

Academic Requirements/Policies and Procedures

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General Information

Statement of Student Responsibilities

By virtue of your decision to enroll at Lewis & Clark, you are acknowledging your understanding of the expectations outlined in the Student Responsibilities webpage:

http://www.lclark.edu/about/at_a_glance/consumer_information/student_responsibilities/

Likewise, through your choice to register for classes at Lewis & Clark, you are acknowledging your agreement with the policies described on that page, in our publications and on our websites.

You are expected to know and understand these responsibilities.

Notices (Please read your emails from the Registrar's office staff: galyen@lclark.edu, bmill@lclark.edu, quandt@lclark.edu, lawreg@lclark.edu)

Every student shall supply and keep current in the Office of the Registrar, an address and telephone where the student can be reached. Please email address and phone number changes to: quandt@lclark.edu

Definitions

For the purpose of these rules:

Academic Year

The academic year begins at the start of the summer session and ends at the conclusion of the spring semester. In the case of a student who would (upon successful completion of the courses for which he or she is enrolled) graduate at the end of a semester other than the spring semester, the academic year is deemed to end at the conclusion of such semester.

Cumulative grade average

Cumulative grade average is calculated by averaging the scores obtained by the student in all graded courses. Following the date all grades are due at the end of the semester, the calculation is done when all grades are received or the Registrar's Office attempt to secure grades is finalized. If, at this time, a professor has failed to turn in grades or if grades are missing because a student has not completed the course work, the calculation will take place without regard to the missing grade. The calculation is done slightly differently for the student in situations involving probation or dismissal. See [Probation and Dismissal Rules](#).

Day (full-time) and Evening (part-time) Students

Students classified as Day division students are enrolled in classes totaling 14 to 17 hours of credit each semester. Evening division students register for a total of 9 to 12 hours of credit each semester.

Good Standing

Good standing requires that a student completing the first year have a cumulative yearly grade point average of 1.80 or higher and that a student completing any other year have a cumulative and yearly grade point average of 2.00 or higher. A student must be in good standing to graduate.

Current grade average (semester grade average)

Current grade average (semester grade average), is calculated by averaging all final grades obtained by the student in all graded courses taken during the semester in question. Following the date all grades are due at the end of the semester, the calculation is done when all grades are received or the Registrar's Office attempt to secure grades is finalized. If at this time a professor has failed to turn in grades or if grades are missing because a student has not completed the course work, the calculation will take place without regard to the missing grade. The calculation is done slightly different for the student in situations involving probation or dismissal ([see Probation and Dismissal](#))

Yearly Grade Average

The yearly grade average is calculated by averaging the final grades obtained by the student in all graded courses taken during that academic year. For the purpose of determining whether probation has been satisfied, the yearly grade average is calculated by averaging the student's probationary semester grades, with the grades obtained by the student in the prior academic year.

Scholar List

The "Scholar List" is an honor based on the semester grade point average. It appears on the transcript and is accorded as follows:

1. Any student who attains a semester grade point average of 3.20 or higher will have the designation of "Scholar List" noted on the transcript along with the semester, or with the year in the case of the first year students, to which the honor applies. Students will be eligible for the honor each semester, except in the first year when students must have two full semesters before they become eligible.
2. A student must have a minimum of 9 hours of graded credits in any one semester to be eligible for the list.
3. A student with an incomplete is not eligible for the Scholar List until the grade for the incomplete is received even if the student has a 3.20 semester grade point average without the incomplete. Once the grade for the incomplete is received, the student is eligible for the Scholar List and the honor will be listed on the transcript if the student has attained the required 3.20 semester grade point average.

Graduation Requirements for J.D. Students

Some J. D. graduation requirements differ depending on the year a student began law school. You will find your specific requirements listed in one of the sections below identified by what year you entered law school. Also see the section of [“Requirements applicable to all JD Candidates”](#)

Graduation Requirements for J.D. students Entering PRIOR to FALL 2008

To graduate from Lewis & Clark Law School with a Juris Doctor, J.D. degree, a student must take or do the following:

Required Courses:

Civil Procedure I & II
Constitutional Law I & II
Contracts I & II
Criminal Procedure I
Legal Analysis and Writing I & II
Property
Torts I

Complete one seminar course (see Seminar Requirement section on next page)

1. Complete the Professionalism Requirement (see description below on this page);
2. Professional Skills Requirement (see description on next page);
2. Complete two writing requirements: A and B or WIE and Capstone.
3. Complete a minimum of 86 semester hours of which 72 are graded and/or required, (beginning with the entering class of 2008, the minimum semester hours needed to graduate will be 89, of which 72 are graded and/or required. For purposes of this requirement, the ungraded credits of an externship shall be considered a graded course; Complete 65 semester hours of course work in classes with regularly scheduled class time (for this calculation, externships are not included).

Professionalism Requirement

To be eligible for a J.D. degree, a student must have earned credit in a course or courses which provide instruction in the duties and responsibilities of the legal profession. The Dean, after consulting with the Curriculum Committee, shall designate the courses which satisfy this requirement.

The Curriculum Committee has approved the following options to satisfy the professionalism requirement:

1. Regulations and Ethics of Lawyers course.
2. Lewis & Clark Legal Clinic (civil litigation), no other clinic meets the requirement.

Seminar Requirement

Each student must successfully complete a seminar prior to graduation. Seminars are designed as small discussion classes with:

- ◆ Enrollment limited to no more than 20 students
- ◆ Class meetings to be conducted in a discussion format with an emphasis on cooperative learning and shared knowledge; and
- ◆ Course substance to allow for in-depth discussion and study of specialized problems, thus being clearly distinguished from courses which seek to survey a substantive area of the law.

Courses that qualify as a seminar are officially designated by the Curriculum Committee, and will have the word “**seminar**” in the title, and will include in the course description any enrollment cap lower than 20 students that has been approved by the Curriculum Committee. *The Externship seminars may not be used to fulfill this requirement.*

Professional Skills Requirement

http://www.lclark.edu/law/offices/registrar/graduation_requirements/

Writing Requirements (entering prior Fall 2008)

Each student must successfully complete the writing requirement prior to graduation. This requirement has two components, hereafter referred to as writing requirement “A” and writing requirement “B”.

Writing requirements will not be considered complete without the submission of the proper writing requirement form, which are available in the Registrars office and on the website, under Important Forms. Proper forms for the writing requirement should be submitted to the Registrars office during the semester the work is undertaken. When the grade for the paper is submitted, the Registrar will check with the faculty advisor to confirm that the writing requirement has been fulfilled. Confirmation cannot be done unless the form has been submitted. Students are advised to begin fulfilling this requirement prior to the last semester in law school.

Writing Requirement Criteria

To satisfy both writing requirements, a paper must meet **all** of the following requirements:

1. Must be a significant research, analytical or drafting paper and cannot be a mere report on the law;
2. Be graded by a faculty member and receive a minimum grade of “C”. If the paper is not graded, but fills the criteria below, the faculty member must certify to the Registrar that the paper would, if graded, receive at least a “C”;
3. Meet, at a minimum, the following criteria:
 - a) Acceptable organization and writing style; and
 - b) Demonstration of articulate, thoughtful, and well-structured analysis of the subject matter, based on a careful and competent research.

The “A” or “B” writing requirement may be satisfied by any one of the following **if** the paper meets the criteria set out in the previous paragraphs:

1. A paper written for a seminar or class;
2. Individual research (for a minimum of two semester hours per individual research topic);
3. An extensive trial memorandum or appellate brief written in conjunction with Clinic (for a minimum of four semester hours);
4. A paper written to fulfill the paper component of the Externship requirement.

Any paper written **outside** of class, seminar or individual research as described above, requires approval from a full-time faculty member, as opposed to an adjunct faculty member, before writing requirement credit will be given. One may not seek certification of writing requirement completion if certification has been requested of and denied by another professor. No one paper may be used to satisfy both the “A” and “B” writing requirement.

“A” Writing Requirement

In addition to the previous page, the “A” writing requirement must:

1. Involve a mandatory rewrite after a draft has been reviewed and commented upon by the faculty member grading the paper; the final paper must be reasonably responsive to the commentary and criticism received;
2. Cannot be written for an adjunct faculty member without *prior* approval of the Associate Dean for Academic Affairs.

“B” Writing Requirement

In addition to the general writing requirement criteria above, the “B” writing requirement, at the discretion of the supervising faculty member:

1. May be met by a series of papers written for a seminar or class;
2. May be a brief drafted by a student in a school-sponsored moot court competition;
3. Need not involve a mandatory rewrite;
4. May be co-authored

One Paper for Credit in More Than One Class

On occasion, a student may wish to use one paper to satisfy two requirements or two classes. The following rules apply:

1. If all applicable criteria are met, a student may use one paper to satisfy a class and one or more non-credit requirement (e.g. class and “A” or “B” paper; class and certificate paper; class and “A” or “B” paper certificate paper).
2. Use of one paper to get credit for more than one class (including a class and law review) for which the student is concurrently enrolled is permitted only as follows:
 - a) The student must disclose the intention to use one paper to satisfy more than one class to all professors involved. Failure to make such a disclosure is an honor code violation.
 - b) The finished paper must be worth the total credit of the two classes (e.g. a 2 credit seminar and another 2 credit class equals a 4 credit paper).
 - c) The student must prepare a written petition outlining the intent and understanding of the paper’s credit equivalent, and the petition must have the written approval of both supervising instructors.
 - d) The student must submit the completed and signed petition to the Registrar’s Office to be placed in the student file as a safeguard against a charge of academic impropriety.
3. A student who has earned credit in one class based on a submitted paper and wishes to expand that paper for a later class, must have the written approval of the subsequent professor.

Also see the section of [“Requirements Applicable to All JD Candidates”](#)

Graduation Requirements for J.D. students

Entering FALL 2008

To graduate from Lewis & Clark Law School with a Juris Doctor, J.D. degree, a student must take or do the following:

Required Courses:

Civil Procedure I & II
Constitutional Law I & II
Contracts I & II
Criminal Procedure I
Legal Analysis and Writing I & II
Property
Torts I

Complete one seminar course (see Seminar Requirement on page 7)

1. Complete the Professionalism Requirement (see description on following page);
2. Professional Skills Requirement (see description on page 8);
2. Complete two writing requirements: WIE and Capstone. Submit writing requirement notifications to the Registrar (online forms for writing requirements: http://law.lclark.edu/dept/lawreg/forms_index.html)
3. Complete a minimum of 89 semester hours of which 72 are graded and/or required. For purposes of this requirement, the ungraded credits of an externship shall be considered a graded course; complete 65 semester hours of course work in classes with regularly scheduled class time (for details of this requirement see full description of minimum number of minutes spent in class.)

WIE and Capstone Writing Requirements **for students starting the first year of law school Fall 2008 or later**

In order to qualify to receive the J.D. degree, a student entering the law school in fall 2008 or later must satisfy each of two writing requirements:

- (1) the “writing intensive experience” requirement, and
- (2) the “capstone writing” requirement, as follows:

1. *Writing intensive experience.* The student must successfully complete a “writing intensive experience.”

This requirement may be met in any of three ways:

(a) The student successfully completes a course that has been designated by the Curriculum Committee as a “writing intensive” course. Courses will be designated as writing intensive courses only if they include *substantial instruction and feedback on writing skills as a central component of the class*, apart from any coverage of an area of substantive law.

(b) The student successfully completes a course in which the instructor certifies, upon completion of the course, that the student’s work in the course was a “writing intensive” experience. Work will qualify for this

designation only if it includes *substantial instruction or coaching, and feedback, on writing skills as a central component of the work*, apart from any coverage of an area of substantive law.

(c) The student successfully completes an independent study project that upon its completion is certified by the supervising faculty member to have been a “writing intensive” independent study project. Projects will qualify for this designation only if they include *substantial coaching and feedback on writing skills as a central component of the project*, apart from any coverage of an area of substantive law.

The course or project must be graded by a faculty member, and receive a grade of “C” or better; or a faculty member must certify to the Registrar that the student’s written work would, if graded, receive a grade of “C” or better.

2. Capstone writing experience. The student must successfully complete a course or independent study project which, upon its completion, the instructor or supervising faculty member certifies was a “capstone writing” experience for the student. Courses and independent study projects will qualify for this designation only if they *require a significant written product that involves complex legal analysis and the use of sophisticated writing skills*. The written product must involve a mandatory rewrite after a draft has been reviewed and commented upon by the faculty member grading the written product; the final product must be reasonably responsive to the commentary and criticism received. The course or project must be graded by a faculty member and receive a grade of “C” or better.

This requirement cannot be satisfied by a course, paper, or other experience supervised by an adjunct faculty member without *prior* approval of the Associate Dean for Academic Affairs.

Students are strongly encouraged to complete the “writing intensive experience” before undertaking the “capstone writing” project.

The following rules are applicable to both the “writing intensive experience” requirement and the “capstone writing” requirement:

- A. The course or project must be undertaken for academic credit for at least two semester hours.
- B. The student’s written work must demonstrate articulate, thoughtful, and well structured analysis of the subject matter, based on careful and competent research.
- C. No one course, project, or written product may be used to satisfy both the “writing intensive experience” requirement and the “capstone writing” requirement.

One Paper for Credit in More Than One Class

On occasion, a student may wish to use one paper to satisfy two requirements or two classes. The following rules apply:

1. If all applicable criteria are met, a student may use one paper to satisfy a class and one or more non-credit requirement (e.g. class and “Capstone” or “WIE” paper; class and certificate paper; class and “Capstone” or “WIE” paper certificate paper).
2. Use of one paper to get credit for more than one class (including a class and law review) for which the student is concurrently enrolled is permitted only as follows:
 - a) The student must disclose the intention to use one paper to satisfy more than one class to all professors involved. Failure to make such a disclosure is an honor code violation.
 - b) The finished paper must be worth the total credit of the two classes (e.g. a 2 credit seminar and another 2 credit class equals a 4 credit paper).
 - c) The student must prepare a written petition outlining the intent and understanding of the paper’s credit equivalent, and the petition must have the written approval of both supervising instructors.

- d) The student must submit the completed and signed petition to the Registrar's Office to be placed in the student file as a safeguard against a charge of academic impropriety.
3. A student who has earned credit in one class based on a submitted paper and wishes to expand that paper for a later class, must have the written approval of the subsequent professor.

Professionalism Requirement

To be eligible for a J.D. degree, a student must have earned credit in a course or courses which provide instruction in the duties and responsibilities of the legal profession. The Dean, after consulting with the Curriculum Committee, shall designate the courses which satisfy this requirement.

The Curriculum Committee has approved the following options to satisfy the professionalism requirement:

1. Regulations and Ethics of Lawyers course.
2. Lewis & Clark Legal Clinic (civil litigation). No other clinic meets the requirement.

Seminar Requirement

Each student must successfully complete a seminar prior to graduation. Seminars are designed as small discussion classes with:

- ◆ Enrollment limited to no more than 20 students
- ◆ Class meetings to be conducted in a discussion format with an emphasis on cooperative learning and shared knowledge; and
- ◆ Course substance to allow for in-depth discussion and study of specialized problems, thus being clearly distinguished from courses which seek to survey a substantive area of the law.

Courses that qualify as a seminar are officially designated by the Curriculum Committee, and will have the word “**seminar**” in the title, and will include in the course description any enrollment cap lower than 20 students that has been approved by the Curriculum Committee. *The Externship seminars may not be used to fulfill this requirement.*

Professional Skills Requirement

Each student must take a minimum of 2 credit hours in a class from the list approved by the faculty as meeting the professional skills requirement. For a current list, see the graduation requirements on the web site.

<http://law.lclark.edu/dept/lawreg/regguidelines.html>

Also see the section of [“Requirements Applicable to All JD Candidates”](#)

Graduation Requirements for J.D. Students Entering FALL 2009

Required Courses:

Civil Procedure I & II
Constitutional Law I & II
Contracts I & II
Criminal Procedure I
Legal Analysis and Writing I & II
Legal Elements
Property
Torts I

Complete one seminar course (see Seminar Requirement on page 10).

1. Complete the Professionalism Requirement (see description on following page);
2. Professional Skills Requirement (see description on page 11);
2. Complete two writing requirements: WIE and Capstone. Submit writing requirement notifications to the Registrar (online forms for writing requirements: http://law.lclark.edu/dept/lawreg/forms_index.html)
3. Complete a minimum of 89 semester hours of which 72 are graded and/or required. For purposes of this requirement, the ungraded credits of an externship shall be considered a graded course; complete 65 semester hours of course work in classes with regularly scheduled class time (for details of this requirement see full description of minimum number of minutes spent in class.)

Writing Requirements: WIE and Capstone (for students starting the first year of law school Fall 2008 or later)

In order to qualify to receive the J.D. degree, a student entering the law school in fall 2008 or later must satisfy each of two writing requirements:

- (1) the “writing intensive experience” requirement, and
- (2) the “capstone writing” requirement, as follows:

1. Writing intensive experience. The student must successfully complete a “writing intensive experience.”

This requirement may be met in any of three ways:

(a) The student successfully completes a course that has been designated by the Curriculum Committee as a “writing intensive” course. Courses will be designated as writing intensive courses only if they include *substantial instruction and feedback on writing skills as a central component of the class*, apart from any coverage of an area of substantive law.

(b) The student successfully completes a course in which the instructor certifies, upon completion of the course, that the student’s work in the course was a “writing intensive” experience. Work will qualify for this designation only if it includes *substantial instruction or coaching, and feedback, on writing skills as a central component of the work*, apart from any coverage of an area of substantive law.

(c) The student successfully completes an independent study project that upon its completion is certified by the supervising faculty member to have been a “writing intensive” independent study project. Projects will qualify for this designation only if they include *substantial coaching and feedback on writing skills as a central component of the project*, apart from any coverage of an area of substantive law.

The course or project must be graded by a faculty member, and receive a grade of “C” or better; or a faculty member must certify to the Registrar that the student’s written work would, if graded, receive a grade of “C” or better.

2. Capstone writing experience. The student must successfully complete a course or independent study project which, upon its completion, the instructor or supervising faculty member certifies was a “capstone writing” experience for the student. Courses and independent study projects will qualify for this designation only if they *require a significant written product that involves complex legal analysis and the use of sophisticated writing skills*. The written product must involve a mandatory rewrite after a draft has been reviewed and commented upon by the faculty member grading the written product; the final product must be reasonably responsive to the commentary and criticism received. The course or project must be graded by a faculty member and receive a grade of “C” or better.

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Students are strongly encouraged to complete the “writing intensive experience” before undertaking the “capstone writing” project.

The following rules are applicable to both the “writing intensive experience” requirement and the “capstone writing” requirement:

- A. The course or project must be undertaken for academic credit for at least two semester hours.
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2. Use of one paper to get credit for more than one class (including a class and law review) for which the student is concurrently enrolled is permitted only as follows:
 - a) The student must disclose the intention to use one paper to satisfy more than one class to all professors involved. Failure to make such a disclosure is an honor code violation.
 - b) The finished paper must be worth the total credit of the two classes (e.g. a 2 credit seminar and another 2 credit class equals a 4 credit paper).
 - c) The student must prepare a written petition outlining the intent and understanding of the paper’s credit equivalent, and the petition must have the written approval of both supervising instructors.
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for a later class, must have the written approval of the subsequent professor.

Professionalism Requirement

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The Curriculum Committee has approved the following options to satisfy the professionalism requirement:

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Professional Skills Requirement

Each student must take a minimum of 2 credit hours in a class from the list approved by the faculty as meeting the professional skills requirement. For a current list, see the graduation requirements on the web site.

<http://law.lclark.edu/dept/lawreg/regguidelines.html>

Also see the section of [“Requirements Applicable to All JD Candidates”](#)

Graduation Requirements for J.D. Students Entering FALL 2010

Required Courses:

Civil Procedure I & II
Constitutional Law I & II
Contracts I & II
Criminal Procedure I
Legal Analysis and Writing I & II
Legal Elements
Property
Torts I

Complete one seminar course (see Seminar Requirement on page 13.)

1. Complete the Professionalism Requirement (see description on following page);
2. Professional Skills Requirement (see description on page 14);
2. Complete two writing requirements: WIE and Capstone. Submit writing requirement notifications to the Registrar (online forms for writing requirements: http://law.lclark.edu/dept/lawreg/forms_index.html)
3. Complete a minimum of 90 semester hours of which 72 are graded and/or required. For purposes of this requirement, the ungraded credits of an externship shall be considered a graded course; complete 65 semester hours of course work in classes with regularly scheduled class time (for details of this requirement see full description of minimum number of minutes spent in class.)

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The course or project must be graded by a faculty member, and receive a grade of “C” or better; or a faculty member must certify to the Registrar that the student’s written work would, if graded, receive a grade of “C” or better.

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- A. The course or project must be undertaken for academic credit for at least two semester hours.
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Professional Skills Requirement

Each student must take a minimum of 2 credit hours in a class from the list approved by the faculty as meeting the professional skills requirement. For a current list, see the graduation requirements on the web site.

<http://law.lclark.edu/dept/lawreg/regguidelines.html>

Also see the section of [“Requirements Applicable to All JD Candidates”](#)

Requirements Applicable to ALL J.D. Candidates

To be issued a degree and to be certified to take a state bar exam, all students, in addition to completing the specific course requirements must:

- ◆ Have no outstanding incomplete coursework;
- ◆ Have a minimum yearly and cumulative GPA of 2.00 or better at time of graduation; (see rules on [Standard for Continuation and Academic Probation](#))
- ◆ Have all official transcripts on file for undergraduate and advanced degree studies;
- ◆ Submit Degree Applications during the fall before graduating.
- ◆ Clear all accounts with the Student and Departmental Account Services, Law Library, Law Bookstore, Law Business office (check Web Advisor for any holds on your student account); complete any required exit interviews with Student Financial Services.
- ◆ Be approved for graduation by the faculty; (see [Commencement](#))
- ◆ Be in good standing both academically and in matters of discipline.
- ◆ ABA standards state that students must complete all law school work within 84 months of starting law school and no less than 24 months from starting law school.

The Registrar’s office distributes additional Degree Audit forms to graduating students each year (fall & spring).

There is a self-audit form online: http://law.lclark.edu/dept/lawreg/forms_index.html

Minimum Number of Hours in Courses with Regularly Scheduled Classes

ABA Standard 304 regarding accreditation of law schools states that a student must complete at least 45,000 minutes of study, 65 semester hours, by attendance in regularly scheduled class sessions at the law school. Classes listed below will not count completely as regularly scheduled classes. Some of these classes may allow partial credit.

Externships - full semester externships worth 14 credit hours of credit and summer externships worth 6 hours of credit do not count as regularly scheduled class hours.

Clinical Internship Seminars - are worth 4 hours of credit; 2 hours of credit will be counted toward the regularly scheduled class hours.

Law Review - 2 to 8 hours total of credit; all credit earned will not count toward the regularly scheduled class hours.

Independent Study - typically 2 hours of credit; students are limited to taking no more than 8 total credits during law

school; any credit earned will not count toward the regularly scheduled class hours.

Moot Court - typically 1 to 2 hours of credit; no credit earned will count toward the regularly scheduled class hours.

Community Development Law Center: Business Practicum - 3 hours of credit; no credit will count toward the regularly scheduled class hours.

Note: than any clinic that is taught by full-time professors whose primary work is teaching, counts toward the 45,000 minute minimum (65 semester hours). This includes the Lewis & Clark Civil Litigation Clinic downtown, and the PEAC, IELP, NCVLI, Small Business Legal Clinic, and Animal Law Clinic.

People who may run into an issue with this are primarily students who are doing externships plus law review or independent study. Students doing externships plus law review or several hours of independent study should check with the Registrar to see if they are running up against the limit.

Minimum Number of Graded and/or Required Credits Requirement

Students must earn a minimum of 72 semester hours in graded and/or required courses. For purposes of this requirement, the ungraded credits of an externship shall be considered a graded course.

A day student is required to take at least 14 and not allowed more than 17 semester hours of credit per semester. An evening student is required to take at least 9 and not allowed more than 12 semester hours of credit per semester.

Semester-Hours Requirements Underloads

A day student in good academic standing who has accelerated the accumulation of the required total hours of credit, may petition to take 12 or 13 hours of credit as an underload in any one semester. Such a petition will be granted only once for each student.

An evening student in good academic standing who has accelerated the accumulation of the required total hours of credit, may petition to take 8 credit hours of credit as an underload in any one semester.

ABA Rules Regarding Working More than 20 Hours Per week

ABA rules preclude a student from working more than 20 hours per week in any week the student is taking more than 12 credit hours of course work.

ABA Limit on Credit Hours Per Semester

ABA rules prohibit students from taking in any one semester more than 20% of the total credits required for graduation.

Link for Degree Planning information: http://www.lclark.edu/law/offices/registrar/degree_planning/

End of Graduation Requirements Section

International Students: Full-time Status (International Office: <http://law.lclark.edu/dept/iso/>)

To comply with the Student and Exchange Visitor Information System (SEVIS) of the Immigration and Naturalization Service (INS), international students on F-1 and J-1 visas will not be permitted to register for less than a full-time study unless they have their official “Underload Form” approved by both the Associate Dean of Academic Affairs and the International Student Services Office. Full-time status for international students is 12 or more semester hours for a day division; 9 semester hours for evening division; and 5 semester hours for LLM students. Any F-1 or J-1 student who registers for less than a full course of study (other than summer) without a waiver of the full-time requirement will have their registration cancelled by the 14th day of school.

Commencement http://law.lclark.edu/dept/lawreg/grad_info.html

A list of the students meeting all graduation requirements will be provided by the Registrar for faculty confirmation before each graduation date. May confirmation is the week of commencement; summer confirmation is in September; and December confirmation is in February. The actual degree dates for summer, December and May, will be set each year by the Registrar. Summer degrees are issued mid-June, the end of June, and mid-August.

All students who are eligible to graduate will be sent a preliminary degree audit and application in the fall semester of the year in which they are eligible to graduate. Students must complete and return the form to the registrar in order to graduate. Each individual student is responsible for keeping track of whether she/he is on track in meeting the graduation requirements. The preliminary and final audit by the Registrar are the official checks of a student's record unless it is specifically requested earlier. A form is available in the Registrar's office or online http://law.lclark.edu/dept/lawreg/forms_index.html for any student who wishes to audit his/her transcript before the senior year and each student is urged to monitor her/his own progress toward graduation. Graduation requirements are set out in this book.

Final grades in the spring, for students graduating in May or the summer, are due approximately one week before commencement. Grades for all seniors in all classes are entered and final grade point averages are computed by the Tuesday before graduation, or if the student is the subject of a disciplinary hearing at the time of the commencement, the Dean may determine that the student is not eligible to participate in the ceremony. The student will be notified as quickly as possible if he or she is not going to be allowed to participate.

All students who have completed the requirements for graduation the previous December, or by the May confirmation date, or who, in the Dean's estimation, are reasonably likely to have completed them by the August confirmation date, may participate in the commencement ceremony. At commencement, the May or December graduate(s) with the highest G.P.A., may be asked to present the “Reflection of the Graduates” speech.

Participation in the ceremony by the prospective summer graduates is purely formal, and does not constitute a representation by the law school that they will successfully complete the requirement for graduation. For this reason, the faculty will not consider the issues of participation in the ceremony at its confirmation meeting, and will confine itself to the confirmation of degrees.

If a student has not fulfilled all graduation requirements at the time of the faculty confirmation, his/her degree date will be postponed to the next graduation date. When the degree requirements have been completed, certification of completion of program may be sent to state bars or other parties by the Registrar. The date of the degree however, will be that of the next graduation date.

Transfer Students

In the case of students transferring in the amount of credits accepted and the further required curriculum to graduate from Lewis & Clark, will be determined by the Associate Dean of Academic Affairs or his designate.

Grading System, Probation and Dismissal

The law school uses a grading system ranging from A+ to F. For the purpose of determining grade point averages, grades have been assigned the following numerical equivalents:

| | |
|--------------|----------|
| A+ | 4.3 |
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| D+ | 1.3 |
| D | 1.0 |
| D- | 0.7 |
| F | 0.5 or 0 |

The semester, yearly and cumulative average of each student will be computed according to the number of semester hours in each graded subject. Individual grades are not rounded; cumulative grade point averages are rounded to the second decimal place only.

The standards for the various grades are as follows:

| | |
|-------------------|----------------|
| A+,A,A- | Excellent |
| B+,B,B- | Good |
| C+,C,C- | Satisfactory |
| D+,D,D- | Unsatisfactory |
| F | Failing |

F's will be treated as a .5 for the purposes of grade averages, unless specifically designated as a "0" by the professor.

The law school also uses grades that have no grade points assigned. These grades are not used when figuring the semester, yearly or cumulative average of each student.

CR - Credit earned.

INC - Course work not completed.

NC - No credit earned.

W - A designation meaning the student withdrew from the course after the end of the semester due to special circumstances.

XT - Extended grading. This indicates a student is registered for and working on a course in one semester but is not required to complete the course and have a grade entered until a subsequent semester (i.e., externships and graduate environmental thesis).

YL - Prior to Fall 2003, year long classes had the grade YL assigned first semester indicating that the credit and grade would have appeared on the transcript for the final semester of the course and would have applied to the total number of hours for which the course was offered.

Ungraded Courses

Courses are designated as graded or ungraded by the curriculum committee. **There is no option for J.D. students to individually request a graded course be ungraded.**

Maximum Grade Averages (curve)

Effective Summer 2005, the following regulation regarding the maximum grade averages for courses has been introduced and will replace previous expected grade averages.

1. The maximum grade average will be 3.0. in
 - a) each first-year class and
 - b) in upperclass courses having an enrollment of over 20 students, and in which students are assessed solely by means of examination.

For the purposes of this rule, students in a course are assessed solely by means of an examination if the written examination is the primary component of the grade, even if other factors such as class participation are taken into account in determining the final grade.

