gov

OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

Location: 73 Tremont Street

Tel: 617.570.4849 or 617.573.8628

Web site: <http://www.suffolk.edu/explore/29087.php>

ENVIRONMENTAL HEALTH AND SAFETY POLICY

It is the policy of Suffolk University to provide a safe and healthy environment for our students, faculty and staff to work and learn in. Included in this policy is the University's commitment to protect our environment. To ensure that these policies are met, the University operates in accordance with federal, state, and local regulations and develops internal policies and procedures that are implemented throughout the University. The University is committed to maintaining a work and educational environment free from recognized hazards. Students, faculty and staff shall comply with the regulations and established policies and procedures applicable to his or her own activities, actions, and conduct.

Students are responsible for:

Their own personal safety and should not perform unsafe acts that compromise personal safety or the safety of others.

Making sure he or she understands safety procedures whenever performing work-study or class-related tasks.

Reporting unsafe conditions or practices immediately to his or her professor/supervisor and to [OEHS](#). Submit independently or with the help of the supervisor an [incident report](#) to [OEHS](#) in case of any injury.

Familiarizing themselves with applicable [University Emergency Procedures](#)

Reporting all emergencies to [SUPD](#) immediately by calling 617-573-8111 or Ext 8111.

Demonstrating good environmental citizenship by supporting University recycling and energy and water conservation efforts.

EXAM INTERRUPTION POLICY

This policy applies to situations in which a student begins, but does not complete, an examination.

I. During the Exam: Process for Handling an Extraordinary Situation Affecting a Student's Ability to Complete the Exam

The Law School encourages students who are ill or experiencing an extraordinary personal situation to seek assistance from the Dean of Students Office ***before*** an examination begins. In addition, students with pre-existing conditions, illnesses, or situations that could cause an unexpected interruption during examinations should discuss the situation with the Dean of Students Office before the examination period.

If an incident occurs during the examination, the student must notify the proctor immediately. The proctor will then refer the student to a Law School administrator as per below. A student in this situation must identify himself/herself before the examination ends, as accommodations cannot be made after the fact for illness during an examination.

If the student, after consulting with the Assistant Dean for Academic Services and/or the Dean of Students or Associate Dean of Students, is unable to complete an exam due to a medical or mental health issue, then he/she must report immediately to Health Services, his/her private physician or the Emergency Room at a hospital. The University Police, Academic Services Office and Dean of Students Office can assist with transportation to a local Emergency Room. It is important to note that a contemporaneous and comprehensive, professional evaluation of a student in this situation is an important element in a petition for excusal from the examination as outlined below.

II. Process for Requesting Relief after a Student is Unable to Complete an Examination

This portion of the policy applies in the rare case where a student begins an exam, is unable to complete the exam due to a medical reason, mental health issue or other extraordinary personal situation and has complied with the process outlined above. After receiving appropriate medical attention, the student may request to be formally excused from the exam. The decision to excuse a student will be made by the Associate Deans, in consultation with the Dean of Students, the Assistant Dean for Academic Services and/or the Law School's Disability Services Officer.

Students wishing to request relief under this policy shall submit a written petition and supporting documentation as soon as possible after the examination interruption. A student may submit only one exam excusal petition per exam period. Thus, it should be emphasized that all extraordinary circumstances relating to the exam interruption must be raised in the petition for exam excusal. Once the petition is reviewed and decided upon by the Associate Deans, there will be no appeal of the decision.

Petitions for relief shall include information on the following:

- History of treatment (if medical/mental health situation) including, but not limited to, age of diagnosis, recommendations for medical/therapeutic interventions, compliance, use, and side effects of medication, and treatment successes
- The unpredictability and/or severity of the situation and the impact on functioning and performance across a variety of settings
- History of communication regarding the specific issue or condition with the Dean of Students Office

In the case of a medical or mental health situation, medical documentation submitted to support the petition shall:

- 1) be as contemporaneous as possible with the exam interruption
- 2) confirm that the condition has an element of unpredictability
- 3) include an opinion from the treating physician or clinician that the interruption was directly caused by the diagnosed medical/mental health condition

Please note that a medical diagnosis alone does not automatically guarantee relief. Furthermore, a diagnosis of test anxiety in and of itself is insufficient to support a request for relief.

Students who have been properly excused from a final exam will be subject to the examination excusal provision in Rules and Regulations III. F. Failure to Take Examinations. Should the interruption occur during a mid-term assessment, relief, if available at all, will be determined on a case-by-case basis at the discretion of the Dean of Students in consultation with the course instructor, an Associate Dean and/or the Assistant Dean for Academic Services and such determination shall be final.

Relief for Graduating Students: In the event that the student is due to graduate immediately following the exam period in which the exam interruption occurred and the matter cannot be resolved by withdrawing the student from the course in which the exam interruption occurred, the law school may offer alternative relief if reasonably available. The decision to offer alternative relief to a graduating student and the nature of such relief shall be made by the Assistant Dean for Academic Services, Dean of Students and Academic Associate Dean and such decisions shall be final.

EXAMINATION POSTPONEMENT AND RESCHEDULING REQUESTS

It is expected that students will sit for all examinations as scheduled. Tentative examination schedules are available to students at the time of course pre-registration. Students are therefore expected to have reviewed and considered the examination schedule for all courses in which they enroll.

The exam period is intensive for all students. It is not uncommon for students to have exams on successive days or to have two exams in one day. Students are also expected to plan for the due dates of papers/projects assigned during the semester and to properly manage the time allotted for take-home examinations. Adjustments to a student's exam schedule will only be made for the following reasons:

- 1) A student has **three proctored examinations in 53 hours**. In this case, the student may request that one be rescheduled. Take-home exams and papers/projects are not counted for the purposes of this provision.
- 2) A student has a direct conflict with two scheduled exams (this includes exams in a joint degree program). This provision does not apply to situations where a student has a scheduled exam that falls at the same time a paper, project or take-home exam is due.
- 3) A student is experiencing an extraordinary personal matter or emergency situation which presents an unavoidable conflict with the exam. Examples of this include an issue relating to the health of the student, or close family member, or death of a family member. Documentation is required for this type of request.

Students who wish to request adjustment to their exam schedule must not discuss the matter with their professor. Instead, students with three exams in 53 hours or two exams in direct conflict should complete the Academic Services Office online exam reschedule form. Students seeking to reschedule exams due to an emergency situation or extraordinary personal matter should contact the Dean of Students Office.

Any rescheduled examination will be administered on a date no earlier than the date originally set. Please note that ExamSoft may not be available for all rescheduled examinations.

The general policy is that exams will not be postponed for situations occurring during the semester that cause a student to lose study time. If a student experiences such a situation, he or she is encouraged to meet, as soon as possible, with the Dean of Students Office to discuss what options are available to the student. If properly documented, these options may include a Leave of Absence or reduction of course load. Students experiencing such situations during the semester should notify the Dean of Students Office, in writing, no later than the commencement of the exam period for the semester or session in which the situation occurred.

EXAMINATION REGULATIONS

1. All examination rooms must be completely vacated one half hour prior to the scheduled time for the examination. Thereafter, students may only enter the examination room when the proctor so indicates.

Students who enter the room prior to the proctor's arrival to the examination will be asked to vacate the room. All students must be checked into the examination room.

Students are expected to be on time for examinations and arrive 30 minutes before the starting time of the exam. Any student who arrives after the start time of the examination, due to transportation problems or other extenuating circumstances should report to the Dean of Students. Only the Dean of Students may permit the student to begin the examination at a later time with the full time allocation. Any student who arrives to the examination room after the starting time of the examination (without approval of the Dean of Students) will not be permitted any additional time to complete the examination.

Examsoft users who arrive late to an examination will be required to handwrite the examination.

2. There shall be no materials of any kind in the examination area during CLOSED BOOK examinations. Students taking LIMITED OPEN BOOK examinations will be allowed to bring in only those materials specifically authorized by the professor. Students must leave their personal belongings **including hats, caps or hoods** in the front of the room in the area designated by the proctor. Students may not return to their personal belongings while the examination is in process, except under the direct supervision of the proctor.

Students are strongly encouraged not to bring any non examination materials (other than personal items) into the examination room for a closed book/limited open book examination. Students who remove articles of clothing like sweaters or jackets during the examination must place these items under the desk. Students will not be permitted to leave these articles on writing surfaces or on the backs or seats of chairs.

No student is permitted to bring any electronic devices into the examination room including cell phones, smartphones, smartwatches, MP3 players, hand held computers, PDA's, calculators (unless permitted), cameras, radios, tape recorders, headphones/headsets, wireless email devices and/or any other electronic device. All watches must have alarms disabled. Only students who are using a laptop for purposes of Examsoft may bring a laptop into the examination room.

3. Upon entering the examination room, each student must present his or her student identification card and examination number to the proctor in order to receive his or her sealed examination answer book. The examination answer book must remain sealed until the proctor announces the commencement of the examination. Writing on the examination answer booklet prior to the commencement of the examination is not permitted.

Only a copy of the student's examination numbers screen with the student's name, as it appears on Campus Cruiser, will be accepted by the proctor with the student ID. Students who attempt to

check in without this required format will be directed to the Academic Services Office for an official examination number confirmation report.

4. Each student's identification card must be visible during the course of the examination.

5. Students will receive only one examination answer book, and will be required to fully complete the assigned book before requesting supplemental writing material. Students will not be allowed additional writing material for outlining purposes. Students should use the available space on the examination or in the examination answer book for outlining. The proctor must determine that all available space has been used in the assigned examination book before additional material will be issued.

6.

a. Since the examination process is anonymous, students shall not identify themselves to the Professor in any manner whatsoever in the examination book.

b. "Examination Rules and Regulations provide that a student shall not reveal to a course instructor, in an examination booklet or in any other manner, any fact(s) identifying the exam writer by name or otherwise providing information concerning the identity of the author of a particular examination booklet prior to the date on which grades are disseminated by the Academic Services Office. A violation of the Regulations constitutes a violation of the Law School's Academic Integrity Rule as set forth in the Student Handbook."

7. Students shall not remove pages or portions thereof from the examination questions, the examination answer book, or from any supplemental materials handed out by the proctor.

8. Students are requested to consider and respect the rights of others and to avoid any actions which would be distracting to others during the examinations.

Students may bring in beverages in covered containers only. No food is permitted in the examination room, unless a documented medical condition exists and is authorized by the Dean of Students.

9. When the proctor announces the commencement of the examination, no student shall speak or communicate in any way with another student. Students shall not communicate with each other until after they have left the examination room at the conclusion of the examination.

Students may not share textbooks or any other materials with one another nor provide assistance to another student.

10. Students shall not leave the room during the examination without prior permission of the proctor. Only ONE student is permitted to leave the examination room at a time and must sign out and in. The student must give all of his or her materials to the proctor upon leaving the room. The materials will be returned by the proctor to the student upon reentering the examination room.

Students may leave the examination room, with proctor permission, only to use the restroom on the same floor as the examination room in which the student is taking the examination. Students are not permitted to visit any other areas for any other reason during the examination.

11. When a student completes his or her examination, the student must sign the **Academic Integrity Statement** on the back of the examination card and return the examination card along with the examination questions, the examination answer book and supplementary writing materials, handouts, answer sheets, and all materials distributed during the examination. Student Examination Numbers must appear on the front cover of each examination test booklet in the space provided.

12. Upon completion of the examination and recording by the proctor, the student shall immediately depart the examination area and shall not return until the examination process has been completed by the proctor and the room is cleared of all examinees.

13. No student, including those who have completed the examination, will be allowed to leave the room during the last ten minutes of the examination.

14. Once the proctor announces that the examination has ended, all remaining students must stop writing and remain seated. The proctor will then inform the students when they may approach the desk to submit their examination materials.

15. It is the student's responsibility to see that the aforementioned materials are recorded by the proctor.

LAPTOP EXAMINATION RULES

Students using Examsoft are subject to the rules listed below in addition to the Examination Rules and Regulations noted in number 14.

1. All instructions for new and returning users must be completed.
2. Any attempt to launch, copy, move, or delete a download exam file prior to entering the exam will cause the file to be disabled.
3. All students must be checked in with the proctor at the assigned examination room at least 15 minutes prior to the scheduled start of the examination. (For example, a student must be checked in at 9:15am for 9:30am examination). Students who are not checked in at this time must handwrite the examination. This includes students who receive exam accommodations.
4. You must come to the examination room with your laptop, power cord and Ethernet cable.
5. The proctor may impose seating arrangements in the examination room to facilitate the examination process.
6. Disable all screen savers.
7. Software must be opened within 15 minutes prior to the scheduled start of the examination. Technical assistance is not available during this time. If the student is unable to open the software or other hardware/software problems occur prior to the start of the exam, the student will handwrite the examination.* The starting time of the examination will not be delayed nor will the ending time of the examination be extended.
8. The proctor must be notified immediately when a laptop freezes or crashes. Students may not attempt to reboot or otherwise trouble shoot computer problems during the examination.
9. Should any hardware/software problems occur during the examination that cannot be immediately remedied, it will be necessary for the student to handwrite the examination.* No adjustment to grades or additional time will be given to students for laptop failure or the unavailability of Examsoft, even if such a failure or unavailability is unexpected or occurs shortly before or during the examination.
10. If after the examination is complete, a student believes that all or a portion of an exam answer that he or she believes to have properly typed during the examination while using Examsoft is missing, the [Process for Investigating and Resolving Claims of Missing Exam Text](#) will be followed.
11. All students must remain in the classroom until the successful upload of the file is completed.
12. The Law School is not responsible for any computer hardware/software problems that may arise, or any damage which may occur to student property.
13. Any attempt to bypass or disable the security features of the Examsoft software will subject the student to disciplinary action as described in Rule XI . Suffolk University Law School Rules and Regulations.
14. All students are subject to the Suffolk University Law School's Examination Regulations.

* Students whose current disability accommodations expressly grant the use of a computer to complete the examination may be permitted to continue on a law school computer.

