UNIVERSITY OF ILLINOIS
COLLEGE OF LAW

ACADEMIC POLICY HANDBOOK
J.S.D., LL.M., and M.S.L. Students

Academic Year
2015-2016
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## II. College of Law Honor Code and Code of Student Responsibility

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INTRODUCTION

LL.M., J.S.D. and M.S.L. students are graduate students of the University of Illinois at Urbana-Champaign enrolled in both the College of Law and the Graduate College. As such, J.S.D., LL.M. and M.S.L. students are subject to the policies and practices of both Colleges, as well as to those of the University. This Handbook contains a number of College of Law policies and regulations pertinent to a student’s academic life. The College of Law reserves the right to alter these academic policies at any time. For other applicable University policies and regulations, students should consult the campus Student Code, available at admin.illinois.edu/policy/code. The Graduate College Handbook is available at grad.illinois.edu/gradhandbook.

Students with questions about the College’s academic policies are encouraged to contact the College of Law Associate Dean for Graduate and International Legal Studies, who also serves as the College’s Director of Graduate Studies, the Dean of Students, or the Associate Dean for Academic Affairs.

The College of Law Honor Code and Code of Student Responsibility (“Honor Code”), which every student is responsible for reading and following, is also available on the College of Law website.
I. ACADEMIC POLICIES AND REGULATIONS

A. ACADEMIC REQUIREMENTS

1. Minimum Requirements for Doctor of the Science of Law (J.S.D.), Master of Laws (LL.M.), and Master of Studies in Law (M.S.L.) Degrees:

a. Total Credits:

J.S.D. Students: Secure passing grades in 96 credits, of which 64 must be residence credits.

LL.M. Students: Secure passing grades in 32 credit hours in College of Law courses or in courses for which College of Law credit is given.

M.S.L. Students: Secure passing grades in 32 credit hours in College of Law courses (including all required courses).

b. Required Courses and Examinations:

J.S.D. Students: In the first year of the J.S.D. program, secure passing grades in 32 credit hours in eligible College of Law courses or in eligible courses for which College of Law credit is given, including the year-long J.S.D. seminar and one semester J.S.D. Directed Readings course.

Following the first year of the J.S.D. program, candidates are required to pass a written qualifying examination demonstrating general proficiency with selected works in U.S. law that every doctoral student should have read in order to be a productive scholar. The J.S.D. qualifying examination will further test familiarity with selected foundational works in the student’s proposed research area. The examination will be graded on a pass/fail basis with the possibility of a student earning a pass with honors.

Students will be required to take the J.S.D. qualifying examination prior to the end of the fall semester of their second year of study. (The date of the examination will be announced no later than the last day of the preceding spring semester’s classes.) If a student does not pass the examination, he or she will be permitted one additional opportunity to take the examination in the spring semester of their second year. If the student fails to pass after two attempts, the student will not be permitted to continue in the program. This examination is administered by a qualifying examination committee consisting of the Graduate and International Committee plus relevant doctoral advisors.

Following the qualifying examination, a J.S.D. student will take one or more years devoted to research in preparation for the preliminary examination. The student’s doctoral committee (comprised of three faculty members in addition to the primary advisor) will conduct an oral preliminary examination on the student’s research proposal. The student’s doctoral committee then will assess the student’s thesis research and
writing progress, make recommendations, and conduct a final oral examination on the final draft of the dissertation. The final dissertation will then be completed and deposited with the Graduate College.


M.S.L. Students: Must complete 32 hours of credit in College of Law courses including the required Legal Research, Legal Writing and any two of the following courses: Contracts, Property, Torts, Criminal Law, Constitutional Law or Civil Procedure, and complete a faculty-supervised research paper.

c. **Grade Point Average:**

   J.S.D., LL.M. and M.S.L. Students: Attain a College of Law cumulative grade-point average (“CGPA”) of at least 2.75 on a scale of 4.0 in credits obtained in College of Law courses.

   d. **“I” (Incomplete) or “DFR” (Deferred) Grades:**

   Have no pending “I” or “DFR” grades.

   e. **Good Standing:**

   Be in good standing. For all purposes, good standing is defined as maintaining a CGPA of 2.75 or above on a scale of 4.0 and being free of any pending disciplinary investigation, proceeding, or obligation resulting from any disciplinary investigation or proceeding.