2. The expected maximum grade average in classes in which a paper satisfying the Capstone writing requirement is used as the sole means of assessment will be 3.30. It is expected that this average will only be exceeded in exceptional circumstances, where papers submitted by the majority of students in the class are remarkably strong.
3. In classes having an enrollment of 20 students or less, in which the Capstone writing requirement paper is not used as the sole means of assessment, and in classes having an enrollment of over 20 students, not evaluated solely by means of an examination, the faculty member will have the discretion to determine the appropriate grade average, subject to the following rules:
 - a) the grade average may exceed 3.00 if the faculty member determines, in the exercise of reasonable discretion, that the nature of the class and overall student performance justifies a higher average.
 - b) in exercising this discretion, the faculty member will take into account factors such as the advanced or specialized nature of the class, the method of assessment used, and the fairness of increasing the grade average beyond 3.00.
 - c) the expected maximum grade average in these classes will not exceed 3.30.
4. By its nature, independent research is not subject to this rule.
5. This rule prescribes maximum grade averages. It is not intended to limit the discretion of a faculty member to determine a grade average below the maximum.
6. Compliance with this rule:
 - a) All members of the full-time faculty and adjunct faculty are required to comply with this rule.
 - b) At the beginning of each semester, the Registrar will report to the faculty on the grade averages of all courses taught in the previous semester to enable faculty members to monitor compliance with this requirement and to be informed of the manner in which discretion has been exercised. A faculty member who has submitted grades on the high end of the discretionary scale may provide the Registrar with a written explanation and justification to be circulated with the Registrar's report.
 - c) At the time of appointing adjunct faculty, the Dean will ensure that this rule is specifically brought to the attention of and explained to the adjunct faculty member, and that the importance of compliance with the rule is stressed.

The Dean will monitor grades submitted by adjunct professors, and, where appropriate, will call for justification of a high grade average.

Incompletes

A grade of “incomplete” will not be given in a course except in extraordinarily compelling circumstances. Where the grade in a course is based on a final examination, such circumstances must be demonstrated in a petition to the Dean who will rule on such petition after consultation with the professor involved.

Where the grade in a course is based on work other than a final examination, such circumstances must be demonstrated to the satisfaction of the professor involved.

A student who receives permission to receive a grade of “incomplete” in a course must complete substantially the same requirements which the other students in the course fulfilled, to the satisfaction of the professor involved, by the end of the next full semester, or the grade of F may be entered for the course.

Students who need to complete an “incomplete” in order to graduate will be listed as graduating at the next available graduation date. If, however, the “incomplete” is not made up in time for this graduation date, the student will be removed from the list of potential graduates and only reinstated when the required work to finish the incomplete course has been submitted to the professor for a final grade.

Failure to Take a Final Exam

Failure to take a final examination without either prior permission or the existence of exceptional, extenuating circumstances, making it impossible to obtain such permission, will result in a grade of F for such course work.

Grade Changes

Once a grade has been recorded, it will not be changed except on the basis of a clerical or computational error.

Legal Analysis & Writing Grade of F

Although Legal Analysis and Writing (LAW) grades normally are not included in the calculation of grade averages, they are recorded on student transcripts. Students who are required to repeat the course will receive a separately recorded grade of “no credit” in addition to the passing grade ultimately earned. Where students have fundamentally refused or failed to comply with the requirements of the course, the instructor will enter an F on the transcript which will be averaged in with other grades.

Class Rank and Academic Honors

Effective spring 2004 student ranking will be redefined. Both day and evening students will be in the same class based on the level of completion of the JD program. The levels will be 1L, students who started the JD program effective fall of the academic year; 2L, students who are not 1L or 3L, and 3L students who will be graduating during the current academic year or following summer and are completing their degrees. For the purpose of class level identification, the academic year begins fall semester each year.

Beginning with grades for spring 2004 all students will be ranked each semester in the class level that applies to them, except for first year students who will not be ranked in fall semester their first year. The class ranking is done approximately 20 days after the semester grades have been finalized.

Only students in the top 25% of each class level will be individually ranked based on the cumulative g.p.a.

Each semester we will publish a data sheet showing what g.p.a. would qualify a person to be in the top 5%, 10%, 15%, 20%, 25%, 33^{1/3} %, and 50% of class level. The data sheet will show these levels for both the cumulative g.p.a. and the yearly g.p.a.

Class rank will not appear on student transcripts, but will be maintained by the Registrar and will be provided to the student or to third parties only at the written request of the student. An email will notify you rank is available.

Starting with graduation of 2005, there will be a special graduation award for the top student who was an

evening/part-time student for the entire law school career.

Transfer students who were evening/part-time students in their previous school will be included if they complete their education as an evening/part-time student at Lewis & Clark Law School. Please visit our website for rank: <http://www.lclark.edu/dept/lawreg/classrank.html>

The granting of academic honors will be done on the basis of final cumulative grade point average at the time of graduation. The grade point averages necessary to receive honors are as follows:

| | |
|----------------|-----------------|
| 3.85 and above | Summa Cum Laude |
| 3.65 to 3.84 | Magna Cum Laude |
| 3.30 to 3.64 | Cum Laude |

At commencement the May or December graduate(s) with the highest G.P.A. may be asked to present the "Reflection of the Graduates" speech.

Attendance

The American Bar Association accreditation standards require students to regularly attend the courses in which they are registered. Lewis & Clark expects students to attend classes regularly and to prepare for classes conscientiously. Specific attendance requirements may vary from course to course. Any attendance guidelines for a given class must be provided to students in a syllabus or other written document at the start of the semester. Sanctions (e.g., required withdrawal from the course, grade adjustment, and/or a failing grade) will be imposed for poor attendance.

Standard for Continuation

In order to continue law school a student must be in good standing or on probation. In order to graduate, a student must be in good standing. At the time of raising the mandatory curve effective Summer 2005, the faculty also raised the grade point averages required to remain in school on probation.

Students who entered prior to Fall 2005:

Good standing requires a cumulative *and* yearly grade point average at the end of any academic year of 2.00. Any student whose cumulative or yearly grade point average at the end of any academic year is at or above 1.70 but is below 2.00 will have one semester to get the grade point average(s) to the required minimum. Any student who does not reach the required minimum, will be academically dismissed.

Students entering in Fall 2005 and later:

Good standing for a student at the end of the first year is a minimum yearly and cumulative grade point average at the end of the first academic year of 1.80. Students whose cumulative or yearly grade point average at the end of the first year is at or above 1.60 but below 1.80, will have one semester to get the grade point average(s) to the required minimum. Those who do not reach the required minimum will be academically dismissed. Any student with a yearly or cumulative grade point average below 1.60 at the end of an academic year will be academically dismissed. See the "Probation Rules" & "Academic Dismissal" at the link above for details.

Good standing for upper division students, any student other than a first year student, is a cumulative *and* yearly grade point average at the end of any academic year of 2.00. Any student other than a first year student whose cumulative or yearly grade point average at the end of any academic year falls at or above 1.80 but is less than 2.00, will have one probationary semester to raise the grade point average(s) to the required minimum. Any student who does not reach the required minimum will be academically dismissed. Any upper-division student with a cumulative *or* yearly grade point average below 1.80 at the end of an academic year will be dismissed.

For the purpose of applying the rules relating to continuation, dismissal, or probation, averages will only be rounded to the second decimal place. See detailed rules on probation and dismissal on the continuing pages.

ABA Standard for Completion

Students must complete the work for the J.D. degree within 84 months of the date they start law school.

Probation Rules

General Rules:

The determination of whether or not a student is to be placed on academic probation will be made at the end of the academic year.

A J.D. student must attain the required GPA both cumulatively and for the current academic year. If *either* is below the required minimum, a student may be dismissed or placed on probation.

The "start date" of a student will determine what standard is applied for probation and dismissal. Students who start in Fall 2005 and after will be under the new standard for probation and dismissal. Students starting prior to Fall 2005 will be on the old standard since their grade point averages will have been earned partially under the old curve and partially under the new one.

First Year Students (*Students entering in Fall 2005 and later*)

Any first year student whose cumulative or yearly grade point average at the end of the first academic year is below 1.60 will be academically dismissed. Students whose cumulative or yearly grade point average at the end of the first year is at or above 1.60 but below 1.80, will have one semester to get the grade point average to the required minimum. Those who do not reach the required minimum will be academically dismissed.

Upper Division Students (*Students who entered prior to Fall 2005*)

Any J.D. student whose cumulative or yearly grade point average at the end of any academic year goes below 1.70 will be academically dismissed.

Any student whose cumulative or yearly grade point average at the end of any academic year is at or above 1.70 but is below 2.00 will have one semester to get the grade point average(s) to the required minimum. Any student who does not reach the required minimum will be academically dismissed.

Students entering in Fall 2005 and later:

Any J.D. student other than a first year student whose cumulative or yearly grade point average at the end of any academic year falls below 1.80 will be academically dismissed. Any student other than a first year student whose cumulative or yearly grade point average at the end of any academic year falls at or above 1.80 but is less than 2.00, will have one probationary semester to raise the grade point average(s) to the required minimum.

All Probationary Students

Any student on probation should make every effort to avoid receiving an incomplete in a course during the probationary semester. The Registrar's Office will make every reasonable effort to obtain the grade for any incomplete's before calculating grade averages which may have the effect of placing a person on probation or of dismissing a person.

However, when an incomplete cannot be eliminated by the time necessary to calculate the grade averages, all incompletes for the probationary semester will be included in the calculation as a grade of either 1.80 C-, in the case of students completing the requirements for first year probation, or 2.00 C, in the case of students completing the requirements for upper division probation. This rule applies only to the calculation to determine probation or dismissal; if the student continues in school, either on probation or off, then the final grade entered on the transcript will be the actual grade for the work once it is completed and graded.

Once the Registrar's Office has made a reasonable attempt to get a grade for the outstanding incomplete(s) and made the dismissal or probation determination using the formula above, a student will not be readmitted, removed from probation, dismissed, or placed on probation as a result of completing the incompletes and having the grade point average re-calculated. For the purpose of calculating grades for students on probation, each professor must determine

the individual grade of the probationary student at the end of the probationary semester notwithstanding the fact that a course continues for a full year.

Summer School Enrollment in the Case of Probationary Students

Probationary students who have completed their second year of law school may enroll in summer school and may have summer school count as a probationary semester.

Summer school will not be treated as a probationary semester for those students placed on probation at the end of the first year.

Grades earned in summer school will not be computed in the student's cumulative or yearly grade average until the student is removed from probation. Students who have enrolled in summer school after the first year of law school may remain enrolled in summer school even though they have been placed on probation at the end of the first year.

Following successful completion of the probationary period, grades earned in the summer school session will be computed in the student's cumulative grade average.

Effect of Medical or Distress Withdrawal on a Probationary Student

A probationary student who qualifies may apply for a Medical or Distress Withdrawal under that rule prior to the taking of examinations. After such withdrawal, the student may apply to the Dean for one probationary semester. Such probation will be subject to the provisions contained in this rule, as well as to any other terms and conditions which the Dean may impose.

Curriculum Limitations on Students Placed on Probation

Every student on probation must have a mandatory counseling session with the Associate Dean for Academic Affairs and obtain schedule approval from her/him prior to registering for any probationary semester. In planning and approving such schedules, the Associate Dean for Academic Affairs shall provide to the extent possible for the student to take any required courses in which the student has received a failing grade. Students on probation are eligible for some services through the Academic Enhancement Program.

Failing Grades and Repeating Classes

A student who receives an F in any course will not receive semester hours of credit toward graduation for such failed course, but the failing grade will be included in the student's record and grade averages for all other purposes.

A student who receives an F in any required course must repeat and pass the course.

1. The failed course must be repeated by the student during the next academic year, during the first semester in which it is offered.
2. A student who does not pass a required course after repeating it will be academically dismissed even if the student otherwise qualifies for continuation or probation.
3. A student who repeats a required course may take the course from a different professor if it is being taught by a different professor during the next semester.

A student who receives an F in a non-required course may, with the permission of the professor, elect to repeat the course.

If a student repeats a failed course both the failing grade and the repeat grade will be used in computing the student's cumulative (and, if appropriate, yearly) grade average and class rank.

A student who receives a grade of D-, D or D+ may repeat a course only under the following conditions:

1. There are available seats after all other students have registered;

2. The credit hours from the repeated course will be included for the purpose of determining the amount of tuition the student will owe;
3. The grade received the second time will appear on the transcript, but will not be included in the calculation of either cumulative or yearly grade point average.

A student who passes a course with a grade of C- or better may not repeat the course.

Academic Dismissal

The “start date” of a student will determine what standard is applied for probation and dismissal. Students who start in Fall 2005 and after, will be under the new standard for probation and dismissal. Student’s starting prior to Fall 2005 will be on the old standard since their grade point averages will have been earned partially under the old curve and partially under the new one.

Students starting school in Fall 2005 are subject to the following grade point requirements in regard to academic dismissal:

1. Any first year student who does not obtain a cumulative *and* yearly grade average of at least 1.60 at the end of the first academic year will be dismissed.
2. Any upper division J.D. student who does not obtain a cumulative *and* yearly grade average of at least 1.80 at the end of any academic year will be dismissed.
3. Any upper division J.D. student who, upon completion of a probationary semester granted at the end of the first academic year, does not obtain a cumulative and yearly grade point average of 1.80 will be dismissed.
4. Any upper division J.D. student who, upon completion of a probationary semester granted at the end of any upper division academic year, does not obtain a cumulative and yearly grade point average of 2.00 will be dismissed.
5. Any J.D. student who fails to pass a required course and again fails it after repeating it will be dismissed.

Students starting school prior to Fall 2005 are subject to the following grade point requirements in regard to academic dismissal:

1. Any J.D. student who does not obtain a cumulative and yearly grade average of at least 1.70 at the end of any academic year will be dismissed.
2. Any J.D. student who does not obtain a cumulative and yearly grade point average of 2.00 upon completion of a probationary semester will be dismissed.
3. Any J.D. student who fails to pass a required course and again fails it after repeating it will be dismissed.

Tuition policies in regard to academic dismissal can be found in the Section on “Tuition Policy: Withdrawals and Dismissal’s on page [80](#).

Reapplication after Dismissal

A student dismissed under these rules will not be permitted to continue at the law school. The faculty will **not** hear petitions to waive dismissal rules. This rule shall not be suspended. The Dean may, at his/her discretion, consider an application for reinstatement from a student who is academically dismissed. The fact of dismissal presumptively indicates that a student does not have the potential to perform well in law school.

Therefore the student petitioning for readmission should not expect favorable consideration unless he or she can convincingly demonstrate a change in circumstances which strongly indicates a substantial prospect of success upon readmission. The student shall provide the Dean with appropriate written material designed to demonstrate such a change in circumstances. If the Dean determines readmission is appropriate, he/she may impose academic requirements including, but not limited to, specific course work and progressive grade point average requirements, as he/she deems appropriate.

After a one year wait from the date of dismissal, a student denied reinstatement after petition to the Dean may apply to the law school to begin as a first year student. Such application will go to the admissions committee with the same presumption that dismissal indicates the student does not have the potential to perform well in law school.

The student has the burden to overcome that presumption. A written statement describing the reasons for readmission after dismissal will be kept in the student's file as required under ABA standards.

Joint J.D./LL.M. Program Environmental & Natural Resources Law

General Information

Lewis & Clark Law School now offers a joint J.D. /LL.M. degree program in Environmental and Natural Resources Law. The joint degree is designed for Lewis & Clark law students who would like to obtain both a J.D. degree and Master of Laws (LL.M.) degree.

When the J.D. and LL.M. degrees are pursued separately, it generally takes a full-time student two to three years to earn the J.D. degree (89 credits for students entering Fall 2008 and later) and one year to earn the LL.M. degree (26 credits). The joint degree program will allow Lewis & Clark law students to receive the LL.M degree in just one additional semester beyond their J.D. studies.

The joint program is available only to students who will receive their J.D. from Lewis & Clark. Students who earn their J.D. from another law school may apply for the LL.M. at Lewis & Clark as a separate one-year degree program, but cannot apply any credits earned as a J.D. towards the LL.M.

Application of Credit

Joint degree students will first complete all requirements for the J.D. degree and then move into the "LL.M. phase" of the program. J.D. students must complete all requirements for the J.D. degree and officially graduate from the J.D. program before beginning the LL.M. phase.

During their final semester as a J.D., joint degree students will register for one credit of the first semester of the two-credit two-semester LL.M. seminar. (Students will register for the second semester of the LL.M. seminar in the LL.M. phase.) While this one credit will be taken while the student is still a J.D., it will apply only to the LL.M. degree and not to the J.D. degree. This means that each joint student will begin the LL.M. phase of the program with one credit already earned toward the LL.M. seminar. (Note that the seminar is not graded or considered completed until both credits are completed.) There will no tuition charged for this first credit of the LL.M. seminar taken as a J.D. student.

Up to 12 credits of approved environmental and natural resources classes earned as a J.D. can be applied towards the LL.M. degree. In the LL.M. phase, the student will then complete the number of additional credits of approved coursework needed to total at least 26 credits. J.D. students entering the joint program are required to take Administrative Law and Environmental Law as a J.D.; however, the credits earned in these classes will not count towards the 12 credits that can be applied towards the LL.M. degree.

Please note that even if a student completes more than 12 credits of coursework in the environmental and natural resources curriculum as a J.D., no more than 12 of these credits can be applied to the LL.M. degree. If a student earns less than 12 credits of applicable coursework as a J.D., it may take more than one semester to complete the LL.M. phase of the program depending on the amount of credits needed.

There is no minimum amount of environmental credits a student must take as a J.D. student to apply to the LL.M. degree; however, the fewer environmental credits taken as a J.D., the more credits the student will need to take as an LL.M. If a student needs to take more than 17 credits in the LL.M. phase, the student will need to take more than one semester of the LL.M. phase, absent unusual circumstances.

See “Applicable Classes” below for more information on classes taken as a J.D. that will apply towards the LL.M. degree.

Admissions Process

Applicants to the joint program must first be admitted to or already enrolled in the J.D. program at Lewis & Clark. There are two possible times an applicant can apply to the joint program: at the same time the applicant applies to the J.D. program (available to J.D. applicants for fall 2009 or later) or during the second year of J.D. study.

(1) Applying at same time as J.D. application:

Applicants (for fall 2009 and later) who wish to be considered for admission to the joint program *prior* to starting the J.D. program should check the “joint degree” box on the J.D. application form and include a short additional statement of 1-2 pages with their application materials regarding their interest in and qualifications for the LL.M. degree.

Admission to the J.D. program is a prerequisite for admission to the joint program and joint degree applicants will first be considered for admission to the J.D. program. If admitted to the J.D. program, an applicant for the joint degree will then be passed to the committee that determines LL.M. admission. Applicants will be notified of admission to the J.D. program prior to being notified of admission to the LL.M. program and may be asked to make a decision regarding the J.D. program prior to being notified if they have also been admitted to the joint program. An applicant will still be considered for admission to the J.D. program alone if not admitted to the joint program. Applicants who are not admitted to the joint program at the time of J.D. admission are welcome to apply again later under the second method described below.

(2) Applying after beginning the J.D. program:

Students may also apply for the joint program *after* beginning the J.D. program at Lewis & Clark. For optimum consideration, please submit applications between March 15 and August 1 of your second year. Earlier applications may be accepted if earlier decisions are needed (but not prior to completion of at least two semesters of J.D. study) and later applications may be accepted if there is room in the class. Students applying under this timeframe will complete the standard LL.M. application and include a statement of interest in and qualifications for the LL.M. program, as well as the other requirements for LL.M. applicants. (See the LL.M. application and related Web pages for more information.)

As noted above, J.D. students who are accepted into the joint program will take the first semester of the LL.M. seminar in their final semester as a J.D. and so should leave room in their J.D. schedules for this one-credit seminar. This one credit will be applied to the LL.M. seminar for the LL.M degree and will not apply towards the J.D. degree. No tuition will be charged for this first credit of the LL.M. seminar taken as a J.D. student.

Note that the LL.M. program may be limited in size in any given year and will also include graduates of other law schools who are pursuing the LL.M. degree as a separate program.

A student admitted to the joint program who subsequently wishes to withdraw from the joint program and pursue only the J.D. degree must give written notice to the Program Director by no later than the first week of the student’s final semester as a J.D. student. Students who wish to withdraw from the joint program after this date must pay a fee of \$250.

Transfer Students

J.D. students who transfer to Lewis & Clark from another law school may be eligible to apply to the joint degree program. However, transfer students must receive their J.D. degree from Lewis & Clark and must earn at least 10 approved credits at Lewis & Clark as a J.D. that can be applied to the LL.M. degree. One class, of up to three credits, earned at the prior law school and that is transferred to Lewis & Clark, may be applied to the LL.M. degree with prior permission of the Program Director. Visiting students who will not receive their J.D. from Lewis & Clark are not eligible for the joint degree program.

Admissions Criteria

The same criteria used to determine J.D. admission generally at Lewis & Clark will be applied to applicants to the joint program for the J.D. phase of the admissions process. In determining admission to the LL.M. phase of the program, the LL.M. admissions committee will look for applicants with an outstanding academic record, excellent writing skills, a demonstrated interest in environmental/natural resources law, and a compelling expression of interest in receiving both degrees.

Requirements for J.D. Degree

Students in the joint degree program must meet the same criteria for the J.D. degree as all other J.D. students in terms of required credits, papers, and all other graduation requirements. In addition, joint degree students must meet the requirements for the LL.M. degree, described below, as well as applicable requirements for the LL.M. in general described elsewhere in “What’s What.”

Students entering the joint program are required to take both Administrative Law and Environmental Law as a J.D. However, the credit earned in these classes cannot be counted as part of the 12 credits applicable to the LL.M. program.

Requirements for LL.M. Degree

Credits and GPA:

LL.M. students must earn a minimum of 26 credits. Joint degree students will be allowed to apply up to 12 approved credits from the environmental and natural resources law curriculum earned as a J.D. towards the 26 credits needed for the LL.M. degree. (See “Applicable Classes” below.) LL.M. students must have a minimum cumulative GPA of 2.50 in order to receive the LL.M. degree. The GPA for joint degree students will be calculated cumulatively from the credits earned as a J.D. that are applied to the LL.M. degree and the additional credits earned in the LL.M. phase of the program.

Students who are admitted to both the J.D. and the LL.M programs *prior to* starting the J.D. program must maintain a minimum cumulative GPA of 2.50 in all classes taken as a J.D. in order to retain eligibility for the joint degree. Students who are admitted to the joint degree program *after* beginning the J.D. program must also maintain a minimum cumulative GPA of 2.50 in all classes to retain eligibility. In addition to an overall GPA of 2.50, J.D. students must also have a minimum cumulative GPA of 2.50 in the eligible classes they wish to apply to the LL.M. degree.

LL.M. Seminar:

Joint degree students are expected to meet all of the other criteria for receiving an LL.M. degree, including completion of the required two-semester LL.M. seminar and its accompanying paper. The LL.M. seminar paper is *in addition* to any papers a joint degree student may have written as a J.D., including papers written to meet J.D. graduation writing requirements.

As noted above, joint degree students will register for one credit of the first semester of the LL.M. seminar in their final semester as a J.D. While this credit will be taken while the student is still a J.D., it will apply only to the LL.M. degree and not to the J.D. degree. This means that each joint student will begin the LL.M. phase of the program with one credit already earned toward the two-credit required LL.M. seminar. The student will then register for the

second semester of the LL.M. seminar in the LL.M. phase of the program for an additional credit. Students do not receive a grade in the LL.M. seminar until completion of both semesters. Students will select a topic for their seminar paper in the first semester of the seminar, but will not be expected to complete it until the second semester of the seminar.

J.D. students will not pay any tuition for the one credit of the LL.M. seminar taken as a J.D. They will, however, pay for the second credit of the LL.M. seminar in the second semester in the LL.M. phase. The LL.M. seminar will *not count* as the required seminar needed to receive the J.D. degree.

LL.M. Thesis Track:

There are two “tracks” in the LL.M. program: a non-thesis and a thesis track. A thesis is a six-credit writing project reserved for exceptionally motivated and qualified students who wish to develop a substantial publishable piece of writing. Because joint degree students will complete the LL.M. degree in a shorter period of time than if they were pursuing the LL.M. degree separately, pursuing a thesis as a joint degree student is only allowed for those students who can demonstrate the highest level of aptitude for writing and for completion of a thesis in a timely fashion. Opting for the thesis track as a joint degree student will mean a student is highly unlikely to complete the LL.M. phase of the program in one semester.

Timing

Absent unusual circumstances, joint degree students are expected to begin the LL.M. phase of the program in the fall or spring semester immediately following receipt of their J.D. degree. A student who completes the J.D. degree in May, may choose to begin the LL.M. phase of the program in the summer following receipt of the J.D. degree; however, a student may not complete all of the remaining credits needed for the LL.M. phase of the program in the summer only. Students must take at least the final credit of the LL.M. seminar and complete their LL.M. seminar paper in the following fall semester.

Depending on individual circumstances, we anticipate that a student enrolled full-time in both the J.D. and LL.M. phases of the joint degree program will generally be able to complete both degrees in seven semesters, assuming the student takes close to 12 credits of applicable credits as a J.D. More time will be allowed for those students who choose to pursue one or both phases of the program on a part-time basis. Each degree must be completed within the following overall timeframes: a J.D. must be completed within 84 months of beginning the J.D. program and a LL.M. degree must be completed within 2 ½ years of beginning the LL.M. phase of the joint degree program.

In order to be considered a full-time student (important for some loan repayment systems and the school’s health insurance), you must be enrolled in a minimum number of credits in any given semester. Please consult with the Program Director, Registrar or Student Financial Services office regarding the minimum number of credits needed in any given semester.

Students who wish to take a temporary leave of absence or withdraw from either the J.D. or LL.M. phase of the program should consult the relevant sections of “What’s What” for important information, including permitted lengths and circumstances for leaves of absence and the impact of leaves of absence and withdrawal on tuition.

Considerations in deciding whether to pursue a joint degree

Obtaining an LL.M. degree is not for everyone. It will require at least one semester’s worth of work and tuition beyond the J.D. degree. The LL.M. degree is not a required degree to take any bar exam in the United States and employers rarely require a job applicant to hold an LL.M. degree in addition to a J.D. degree. The J.D. is the qualifying degree to take a bar exam and to practice law in the U.S. (with a few exceptions) and, in most cases, Lewis & Clark students will find that obtaining the J.D. degree, along with the Environmental and Natural Resources Certificate, provides adequate opportunities for employment.

However, for some students, the additional LL.M. degree may be of benefit and will allow students to take additional

classes, as well as pursue at least one additional writing project. In general, we encourage students to seek an LL.M. because they wish to pursue additional study in environmental law.

Tuition

Joint degree students will pay the prevailing J.D. tuition during the time they are pursuing the J.D. degree. Once a joint degree student completes the J.D. degree and moves into the LL.M. phase of the program, the student will pay the prevailing LL.M. tuition for the remaining credits needed to complete the LL.M. portion of the program. LL.M. tuition is paid on a per credit basis while J.D. tuition is paid on a per semester basis. Consult our application materials or Registrar's office for current tuition for each program.

Scholarships/Financial Aid

Note that scholarships that may be awarded to a J.D. student apply only to the time the student is pursuing the J.D. degree and will not continue once the student begins the LL.M. phase of the program. The law school is occasionally able to offer reduced tuition to LL.M. students based on exceptional need and merit.

Joint degree students will be responsible for determining whether any other financial aid they may receive as a J.D. student will continue in the LL.M. phase of the program and are urged to consult with the Student Financial Aid office prior to admission to the joint program.

Limitations

1. Environmental Certificate

Joint degree students will not be eligible to receive the Environmental and Natural Resources Certificate. The Certificate is only available to students pursuing the J.D. degree alone.

2. Gap in Time Between Degrees

Under the joint degree program, students must pursue the two degrees consecutively, i.e., other than a summer, there will be no break between completing the J.D. degree and beginning the LL.M. degree. An exception may be made for those students who petition for a temporary leave of absence for extenuating circumstances.

A student who receives a J.D. degree from Lewis & Clark who later wants to apply to the joint program will not be eligible to do so. Lewis & Clark J.D. graduates are, however, welcome to apply for the LL.M. program separately at any time and complete an additional 26 credits.

Size of Program

As the joint degree program is new for us, we cannot predict the size of the LL.M. class or available spaces at this time. The admissions committee will do its best to admit as many qualified students as the environmental program can accommodate while still maintaining the quality of the LL.M. program. The program will include both Lewis & Clark students pursuing the joint degree program, as well as graduates of other law schools pursuing the LL.M. program. This ratio, as well as overall class size, will likely vary each year depending on applications and qualifications.

Applicable Classes

To obtain the LL.M degree, LL.M students must earn a minimum of 26 semester hours of credit with a cumulative GPA of 2.50 or better. At least 18 of the 26 total credits must be from the environmental /natural resources curriculum. All classes listed as environmental/natural resources classes in the law school's registration materials, including summer environmental classes, count toward the 18 "environmental credits", except Administrative Law and Environmental Law. The two credits of the required LL.M seminar do count toward the 18 "environmental credits", as do the 6 credits of thesis, if a student elects to do a thesis.

A joint degree student may apply up to 12 credits of coursework earned from the environmental and natural resources curriculum during the J.D. phase of the program to the LL.M. program. All classes that apply towards the J.D. Environmental and Natural Resources Certificate as listed in "What's What," including environmental summer

classes, are eligible to be applied towards the LL.M. degree *with the exception of Administrative Law and Environmental Law*. Students must take Administrative Law and Environmental Law as J.D. students for the joint degree program, but the credits earned in these classes will not count towards the 26 credits needed for the LL.M. degree. The GPA earned in the classes to be applied to the LL.M. degree must be at least a 2.50.

As noted above, during the final J.D. semester, a joint degree student will register for one credit of the LL.M. seminar. Even though this credit will be taken while the joint degree student is still a J.D. student, it will be applied to the LL.M. degree only and not to the J.D. degree.

Other limits on classes that can be applied to the LL.M. degree are:

- Only one credit/no credit class, of up to 3 credits, earned as a J.D., may be applied towards the LL.M. degree.
- Only one individual research project on an environmental or natural resources topic may be applied towards the LL.M. degree
- Students may petition to have one class, of up to 3 credits, taken at another ABA-approved law school, apply to the LL.M. degree. Consult with the Program Director prior to taking a class at another law school to determine eligibility.
- If a student pursues an environmental externship while a J.D. student, the four graded credits of the externship can be applied to the LL.M., along with up to three of the non-graded credits earned as an extern.