LAPTOP EXAM – PROCESS FOR INVESTIGATING AND RESOLVING CLAIMS OF MISSING EXAM TEXT

The Examssoft program is designed with many safeguards (such as redundant data back-up and an extensive exam-activity audit trail) to protect the integrity of the exam process and to ensure that even in the unlikely event of a malfunction, the student's exam data is protected and accessible. As with the numerous jurisdictions that use Examssoft for bar examinations, the law school believes this to be a very safe and reliable way for students to complete exams.

In the unlikely and rare circumstance that a student believes that all or a portion of an exam answer that he or she believes to have properly typed during the examination while using Examssoft is missing, the law school will investigate and resolve the matter in accordance with the following process:

The Assistant Dean for Academic Services will conduct an investigation of the matter, including reviewing the Examssoft logs and available reports associated with the exam at issue. The Assistant Dean for Academic Services will notify the student of the results of the investigation within 2 business days. If the Assistant Dean for Academic Services determines that further investigation of the matter is necessary, then the Assistant Dean for Academic Services will notify the student by e-mail that he/she must bring the laptop to Suffolk University Tech Support Services.

Once notified by the Assistant Dean for Academic Services that the laptop must be brought to Tech Support Services, the student has 3 business days to bring the laptop used for the examination to Tech Support Services. If the student fails to submit the laptop used for the examination to Tech Support Services within 3 business days, no further investigation will take place and the exam will be submitted to the instructor for grading.

Once it has access to the student's laptop, Tech Support Services will work with Examssoft to retrieve any missing data from the laptop and/or to investigate the student's claim. If during the investigation, the missing text or exam is found to be accessible, then the exam will be submitted to the instructor.

Upon the conclusion of the Tech Support Services investigation, the Assistant Dean for Academic Services, Dean of Students and an Academic Associate Dean will review the findings of the investigation, including the detailed reports provided by Examssoft regarding keystrokes and user initiated commands. Absent indication of an ***Examssoft-caused*** or ***computer-caused*** malfunction out of the control of the student, no relief will be granted and the exam will be submitted to the instructor for grading.

If, after conducting their review, the Assistant Dean for Academic Services, Dean of Students and an Academic Associate Dean believe by a preponderance of the evidence that:

- 1) there was a malfunction;
 - 2) the malfunction was not a result of the student's failure to follow the laptop exam rules;
- and**

3) the malfunction caused the text to be missing,

then the Assistant Dean for Academic Services, Dean of Students and an Academic Associate Dean will determine what relief to offer the student.

The decision of the Assistant Dean for Academic Services, Dean of Students and an Academic Associate Dean whether to grant relief and, if granted, the nature of any relief is final.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT)

In accordance with the provisions of the Family Education Rights and Privacy Act (Section 438 of the General Education Provisions Act, 20 USC § 1232g, commonly referred to as the “Buckley Amendment” or “FERPA”) Suffolk University has adopted the procedures below to protect the privacy rights of its students.

FERPA affords students certain rights with respect to their education records. Education records are defined as records directly related to a student and maintained by the institution or by a party acting for the institution. These rights include:

1. The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day Suffolk University receives your request for access. You should submit any such request to the Registrar’s Office in writing, identifying the records you wish to inspect. The Registrar’s Office will make arrangements for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of your education records if you believe them to be inaccurate. You should submit any such request to the Registrar’s Office in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate. The Registrar’s Office will notify you of its decision and, if the decision is negative, of your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Suffolk University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

4. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent FERPA authorizes disclosure without consent.

One such exception permits Suffolk University to disclose personally identifiable information in education records to “school officials” with “legitimate educational interests.” A “school official” is any person employed by Suffolk University in any administrative, supervisor, academic or research, or support staff position; any person or company with whom Suffolk University has contracted (such as an attorney, auditor, or collection agent); any person serving on Suffolk University’s Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an educational record in

order to fulfill the official's professional responsibility.

Another exception permits Suffolk University to disclose your "directory information" to anyone within the Suffolk University community and to the general public. Suffolk University has designated the following as directory information: name, address, e-mail address, telephone listing, photograph, date and place of birth, grade level, enrollment status, dates of attendance, major field of study, degrees, honors and awards received, participation in officially recognized activities and sports, height and weight of members of athletic teams, and the most recent educational agency or institution attended. All other student information will not be released to students, parents, or outside agencies unless accompanied by a written release of information, signed by the student, which complies with the requirements of FERPA, unless the disclosure of information is authorized by FERPA.

Students may request that directory information not be released to any person without their prior written consent by completing a [Request to Prevent Disclosure of Directory Information form](#), available in the Registrar's Office. Students may give such notification at any time, but it will be effective only prospectively.

Suffolk University also discloses education records without a student's consent to officials of another school in which a student seeks or intends to enroll. Information on other exceptions authorizing Suffolk University to disclose education records without a student's consent is available through the Registrar's Office.

Suffolk University Law School publishes directory information to members of the Law School community in order to foster community and further the educational objectives of the Law School. In particular, the Law School includes directory information in the following internal publications and databases:

Paper Directory: Suffolk University Law School publishes an annual paper directory which includes the following information about entering students: name, photograph, year/section, and undergraduate institution. This paper directory is distributed to all law school faculty, administration and staff **for internal use only**. Please complete a [Student Directory Opt-Out Request](#) to opt-out of inclusion in the paper directory.

Campus Cruiser: Suffolk University Law School maintains Campus Cruiser, a portal accessible through the internet by members of the Suffolk University Law School community. Campus Cruiser contains the following directory information about students: name, class year, day or evening program, joint degree program, area of concentration, area of interest, semester of enrollment and clubs. Only those students who are also members of the same communities will be able to view names and @ccmail.suffolk.edu email addresses within that community. Please complete a [Student Directory Opt-Out Request](#) to opt-out of inclusion in Campus Cruiser.

Online Student Facebook: Suffolk University Law School maintains an Online Student Facebook which is contained within Campus Cruiser. The Online Student Facebook contains digital photographs of students, year/section and undergraduate institution. Only those students who have agreed, in writing, to adhere to the [Online Student Facebook Terms of Use](#) will be allowed to access this information. The Online Student Facebook Terms of Use allows students with access to print the Online Student Facebook information for their private use.

Blackboard: Suffolk University Law School maintains Blackboard, which is a course learning management tool. When students post a message to a discussion board, their name and e-mail address will appear, unless they post anonymously. Students may also choose to include additional information (for example, address or telephone number) and may make this contact information available to members of the class or those in the directory on the Blackboard system. Please complete a [Student Directory Opt-Out Request](#) to opt-out of inclusion in Blackboard.

We encourage all students to participate in these methods of communication; however, we recognize your right, under FERPA, to “opt-out” from the release of directory information. Please note that, even if you opt-out, photos and all other directory information will always be available to law school faculty, administration and staff with legitimate educational interests as defined by FERPA.

Those wishing to withhold information and/or photos from the above paper and online directories must submit a completed Student Directory Opt-Out Request to the Academic Services Office no later than Friday of the first week of classes. Please note that online information and/or photos may be removed at a later date only in extraordinary circumstances and with permission of the Dean of Students.

COMMUNICATIONS WITH LAW STUDENTS' RELATIVES, FRIENDS AND OTHER THIRD-PARTIES

In a professional school setting, it is rarely appropriate for school administrators and members of the faculty to communicate with an adult student's relatives, friends or other third-parties about matters pertaining to that student. Thus, the following policy applies to such communications: Except in the particular circumstances described below, administrators and members of the faculty of the law school will not communicate or meet with relatives or friends of a law student, or other third-parties regarding matters relating to the student's enrollment in the law school including, but not limited to, performance in class, grades, academic standing, registration, disability accommodations (or requests for accommodations), financial aid, disciplinary matters, attendance and use of student services.

Exceptions to the above policy include:

- Communications or advocacy by third-parties specified by other law school policies or procedures (for example, when a student is using an advisor in accordance with the Student Disciplinary Procedure). In such cases, the third-party communications will be limited to what is specifically permitted under the other policy or procedure.
- Third-party communications regarding financial information, provided that the student submits an Authorization to Release Financial Aid Information form to the Financial Aid Office.
- Situations where a student is unable, due to significant illness or injury, to timely communicate important information such as the ability to sit for an exam as scheduled. In such cases, the appropriate law school administrator will accept information from the third-party, but will not share information with the third-party (unless the communication is permissible under applicable privacy laws). Also, in such cases, the student will be expected to resume direct communications with the law school as soon as he/she is able to reasonably do so.
- Extraordinary situations as determined at the discretion of the Dean, the dean's designee, and/or the Dean of Students. In any such situation, the student must adequately waive any privacy rights under applicable laws or the communication must be permitted without waiver under applicable privacy laws.
- Situations where communication with a third-party is deemed appropriate by University Legal Counsel.

Exclusions to the above policy:

This policy does not apply to situations in which

- 1) a student requests, in writing, that the Law School provide information related to potential employers, bar authorities, scholarship providers, other schools (for the purpose of transfer) or professional organizations;
- 2) a student requests, in writing, a letter of good standing, recommendation, enrollment confirmation, student practice confirmation or transcript be sent to a third party;
- 3) communications occur between and among law school and university personnel with legitimate educational interests; and/or

4) the information requested is included in the University's Directory Information.

Nothing in this policy prohibits a law school administrator or member of the faculty from accepting information from a third-party or providing a third-party with generally available information on law school policies and procedures.

FOOD AND DRINK POLICY - SARGENT HALL

Except where noted below, food and beverages (in spill-proof containers) are allowed in the cafeteria, dining room, private offices, law library, common areas and rooms or locations where food is served during an approved school sponsored event. Spills and trash associated with eating/drinking shall be cleaned up immediately by the person eating/drinking and noise and odor related to food shall be kept to a minimum.

Beverages in spill-proof containers are allowed in classrooms.

There shall be no food or drink in any computer lab or in Room 725. This includes spill-proof containers.

Please report any building problems at <http://www.suffolk.edu/law/student-life/21974.php>

HAZING POLICY

Suffolk University does not tolerate any form of hazing. In compliance with the Commonwealth of Massachusetts' Anti-Hazing Statute, the University annually provides each student with a copy of the state law and requires officers of student organizations to distribute a copy of the law to all members.

See G.L. c. 269, §§ 17-19.

§17. Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

§18. Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

§19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen;

provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

The Law School's disciplinary processes will be applied in cases of alleged hazing.

INVOLUNTARY LEAVE OF ABSENCE

Students may voluntarily withdraw from Suffolk University Law School at any time during matriculation at Suffolk University. In addition, students may request a Leave of Absence in accordance with Law School Rules and Regulations V. However, situations as described below may arise when the Law School determines on an individualized, case-by-case basis that a student may need to be involuntarily placed on a Leave of Absence from the Law School.

When a student demonstrates conduct that violates the Suffolk University Law School standard of Student Conduct (Law School Rules and Regulations XI) or other Suffolk University or Law School policies, that conduct will be addressed through the appropriate disciplinary processes. This Policy is not intended to be disciplinary in nature. Rather, this Policy outlines the criteria and procedures for when and how a student may be involuntarily placed on a Leave of Absence from the Law School for demonstrating behavior that creates a direct threat to the safety or health of the student or others or that unreasonably disrupts the normal education processes and orderly operation of the University. There may be situations in which both this Policy and the Student Discipline Process and/or other Suffolk policies are applicable.

Criteria for an Involuntary Leave of Absence

A student may be involuntarily placed on a Leave of Absence from Suffolk University Law School if the Law School determines on an individualized, case-by-case basis, in accordance with the procedures listed below, that the student:

- (a) Demonstrates behavior that is unreasonably disruptive to the normal education processes and orderly operation of the Law School or Suffolk University;
- (b) Demonstrates behavior that endangers him/herself, or that creates a direct threat that the student may endanger him/herself; or
- (c) Demonstrates behavior that endangers others or that creates a direct threat that the student may endanger others.

Involuntary Leave of Absence Process

If it becomes evident (through observed behavior or by report(s) from faculty, staff, students or others) that a Leave of Absence from the Law School may be in the best interest of a student and the Law School, and the student does not agree, then the following procedures will be engaged:

- The Dean of Students, or designee, will collect available information, such as information obtained from incident reports, conversations with students, faculty and staff, and the opinions of appropriate medical/clinical professionals if such information is available.
- If reasonably possible, the Dean of Students, or designee, will meet with the student, giving notice to the student of the meeting and providing an opportunity for the student to provide information in support of the student's request that s/he not be placed on a leave of absence and/or to make suggestions for reasonable accommodation(s) short of an involuntary leave from the Law School.

- If, after the meeting, the student maintains that he/she would like to remain enrolled, the Dean of Students will request that the student sign an authorization permitting medical/clinical professionals who have treated the student to share information with the Dean of Students and other University officials. Failure by the student to sign the authorization will result in the involuntary withdrawal of the student from the University, as the University will have insufficient information to render an individualized determination.
- The Dean of Students, or designee, will then convene an “Involuntary Leave of Absence Committee” comprised of the Dean of Students (or designee), one Law School Associate Dean and the Director of Health and Wellness (or designee). Additional Law School or University Administrators will be added to the committee if and when appropriate. The Committee will review collected information and information presented by the student. The committee will engage in a determination on an individualized, case-by-case basis, taking into consideration the nature, duration and severity of the risk and the likelihood, imminence and nature of the future harmful conduct, either to the student or to others in the University community.
- The Committee will render a decision and present that decision to the student in writing. Should the decision be to place the student on a Leave of Absence, appropriate conditions for return will be contained within the written notification.
- A student who is seeking to return to school after being placed on an Involuntary Leave of Absence must submit a written plan that identifies how the student will resume his/her status at the Law School. The plan must respond to the situation that gave rise to the need for the student’s Involuntary Leave of Absence. The Law School may require that the student submit medical or psychological records indicating that the student has adequately addressed the condition that gave rise to the Involuntary Leave of Absence and/or indicates suggested conditions for re-enrollment such as regular counseling sessions or limited course load.
- The Involuntary Leave of Absence Committee will review the student’s plan to determine on an individualized, case-by-case basis whether or not the student’s request to re-enroll at that time shall be granted or denied by taking into consideration all of the relevant factors and information presented. The decision of the Committee is final.