2. **Employment**

   While the College does not limit the number of hours students may work during the academic year, international students may be restricted by applicable visa and immigration laws and regulations.

3. **Class Attendance and Participation**

   ABA Standard 304(d), to which the College of Law is subject, requires “regular and punctual class attendance.” The faculty has not adopted a single definition of regular and punctual class attendance. Instead, each instructor ensures regular and punctual class attendance by monitoring the attendance of students enrolled in his or her course. Instructors may also establish class preparation requirements. Students must comply with attendance and preparation policies established by each instructor. Failure to regularly and punctually attend classes or to comply with a particular instructor’s attendance or preparation requirements may lead to the student being dropped from the course, a reduction of the student’s grade, and/or the award of a failing grade.
Professors will reasonably accommodate a student’s religious beliefs, observances, and practices with respect to class attendance and work requirements if the student promptly informs the professor of any conflict, as soon as possible, but no later than one week before the anticipated absence or one week before the due date of any assignment.

B. COURSES REQUIRED FOR CERTIFICATION TO THE BAR

As part of the educational requirement for admission to the bar, some states require that the applicant successfully complete certain courses while in law school. The curriculum of the College of Law includes courses that will satisfy these requirements. **Law students are personally responsible for determining the requirements of any state bar to which they intend to apply for admission and for arranging their law school curriculum so as to fulfill the bar’s educational requirements.**

Some jurisdictions compel applicants to satisfy additional requirements, in order to obtain a license in that jurisdiction. An example of such requirements includes the New York Bar Admissions Pro Bono. Please note that many states have special rules and restrictions regarding admission to the bar of LL.M. graduates and, in many cases, such admission is restricted. One source of information about bar admission requirements is the *Comprehensive Guide to Bar Admission Requirements* published by the ABA and the National Conference of Bar Examiners (NCBE). Students may link to this resource from the NCBE website (ncbex.org/). Students are also encouraged to contact the board of admissions for licensure requirements in the particular jurisdiction to which they seek admission. Special arrangements cannot be made to remedy educational deficiencies relating to bar requirements.

Many states require bar applicants to pass the Multistate Professional Responsibility Examination (“MPRE”). Jurisdictions may vary significantly in their requirements for the MPRE. Students are urged to become familiar with the MPRE requirements for the jurisdiction in which they intend to practice, *before sitting for the examination*. The MPRE is given several times a year. For more information, please visit: ncbex.org/.

C. COLLEGE OF LAW HONOR CODE AND CODE OF STUDENT RESPONSIBILITY

Since students in the College of Law are preparing for careers in a profession demanding the highest degree of honesty and integrity, the College of Law requires high standards of conduct. The College of Law operates under an honor system. The *College of Law Honor Code*, which provides more details about student obligations, is appended to this Handbook. It is also available on the College of Law intranet site and is provided to all students at Orientation. Students are responsible for reading and following these provisions. Students are reminded that they also are subject to University of Illinois regulations, which are set forth in the *Student Code* found at admin.illinois.edu/policy/code. **Violations of the Honor Code may and have resulted in failure to graduate.**
D. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students who believe they need accommodations because of a disability should contact Disability Resources and Educational Services (DRES) at (217) 333-1970. DRES, in consultation with the College of Law, will determine which accommodations, if any, are appropriate for the student. The College of Law will only honor accommodations approved in advance by DRES. For additional information, please visit disability.illinois.edu.

E. USE OF COMPUTERS AND RECORDING DEVICES IN CLASS AND PROGRAMS

Students have access to the internet and the College of Law’s internal network in most classrooms, subject to use restrictions imposed by professors and/or presenters. Students are prohibited from connecting to the internet or the College of Law network during classes or programs if such connection is prohibited by the professor or presenter. Also, students may not audio tape, video tape, or otherwise electronically record a class or program without prior approval of the individual professor or presenter. Violation of these policies constitutes student misconduct.

F. GRADES

A College of Law CGPA of 2.75 on a 4.0-point scale is required (a) for continuation as a J.S.D, LL.M. or M.S.L. student at the College of Law and (b) for graduation. Only graded College of Law courses count towards a student’s College of Law CGPA. Students who fall below the required 2.75 CGPA will be registered for the second semester on a probationary basis. If the CGPA is not raised beyond 2.75, the student will be automatically dismissed from the College of Law and will not receive a degree. Such students may submit a Petition for Readmission to the College of Law’s Executive Committee, after counseling with the Associate Dean for Academic Affairs. There is no guarantee that such a petition will be granted.