For more information, contact Associate Dean Janice Weis or Assistant Director Lin Harmon: jweis@lclark.edu or lhwh@lclark.edu

LL.M. Degree

Note: Please also refer to the registration letter sent to you by the Program Director for details on registration and the LL.M. Program. LL.M.s should also review The What's What, as all general law school policies applicable to J.S. also apply to LL.M.s except as noted, as well as our website: http://law.lclark.edu/dept/elaw/llm_home.html

Overview of Program Requirements: U.S. Students

To obtain the LL.M degree, LL.M students must earn a minimum of 26 semester hours of credit with a cumulative GPA of 2.50 or better. At least 18 of the 26 total credits must be from the environmental/natural resources curriculum. All classes listed as environmental/natural resources classes in the law school's registration materials, including summer environmental classes, count toward the 18 "environmental credits", except Administrative Law and Environmental Law. Credits earned in Administrative Law and Environmental Law count toward the 26 total credits needed, but not toward the 18 "environmental credits". The two credits of the required LL.M seminar do count toward the 18 "environmental credits", as do the 6 credits of thesis, if a student elects to do a thesis.

Of the 26 credits, two apply towards the required LL.M. seminar. At least 18 of the 26 total credits must be from the environmental/natural resources curriculum. All classes listed as environmental/natural resources classes in the law school's registration materials, including summer environmental classes, count towards the 18 "environmental credits," except Administrative Law and Environmental Law. Credits earned in Administrative Law and Environmental Law count towards the 26 total credits needed, but not towards the 18 "environmental credits." The two credits of the LL.M. seminar do count towards the 18 "environmental credits," as do the 6 credits of thesis, if a student elects to do a thesis.

Students who have not taken Administrative Law or a survey Environmental Law class in law school fairly recently must take those classes as a LL.M. at Lewis & Clark as they are important foundational courses. Students may take those classes in the summer or during the regular year. In some cases, students who did not take these two classes in law school, but who have substantial practice experience in administrative or environmental law, may request

permission from the program director to waive those courses. As noted above, if you need to take either or both of these classes at Lewis & Clark, they will count towards the 26 total credits needed for the degree, but not towards the 18 “environmental credits” needed.

In order to be sure you are meeting the requirements for the LL.M. degree in terms of total credits and correct number of “environmental credits,” students are asked to submit their proposed schedules each semester to the program director and to inform the director of any schedule changes.

Overview of Program Requirements: International Students

To obtain the LL.M. degree, international students must earn a minimum of 28 semester hours of credit. International students are graded on a “credit/no credit” basis in all classes., unless they choose to have letter grades appear on their transcript. This choice should be made within three weeks after the first semesters grades are recorded. The student’s decision to list letter grades or credit/no credit on the transcript is final and irrevocable, and should be made after taking into account any future uses of the transcript by employers, other graduate schools, sponsors, and bar examiners. The form recording the student’s choice is to be signed by both the student and the director of the international LL.M program.

Of the 28 required credits, four credits must be taken in required courses: the 2 credit August International LL.M Seminar (unless attendance at the seminar is waived) and the 2 credit academic year LL.M graduate seminar. Of the remaining 24 credits, at least 18 credits must be in environmental or natural resources classes. One of these must be Environmental Law (unless the student has taken a similar course recently at a U.S. law school). We also strongly recommend that international students take Administrative Law as it is helpful in understanding the U.S. environmental regulatory and enforcement system. International students do not complete a thesis. As discussed below, the student will complete a professional-level graduate research paper in the LL.M graduate seminar.

Grading Policy for International LL.M Students

This grading policy applies to international LL.M students whose first language is not English. It applies to all classes, environmental and non-environmental.

These students are evaluated on a Credit/No Credit/Honors basis. The student will be awarded a grade of honors in classes in which the student would otherwise have received a grade of B+ or higher.

Students under this grading scheme who want to transfer credits into the J.D. program must have at least one Honors grade before applying to the Associate Dean for Academic Affairs. The Associate Dean will then evaluate the application to determine whether the student meets admissions standards.

Any students evaluated by this method are not counted in the grading curve for the course.

LL.M. Seminar: All Students

All LL.M.s need to register for one credit of the Graduate Environmental Seminar in each of *two* semesters (two credits total). Attendance is required for all LL.M.s. Other participants in the LL.M seminar will include the natural resources faculty and staff, and visiting scholars and fellows. Students will prepare a 20-30 page paper as part of the seminar on an environmental or natural resources law topic of their choice and will be graded in the seminar on their overall participation in the seminar, class presentation on their paper, and the paper.

Course Load/Timing

LL.M.s must register for a minimum of 5 credits each semester, except for summer school and the student's final semester if less than 5 credits are needed to complete the degree. If a student wishes to take less than 5 credits in any semester that is not summer or the final semester, they must request permission to "underload" from the Program Director. Note that a student must be registered for at least 5 credits each semester to be considered a full-time LL.M. student. Being less than a full-time student may impact a student's ability to defer loan repayments (depending on the lender), so please plan accordingly.

U.S. LL.M.'s have a total of two and one-half years in which to complete the degree. International LL.M.'s under U.S. Homeland Security regulations, must ordinarily complete their degree within 18 months and must contact the International Students and Scholars Office well in advance if an extension is needed. Extensions for U.S. students are granted only in exceptional circumstances upon written request to the Program Director. LL.M. students who are unable to complete all degree requirements may be eligible to receive a Certificate in Environmental and Natural Resources Law instead of the degree.

LL.M.s have a total of two and one-half years in which to complete the degree. Extensions are granted only in exceptional circumstances upon written request to the Program Director. LL.M. students who are unable to complete all degree requirements may be eligible to receive a Certificate in Environmental and Natural Resources Law instead of the degree.

Course Availability

All courses offered at the law school are open to LL.M. students, except for externships, moot court, (except Merhige National Environmental Competition, which permits LL.M.s to compete) law review, and courses for which an LL.M. student has already received credit in obtaining the J.D. or other degree. Internships and other practical experiences are available to LL.M.s. These include the **Environmental Clinic** (working with the on-campus Pacific Environmental Advocacy Center); the **International Environmental Law Project** (working with the on-campus international environmental clinic); and **Clinical Internship Seminar: Environmental/Natural Resources** (working part-time with an environmental lawyer or legal organization in Portland and attending a weekly class meeting.) You may also register for an **Individual Research** project with a faculty member. Consult the Course Description book for details on these opportunities.

Thesis (LL.M.)

U.S. students who want to complete a written thesis should register for six thesis credits. Students cannot register for less than six credits for the thesis. The Program Director will work with students to assign a thesis advisor and two readers.

Note that once a student is no longer registered for credit and is only working on the thesis, they are no longer considered an enrolled student for purposes of school insurance coverage, repayment of loans, etc.

Leave of Absence/Withdrawal (LL.M)

Leave of Absence

Students who need to take a temporary leave of absence from the program must request a leave in writing of the Program Director. The request must specify the basis for the requested leave and the estimated length of the leave. In the absence of unusual circumstances, leaves will be granted for one semester only. The time taken off for a permitted leave is requested and granted prior to the start of the published first day of the semester, the student will

no be required to pay tuition for that semester. If the leave of absence is requested and granted on or after the published first day of the semester, charges will be pro-rated according to the Policy of Charge Adjustment found on page 83. Therefore, the semester tuition charges and the LL.M Fee will be pro-rated on a per-day basis, based on the academic calendar, up to the 60% point of the period of instruction for the semester. After the 60% point, there will be no adjustment to these charges.

Withdrawal:

If an LL.M student wishes to totally withdraw from the program (i.e., not complete the program), the student must notify the Program Director and Registrar as far in advance as possible prior to the withdrawal. The withdrawal is effective as of the date the student notifies the Registrar and Program Director. Students who withdraw prior to the start of the published first day of the semester, will not be required to pay tuition for that semester. For LL.M students who totally withdraw from the program on or after the published first day of the semester, charges will be pro-rated according to the Policy of Charge Adjustment found on page 83. Therefore, the semester tuition charges and the LL.M Fee will be pro-rated on a per-day basis, based on the academic calendar, up to the 60% point of the period of instruction for the semester. After the 60% point, there will be no adjustment to these charges.

LL.M Tuition

LL.M. students are charged tuition by the credit hour. LL.M. students also pay a Student Activity and Building Fee of \$85.00 per year.

Add/Drop form available online at http://law.lclark.edu/dept/lawreg/forms_index.html

LL.M. students may register for, add and drop courses throughout the first three weeks of school without penalty. The initial billing will be based on the number of credits registered for at the time of billing. To avoid late charges on tuition, please pay tuition by the time it is due regardless of possible schedule changes. Your account will be adjusted if you change your schedule within the three week add/drop period after paying your tuition.

PLEASE NOTE the following policy on tuition adjustments for schedule changes (not withdrawals): Dropping classes during the first three weeks: ***Tuition reversed at 100% for dropped credits (as long as student is not dropping all credits)***. Dropping classes after 3 weeks: ***no reversal of tuition charges for schedule adjustment.***

Insurance

All LL.M.s are subject to the same policies on insurance as J.D.S. Please consult the section of this book addressing insurance or visit www.lclark.edu/dept/health for more details. Please note that you must be a registered student to be eligible for the college's insurance. If you have completed your coursework and are just working on your thesis and are not registered for credits, you are no longer eligible for the college's insurance.

Contacts

If you have any questions about the LL.M. program, please consult the Program Director Janice Weis at 503-768-6649 or jweis@lclark.edu, or the Assistant Director Lin Harmon Walker at 503-768-6882 or lh@lclark.edu. You may also visit the website at: http://www.lclark.edu/dept/elaw/llm_home.html

Certificates and Optional Curriculum

http://www.lclark.edu/law/offices/registrar/certificate_programs/index.php

Certificate in Environmental and Natural Resources Law/Animal Law

Lewis & Clark offers a Certificate in Environmental and Natural Resources Law or a certificate with an emphasis in Animal Law. This certificate, which may be awarded to qualified Lewis & Clark law students at graduation, visiting students enrolled in a J.D. program at another ABA-accredited law school, and Lewis & Clark LL.M. candidates who do not complete all degree requirements, recognizes successful curriculum concentration in the field of environmental and natural resources law. Students who believe that they will fulfill the requirements must complete the application forms available from the Registrar in order to be awarded a Certificate.

To qualify for a Certificate in Environmental and Natural Resources Law or certificate with an emphasis in Animal Law, students must complete the following requirements:

1. Complete Administrative Law and Environmental Law. Eight (8) additional credits in courses approved for the Environmental and Natural Resources Law Certificate program. For the Animal Law certificate, students must complete the general requirements for the environmental certificate and the Animal Law class. Four (4) of the eight additional credits, must be approved Animal Law classes. Check with the Program Director if you have questions about applicable courses. A minimum of five (5) of these additional credits must be in approved courses or seminars. No more than one course graded on a credit/no credit basis may be used to meet these credit requirements. The graded externship paper can be counted as a graded course, although the placement and seminar credits must be counted as “credit/no credit.” Course credit may be allowed, in the discretion of the Program Director, for one course, of up to three (3) units of credit, taken at another law school. To request that another class apply, please petition the Director prior to taking classes by including the course description and syllabus. While the credit earned at another law school may be applicable to the certificate, the grade earned will not apply to the GPA needed for the certificate. Please request review of classes you plan to take at another law school from the Program Director in advance.
2. Complete two substantial papers on topics applicable to the certificate sought (these can be the same as the A and B papers, but do not have to be). Students seeking the Animal Law emphasis certificate must write one (1) of the two papers on an Animal Law topic. To qualify the Certificate, a paper must be approved as qualifying toward the certificate by the faculty member with responsibility for it, and it must ordinarily be a paper that counts for at least 50% of the grade in the class. Papers written for Law Review must be approved by a Faculty Advisor to the Law Review; briefs written for Environmental/Animal Law Moot Court must be approved by the Faculty Advisor to Environmental/Animal Law Moot Court. One paper written for a course taken at another law school may be used to meet Certificate requirements with the approval of the Program Director. Faculty must approve papers for this certificate in writing. Forms for approval are available at the Registrar’s Office or on the Certificate website.
3. Maintain a GPA of “B-” (2.70) or better in Certificate courses.

LL.M. candidates who decide they cannot complete the LL.M. program may receive a Certificate instead, if they complete at least one substantial paper and complete the other requirements for the Certificate listed for J.D. students.

For a complete list of courses that qualify for the Environmental & Natural Resources Certificate see the website <http://www.lclark.edu/dept/lawreg/certificates.html> , also application and paper component forms.

Certificate in Federal Tax Law

The Certificate in Federal Tax Law, awarded to qualified Lewis & Clark students at graduation, recognizes successful curriculum concentration in the field of federal tax law. Students who believe that they will fulfill the requirements as set forth below must complete an application that is available from the Registrar in order to be awarded a Certificate.

Students qualify for a Certificate in Federal Tax Law by satisfying the following requirements:

a) Complete Income Taxation I, Corporate Taxation, and Estate and Gift Taxation, and six (6) additional credits in courses approved for the Federal Tax Law Certificate program. A minimum of three (3) of these additional credits must be in approved classroom courses or seminars.

No more than one course or program graded on a credit/no credit basis may be used to meet these credit requirements.

Course credit may be allowed, in the discretion of the Program Director, for one course, of up to three (3) units of credit, taken at another law school. (Questions regarding courses added to or removed from the curriculum from time to time, or the equivalency of any courses taken in other law schools, should be addressed to the Program Director.)

b) Complete one substantial research paper exclusively on one or more topics relating directly to Federal Tax Law. To qualify toward requirements for the Certificate, a paper must satisfy the "A" writing requirement, *and* be one of the following: (a) a paper written to fulfill course requirements in the Advanced Tax Seminar; (b) a paper written to fulfill course requirements in the Business Planning or Estate Planning Seminars, but only with advance approval of the topic and subsequent review of the paper by the Program Director; c) an externship paper, but only in connection with a Federal Tax Externship; or (d) an Individual Research paper, for a minimum of two semester hours, but only with advance approval of the topic and subsequent review of the paper by the Program Director. Note: Papers not written for graded credit do *not* satisfy this requirement.

c) Maintain a grade point average of B (3.00) or better in courses taken and selected as qualifying for the Certificate. No course credits transferred from another law school and accepted for use toward the Certificate will be used in computing the grade point average. For students entering the Law School before Fall Term 2005, this requirement shall be applied using the grade of "B-minus (2.70)" in lieu of "B (3.00)."

For a complete list of courses that qualify for the Federal Tax Certificate, see the website. <http://www.lclark.edu/dept/lawreg/certificates.html> Application form is also found at this website.

Certificate in Business Law

The faculty has approved a Certificate in Business Law. The certificate, which will be awarded to qualified Lewis & Clark Law School students at graduation, recognizes successful curriculum concentration in the field of business law. Students who believe that they will fulfill the requirements as set forth below must complete an application that is

available from the Registrar in order to be awarded a certificate. Students qualify for a certificate by satisfying the requirements set forth below:

Based on the course and writing selections indicated below, a student who satisfies the requirements for the certificate will be entitled to a certificate denominated "Certificate in Business Law."

Course credit may be allowed, in the discretion of the Director of the Business Law Program, for one course, of up to three (3) units of credit, taken at another law school. In that event, only the credit earned for that course will be applied to the certificate. The grade earned for the course will not be counted in determining the student's GPA for the certificate. Unless approved in advance by the Director of the Business Law Program, no more than four (4) units of credit (including units transferred from another law school) used to qualify for the certificate may be taken on a credit/no credit basis.

1. Course Requirements:

Students must complete Business Association I and Income Tax I as well as seven additional courses taken from five categories listed on the application instructions (see the Business Law Certificate Description) or the website listing Certificate Programs, <http://www.lclark.edu/dept/lawreg/certificates.html>

2. Writing Requirement for students entering 2007 and earlier:

To obtain the certificate, a student must satisfy the requirements of both A and B below:

- a) A research paper satisfying the "A" writing requirement:

The student must write a substantial research paper on a business law topic that satisfies the "A" writing requirement. Unless the paper is written for a seminar listed in Level 4A, the paper must be approved in advance by both the supervising faculty member and the Director of the Business Law Program as qualifying toward the certificate.

- b) A paper satisfying the "B" writing requirement:

The student must complete a writing project on a business law topic that satisfies the "B" writing requirement.

Unless the written work is for a course or seminar listed in Level 4A, or for the Lewis & Clark Law Review, the project must be approved in advance by both the supervising faculty member and the Director of the Business Law Program as qualifying toward the certificate.

Students entering Fall 2008 or later:

To obtain the certificate, a student must complete a Capstone paper on a business law topic and one other writing assignment that is focused on a business law topic. Paper requirements are set forth below:

A. A research paper satisfying the Capstone writing requirement - The student must write a substantial research paper for a seminar listed in Level 4, or for the Lewis & Clark Law Review, on a business law topic that satisfies the Capstone writing requirement

B. A paper (or series of papers) focusing on a business law topic that *either* satisfies the WIE writing requirement *or* is written for a non-WIE business-law course. The paper is to be written for a course or seminar listed in Level 4 or for the Lewis & Clark Law Review.

Note: Unless the research paper or written project is written for a course or seminar listed in Level 4, as noted above, the paper or project must be approved in advance by both supervising faculty member and the Dean of the Business Law Program as qualifying toward the certificate.

3. Grade Point Requirement

The student must maintain a grade point average of B (3.00) or better in courses taken and selected as qualifying for the certificate. No course credits transferred from another law school and accepted for use toward a certificate, or credits for a class taken on a credit/no credit basis and approved by the Director, will be used in computing the grade point average.

4. Certificate Election

Students may not earn a business law certificate (either version) and a certificate in federal tax law, nor may they earn a business law certificate (either version) and a certificate in intellectual property law. A student whose course and paper selections qualify for one of the business law certificates and the certificate in federal tax law or the certificate in intellectual property law, must elect one of them and may not receive multiple certificates.

For a complete listing of the courses that qualify for the Business Law Certificate see the website

<http://www.lclark.edu/dept/lawreg/certificates.html>

Certificate in Criminal Law & Procedure

The Certificate in Criminal Law and Procedure, awarded to qualified students of Lewis & Clark Law School upon graduation, recognizes successful curriculum concentration in the field of criminal law and procedure. Students qualify for the certificate by satisfying the requirements set forth below. Course credit may be allowed, in the discretion of the Director of the Criminal Law Program, for one course, of up to three (3) units of credit, taken at another law school. In that event, only the credit earned for that course will be applied to the certificate. The grade earned for the course will not be counted in determining the student's GPA for the certificate.

A. Course Requirements

To obtain the certificate, a student must complete the following course requirements- C.J.: Criminal Procedure I, C.J.: Criminal Procedure II, C.J.: Criminal Law I and Evidence. Besides these four classes, students must complete two more classes, one from each of the two categories listed Level 2 and Level 3 on the application instructions. (See the course listings in Criminal Law & Procedure Certificate Description on the website for certificate programs).

B. Writing Requirement

To obtain the certificate, a student must complete one paper that involves substantial independent research and, in addition, that satisfies the following criteria:

- a) The paper must concern one or more topics focusing directly on criminal law, criminal procedure, or both.
- b) For students entering prior to Fall, 2008: The paper must satisfy the criteria for either the "A" or "B" writing requirement. If these criteria are met, it is immaterial whether the student actually uses the paper to fulfill the "A" or "B" writing requirement.

Students should plan ahead in determining how to meet the writing requirement. In particular, it is important to consider the following:

- Be sure that the paper involves substantial independent research. Some papers clearly fail to meet this requirement (*e.g.* moot court briefs or memoranda for which the professor has artificially limited the scope of the problem or research involved). The nature of some other papers, or the work actually done by the student, may also result in difficulties with this requirement.

- There will be a strong presumption against allowing co-authored papers to qualify for the Certificate.
- The student has the burden of ensuring that the paper topic, scope, and research level meet the Certificate requirements. If there is any doubt, the student should initiate a consultation among the student, the supervising faculty member, and the Certificate Director early in the paper process.

C. Grade Point Requirement

The student must maintain a grade point average of B minus (2.70) or better in courses taken and selected as qualifying for the Certificate.*

For the complete listing of courses that qualify for the Criminal Law and Procedure Certificate see the website <http://www.lclark.edu/dept/lawreg/certificates.html> Applications and the paper component forms are also found at this website.

Certificate in Global Law

http://www.lclark.edu/law/departments/global_law/classes/

http://www.lclark.edu/law/offices/registrar/certificate_programs/

The Certificate in Global Law (the “Certificate”), which will be awarded to qualified Lewis & Clark Law School students at graduation, recognizes successful curriculum concentration in Global Law. A student who satisfies the requirements for the Certificate will be entitled to a certificate denominated “Certificate in Global Law.” Students who believe that they will fulfill the requirements must complete an application that is available from the Registrar in order to be awarded a certificate.

Students qualify for the Certificate by satisfying the following requirements:

1. Course Requirements

Students must complete four (4) core classes:

- Public International Law (3 credits)
- International Business Transactions (3 credits)
- International Dispute Resolution (3 credits), and
- Advanced Legal Research: International & Foreign Law (2 credits).

In addition, students must earn five (5) additional credits in classes on the following list:

Climate Change (3 credits)

Comparative Criminal Law & Procedure Seminar (3 credits)

Comparative Constitutional Law (2 credits)

Conflict of Laws (3 credits)

Individual Research (3 credits), for a Capstone paper, as described below.

International Business Arbitration Seminar (2 credits)

International Environmental Law (3 credits)

International Environmental Law Project (6 credits)

International Human Rights Seminar (2 credits)

International Intellectual Property Law (3 credits)

International Investment Law Seminar (2 credits)

International Tax (3 credits)

International Water Law Seminar (2 credits)

Law of Global Labor Markets Seminar (2 credits)

Moot Court: Jessup International Law Competition (1 credit) [students who participate in this class in successive years may count only 1 credit toward the Certificate]

Trade & Environment (3 credits)

U.S. Foreign Relations Law (2 credits)

Students are advised to check this list yearly, as new courses may be added and some courses may not be offered every year. Students may satisfy three (3) of the five (5) non-core additional credits required for the Certificate by the use of credits earned through an externship involving a substantial global law element, either in foreign country or in the United States, approved in advance by the faculty member who is serving as Director of the Global Law Certificate Program (the "Program"). The externship may be with a governmental agency, a non-governmental organization, a corporation or other business entity, or a law firm. Course credit may also be allowed, in the discretion of the Program Director, for one course, of up to three (3) units of credit, taken at another law school.

In that event, only the credit earned for that course will be applied to the Certificate. The grade earned for the course will not be counted in determining the student's GPA for the Certificate. With the exception of externship credits, and unless approved in advance by the Director, no more than four (4) units of credit (including units transferred from another law school) used to qualify for the Certificate may be taken on a credit/no credit basis. Students may not use credits from a class toward satisfaction of the requirements for another certificate at Lewis & Clark.

2. Writing Requirement

Students must complete one substantial research paper exclusively on one or more topics relating to global law. To qualify, the paper must meet the criteria for a Capstone paper, and be one of the following: (a) a paper written to fulfill course requirements in a seminar approved for the Program, (b) an Individual Research paper, for a minimum of two (2) semester hours, (c), a paper written to fulfill the requirements for an externship, or (d) a paper written to fulfill course requirements in a seminar not specifically approved for the Program. Students who plan to fulfill the writing requirement with options (b), (c), or (d) must have advance approval of the topic and subsequent review of the paper by the Director. Note: Papers not written for graded credit do not satisfy this requirement.

3. Grade Point Requirement

Students must maintain a cumulative grade point average of B (3.00) or better in classes taken and selected as qualifying for the Certificate. No credits transferred from another law school and accepted for use toward a Certificate, or credits for a class taken on a credit/no credit basis and approved by the Program Director, will be used in computing the grade point average.

Certificate in Intellectual Property

The *certificate in Intellectual Property Law, awarded to qualified Lewis & Clark Law School students upon graduation, recognizes successful curriculum concentration in the field of intellectual property law. Students who believe they will fulfill the requirements set forth below must, in order to be awarded a Certificate, complete an application form that is available from the Registrar.

This requirement is subject to change depending upon any changes in the grading system or required mean that might be adopted by the faculty.

Students qualify for a Certificate in Intellectual Property Law by satisfying the course, writing, and grade point average requirements set forth below.

A. Course Requirements

1) To obtain the certificate, a student must satisfactorily complete: Antitrust Law, and the Intellectual Property Law Survey.

2) In addition, a student must satisfactorily complete one course from among the following three courses: Copyright Law; Patent Law and Policy; or Trademark Law.

Note: One should take the Intellectual Property Law Survey prior to taking the courses listed in This is so because no student may obtain credit for the Intellectual Property Law Survey class if s/he has already completed and/or is concurrently enrolled in two or more of the following courses: Copyright Law, Patent Law and Policy and Trademark Law.

3) In addition, a student must obtain additional credits in courses approved for the Certificate in Intellectual Property Law. For students starting fall 2006, six (6) credits must be completed. Students starting prior to fall 2006, must complete 5 credits. A minimum of three of these additional credits must be in approved classroom courses or seminars, and this minimum of three credits must *not* be graded on a credit/no credit basis.

Finally, course credit may be allowed, in the sole discretion of the Program Directory, for one course of up to three credits taken at another law school. In the event the Program Director allows such course credit, only the credit hours earned for that course will be applied to determining overall eligibility for the certificate; the grade earned in the course will not be used to determine the student's grade point average in certificate courses.

B. Writing Requirement

To obtain the certificate, a student must complete one substantial research paper satisfying the following criteria:

1. The paper must concern a topic relating directly to intellectual property law.
2. The paper must satisfy the criteria for the "A writing requirement."
3. The paper must be written for graded credit while at Lewis & Clark Law School.

The Director of the Program has sole discretion to determine whether a student paper meets the foregoing criteria. A student with questions about whether a proposed paper will qualify under these criteria should consult with the Program Director about such questions as early as is practicable.

C. Grade Point Requirement

To obtain the certificate, a student must maintain a grade point average of B (3.00) or better in all courses that are taken to satisfy the requirements for the certificate.

For the complete listing of courses that qualify for the Intellectual Property Certificate see the website <http://www.lclark.edu/dept/lawreg/certificates.html> , also application and paper component forms.

Certificate in Public Interest Law

Approved November 2007

The term 'public interest law', encompasses many different substantive areas of the law. Public interest work is not confined to any one political ideology. It is the practice of law pursued on behalf of both individuals and organizations not typically served by the for-profit-bar.

For purposes of this certificate, ‘public interest law’ includes working for civil legal services organizations, non-profit organizations, government agencies, and other similar entities to advance concepts of justice, fairness, and the well-being of the general public.

A. Overview

Students qualify for a certificate by satisfying six requirements (described in full below):

- **3 “Level 1” courses** students must take all three
- **3 “Level 2” courses** students may choose from a wide variety of courses
NOTE: courses used for any other certificate *will not count* toward this requirement
- **5 “Level 3” credits** students may choose from a variety of applied skills offerings
NOTE: courses used for any other certificate *will not count* toward this requirement
- **Paper** “A” paper focused on public interest law.
- **GPA** at least a 2.7 grade point average in courses used to qualify
- **Pro bono work** at least 50 hours of pro bono work, as defined below

Other considerations

- **Topical focus**
Students can earn a Certificate notation of a topical focus by either:
 - taking 3 classes from a single Level 2 category
 - taking 2 classes from a single Level 2 category *and* fulfilling the paper requirement with a paper in the focus area written independently of the two focus classes
- **Criminal & Environmental Law**
Students may use only one criminal or environmental class toward this Certificate, as outlined below.

For complete listing of the courses that qualify for each level and any special provisions for the Public Interest Certificate, see the website: <http://law.lclark.edu/dept/lawreg/certificates.html>

B. Writing Requirement. To obtain the certificate, a student must complete one paper that involves substantial independent research and, in addition, satisfies the following criteria:

- The paper must concern one or more topics focusing directly on public interest law.
- For students starting law school before the 2008-2009 school year:
The paper must satisfy the criteria for the “A” writing requirement. If the Coordinator certifies that these criteria are met, it is immaterial whether the student actually uses the paper to fulfill the “A” writing requirement.
- For students starting during or after the 2008-2009 school year:
The paper must satisfy the criteria for the “Capstone” writing requirement. If the Coordinator certifies that these criteria are met, it is immaterial whether the student actually uses the paper to fulfill the “Capstone” writing requirement.

Note: A paper used for any other certificate will *not count* toward this requirement.

Students should plan ahead in determining how to meet the writing requirement. The student has the burden of ensuring that the paper topic and scope meet the Certificate requirements. If there is any doubt, the student should initiate a consultation among the student, the supervising faculty member, and the Public Interest Law Coordinator early in the paper process.

- C. **Grade Point Requirement.** To obtain the Certificate, a student must maintain a grade point average of B minus (2.70) or better in courses taken and selected as qualifying for the Certificate. This requirement is subject to change depending upon any changes in the grading system or required mean that might be adopted by the faculty.
- D. **Pro Bono Requirement.** Students seeking the Certificate must perform 50 hours of pro bono work (legal volunteer work done without pay or school credit) before they graduate. Pro Bono work can be completed during the school year, or during the summer. Pro Bono hours MUST be reported to the Public Interest Law Coordinator, and must be verified by the pro bono employer.

For purposes of the Public Interest Certificate *pro bono work is defined* in the following way:

- Assisting attorneys of public service organizations in work directly related to the delivery of legal services to indigent individuals; or
- Work for attorneys employed by organizations, to which donations qualify as deductions under state or federal tax laws (typically 501(c)(3)'s); or
- Law-related work, not including law enforcement, for federal, state, or local government, including government agencies, courts, and judges; or
- Work for an attorney or attorneys directly related to the delivery of legal services to indigent individuals or non-profits, where the retainer agreement specifies the attorney or attorneys are performing the work pro bono; and
- All work by the student is performed without remuneration of any kind, either monetary or for credit. Work performed by a student under a stipend, partial stipend, or work-study is NOT eligible under the Program. Hours volunteered for an organization after a stipend has been used or after full Clinic hours have been completed DO count as pro bono. Volunteer work for on-campus organizations (i.e. PILP, EJA, etc) does NOT qualify as pro bono.

Students should plan ahead in determining how to meet the pro bono requirement. In particular, it is important to consider the following:

- The student has the burden of ensuring that the pro bono work meets the Certificate requirements. If there is any doubt, the student should initiate a consultation with the Public Interest Law Coordinator early in the process.

Academic Enhancement Program (AEP)

Lewis & Clark recognizes that diversity plays an important role in legal education. In our admissions process, we regularly look beyond the numbers to find students whose life experiences, perspectives and perseverance in overcoming challenges suggest that they would make extraordinary contributions to the law school community. It is this commitment to a diverse and stimulating classroom that was the impetus for the development of this program.