Definition of Notice

Under this policy, notice is deemed to be given if sent by e-mail to a student’s Suffolk University e-mail address.

Interim Measures

The Law School reserves the right to place a student on an immediate interim Leave of Absence that will remain in effect until a final decision is made pursuant to the procedure, unless, before a final decision is made, the Law School determines that the reasons for imposing the interim Leave of Absence no longer exist.

Other Applicable Policies

Action under the this policy does not preclude the Law School from taking action under other applicable policies including, but not limited to, the Student Disciplinary Procedure, the Sexual Harassment Policy and the Law School's Academic Standards.

MILITARY SERVICE POLICY – LAW SCHOOL

Suffolk University recognizes and appreciates the service and challenges student service members or reservists may face when called to active service while they are enrolled students. As a result, Suffolk University will work with student service members and reservists on a case-by-case basis to address academic and financial considerations. Law student service members and reservists must contact the Law Dean of Students Office within one month of being called to duty (or as soon as possible thereafter) and must provide documentation of their call to service. The Law Dean of Students Office will work on the student's behalf with campus departments (Academic Services, Bursar, Registrar, Financial Aid, Associate Deans, etc.) to arrange late course withdrawals, leaves of absence, exam postponements, University financial consideration and re-entry to academic programs, etc. Students are encouraged to view the University's webpage regarding [veterans and active duty military](#).

Separate from Suffolk University action or assistance, student service members or reservists are subject to the rules and regulations established by the US Department of Education regarding financial aid and by regulations governing veteran's benefits.

SUFFOLK UNIVERSITY'S POLICY AGAINST DISCRIMINATION AND HARASSMENT

Suffolk University is committed to providing a successful learning and working environment for all members of its community free from any harassing or discriminatory conduct. Discrimination and harassment are unlawful and undermine the core values and the principles upon which Suffolk University was founded.

Suffolk University is committed to providing an environment that advances equal opportunity and is free from discrimination and harassment on the basis of race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information, military or veteran status or any other characteristic protected under applicable federal or state law. This commitment applies to the University's administration of, operation of and access to its academic and non-academic programs, policies and services as well as to its employment policies and practices.

The University prohibits retaliation against individuals who report discrimination or harassment, assist another in reporting a complaint or otherwise participate in an investigation. Accordingly, acts of discrimination or harassment or retaliation will result in disciplinary action, up to and including termination of employment or dismissal or expulsion from the University.

The University's Policy prohibiting discrimination and harassment, including sexual misconduct, is designed to ensure a safe and non-discriminatory educational and work environment and to meet its legal obligations under Title IX of the Educational Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex in the University's programs and activities, and other applicable federal and state laws prohibiting discrimination.

The University has a policy which specifically prohibits sexual misconduct – the Suffolk University [Policy & Procedures on Sexual Misconduct](#) - which provides detailed information regarding the University's prohibition against sexual misconduct, including sexual harassment, non-consensual sexual activity, sexually exploitative behavior, as well as domestic or relationship violence, dating violence and stalking.

Sheila M. Calkins, RN JD

Director of Title IX and Clery Act Compliance

73 Tremont Street

13th floor

617-573-8027

title9@suffolk.edu

The following offices are also available to assist students and employees:

<p>For CAS & SBS Students Shawn Newton Associate Dean of Students 73 Tremont Street 12th floor 617.573.8239 snewton@suffolk.edu</p>	<p>For Law Students Laura Ferrari Law School Dean of Students 120 Tremont Street 4th Floor 617.573.8157 lferrari@suffolk.edu</p>	<p>For Employees Katherine Whidden Chief Human Resources Officer Human Resources 73 Tremont Street 5th floor 617.573.8415 kwhidden@suffolk.edu</p>
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The University will provide reasonable accommodation to qualified individuals with disabilities to ensure equal access and opportunities with regard to employment, educational opportunities, and the University’s programs and services, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

The University’s Section 504 Coordinators are:

<p>For CAS and SBS Students Andrew Cioffi Director of Disability Services 73 Tremont Street 9th floor 617.994.6820 TTY: 617.994.6813 Fax: 617.994.6812 acioffi@suffolk.edu</p>	<p>For Law Students Ann Santos Associate Dean of Students 120 Tremont Street Dean’s Suite 617.573-8157 Fax: 617-305-3214 asantos@suffolk.edu</p>	<p>For Employees Katherine Whidden Chief Human Resources Officer Human Resources 73 Tremont Street 5th floor 617.573.8415 Fax: 617.367.2250 kwhidden@suffolk.edu</p>
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Students with disabilities who believe they have received inappropriate treatment or inadequate service from the University pertaining to their granted accommodations have the right to file a grievance.

CAS/SBS students wishing to file a grievance should do so with the Director of Disability Services. The grievance must be submitted in writing to disabilityservices@suffolk.edu and should include a detailed description of the inappropriate or inadequate service and supporting documentation (when appropriate). Students with disabilities must indicate the resolution they are seeking.

CAS/SBS students with disabilities who are unsatisfied with the response from the Director of Disability Services may submit an appeal within 5 business days to the ADA Coordinator, Dr. Ann Coyne, Dean of Students, Student Affairs Office, 12th floor 73 Tremont Street, Boston, MA 02108, 617-573-8239, TDD: 617-557-4875, acoyme@suffolk.edu. Students with disabilities must state the resolution they are seeking. The decision of the appeal by the Dean of Students is final.

Law Students wishing to file a grievance may request an informal meeting with the Law School Dean of Students to appeal a decision made regarding accommodations. As soon as possible following the informal meeting, the Dean of Students will notify the student in writing of any changes to the decision. If the student disagrees with the decision of the Dean of Students, the student may file a written appeal to an Academic Associate Dean. The written appeal should state in detail the basis for the appeal and furnish all relevant documentation in support of the appeal. The Associate Dean of Students and the Dean of Students will also provide the Academic Associate Dean with any documentation or information relevant to the decision in question. In reviewing the appeal, the Academic Associate Dean may request a meeting with the student and may also request additional information pertinent to the appeal. After review, the Academic Associate Dean will issue a written decision to the student. The decision of the Academic Associate Dean regarding the reasonable accommodation is final and not subject to appeal.

The University works to prevent and address discrimination and harassment through educational programs, training, and complaint resolution. Suffolk University encourages all members of the University community to report any concerns or complaints of discrimination or harassment in accordance with the procedures set forth in this policy. Managers and supervisors are required to respond promptly and appropriately to allegations of discrimination and harassment that are brought to their attention.

Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is prohibited.

SUFFOLK UNIVERSITY'S POLICY AGAINST SEXUAL MISCONDUCT

Title IX at Suffolk University

I. Introduction

Suffolk University (“University”), consisting of its Boston and Madrid campuses, seeks to foster a campus environment that supports its educational mission and is committed to providing a safe learning, living, and working environment for all members of the University community that is free from all forms of Sexual Misconduct. The University does not discriminate on the basis of sex or gender and this policy prohibits specific forms of behavior that violate Title IX of the Educational Amendments of 1972 (“Title IX”) and/or all other applicable state and federal laws. The University also complies with all obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

This policy also reflects the University’s commitment to educate, counsel, and train all of the members of the University community about the nature of Sexual Misconduct, its impact on individuals and the University community as a whole, and the steps necessary to combat it. The University prohibits Sexual Misconduct of any kind, including Sexual Assault, Sexual Harassment, Gender-Based Harassment, Intimate Partner Violence, Sexual Exploitation, Stalking, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy (“Sexual Misconduct”). Sexual Misconduct is antithetical to the mission of the University and the values it espouses and will be responded to diligently and accordingly. Creating a safe campus environment and a culture of respect is the shared responsibility of all members of the University community, individually and collectively.

The University strongly encourages any person who believes they have been subjected to Sexual Misconduct by a University student or employee to seek prompt assistance from the resources which may be viewed at <http://www.suffolk.edu/sexualmisconduct>.

These procedures outline how the University will proceed once it is made aware that a person believes they have been subjected to Sexual Misconduct and provides guidelines for providing prompt assistance to the Complainant and conducting the investigation and resolution of complaints of violations of the Policy on Sexual Misconduct in a prompt and thorough manner.

II. Summary of Process and Procedures

The University provides a variety of confidential and non-confidential support resources, reporting options and complaint procedures to those persons who believe they have been subjected to Sexual Misconduct. The University will work closely with those persons to provide referrals to on-campus or off-campus law enforcement and support resources. The University prohibits retaliation and provides appropriate interim measures including changes to academic and co-curricular activities, living, transportation, dining, and employment situations as well as no contact orders. In keeping with its obligations under Title IX, the University is committed to promptly and effectively investigating complaints, ensuring the safety of the Complainant, and providing remedies and resources. Sanctions (Students and Student Organizations) and Discipline (Employees) for violations of the Policy on Sexual Misconduct will be administered after an investigation by the University and a finding that an individual or student organization is responsible for violating the Policy on Sexual Misconduct. The Director of Title IX Compliance will oversee the initial response and assessment of reports of Sexual Misconduct, the investigation and resolution process.

The following describes the options and procedures in place to respond to and address complaints of Sexual Misconduct.

III. To Whom This Policy Applies

This policy applies to admitted students, students who are registered or enrolled for credit or non-credit-bearing coursework, or who are on a leave of absence or suspension (“Students”); University employees, including faculty and staff (“Employees”); Student Organizations, and contractors, vendors, visitors, guests or other third parties (“Third Parties”). This policy pertains to acts of Prohibited Conduct committed by or against Students, Employees, Student Organizations and Third Parties when:

- the conduct occurs on University grounds or other property owned or controlled by the University;
- the conduct occurs in the context of a University employment or education program or activity, including, but not limited to, University sponsored study abroad, research, on-line or internship programs; or off-campus student activities, such as Alternative Spring Break and athletic events; or
- the conduct occurs outside the context of a University employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for Students,

Employees or Third Parties while on University grounds or other property owned or controlled by the University or while participating in off-campus University events or activities.

IV. Prohibited Conduct Under This Policy

Conduct under this policy is prohibited regardless of the sex, sexual orientation and/or gender identity/expression of the Complainant. Prohibited conduct includes the following specifically defined forms of behavior:

A. Sexual Assault

Sexual assault consists of sexual contact or attempted contact with another person without the person's affirmative consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's affirmative consent; or
- Other intentional sexual contact with another person without the person's affirmative consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's affirmative consent; or
- Rape, which is penetration, no matter how slight, of the (1) vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's affirmative consent.

B. Affirmative Consent

Affirmative Consent must be informed, voluntary, and active, meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity. Affirmative Consent can be withdrawn at any time, and cannot be obtained by force, expressed or implied, or when physical violence, threats, intimidation and/or coercion is used. Affirmative consent to one form of sexual activity does not, by itself, constitute Affirmative Consent to another form of sexual activity. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to the same sexual activity with another person.

Silence, absence of protest, or absence of resistance does not imply Affirmative Consent. Relying solely on non-verbal communication before or during sexual activity can lead to misunderstanding and may result in violation of the Policy on Sexual Misconduct. In order to

avoid confusion or ambiguity, participants are encouraged to talk with one another before engaging in sexual activity. If confusion or ambiguity arises during sexual activity, participants are encouraged to stop and clarify a mutual willingness to continue the activity.

Affirmative consent cannot be gained by the taking advantage of the incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was incapacitated. Incapacitation means that a person lacks the ability to make informed, rational judgments about whether to engage in sexual activity.

A person who is incapacitated is unable to give affirmative consent because of mental or physical incapacitation or impairment, which may include sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. When evaluating whether someone consented to sexual activity after consuming alcohol or drugs, the University will consider whether a reasonable person would have known about the impact of alcohol and other drugs on the other party's ability to give consent.

C. Sexual Harassment

Sexual harassment is a form of harassment based on sex or gender. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, written, online and/or physical conduct of a sexual nature or the creation of a hostile environment when it meets any of the following criteria:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or educational status or as a basis for employment or academic decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance, depriving a student or employee or other individual of the ability to participate in or derive full benefit from any educational or employment opportunity, or creates an intimidating, hostile or offensive environment for education, employment, social and/or residential living.

The University recognizes that sexual harassment may occur regardless of the formal position or status of each person involved, it occurs in relationships where the behavior exploits unfairly the power inherent in the position, such as between teacher and student, supervisor and subordinate, or between a student with a position of authority over another student.

Intent is not an element of sexual harassment. It is difficult to define with precision the kinds of verbal or physical behavior that constitute sexual harassment, because it depends on circumstances such as the severity, persistence and/or pervasiveness of the conduct, the type, frequency and duration of the conduct, the relationship between the harasser and the recipient of the harassment, the degree to which the conduct affected an individual's education or employment; and whether it is a pattern of behavior. Although it is not possible to list all types of conduct that, if unwelcome, might constitute sexual harassment, the following are some examples:

- Seeking sexual favors or relationships in return for the promise of a favorable grade, letter of recommendation, promotion, salary increase or other academic opportunity;
- Offensive and persistent risqué jokes or kidding about sex or gender-specific traits; or
- Sexually explicit statements, questions, jokes, or anecdotes, regardless of the means of communication (oral, written, electronic, etc.); or
- Sexual comments or inappropriate references to gender; or
- Sexually suggestive sounds or gestures such as sucking noises, winks, pelvic thrusts, eating food suggestively; or
- Repeated unsolicited propositions for dates and/or sexual relations; or
- Comments about or unwanted touching, patting, punching, stroking, squeezing, tickling or brushing against a person; or
- A neck/shoulder massage; or
- Rating a person's sexuality; or
- Sexual looks and lewd gestures, such as leering or ogling with suggestive overtones; or
- Spreading rumors about a person's sexuality or sexual orientation; or
- Name calling; or
- Inquiries or commentaries about sexual activity, experience, sexual orientation or gender expression; or
- The display of inappropriate sexually oriented material in a location where others can view them including but not limited to pornography, pictures, drawings, calendars, cartoons, or other materials.