1. Grading Scale

The following grading scale is used by the College of Law:

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<thead>
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<th>Grade</th>
<th>Numerical Value</th>
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<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>2.67</td>
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<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
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<tr>
<td>F</td>
<td>0.0</td>
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2. **Grading Curve**

LL.M., J.S.D., M.S.L., Exchange, and Graduate students are not subject to the grading curve nor are their scores included in the calculation of the curve as it applies to J.D. students.

3. **Anonymous Grading**

The College of Law uses an anonymous grading system for all final examinations and, at the professor’s option, for other written exercises as well. Each semester, the Student Records Office assigns a unique exam number for every student, and each student is emailed his/her respective exam number prior to exams. Each student is responsible for using the assigned number for each exam that semester. After grading the final exams, an instructor has two options:

a. The instructor may turn in final grades based on exam scores alone; or

b. The instructor may turn in a list of final exam raw scores linked to anonymous exam numbers, and receive back from the Student Records Office a list of raw scores linked to students’ names. Faculty members may then use these lists to compute final grades, taking into account class attendance, class participation, or other factors such as classroom exercises. Professors choosing this option must disclose that fact to their class at the beginning of the semester.

4. **Grade Changes**

Once a faculty member has submitted his or her final grades to the College’s Director of Student Records, no changes can be made subsequently, except in case of computational errors.

5. **“I” or “DFR” Grades**

If a student cannot complete required coursework by the time grades are due in circumstances attributable to good cause, the instructor may enter a grade of “I” (Incomplete) or “DFR” (Deferred). Students should be aware that the presence of an “I” or “DFR” on their transcript, until remedied, prevents them from qualifying for academic honors and prevents them from graduating. In addition, students on academic probation will not be allowed to register for courses as long as they have any “I” or “DFR” grades on their records.

**Important:** If the “I” or “DFR” grade is not replaced by a letter grade by the last day of classes of the next semester (excluding summer sessions), the Student Records Office is
required to automatically convert the grade to an “F” (failure). An exception may be
granted should the instructor notify the Associate Dean that a further extension is
warranted. Any such request must be submitted to the Associate Dean for approval before
the “I” or “DFR” grade is converted to a failing grade.

6. Alleged Capricious Grading

The following procedures are available only for review of alleged capricious grading.
They are not to be used: (1) to review the judgment of an instructor in assessing the
quality of a student’s work, or (2) in cases involving alleged violations of academic
integrity. Any student who believes that a semester grade in a course is the result of
capricious grading has a right to challenge the grade, pursuant to the procedures
established in § 3-107 of the University’s Student Code:

Capricious grading, as that term is used herein, constitutes any of the following: (1) the
assignment of a grade to a particular student on some basis other than performance in the
course; (2) the assignment of a grade to a particular student by resort to more exacting or
demanding standards than were applied to other students registered for the same credit in
that course; (3) the assignment of a grade representing a substantial departure from the
instructor’s previously announced standards. § 3-107 Student Code.

A student who believes they have been the victim of capricious grading should read
§ 3-107 and may wish to consult with the Dean of Students or the Associate Dean.

G. EXAMINATIONS

Many courses at the College of Law culminate with a final examination. A tentative final
examination schedule is published with the course schedule during the registration period. This
schedule is updated and posted throughout the semester. Each faculty member prescribes rules
for his or her examinations (e.g., whether the examination is open- or closed-book, the time
allowed for the examination and whether the use of computers will be permitted).

1. Honor System

College of Law examinations are administered on the honor system and are not
proctored. Students violating any examination rule are subject both to campus regulations
applying to all students and to the College of Law Honor Code.

2. Use of Computers on Examinations

Whether students may use computers on an examination will be decided by the professor
and announced at the beginning of the semester. Violation of any computer examination
policies (including, but not limited to, use of a non-approved operating system) may
result in a one-semester suspension of computer use privileges for examinations and may
constitute student misconduct.
If a professor allows students to use computers to take administered examinations, participating students will be required to install and register their copy of the examination software prior to the examination period. Deadlines for registration and compliance with other technological requirements for use of computers to take administered examinations will be strictly enforced. Failure to register or install software properly by the deadline may result in a student being unable to use a computer on his or her examination.