Knowing that the transition into what might be deemed the “culture” of law can be challenging, the Academic Enhancement Program is designed to help students successfully make the adjustment to law school. To do this, AEP offers a cultural approach to law school and the legal profession. The program has been in existence at Lewis & Clark since the 1970's.

The program is designed for those people who are strong candidates for law school but who may face cultural or social obstacles to reaching his or her highest potential and who may find that potential more fully realized through participation in the program. The Academic Enhancement Program is designed to enhance what the student brings to law school. This is not a remedial program, nor is it designed to offer every entering student a crash course in outlining, note taking, and studying for exams.

The Academic Enhancement Program consists of a Summer Institute in August just prior to the start of school and of weekly Skills Building Sessions during the first year.

All entering students may apply to participate in AEP. We typically have room for 50 people. If more than 50 apply, a committee determines which applicants get into the program. The most important factors to the committee will be those that indicate the legal profession and law school are likely to be a new or challenging environment.

In selecting participants for the program, the committee considers whether:

- a) the student is the first in her family to attend college;
- b) English is the student's second language;
the student has limited experience with the legal profession;
- c) the student has been out of college for many years; and the student will face other cultural and social challenges in his or her transition into law school.

Those who apply and are accepted to the program are expected to participate fully. Those accepted, must attend all of the summer institute and not have any unicast absences from the sessions during the school year. Some of the students who participate in the program opt to take one less class each semester of the first year and make up the hours in summer school following the first year.

In addition to the program open by application, the Academic Enhancement Program offers sessions during the first semester of law school open to anyone in the first year class on outlining and on exam taking. The program also offers assistance to students after the first semester of law school and in the upper division who find themselves in academic difficulty. Contact the AEP Director J.B. Kim at jbkim@lclark.edu or visit our website at: http://www.lclark.edu/law/offices/admissions/why_choose_1_and_c/academic_enhancement_program/

Bar Examinations

The Registrar has the authority to certify eligible students as meeting the requirements to sit for a bar examination. Each state requires certification. See the state regulations for certification to determine how and when certification is to be submitted. ***Please note: If you graduate on time in May we will prepare and submit, without a special request, a certificate for the upcoming Oregon July bar. Please make sure your student account is clear.***

Rules for admission to all state Bars are available at the Registrar's and Career Services' Offices. Registration for the Oregon Bar is due October 31 for the February bar and March 31 for the July bar.

The complete rules and admission packets for admission to the Oregon State Bar are available at the Oregon State Board of Bar Examiners, 16037 SW Upper Boones Ferry Rd., Tigard, Oregon 97224. The telephone number is (503) 620-0222 ext. 410. Web-address, www.osbar.org Website for American Bar Association: <http://www.abanet.org/>

Additional telephone numbers for state bar offices are:

Washington (800) 945-9722 <http://www.wsba.org/>

California http://www.calbar.ca.gov/state/calbar/calbar_home.jsp

- San Francisco (415) 538-2000
- Los Angeles (213) 765-1000

Nevada (702) 382-2200 <http://www.nvbar.org>

Idaho (208) 334-4500 http://www2.state.id.us/isb/gen/isb_info.htm

Oregon requires the Multistage Professional Responsibility examination, as do 38 other states. Information packets with registration material for this examination are available at the Registrar's Office. The examination is offered four times a year. Many students take it in February of their final year.

Awards and Scholarships

Student Awards

Animal Law Award

This award is given annually, when merited, to a graduating student or students who has demonstrated leadership in the animal law field, and who has earned the respect of peers and faculty for his or her commitment to advancing the field of animal law.

Bernard F. O'Rourke Award

The Bernard F. O' Rourke Award is presented to a graduating student or students to recognize outstanding written scholarship in the environmental/natural resources field during law school.

Factors used by the natural resources faculty to make the selection may vary each year, but generally include: (1) quality of research and writing; (2) originality of research; (3) number of papers produced; and (4) whether paper was or will be published. Note that papers need not be published to be considered. Faculty may nominate papers that were not published so long as those papers are complete by spring break of the year in which the student plans to graduate.

The award is a certificate and a cash award of \$100.00.

This award, originally called the Natural Resources Award, has been given since 1974. In 1978, the award was re-named in honor of Bernard F. O' Rourke, a gifted and enthusiastic law student who died during his last year of law school.

Business Law Roundtable Scholars http://www.lclark.edu/law/programs/business_law/roundtable/

Students are chosen to participate in a Spring Business Law Roundtable. The Roundtable is designed to give students and faculty the opportunity to meet with leaders of the business community and members of the practicing bar to discuss important business law issues of the day.

Cornelius Honor Society

Members are selected from the graduating class by the faculty and staff on the basis of superior scholarship, leadership, and contribution to the law school community.

Evening Student Award

In honor of the law school's tradition of offering a night program to those students who wish to work while in law school, the Evening Student Award is conferred upon the graduating student who has the highest grade point average among those who have attended the evening program for four full years.

Justice Robert E. Jones Award

For distinction in the trial advocacy class, the Justice Robert E. Jones Award is presented each year to those students who have demonstrated outstanding achievement and promise in courtroom performance.

Law Review Excellence Award

The Law Review Excellence Award is awarded to a senior member of **Environmental Law** who has made a positive contribution to the Law Review as demonstrated by hard work, and superior writing or editing abilities. Selection is made by a vote of all senior members of the Law Review.

The Award consists of a monetary award, and the recipient's name is engraved on a plaque outside the Law Review offices. The Law Review Excellence Award is sponsored by Environmental Law.

Natural Resources Law Institute Environmental Leadership Award

This award is presented annually, when merited, to a graduating student or students who consistently motivated and shaped collective efforts to clarify our understanding of the relationships between human society and the environment. The recipient receives a cash award of \$100 and a certificate.

Outstanding Client Advocacy Award

For conferred upon students whose work in the Lewis and Clark Law School Clinic demonstrates outstanding ability in client advocacy.

Pro Bono Honors Program

The program recognizes law students who complete at least 30 hours of volunteer, non-for-credit and not-for compensation work during the year with a public interest or nonprofit organization or a government office.

West Publishing Company Annual Awards for Scholastic Achievement

Each year the West Publishing Company awards a plaque to the law student who achieves the highest yearly grade average in his/her class for the academic year. For the purposes of this award, there are three award groups. Each group contains both full-time and part-time students.

The groups are: first-year students, second year students (which includes anyone not a first year student and not graduating in that academic year), and third -year students (which includes all students graduating that year, whether full-time or part-time).

Williamson Public Interest Environmental Law Award

Professor Bill Williamson played a leading role in the Environmental Law Program and the Northwest Environmental Defense Center. The Williamson Award is given by the Lewis & Clark Law School Environmental Alumni Association to recognize a graduate who has demonstrated commitment, vision, leadership, and creativity in the field of public interest environmental law and who plans to continue in this work after law school.

Student Scholarships

In-house scholarships for current students and scholarships available for outside sources are found at this website: <http://www.lclark.edu/dept/lawadmss/scholarships.html>

Faculty Honors

Leo Levenson Award

For excellence in teaching, the Leo Levenson Award is presented annually by the graduating class. Voting is restricted to seniors and the balloting normally takes place toward the end of the spring semester. A plaque listing each year's honoree is at the entrance near the switchboard.

Registration & Policies

In late spring, registration information, course descriptions, class schedules and exam schedules for the upcoming academic year are made available online by the Registrar's Office.

Registrar's Policies - Online Registration (Registrars office 503-768-6614 or 6615)

Students register online in June using Web Advisor. There are three days of "priority registration" with appointment times given to each student. On each of the first two days, students are to select one preferred class for each semester. At the end of the second day, students should have two classes selected for each semester (Fall & Spring). On day three, students will be given the opportunity to complete their schedules for both semesters. After that, all students can add and drop any class for either semester.

Students who are in the evening division program, and can only take classes that start at 4:00pm or later, must advise the registrar's office one week prior to registration that they qualify for "Evening Only" status. These students will be allowed to register for all of their Fall and Spring semester classes the evening before priority registration begins for all other students. Anyone in the "evening only" status may register only for classes starting at 4:00pm or later. Failure to comply with the class time restrictions may result in Honor Code violation charges.

On day four of registration and after, students may add their names to the wait lists for closed classes. In summer, email invitations will be sent to students on wait lists. Students will be given three days to respond to the email invitation to add the class. Failure to respond within those three days results in the next person on the wait list being offered the seat via email invitation. You can help us keep seats available for other students by keeping wait lists up to date; please take yourself off a wait list as soon as you know you don't plan to take the class.

Students can continue to register online through the first week of class (including weekends and holidays). Beginning the first business day of the second week of school, students must have any add/drops processed by the Registrar's office. Transactions will be taken via email by contacting lawreg@lclark.edu. If faculty permission is required, the professor's signature on an add/drop form or an email statement from the faculty member is needed before the transaction will occur.

Late fees for adding or dropping seminars begins on the first business day one week after classes start. Late fees for adding or dropping all other classes, will begin the first business day after the end of the second week of school. Students must come to the registrar's office to complete this transaction. The professor's signature is required and there is a \$25 fee for every add or drop.

Students are notified by email when registration materials are available on our website and Web Advisor. <http://media.lclark.edu/content/advising/>

Remember, the schedule information found on the web will be the most up to date information. The most current information about class sizes and class status will be on Web Advisor. This is where to go to find any changes, if any occur.

Time Conflicts

Students may not register for courses that conflict in time.

Final Examination Schedule

Each student is responsible for checking his/her own exam schedule at the same time as he/she registers. Exam schedules are given out with registration materials and are available at the registrar's office and on our website. See Examination Information at: http://law.lclark.edu/dept/lawreg/final_exams.html

20 Hour Work Week

The American Bar Association states that “a student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours.” Anyone enrolling as a day division student must verify that they comply fully with this standard, and will not work more than 20 hours per week outside of law school during each semester enrolled as a day division student.

This certification is made by signing a compliance statement at the time of registration. It is a mandatory requirement for registration and is maintained by the school for accreditation records.

Course Changes (Add/Drop Policy & Failure to Drop)

A student may add or drop courses after official registration subject to the following conditions:

1. After classes begin, the add/drop period is 1 week for seminars, and any other designated courses, and 2 weeks for other courses. After the add/drop period, a student can add or drop a course by submitting an add/drop form with the approval of the affected faculty member. Students incur a \$25 fee per transaction for adds and or drops after the normal add/drop period has passed. The last day to add/drop a class is the last day of class for the semester.
2. After the designated add/drop deadlines the written permission of the professor is required to add or drop a class.
3. Students who have paid tuition and who change from day to evening status after the semester begins receive a refund for the difference in tuition if the change is made prior to the third Friday of the semester.

Students who have medical or distress circumstances that require a division change after these dates must petition to request an adjustment to their charges.

For students receiving financial assistance from the College, refunds will be calculated according to federal regulations and will be refunded to the appropriate programs before funds are released to the student.

4. If a student registers for a course and fails to drop it by informing the Registrar's Office in writing prior to the time of final examination, the student will be held responsible for the final examination and may be given an “F” for the course.

5. It is the responsibility of the student to see that all courses have been adequately registered each semester. No student will be allowed to register for a course after the semester has ended.

Transfer of Course Work

Transfer of course work taken at other law schools by students already enrolled at Lewis & Clark Law School is subject to the following conditions:

1. Courses must be taken at a law school approved by the American Bar Association and must be recognized for credit by that law school.
2. A grade of “C” or higher or its equivalent as defined by the host school, must be received in the course taken at the other law school. The grade received will not be used to compute grade point averages at Lewis & Clark Law School.
3. In no case will a student be allowed more than 15 semester hours of credit in courses taken at other law schools without prior permission from the Dean. A student must complete a minimum of two-thirds of their course work requirements at Lewis & Clark Law School in order to receive a degree from Lewis & Clark Law School. The Dean will grant an exception only if it results in the student spending no more than two semesters away from the law school. For example, a student will not be allowed to have a one semester externship plus two semesters of transferred course work.
4. Students must notify the Registrar’s Office by petition if they wish to visit or transfer. Any student who visits for one semester or longer at another school should counsel with an Associate Dean regarding the transfer of credit before registering for courses at another school.
5. In no case may a student transfer credit earned at another law school for practical experience in an externship or similar program, whether or not the other law school confers a grade for such work.

Division Changes

Upper division students may petition to transfer semester by semester from one division to the other before or during the add/drop period. The ABA has a standard that full-time students, i.e., Day Division students, cannot work more than 20 hours per week. A student who plans to work more than 20 hours per week during the regular academic year should plan to transfer to the Evening Division. Please fill out a petition form to change divisions.

(petition form online: <http://www.lclark.edu/dept/lawreg/divisionchange.html>)

Audit Policy (non-degree seeking student) Contact Brooke Mill @ bmill@lclark.edu or 503-768-6614

A person who is not a regular student of the law school may be allowed to audit a class if the class is not filled during the pre-registration process and if the professor gives that person permission to audit the class by signing the Audit application. No required first year courses may be audited. Audited coursework is not transcribed and cannot be used toward a law degree at Lewis & Clark Law School.

In order to audit a class, a person must have a bachelor's degree, except in the case of legal assistants. Legal assistants who do not have a bachelor's degree will be allowed to audit classes if they provide a letter from their employer confirming that they work as legal assistants.

A certificate of completion is given only to those students who (1) register to audit for certification and (2) complete all course work, including the final exam, with a passing grade.

For auditors who graduated from Lewis & Clark Law School, the charge for auditing a class will be half the regular hourly audit fee. The regular hourly audit fee is the same as the credit hour charge for LL.M. students.

Non-alumni auditors are charged by the credit hour at the LL.M. per-hour rate. If an auditor chooses not to receive a certificate of completion, the auditor pays one-half the per-hour credit amount for each hour taken.

Payment is to be submitted with the application.

Withdrawal from an audited class must be submitted to the Registrar's Office in writing. The reimbursement of tuition is subject to certain time limits.

Auditors should contact the Campus Safety Office for parking instruction before parking on campus.

Auditors do not receive a transcript and cannot apply to transfer these credits to Lewis & Clark Law School. Lewis & Clark law students may audit a class with the permission of the professor. Audits are not noted on the student transcript.

Leaves

Leave of Absence

A Leave of Absence is the request to take a semester or year off. To qualify for such a leave, an upper-division student in good standing, with no incomplete grades, must present a written application for leave prior to the beginning of the semester. This application will be presented to the Associate Dean and the student will be allowed to return to the school as a matter of right if the absence is not longer than one year. A student is limited to one such leave of absence.

To ensure proper registration and correspondence, students should notify the Registrar's Office in writing if they plan to return earlier than the assumed one year or semester leave time. Students planning not to return are also requested to contact the Registrar's Office.

Students with loan deferments who will be on leave and will not attend another school during that time should contact their lenders to determine if they will be subject to repayment. Lenders can advise students about forbearance requests and how to apply for them.

A student who registers for classes, does not attend, but gives no notice that he or she has withdrawn, may be held responsible for tuition charges.

Total Withdrawal From Classes

After school begins each semester, students wishing to withdraw from all courses must make their request for withdrawal by petition. The effective date shall be the date written notice is received by the law school registrars office. At the time of withdrawal, the student may indicate their intentions for return. The time element for returning will be limited to one year.

Students who withdraw from all classes during the semester may be held liable for tuition. Refund information is covered under Tuition Policy page [81](#). Withdrawal: Refund/Repayment Policies for Financial Aid Recipients is found on page [87](#).

A student who believes that he or she will be placed at a disadvantage during examinations as a result of poor health or other severe adverse circumstances may petition the Dean for a withdrawal from school for the remaining semester based on medical or distress grounds. Any such petition must be submitted prior to the student taking any examination and must be accompanied by verification from the attending doctor. If the petition demonstrates to the satisfaction of the Dean that the student is not able to continue, the Dean may grant the petition subject to such conditions regarding readmission as the Dean deems appropriate.

Loan deferment policies are found on page [83](#).

Military Leave

A student called to active duty in the military is entitled to return as a matter of right provided he/she notifies the school in writing and provides documentation at the time of the leave, and applies for readmission upon completion of the military service.

General Computer Usage

Students using computers in the classroom should sit toward the back of the room, unless the professor decides otherwise.

Policy on the use of laptops, cell phones and other devices in class.

The use of laptop computers in class is intended to allow students to take notes and perform other functions directly related to classwork. The use of a laptop, cell phone, or other device for other purposes, detracts from the student's ability to concentrate on and participate effectively in the class, and can be disruptive to other students.

It is therefore the policy of the law school that a student may not use a laptop computer, cell phone, or other device to access the Internet, send or receive text messages, email, or other communications without the express permission of the instructor, or otherwise to use the device to engage in activity that is not related to the class.

The faculty expects every student to comply with this policy as a matter of courtesy and professional responsibility. However, individual faculty members have the discretion to take active steps to enforce this policy and impose sanctions for its violation. If a faculty member intends to take active steps to enforce this policy and to impose sanctions for its violation, the faculty member must provide advance notice to the class.

This policy does not preclude students from the reasonable use of communications relating to family or emergency situations.

Use of Computers in Exams

1. On November 12, 2002, the faculty adopted the following rules on computers in exams. These rules will go into effect Fall Semester 2002 and will apply to all exams.

It is within the discretion of the individual professor to determine whether computers may be used in his or her exam, and to prescribe the manner and extent to which computers may be used in that exam.

2. It is within the discretion of the individual professor to determine what materials students may bring into an exam. In authorizing the use of computers in exams, the professor must specify:

3. No faculty member may require an exam to be typed or written on a computer if the period allowed for taking the exam is less than 24 hours in duration.

4. It is a violation of the honor code for a student to bring into, use, or attempt to use in the exam any materials that are not authorized by the professor, or to violate any of the specification's made by the professor for the use of computers in exams.

5. Unless the professor expressly authorizes the use of materials in electronic form, it is a violation of the honor code for a student, during the course of the exam, to open any file on his or her computer that contains or relates to the subject being tested. That is, if the use of materials in electronic form is forbidden, the student may use the computer only for the purpose of word processing. (Locate and read the professors authorized materials information online and in the binder on the table across from the Registrar's office window.) Please don't remove the binder from the table.

6. If electronic materials are permitted, it is a violation of the honor code for a student to use or attempt to use them in any manner beyond that permitted.

7. Unless the professor expressly authorizes the use of the internet or other electronic communication in the exam, it is a violation of the honor code for the student to have or seek recourse to such means of communication during the exam.

8. A student's failure to follow the professors's specifications about the retention of materials on the computer's hard drive or other storage medium is a violation of the honor code.

9. These rules supplement, and do not detract from the general rules of the Honor Code.

10. Students may elect to submit examination answers by electronic medium whenever a professor allows the usage of computers during an exam. The electronic medium to be used will be authorized by the Registrar's office and may change as computer advancements are made.

11. For current instructions and listings of acceptable electronic media, see the website for the Paperless Examination (CD or floppy) program found on the Law Registrar's web page http://www.lclark.edu/dept/lawreg/comp_exam_rule.html

Whenever a professor allows the use of computers during an exam, students will be allowed the option of bringing their own printer to print the exam or of using the Paperless Exam Program. The Paperless Exam program allows students to submit their answers on an authorized electronic medium, such as a diskette.

The Registrar's office oversees this program, distributes the authorized medium, and correlates the printing of the exam answers from the electronic medium.

The medium is not returned to the student. There are specific regulations and authorized electronic media that must be used. Instructions are found on the Law Registrar's website, http://www.lclark.edu/dept/lawreg/comp_exam_rule.html

Technical Support

1. Students assume the risk of all technical difficulties that may arise during an exam.
2. No additional time beyond the allotted time for taking the exam is allowed for printing out the exam answers. **Be sure allot time to open your exam file, see the answers in text on your floppy/cd/thumb drive to make sure it copied correctly. Also, make sure you have only one exam per disk, and that it's the correct exam for that class.**
3. The Law School has limited technical resources and personnel, and is not likely to be able to assist all students with technical problems or with needs for equipment during the exam period. To avoid problems and disputes over the fair allocation of resources during exams:
 - a) No student is permitted to use in an exam any Law School-owned computer, printer or other hardware or software.
 - b) Computing Services will not provide technical assistance to any student while that student is taking an exam.The curriculum committee may review and change this policy at any time in the future.

Examination Policies

Each instructor determines if a course will require a written examination at the end of the semester. An examination may be either scheduled or unscheduled. The Registrar's Office, at the time of pre-registration, makes available information on examinations for all courses offered the next year. A schedule of examinations and a list of courses with unscheduled examinations or paper or other requirements is distributed with the registration materials.

Because the examination schedule is available at the time students register, each student is responsible for his/her examination schedule. Students must make sure they are not scheduled for two exams at the same time, as the Registrar's Office does not check this.

Students must take exams in accordance with the designated classroom schedules. Students may not take exams in the library or any other place not specifically designated by the Registrar.

Students must not discuss examinations with anyone, even other people who have taken the exam.

Unscheduled exams are available in the Registrar's Office at the beginning of the exam period through the two-week exam period. An instructor may, if he or she desires, make an unscheduled examination available before the examination period but no earlier than reading period. Unscheduled exams may be picked up at the Registrar's Office between 8:30-9:00 a.m.; 1:00-1:30 p.m.; 6:00-6:30 p.m. each weekday of the fall and spring exam periods. Unscheduled exams may be picked up or returned on designated Saturdays only (see the exam schedule). Unscheduled exams are time stamped only at the Registrar's Office to ensure maintenance of exam time limits. Unscheduled exams are returned in the manila envelope.

You may find more information about Examination Policies at: <http://law.lclark.edu/dept/lawreg/exampolicies.html>
Exam schedule info: http://law.lclark.edu/dept/lawreg/final_exams.html

Exam Numbers (have your exam number and ID when you pick up your exams)

To maintain confidentiality and fairness in grading, students use exams numbers on exams. Each semester, a new and unique number is randomly assigned by computer to each student registered. The exam numbers are available by mid-semester. Students can find their exam number on Web Advisor. Choose semester needed. More information about Web Advisor can be found at: http://law.lclark.edu/dept/lawreg/web_advisor_info.html

Exam Clock

In the section on Honor Code it states that overstaying the time limit on an examination is a violation of the Honor Code. **In order to maintain fairness when clocking in an exam, all blue books, exam instructions, questions and other material pertinent to the exam must be in the manila envelope before the envelope will be clocked in.** Be sure you have the **test completed and exam questions in packet** when you return to the Registrar's Office.

Failure to Take Examination

Failure to take a final examination without either prior permission or the existence of exceptional extenuating circumstances making it impossible to obtain such permission will result in a grade of F for such course work. A student who finds himself or herself in extraordinary circumstances and potentially unable to take an examination when scheduled, must contact the Associate Dean or the Dean Martha Spence spence@lclark.edu to see if special arrangements are possible.

Disabilities Policy

Student Disability Policy

Lewis & Clark College is committed to serving the needs of its disabled students. The College provides a full-time Coordinator of Student Support Services in the Student Development Center who is available to ensure that disabled students receive all of the benefits of a comprehensive selection of services and a formal Student Disability Grievance Procedure which provides prompt and equitable resolution of any complaints arising out of the College's responsibilities under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state and local disability anti-discrimination laws.

Lewis & Clark recognizes physical and mental disabilities that include mobility, sensory, health, psychological, and learning disabilities, and provides reasonable accommodations once the disability is adequately documented. While Lewis & Clark's legal obligations only extend to disabilities of a substantial and long-term nature, it is also the College's practice to honor reasonable requests for accommodations for temporary disabilities such as a physical injury, illness or pregnancy.

It is the responsibility of the student to make his or her disability and needs known in a timely fashion and to provide appropriate documentation and evaluations to support the accommodations the student requests.

A student with a disability who requires accommodations must notify the Coordinator of Student Support Services in the Student Development Center (in the case of undergraduate and graduate students) or the Associate Dean for Academic Affairs (in the case of Law School students) of his or her desire for accommodations as soon after admission as possible. Students must not assume that this information is known to either of these offices because the student's application indicated the presence of a disability. Once the College has been notified and specific accommodations are requested and appropriately documented, the College works with the student to obtain the approved accommodations to ensure the student has the best possible opportunity to succeed.

The procedures for obtaining accommodations differ among the Lewis & Clark Law School, the College of Arts and Sciences and the Graduate School of Professional Studies. However, the services each offers are quite similar and the procedures are all intended to effectively provide for the appropriate needs of the disabled student within the structure and policies of each school.

Law Students: All arrangements for accommodations for law students must be routed through the Associate Dean of Academic Affairs at the Law School. In some cases, the adjustments will be made in consultation with faculty but individual faculty members will not make accommodations directly with students.

In a like manner, all exam modification requests from law students are also to be directed to the Associate Dean for Academic Affairs of the Law School.

Because of the time required to make arrangements to accommodate these requests, Law School students with long term or permanent disabilities must make such requests no later than one month before the last day of classes. Exam accommodation requests must be renewed each semester.

Documentation of Disabilities

Lewis & Clark will honor requests for reasonable accommodations only for adequately documented disabilities except as provided below. The assessment documentation must provide data that supports the requests for any academic adjustments and must be submitted to the Coordinator of Student Support Services of the Student Development Center or the Associate Dean for Academic Affairs of the Law School.

In the event that a student requests an academic adjustment or accommodation that is not supported by the assessment documentation, or if the initial verification is incomplete or inadequate to determine the extent of the disability, Lewis & Clark will provide accommodations on an interim basis for a reasonable amount of time while more detailed or timely documentation is being sought.

For learning disability or ADHD testing, [Student Support Services](#) can make arrangements with independent test specialists to come to campus for testing; Lewis & Clark's health insurance provider will cover most of the cost of the testing if the student has purchased such coverage. Otherwise, the cost of obtaining professional assessment and documentation is borne by the student. Proper documentation includes the following:

1. Physical Disabilities

The documentation must reflect the student's present level of functioning in regard to his/her disability and its impact on the need for accommodations.

2. Learning Disabilities

The student is responsible for providing professional testing and evaluation results which reflect the individual's present level of processing information and present achievement level. Documentation verifying the learning disability must:

3. Psychological Disabilities

If a student has a psychological disability which affects academic performance or takes medication which causes a similar effect, documentation from a psychologist or medical doctor is required which details the effects of the disability and/or the medication on the student's academic performance.

Reasonable Accommodations**

Reasonable accommodations may include but are not limited to course load modifications, exam accommodations, readers, interpreters, note takers, taped textbooks, and additional time to complete assignments. Students may request specific accommodations and professional health care providers who verify the disability may recommend specific accommodations. However, Lewis & Clark will have the responsibility for making the final decision on accommodations.

This decision will be made on the basis of the documentation provided and the requirements of the particular academic program. Accommodations will not be considered reasonable if they fundamentally alter the nature of the program.

****Accommodations are also sometimes referred to as "auxiliary aids."**

Arranging for Approved Accommodations

All arrangements for accommodations for law students must be routed through the Associate Dean of Academic Affairs for the Law School, as noted above in Section 1.

Disability Grievance Procedure

Complaints Against Faculty, Staff or Other Employees of Lewis & Clark College

In the event a student believes that the above procedures have not been followed properly or feels that any action has been improperly directed against him or her because of a disability or perception of a disability by a College employee, the student may attempt to resolve the matter informally or immediately file a formal grievance, at the option of the student.

To resolve the matter informally, the student should first meet with the Coordinator of Student Support Services or the Associate Dean of Academic Affairs for the Law School, as appropriate, to see if the matter can be resolved. If the student has concerns about meeting with either of these people, he/she can meet with the appropriate department head or dean of the division concerned, and that person will try to resolve the matter.

If the student chooses to file a formal grievance, the following steps must be followed:

1. The student shall file a formal grievance within 180 calendar days after the complainant becomes aware of the alleged violation. The student shall file the complaint in writing to the Dean of the Graduate School, the Dean of the College of Arts and Sciences, or to the Dean of the Law School as appropriate. The complaint shall contain the name and address of the person filing it and a brief description of the alleged violation of the American with Disabilities Act or of Section 504 of the Rehabilitation Act of 1973 or other appropriate law.
2. The official to whom the complaint is submitted shall convene a committee within two weeks of receiving the complaint unless prohibited by unusual circumstances. The committee shall be made up of two faculty members who have not had the student in class, the appropriate Dean and the Director of the Health Center or the Director of Student Counseling, or another uninvolved professional familiar with the type of disability involved.

3. The committee shall hear testimony or receive written testimony from the student, the Coordinator of student Support Services of the Student Development Center or Associate Dean of Academic Affairs for the Law School, as appropriate, the relevant faculty or staff member(s), and other knowledgeable people. The student has the right to ask for Testimony from any faculty, staff, students or others whom he or she deems relevant to the case.

4. After hearing testimony and/or reviewing pertinent documents, the committee shall report its conclusions in writing to the complainant and all the other relevant parties within five working days. The decision of the committee is final.

Complaints Against Students

If a student believes that he/she is a victim of discrimination or harassment by another student because of a disability, he/she may initiate a grievance procedure by contacting one of the following college representatives, as needed:

The Coordinator of Student Support Services
The Associate Dean for Academic Affairs in the Law School

Temporary Disabilities

Students seeking accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment or verification of disability must reflect the student's current level of disability and shall be no older than 60 days. The cost of obtaining professional verification shall be borne by the student

Professor Evaluations

A number of years ago the Law School Student Association started the practice of evaluating the professors. This was done to inform the students about the teaching ability of the faculty and the class content as seen by other students. A policy of reviewing each course and the professor(s) at the end of each semester was adopted by the student body. Since this policy was instigated by the students, the student body is responsible for both assisting with the distribution of the evaluations for each class.

The professors ask for a volunteer student in their classes to assist with the distribution and collection of evaluations for each course taught. Each student in the class is asked to evaluate the course and professor using criteria listed on the evaluation forms. The registrar's office schedules and prepares the evaluations, making certain all classes are evaluated.

Evaluation statistics for the last two years are found on the Law Registrar's web page:

http://www.lclark.edu/dept/lawac/faculty_evals.html

You must use your email user name and password to review these files. The files are listed by course title or faculty name.

Special Programs

Externships

The Externship Program

http://www.lclark.edu/law/programs/environmental_and_natural_resources_law/students/externships/

An Externship is an opportunity for students who demonstrate strong academic ability to earn a semester's or summer's worth of academic credit for carefully supervised, full-time experience in a setting pertinent to their educational and career goals. The program is broad enough to cover more than one kind of valid learning experience, but the burden is on a student proposing an Externship to articulate specific educational goals consistent with those set for the program as a whole, and to explain how a particular Externship experience will help to attain them.