D. Intimate Partner Violence

Intimate Partner Violence encompasses dating violence, domestic violence and relationship violence. Intimate Partner Violence is violence committed by a person who is or has been in a

social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Intimate Partner Violence includes felony or misdemeanor crimes of violence committed by a current or former intimate partner, or spouse of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as intimate partner or spouse, by a person similarly situated to a spouse of the victim under Massachusetts law, or by a spouse or any other person against an adult or youth victim who is protected under the domestic or family violence laws of Massachusetts.

E. Sexual Exploitation

Sexually exploitative behavior is a form of Sexual Misconduct that occurs when an individual takes sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Sexually exploitative behavior may also constitute non-consensual sexual activity. Examples of sexual exploitation include, but are not limited to:

- Prostitution (such as selling or exchanging money or something else of value or benefit for sexual acts); or
- Taking pictures or video or audio recording of another in a sexual act or in any other private sexual activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent); or
- Exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances; or
- Unauthorized posting or distribution of materials involving the sexual activity of another person, including electronic postings; sexual voyeurism (such as watching a person who is undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed); or
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or another sexually transmitted infection (STI) and without informing the other person of the infection; or
- Hazing or bullying relating to sex or gender; or
- Administering alcohol or drugs (such as "date rape" drugs) to another person without their knowledge or effective consent.

F. Stalking

Stalking which includes cyberstalking, means a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and makes a threat with the intent to cause a reasonable person to fear for their or others' safety or to suffer substantial emotional distress.

G. Retaliation

Retaliation means to take an adverse action against the Complainant, or any person or group of persons involved in a protected activity including the report, interim measures, investigation and/or resolution of a Sexual Misconduct complaint that would discourage a reasonable person from engaging in further protected activity. Retaliation can be committed by any person or group of persons, not just a Respondent. Retaliation can include threats, intimidation, coercion, harassment, continued abuse, violence or other forms of harm to others, and in varying modes, including in person and in electronic and online communication. Retaliation includes subjecting an individual to conduct that has the purpose or effect of unreasonably interfering with that individual's educational experience, work or educational performance, or creates an educational experience or work environment that a reasonable person would find intimidating or hostile. Retaliation should be reported promptly to Suffolk University Police and Security, or the Director of Title IX Compliance and may result in sanctions/disciplinary action in addition to the University's response to the underlying allegations of Sexual Misconduct.

V. Report of Sexual Misconduct

The University encourages reporting of Sexual Misconduct to the University and/or local law enforcement. Individuals who believe they have been subjected to Sexual Misconduct are encouraged to report the Sexual Misconduct as soon as possible so the University can provide reasonable protective measures, resources and interim support to provide a safe educational and work environment and to prevent additional acts of Sexual Misconduct.

A. Confidentiality

Different employees on campus have different abilities to maintain an individual's confidentiality. Some are required to maintain complete confidentiality, see Section VI-F. Most employees are considered Responsible Employees and are required to report the Sexual Misconduct, including the identities of the Complainant and the Respondent, to the Director of Title IX Compliance. A report to these Responsible Employees constitutes a report which obligates the University to respond with a prompt, reasonable inquiry to determine if there is

reasonable cause to believe the Policy has been violated, and take appropriate steps to address the situation including interim measures to protect the Complainant and/or community, and possible sanctions/discipline against the Respondent. If the Complainant does not wish to pursue a complaint and/or requests that their report remain confidential, Title IX nevertheless requires the University to respond and take reasonable action to mitigate the effects of the Sexual Misconduct, taking into account the Complainant's request for confidentiality. The Complainant will be informed that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent(s) may be limited. The Director of Title IX Compliance will evaluate whether the Complainant's request for confidentiality can be honored, taking into consideration the factors and balancing test provided by the Department of Education, Office for Civil Rights' April 4, 2011 Dear Colleague Letter, see Section VI; subsection C. If the Director of Title IX determines that it cannot maintain a Complainant's confidentiality, the Complainant will be informed prior to the start of any inquiry or Investigation, to the extent possible, and information will be shared with individuals responsible for handling the University's response. The Complainant will not be required to participate in any Investigation or disciplinary proceeding. Even if the University cannot issue sanctions or take disciplinary action against the accused party because of maintaining the confidentiality of the Complainant, the University reserves the authority to undertake an appropriate inquiry, and implement reasonably necessary interim measures. If requested by the Complainant, the Respondent will be informed that the Complainant asked the University not to investigate or seek sanctions/discipline, but that the University made the decision to go forward.

B. Reporting to University Police and Security

The University encourages reporting of Sexual Misconduct to the Suffolk University Police and Security Department (SUPD). Complainants have the right to notify or decline to notify law enforcement. A member of the SUPD is on patrol on campus 24 hours a day, 7 days a week, and is available to provide assistance to members of the Suffolk Community and Third parties. A report of Sexual Misconduct may be made at any time, day or night, by contacting SUPD at (617) 573-8111. University police and security officers are considered Responsible Employees and will report the incident to the Director of Title IX Compliance.

C. Reporting to the University's Director of Title IX Compliance

The University has designated the Director of Title IX and Clery Act Compliance [Director of Title IX] as the Title IX Coordinator. A report of Sexual Misconduct can be made directly to the Director of Title IX. All Responsible Employees must inform the Director of Title IX if they

receive a report of Sexual Misconduct, and complete the Sexual Misconduct Report Form. The University's Director of Title IX is:

Sheila M. Calkins, RN JD

Director of Title IX and Clery Act Compliance

13th floor, 73 Tremont Street

617-573-8027

title9@suffolk.edu

D. Reporting to a Responsible Employee

A Responsible Employee is any University employee who is not a Confidential Employee.

Except with respect to disclosures at public events and certain research-based disclosures, see Section E, a Responsible Employee is required to report to the University's Director of Title IX Compliance and complete the Sexual Misconduct Report Form with all information (e.g., the names of the reporting individual, the parties, any witnesses, and any other relevant information, including the date, time and specific location of the alleged incident) disclosed to them about an incident of Sexual Misconduct. Upon receipt of a report of Sexual Misconduct, and until any investigation into the report has been completed, the University will provide reasonable protective measures and interim support to provide a safe educational and work environment and to prevent additional Sexual Misconduct, even when there is no specific request for protective action. To the extent possible, information reported to the Director of Title IX Compliance will be shared only with a limited circle of other University employees who "need to know" in order to assist in the assessment, investigation, and resolution of the reported incident. A student may wish to tell a Responsible Employee what happened but also to maintain confidentiality (i.e., may request that the University not share their identity with the alleged perpetrator(s), that no investigation occur, and/or that no disciplinary action be taken). This "Request for Confidentiality" should be indicated on the Sexual Misconduct Report Form. The University will seek to honor the individual's Request for Confidentiality to the extent it can do so consistent with its obligation to provide a safe and non-discriminatory learning, living, and working environment for all members of the University community.

Due to the Responsible Employee's obligation to notify the Director of Title IX Compliance of any reports of Sexual Misconduct received, when possible, the Responsible Employee should inform the Complainant of the employee's reporting obligations before a Complainant reveals any information to a Responsible Employee. If the Complainant wants to maintain confidentiality, the Responsible Employee should direct the Complainant to confidential

resources. If the Complainant wants to inform the Responsible Employee of what happened but also maintain confidentiality, the Responsible Employee should inform the Complainant that the University will consider the request, but cannot guarantee that the University will be able to honor the request. In reporting the details of the incident to the Director of Title IX Compliance, the Responsible Employee will also inform the Director of Title IX Compliance of the Complainant's request for confidentiality.

When a Complainant requests that the University investigate a report of Sexual Misconduct, to the extent possible, information reported to a Responsible Employee will be shared only with those responsible for handling the University's response to the Report. Additionally, the Responsible Employee will endeavor to report only information relevant to the current Report. A Responsible Employee should not share information with law enforcement without the Reporting party's consent or unless the Reporter has also reported the incident to law enforcement.

E. Other Disclosures at Campus Events

Responsible Employees are not required to report to the Director of Title IX Compliance any disclosure of alleged Sexual Misconduct that is made by a University student or employee during or in connection with (1) public awareness events (e.g. "Take Back the Night," candlelight vigils, protests, "survivor speak-outs" or other public forums in which students may disclose incidents of Sexual Misconduct), or (2) a student's participation as a subject in a human subjects research protocol, climate surveys, classroom writing assignments or discussions. These disclosures do not provide notice to the University of Sexual Misconduct for purposes of triggering its obligation to investigate any particular incident(s); however, the University may provide information at such events, and to subjects of such research trials, and classrooms about students' Title IX rights and about available University and community resources and support services.

F. Reporting to a University Confidential Resource

A Complainant who wishes to make a confidential report of Sexual Misconduct should contact one of the University's confidential resources. All employees in the Counseling, Health and Wellness Center as well as the Interfaith Center are not required to report any information about Sexual Misconduct to the Director of Title IX Compliance without an individual's permission.

The University's confidential resources are:

- **Students Only:** The Office of Counseling, Health and Wellness, located on the 5th floor of 73 Tremont Street, (617) 573-8226, <http://www.suffolk.edu/campuslife/2746.php>
- **Students Only:** Interfaith Center, The Reverend Amy Fisher, located in Donahue 540, (617) 573-8325, <http://www.suffolk.edu/campuslife/1331.php>, afisher@suffolk.edu

- **Employees Only:** Employees Assistance Program E4 Health (formerly Lifescope) provides you and your family members with free, confidential, 24/7 access to licensed, master's level clinicians to assist in finding solutions to help balance personal and work challenges. The goal is to help you simplify your life. Employees and their family members can access services via phone at 800-828-6025 or on the web at www.helloe4.com (username: Suffolk University; password: guest).

G. Reporting Sexual Misconduct to Off-Campus Agencies

The University encourages all individuals who believe they have been subjected to Sexual Misconduct to report the Sexual Misconduct as soon as possible to local or University police so appropriate action may be taken. Suffolk University Police and Security (SUPD) will assist any individual who requests assistance in contacting local law enforcement. Suffolk University Police and Security may be reached at (617) 573-8111 for assistance, or to contact the appropriate municipal authority directly, you can dial 911.

Individuals who believe that they have been subjected to Sexual Misconduct may file a formal complaint with either or all of the government agencies set forth below. The Suffolk University Policy and Procedures on Sexual Misconduct does not prohibit an individual from filing a complaint with these agencies:

United States Equal Employment Opportunity Commission (EEOC)
JFK Federal Building Room 475
Government Center
Boston, MA 02203
(800) 669-4000

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place Room 601
Boston, MA 02108
(617) 994-6000

United States Department of Education Office for Civil Rights
5 Post Office Square, 8th Floor
Boston, MA 02109
Telephone: 617-289-0111

Facsimile: 617-289-0150

TTY: 1-800-877-8339

H. Off-Campus Counseling and Advocacy Resources

The University encourages all members of the University community to report any incident of Sexual Misconduct. The University recognizes, however, that not every person will choose to make a formal report to the University or with local law enforcement. For those who are not prepared to pursue a Complaint, or use the services provided by the University, students and employees may access resources located in the local community. All members of the University Community are encouraged to utilize the resources available on or off-campus that are best suited to their needs. The Boston area organizations and agencies listed below can provide crisis intervention services, counseling, and legal assistance.

Boston Area Rape Crisis Center (BARCC)

800-841-8371 (24-hour hotline)

www.barcc.org

BARCC offers free, confidential services to sexual assault survivors, their friends and families. It also operates a 24-hour confidential hotline that provides survivors of sexual assault with telephone counseling and personal support. The Center also maintains a referral network of survivor support groups (call 617-492-RAPE or 617-492-7273).

Casa Myrna Vasquez

617- 521-0100

info@casamyrna.org

Casa Myrna offers a comprehensive range of services, available in both Spanish and English, for survivors of domestic and dating violence, to assist with the tools to recover from the trauma of abuse and begin to build sustainable self-sufficiency.

Gay Lesbian Bisexual Transgender Queer (GLBTQ) Domestic Violence Project

617-354-6056

<http://www.glbtqdv.org/>

The GLBTQ Domestic Violence Project provides free and confidential support and services for gay, lesbian, bisexual, transgender, and queer survivors of domestic and sexual violence. It works with victims and survivors to increase safety, security, and foster empowerment through direct services, education, and advocacy.

Jane Doe Inc. (Massachusetts Coalition Against Sexual Assault and Domestic Violence)
617-248-0922/TTY/TTD: 617-263-2200/
info@janedoe.org/find_help/find_help

Jane Doe Inc. is an interactive service locator tool to find sexual assault and domestic violence resources in your area and a map of service providers across Massachusetts.

Victim Rights Law Center (VRLC)
617-399-6720

www.victimrights.org

VRLC is dedicated to serving the legal needs of sexual assault victims. The VRLC provides free legal services, legal training and technical assistance.

VI. The University's Response to a Report of Sexual Misconduct

A. Interim Measures in All Situations

When the University receives a complaint of Sexual Misconduct, the University will notify the Complainant of their Title IX rights and any available resources, such as victim advocacy, housing and on-campus employment assistance, academic support, counseling, disability services, health services, and legal assistance, and the right to report a crime to campus or local law enforcement. The University will also notify the Complainant of their options for interim measures to obtain a University no contact order and to change academic and co-curricular activities or their living, transportation, dining, and employment situation as appropriate.

The specific interim measures implemented and the process for implementing those measures will vary depending on the facts of each case. The University will consider a number of factors in determining what interim measures to take, including, for example, the specific need(s) expressed by the Complainant; the severity or pervasiveness of the alleged Sexual Misconduct; any continuing effects on the Complainant; whether the Complainant and Respondent share the same class(es), residence hall, dining hall, co-curricular activities, or employment situation; and whether measures have been taken to protect the Complainant (e.g., civil protection orders). In general, when taking interim measures, the University will seek to minimize the burden on the Complainant.

Even when a Complainant does not specifically request that protective action be taken, the University may impose interim measures at its discretion to ensure the safety of any individual, the safety of the broader University community, or the integrity of the investigation process.