Computers used for exams must have a licensed, supported operating system installed and meet the minimum requirements as set forth by the exam software vendor. This currently includes systems running Microsoft Windows Vista, Windows 7, and Windows 8; or Mac OS X 10.6 (Snow Leopard), through 10.10 (Yosemite). The most current minimum system requirements will be posted on the College’s ExamSoft web page at http://www.examsoft.com/uilaw.

Members of the Information Services Department will be available to assist students during the period prescribed for the download and installation process but cannot provide such assistance immediately before or during an examination. Staff in the Information Services Department will be available to provide technical support during administered in-building examinations. Please note, however, that if a student experiences technical problems with the use of exam software during the exam, the student may be required to hand-write the remaining portion of the examination.

3. **Unauthorized Electronic Devices Banned**

Students may not use any unauthorized electronic device (including, without limitation, any cell phone, PDA, pager, iPod, tablet computer, or MP3 player) in any examination room or during any break while examinations are in progress. Also, students may not wear earphones during examinations.

4. **Rescheduled and Make-Up Examinations**

Individual faculty members determine whether a particular student’s examination will be rescheduled because of examination scheduling conflicts, medical problems, or for any other reason. Students seeking this type of relief must consult with their professors. Students do not have a right, however, to take an examination at a particular make-up time.
5. **International Graduate Students (J.S.D., LL.M, M.S.L., and Exchange Students)**

Graduate J.S.D., LL.M., M.S.L., and exchange students are required to take examinations under the same rules and conditions that apply to J.D. students, including time allotments, although professors may elect whether to allow international students for whom English is not their native language to access English-language dictionaries or other similar resources.

6. **Accommodation for Religious Reasons**

Faculty members will reasonably accommodate a student’s religious beliefs, observances, and practices in scheduling examinations if the student informs the faculty member of any conflict. Under University regulations, accommodation is required only if the student informs the faculty member of the conflict within one week after being informed of the examination schedule.

H. **WITHDRAWAL, LEAVE OF ABSENCE, AND READMISSION**

Students who wish to withdraw from the College of Law should consult with the Dean of Students or the Associate Dean. A “withdrawal” means that the student is leaving the College of Law permanently and has no right to readmission.

In contrast, a student may seek to leave the College of Law only temporarily, but with the intent to return and complete his or her degree requirements. Such a student must seek a “leave of absence” by consulting with the Dean of Students and obtaining the permission of the Associate Dean. Please note that a leave of absence requires prior approval. A student who receives a leave of absence for any reason must complete an application for readmission.

A student who is absent frequently or for extended periods, when no prior permission has been obtained for the absence, may, without limitation, be dropped from classes, be barred from taking final examinations, be awarded “F” grades, and be prevented from registering for further classes. Such a student may also be treated as if he or she had withdrawn from the College of Law and may be prevented from resuming studies without applying for readmission. Readmission is not guaranteed, and in the event the readmission is granted, it may be subject to additional terms and conditions.

I. **COURSE LOADS**

In selecting courses, students may wish to consider that those who are enrolled in the Law professional degree programs (J.S.D., LL.M. and M.S.L. degrees) are assessed a single tuition rate for each professional curriculum. This means that tuition is assessed at a single rate and is not prorated based on credit hours taken.
International students must register for full-time enrollment in every fall and spring semester and must register by the tenth day of instruction to comply with U.S. Government SEVIS requirements.

J. AUDITING COURSES

Full-time students at the College of Law may audit (i.e., attend) certain law school courses with the permission of, and subject to any conditions imposed by, the instructor, and subject to available space. Students may not audit limited enrollment, experiential, or required courses. If any student wishes to be an official auditor (i.e., receive notation of the audit on the transcript), he or she should contact the Office of Graduate and International Legal Studies.

Students do not earn credit for audited courses. Furthermore, a student auditor may not later take the same course for credit, nor may they add that course for credit at a later date. All regular attendance rules apply to auditors, and the instructor may also require compliance with the class preparation rules. Classes which are successfully audited will appear on the students’ transcripts with an “AU” designation.

K. ADDS AND DROPS

1. Adding Courses

New courses may be added by students through Enterprise (the online registration system) during the initial days of instruction each semester. The “add” deadlines will be announced in the registration materials for each semester, and some courses may have early “add” deadlines. After the add period expires, courses may be added only with the consent of the instructor and the Associate Dean. Permission to add a course after the add deadline can be granted only upon a showing that the student has been in regular attendance at the prior meetings of the course.