The Externship program includes two distinctive variations on this theme. *Summer Externships*, which are at least eight weeks long and carry a total of 3 hours of credit, involve a relatively short and intense learning experience. While there are significant trade-offs involved in undertaking a summer externship, it does not require foregoing a semester of classroom training. A *full Semester Externship* involves 14 to 17 weeks of experience (sometimes combined with a non-credit summer placement), with consequently deeper involvement, more project responsibility and more substantial focus. Semester Externships entail participation in a special classroom component prior to, during, and following the placement, a substantial paper, and other requirements. Undertaking either kind of experiential learning requires extensive prior planning and the demonstrated capacity to bear substantial responsibility for focusing one's own legal education.

Externships must make a significant contribution to the student's legal education which is unavailable but for the Externship.

An Extern serves in a government agency, a public interest group or agency, with a court, or, in rare, special circumstances, with a law firm, doing responsible work analogous to that of an attorney in the same position, under the direct supervision of an attorney or judge who is committed to the educational purpose of the Externship. Academic semester externs also work closely with a faculty advisor at the Law School, who among other things guides and evaluates a substantial research paper, which reflects in a scholarly setting material first encountered in the Externship placement.

Educational Objectives

The educational objectives of the Externship experience are to:

- a) learn an area of substantive law or develop substantive expertise beyond the level offered in courses at the Law School;
- b) develop practical lawyering skills, including research, writing and analytical problem solving, in context; and
- c) build a direct understanding of a lawyer's professional responsibility.

During the application process (see below), students describe specifically how the experience they propose will help them to meet these educational objectives.

Please note: *Students may not register for an Externship during their final semester of law school!*

Duration

The Externship placement must be for a minimum of one full semester or at least 8 weeks for summer Externships. A Criminal Law Externship requires a summer *plus* an adjacent semester. A semester placement must begin on the first day of classes and end on the last day of finals and must be for a minimum of 14 weeks. A Criminal Law placement must be for a minimum of 24 weeks. The hours of work and practice with regard to vacation and other breaks are generally governed by the placement; during the planning process, Externs should investigate the norms of the placement and assure that clear, mutual expectations develop.

Compensation Forbidden

According to Interpretation 305-3 of the American Bar Association's accreditation standard, Externs must not receive any compensation. This interpretation does not preclude reimbursement of reasonable out-of-pocket expenses related to the externship. This does not preclude normal financial aid, scholarship or compensation for the required summer portion of a Criminal Law Externship.

Paper

Academic semester externs produce a major analytical research paper as an outgrowth of their experience in the Externship placement. The paper reexamines legal issues first encountered in the placement in a scholarly context and includes substantial analysis. Exact requirements are set by the Faculty Advisor. The paper will be graded by the Faculty Advisor as a 4 credit paper. The paper is due before the end of the semester following placement.

Journal and Work Product Review

Each Extern keeps a journal describing their work and experiences and their reactions to it. Entries must be made no less often than twice a week, and may be more often depending upon the faculty advisor's desire. The journal should also relate any encounters with issues of professional responsibility and how those issues were resolved. The journal is kept in a form which enables regular incremental review by the Faculty. Externs are also required to post their journal entries once a week to the externship class TWEN site. Journal entries should be sufficiently detailed to engage the Extern and the Faculty Advisor in a process of critical evaluation of the experience. Keeping the journal is an important part of the Externship and an appropriate use of "work" time. Details regarding the journal are in the Extern Handbook.

Final Report and Evaluation

Each Extern prepares a final report and evaluation of the Externship experience prior to the end of the placement. The report summarizes the nature and scope of their activities, relates their experience to the educational goals they set, and describes any evolution in those goals. The report should be about five pages long, and should be turned in to the Externship Program Director.

Site Visit

Most Semester Externships placements will be visited by the faculty mentor (or another member of the faculty if the faculty mentor is unavailable) to ensure the quality of supervision and of the placement experience. During a visit, the faculty mentor will meet with both the Extern and the On-Site Mentor.

Classroom Component

Academic semester externs must attend a mandatory classroom component with 6 class hours prior to their placement, 20 hours concurrent with the placement, and 2 hours following their placement; Summer Externs must

attend a mandatory classroom component with 2 hours prior to their placement and 8 hours concurrent with the placement. Students attend the concurrent classes on the TWEN site. The classroom component prepares approved Externs for experiential learning, coalesces the lessons gained in the placement for returned Externs, and allows discussions among the students who participate in the program. Topics for discussion include professionalism, participant observation, experiential learning, overall theories about the methods and benefits of different types of Externships, discussion of paper topics, problems and challenges encountered, and a description of the types of Externships.

Prerequisites Common to Academic Semester Externships

1. Academic Standing

Academic semester Extern candidates must be in good academic standing, with no incompletes outstanding at the time the placement begins. If a student has outstanding incompletes at the time of the application for the Externship, approval of the application will be contingent upon completion of the relevant course work and removal of the incomplete before commencement of the Externship. *An Externship is unlikely to be approved for any student with a Lewis & Clark Law School GPA below 2.80.*

2. Course Pre-requisites

Academic semester Extern candidates must have completed specific courses listed under the description of each type of Externship program, below.

3. Demonstrated Writing Ability

Academic semester Extern candidates must have completed a significant paper beyond first-year legal writing, satisfying the Capstone or WIE writing requirement. If this paper is incomplete at the time of the application for the Externship, approval of the application will be contingent upon completion of the paper before commencement of the Externship.

4. Demonstrated Interest and Ability in the Chosen Area

The applicant must have shown previous interest and ability in the area of law that forms the focus of the proposed Externship. Such interest and ability may be shown by courses taken in law school or other academic settings, performance in those courses, participation in work or volunteer activities before or during law school, or through some other showing the applicant might choose to make.

5. Compliance with the Externship Application Procedures

The applicant must have complied with the general procedures for Externship application set forth in *What's What* in addition to compliance with the pre-requisites for specific Externships, as explained below.

Prerequisites Common to Summer Externships

1. Academic Standing

Summer semester Extern candidates must be in good academic standing, with no incompletes outstanding at the time the placement begins. If a student has outstanding incompletes at the time of the application for the Externship, approval of the application will be contingent upon completion of the relevant course work and removal of the incomplete before commencement of the Externship. *An Externship is unlikely to be approved for any student with a Lewis & Clark Law School GPA below 2.80.*

2. Successful Completion of L.A.W. Course

Summer Extern candidates must successfully complete their Legal Analysis and Writing class, earning at least a “credit” grade. Approval of a summer placement for a first year student will be made contingent on the successful completion of the L.A.W. class by the end of spring semester.

The Externship Application Process

Planning for an Externship should begin as early as possible. For academic semester externships, it is advised to begin planning at least a year prior to the anticipated placement. Planning consists of attending an orientation session about the Externship program; a careful reading of these rules and materials in the Externship binders in the Career Services Office Resources Library, a mandatory session with the Program Director, Associate Dean for Career Services Libby Davis (eadavis@lclark.edu), which will cover pre-requisites for the type of placement sought; selection and negotiation of a placement; completion of the application packet; and submission of the application packet to the Associate Dean. After review by the Associate Dean, semester application packets are also submitted to the Curriculum Committee for approval.

1. Orientation (Pre-Class 1)

Students interested in an Externship must attend the mandatory orientation session during the semester immediately preceding the proposed Externship. The orientation will explain the Externship program procedures and requirements and suggest strategies for timely Externship planning. See the Externship website for class times and locations.

2. Initial Counseling Session(s)

Once students have familiarized themselves with these rules, they must schedule an initial Externship counseling session with the Externship Program Director, Associate Dean Davis (eadavis@lclark.edu).

During the counseling session or sessions, the Associate Dean will review with the potential Extern the program requirements and prerequisites, provide assistance in identifying and contacting potential placements, counsel the student about the trade-offs involved in taking an Externship, and, for academic semester externships, help to identify potential faculty advisors.

The Associate Dean only advises students and preliminarily reviews applications to ensure program requirements are met; the opinions offered are based on experience and are only advice. Program requirements are interpreted by the Curriculum Committee, and final decisions regarding approval of Externships are made by the Committee.

3. Placement Selection

Students are responsible for choosing their own Externship Placements. A binder with a comprehensive listing of past and current placements is available in the Career Services Library and online.

Students can find additional ideas for placements through PSLaw Net at www.pslawnet.org, the job postings under *Externships*, and by talking to counselors in Career Services or with faculty. Students are required to give the on-site Mentor two documents that must be completed by the Mentor and returned by the student for inclusion in the application packet: a Memorandum of Agreement and an On-Site Mentor Questionnaire.

The student should also give the Mentor a copy of a sample Questionnaire to use as a guide, which can be located in the Externship Binder in the Career Services Office. The student should also give the Mentor the Information and Instructions for On Site Mentors and the Supervising Attorney (or Judge) handbook.

Each academic semester placement must be approved by the Curriculum Committee and, for a new placement, in particular, sufficient materials and assurances must be provided for that purpose. The Curriculum Committee must be persuaded that the placement experience proposed by an applicant for an Externship, will meet the program's educational objectives.

Students may be approved for Externships with a current employer only rarely and where new responsibilities in the placement are significantly different from past responsibilities or where prior experience with the placement (or a similar organization) is a precondition for the placement. Significantly different experiences include (by way of example): change from research clerk to litigation/case management, changes in the kinds of activities such as moving from a litigation support role to a policy-oriented position or vice versa, or change in substantive areas of emphasis, i.e., civil to criminal, domestic relations to labor law, and so on.

4. Secure an On-Site Mentor

Each Extern is supervised by an experienced member of the Bar, a practitioner or judge who has shown particular interest in helping to train young lawyers and is responsible for direct supervision of the Extern.

The Mentor is committed to provide a high-quality experience for the student Extern. To that end, the Mentor will:

1. Ensure that the student receives training in ethics and professional responsibility.
2. Provide responsible, challenging assignments;
3. Acquaint the extern, whenever appropriate, with the obligations of professional responsibility associated with performing the assignment.
4. Fully discuss each assigned task with the Extern at the time of assignment and set learning objectives for each major task;
5. Permit exposure to the development of policy and tactics on assigned projects where feasible;
6. Ensure participation in all available activities including in-house meetings, client meetings, contact with opposing counsel, judges conferences, staff meetings, and document review;
7. Provide extensive oral and written feedback on all major work;
8. Meet regularly with the Extern to establish the context for work in progress, to provide feedback, to enlarge on the rationales and approaches used, and to answer questions;
9. Evaluate the Extern's performance using the Law School provided evaluation form, recommend credit or no credit on the experiential portion of the Externship and send a copy of the evaluation to the Program Director, the Associate Dean for Career Services.

5. Secure a Faculty Advisor (Academic Semester Externs Only)

Academic semester Externs work closely with a member of the faculty who advises them during the Externship experience, coaches and evaluates the Externship paper. Summer externs do not have individual faculty advisors; instead, they are overseen by the Externship course faculty members.

The Academic Semester Faculty Advisor:

1. Reviews the Extern's journal and selected work product (consistent with confidentiality) at regular intervals — typically every two weeks;
2. Regularly discusses with the Extern their work and reactions to it;
3. Regularly discusses the Extern's work and progress with the Mentor;
4. Visits the placement site, if required (unless other arrangements have been made by the Program Director).
5. Counsels the Extern in selecting a paper topic growing out of the Externship experience, and establishes with the Extern a mutually agreeable schedule for paper completion;
6. Monitors progress on the paper, provides counsel and review as necessary during paper preparation, and evaluates the Externship paper.
7. Prepares a site visit report, if required, commenting on both the student's experience (tasks, work product, academic progress) and on the Mentor's performance (including a review of the placement generally), and concluding whether in this placement the goals of the program were achieved, and the credit allowed is, in fact, commensurate with the time and effort expended by, and the educational benefits to, the extern.

Any change in Faculty Advisor must be approved by the retiring Faculty Advisor, the new Faculty Advisor, and the Externship Program Director, based on a proposal for the change which articulates an academically valid rationale.

Application Packet

Application Packets are available in the Career Services Office, and contain all the information students need to apply for an Externship. Students proposing to participate in the Externship program must submit an application packet consisting of a resume, transcript (unofficial is fine), a list of currently enrolled courses, a writing sample, completed questionnaire from the On-Site Mentor, a signed Memorandum of Agreement from the On-Site Mentor, a Supplemental Registration form signed by the Faculty Advisor, and a brief describing how the specific learning experience the student proposes integrates their individual goals with the work of the placement and meets the Externship program's educational objectives.

This packet must be submitted to the Associate Dean by the deadline date. For academic semester extern applications, the Associate Dean will prepare a recommendation and forward the file to the Curriculum Committee for consideration and approval prior to placement.

The On-Site Mentor's completed questionnaire should include a description of the work the Extern will do; indicate familiarity with the program guidelines and agreement to abide by them; indicate a commitment to provide an educational experience which includes thoughtful supervision, specific on-the-job training, and routine encouragement of reflection on the experience and what has been learned. Specific examples of successful On-Site mentor letters responding to the questionnaire are available in the Externship Binder in the Career Services Office. Students should make sure to provide a sample copy to their prospective On-Site Mentors.

7. Deadlines

For deadline information, the Career Services website:

http://www.lclark.edu/law/offices/career_services/externships/

*Academic Semester applicants are advised that a portion of the pre-placement sessions of the classroom component may be held BEFORE the application deadlines. Consult the Associate Dean or the website for the exact dates and reserve them. Attendance at all Classroom Component sessions is **mandatory!***

Approval Process

Academic semester externships must be approved by the Faculty Curriculum Committee; Summer externships are approved by the Externship Program administrator, the Associate Dean for Career Services. Students should be careful in their communications with potential placements and their proposed mentors to make it clear that this approval is required.

Only following approval, and submission of a completed Supplemental Registration form to the Registrar by Associate Dean Davis, will a student actually be registered for the Externship.

Registration and Award of Credit

Application for an Externship does not constitute registration. Typically, Externships will be registered via the Add/Drop process because of the duration of the approval process. *Students proposing Externships should register during the normal course of events for the course selections they plan to take if the Externship is not approved.*

Externship registration is three-part for academic semester Externs (one-part for summer). For academic semester externs, the placement, classroom component, and paper are each listed as separate courses. All three parts appear on the transcript at the same time: the semester in which the placement occurs. However, participation in the classroom component in the semesters preceding, during and following is mandatory. Students doing a Criminal Law Externship register for the semester of placement, not the summer term.

Externs may not enroll in any other course during the Externship placement semester without prior approval of the Curriculum Committee. Speak to Associate Dean Davis first regarding the addition of an extra class. Petitions will be granted only in extraordinary circumstances, such as the unavailability of the course in subsequent semesters of the law student's career. Approval of the On-Site Mentor and Faculty Advisor is also required

Credit is awarded for the academic semester externships following the placement based on the receipt by the Associate Dean of the following: 1) recommendation of the On-Site Mentor and the Faculty Advisor; 2) receipt of a site visit report (if required); 3) On-Site Mentor's evaluation; 4) the Extern's completed final report; 5) certification that the student has successfully completed the classroom component; and 6) certification that a grade has been received from the Faculty Advisor for the paper. Credit will not be granted for the placement or classroom component if the paper receives a failing grade or the student fails to actively participate in the classroom component.

Summer externs will be awarded 3 credits following the placement on the receipt by the Associate Dean of the following: 1) recommendation of the On-Site On-Site and Mentor's final evaluation; 2) the Extern's completed final report; and 3) certification that the student has successfully completed the classroom component. Credit will not be granted for the placement if the student fails to actively participate in the classroom component.

Specific Types of Externships - Academic Semester Externs Only

(Note: Summer externs are not required to classify their externship as a particular type.)

Students can choose to do one of the following types of Externships from the list below. If a proposed Externship does not fall into one of the following categories, it can be classified as a *General Externship* as explained below. It is imperative that you properly classify your Externship. In other words, it is not appropriate to apply for a placement in a corporation's corporate counsel's office and to classify that Externship as a "General Externship." Be sure you consult with the Associate Dean and make sure you have completed all the pre-requisites.

Externships: Business/Commercial Law Business/Commercial Externship

A business/commercial law Extern works under the direct supervision of an attorney in a corporate counsel's office, in a government agency, on a legislative committee, or in an organization active in business/commercial litigation or practice. A tax extern may work at the state or federal tax court, in a law firm, corporation, or an accounting firm (under the supervision of an attorney).

Course Pre-requisites: Students are required to take at least one basic and one advanced course in subjects directly related to the placement proposed. The Business Law Faculty highly recommends that students pursuing specialized Externships in the following areas take these pre-requisite courses:

Tax Externship

Income Tax I; a minimum of two additional graded academic credits in the tax field; plus substantial law school experience in tax research and writing.

Intellectual Property Externship

Intellectual Property Survey, and any of the following: Copyright Law; Patent Law; Trademark Law

Corporate Counsel/General Corporate Externship*

BA I, and any of the following: Advanced Contracts, BA II, Sales & Leases or Commercial Transactions; Securities Regulation; Secured Transactions; Antitrust; Contract Drafting Seminar.

Employment Externship

Employment Law I, and any one the following: Employment Discrimination; Employment Law II; Clinic Employment Law Program; Labor Law

Criminal Justice Externship Description

A criminal justice Extern works under the direct supervision of an attorney in a state or Federal Prosecutor's office, a public defender organization, or another agency engaged in criminal law work. The placement must be for *both* a semester *and* the preceding or following summer; this requirement is imposed to make it more likely that the Extern will be able to see at least one case through from beginning to end. The ideal Externship placement would allow the Extern to perform the duties of a lawyer in prosecuting or defending cases from the pre-trial through the appellate stage, including the opportunity to handle personally a complete jury trial. However, understanding that the ideal is not always attainable, placements must assure the Curriculum Committee that the Externship student will:

- Regularly perform the duties of a lawyer for two or more phases of criminal trial and appellate work
- Have actual client (or, for prosecutors, witness) contact, court appearances, and responsibility for drafting motions, memoranda, appellate briefs, or other significant written work.

- Have comprehensive, intensive training in the aspects of trial

Course pre-requisites

Criminal Law I; Criminal Procedure I, Constitutional Law I; Evidence. In addition, Criminal Procedure II and/or Criminal Law II is highly recommended.

Other special requirements for this externship

In order to do a criminal justice Externship, a student must demonstrate to the Curriculum Committee that, at the time of the placement, the student will be able to be certified under the student appearance rule in the jurisdiction where the student desires to be placed. Criminal justice Externships must last for *both* a semester *and* an adjacent summer. Students can be paid for the summer only.

Environmental/Natural Resources Externship Description

An environmental Extern works under the direct supervision of an attorney in a government agency, a legislative committee or an organization active in environmental/natural resources litigation or administrative practice.

Course pre-requisites: Administrative Law, Environmental Law

Other special requirements for this externship: None

Judicial Externship Description

A judicial Extern serves as a full-time law clerk for a federal judge, a state appellate court judge, or a state trial court judge occupied in complex litigation. The Extern is expected to be utilized for such activities as researching and writing bench memoranda; drafting opinions; attending pretrial, status, settlement and other conferences between the judge and attorneys; drafting jury instructions; fulfilling the duties of a courtroom clerk; and other substantive legal duties.

Course pre-requisites: Absent extraordinary circumstances as set forth in the Externship application, the student must have completed Constitutional Law I; Criminal Procedure I; Evidence; and at least one of the following: Constitutional Law II, Criminal Law I, Administrative Law, Federal Jurisdiction, or Trial Advocacy. The Curriculum Committee may waive one or more of these requirements if:

1. The judge does not require the course to be taken; and
2. The student demonstrates in the Externship application that the absence of course work in the area will not detract from the value of the Externship experience; and
3. The Committee is satisfied that the courses completed by the student adequately prepare the student for the Externship.

Other special requirements for this externship: None.

International Law Externship Description

An international law Extern works under the direct supervision of an attorney in an international organization, international court, trade association, government agency or legislative body, or corporate counsel's office, involved

in the conduct of public international law or international trade and business law. The supervising attorney must be a lawyer or judge who understands the United States legal education system and the unusual role of an Externship.

Course pre-requisites

The student must have a minimum of 5 credits in international law subjects, at least 3 of which must be in regular class work. Independent study may be used to complete this prerequisite. It is strongly suggested that students interested in an international business law placement take the introductory International Business Law course and that students interested in public international law take the Public International Law course.

Other special requirements for this externship

Applicants should generally be in the top one-half of their class. Others who can demonstrate significant qualifications may be approved. The student's performance in classes relating to the Externship will also be considered during the approval process. Demonstrated interest in international law and cross-cultural activities will also be considered before approval. The ability to adapt to a different culture is a significant factor for any applicant.

General Externship Description

General Externships are available for placements outside the designated categories, above. The applicant must describe the proposed placement in detail (including the specific activities anticipated for the Extern) and convince the Curriculum Committee that the placement will provide substantial training in substantive law and in legal skills. Regardless of the type of organization involved in the placement, the Extern must be working under the direct supervision of a lawyer.

Course pre-requisites: At least one basic and one advanced course in subjects directly related to the placement proposed.

Other special requirements for this Externship

The applicant should be able to demonstrate by work, outside activities, course selection, or other means the background and qualifications necessary for the proposed placement. The Curriculum Committee reserves the right to impose specific requirements as seem appropriate in the case of each application made under this section.

Those students anticipating an application under this section are urged to consult with the Associate Dean, substantially in advance of the application deadline and to include them in all steps of the planning process.

Law Reviews

http://law.lclark.edu/dept/lawac/law_review.html

Animal Law Review

Purpose

Animal Law is the nation's first and only law review devoted entirely to the discussion of legal issues relating to animals. Now in its eleventh year, this yearly review has gained national recognition, boasting a circulation of over 1400 copies. Animal law is a cutting-edge area of the law that is experiencing an explosive growth of activity throughout the country and the world. Animal legal issues including such topics as endangered species, companion animals sitting on death row and animal cloning are increasingly entering public debate. *Animal Law* is dedicated to providing a balanced, scholarly legal forum for discussing these topics. With the help of our faculty advisors and a distinguished national board of advisors, we will continue to publish timely, quality articles addressing this dynamic area of the law.

Admission

Animal Law provides a practical and enriching experience for every law student. First year students have a unique opportunity to volunteer with the Law Review. Duties include checking sources, as well as completing initial substantive and technical edits. First year volunteers may be invited to work for *Animal Law* in their second year, without participating in the writing and editing competition, if they have demonstrated excellent performance.

For entering second, third or fourth year students, *Animal Law* offers an anonymous annual writing and editing competition to select new members. Students who are ranked in the top of their class are invited to contribute to *Animal Law* without participating in the writing and editing competition. Transfer students should contact the Law Review for special instructions.

Upper-division members may act as Associate Editors or Board members. Associated Editors oversee one manuscript per year. Tasks included editing, managing source-checkers, and communicating with authors. Two Associate Editors are chosen each year to write for Legislative Review, in lieu of some typical Associate Editor responsibilities. Legislative Review authors research and write on changes and progressions of Animal Law at the state and federal level, for publication in the journal. All Associate Editors may elect to receive up to two credits per year.

The existing Editorial Board elects an incoming board by majority vote, following input by the entire Animal Law staff. Positions include Editor-in-Chief, Managing Editor, Articles Editor, Form and Style Editor, Legislative Review Editor, and Business Editor. Board members may elect to receive two credits per year as second year students, and four credits per year as third and fourth year students. The Editor-in-Chief may elect to receive up to six credits per year.

The entire staff may distribute their credits between the fall and spring semesters as they choose. Credit will be given for accurate, thorough work that is completed on time. Academic credit for participation in *Animal Law* is acknowledged on transcripts and in the commencement program.

Environmental Law Review

Admission

Environmental Law Review holds an anonymous writing competition each year to select new Law Review members. Prospective second, third, or fourth year students must have a minimum grade point average (GPA) of 2.30 to be admitted to the Law Review. The form and content of the writing competition is within the executive board's discretion and may change from year to year.

Prospective second-year day and evening students who are ranked in the top of their classes are invited to serve on Law Review without the necessity of completing a writing competition. The actual class rank used as a cut-off may be altered at the discretion of the Editorial Board each year so that the number of members invited shall constitute roughly half of the incoming membership. Failure to accept an invitation pursuant to this section is not a bar to admittance under the writing competition.

The total number of students accepted to the Law Review may vary from year to year. The number of new members admitted based on their grades will in no way affect the number of new members admitted pursuant to the writing competition.

New members are expected to agree to participate in Law Review for at least two semesters. Failure to meet this requirement shall constitute grounds for denial of class credit at the discretion of the faculty advisors.

During their first year on the Law Review, students will be referred to as "members." New members who continue on the Law Review for a second year will comprise the "Editorial Board."

Performance Standards

To remain a member of *Environmental Law* in good standing, all members must satisfactorily perform assigned tasks within the allotted time period.

Definitions

Assigned tasks include, but are not limited to, source checking of manuscripts, editing of text, galley proofing, page proofing, and assisting Associate Editors.

Performance is considered satisfactory when the work assigned is completed on time, is accurate, can be relied upon by other Law Review members, and is of *Environmental Law* quality.

In addition to the requirements listed above, all new members must:

Write a note, case note, or student comment of publishable quality as determined by the Editorial Board and the new member's writing coach. The Law Reviews underlying goal is for students to produce papers for publication in *Environmental Law*. All candidates shall complete the writing assignment during their first year on Law Review. The paper may fulfill the student's WIE or Capstone writing requirement and/or an Environmental Certificate requirement.

Environmental Law expects candidates to write a paper on an environmentally related topic. What constitutes an environmental topic, however, is broadly defined.

Any candidate wishing to write a paper dealing with an exclusively non-environmental topic must first obtain written approval from the Editor in Chief and the Notes and Comments Editors.

In addition to the requirements listed above, all second-year Editorial Board members must:

Satisfactorily perform the specified, assigned, or incidental duties of the particular office. Satisfactory performance is as defined above.

If a second-year Editorial Board member chooses to be a writing coach, he or she must satisfactorily perform the duties of writing coach, including being available to the candidate for guidance and providing substantive feedback on a timely basis.

Due to time pressures created by each program, no Editorial Board member, other than Associate Editors, may participate as a teaching assistant in the legal writing program.

Removal From The Law Review

To ensure the continued high quality of the *Environmental Law*, performance standards are required of all its members. All members must maintain a minimum GPA of 2.00 and must meet the specific performance standards set forth above. Failure to satisfy these requirements may result in removal. No one otherwise in good standing (as defined by the Law School in *What's What*) may be removed from the Law Review except upon failure to meet these requirements.

A member who fails to fulfill the requirements is subject to suspension or permanent removal from the Law Review as follows:

To be subject to removal under this section, a member must receive three warning notices from either the Editor In Chief or a Managing Editor advising the member that his or her work does not meet the Law Review's performance standards and that failure to improve the work will be cause for permanent removal from the Law Review. Only the first such warning may be orally delivered.

Should the member receive a third warning for failure to meet the standards, the matter shall be referred to the Law Review's faculty advisors. The Editor In Chief, in consultation with other board members, must make specific findings of fact and recommendations as to disposition to aid the faculty advisors in their decision.

The faculty advisors shall decide whether a member found subject to this section must be permanently removed from the Law Review, receiving no class credit for the year, or disciplined in some other manner acceptable to the editorial board.

Readmission

Externships

Any member who participates in any Externship program accredited by the Law School shall be readmitted to the Law Review upon return to the law school provided that the member is in compliance with the bylaws. Members may elect to participate in Law Review while on an Externship in the local area. The following editors must agree

not to participate in an externship program: Editor In Chief, Managing Editors, Articles Editors, Form and Style Editors, and Notes and Comments Editors.

Leaves of Absence

Any member in good standing who takes a leave of absence from the Law School may be readmitted to the Law Review upon return to the Law School provided the member is in compliance with the bylaws. Any member who does not meet the requirement of this section must reapply under the regular admission procedures.

Removal or Suspension from Law Review

Any member who is removed from the Law Review for failure to meet the performance standards or failure to satisfactorily complete an imposed probationary period shall not be eligible for readmission to the Law Review. Any member who is suspended from the Law Review for failure to maintain a minimum 2.00 GPA shall be readmitted to the Law Review upon obtaining the required GPA.

Credit

New members may elect to receive up to two credits per year. Second year members may elect to receive up to four credits per year. Both first- and second-year members may distribute their credits between fall and spring semesters in the manner set forth in the bylaws.

The Editor In Chief may elect to receive up to six credits per year and may distribute the credits in the manner set forth in the bylaws.

Any Law Review member may petition to take fewer than the maximum number of credits per year. A member's workload and responsibilities shall not change because a member chooses to take fewer credits or to participate in other law school programs.

Law Review is a year-long course. Members may not receive credit per semester, with two exceptions:

1. A first-year member who participates in an Externship during the spring semester may receive one semester's credit for the fall semester provided:
 - a) The member is readmitted and participates on Law Review as a second year staff or board member, and
 - b) The member is unable to remain on Law Review while participating in an Externship.
2. The member is second year staff or board member.

Transfer Students

All transfer students must complete *Environmental Law's* writing competition packet and be subject to the same review process undergone by Lewis & Clark students during the summer competition.

The Editorial Board has discretion to extend the writing competition deadlines due to special circumstances encountered by a transfer student.

Visiting Students

Visiting students will not be admitted to *Environmental Law*. Membership on law review is restricted to those students obtaining their J.D. from Lewis & Clark Law School

Amendment

Amendment of any portion of these standards shall be by a two-thirds vote of the entire Law Review membership.

Lewis & Clark Law Review

http://www.lclark.edu/law/law_reviews/lewis_and_clark_law_review/

Admission

Lewis and Clark Law Review (LCLR) will hold an anonymous writing competition each year to select new members. Prospective second, third, or fourth year students must have a minimum grade point average (GPA) of 2.30 to be admitted to LCLR. The Managing Board determines the form and content of the writing competition, and it may change from year to year.

The total number of students accepted to LCLR may vary from year to year. All applicants must agree to participate in LCLR for at least two semesters. Failure to meet this requirement constitutes grounds for denial of academic credit at the discretion of the faculty advisors.

Performance Standards

In order to remain a member in good standing, all members must satisfactorily perform assigned tasks within the allotted time period. *Assigned tasks* include, but are not limited to, source checking of manuscripts, editing of text, galley proofs, page proofs, and various administrative duties. Performance is considered *satisfactory* when the work assigned is completed on time, is accurate, is reliable for other LCLR members to use, and is of law review quality.