B. Determining the Investigation Approach

Upon report of Sexual Misconduct to the Director of Title IX Compliance, whether directly from a Complainant or from another source, such as a Responsible Employee, Title IX requires the University to take prompt, reasonable action in response to the information received. The Director of Title IX Compliance must assess and determine whether there is sufficient basis to initiate a Title IX investigation or take other steps to address the effects of the alleged Sexual Misconduct on the impacted party and the University community and prevent its recurrence. The Director of Title IX Compliance, or designee, will meet with the impacted party, when possible, to provide information about a Title IX investigation. Before beginning an investigation, the Director of Title IX Compliance, or designee, will contact the impacted party and request consent from the impacted party to proceed to an investigation. An investigation may still go forward even if the impacted party refuses consent, if appropriate, subject to the balancing test provided by the Department of Education, Office for Civil Rights' April 4, 2011 Dear Colleague Letter, which states that in such cases, institutions should balance the following factors:

- The seriousness of the alleged misconduct, including whether a weapon was involved;
- The impacted party's age;
- Whether the misconduct was committed by multiple assailants;
- Whether the misconduct included threatening behavior by the harasser or assailant against the impacted party;
- Whether there exists prior misconduct complaints about the same individual, including prior arrests or history of violence at another institution; and
- Whether the misconduct involves a pattern at a given location or by a particular group.

The alleged student harasser or Respondent's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.1.

In some instances, if the Director of Title IX Compliance does not initiate an investigation, the matter may be referred to another process such as referring to a University administrator (i.e. the Dean of Students or Chief Human Resources Officer to manage a concern on behalf of the Director of Title IX Compliance and in lieu of an investigation under this policy. In some instances, such as where the concern described does not fall within the scope of Prohibited Conduct, an investigation may not go forward.

When a Complainant has made a report of Sexual Misconduct to a Responsible Employee, the Responsible Employee will try to ensure that the Complainant understands the Responsible Employee's reporting obligations to the Director of Title IX Compliance. The Director of Title IX Compliance will coordinate the investigation and resolution of all reports of Sexual Misconduct, including assigning an Investigator(s) to conduct the investigation. The Investigation will include a meeting with the Complainant to inform them of Complaint filing options; determine the name(s) of the parties involved, and the date, location and nature of the Sexual Misconduct, notify the Complainant of the option of having an Adviser with them at any meeting or interview related to them and the process; identify forms of support or immediate interventions available to the Complainant (referrals for medical treatment and counseling support, referrals to appropriate law enforcement agencies and/or referrals to off-campus resources). The meeting may also involve a discussion of any interim measures that may be appropriate concerning the Complainant's academic or co-curricular activities, or their living, transportation, dining and employment situation. The Complainant may decline participating in the meeting.

When the Complainant is not a University student, the Director of Title IX Compliance will determine the appropriate person at the University to work with the Complainant to gather information and provide support and any appropriate interim measures.

The Director of Title IX Compliance will ensure prompt and equitable resolutions that comply with all requirements and procedures; conduct climate checks to track and monitor Sexual Misconduct allegations on campus; and coordinate all training, education, and prevention efforts.

VII. Investigation

Upon report of Sexual Misconduct to the Director of Title IX Compliance, whether directly from a Complainant or from another source, such as a Responsible Employee, Title IX requires the University to and take prompt, reasonable action in response to the information received. The Director of Title IX Compliance must assess and determine whether there is sufficient basis to initiate a Title IX investigation or take other steps to address the effects of the alleged sexual misconduct on the impacted party and the University community and prevent its recurrence. The Director of Title IX Compliance or designee will meet with the impacted party, when possible, to provide information about a Title IX investigation. Before beginning an investigation, the Director of Title IX Compliance or designee will contact the impacted party and request consent from the impacted party to proceed to an investigation.

The Investigation will be conducted through the use of one or more internal and/or external Investigators appointed by the Director of Title IX Compliance and trained in Sexual Misconduct investigations. The Investigation will include interviews of the Complainant, Respondent, and any witnesses by the Investigators. The Investigation will include the gathering of any physical, documentary, or other relevant and available evidence. As part of the investigation, the University will provide an opportunity for all parties to present written statements, identify witnesses and submit other evidence. Student-witnesses may be required to cooperate with the Investigation regardless of the parties' selection of witnesses.

The Investigator(s) will prepare a written report at the conclusion of an Investigation. Before the report is finalized, the Complainant and Respondent will be given the opportunity to review their own statements and, to the extent appropriate, to honor due process and privacy considerations, the Complainant and Respondent may also be provided with a written or oral summary of other information collected during the Investigation. The Complainant or Respondent must submit any comments about their own statement, or on any investigation summary that might be provided, to the Investigator(s) within five (5) business days after that statement or summary was provided. Following the receipt of any comments submitted, or after the five (5)-day comment period has lapsed without comment, the Investigator(s) will address any identified factual inaccuracies or misunderstandings, as appropriate, and then finalize their report.

The Investigator(s) will present the written report, including a summary of the Investigation, their findings with respect to responsibility for conduct violations, and a summary of their rationale in support of the findings, to the Director of Title IX Compliance. The Investigator(s) will make a recommendation to The Director of Title IX Compliance regarding whether or not there was a policy violation. Upon review of the Investigation report and findings the Director of Title IX Compliance will determine if a violation of the Sexual Misconduct Policy has occurred and if so, the appropriate sanction(s) and remedies. Both parties will be notified in writing of the determination of the Director of Title IX Compliance. The determination of whether there is a violation and what, if any sanctions shall apply, is solely within the discretion of the Director of Title IX Compliance. The Director of Title IX Compliance reserves the right to consult with other University administrators when determining and imposing sanctions.

The anticipated resolution of a Complaint is 60 days from the date that the Complaint is made to the Director of Title IX Compliance. The resolution process may take longer and every effort will be made to inform the Complainant and Respondent of time delays.

VIII. Standard of Proof

The standard used in determining the responsibility of the Respondent(s) is the “preponderance of the evidence,” standard, which is whether the evidence gathered and information provided during the investigation supports a finding that it is more likely than not that the Respondent violated the Policy On Sexual Misconduct.

IX. Amnesty

A Complainant who files a report of Sexual Misconduct, or a Third Party who reports or is a witness to Sexual Misconduct will not be subject to sanctions/disciplinary action by the University for their improper use of alcohol or drugs provided that they are acting in good faith as a Complainant, Reporter or witness to the events. Students, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony.

X. Advisers

Both the Complainant and Respondent are entitled to bring an adviser of their choosing to any meeting or interview with them in connection with an Investigation. The role of the Adviser during any meeting or interview is non-participatory. In keeping with the University’s obligation to promptly resolve Sexual Misconduct complaints, the University reserves the right to proceed with any meeting or interview regardless of the availability of the selected Adviser.

XI. Withdrawal of a Student Respondent During the Investigation, Review or Appeal

If a Student Respondent withdraws from the University while an Investigation, Review or Appeal is pending, the following entry shall be made on the student's transcript: "Withdrew while disciplinary proceedings pending." A student who withdraws while such Investigation or proceeding is pending shall not be eligible to be readmitted to the University until the Investigation or proceeding has been completed and the Director of Title IX Compliance has determined that the Respondent is eligible for readmission.

XII. Sanctions (Students or Student Organizations) and Discipline (Employees)

If the Respondent is found responsible for Sexual Misconduct, the University will impose sanctions/discipline. Sanctions/discipline will be designed to eliminate a hostile environment, prevent further misconduct, promote safety, and deter involved students/employees from similar future behavior. Certain behavior may be so harmful to the University community that it may require serious sanctions, such as removal from University housing, removal from specific courses or activities, or suspension from the University, or dismissal or termination of

employment from the institution, see Appendix B (Student and Student Organization Sanctions) and Appendix C (Employee Discipline). More than one of the sanctions listed in Appendix B may be imposed for any single violation. Other sanctions/discipline may be imposed instead of or in addition to those specified in Appendix B and C. The list is provided by way of example only, and it is not intended to be exhaustive. In addition to the sanctions/discipline set forth in Appendix B for students, a responsible finding for Sexual Misconduct may result in forfeiture of all University scholarships, financial aid, or monies paid.

In determining Sanction(s)/Discipline, all relevant information, including, but not limited to, the Respondent's present demeanor, past disciplinary record, the nature of the misconduct, and the severity of any damage, injury, or harm resulting from the misconduct will be considered. Sanction(s)/Discipline do not become effective until the appeals process is completed; however, any interim sanctions/measures imposed remain in effect during the appeal period.

The University may, in its discretion and in accordance with applicable student privacy laws, report sanctions to institutions or agencies to which the Respondent is applying or transferring. This includes, but is not limited to professional licensure agencies (including bar authorities), employers, and other educational institutions.

XIII. Appeal

Both the Respondent and the Complainant may submit a request to appeal a finding in a Sexual Misconduct matter no later than five (5) business days after notification of the finding by the Director of Title IX Compliance. Notification of the finding is deemed to have occurred according to the date on which the written finding is mailed, an e-mail is sent, a telephone conversation takes place, or a written message is delivered advising the Respondent of this information. A request to appeal by either party shall be submitted in writing to the Director of Title IX Compliance. A request for appeal will be considered only for a failure to follow the process or procedures outlined in the Sexual Misconduct Policy that significantly impacted the outcome; or if new information, not available at the time of the investigation or review process, is now available and the new information could substantially impact the original finding. The appealing party must include a statement of why the additional information should be considered and why it was not presented originally, including the specific process and/or procedure(s) that were allegedly not followed.

The request to appeal will be shared with the other party. Disagreement with the sanction(s)/discipline is not grounds for an appeal. The request to appeal will be reviewed by the Director of Title IX Compliance to determine if the appealing party has standing. Ordinarily, the request to appeal will be reviewed and decided within two weeks and the Complainant and Respondent will simultaneously be notified in writing (mail, email, or written message delivered) of the outcome of the request to appeal. The decision issued on the request to appeal is final. All interim sanction(s)/discipline imposed by the Director of Title IX Compliance will be in effect while the request to appeal is under consideration. If the Director of Title IX Compliance issues a decision to allow the appeal and re-open the investigation, the original investigator(s) will handle the re-opened investigation, where appropriate. If the basis for the appeal creates a conflict for the original investigator(s) and/or the Director of Title IX Compliance, the appeal will be forwarded for reconsideration by a panel of three administrators and/or staff, chosen by the Director of Title IX Compliance to decide a finding. The decision of this panel will be issued within two weeks and the parties will be notified simultaneously in writing (mail, email, or written message delivered) of the outcome. The decision of this panel is not appealable.

APPENDIX A: Definitions Relevant to the Policy on Sexual Misconduct

Affirmative Consent: Consent which must be informed, voluntary, and active, meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed –upon sexual activity. Whoever initiates sex has the responsibility to ask for and receive permission. Participants are encouraged to talk to one another before engaging in sexual activity to avoid a misunderstanding. (See Section IV, A of the Policy on Sexual Misconduct for a more thorough discussion).

Complaint: A request that the University take action to investigate and resolve an allegation that a student has violated the Policy On Sexual Misconduct.

Complainant: A person who has made a report of Sexual Misconduct to a Responsible Employee, University Title IX Coordinator, or University Police and Security, and submitted a Complaint to the University Title IX Coordinator requesting that the University take action to investigate and resolve an allegation that a student has violated the Policy On Sexual Misconduct.

Investigator: The Investigator is responsible for conducting a prompt Title IX Investigation of a Complaint of Sexual Misconduct. The Investigator may be a University employee, or may be

retained from an outside organization by the University. All Investigators will be trained in the investigation of Sexual Misconduct pursuant to Title IX requirements.

Investigation (Title IX): A prompt and effective inquiry to determine whether or not a violation of the Policy On Sexual Misconduct has occurred. An Investigation includes but is not limited to interview(s) with the Complainant, Respondent and relevant witnesses. The Investigation will include the gathering of physical, documentary, or other relevant and available evidence, including law enforcement reports.

Respondent: A student against whom a Title IX Report or Complaint of Sexual Misconduct has been made.

Responsible Employee: All employees of the University, including faculty, staff, resident assistants and teaching assistants have been identified as Responsible Employees and are required to report all information regarding possible or alleged Sexual Misconduct to the Title IX Coordinator or designated officials. All employees in Counseling, Health and Wellness and the Interfaith Center are not Responsible Employees.

Standard of Proof: In resolving complaints pursuant to the Sexual Misconduct/Title IX Policy, the University will use a “preponderance of the evidence,” standard, which is whether the evidence gathered and information provided during the investigation supports a finding that it is more likely than not that the respondent violated the Policy On Sexual Misconduct.

Title IX: Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. On June 23, 1972, the President signed Title IX of the Education Amendments of 1972, 20 U.S.C. Â§1681 et seq., into law. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices.

Title IX Coordinator: The administrator identified by the University to monitor compliance; ensure and coordinate education and training; coordinate the investigation, response, and resolution of all reports under the Policy On Sexual Misconduct; and ensure appropriate actions to eliminate Sexual Misconduct, prevent its recurrence, address its effect on persons and the Community as a whole. The University has identified the Director of Title IX Compliance in this role:

Sheila M. Calkins, Esq.
Director of Title IX and Clery Act Compliance
13th floor, 73 Tremont Street
617-573-8027
title9@suffolk.edu

APPENDIX B: Student/Student Organization Sanctions

When a student has been found responsible for a violation of the University's Policy On Sexual Misconduct, any of the following sanctions may be imposed by the University. The below list is not intended to be exhaustive and the University reserves the right to impose one or more sanctions for a single violation or impose other sanctions instead of or in addition to those specified below. In addition, a responsible finding for Sexual Misconduct may result in forfeiture of all University scholarships, financial aid, or monies paid.

Warning: A notice, either verbal or written, that the student is violating or has violated University regulations, must cease the conduct immediately, and that continuation or repetition of wrongful conduct may be cause for more severe disciplinary action.

Private Reprimand: A notice, either verbal and/or written, directly to the student that the student has violated University regulations.

Parental Notification: The University reserves the right to notify parents/guardians regarding any serious health or safety risk, and when students under the age of 21 have been found responsible for violating the University's alcohol or other drug policies.