2. Dropping Courses

Some courses are subject to a restricted drop rule, including without limitation, Trial Advocacy, clinics, moot court, short session courses, and other courses so designated by the instructors. These courses are designated in the registration documents and the course registration guide. Such restricted drop courses may be dropped by students without the consent of the instructor only before the first day of instruction of the semester or such other deadline as the instructor may establish. Other courses (excluding first-year and restricted drop courses) may be dropped through Enterprise without the permission of the instructor until the drop deadline established by the University. Special and general drop deadlines will be announced in the course registration materials and in the Law Bulletin.

After the drop deadline, courses may be dropped only with the consent of the instructor and the Associate Dean upon a showing of extraordinary circumstances warranting such
approval. In such an instance, the name of each such course will appear on all subsequent transcripts with a “W” (“withdrawal”) notation. Ordinarily, no academic penalty is imposed for dropping a course, but the Associate Dean may impose a penalty in extraordinary circumstances.

First-year courses may be dropped only with the permission of the Associate Dean. This permission will be granted only upon a showing of extraordinary circumstances.

L. LAW CREDIT FOR COURSES IN OTHER UNIVERSITY DEPARTMENTS

J.S.D., LL.M. and M.S.L. students may receive credit for graduate-level courses taken in other departments of the University of Illinois at Urbana-Champaign as long as the total number of Law and non-Law credits does not exceed the maximum allowable number of credits (generally 20) for each semester. Only College of Law courses, however, can be used to fulfill degree requirements for LL.M. and M.S.L. students. For J.S.D. students, non-Law classes may fulfill degree requirements if approved by the student’s doctoral advisor and the Director of Graduate Studies. Registration under the Law number of a cross-listed course is registration in a College of Law course and is therefore not considered to be a course taken in another department.

M. HONORS DESIGNATIONS AND CLASS RANK

1. LL.M. Honors Designations

The LL.M. honors designations are as follows: (1) students whose semester GPAs are in the top 10% of the class for that semester will receive High Honors; and (2) students whose GPAs are in the top 11% to 30% for that semester will receive Honors. These designations will not appear on the student’s transcript, but will be confirmed by a letter from the College of Law.

2. Class Rank

LL.M. students are not ranked.

N. TRANSCRIPT NOTATION FOR PRO BONO LEGAL WORK

The College of Law offers an optional Pro Bono Notation on its transcripts for students who perform at least 60 hours of pro bono service during law school. The Pro Bono Notation program is a voluntary program; it is not a degree requirement. The notation will appear on the official transcripts of qualified students. The notation will read: “Law 600: Pro Bono Service.” J.S.D., LL.M., M.S.L., and exchange students qualify for the notation if they meet the 60 hour requirement.

Services qualifying for the notation must be legal in nature, since the notation is designed to recognize the special needs of the community for legal services and the unique ability of law
students and lawyers to provide those services. As such, the notation requires that the student be supervised by a licensed attorney and that the work be completed on a “pro bono” basis. Finally, the work must be done for a non-profit or governmental agency and must be completed by the student on a non-compensated basis.

Forms for submitting pro bono hours are available on the College of Law intranet. These forms should be turned in to the Dean of Students once the student has completed all 60 hours. The last possible day to apply for the Pro Bono Notation and to submit hours is the last day of instruction during a student’s last semester of law school. Candidates for spring graduation who would like the Pro Bono Notation to appear in the graduation program must submit the completed form no later than April 1 (for a May graduation). Fall and summer graduates must submit their completed forms by the last day of instruction.

O. NONDISCRIMINATION STATEMENT

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Students should speak to the Associate Dean or Dean of Students. For students who wish to speak with someone outside of the College of Law, inquiries or complaints may be addressed to the Director and Assistant Chancellor, Office of Diversity, Equity, and Access, 601 East John Street, Swanlund Administration Building, (217) 333-0885, fax (217) 244-9136, TTY (217) 244-9850 or the Associate Provost and Director, Academic Human Resources, Henry Administration Building, (217) 333-6747, fax (217) 244-5584. For other University of Illinois information, contact University Directory Assistance at 333-1000.