In addition to the above requirements, each first-year member must write a note or comment of publishable quality, as determined by the Managing Board. The underlying goal is for students to produce papers for potential publication in LCLR.

Each member of the Managing and Editorial Boards must satisfactorily perform the specified, assigned, or incidental duties of his or her particular position. Due to time pressures created by each program, no member of the Managing or Editorial Boards may participate as a teaching assistant in the legal writing program.

Removal or Suspension

All members must maintain a minimum GPA of 2.30 and must meet the specific performance standards set forth above. Failure to satisfy these requirements may result in removal.

A member otherwise in good standing (as defined by the Law School in *What's What*) may only be removed from LCLR upon failure to meet these requirements.

A member who fails to fulfill the requirements set forth above is subject to suspension or permanent removal from LCLR at the discretion of the Managing Board and the faculty advisors. The faculty advisors shall make all final decisions regarding whether to permanently remove a member or discipline the member in some other manner acceptable to the Managing Board. If the faculty advisors permanently remove a member from LCLR, the student will not receive any LCLR academic credits for the year, and may not hold themselves out as a member of LCLR.

Any member who is removed from LCLR for failure to meet the performance standards or failure to satisfactorily complete a probationary period imposed by the Managing Board shall not be eligible for readmission. Any member who is suspended from LCLR for failure to maintain a minimum 2.30 GPA shall be readmitted upon obtaining the required GPA.

Externships

Members may elect to participate in LCLR while participating in an Externship program in the local area. Any member who participates in an Externship program accredited by the Law School shall be readmitted to LCLR upon return to the Law School. The following editors must agree not to participate in an Externship program: Editor in Chief; Executive Editor; and Managing Editors.

Leaves of Absence

Any member in good standing who takes a leave of absence from the Law School shall be readmitted to LCLR upon return to the Law School provided the member meets all the requirements set forth above under Performance Standards at the time the leave is taken. Any member who does not meet the requirement of this section must reapply under the regular admission procedures.

Credit

LCLR is a year-long commitment; members may not receive credit for one semester only, except at the discretion of the Managing Board. Credit is available as follows: The Editor in Chief is eligible to receive six credits per year. Managing Board members are eligible to receive four credits per year.

Editorial Board members and Associate Editors are eligible to receive four to six credits per year, depending on the position. First-year members are eligible to receive two credits per year.

Any LCLR member may petition to take fewer than the maximum number of credits per year. A member's workload and responsibilities shall not change because a member chooses to take fewer credits or to participate in other Law School programs.

Transfer Students

All transfer students must successfully complete the LCLR writing competition packet. Transfer students are subject to the same review process as Lewis & Clark students. The Managing Board has discretion to extend any writing competition deadline due to special circumstances encountered by a transfer student.

Amendment

Amendment of any portion of these standards shall be by two-thirds vote of the Managing and Editorial Boards.

Honor Code and Procedure

These standards are intended to assure that each student has an opportunity to enjoy the rights of personal and intellectual freedom in an atmosphere of mutual respect.

Rights and Duties

Lewis & Clark Law School is a community of men and women dedicated to the maintenance of high standards of personal conduct and behavior. These standards are intended to assure each student has an opportunity to enjoy rights of personal and intellectual freedom in an atmosphere of mutual respect. These rights are accompanied by duties which include the observance of the highest principles of honesty, integrity and morality. In order to guarantee the protection of these rights and the performance of these duties this Honor Code has been adopted by the students and the faculty.

Comment

This Code is based on the premise that the responsibility for student conduct rests with the students and the faculty. The assumption of this responsibility is particularly appropriate for law students. Their future conduct as lawyers will be governed by the Code of Professional Responsibility of the American Bar Association the enforcement of which, like this Code, is largely maintenance of high standards of personal conduct. The Comments set forth after each article are to be construed as a substantive part of the Code.

In general

A student should refrain from engaging in any conduct either within or outside the academic community which is incompatible with the highest standards of integrity and honesty. However, fair play requires that conduct which constitutes a violation of the Code be sufficiently described so as to eliminate any possible misunderstanding as to the scope of the Code's application.

Offenses

Only those offenses set forth in this Article are subject to disciplinary action under this Code. Any student who assists another student to violate these rules also violates this Code. Each may be held equally culpable under this Code.

A student shall seek a decision from the instructor in any circumstance in which the student has any doubt concerning the application or construction of these rules. Failure to seek such an opinion may preclude any plea of ignorance in cases covered by these rules.

Examinations

1. A student shall not give, seek or receive aid in any form before, during, or after an examination when such aid might create an unfair advantage. If a student inadvertently obtains information which might create an unfair advantage, the student shall immediately bring the matter to the attention of the instructor.
2. A student shall not use during an examination books, papers or other materials not authorized by the instructor.
3. A student shall not violate any instruction provided by an instructor or the Registrar relating to an examination.

4. The use of computers in exams is subject to special Honor Code rules set out in the provisions of the Law School's Academic Policies relating to computer usage in exams. A violation of any of those rules is an offense under this Article, subject to disciplinary action under this Code.

Comment

It is urged that every student conduct himself/herself before, during and after an examination in such manner that no other student will suspect him/her of cheating. The following rules are to be observed by both students and faculty:

1. The instructor shall announce to his/her class and post on the bulletin board at least one week before the close of classes which materials other than bluebooks may be brought into the examination room.
2. Where additional materials may be brought in they shall be in a reasonably clean condition; that is, free from writings designed to give the student an unfair advantage, unless the instructor expressly authorizes markings in specified materials.
3. The instructor or a substitute appointed by him/her shall hand out the questions promptly on the hour at the start of the examination and shall pick up the answers promptly at the close of the period. There shall be no proctoring of an examination.
4. The instructor shall state at the time of handing out the questions the arrangements for smoking and typing and computers, unless such arrangements have been previously made.
5. A student may leave the room during the examination period for cause.
6. Where sufficient seats are available, students shall occupy every other seat.

Overstaying the time limit on an examination is a violation of the Honor Code.

Written Work

1. A student shall not submit as his or her own for academic credit or publication papers that have been prepared in whole or in part by another person. This provision shall not prohibit joint authorship for a paper when all student authors of such paper have the express permission of the instructor.
2. A student shall not use any material which has been written or published by another without clearly identifying such material by quotation marks, citations, or other appropriate methods.
3. A student shall not submit a paper, or any portion thereof, for credit in more than one course unless the student makes full disclosure to, and obtains the prior written consent of the instructors (or in the case of a paper for law review, the editor in chief) to whom the paper has been and is to be submitted.
4. With respect to Legal Writing papers and other written work as specified by the instructor, a student shall not give, seek, or receive help, cooperation, or collaboration of any sort (other than typing by a person who is not a student in the class) from any person. An instructor may make exceptions to this rule with respect to written work in the instructor's class. Each student who does not positively know of the existence and nature of any exceptions shall assume that none exist.

5. A student shall comply with any rules established by an instructor with respect to written work prepared for that instructor.

Oral Work

A student shall comply with any rules established by an instructor with respect to oral reports made in connection with a course given by that instructor.

Library

1. A student shall not intentionally tear, mutilate, mark, write in, or otherwise destroy library materials.
2. A student shall not intentionally hide, conceal, or misshelve library materials.
3. A student shall not intentionally remove materials from the library without compliance with library rules and regulations published in the Library Handbook or posted in the library.
4. A student shall not use library equipment or space except in accordance with library policies, including the payment of any fees.
5. A student shall not make unauthorized copies of any Lewis & Clark College or Law School-supplied computer software or audio or video tapes.
6. A student shall comply with other library policies stated in the Library Handbook or posted in the library.

Comment

The establishment of rules and regulations governing the administration of the library is left to the Librarian and the Library and Research Committee. This Code is not intended to relieve the librarian and the library staff from their responsibility for maintaining an atmosphere in the reading room conducive to study.

Property

1. A student shall not intentionally damage or take without permission another student's notes, books, papers, or other academic materials.
2. A student shall not intentionally damage or take without permission any property not his or her own while located on the premises of Lewis & Clark College or law school.
3. A student shall not use Lewis & Clark College or law school equipment except in accordance of any fees.

Comment

This offense is limited to the academic environment. For example, if a student steals the notes of another student, it is a violation regardless of where the notes are at the time of the taking. If a student steals the coat of another student while on the premises of the school or college, it is a violation. If a student steals the coat of another student while off the premises of the school or college, it is not a violation. These examples are not intended to limit the situations to which this offense applies.

Falsification

A student shall not intentionally furnish false information to a member of the administrative staff or faculty with respect to any official law school matter.

Disclosure

A student shall report suspected violations of the Code as specified in "Disclosure of Offenses."

Comment

A failure to report an offense is itself an offense.

Computer Piracy

It is the policy of Lewis & Clark Law School to abide by all software licensing agreements and actively to discourage the illegitimate copying of any software.

1. A student shall not install his or her own copies of any software onto computers owned by Lewis & Clark Law School or Lewis & Clark College (the Institution).

A student shall not copy software from the Institution's computers and install it on home or any other computers, unless expressly permitted by the software manufacturer and the Institution.

Comment

Northwestern School of Law of Lewis & Clark College (NWSL) licenses the use of copies of computer software from a variety of outside companies. NWSL does not own the copyright to this software or its related documentation and, except for a single copy for backup purposes or unless expressly authorized by the copyright owner(s), does not have the right to reproduce it for use on more than one computer.

With regard to software usage on local area networks, NWSL shall use the software only in accordance with the license agreement.

NWSL employees are not permitted to install their own copies of any software onto NWSL machines unless the license for that software permits such a copy. NWSL employees are not permitted to copy software from NWSL's computers and install it on home or any other computers. If an employee's duties require software at home, and if the software's license permits a second or home copy, employees may borrow the NWSL master disks for such installation only under the condition that if employment terminates for any reason, the software copy will be removed from the employee's home computer.

NWSL employees having any questions or concerns about any issue of software or related documentation within the Institution should contact the head of Computing Services or the Associate Dean, Computing Services and Library. According to the U.S. Copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied, and criminal penalties, including fines (up to \$250,000 per work copied) and imprisonment (up to 5 years per title copied).

Disclosure of Offenses

Students

A student who has reasonable grounds to believe that an offense (other than a library offense) has been committed shall report such offense to the student Honor Committee representative, a dean, or any faculty member not later than five days (including holidays but not Saturdays or Sundays) from discovery. The five-day period shall be used to determine when the failure to report an offense itself becomes an Honor Code offense.

The five-day period shall not be construed as a statute of limitation for the original offense.

Library

Any person who has reasonable grounds to believe that a library offense has been committed shall immediately report the offense to a member of the library staff. A member of the library staff to whom a report has been made or who personally has reasonable grounds to believe that a library offense has been committed, shall forthwith make an investigation and report the offense to the librarian. If satisfied that an offense has occurred, the librarian shall promptly submit to the Dean a written report of the offense.

Faculty

A faculty member who discovers an offense or to whom an offense is reported shall, unless the member deals with it directly, report the offense to the Dean as soon as possible.

Comment

In general

The requirement that a student report violations of the Code lies at the heart of the honor system. The knowledge by a student that offenses will be reported serves as a strong deterrence. The real merit of the Code lies in its effectiveness as an instrument for the prevention of misconduct. The same requirement of disclosure is an integral part of the Code of Professional Responsibility (DR 1-103).

Penalties

The penalties that may be imposed for the Honor Code violations include, but are not limited to, the following:

Reprimand

The student shall be advised in writing that his conduct falls below the accepted standards of the school.

Probation

The student remains enrolled in law school, but under stated conditions for a period of time.

Failing Grade

The student shall be given a grade of F in the course, to be calculated either as .5 or 0, as designated by the Honor Committee.

Damages

The student shall pay damages in an amount reasonably related to the losses sustained.

Suspension

The student shall be suspended for a stated period not to exceed two years. This period may begin during or at the close of a semester.

Expulsion

Expulsion shall be imposed only upon the unanimous agreement of the Honor Committee. The student who has been expelled is not entitled to be readmitted.

Comment**In general**

The penalty shall be reasonably related to the gravity of the offense. Only in the case of suspension or expulsion will the offense be entered into the student's official record kept by the Office of the Registrar. Where a suspended student has been readmitted, the entry of the offense will be removed from his or her record. The Dean may, however, be obligated to notify the state bar to which the student applies after graduation.

It is recognized that expulsion is a harsh penalty and is reserved for a case where a student has engaged in conduct incompatible with his or her later admission to the legal profession.

Honor Code Procedures**Informal Procedure**

A faculty member who discovers an offense or to whom an offense is reported may deal directly with the offense if it involves an examination, written work, or falsification, in a matter under that faculty member's jurisdiction. No penalty may be imposed by the member without first notifying the student and affording the student a full opportunity to respond to the charge. No faculty member may expel, suspend, or place a student on probation. A faculty member shall report to the student and the Dean any penalty imposed and the offense involved. The identity of the student shall be reported to the Dean. Such record shall be retained by the Dean until the student leaves the school, after which the record shall be destroyed.

Reference of Offenses to the Honor Committee

Whenever the Dean is informed of a possible offense (other than an offense which has been handled in accordance with the above), the Dean shall refer the matter to the Honor Committee as soon as possible.

After consultation with the faculty member, the Dean may refer an offense to the Honor Committee handled in accordance with the Informal Procedure set forth above within 10 calendar days of the report to the Dean.

Any student who has received a penalty in accordance with the Informal Procedure set forth above and who denies that he committed the offense may have the matter referred to the Honor Committee by informing the Dean within 10 calendar days of the report to the student.

Composition of the Honor Committee

The Honor Committee shall consist of two faculty members appointed by the Dean at the time a matter is referred to the committee, and a student elected on an annual basis by the student body at large. The Dean shall not appoint the faculty member(s), either as the faculty appointee or as the Dean's designate, who is responsible for the class or subject matter that involves the alleged violation. When the alleged violation is first presented to the Honor Committee for consideration, the Honor Committee will determine, as a whole, whether the student representative

has a conflict of interest or a bias which will favor or disfavor the alleged student violator in a way which may adversely affect due process.

If for this, or any other reason, the student representative is unable to sit on the Honor Committee, the Chairperson of the Student Representatives shall serve in the student's place.

Honor Committee Procedures

1. The Honor Committee shall use procedures it deems appropriate in order to determine the facts **de novo** and to recommend any penalty of any matter referred to it. The Committee shall consult with any faculty member who reported the offense to the Dean, give notice of any alleged offense to the student involved, and give the student an opportunity to fully present orally his or her side of the story before any determination is made regarding the facts or penalty.
2. Because delay in resolving Honor Code offenses has in the past resulted in uncertainty, rumors, and bad feelings, detrimental to the morale of the school, and because it is unfair to the student to be left indefinitely without a resolution, it is the sense of the faculty that proceedings before the Honor Committee shall be concluded as expeditiously as possible, consistent with the ascertainment of the facts and the integrity of the process. Only in extraordinary cases should the period from referral to the committee to resolution exceed three weeks.
3. The Honor Committee shall determine the facts **de novo** in any case before the committee which was handled directly by a faculty member pursuant to the Informal Procedure set forth above. If an offense is found, the committee shall not recommend any reduction of any penalty imposed pursuant to such procedure, but it may in its discretion recommend an additional penalty. If no offense is found, the faculty member who handled the matter directly under pursuant to the Informal Procedure set forth above shall withdraw any penalty imposed.
4. The Honor Committee shall report its determinations of the facts and whether an offense was committed and its recommendation as to penalties to the student and the Dean upon completion of its proceeding.
5. The Dean shall impose the appropriate penalty and report it to the student.

Records

The Honor Committee shall make such record of its proceedings as it deems necessary to support its determinations. In any case in which an offense is found by the committee, the record shall be retained by the Dean in a secure location. In any case in which no offense is found by the committee, no record shall be retained. Suspension or expulsion shall be reflected in the student's official transcript. Annually, the Dean shall report statistics regarding the operation of the Honor Code, including offenses found and penalties imposed.

Administrative Rules and Policies

Tuition and Fees

Current Costs

Costs for each academic year are determined by the Board of Trustees. Lewis & Clark reserves the right to change tuition and/or fees at any time. To review this academic year's schedule of charges, please visit www.lclark.edu/offices/account_services/settling_your_account/calculating_costs/costs/law/.

Information regarding billing and payment standards are available on the Student and Departmental Account Services website www.lclark.edu/go/student/accounts.

In addition to tuition, there are charges for the Loan Repayment Assistance Program (LRAP), parking, and health insurance, unless the health insurance is waived. Individual sections or courses may have associated fees as well. Check to see if a section has a fee by viewing the section using [WebAdvisor](#)

Health Insurance

Lewis & Clark requires that all degree seeking and visiting Law students have medical insurance coverage [comparable](#) to that offered through the school's comprehensive Student Health Insurance Plan. Students are afforded one opportunity in each academic year to [waive](#) the school's coverage. The premium for the school's insurance is charged in two installments, one for the Fall term and one for the Spring term. (Summer coverage is voluntary.) If students do not submit an annual health insurance waiver, they will be automatically enrolled in coverage through the Student Health Insurance Plan.

More information about the [Aetna Student Health Insurance Coverage](#) and fees is available online or through the [Student Health Service Insurance Information](#) page.

Parking

Parking permits and bus passes are NOT sold from Student and Departmental Account Services, effective Fall 2011. Please contact the Transportation and Parking Office at http://www.lclark.edu/offices/transportation_and_parking

Parking permits are not required on the Fir Acres Campus between Fall and Spring semesters. Parking permits are required for parking in the law school and the south campus parking lots throughout the spring and fall semesters and during the summer weeks between semesters, Monday through Friday, 7am to 7pm. Parking permits must be displayed in the vehicle as called for in the Parking Regulations section on the web http://www.lclark.edu/offices/transportation_and_parking/regulations/

Lewis & Clark has established parking regulations to manage parking and traffic on the campus. Semester parking permits can be purchased only at the Law School Business Office (located on the upper level of the Legal Research Center).

- Commuter: \$165.00 per semester
- Carpool: \$82.50 per semester
- Daily permit: \$4.00 per day
- Daily permit (after 4pm): \$2.00 per day

Daily parking permits may be purchased at the Campus Safety Office or the Law School Business Office. Additionally, daily parking permits may be purchased from vending machines in the upper Griswold, lower Griswold, South Campus and Law School parking lots. For additional information regarding [parking regulations](#)

Tuition Policies and Procedures

Settling Your Student Account

There are several ways to approach settling your student account balances. Full payments of your costs can be made in person, through the mail, over the phone and online. You may also choose to utilize financial aid, including private loans, or establish a monthly payment plan through Tuition Management Systems (TMS), or any combination of these methods. Please visit the Student and Departmental Account Services website for detailed information regarding settling your account. www.lclark.edu/offices/account_services/making_payments

Student Accounts and Billing

Student and Departmental Account Services produces statements itemizing the activity on student accounts. These statements are delivered electronically. Lewis & Clark does not mail paper statements. Electronic billing (E-Bill) is the official means of distributing account statements. For information when statements are produced, the semester due date, and how to read your statement of account, please visit http://www.lclark.edu/offices/account_services/student_statements/

Late Registration and Payment

If a student's initial class registration occurs after the semester due date, that student's registration is considered to be a late registration. In such cases, as the semester due date has already passed by, Lewis & Clark reserves the right to require the student to settle their anticipated semester charges prior to class registration. Student and Departmental Account Services can work with the student to determine what the anticipated semester charges will be in order to ensure payment precedes registration.

Non-Payment of Charges

Students with outstanding account balances will not be allowed to register or attend courses for future semesters. Existing registration for future terms may be cancelled as a result of an outstanding account balance. Lewis & Clark also reserves the right to withhold transcripts, grade reports, bar certifications and diplomas. Full payment of the balance due is required to facilitate the release of these documents and to clear a student for class registration. Class registration, or re-registration, will be on a space available basis. Additionally, past due balances not covered by fully processed financial aid, are subject to late fees.

Lewis & Clark reserves the right to assess late fees to all past due student accounts. Late fees are assessed as follows: Balances of \$999.00 and below are subject to a per semester \$10 late fee. Balances of \$1,000.00 and above are subject to a per semester \$100 late fee.

Spring Term Review

Near the end of spring term, the Director of Student and Departmental Account Services will identify students with outstanding balances. Law students with outstanding balances during this period will be notified that registration for future semesters will not be processed until full payment is received.

Student Account "Hold"

Students with any outstanding balances will have a "hold" placed upon their accounts by Student and Departmental Account Services. Other offices also may place a hold on a student's record. Students can check WebAdvisor for any active holds on their account.

Dishonored Payments

A \$15 fee will be placed on the student account for any payment returned to Lewis & Clark, or its payment processing partner Tuition Management Systems (TMS), by the bank. This fee may not be reversed.

Lewis & Clark's bank automatically re-deposits all returned checks once, without notice. TMS's bank does not re-deposit.

Student and Departmental Account Services will send notice to the student of the dishonored payment. The student must make restitution, and remit payment of the returned payment fee, within ten (10) days following this

notification.

Lewis & Clark reserves the right to refuse a personal check for payment in certain circumstances.

Division Change Account Adjustment

Students who change from the day division to the evening division after the semester has begun, may be entitled to an adjustment of their charges. In the fall semester, if the change is made on or before the third Friday of the term, tuition and fees will be adjusted to reflect the evening division rates. *In the spring semester, if the change is made on or before January 31, tuition and fees will be adjusted to reflect the evening division rates. The actual dates for the division change deadline are published on the [Academic Calendar](#), maintained by the Registrar's Office. For students receiving financial assistance, a change of division may result in an adjustment in eligibility.

*In the event the spring semester deadline of January 31 falls on a weekend, the official deadline will be the Friday preceding the weekend.

Refund of Credit Balances

Student account refunds will be processed after the first day of classes in each term and only when a credit actually exists on a student account. If the credit is the result of a reduction in a student's charges, the refund will be issued after all necessary adjustments are complete. If the credit is the result of financial aid, the refund will be issued only after the disbursement of funds is posted to the student's account. Estimated financial aid does not qualify for a refund.

Please Note: Summer financial aid cannot be released to student accounts and financial aid refunds will not be available prior to June 1. Refunds resulting from an overpayment of financial aid are to be used to cover education-related expenses such as off-campus living expenses, transportation and/or books and supplies.

Credit balances will be refunded either via **electronic payment** or via paper check. If the refund is a paper check payable to the student, the check will be mailed immediately to the student's preferred mailing address on file with the school. Refunds delivered via electronic payment will be deposited into the bank account designated by the student.

If all of a student's expenses are covered by a formal billing arrangement between Lewis & Clark and the student's employer, a government agency or other sponsor, credit balances will be refunded to the third-party sponsor. Any exceptions to this standard will be at the discretion of the sponsor. In all other cases, credit balances on a student's account will be refunded in the name of the student.

Policy of Charge Adjustment: (Withdrawals and Dismissals)

Withdrawals Charge Policies

Total withdrawal from all classes is effective as of the date the student initiates the official withdrawal process with the Office of the Law Registrar.

The following information is applicable in the fall and spring semesters. Details of the summer policy of charge adjustment will be updated in the near future.

For students who process a total enrollment withdrawal, the tuition charge for the semester will be pro-rated on a per-day basis, based on the academic calendar, up to the 60% point of the period of instruction. After the 60% point, there will be no adjustment to tuition charges.

For LL.M students who process a total enrollment withdrawal: The LL.M fee will be pro-rated on a per-day basis, based on the academic calendar, up to the 60% point of the period of instruction. After the 60% point, there will be no adjustment to LL.M fee charges.

On or before the 15th day of instruction, if a student processes a total enrollment withdrawal, the fee for the school's student health insurance plan and the Loan Repayment Assistance Program (LRAP) Assessment will be reversed in

full. If a student withdraws after the 15th day, the fee for the school's student health insurance plan and the LRAP Assessment will not be adjusted.

Please note: If claims have already been processed through the student health insurance plan before the student's withdrawal, the insurance fee will not be reversed.

Special Fee Assessment for Dropped Classes:

If a student drops or withdraws from a course that has an associated fee, the course fee is handled in the following way: If the student drops the course before the late add/drop period begins (as defined on the academic calendar), then the course fee is reversed in full. If the student withdraws from the course on or after the start of the late add/drop period as defined on the academic calendar, then the course fee is not adjusted.

Information as to the effect of a withdrawal on financial aid can be found on page [82](#) regarding the Financial Aid Policy: Withdrawal Refund/Repayment Policies. Once the adjustments to a student's charges and financial aid are complete, overpayment refunds will be processed. Please refer to the previous page for [Refund of Credit Balances](#) and details of Lewis & Clark's refund policy.

The following types of withdrawal have special rules:

- A. First year students – fall semester: First year students who find it necessary to withdraw after June 15th will forfeit the total of acceptance deposits paid. However, first year students, who withdraw before or on the first day of the fall semester, will have 100% of their tuition, fees and health insurance charges reversed. After the first day of the fall semester, first year students who withdraw will be subject to the same withdrawal policies as continuing students. These policies are outlined above.**
- B. First year students – spring semester: If a first year student's fall semester cumulative grade average is 1.5 or lower, he or she will be eligible for a 100% reversal of spring tuition and fees if he or she officially withdraws within one (1) week subsequent to the posting of fall semester grades. In any other circumstance, first year students who withdraw from the spring semester will be subject to the same withdrawal policies as continuing students. These policies are outlined above.**

Military Leave

A student called to active duty in the military shall have 100% of their charges for tuition and fees reversed for the semester or summer session during which military leave occurs.

Dismissals

Academic: A student who is academically dismissed as a result of fall semester work will have 100% of spring semester tuition reversed. A student who enrolls in summer school courses before notification of academic dismissal will have 100% of the summer school tuition reversed. No credit will be granted for the course work.

Suspension, Expulsion or Dismissal Other Than Academic Dismissal:

The date that formal charges are served or that notice of suspension, expulsion or dismissal is issued, will be the date used in pro-rating a student's charges. Information explaining the policies of charge adjustment can be found under "Withdrawals" at the top of this page.

Financial Aid Policy

The financial aid section is in the process of being updated. Current information is available at the Student Financial Services office. sfs@lclark.edu or http://www.lclark.edu/offices/student_financial_services/ (as of August 4th, 2005)

Financial Aid Process http://www.lclark.edu/offices/student_financial_services/

Lewis & Clark College provides financial aid for students who are admitted as full-time students to the law school. Financial aid consists of scholarships, grants, Federal Work Study, Federal Perkins Loans, Federal Stafford Loans, and Private Loans. A Free Application for Federal Student Aid (FAFSA) must be completed to be considered for all Federal financial aid. It is essential that students complete their materials as soon after January 1st as possible each year as resources are limited in some areas and are awarded by date priority.

Your application is considered complete when all appropriate forms are received and you are admitted to the law school. An award notification packet detailing your financial aid eligibility will be mailed to you from Student Financial Services. Students must reapply annually.

Free Application for Federal Student Aid (FAFSA)

This application is to be completed annually by all students applying for federal financial aid at Lewis & Clark College. Priority consideration will be given to error-free applications received by the federal processor no later than March 1st. Make sure our school code, 003197, is listed to insure we receive your information. Federal Stafford Loans and Private Loans are available throughout the year and can be awarded whenever financial aid files are completed. The FAFSA may be signed and dated beginning January 1st of each year. Your FAFSA can be completed on the World Wide Web at <http://www.fafsa.ed.gov>

College Aid Application (CAP)

This application should only be completed by returning students; it is not required of entering students. These are available from Student Financial Services starting January 1st. These must be completed for returning students before any financial aid can be awarded. The priority deadline for this application to be received in Student Financial Services is March 1st.

Financial Aid Programs

Northwestern School of Law of Lewis & Clark College Scholarships

There are a variety of special scholarships awarded by the law school to first year students. These include the Dean's Fellowship, Natural Resource Scholarships, Business Law Fellowship, Tax Law Fellowships, Public Interest Law Fellowships, and several others funded by private individuals and law firms. The selection is made by the law school Admissions Office on the basis of highest academic achievement and financial need. Information regarding the specific conditions of the scholarships will be sent under separate cover by the Law School Admissions Office.

Academic Scholarships

Awards are renewable if the student maintains a yearly grade point average of 2.95 or better.

Federal Work-Study

Federal Work-Study jobs are available for Lewis & Clark law students, but generally not until they have completed their first year of law school. These jobs are posted at Career Services and are available on a competitive basis

through an interview selection process. You may work a maximum of 40 hours per week during the summer and up to 20 hours per week during the academic year.

Before interviewing with an employer you should determine if you would be eligible for a Federal Work-Study award by contacting Student Financial Services. Federal Work-Study is a need-based financial aid program. Federal Work-Study will replace some of your loan eligibility; resulting in less debt obligation. Once a job has been secured, send Student Financial Services a Federal Work-Study Request Form (available from Business Services at the law school).

A timecard will be mailed to your employer, and you will be sent a revised award notification showing how your financial aid package has been adjusted due to the addition of your work-study award. You must have a W-4 and an I-9 form on file with the Lewis & Clark Payroll/Business Office prior to the processing of your FWS timecard. You are responsible for tracking the gross amount earned, to ensure you don't exceed the amount awarded. If you exceed your award, your employer will be billed the entire cost rather than the cost being shared with the Federal government.

Federal Perkins Loan

These loans are awarded to students who have demonstrated financial need as calculated using information provided on the FAFSA and who have submitted a completed financial aid file by the priority deadline of March 1st. There is very limited funding in this area and the typical award is \$4,000 for the academic year. The interest rate is fixed at 5%. Interest does not accrue during the time you are enrolled in college or while you qualify for other deferment options. The repayment period is 10 years after a 9 month grace period following graduation or withdrawal or dropping below half time status. Students cannot receive this loan if they are in default or have been on previous Federal loans.

Before leaving Northwestern School of Law of Lewis & Clark College, you are required by Federal regulation to complete an exit interview counseling session. You can complete the Perkins loan exit interview online through our servicer, University Accounting Service (UAS). <https://www.uasexit.com/>

UAS is also our billing service provider. UAS allows you to make your payment online each month or set up automatic monthly payments.

Federal Subsidized Stafford Loans

These loans are based on demonstrated need, as determined using data from the FAFSA, to a maximum of \$8,500 per academic year (fall/spring terms), or \$12,750 for summer and the academic year.