Loss of Privileges: Denial of specified University and/or Residence Life & Housing or other privileges for a designated period of time, which may include, but is not limited to, denial of access to any campus facility, activity, event, class, or program. This includes, but is not limited to, orders prohibiting the student from having contact with a member of the University Community. This also includes, but is not limited to, loss of privileges in the residence halls including but not limited to: guest privileges, early arrival/late stay status, vacation period housing, or removal from a floor, room, or building. Should residence hall space not be immediately available, relocation may take place at an arranged time.

Confiscation of Property: Confiscation of items that the University determines are inappropriate for the University setting.

Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.

Educational Program or Project: Required attendance at the student's expense at an educational workshop or completion of an educational project that will benefit the University community, responsible student, or others.

Referral: A student may be referred to Counseling, Health and Wellness, Student Affairs/Dean of Students (Law) Center for Learning & Academic Success or another appropriate office or local agency for consultation or assessment.

Unenrollment from a Course and/or Academic Program: A student may be unenrolled from a course and/or an academic program. In such cases, tuition and fees for the course will not be refunded to the student.

Order of No Contact: An order that restricts communication/contact between two or more parties.

Disciplinary Probation: A period of time during which a student's behavior is subject to examination.

Strict Disciplinary Probation: A period of time during which a student's behavior is subject to close examination. In addition, the student may be excluded from participation in some or all social and/or extracurricular activities, including, but not limited to, representing the University, participating in intercollegiate athletics, holding elected or appointed office in the Student Government Association/Student Bar Association or other student organization, or studying abroad.

Residence Relocation: Required reassignment to another residence area.

Deferred Loss of Housing: Warning that if the student is found responsible for violating the University's Policy on Sexual Misconduct, the student may be immediately removed from the residence halls for a specific period of time, after which the student may reapply for housing.

Loss of Future Housing: The student is prohibited from participating in the returning student housing lottery or from participating in the returning student waitlist until the date specified or indefinitely if no date is specified.

Residence Hall Suspension: Separation of the student from the residence halls for a specific period of time, after which the student may reapply for housing. The student may not participate in the housing lottery for the following year or be on the housing waitlist while on Residence Hall Suspension. Reapplication for housing does not guarantee the student will receive on-campus housing. Conditions for returning to the residence halls may be specified.

Residence Hall Dismissal: Permanent separation of the student from the residence halls.

Deferred University Suspension: A warning that if the student is found responsible for violating the University's Policy on Sexual Misconduct during a specific period of time, the student may be immediately suspended from the University for a specific period of time, after which the student may reapply. Conditions for return may be specified.

University Suspension: Suspension of the student from the University for a specific period of time, after which the student may apply to return. Conditions for return may be specified.

University Suspension is noted on the student's transcript.

Deferred University Dismissal: Warning that if the student is found responsible for violating the University's Policy on Sexual Misconduct, the student may be immediately dismissed from the University.

Dismissal: Permanent separation of the student from the University. University Dismissal is noted on the student's transcript.

Revocation of Admission or Degree: Admission to the University or a degree awarded from the University may be revoked for fraud, misrepresentation, or violation of the University's Policy on Sexual Misconduct or for other serious violations committed by a student prior to graduation.

Withholding of a Degree: The University may withhold awarding a degree otherwise earned until the completion of the disciplinary process, including any investigation, including the completion of all sanctions imposed, if any.

Student Organization Recognition in Jeopardy: A warning that if the student organization is found responsible for violating the Policy on Sexual Misconduct during a specified period of time, the student organization's recognition may be immediately revoked.

Loss of Recognition: During a specific period of time, a recognized student organization may not associate itself with the University by using the University name, facilities, or other rights and

privileges of recognized student organizations, after which the organization may reapply for recognition. There is no guarantee re-recognition will be granted. If re-recognition is granted, conditions for re-recognition may be specified.

APPENDIX C: Employee Discipline

Where an employee of the University violates the Policy on Sexual Misconduct, discipline up to and including termination may be imposed.

NON-PROSELYTIZING POLICY

Suffolk University does not tolerate any behavior that constitutes harassment on the basis of race, color, sex, religion, national origin, veteran's status, sexual orientation, or disability. In light of this harassment policy, it is appropriate to further clarify that Suffolk University, its religious groups, and its religious coordinators are committed to mutual respect and non-proselytization. Any form of religious harassment and manipulation is opposed, while the roles of personal freedom, doubt, and open critical reflection in healthy spiritual growth are affirmed. Religious harassment is constituted by coercive behavior that affects one's personal freedom to choose one's own religious practices.

PARKING AND MBTA PROGRAM

As an urban institution in the heart of Boston, Suffolk University Law School does not provide parking for students. However, the Law School participates in the Semester MBTA Program which offers students the opportunity to prepay for a semester of T-passes at a savings of 11%. Please contact the Dean of Students Office (LawDeanOfStudents@suffolk.edu) for more information.

In addition, the Law School has discounted parking arrangements with several area garages*.

Boston Common Underground Garage

617-954-2098

Entrance on Charles Street (across from Public Garden)

No vehicles over 6'3"

Weekday Rates:

0 - 1 Hour: \$12

1 - 2 Hours: \$18

2 -3 Hours: \$24

3 - 10 Hours: \$28

10 - 24 Hours: \$32

Weeknight Rates:

Evenings: Enter Mon-Fri, 4 p.m. - 6 a.m., Exit before 8 a.m.

0 - 1 Hour: \$10

1 - 3 Hours: \$14

Over 3 Hours (until 8 a.m.): \$18

Weekend Rates:

Sat, Sun & Holidays - Enter after 6 a.m., Exit before 8 a.m. the next day.

0 - 1 Hour: \$10

1 - 3 Hours: \$14

Over 3 Hours (until 8 a.m.): \$18

Center Plaza Garage

617-742-7807

Entrances on Somerset Street and Tremont Street

Daily Rates:

00-20 minutes Parking Rate \$10

20-40 minutes Parking Rate \$20

40-60 minutes Parking Rate \$30

60-80 minutes Parking Rate \$38

80+ minutes Parking Rate \$42

Overnight Parking Rate

In after 4PM, out by 6AM \$13
Monthly Overnight Pass: \$95/month

Weekend Rates:

Sat, Sun & Holidays – 6am-6am \$11

Special rates for Suffolk Students:

Monthly Day Pass: \$400/month

Chaser Tickets

All Day: In by 6:00AM, out after 6:00PM \$25

Overnight: In by 3:30PM, out by 6AM \$8

To receive the discounted Suffolk rates on “Chaser Tickets”, you must purchase a minimum of five “Chaser Tickets” from the Center Plaza Garage Office. Suffolk I.D. required.

For further information on area garages, rates, and early bird specials:

Visit <http://boston.bestparking.com/index.php>

****NOTE: The above rates are as of July 2017 and are subject to change. For more information contact the garage at the number listed above.***

Bicycles: Bicycles are not permitted inside the building with the exception of the parking garage area which is located in the basement of 120 Tremont Street. There is a small bicycle rack located in the Suffolk Law School garage for students and staff members of the law school. All Suffolk University students and staff that wish to use the bicycle rack in the garage will be required to register their bicycle. Registration forms are available in the security office in the garage. A list of bicycle riders will be maintained at the security desk.

Registered bike riders can access this area by utilizing the red campus assistance call box located outside the building off of Hamilton Place. Registered bike riders entering the garage must check in with the security officer assigned to the garage. Bicycles must be properly secured. Any bicycles left over 30 days will be removed. We strongly recommend always securing your bicycle every time, whether in the garage or outside of the university. We also recommend a U-shaped lock for bicycles due to the sturdy design and increased security it provide over a wire or chain lock.

Motorcycles: There is minimal rentable space in the 120 Tremont Street garage for motorcycles/scooters. Please contact SUPD’s 120 Tremont Operations Office in regards to parking assignments.

MOTOR DRIVEN VEHICLES

Use or possession of motor driven vehicles on University property such as, but not limited to, hoverboards, scooters, mopeds, Segways, or electric skateboards **is prohibited**. The use of mobility scooters such as wheelchairs is permitted.

POSTING POLICY

Posters, posters on easels, and flyers are not permitted in Sargent Hall except as indicated below

Notices regarding school-related activities and information may be posted as follows:

- Electronic Screens
- Magnetic Boards (located on floors 2, 3 & 4)
 - Announcements may be printed in letter, legal or tabloid (11x17") size only (*larger postings will be removed*).
 - Flyers are limited to 1 per office/organization at any time.
- *Bulletin Boards designated for "general" announcements or designated for specific student groups or offices as appropriate/approved
- Posters on easels cause obstructions to hallways, doors and/or general traffic flow and may cause a safety hazard, therefore easels are NOT permitted in Sargent Hall, except as stated below:
 - 1 easel with 1 foam mounted poster may be posted on the DAY OF an event ONLY outside the Function Room (Room 170); Large Courtroom (Room 425); Faculty Dining Room or Alumni Meeting Room (Suite 495); Corcoran Room (715).
 - Easels must be provided by the person or organization responsible for the posting

ALL easels, posters, and flyers must be removed by the person/organization immediately following event

Notices may NOT be posted on walls, woodwork, lockers, doors, windows, in elevators, or in restrooms. If directional signage is required for a specific event, you may use painters tape ONLY to post on the Classroom/Conference Room door or wall outside the room/classroom. **All signage must be promptly removed by the event organizer immediately following event.**

Students/Student Organizations must receive approval for all postings. Law students should seek approval from the Law Dean of Students Office or the Office of Academic Services before any material may be posted. SBS and Undergraduate students should seek approval from the appropriate Dean/Dean of Students office.

Prohibitions/Additional Regulations:

- Postings may not use alcohol as an enticement
- Postings may not include non-school related activities or information
- Postings should contain proper spelling and grammar and should be appropriate in content for a professional school environment
- Postings may not include advertisements for goods or services offered by for-profit organizations or vendors
- Outdated postings shall be removed promptly by the party who placed the posting

Suffolk reserves the right to remove or edit any postings

Bulletin boards are located on floors 1-3, floor 4 and floor 6. Bulletin boards are designated for specific offices/organizations (as labeled). General announcements may be posted ONLY on the boards labeled “General Announcements**” located on floor 1 and floor 6.*

To add a posting to the law student e-newsletter, please contact the Law Dean of Students office at LawDeanOfStudents@suffolk.edu

PROGRAM INTEGRITY COMPLAINT INFORMATION

Suffolk University is authorized by statute to operate as a postsecondary educational institution and confer law degrees in Massachusetts. Suffolk University Law School is accredited by the American Bar Association (ABA). If you feel that Suffolk University Law School has failed to meet your expectations, you are encouraged to attempt to resolve the issue directly with the Law School or the appropriate University office, if relevant. If your concerns are not resolved through that process and the concerns relate to a matter set forth in the law school accreditation standards of the ABA, you may file a complaint in accordance with the ABA Standard 510 Statement. Concerns not otherwise resolved by the law school or the relevant University office that relate to an accreditation or regulatory matter governed by the Commonwealth of Massachusetts may be referred to the Massachusetts Office of the Attorney General, Public Charities Division, One Ashburton Place, Boston, MA 02108.

RECORDING CLASS LECTURES

Suffolk University Law School prohibits the audio and/or video recording of class lectures absent the express consent of the professor. Students who record class lectures without express permission may be subject to disciplinary action.

Students who have the express consent of a professor to record a class must make their own arrangements to record the class. **University Media Services (UMS) is not available to record classes for individual students.**

Unless otherwise expressly permitted by the professor, permission to record a class applies exclusively to the student who received permission from the professor. The recording may not be accessed or utilized by any other individual. No replication of the recording may be made without the express permission of the professor.

The Dean of Students will ask faculty members to record their classes held during certain religious observances including, but not limited to, Rosh Hashanah, Yom Kippur, Passover, and Good Friday. In such cases, faculty participation is voluntary.

Any professor may make any changes to the procedure regarding the recording of his or her own classes.

Students who are requesting recording of classes under the Americans with Disabilities Act must contact the Law School Dean of Students.

In accordance with the above policy, all students should be aware that any class, and discussions held therein, may be subject to recording.

SUFFOLK UNIVERSITY LAW SCHOOL SATISFACTORY ACADEMIC PROGRESS POLICY

[Revised in summer 2017 with Effective Date 9/2017]

Law School Satisfactory Academic Progress

Federal regulations require students demonstrate Satisfactory Academic Progress (SAP) in their educational program in order to maintain eligibility for financial aid. SAP is established and reviewed by the Office of Student Financial Services and is evaluated independently from the Law School academic policies set forth in the Law School's Rules and Regulations. Because there are two separate standards involved, it is possible for a student to be making satisfactory academic progress as determined under this policy, but fail to be in good academic standing. It is also possible for a student to be in good academic standing under the Law School's Rules and Regulations, but not be making SAP as determined by Student Financial Services. Students who are dismissed from the Law School do not retain eligibility for financial assistance.

Standards for SAP

Students must meet the following standards to demonstrate satisfactory academic progress. These standards will be evaluated at the end of each academic term, including summer term, if applicable. Students will be notified if the SAP evaluation affects his or her financial aid eligibility.

1) Qualitative Standards

Law School students must maintain a cumulative grade point average (GPA) of 2.330. Transfer credits will not be factored into the GPA at Suffolk University Law School. In addition, Law School students earning two or more unsatisfactory grades (C- or below) in a given term will not be considered to be making SAP.

2) Quantitative Standards

Students must successfully complete at least 67% of cumulative attempted credits at the time of each SAP evaluation. The evaluation of completed credits is calculated by dividing the number of hours a student has earned by the cumulative number of hours the student has attempted. Grades of F, I, NC, W, WI, NG, U and X will be counted as attempted credits, but will not be considered as earned credits. All other grades will be counted as both attempted and earned. Transfer credits accepted towards a Law School degree will be treated as both credit hours attempted and credit hours earned. Students who withdraw or take a leave of absence from the Law School at any time after classes have begun will be subject to the SAP policy. Courses dropped during the add/drop period will not be evaluated under the SAP policy, unless a student drops all courses for the term.

3) Maximum Time Frame

Financial aid eligibility is limited to 150% of the published minimum credit requirement of the student's academic program. Refer to the academic catalog for specific program lengths. Suffolk University Law School measures a student's timeframe in attempted credits. A student will not be considered to be making SAP if his or her enrollment exceeds the 150% timeframe.

Periods of non-enrollment are not factored into this timeframe evaluation. Please note: ABA requirements stipulate, except in extraordinary circumstances, a student must complete his/her law school degree within 84 months.

Evaluation of SAP Performance

- Office of Student Financial Services will review each student's progress after each term, including the summer term if applicable and a student will be notified if the results of an evaluation impact financial aid eligibility.
- All periods of enrollment while enrolled at Suffolk University Law School, including study abroad and consortium agreement terms, are considered when evaluating SAP.
- Only credit bearing coursework will be considered as attempted credits for the purposes of SAP evaluation.
- When a student receives a final grade for a course which was previously incomplete, the SAP evaluation will only be recalculated at the student's request.
- Credits dropped during the add/drop period are excluded from the SAP evaluation.
- Each time a student enrolls in a course, it will count as attempted credits. For SAP review purposes only, if a student repeats a course, both the original grade and the grade received upon repetition of the course shall be included in the student's grade point average. The academic transcript, however, does not include the original grade in the academic GPA.
- If a student changes programs within the Law School, the Office of Student Financial Services will evaluate SAP only for credits and grades which are applicable to the new program.
- For students enrolled in the LLM Program, only previous academic coursework accepted for purposes of advanced academic standing will be considered in the calculation to determine SAP. These credits are treated as transfer credits.
- All dual degree students must meet the criteria for SAP at the Law School, even if all attempted credits are at the Sawyer Business School and/or College of Arts and Sciences. In addition, dual degree students must meet SAP requirements for the Sawyer Business School and College of Arts and Sciences portions of their programs.

Failure to Maintain SAP – Automatic Warning Semester

Law students not meeting the minimum SAP requirements are placed on financial aid warning and will receive a written warning indicating they have not met SAP standards. Financial aid warning lasts for one academic term. During the financial aid warning period, financial aid will be awarded and the student will be given one term to improve his/her academic standing. No action is required of the student who is placed on warning status and no appeal of the decision to place a student on financial aid warning is permitted.

If the student's subsequent SAP evaluation determines the student is still not meeting SAP standards, the student will be notified in writing that he/she is ineligible for future financial aid. Students should be aware this includes all federal, institutional and many alternative loan programs. If a student is ineligible for financial aid due to failure to make SAP after the warning

term, he/she may request reconsideration by submitting an appeal to the Office of Student Financial Services for a probationary semester.

Appeal for a Probationary Semester

Students who fail to meet Satisfactory Academic Progress requirements at the end of the warning semester may appeal in writing to the Office of Student Financial Services if extenuating circumstances exist which negatively impacted the student's ability to make SAP.

SAP appeal applications may be found on our forms page.

Examples of situations where appeals will be considered include serious illness, hospitalization, or death of a family member. A student's appeal must address why the student failed to make SAP and what has changed that will now allow the student to satisfy academic progress requirements at the end of the next academic term. Appeals must also include supporting documentation (i.e. hospital records, doctor's note, etc.). Students who submit an appeal will be notified in writing of the outcome. In evaluating an SAP appeal, the Office of Student Financial Services considers both the extenuating circumstances that led to the failure to make SAP and whether the student will be able to meet SAP standards by (i) the end of the following academic term or (ii) a specific later date by adhering to an academic plan.

The Office of Student Financial Services will respond to all written appeals by mailing a letter of decision to the student's permanent address on file with Suffolk University. All appeal decisions will be made by the Financial Aid SAP Appeals Committee, which includes representatives from the Dean of Students, Academic Services and the Dean's Office. These decisions are final. If an SAP appeal is granted, the student will be placed on financial aid probation. Conditions may be imposed on the student's continued eligibility through an academic plan, which is developed in conjunction with the Academic Deans Office in the Law School. At the end of the first financial aid probation term, the student must either be making SAP or successfully completing the conditions of the academic plan in order to be eligible for further financial aid.

SECOND LANGUAGE EXAM ACCOMMODATIONS

Suffolk University Law School may grant exam accommodations to students whose first language is not English. Exam accommodations are granted to allow students whose first language is not English to become acclimated to the law school examination process. Hence, second language accommodations will be reduced as a student progresses to the final year of law school, when no second language accommodations will be granted.

The following criteria assist in determining whether accommodations will be granted:

1. Students who attended a secondary school where instruction was primarily or exclusively in English are not eligible.
2. Students who attended a college or university for two or more years where instruction was primarily or exclusively in English are not eligible.
3. Students in their final year of law school are not eligible.

Any eligible international student who is seeking second language exam accommodations must complete and submit the online Second Language Exam Accommodation Request Form by the second week in September. Students needing assistance completing the form should contact the Dean of Students Office with questions.

Students granted second language accommodations may receive extended time on their examinations. However, an accommodation of additional time on examinations in subsequent academic years is not automatic. Please note that second language accommodations are not available for papers, class assignments or oral presentations. In addition, second language accommodations will only be granted for take-home examinations for which the student has less than 24 hours in which to complete the exam (no second language accommodations will apply to take-home exams in which the student has at least 24 hours in which to complete the exam).

To request second language exam accommodations please see www.suffolk.edu/law/student-life/23075.php

SERVICE ANIMALS

Suffolk University recognizes the importance of Service Animals to individuals with disabilities and has established the following policy regarding Service Animals. This policy ensures that people with disabilities, who require the use of Service Animals to provide equal access or as a reasonable accommodation, receive the benefit of the work or tasks performed by such animals and/or the therapeutic support they provide. Suffolk is committed to allowing people with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the University's programs and activities, in accordance with the rules set forth below. Set forth below are specific requirements and guidelines concerning the appropriate use of and protocols associated with Service Animals.

In accordance with the Americans with Disabilities Act, Service Animals are permitted in University facilities for persons with disabilities. Access for Service Animals in university buildings, residence halls and/or at university events does NOT require documentation of disability.

Students with disabilities in the College of Arts and Sciences or the Sawyer School of Business who have questions should contact the Office of Disability Services. Students in the Law School who have questions should contact the Law Dean of Students Office. Employees should contact Human Resources. Visitors to Suffolk's campus seeking further information regarding Service Animals should contact the coordinator of the program or event that they will be attending. Suffolk University reserves the right to amend this policy as circumstances require.

Definition of a Service Animal:

A "Service Animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, do not qualify as Service Animals.

Examples of such work or tasks include, but are not limited to guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and/or performing other duties. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

Health and Well-being of a Service Animal

Identification, License, and Tags: The Service Animal should wear a harness, identification tag or other gear that identifies its working status. If there is not a visible tag, University officials may ask the handler if the Service Animal is a working animal. All Service Animals must have an Owner identification tag. If the Service Animal is a dog, it must be licensed from an approved training program or have current license tags from local authorities.

Training: Service Animals must be individually trained to do work or perform tasks for the benefit of the individual with a disability.

Control: If appropriate, the Service Animal must be on a leash, unless the leash would inhibit the Service Animal's ability to be of service. Otherwise the Service Animal must be under voice control.

Health: The Service Animal must be in good health. Service Animals living in University housing must have an annual clean bill of health from a licensed veterinarian.

Vaccination: In accordance with local ordinances and regulations, the Service Animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements must be followed.

Other Conditions: The Office of Disability Services, the Law School Dean of Students, Residence Life & Housing or Human Resources may place other reasonable conditions or restrictions on the Service Animal depending on the nature and characteristics of the Service Animal.

Guidelines for Maintaining a Service Animal:

The following guidelines apply to all Service Animals and their Owners unless the nature of the documented disability of the Owner precludes adherence to these guidelines, and permission for a variance from the guidelines has been granted by the Office of Disability Services, Law School Dean of Students Office or Human Resources Office.

Care and Supervision: Care and supervision of a Service Animal are the responsibility of the Owner. The Owner is required to maintain control of the Service Animal at all times.

The Owner is responsible for ensuring the cleanup of the Service Animal's waste. Indoor animal waste must be placed in a sturdy plastic bag before being disposed.

Removal of Approved Animals: Suffolk University may exclude/remove a Service Animal when (i) the Service Animal poses a direct threat to the health or safety of others; (ii) the Service Animal's presence results in a fundamental alteration of the University's program; or (iii) the Owner does not comply with Owner's responsibilities in University housing, in University facilities and/or at University events.

Disruption: The Owner of a Service Animal that is unruly or disruptive may be asked to remove the Service Animal from University facilities. If the improper behavior happens repeatedly, the Owner may be required to take significant steps to mitigate the behavior before bringing the Service Animal into any University facility. Mitigation may include, but is not limited to, muzzling a barking animal, obtaining refresher training for both the Service Animal and the Owner, and other appropriate measures.

Damage: Owners of Service Animals are solely responsible for any damage to persons or University property caused by their Service Animals.

Areas off Limits to Animals: The University may prohibit the use of Service Animals in certain locations because of health and safety restrictions. Restricted areas may include, but are not limited to: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, rooms with heavy machinery, and areas outlined in state law as being inaccessible to Service Animals.

Exceptions may be granted on a case-by-case basis. To request an exception, the Owner must contact the Office of Disability Services or, in the case of law students, the Law School Dean of Students Office, or in the case of employees, Human Resources or the appropriate department representative.

Requirements for Faculty, Staff, Students, and Other Members of the University Community:

Members of the University community are required to abide by the following practices: They are to allow a Service Animal to accompany its Owner at all times and in all places on campus, except where animals are specifically prohibited.

They are not to touch or pet a Service Animal unless invited to do so.

They are not to feed a Service Animal.

They are not to deliberately startle a Service Animal.

They are to immediately report any disruptive behavior to SUPD.

They are not to separate or attempt to separate an Owner from his/her Service Animal.

They are not to inquire for details about the Owner's disability(ies). The nature of a person's disability is a private matter.

Any questions regarding Service Animals or their Owners should be directed to the Office of Disability Services or, in the case of law students, the Law School Dean of Students Office, or in the case of employees, Human Resources.

Service Animals in the Residence Halls:

Students who reside on-campus and have a Service Animal that needs to reside with them on-campus do not need to register with the Office of Disability Services nor do they need to request housing accommodations. In advance of bringing a Service Animal to live on-campus, however, the Owner must register the Service Animal with the Department of Residence Life & Housing.

Owner's Responsibilities for Service Animals in Residence Halls:

The Owner is responsible for assuring that the Service Animal does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there.

The Owner is financially responsible for the actions of the Service Animal including bodily injury or property damage. The Owner's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, and the like. The Owner is expected to cover these costs at the time of repair and/or move-out.

The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to University premises that are assessed after the student and Service Animal vacate the residence. The University shall have the right to bill the student account of the Owner for unmet obligations.

The Owner's residence may be inspected for pests once a semester or as needed. The Department of Residence Life & Housing will schedule the inspection. If pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.

Service Animals may not be left overnight in University housing to be cared for by another student.

Service Animals must be taken with the student if they leave campus for a prolonged period. The Department of Residence Life & Housing may relocate the Owner and Service Animal as necessary according to the license agreement.

The Owner agrees to continue to abide by all other residential policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having a Service Animal does not constitute an exception to any other policy.

Any violation of the above rules may result in immediate removal of the Service Animal from the University and may be reviewed through the Student Conduct System and the Owner will be afforded all the rights and procedures provided by that process.

The Owner undertakes to comply with animal health and wellbeing requirements described in this policy.

SMOKING POLICY

The Surgeon General of the United States has determined that tobacco smoking is the nation's leading preventable cause of premature death and disability. Tobacco smoke is hazardous to the health of smokers and non-smokers alike. To promote a safe and healthful campus environment, and in accordance with the Workplace Smoking Restrictions Regulation issued by the City of Boston Public Health Commission, Suffolk University has adopted this policy to encourage smokers to reduce or eliminate their consumption of tobacco, and to protect non-smokers from exposure to tobacco smoke.

Smoking is prohibited in Suffolk University academic and administrative facilities and the residence halls. Smoking is permitted in outdoor areas provided the smoke does not migrate back in to an enclosed University building. For example, students may smoke outside University buildings but, if the smoking takes place under a window or surrounding a building entrance, and the smoke migrates back in to the building, it is a violation this policy. Smoking is also prohibited in outdoor areas where no smoking signs are posted.

Smoking is not permitted near the entranceway of Sargent Hall and is prohibited in other outdoor areas where no smoking signs are posted.

Such policies not only serve to protect the health of the community but, in the case of buildings and residences, can lower maintenance costs such as painting or replacing burned carpeting, as well as reduce the risk of fire.

Suffolk University acknowledges that the successful implementation of this policy requires cooperation and mutual respect, and sensitivity on the part of both smokers and non-smokers. Suffolk University acknowledges that the successful implementation of this policy requires cooperation and mutual respect, and sensitivity on the part of both smokers and non-smokers.

Contact Counseling, Health and Wellness for information about how to stop smoking.

STUDENT ELECTRONIC MAIL

All students are required to check their Suffolk University Law School student e-mail address on a regular basis. (i.e., __@su.suffolk.edu). All official school e-mail announcements and individual e-mail communications to students will be sent to the Suffolk University Law School student e-mail address. Each student is required to read and respond, as appropriate, to all Suffolk University messages sent to this address.

Official communications will not be sent to students' personal, non-Suffolk e-mail addresses. The Suffolk University Law School e-mail system allows students to forward messages to another e-mail account. Please note that if there are problems forwarding messages from a Suffolk University Law School student e-mail address to another address, students remain responsible for official communications sent to their Suffolk University Law School student e-mail address.

Students who choose to send communications (including documents such as take-home exams or papers) from non-Suffolk e-mail addresses assume the risk of non-delivery due to a problem with the non-Suffolk e-mail system.

SUFFOLK UNIVERSITY LAW SCHOOL VENDOR POLICIES

Effective 8/1/2016

This policy sets forth restrictions on sales, solicitation and marketing activities (“Solicitation Activities”) on the Suffolk University Law School premises. These restrictions shall be strictly applied to all outside vendors, including but not limited to bar review companies, instructional service providers, publishers and any other persons or entities seeking to sell or market goods or services to members of the law school community (hereinafter referred to as “Vendors”).