The interest rate is capped at 8.25%. Interest is paid by the Federal government if you maintain at least half time enrollment. The repayment period is 10 years after a 6 month grace period. The Federal government allows loan fees to be deducted from the gross amount of a loan, up to a maximum of 4%. Federal regulations require that all Stafford Loans be disbursed in two equal installments. First time borrowers at Lewis & Clark College are required to complete an Entrance Interview counseling session before their funds can be released.

After accepting your financial aid package, you must complete a separate promissory note which your lender will mail to you. This promissory note should be returned to the lender four to six weeks prior to the first day of classes to allow funds to be available for disbursement on the first day of class. It is advisable for the student to continually follow up with the lender until funds are received.

Federal Unsubsidized Stafford Loans

These loans are awarded to students to assist with educational expenses, to a maximum of \$10,000 per academic year (fall/spring terms) or \$15,000 for summer and academic year. These loans are not based on demonstrated need, but students do need to complete the FAFSA to be eligible to borrow Unsubsidized Stafford Loans. The interest rate is a maximum of 8.25%. Interest is NOT paid by the Federal government; the student is responsible for interest associated with the loan. Interest payments can be capitalized (added to the loan at repayment) so payments are not made during enrollment.

The repayment period is 10 years after a 6 month grace period. The Federal government allows loan fees to be deducted from the gross amount of a loan, up to a maximum of 4%. Federal regulations require that all Stafford Loans be disbursed in two equal installments. First time borrowers at Lewis & Clark College are required to attend or complete an Entrance Interview counseling session before their funds can be released.

After accepting your financial aid package, you must complete a separate promissory note which your lender will mail to you. This promissory note should be returned to the lender four to six weeks prior to the first day of classes to allow funds to be available for disbursement the first day of class. It is advisable for the student to follow up with the lender until funds are received.

Private Loans

These loans can be applied for by the student to meet educational expenses up to the cost of education minus any other financial aid. Credit checks are done by the lenders to determine credit-worthiness. Obtaining a private loan is dependent on the lender's evaluation of your credit history. The amount the student is eligible for is noted on the award notification.

Interest rates, grace periods, repayment periods, and repayment options vary for each lender. You will want to choose a private lender after careful consideration.

These loans require a separate application/promissory note. In order to apply for the loan, the student should contact the lender for pre-approval, receive a pre-printed application from the lender, complete that application, and return it to the lender. The lender will request certification from our school upon approving the loan.

The school certification will inform the lender to disburse your loan funds to Lewis & Clark College at the start of each semester in equal disbursements.

Bar Loans

These loans are not considered a part of your financial aid package, nor do they affect the budget used to determine your cost of education during your enrollment, as they represent loans received after graduation. They are applied for separately and most require school certification. You must apply for, your application be received by, and the funds disbursed no later than one month after graduation.

These are considered Private Loans so your approval is determined by the lender after a credit check has been completed. Your lender will mail the funds directly to you, usually in one or two lump sum(s).

Interest rates, grace periods, repayment periods, and repayment options vary for each lender. You will want to choose a private lender after careful consideration.

Satisfactory Academic Progress

As required by the Federal regulations governing Title IV financial aid, students are required to be making academic progress toward their degree to continue eligibility for the Federal Student Aid programs. This progress contains a quantitative and a qualitative standard of performance.

The quantitative standard states that the student should be advancing at a full-time status in such a fashion as to complete the degree requirements within five years. The quantitative standard for a student who attends less-than-full-time is measured on a percentage basis compared to a full-time standard. Students who meet the school standards for remaining in school are considered to be making satisfactory progress.

Withdrawal: Refund/Repayment Policies

Students who receive financial aid and subsequently withdraw from the College are subject to refund and repayment policies based on federal guidelines.

Students who receive financial aid and who completely withdraw from all classes during a semester are subject to a recalculation of eligibility for assistance in accordance with federal regulation. The date that a student initiates the official withdrawal process with the Office of the Registrar will be considered to be the official withdrawal date. The official withdrawal date will be used to determine the charges incurred by the student as well as the aid that will be retained by the College to address those charges.

A calculation to determine which portion of federal Title IV aid funds may be applied to the incurred charges and which portion must be returned to the federal aid programs will be performed for all students who have received federal aid and decide to completely withdraw from the College.

The formula uses the number of days of attendance to determine how much federal aid the student has earned, which therefore will be used to address charges. Students will be eligible to use a percentage of their institutional aid equal to the percent of tuition they will be charged due to withdrawal.

Students are encouraged to meet with a counselor in the Office of Student Financial Services to discuss the financial implications of withdrawal prior to beginning the withdrawal process, if possible.

Repayment

If a cash disbursement is made to a student due to the financial assistance totaling more than the direct institutional charges and the student subsequently withdraws, a portion of that disbursement may have to be repaid to the College, depending on the percentage of time enrolled and the amount of assistance received. If a student has been overpaid according to the federal guidelines, the student will be required to return the excess to the College for reimbursement to the programs.

Loan Deferments

The Registrar's Office certifies the attendance dates for all loan deferments. However, students are responsible for understanding the deferment policy of the lender or the loan servicing company handling their loan(s). Direct communication between the lender and the student is necessary for compliance with loan regulations.

Loan deferment policies vary significantly from lender to lender. Inquire carefully as to what you need to do to make sure your lender does not require repayment during the time you are fully enrolled in school.

Students concerned about being put into repayment status over the summer need to contact the lender themselves to request a Bridge Deferment.

Currently the Registrar's Office has two procedures for loan deferments. One process is done electronically through a loan clearing house for lending agencies. The other procedure, done for Perkins loans and private loans, involves the student submitting a deferment form to the Registrar's Office.

Perkins/Private Loan

The Registrar's Office will submit certificates of attendance for students with Perkins and private loans. The student is responsible for submitting deferment form requests with proper mailing addresses to the Registrar's Office. We will mail these forms to the lender with enrollment certification.

Enrollment certification for the regular academic year may be prepared after the first day of class. Certification cannot be given past the end of the current academic year. Summer school is certified separately if verification is required by the lender.

Student Loan Deferment Processing for loans other than Perkins or Private Lenders

Northwestern School of Law now uses the National Student Loan Clearinghouse for electronic loan deferment. Three times a semester (after add/drop period, at mid-semester, and after finals) Lewis & Clark College and Law School submits a report verifying all currently registered students to the Clearinghouse which, in turn, supplies verification of enrollment to lending agencies. Should you have difficulty with your lender regarding verification of enrollment, please contact the Registrar's Office. Toll-free telephone numbers for the largest services are available at the Registrar's Office.

Parking Regulations

General Information http://www.lclark.edu/offices/transportation_and_parking/

All students, faculty and staff of the law school who park at any time on the campus are required to register their vehicles with the College. All are responsible for reading, understanding, and abiding by the Lewis & Clark College Transportation and Parking Regulations. Ignorance of the regulations will not be accepted as justification for non-compliance. The updated transportation and parking regulations are distributed to students, faculty, and staff prior to the beginning of the fall semester. Copies are also available at the campus safety office on the main campus.

Campus parking regulations may be viewed at http://www.lclark.edu/offices/transportation_and_parking/

The parking of motor vehicles by Lewis & Clark College students, faculty, and staff is prohibited in residential neighborhoods adjacent to the campus. Parking violation notices will be placed on vehicles of students, faculty, and staff if parked in violation of any of the College transportation and parking regulations. Fines will be automatically charged to college accounts.

First and second year law students are not permitted to park in the law school parking lot. This exclusion applies to commuter permits and daily permits.

Parking for all law students is available on the main campus in any parking spaces not reserved by signs or pavement markings. There is also a reserved section for all law students in the upper Griswold parking lot. If parking passes from the parking lot vending machine are used, then a vehicle ID is required, and is available at no charge from the Law School Business Office.

The only exception to this rule, are carpool permits and parking permits issued by the transportation and parking office for physically disabled persons. Certain parking spaces in the law school parking lot are reserved for class 3L law students, (**ONLY those law students graduating that academic school year**) who must obtain either a 3L year student commuter permit at the campus safety office or a specially validated daily permit from the reception desk at the legal research center.

Parking is also available at the **Huston Ball Field**. Semester or daily permits are required to park in this satellite-parking facility. Please contact the transportation and parking office (503-768-7857) for more information. For permits and fees see information see page 75. Tri-Met website: <http://trimet.org>

Policy on Second Dose Rubella (Hard Measles) Vaccination

In order to comply with Oregon law regarding a second dose measles vaccination for college students, Lewis & Clark College has developed the following policy:

All law students born on or after January 1, 1957 enrolling on or after Fall 1993 must provide the school with evidence of having received two doses of LIVE measles vaccine on or after their first birthday with a minimum of thirty days between doses. If month and year of the first dose are not available, documentation of the second dose in or after December 1989 must be provided. The dates must be accompanied by the student's signature.

Students may be exempted from the immunizations if:

1. they provide documentation of adequate measles titer
2. they provide documentation of having had the disease
3. they have a medical condition preventing the use of the vaccine (cont. next page)
4. they were born before January 1, 1957
5. religious beliefs prohibit immunization

Procedure

All entering students will be required to present documentation of immunization or legitimate exemption to the Law School prior to registration. The documentation must be signed by the student.

Students who do not have a signed statement on file will have a hold placed on their registration.

Sexual Harassment Policy

A supportive, congenial and professional environment is essential to the law school's academic mission. For this reason, the law school strives to sustain an atmosphere in which individual dignity is respected. Sexual harassment is inconsistent with this goal and will constitute a violation of this policy.

Faculty, staff, students and persons using the law school facilities are expected to adhere to this policy.

What Constitutes Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual,

or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment. In evaluating conduct of the sort described in (3), the interference and/or the environment will be viewed through the eyes of a reasonable person in the position of the victim of the alleged harassment, in accordance with applicable legal precedents. Conduct of the sort described in this paragraph will be presumed unwelcome. This is a rebuttable presumption.

This definition is not intended to limit the free exchange of opinions or the vigorous debate of ideas. Disagreement with the viewpoint of an individual on a political or legal issue will not, without more, constitute a violation of this policy. All members of the law school community are entitled to use speech to convey disagreement, agreement, inquiry or commentary in keeping with the principles underlying constitutionally protected free expression. In particular, speech that is related to or uttered in connection with academic affairs or the expression of non-anonymous opinions in classrooms, open forums, papers, newspapers or pamphlets will not constitute sexual harassment under (3) above unless it is so severe or pervasive as to unreasonably interfere with an individual's work or academic performance or unreasonably create an intimidating, hostile or offensive working or academic environment. For the purposes of this paragraph, unreasonableness shall be determined with reference to what is objectively reasonable in an academic community.

Commentary:

Sexual harassment as a concept encompasses a broad range of conduct, from the display of sexually suggestive objects or pictures to coerced sexual relations. Whether or not particular conduct constitutes sexual harassment will

depend on the context in which the conduct arises, the relationship of the parties, and the severity and frequency of the conduct.

The ability to discuss controversial or unpopular opinions is critical to the law school's purpose. Some of these opinions may involve sexuality. Accordingly, the definition of sexual harassment is limited to accommodate the free exchange of ideas in an academic setting. This is not to say that all speech is appropriate or good. Any member of the law school community who feels that particular speech, while not sexual harassment under the terms of this policy, is inappropriate, should feel free to talk to the speaker, to faculty, to any dean or to students.

If the Dean has warned an individual that speech of the sort described in the second paragraph of the definition of sexual harassment is inappropriate under the terms of this policy, the warning shall serve as strong evidence that future speech of a similar nature might violate this policy.

Not all sexual conduct is sexual harassment. Sexual conduct, to be a violation of this policy, must be unwelcome and must be sufficiently severe or pervasive that it meets the definition in paragraph A of this policy. By way of example only, the following is a non-exclusive illustration of some of the kinds of conduct that can lead to a violation of this policy if the definition is otherwise met: physical contact, ranging from brushing against the body to sexual intercourse; sexual innuendos and sexual remarks about a person's clothing, body or sexual activities; sexual propositions, invitations or other pressure for sex; implied or overt threats if sexual advances are refused; sexual jokes, sexual comments or sexual graffiti; or retaliation for complaining about any violation or perceived violation of this policy. Sexual harassment is not limited to heterosexual harassment.

One of the elements of sexual harassment is that the conduct is unwelcome. Every offer of a sexual relationship should be assumed to have been rejected unless it is affirmatively accepted. Even welcome, consensual relationships may later become unwelcome and lead to violations of this policy.

Where one party is in a position to extend academic or employment benefits to another, even a completely welcome consensual sexual relationship between the two, raises at least the appearance of impropriety. Such a relationship can lead to sexual harassment allegations not only if it later becomes unwelcome, but also if the potential for favoritism inherent in such a relationship creates an intimidating, hostile or offensive environment for other members of the law school community.

Sexual harassment is not limited to situations where there is an unequal power relationship between the parties, but where there is such a relationship sexual harassment may be more likely.

Conduct occurring off campus can lead to a violation of this policy. Sufficiently severe conduct of the sort described in this policy will constitute sexual harassment if it unreasonably interferes with a person's academic or working environment. An example is conduct which causes a person to be reluctant to enter the law school, the library or the classroom when the alleged harasser might be present.

The standard used to determine whether or not conduct creates a hostile environment is intended to be taken from the perspective of a reasonable person in the position of the alleged victim. Simply because conduct has been common practice in the past does not make it reasonable.

The Ninth Circuit Court of Appeals has described the reasonable victim standard as follows:

In evaluating the severity and pervasiveness of sexual harassment, we should focus on the perspective of the victim. A complete understanding of the victims view requires, among other things, an analysis of the different perspectives of men and women.

We hold that a female plaintiff states a prima facie case of hostile environment sexual harassment when she alleges conduct which a reasonable woman would consider sufficiently severe or pervasive to alter the conditions of employment and create an abusive working environment...Of course, where male employees allege that co-workers engage in conduct which creates a hostile environment, the appropriate victims perspective would be that of a reasonable man...Adopting the victims perspective ensures that courts will not sustain ingrained notions of reasonable behavior fashioned by the offenders.' ...We hope that over time both men and women will learn what conduct offends reasonable members of the other sex. When employers and employees internalize the standard of workplace conduct we establish today, the current gap in perception between the sexes will be bridged.

Ellison v. Brady, 924 F.2d 872, 878-81 (9th Cir. 1991)

What To Do When Sexual Harassment Occurs

The law school is determined to provide an environment free of sexual harassment. While any member of the law school community who feels that he or she has been subject to sexual harassment is encouraged to firmly and promptly notify the offender that his or her behavior is unwelcome, it is also recognized that power and status disparities may make such a confrontation undesirable.

If direct communication is ineffective or is not considered appropriate, the matter should be discussed with the Associate Dean for Academic Affairs or the Associate Dean for Student Affairs.

All faculty, staff, students and persons using the law school facilities are encouraged to discuss any questions concerning this policy with an Associate Dean.

Victims of sexual harassment may have legal remedies in addition to the procedures provided in this policy.

Actions Taken in Response to Sexual Harassment

Investigation.

The Associate Deans are the administrators initially responsible for ensuring that all allegations of sexual harassment are promptly and thoroughly investigated. The Associate Deans shall conduct any investigation in as confidential a manner as is reasonably possible under the circumstances.

Informal Resolution.

In many cases, all parties concerned may desire informal resolution of allegations of sexual harassment. The Associate Dean investigating an allegation of sexual harassment shall discuss with the complainant whether or not informal resolution is appropriate.

Examples of informal resolution include discussion of the matter with the person alleged to have violated this policy or the making of an official written record. If an official written record is made, each party shall be entitled to submit a brief statement.

The Associate Dean shall keep the Dean informed of any allegation of sexual harassment where informal resolution is not appropriate or possible, even if a request for formal resolution of the matter is not made.

Formal Resolution.

The Associate Dean investigating an allegation of sexual harassment, the complainant or the person alleged to have violated this policy may request formal resolution of the matter by the Dean. Any request for formal resolution must be in writing.

Upon receiving a request for a formal resolution, the Dean shall do one of the following: (I) determine that no violation of this policy has occurred, (ii) determine that a violation of this policy has occurred and the action to be taken in response to the violation, or (iii) convene a hearings panel to determine if a violation has occurred, and if so, to make recommendations to the Dean as to the action to be taken.

If the request for a formal resolution involves an allegation of sexual harassment by a full-time faculty member or a student, a hearings panel must be convened before a violation of this policy can be found.

Any hearings panel convened by the Dean shall consist of three members, at least one of whom shall be a tenured faculty member. If and only if a hearings panel is to hear allegations of sexual harassment by or against a student, one of the members of the panel shall be a student representative to the Honor Committee. The Dean shall appoint the other members of the hearings panel on an ad hoc basis. No individual who is or may be a potential witness shall be appointed to a panel. The proceedings of any panel shall be conducted in a confidential manner. No panel member may disclose any information obtained through such proceedings except as is necessary for functioning of the panel.

The Dean's formal resolution of an alleged violation of this policy shall be made as expeditiously as possible, consistent with the facts and the integrity of the process. The Dean's resolution shall be communicated to the person alleged to have violated this policy and the complainant. Only in extraordinary cases may the period from initiation of the formal procedure to resolution exceed three school weeks. The Dean shall retain a record of any formal resolution under this policy in a secure place.

Any faculty member, staff person, student or user of the law school facility who is found to have violated this policy may be appropriately counseled, disciplined (ranging from a reprimand up to and including discharge or expulsion) or excluded from the campus. The action to be taken shall be immediate and appropriate, and shall be reasonably related to the gravity and/or the frequency of the violation or violations. In the case of a faculty member, staff person or student, no finding of a violation of this policy may be made or any penalty imposed without notifying the faculty member, staff person or student alleged to have violated this policy and affording such person, in accordance with due process, a full opportunity to respond to the charge.

The Dean shall make the ultimate determination of the action to be taken in response to any finding of a violation of this policy, provided no tenured faculty member shall be dismissed for violating this policy except upon compliance with the dismissal procedures set out in the Principles of Employment and Tenure for the law school.

Time Limitation.

In the interests of early resolution of disputed allegations and in the interests of fairness to the parties involved, any complaint (whether informal or formal) must be made within one year of the last instance of the conduct alleged to have violated this policy.

Investigations Independent of a Specific Complaint

The law school administration may investigate suspicions of sexual harassment even when individual complaints are not made. If the Dean or Associate Deans have reason to believe that a “hostile environment” may exist (or be evolving) or that any other provision of this policy is being violated, they shall take appropriate action.

Prevention Through Education and Training

The law school shall distribute this policy to all faculty, staff and students. The Dean and Associate Deans shall discuss this policy with faculty, staff and students at least once annually. The law school shall sponsor workshops about sexual harassment issues and make them available to faculty, staff, students and persons using our facilities.

Implementation & Monitoring of this Policy

This policy shall be reviewed annually to ensure that it continues to serve the stated purposes. The Dean shall report to the faculty at its regular September meeting a summary of the last year’s activities pursuant to this policy, consistent with maintaining confidentiality.

Student representatives shall convey this information to the student body. Whenever appropriate, questions concerning harassment may be included in faculty, staff and student surveys and exit interviews.

Lewis & Clark Alcohol Policy

Lewis & Clark College seeks to assure the health and well-being of the entire College community. Therefore, consistent with state and federal laws including the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, the College provides opportunities for education and assistance to members of the College community and has adopted the following policy designed to prevent the illicit use or abuse of alcohol or other drugs.

The College prohibits the unlawful use, sale, purchase, transfer, possession, manufacture, distribution, or dispensing of drugs or alcohol by students and employees on College property or as part of any College activity. In accordance with Oregon law, the service of alcohol to, or consumption by, any person who is under the age of 21, or who is intoxicated, is prohibited.

The College expects that those employed by the College in any capacity will carry out the duties of their respective positions free from interference from the effects of alcohol and other drugs.

Alcoholic beverages may not be consumed in the course of any class, laboratory, or other activity at which attendance is required as part of a student's course or degree requirements.

Alcoholic beverages may be served or consumed under certain circumstances in designated areas with prior approval from the Office of the Associate Dean of Northwestern School of Law for law school events or from the Office of the Dean of Students for all other circumstances. Members of the Lewis and Clark community and guests, and the sponsors of any on-campus or College-sponsored activity or social event at which alcoholic beverages are served, must abide by all applicable laws and College procedures.

Dissemination of Institutional Policy and Procedures

In compliance with the Drug-Free Schools and Communities Act, Lewis & Clark College has distributed annually through the campus mail the *Lewis & Clark College Alcohol and Drug Policy and Information* brochure to each

employee and each student. In addition, this brochure is included in packets distributed to all new students and employees.

Information in the brochure includes the information listed above as well as:

Sanctions

In addition to any disciplinary action that may be taken against individuals, any College-sponsored or College-supported groups that condone or encourage violations of this policy maybe subject to discipline and possibly to dissolution.

The College also reserves the right to remove any and all persons from College facilities or otherwise to separate those persons from the institution whenever there may be a threat to the safety, health, or well-being of the College or a member of the College community, whether alcohol- or drug-related or otherwise.

Health Risks

A chart informing students and employees about drugs and their effects and possible health risks is included in the alcohol brochure.

Resources and Programs Available

The College encourages students and employees who use illegal drugs or who abuse alcohol to seek appropriate assistance.

The College provides alcohol and drug abuse information, education, and counseling or referral services to help meet individual needs and to assist in times of crisis. The Counseling Center and the Student Health Center are available to all members of the College community for confidential alcohol or drug-related assistance, whether or not those members are covered under the College health insurance program. Students are urged to refer individuals troubled by illegal drug use or alcohol abuse problems to the Counseling Center, Student Health Center, Director of Personnel services or the appropriate dean or supervisor or to the Oregon Attorney Assistance Program.

Resources at Lewis & Clark and in the Portland community are listed with telephone numbers in the brochure and there is a list in What's What on page 107.

Applicable Legal Sanction, Local, state, and federal laws and codes are presented in a section in the brochure which includes penalties for possession, Portland Municipal Code items, and a blood alcohol levels chart.

The brochure is available at the Registrar's Office at the law school.

Education Records Policy

The Education Records Policy of the Lewis & Clark Law School is intended to comply with the requirements of the Family Education Rights and Privacy Act (FERPA) and to be in accord with the Lewis & Clark College Policy.

Education Records <http://www.lclark.edu/college/offices/registrar/ferpa/>

The Family Education Rights and Privacy Act (Public Law 93-380), effective November 19, 1974 as amended by Public Law 93-568, Buckley Amendment, is intended to ensure students the right to inspect, review, and control access to student educational records maintained by an educational institution.

The Education Records Policy of Lewis & Clark Law School is intended to comply with the requirements of the Family Education Rights and Privacy Act (FERPA) and to be in accord with the Lewis & Clark College policy.

Definitions:

Student

1. Refers to any person currently enrolled at Lewis & Clark Law School, or
2. Refers to any person who has previously earned academic credit at Lewis & Clark Law School.
3. Applicants for admission are not classified as students.

Educational Records

Refers to any record (in handwriting, print, tapes, film, computer, or other medium) maintained by the institution or an agent of the institution which is directly related to a student, **except:**

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by the institution's law enforcement unit for law enforcement purposes. (However, if a copy of the Campus Safety Office record is given to the Registrar or other official of the institution for enforcement of a trespass order or other legitimate institution need, that copy becomes an educational record subject to FERPA.)
3. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the institution and which do not relate to the person as a student.
6. Records maintained by Lewis & Clark Law School legal counsel.

Institution

This policy covers students of Lewis & Clark Law School.

Contents of Student Record

Directory Information

Lewis & Clark Law School has defined Directory Information as the information listed below. This information may be released for any purpose at the discretion of the School unless a student restricts disclosure in writing. Students have the right to prevent disclosure of Directory Information. Requests must be provided in writing, signed and dated, to the Office of the Registrar.

Name

Address

Telephone Number

Internet Address

Current Enrollment

Dates of Attendance

Degree(s) Conferred (and honors if applicable)

Photographs

Previous Institutions Attended

Confidential Information, including but not limited to the following:

1. All information (except for Directory Information) contained in the application for admission or readmission. Letters of recommendation used to determine admission to Lewis & Clark Law School do not become part of the education record; those letters not marked confidential are returned to the student.
2. All records of test scores and/or results.
3. All transcripts of previous academic work.
4. Transcript, including course grades, grade point average, and advancement information.
5. All petitions requesting variance in established academic policy.
6. Graduation petition and evaluation.
7. Notices and/or reprimands for failure to meet academic policy and/or requirements of the Honor Code.
8. Rank in class.
9. All correspondence relevant to the academic records including letters of acceptance, receipts, academic performance, leave of absence, withdrawal, and the like.
10. Records of all authorizations to access or release information contained in the student education record.
11. Career Services Records.

Note: Five years after graduation each file is purged and only minimal information is kept on microfiche.

Challenge of Contents

The student has a right to challenge the content of the education record. See the section on Correction of Education Records.

Access to Education Records

Student Access

A student has access to all education records, except for those listed below under Limitation on Right of Access, and has the right to personally view his or her education record within 45 days of making a written request.

Limitation on Right of Access

The institution will not permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access.
3. Records connected with an application to attend the institution or a component unit of the institution if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Provision of Copies

The institution reserves the right to deny copies of records, including transcripts required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of the institution.
2. The student has an unpaid financial obligation to the institution.
3. There is an unresolved disciplinary action against the student.
4. The education record requested is an exam or set of standardized test questions.

Fees for Copies of Records

A fee of \$10 will be charged to make a copy of a student's entire permanent record.

Third Party Access

Third party access to the educational record without the student's written permission is limited to individuals designated as School Officials, those persons and/or agencies specifically authorized in FERPA as amended, or to any other person to whom disclosure may be required by law.

Authorization for Release of Education Record

Student Authorization

A student may authorize the release of his or her education record to a third party providing the request is made in writing, signed and dated.

Without Student Authorization

The institution will disclose information from a student's education record only with the written consent of the student, **except** that records may be disclosed without consent when the disclosure is:

1. To school officials who have legitimate education interest in the records.

A school official is any one of the following:

A person employed by the institution in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.

A person elected to the Board of Trustees.

A person employed by or under the contract to perform a special task; such as the attorney or auditor.

A person employed by the law enforcement unit of the institution.

A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
2. A school official has a legitimate educational interest if the official is acting on behalf of the student and is doing any of the following:

Performing a task that is specified in his or her position description or contract agreement.

Performing a task related to a student's education.

Performing a task related to the discipline of a student.

Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

Maintaining the safety and security of the campus.
3. To officials of another school, upon request, in which a student seeks or intends to enroll.
4. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain state or federally supported education programs.
5. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

6. To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of the institution.
8. To accrediting organizations to carry out their functions.
9. To parents of an eligible student who is claimed as a dependent for income tax purposes. The institution will evaluate individual circumstances before doing so and will require a copy of the first page of the parent's federal income tax return to establish the student's status as a dependent. If educational information is properly released to a custodial parent of whom the student is a dependent, a duplicate of the released information may also be released upon request to a natural, non-custodial parent of whom the student is not a dependent.
10. To comply with a judicial order or a lawfully issued subpoena. An attempt to notify the student is required by law before the institution can honor such an order or subpoena.
11. To appropriate parties in a health or safety emergency.
12. To individuals requesting directory information so designated by the institution.
13. The results of any disciplinary proceeding, conducted by the institution against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
14. To the student.

Procedure for Release of Education Records

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate records custodian. Law School records are available through the Registrar. For a full listing of all record custodians in the institution, check with the Registrar.

The records custodian or an appropriate institution staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

Students should submit to the records custodian or an appropriate institution staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect. Students may be asked to provide identification in order to ensure proper release of information.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

Record of Requests for Disclosure of Education Records

The institution maintains a record of all requests for and/or disclosure of information from a student's education records. The record indicates the name of the party making the request, any additional party to whom it may be *redisclosed*, and

the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Every transcript of record released contains the admonition that the transcript is subject to the Family Education Rights and Privacy Act and it cannot be released to a third party without the written consent of the student.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. To do so the student must present the Associate Deans a written statement identifying that part of the record to be amended, specifying why he believes it is inaccurate, misleading or in violation of his or her privacy right.

A student is entitled to challenge the content of the education record. However, a grade cannot be challenged except on the basis of clerical or computation error.

Procedure to Request the Release of Education Records to Third Parties

Transcript of Record

The Family Education and Privacy Rights Act requires that students submit signed and dated requests for copies of their transcript of record.

1. All requests for copies of the transcript of record are handled by the respective Offices of the Registrar and fees are set by the individual offices.
2. Additional policies and procedures regarding the release of transcripts of record may be developed by the respective School.

Career Services Records

Career Services maintains student records pertinent to professional and educational placement. See Policies of Career Services.

Charges and procedures duplication of the transcript of record

The Family Education Rights and Privacy Act of 1974 requires that students submit signed requests for copies of their transcript of record.

1. Only copies of the transcript of record mailed directly from the Office of the Registrar to third parties are "official."
2. Copies of the transcript of record delivered to the student will be designated as "issued to student."
3. All requests for copies of the transcript of record received by 5:00 p.m. Wednesday will be available by 2:00 p.m. Friday and are free of charge.
4. Students requesting special handling for copies of their transcript of record will be charged a \$5.00 fee.

5. Copies of undergraduate transcripts from the student's file will be copied for a \$10.00 fee for each set. Students should retain a copy for themselves to make copies to send out. Any copy made by the law school Registrar or the student is an "unofficial" copy.

Career Services Records

1. Career Service Registration, General Consent and Information Form
2. Fall Recruitment Program Acknowledgment, Registration and Consent Form
3. Application Materials (includes, but is not limited to, resume, and information thereon, cover letter, transcript, writing sample, reference list, letters of recommendation and employer application forms, depending on what materials are requested by each employer)
4. Employment and Salary Information (for employment during school and after graduation)

Career Services does not maintain application materials for individual students but does, at the student's request, forward application materials to employers that interview on campus or request that Career Services collect application materials for forwarding at a later date. Students must sign a consent and release statement permitting Career Services to release their application materials to these employers.

In addition, students must submit 2 copies of their current resume to Career Services each year to register to participate in on-campus interviewing. The resumes are kept on file so that Career Services can submit a resume to an employer on the student's behalf in the event the mail is delayed or lost, or the employer forgets to bring copies to campus. A separate resume is also submitted each month if the student wants to be considered for "ad-hoc" employment. Students have the option to indicate both on the Career Services Registration and General Consent and Information forms that they do not authorize Career Services to release their application materials.