GENERAL RULES

Unless expressly invited by the Law Library, Office of Career and Professional Development, the Dean’s Office, or a Student Organization with prior approval of the Dean of Students Office, Suffolk University Law School prohibits Vendors or Vendor representatives who are not enrolled students from entering the Law School.

Unless expressly authorized by the Law Library, Office of Career and Professional Development, the Dean’s Office, or a Student Organization with prior approval of the Dean of Students Office, all Vendors and Vendor representatives are prohibited from engaging in any Solicitation Activities on the Law School premises.

Vendors properly invited to the Law School must comply with the terms of their invitation as well as the following specific restrictions. Vendor representatives who are enrolled students must also comply with the following specific restrictions.

SPECIFIC RESTRICTIONS:

Vendor representatives who are enrolled at Suffolk University are not permitted to make classroom announcements regarding Vendor products, services or programs. Additionally, they may not host tables in common areas or use classroom space for solicitation activities.

The sending of or forwarding of unsolicited e-mails to Law School students, Campus Cruiser communities or list-serves regarding Vendor products, services, or programs is strictly prohibited.

No flyers, posters or other marketing materials may be posted or placed within Sargent Hall. Vendors may not leave sales materials in classrooms, common areas or on the racks located outside of the elevators or stairs, which are reserved exclusively for Law School publications.

Vendors may not use Sargent Hall space to store their materials. Suffolk University is not responsible for Vendor property, including but not limited to samples, course materials, posters, easels, laptops, or valuables.

No Vendor may enter into a written agreement with a student organization without the involvement and advance approval of the Dean of Students Office. No student has the authority to contractually bind a student organization or Suffolk University.

Vendor-related meetings may not be held in any spaces within Sargent Hall, including but not limited to the cafeteria and other common area spaces.

Vendors wishing to advertise to the students of Suffolk University Law School are advised to contact the Suffolk University Law School student newspaper; see the newspaper's website for contact information <http://www.suffolk.edu/law/student-life/29154.php>

Law students serving as Vendor representatives may be subject to discipline for violating these rules.

The Law School reserves the right to change this policy at any time, with or without advance notice to Vendors.

VISITING OUT, STUDY ABROAD AND ELECTIVES AT NON-SUFFOLK PROGRAMS

Except as provided below, Suffolk University Law School will not accept credits for study at another law school. Students who wish to request a leave of absence to pursue temporary study at another school or participate in a study abroad program should consult with the Dean of Students Office. No credits will be accepted by Suffolk University Law School as a result of study at another law school during such a leave of absence.

The following outlines the instances where credits from another law school may be accepted:

1. Suffolk Semester Exchange Program study. Suffolk University Law School may approve a limited number of students per academic year to attend Suffolk University Law School international exchange programs (the number of students, length of exchange and other details are set by the exchange agreements.) Participants will be charged “Semester Exchange Tuition” by Suffolk University. Further information on exchange study is available at <http://www.suffolk.edu/law/academics/6715.php>. Students interested in pursuing exchange study should consult with the Administrative Director of Graduate and International Programs about the specific opportunities.
2. Semester/Academic year visits to ABA-approved law schools for hardship circumstances. Semester or Academic Year visits will be approved in extraordinary circumstances in which a visit to another law school alleviates a significant hardship (examples of such situations include a student’s spouse being indefinitely transferred to another state, or a student needing medical treatment away from Boston). Students will be required to document the extraordinary circumstances on which the request to visit out is based.

Visits for reasons of career exploration or personal convenience cannot be approved. *If a leave of absence can address the situation, then the student will be placed on a leave of absence.*

Students interested in pursuing permission for a hardship visit or a leave of absence should consult with the Dean of Students Office.

3. Summer/Winter session study at non-Suffolk, ABA-approved program. Up to **four** credits may be accepted for participation in a non-Suffolk, ABA- approved summer or winter session program. Day students transferring credits from a non-Suffolk, ABA- approved summer or winter session program will not be permitted to take less than 10 credits in any future semester at Suffolk University Law School as a result of transferring in these credits. Evening students transferring credits from a non-Suffolk, ABA- approved summer or winter session program will not be permitted to take less than 7 credits in any future semester at Suffolk University Law School as a result of transferring in these credits. Students must be in good standing, and remain in good standing for the duration of the summer/winter session, and receive pre-approval for such study from the Dean of Students Office. If the program is held outside the United States, students must

also register with Suffolk University's international emergency assistance plan, regardless of whether such a plan is compulsory at the school or program the student is visiting.

4. Electives not Offered at Suffolk or at Another Law School with a Reciprocity Agreement.
In a situation where an upper-class student wishes to take an individual elective course not offered by Suffolk (or a school with which Suffolk has a reciprocity agreement), the student may be approved to take the elective at another local ABA-approved law school. Day students will not be permitted to take less than 10 credits at Suffolk University Law School in the semester during which they enroll in the non-Suffolk elective, nor take less than 10 credits in any future semester at Suffolk University Law School as a result of transferring in these credits. Evening students will not be permitted to take less than 7 credits at Suffolk University Law School in the semester during which they enroll in the non-Suffolk elective, nor take less than 7 credits in any future semester at Suffolk University Law School as a result of transferring in these credits. No more than one non-Suffolk course will be approved for a student. Students must be in good standing and receive pre-approval for such study from the Dean of Students Office.

In order to transfer credits to Suffolk University Law School in accordance with one of the above exceptions, students must be in good standing and remain in good standing for the duration of the visit. Please note that, due to the timing of grade releases, students who were initially in good standing at the time the visit was approved may fail to remain in good standing while already participating in a visiting session. Students who are no longer in good standing are not eligible to transfer credits into Suffolk Law School from the visiting program.

If a student is given permission to transfer credits to Suffolk University Law School in accordance with one of the above exceptions, credits will transfer only for pre-approved courses in which the student receives a grade of 2.00 or better on a 4.00 scale (or its equivalent). In addition, no grades received at another school will appear on the student's Suffolk transcript and the grades received at the other school will be recorded as "T" (transfer) and will not be calculated into the student's Suffolk grade point average. However, the names of the courses for which credit transferred, the corresponding credit amounts, and name of the school the student visited will appear on the student's Suffolk transcript.

Transcripts must be submitted by the visiting school in which the student is enrolled for each semester to the Assistant Dean for Academic Services. Transcripts must be submitted no later than January 15 for the fall semester and no later than the Friday prior to Commencement for students graduating in May, without prior approval from the Assistant Dean for Academic Services. Transcripts not received on time for graduating students without prior approval will postpone the student's graduation to the next regularly scheduled graduation date. Students are encouraged to report this information to the visiting school upon acceptance as a visiting student.

Approved students must meet all other requirements and deadlines set at the time of their approval to study at another law school.

International students may be subject to limits on visiting-out due to student visa issues. Accordingly, any international student wishing to visit-out under this policy should first consult International Students Services.

Students given permission to transfer credits to Suffolk University Law School are solely responsible for determining and meeting the admission, tuition and other requirements of the school they visit.

This policy does not apply to participation in any Suffolk sponsored international program or in the Law School's International Internship Program.

VOLUNTARY WITHDRAWAL/VOLUNTARY LEAVE OF ABSENCE PROCESS

A student who wishes to take a Voluntary Leave of Absence or withdraw from Suffolk University Law School must submit a completed Withdrawal or Voluntary Leave of Absence Request to the Academic Services Office. The Academic Services Office will process the paperwork related to the withdrawal or Voluntary Leave of Absence, including obtaining the approval of the Assistant Dean for Academic Services, Dean of Students or an Associate Dean in accordance with the Rule and Regulations.

Voluntary Leave of Absence:

If a student is currently unable to continue the study of law, the student may take a Leave of Absence for up to one academic year. A student who wishes to take a Voluntary Leave of Absence must submit the Voluntary Leave of Absence Form to the Academic Services Office. If the Leave of Absence is for medical/psychological reasons, the student must support the request with medical documentation and, at the conclusion of the Leave of Absence, will be required to submit medical documentation to confirm the student's ability to return to school. The documentation supporting a return to school will be reviewed by the "Leave of Absence Committee." The Leave of Absence Committee will be comprised of the Dean of Students, the Associate Dean of Students and one Law School Associate Dean. Additional Law School or University Administrators will be added to the committee if and when appropriate. The Leave of Absence Committee may consult with the Director of University Health and Wellness (or designee) if and when it deems it appropriate to do so.

As a general matter, a student will not be permitted to resume his or her studies unless the Leave of Absence Committee is satisfied that the student has the ability to complete law school and has the judgment and integrity to function as a member of the profession. For example, the Leave of Absence Committee must be satisfied that the problems which precipitated the leave are resolved and that the student is able to handle all of the physical or emotional stress, as applicable, of attending law school, and that there is no significant risk of danger to the student or others or of disruption to the Law School or University environment. The Leave of Absence Committee may require the student to make available relevant health records, to permit the Leave of Absence Committee to communicate directly with the student's physicians or counselors, and, in appropriate circumstances, to undergo additional medical/psychological evaluation.

Reentry may be conditional. For example, a student may be required to engage in regular and ongoing medical, psychiatric or psychological treatment when specifically related to the conditions giving rise to the leave if the Leave of Absence Committee believes that, without such ongoing treatment, the individual will not be able to function effectively as a student or will pose a significant risk to the health or safety of himself or others or a significant risk of disruption to the Law School or University environment.

If the Leave of Absence Committee determines that the student will not be permitted to return to the Law School, the decision may be appealed to the Dean of the Law School (or his/her designee). The Dean's decision (or that of his/her designee) will be final.

No student may take a Voluntary Leave of Absence after the examination period begins or while consideration of his or her academic standing is pending. A student on a Leave of Absence that is either cleared to return by the Leave of Absence Committee or is not subject to the Leave of Absence Committee review is entitled to return to the Law School at the end of the term of the leave without reapplying for admission. A Leave of Absence will be granted to a first year student only under extraordinary circumstances. A Leave of Absence is considered a withdrawal for financial aid purposes and may result in the student owing money to the Law School and in the student's federal loan entering repayment.

Students who fail to enroll at the conclusion of an approved Voluntary Leave of Absence will be withdrawn from the Law School. Those in this situation who wish to return to the Law School must apply for readmission in accordance with the Readmissions Process outlined in the Law School Rules and Regulations.

Students on a Voluntary Leave of Absence will not have locker access during the Leave of Absence. All locker contents must be removed within 10 calendar days of approval of the Voluntary Leave of Absence, or they will be considered abandoned property and confiscated by the Law School.

Students on a Leave of Absence will continue to have access to:

- Student ID Card, Email, Westlaw and Lexis, Blackboard, Campus Cruiser, Library

Voluntary Withdrawal:

A student who wishes to withdraw from the Law School must submit the Withdrawal Form to the Academic Services Office. No student may withdraw after the examination period begins or while consideration of his or her academic standing is pending.

Once a withdrawal request is approved, access to the following services will be deactivated: Student ID Card, Email, Westlaw and Lexis, Blackboard, Campus Cruiser, Library

- Lockers: Prior to removal of contents please contact a member of the Registrar's staff for assistance. Contents not removed within 10 calendar days of approval of withdrawal will be considered abandoned property and will be confiscated by the Law School.

Important Information for Financial Aid Recipients:

The Office of Financial Aid is required to recalculate federal student aid eligibility for students who withdraw, drop out, are dismissed, or take a Leave of Absence prior to completing 60% of a semester. In some cases, federal loans already disbursed to the student may need to be returned to the lender. This may result in the student owing money to Suffolk University.

Students with federal student loans are required by the federal government to complete exit counseling upon their departure from Suffolk University Law School. Exit counseling information is available on the Office of Financial Aid's website at <http://www.suffolk.edu/law/admission-aid/20919.php>. Federal loans will enter their grace or repayment periods as of the effective date of withdrawal.

Note that a Voluntary Leave of Absence is treated as a Withdrawal for federal student aid purposes. This means that federal loans will enter their grace or repayment periods during the Voluntary Leave of Absence. In addition, a student must complete exit counseling when taking a Voluntary Leave of Absence. To receive financial aid in future semesters, students must be making Satisfactory Academic Progress. Students must have a cumulative GPA of 2.0 and must have earned at least 67% of cumulative attempted credits at each point satisfactory academic progress is measured. Please see the Office of Financial Aid for further information.

WEAPONS POLICY

Suffolk University prohibits the possession or use of any items that may be used or are used to harm, or threaten to harm, another individual, on property owned by or under the control of Suffolk University. Suffolk University prohibits the possession of explosives and firearms (loaded or unloaded) on property owned by or under the control of Suffolk University. This prohibition includes, but is not limited to, self-defense sprays (with the exceptions below), knives, switchblades, martial arts weapons, clothing and other items with metallic spikes or studs, ammunition, darts, BB guns, paintball guns, and any other item that may be used to injure or harm another individual. Suffolk University also prohibits the improper use of laser beam instruments. Suffolk University prohibits the storing of any prohibited items in any campus building or on campus grounds. This list of prohibited items is not exhaustive and is provided by way of example only. Therefore, anyone with questions regarding whether an item is prohibited should consult with the Chief of the Suffolk University Police & Security Department.

Prohibited items will be confiscated and violators may be subject to criminal prosecution and/or referral for disciplinary action, up to and including expulsion from Suffolk University.

Temporary exemptions to this policy may be granted only by the Chief of the Suffolk University Police & Security Department or his/her designee.

Faculty, staff and students eighteen (18) years of age or older, or students under the age of eighteen (18) who possess a valid Firearms Identification (FID) card, may carry self-defense spray (mace, OC or pepper spray) in any Suffolk University campus buildings ***EXCEPT*** Suffolk University residence halls. Any student or staff member who wishes to carry self-defense spray in a Suffolk University residence hall must first register with the Suffolk University Police & Security Department and may be required to complete a Self Defense Spray Familiarization course. Anyone who is required to possess a Firearms Identification card must make the FID card available to the Suffolk University police upon request.