The application materials that comprise a student's Career Services Record will be issued to third parties in accordance with the Education Records Policy of Lewis & Clark Law School and the Family Education Rights and Privacy Act, provided that the student has signed a consent form which contains the following release statement:

I hereby authorize Career Services to release my resume or information thereon, cover letter, transcript of record, writing sample, reference list, letters of recommendation solicited by me, and any other application materials or forms requested by an employer to any prospective employer for the purpose of considering me for employment. I understand that this release includes, but is not limited to, forwarding of my application materials to employers requesting application materials pursuant to on-campus interviewing, the recruit by mail program and/or in response to job postings, and the release verbally or in writing of my name and all information contained in my resume (including grades and class standing) to employers who request information for individuals interested in a particular practice area or locale, individuals graduating or who graduated at a particular time, or individuals who are in a certain academic percentage of their class. The information contained in my resume and other application materials is accurate and truthful. I understand that the Career Services Office has no responsibility for or control over prospective employers who may distribute my resume or information thereon or other application materials without my consent to parties not within the scope of this release. Students are asked to inform Career Services of all accepted offers of employment (part-time, full-time, summer or permanent positions), regardless of how the lead was obtained. Career Services will periodically ask students and graduates to provide certain information, through questionnaires, about their job search and their school year or summer employment (including an evaluation of their employer).

Upon graduation, students are required to fill out a questionnaire regarding employment, for use in compiling statistics required by the ABA.

In addition, graduate employment information is reported to the National Association of Law Placement for compilation of national employment statistics and becomes part of NALP statistics. All information compiled in these reports is anonymous and all individual results are confidential, except that information about where a graduate is employed also becomes part of the permanent alumni(ae) record.

A list of all alumni(ae) and their places of employment is available to assist students in the job search.

Services and Resources

Student Lockers: Reggie Raiford raiford@lclark.edu

Bus Passes: Lisa Garcia lgarcia@lclark.edu

Law Business Office: http://www.lclark.edu/law/offices/business_services/

Lockers are located in the back section of Gantenbein Lounge/Career Services building.

The lockers are issued on a first come, first serve basis, on the second day of orientation. All lockers are secured with the law school locks. The locker the student receives will remain his/hers until such time the locker is no longer needed by the student and/ or graduates. December and May graduates will keep their lockers until August 1st. A waiting list will be used for those missing the locker assignment.

Campus Mailboxes & E-Mail Addresses

(Contact Law Registrar's Office 503-768-6614 or lawreg@lclark.edu)

Each student will be assigned an on-campus mailbox and a Lewis and Clark e-mail address for receipt of his/her official law school mail. Law school information placed in a student's mailbox or sent by e-mail to the Lewis & Clark e-mail address is construed as being delivered in person. Therefore, students who link their L & C email accounts to personal home email systems must maintain the correct forwarding information. **We would advise to not forward your law school email to another email account.**

To update your mailing address, contact lawreg@lclark.edu

Please read your emails from the Registrar's office, lawreg@lclark.edu or from our Registrar, Susan Galyen galyen@lclark.edu We often email important information that pertains to your academic career.

Notices and Postings

Common news and information will be posted at certain bulletin boards and tables on campus rather than stuffing all mailboxes. These locations are:

1. Outside the Admissions office area, on the third floor of the Legal Research Center, near the doors leading to the skywalk.
2. The cylindrical bulletin boards in the 3rd floor of the Legal Research Center near the Business Services Office.

3. The bulletin board in the stairwell between the second and third floors of the Legal Research Center.
4. Outside the cafeteria on the second floor of the Legal Research Center.
5. Gantenbein Building hallway.
6. The bulletin boards on the first floor of Wood Hall outside the classrooms.

If you or your student group need something posted on these bulletin boards, you must receive approval from the receptionist at the reception desk on the third floor of the Legal Research Center (the main switch board). The bulletin boards are the only place for notice posting. You cannot post notices on posts, stairwells, classroom doors, etc. Items posted without approval will be removed.

School Closures

When the college decides to close or delay opening because of severe conditions, you can find out about the closure or delay four different ways:

1. Call 503-768-SNOW (**503-768-7669**) or the News & Events Line (503-768-7965). That's where the information goes first. But please **wait until 6:30 a.m. to call** to allow time to get the message on the line.
2. Listen to the radio or television stations listed below. Any message you hear regarding Lewis & Clark College applies to the law school as well as the undergraduate school. If the college closes early, the media will announce "evening closure" or "afternoon closure." For exact times, call the SNOW-line.
3. If you are on your computer, view the city-wide school announcement web site: <http://www.mesd.k12.or.us>

Messages sent to the media also appear on that site.

4. You can access the website of the college: <http://www.lclark.edu/> or <http://cas.lclark.edu/>

Lewis & Clark College will remain open unless conditions are so severe as to require closure. During school closure, all classes are canceled and all support services. When the college cancels classes, it also cancels ALL events, including evening speakers.

If the college closed in the morning, but conditions improved considerably during the day, scheduled events may take place in the evening. The college will make decisions about evening shifts, classes and public events by 4:00 p.m.

If you don't hear an announcement on the SNOW line, assume the college is open or in the process of making a decision. The following radio and TV stations will carry school closure information: KBPS (89.9), KOPB (91.5), KGON (92.3), KPDQ (93.7), KNRK (94.7), KXL (95.5), KISN (97.1), KUPL (98.7), KWJJ (99.5), KINK (101.9), KKCW (103.3), KKJZ (106.7), KOAC (550), KEWS (620), KXL (750), KPDQ (800), KWBY (940), KXYQ (1010), KWJJ (1080), KEX (1190), KBPS (1450), KFXX (1520); Channels 2 (KATU), 6 (KOIN), 8 (KGW), 12 (KPTV), 56 (KEI).

Emergency Messages

Emergency messages for students, particularly those involving the health, welfare or any accident of a family member, will be immediately given to the Registrar's Office. That office will make every effort to locate the student and give

them the message. Students who may be expecting such a message should keep the receptionist advised of his/her whereabouts while at the law school.

Buildings and Grounds/Facilities Office

http://www.lclark.edu/law/offices/business_services/facilities_and_media_requests/

Facility Services is located in the Legal Research Center in the Business Services office next to the Registrar's office. Hours are 8:30am-5:00pm Monday through Friday. Forms to submit written service requests are located here. After hours you may use the drop box. Requests for audio visual assistance, event setups, repair, maintenance and lockers are handled by Facilities. Head of Facilities is Kurt Armstrong kda@lclark.edu

Priority for the use of law school facilities, especially classrooms, will be given to the conduct of classes and other official law school functions. Organizations or individuals wishing to use any law school facilities must have permission from the law school and must reserve such facilities with the Law School Business Services Office. Reservations will be on a first-come first-served basis and subject to the availability of space and appropriateness of the intended use. These facilities are available only for purposes related to the law school or the legal profession. Reservations must be made at least one week in advance and confirmed at least one day in advance.

The law school, however, reserves the right to cancel such reservations if a priority use of the space becomes necessary or it is subsequently discovered that the intended use is inappropriate.

Smoking Policy

The College takes seriously its obligation to provide a safe, healthy environment for faculty, staff, students and guests. The College is guided by the Oregon Indoor Clean Air Act in efforts to provide an appropriate work and learning environment.

Please visit the link below for complete details of our new smoking policy effective August, 23, 2010.

http://www.lclark.edu/offices/human_resources/employee_resources/policies/institutional/general/smoking/

Public Telephones

A public (pay) telephone is located outside the Gantenbein Building near the student lockers and mailboxes. Free student telephones for outgoing local calls only are located in the Gantenbein Building and the Library.

Classrooms

Since all classrooms are air conditioned and heated, keep doors, including the rear door, closed at all times. If it becomes uncomfortable, please advise Facilities in Business Services.

Building Security

Law school buildings will be kept open as long as and when necessary for law school functions. Faculty office areas will be secured between 10:00 p.m. and 7:30 a.m. weekdays. The areas are closed at all times on the weekends. Common areas of the Legal Research Center will close the same time as the Library.

All persons not authorized to occupy facilities during off hours will leave such facilities immediately at the time(s) they are to be secured or when requested to do so by a faculty or staff member or security officer.

Any authorized person entering a law school building(s) during off-hours is responsible for completely securing the building(s) when entering and upon departure. Always keep an eye on your belongings.

Vandalism

Too many law school dollars must be spent to repair or replace buildings, furniture or equipment damaged by vandalism. Such acts by law students are a violation of the Honor Code and, if observed by another student, the act should be reported to the Honor Committee. If anyone other than a law student is observed committing an act of vandalism, report such act to an appropriate administrative official, faculty member or campus security.

Law School Furniture

Any student, faculty, or staff member, who wishes to use any item of law school furniture on or off campus in other than its designated place, must first obtain permission from the Business Services Office, and must return, or ensure the return of such furniture, to its appropriate place within the time constraints given them by Business Services. If the item is damaged, the law school must be reimbursed for the replacement value of the item.

Children on Campus

Minor children on campus must be in the company of their parents, or a designated adult, at all times. Parents are strictly responsible for the conduct and safety of their children while on the law school campus.

Pets

It is a violation of college policy to leave a pet unattended in a vehicle. If a pet is brought on campus, it must be kept under control and attended at all times. Any pet not under control must be removed immediately by the owner, or it will be subject to impoundment.

Any pet left unattended is subject to impoundment. Excessive barking by a dog will classify that animal as not under control. Any pet reported by multiple students, faculty or staff as a nuisance may be considered out of control. Pets on campus must be on a leash at all times. Pets are not allowed in classrooms, eating areas, lounges, study areas, or in any other buildings (with the exception of private offices).

All pet owners must follow city and county animal licensing requirements; any unlicensed pets must be removed from the campus. Any owners violating these policies are subject to a fine of \$10 a day.

Emergency Class Taping

Requests for audio or video taping of courses for students must be approved by the Associate Dean of Academic Affairs and requires the consent of the instructor. Please contact Liz Hobbs, assistant to the Associate Dean of Academic Affairs, at 503-768-6648, lhobbs@lclark.edu

The requests must be for an emergency **only**. Students may also make arrangements for a friend provide notes or to tape the class. Audio cassettes may be checked out at the library.

Lost and Found

Items found at the Law School can be turned in at the switchboard 503-768-6600, (front desk in the Legal Research Building or the front desk of Boley Library. Items that are found can also be turned in to the Campus Safety office at the Visitor Gate on the main campus. Inquiries or questions may be directed to any of these locations; switchboard, 503-768-6600; library, 503-768-6676; or campus safety, 503-768-7855.

Registrars Office

<http://www.lclark.edu/law/offices/registrar/>

FAX: 503-768-6850 Phone: 503-768-6614

Email at: lawreg@lclark.edu

During the regular academic year, the Registrar's Office counter is open daily. It is located on the third floor of the Legal Research Center, upstairs from the student lounge. Most days from 10am - 5:30pm. Our lunch hours are usually 12:30pm - 1:00pm except during exams and summer.

Law Transcript Requests Online form: <http://www.lclark.edu/law/offices/registrar/>

The same policies for requesting transcripts apply even after graduation. We have to have a signature to release them. Linda Quandt processes transcript requests and can be reached at quandt@lclark.edu

The Registrar's office will process transcript requests for free every Wednesday, available the following day. If you need them any other day, there will be a \$5 fee for 5 transcripts. We always need your signature. If you have a hold on your student account, we cannot process your request. Please check Web Advisor for any holds you may have on your student account. Please remember to pick them up from our office after the processing day.

Oregon Student

Appearance Rule (Court Certification Process)

Law students who meet the basic requirements defined by the Oregon Supreme Court and Lewis & Clark Law School may be certified by the State Court Administrator to make limited appearances in Oregon courts. Students may also be certified to appear in federal court on a limited basis. Any student wishing to be certified must meet the requirements laid out in the Oregon Supreme Court rules and the law school's requirements. Application and rules for the Oregon Supreme Court Student Appearance as well as Lewis & Clark School's Student Appearance rules are found at this website: http://law.lclark.edu/dept/lawreg/forms_index.html

Once the forms are completed, please return them to Liz Hobbs in the Academic Affairs Office (located behind the front reception desk in the LRC), the certification process takes about a week to complete. Liz can be reached at lhobbs@lclark.edu or 503-786-6648.

Student Groups

http://www.lclark.edu/law/student_groups/student_bar_association/

Career Services 503-7768-6608

http://www.lclark.edu/law/offices/career_services/

Career Services is a career counseling and job search preparation center, with a comprehensive resource library and job clearinghouse for our students and graduates. We believe that your law school experience is a substantial investment in your future, and should be treated as such; you are entering a profession and a career, not just earning a law degree.

Our goal is to help you define your career goals, prepare your application materials, hone your interviewing skills, and to assist you in developing employment contacts and opportunities. After your graduation from law school, Career Services remains available for your use, whether you need assistance finding another job, changing career paths, assistance with application materials or practicing interviewing techniques.

Office

The Career Services Office is located in Gantenbein; same building as the student lockers. Elizabeth Davis is the Assistant Dean, Ellen Jones is the Director, and Vicki Nelson is the Assistant Director. The office houses the resource library and administrative offices, as well as the computers and printers, long distance telephone and fax machine that are available to students.

The Career Services Office also has a web page http://www.lclark.edu/law/offices/career_services/to a link to online job postings that students and alums can access by password. If you need your law transcripts, order them from the Registrar's office. See above information for how to request them under the heading Registrar's Office.

Hours

During the school year, the Career Services Office is open from 9:00 a.m. to 5:30 p.m. Monday through Thursday; Fridays from 9:00 a.m. to 4:00 p.m. Summer hours are somewhat shorter. We make every effort to accommodate the needs and schedules of evening students.

Special appointments can be arranged with the Assistant Dean and Director at other times. Just ask!

Services

Each year, Career Services offers special programs and services exclusively for our students and graduates.

Some of those are as follows:

Individual Counseling

Resume and Cover Letter Review

Computers and Printers for Application Materials & Fax

Long Distance Telephone

Comprehensive Resource Library

Job Posting Board

Job Postings Online

Career Colloquia

First-Year Classes

First-Year Law Firm Receptions

First-Year Individual Appointments

Practice Interview Program

On-Campus Interviewing during Fall Recruitment

Public Interest Job Fair

Legal Career Panels

Building Blocks Series

Judicial Clerkship Programming

Mentor Program

Breakfast with Judges

Comprehensive Career Services Handbook

Ad Hoc Project List

Reciprocity

Work Study Program

Pro-Bono Program

Students are encouraged to use the Career Services Office early in their law school career, and to continue to use the myriad services, programs and expertise available. A detailed, comprehensive resource containing all the information about Career Services is in the Career Services Handbook, which is given to each student free of charge during their first year.

Printing and Copying

Duane Wheeler is the head of the law copy center. He can be reached at wheeler@lclark.edu

Copy machines are available for student use in the library. The Xerox machines accept both coins and copy cards. The copying machines accept coins, bills, and copy cards.

The photocopiers in the duplicating center of the Legal Research Center will not be used for personal copies without the express authorization of law school staff and reimbursement for work done. Students desiring personal copies should fill out a printing work request. The duplicating staff will do the work for you. Students are not allowed to use the duplicating room equipment without express authorization.

All Institutional duplicating retains priority over personal work in the Duplicating Center, so remain flexible and your requests will be done promptly. A schedule of prices is posted in the Duplicating Center and an estimate of total charges is available before jobs are printed.

Certain materials duplicated or copied for distribution to students must be purchased by the student through the bookstore. These materials include:

1. Reprints of library holdings;
2. Reprints of magazine articles, etc.;
3. Reprints of pleadings, transcripts, etc.;
4. All materials to supplement or to be used in lieu of a textbook or casebook;
5. Other materials deemed appropriate by the faculty or administration.

Sale prices of the above items will include the actual costs of any negatives or special plates and bindings.

Paul L. Boley Law Library

<http://lawlib.lclark.edu/>

Email: lawlib@lclark.edu

Reference Desk: 503-768-6688

Circulation Desk: 503-768-6676

Attorney Services: 503-768-6705

Attorney Services FAX: 503-768-6760

The law library is open to all law students and to attorneys in the general Portland area. Library hours can be found by calling "Library Hours" at 503-768-6687.

Final Exam, Semester Break, Summer Term and Holiday hours will be posted.

For additional information regarding the services, policies and procedures of the law library, see the Handbook which is distributed by the library.

Law School Bookstore

503-768-6722 - Law Bookstore Manager 503-768-6747

<http://www.lclark.edu/law/bookstore/>

Located near the Student Lounge on the second floor of the Legal Research building, the bookstore stocks required class materials, Hornbooks, outlines, supplies, sundries and apparel. Summer hours can be varied. Call to confirm.

Law School Cafeteria (Homestead)

Food Service is provided by Bon Appetit. Hours vary according to when school is in session. The cafeteria is closed during the breaks for Thanksgiving, Christmas, and Spring Break. During the summer, food service is available when classes are in session. http://www.lclark.edu/about/facilities_and_resources/dining/

Automatic Teller Machine

An automatic teller machine (ATM) is located in the Boley Law Library copy room.

Coffee Cart

“Brewed Awakenings” is located on the second floor of the Legal Research Center next to the bookstore. Coffee drinks, teas, juices, soft drinks, and assorted cookies, muffins, bagels and fruit are available to purchase. Hours vary according to when school is in session. 503-768-6753-Michael.

Campus Safety http://www.lclark.edu/about/campus_safety/overview/

The Office of Campus Safety is located at the Visitor Information Center on the Lewis & Clark College campus. It is open and operating 24 hours a day, seven days a week, 365 days per year. There are uniformed Campus Safety officers and a director and supervisor who provide patrol and other services to the campus community. Campus Safety officers do not carry weapons. They are licensed as “unarmed private security professionals” in the State of Oregon. They have the same arrest powers as a private citizen, as provided in the Oregon Revised Statutes 133.225.

Campus Safety officers are responsible for a wide range of safety services to the Lewis & Clark community, including all crime-report investigations, medical and fire emergencies, traffic accidents, and enforcement of all college and law school policies.

The campus emergency number is 503-768-7777.

The routine business number is 503-768-7855.

Emergencies

Dial 911 on or off campus.

Campus Safety should also be notified at 503-768-7777 if the emergency is on campus. After hour emergency care is provided at local hospital emergency services. A current listing is available on the Health Center phone message—503-768-7165.

Student Health Services http://www.lclark.edu/offices/student_health_services/

Phone: (503-768-7165)

FAX: (503) 768-7167

E-Mail health@lclark.edu

The Health Center is located at the lower level of Templeton Center on the Lewis & Clark College campus, and is supervised by John Hancock, Director of Wellness Services and Chief Psychologist. The staff also includes the Associate Director of Medical Services, Bess Austin, who is a Family Nurse Practitioner; Nancy Kalvelage, a Women's Health Care Nurse Practitioner; Dr. Julie Radostitz, a part-time Internal Medicine Physician; Ann Whiting, a part-time Nurse Practitioner with a certificate in Travel Medicine; Janet Wolff, the Administrative Coordinator; Beth Trubits, a Laboratory Technologist; and student employees.

Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, September through April.

Student Health Insurance

What should I do about Health Insurance when attending Lewis & Clark?

Lewis & Clark College requires that all degree-seeking and visiting law students have medical insurance coverage comparable to that offered through its comprehensive Student Health Insurance Plan. The school-sponsored accident and sickness insurance is designed to complement services provided by the Student Health Center. Students may use the Student Health Service regardless of whether they are enrolled in the Student Health Insurance Plan.

Lewis & Clark has selected Aetna Student Health to administer the Student Health Insurance Plan. Aetna's broad provider network give students the freedom to choose doctors or health care providers when they are needed in the Portland area or when traveling. Please visit the Health Center's insurance page for complete information on this requirement and for links to Aetna Student Health.

http://www.lclark.edu/offices/student_health_services/

Students will be automatically enrolled in the school-sponsored insurance policy each year. If you have access to other personal insurance, which is comparable to the Aetna insurance, you may waive the school's insurance. Students are afforded one opportunity in each academic year to waive the school's coverage. The waiver deadline is the 15th day of the semester in which a student is eligible to complete a waiver. Eligible students wishing to decline the school's coverage, must complete the insurance waiver online through the Aetna Student Health website each year. If you lose alternate coverage, you are required to purchase the College's plan. In that case, please contact Student and Departmental Account Services to enroll.

Summer coverage is optional, but highly recommended. If you are covered through Lewis & Clark's comprehensive Student Health Insurance Plan during the academic year, application and payment for summer coverage may be submitted directly to Aetna Student Health by the end of the academic school year. More information about Aetna Student Health is available on the company's website, www.aetnastudenthealth.com, or from its customer services department at: 877-375-7911.

Resources/Addiction

Substance and Alcohol Abuse

The following resources may be of help to people with chemical dependency problems or their friends and family.

Eating Disorders: St. Vincent's Hospital Eating Disorders Program 503-216-2025

On Campus:

Student Health Center: 503-768-7165

Human Resources: 503-768-7835

Lewis & Clark Counseling Office: http://www.lclark.edu/offices/counseling_service/staff

Associate Dean for Academic Affairs Martha Spence at the Law School, 503-768-6634

E-Mail spence@lclark.edu

Off Campus:

Alcohol and Drug Helpline, 503-244-1312 - <http://www.orpartnership.org/web/services/crisislines.asp>

Alcoholics Anonymous, 503-223-8569 - <http://www.pdxaa.com>

Alcoholics Victorious, 503-245-9629 - <http://www.alcoholicsvictorious.org/av-grp.php#OR>

Al-Anon, 503-292-1333 - <http://www.al-anonportlandoregon.org>

Cocaine Anonymous, 503-256-1666 - <http://www.caorwa.org/>

Narcotics Anonymous, 503-727-3733 - <http://www.portlandna.com/>

Oregon Attorney Assistance Program, 503-226-1057 - <http://www.aaap.org/>

Yolanda House, YWCA, 503-977-7930 <http://www.ywca.org/site/pp.asp?c=9oILKWMCF&b=108190>

Department of Human Services - http://www.oregon.gov/DHS/addiction/resource_center.shtml

The following resources are for support of people who are in a relationship with alcoholics or addicts or grew up in drug/alcohol or other dysfunctional homes:

Co-dependents Anonymous, 503-285-8891 - <http://www.coda.org>

Al-Anon, 503-292-1333 - <http://www.al-anon.alateen.org>

Oregon Domestic Violence Advocates - <http://www.aardvarc.org/dv/states/ordv.shtml>

Lewis & Clark College Facilities

Frank Manor House

The Frank Manor House, a 35-room Tudor-style mansion designed by architect Herman Brookman and built in 1924-25, was the centerpiece of the 63-acre Fir Acres estate, which also included a cottage-style gatehouse, a conservatory, and a rose garden. Today the Frank Manor House serves as the administrative core of the College. It houses the offices of the President, Vice Provost, Business Office, Campus Planning, and Undergraduate Admissions. <http://www.lclark.edu/dept/vtour/manor.html>

Pamplin Sports Center Athletics Facilities

<http://www.lclark.edu/dept/sports/peafacilities.html>

The college's athletics facilities were created to serve the needs of varsity athletics, instructional programs and recreational sports.

Pamplin Sports Center and Zehntbauer Swim Pavilion feature three basketball courts (also used for volleyball and badminton); an eight-lane swimming pool; a weight-training room with Nautilus, Davis and Universal machines, free weights, stationary bikes, stair steppers, treadmills, elliptical machines; and locker rooms with saunas. Outside there is Griswold Stadium, which includes Eldon Fix Track (an eight-lane all-weather surface) and a football/soccer field.

The outdoor pool, located on the grounds behind the Frank Manor House, is open during warm weather through Labor Day. There are six tennis courts, four next to Pamplin Sports Center and two near the outdoor pool. Three of the four courts adjacent to Pamplin Sports Center are covered by an air dome.

To the extent athletics facilities are available for recreational purposes, law students are entitled to use the facilities and to have equipment, if available, issued to them upon request. Law school I.D. cards are required for the use of the facilities and the issue of locks, lockers, towels and any recreational equipment. Law students using the facilities for recreational purposes may check out a locker in which they can place their street clothes and valuables while using the athletic facilities. Lockers are provided. Lockers are assigned by the semester and may be renewed for use each subsequent semester. Locker assignments are restricted to undergraduate students enrolled in P.E. classes for the first two weeks of the undergraduate semester. After that time, any recreational user may be assigned a locker.

During those periods when the undergraduate college is in session, the Pamplin Sports Center will be open with supervisors and lifeguards on duty on a time schedule designed to serve the maximum number of students. Actual schedules are posted at the law school and Pamplin Sports Center.

The law school's identification card allows free admittance to home athletics contests.

Law students are eligible to participate in the college's intramural program.

Summer building hours for Pamplin Sports Center are from 9:00 a.m. to 8:00 p.m., Monday through Friday. For more information, contact the Athletics Department, 503-768-7545. Law students' spouses and dependent children living at home also may use the athletics facilities by purchasing a dependent's card at the main office in Pamplin Sports Center.

Templeton Student Center

Student and Departmental Account Services

http://www.lclark.edu/offices/account_services

Templeton Student Center, lower level

Hours: 8:30 a.m. – 4:00 p.m. Monday – Friday

Phone: 503-768-7829 (Student Accounts), 503-768-7825 (Perkins Loans)

Fax: 503-768-7908

E-mail: AccountsServices@lclark.edu

Note: Student and Departmental Account Services is closed the first working day of each month until 1:00 p.m. Student and Departmental Account Services is responsible for the billing and collection of tuition, fees and other related costs of enrollment. For details regarding making payment to your student account, as well as information about the other services we provide, please visit our website.

On the first two days of the fall and spring semesters, representatives from Student and Departmental Account Services will be available on the ground floor of the Legal Research Center at the law school. They will be available between 9am and 6pm to process student account payments, sell parking permits and secure endorsements for student loans disbursed via paper check.

Our goal is for your student account to be settled by each semester's due date – and for it to remain settled throughout the term. We want to work with you to attain this goal. When your account is settled, there is no risk of late fees and/or holds. A settled account helps to ensure the processes of registration, requesting transcripts and graduation to flow smoothly. Please do not hesitate to contact our student account representatives with any questions or concerns regarding the status of your student account.

Services Provided

- Generating statements for student accounts with outstanding balances.
- Providing student account analysis.
- Processing payments.
- Working with Perkins Loan borrowers regarding repayment of their Perkins Loans.
- Processing refunds of credit balances on student accounts. Sale of parking and bus passes.

Student Financial Services Office

Phone: (503-768-7090) Fax: (503-768-7074)

E-Mail: sfs@lclark.edu http://www.lclark.edu/offices/student_financial_services/entry_cas/faq/

Student Financial Services is located in the lower level of the Templeton Student Center on the main L&C campus. It is open Monday through Friday, 8:30 a.m. through 4:00 p.m. Appointments are made upon request and a representative from the Student Financial Services office is available for appointments on the law school campus during the fall and spring semesters. Time and location will be posted.

College Bookstore

(503-768-7880)

<http://books.lclark.edu/>

The Lewis & Clark College Bookstore serves the campus through a wide array of goods and services, with emphasis upon books (including a free special order service). Although owned by the college, the bookstore is contract-managed by Barnes & Noble College Bookstores, Inc. The Bookstore is usually open weekdays only, with hours that vary according to campus activities and the academic calendar. Current bookstore hours can be found by calling 503-768-7880 and push option 3.

Meal Facilities

There are two meal facilities on the college campus available to law students during the undergraduate school year. Both are located in Templeton.

The Trail Room

The Trail Room is a snack bar and lounge area near the bookstore.

Fields Dining Room: (503-768-7890)

The main dining room serves cafeteria-style meals.

Mail Room (503-768-7867):

By U.S. Postal service regulation, the college mailroom cannot send registered or C.O.D. mail or insure letters or packages. UPS and Federal Express may now be shipped from the mail room. Federal Express mailings must be at the mail room before 3:00 p.m. International U.S. Postal mailing and Global Priority are also available. UPS is insured up to \$100.00

Aubrey Watzek Library

<http://library.lclark.edu/index.html>

Circulation Desk - 503-768-7270

E-Mail: circ@lclark.edu

General Library - 503-768-7274

Reference Desk - 503-768-7285

E-Mail: refdesk@lclark.edu

Administrative Office - 503-768-7575 or 7344

E-Mail: watzek@lclark.edu

Interlibrary Loan Office - 503-768-7280

E-Mail: ill@lclark.edu

Archives and Special Collections - 503-768-7279

The library on the College campus is open to all law students during the following hours while College classes are in session:

To find the library hours during interim and summer school sessions, go to <http://library.lclark.edu/lib/hours.htm> or call the general library number, 503-768-7274 and request library hours.

Agnes Flanagan Chapel and Chapel Programs

<http://www.lclark.edu/~chapel/>

Office - 503-768-7085

FAX - 503-768-7084

Dean of the Chapel Mark Duntley - 503-768-7082

E-Mail: duntley@lclark.edu

Sr. Loretta Schaff, Adjunct Catholic Chaplain - 503-768-7080

E-Mail: schaff@lclark.edu

Agnes Flanagan Chapel serves as a place of worship and as a facility for concerts and lectures. The Chapel is open to students, faculty, and staff for prayer and meditation. Catholic Eucharists and other programs structured to the Catholic faith are coordinated by Sr. Loretta Schaff.

Along with providing opportunities for worship and fellowship, the Dean of the Chapel supports the various religious groups on campus where appropriate, and provides pastoral care and counseling.

He also works with student groups in addressing critical moral, peace and justice issues. His office is in the lower level of the Chapel Building.

The Campus Events Office (x7109) arranges for the rental of the Chapels for weddings and schedules events in the chapel. <http://www.lclark.edu/~chapel/>

Student Activities and Organizations

Student organizations are an important component of the law school experience. The level of activity varies from year to year. Many groups have informational meetings at the beginning of the school year and new groups form each year. See the website listed above for a complete listing of organizations/activities and descriptions.

Group contact information, such as group e-mail address and list serve address or contact person's name, title, box and e-mail are found on the web: <http://law.lclark.edu/org/sba/studentgroups.html>

The following list comprises many of the currently active groups at Lewis & Clark Law School as listed on the web. http://www.lclark.edu/law/student_groups/student_bar_association/student_groups/

Bylaws of the Student Bar Association

<http://www.lclark.edu:80/org/handbook/appendix5.html>

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