P. POLICY ON STUDENT COMPLAINTS IMPLICATING COMPLIANCE WITH ABA STANDARDS

The University of Illinois College of Law has a strong commitment to institutional excellence, compliance, transparency, and free expression and values the input of students in advancing these important values. Consistent with these goals, any student at the College of Law concerned about a significant problem directly implicating the College’s program of legal education and its compliance with the ABA Standards for Approval of Law Schools (americanbar.org/groups/legal_education/resources/standards) is encouraged to express such a
concern, consistent with the following procedures.

1. **Reporting Student Complaints**

   The student should submit his or her complaint, in writing, to the College’s Associate Dean for Academic Affairs. The submission should provide:
   
   a. a clear statement of the factual basis for the complaint;
   b. how the matter is considered to implicate the College’s program of legal education and compliance with the *ABA Standards*; and
   c. the student’s name, e-mail address, mailing address, and telephone number.

2. **Resolving Student Complaints**

   When a student complaint has been reported pursuant to Section 1, the Associate Dean for Academic Affairs shall:
   
   a. acknowledge the complaint within three (3) business days of receipt;
   b. communicate with the complainant within ten (10) business days of receipt; and
   c. resolve the matter within thirty (30) business days of receipt, unless circumstances (including, without limitation, the availability of witnesses or relevant evidence) warrant an extension.

3. **Appeal Process**

   Any complainant dissatisfied with the resolution of a complaint pursuant to this policy may appeal the decision to the College’s Executive Committee, within twenty (20) business days of the complaint’s resolution. The Executive Committee shall seek to render a decision on the appeal within thirty (30) business days of its receipt. The decision of the Executive Committee shall be final.

4. **Maintaining a Written Record**

   The College of Law shall maintain a complete written record of each complaint, including any supporting documentation relating to its investigation and resolution. Such records shall be maintained in a confidential manner in the Office of Student Services for a period of seven years after final resolution of the complaint.

5. **Confidentiality and Protection Against Retaliation**

   Only those individuals with a legitimate need to know will be apprised of the submission and resolution of a complaint, including those individuals necessary to aid resolution of the complaint or effectuate correction actions. The College of Law prohibits retaliation
by any faculty member, administrator, staff member, or student against any student who reasonably and in good faith files a complaint pursuant to this policy.

6. **Notice**

This policy shall be published in the College of Law’s Academic Policy Handbook and on its website.

7. **Graduate College Grievance Policy**

J.S.D., LL.M. and M.S.L. students should also be familiar with the Graduate College Grievance Policy available at [http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict#GraduateCollegePolicy](http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict#GraduateCollegePolicy)
II. COLLEGE OF LAW HONOR CODE AND CODE OF STUDENT RESPONSIBILITY: ACADEMIC YEAR 2015-2016

A. HONOR CODE

Since students in the College are preparing for careers in a profession demanding honesty and integrity, the College requires high standards of conduct. The College operates under an honor system, one feature of which is that all examinations are unproctored. The College's Code of Student Responsibility, reprinted below, details the grounds on which students may be found in violation of this honor system. The Code also imposes additional obligations on students.

B. CODE OF STUDENT RESPONSIBILITY

§ 1.01 Students enrolled at the University of Illinois College of Law are subject to the Student Code, which is available online at admin.illinois.edu/policy/code.

§ 1.02 As future members of the legal profession, students at the College of Law bear a special responsibility to insist upon and to maintain high standards of integrity. Accordingly, it is expected that each student of the College of Law will scrupulously regard the rights of others and will observe high standards of integrity in his or her personal conduct. Toward this end the College of Law has defined the following academic and nonacademic violations, set out in Sections 1.03-1.08, which are subject to discipline in accordance with the procedures set forth in Sections 2.01-5.09.

§ 1.03 Misrepresentation. Misrepresentation is any act of fraud or deception by which the student gains or attempts to gain a benefit or advantage from the University, its constituent institutions, its faculty, staff, or students, or persons dealing with the University. Examples of this offense include, but are not limited to, the following:

a. forging or altering any University document, record, or instrument of identification;

b. furnishing material information which is known by the student to be false to any official, other employee, or agent of the University; or

c. furnishing to any person material information which is known to the student to be false and which related to the student's academic record or otherwise concerns activities in the University.

§ 1.04 Unfair Advantage. Unfair advantage is any act of fraud, deception, or improper influence by which the student gains or attempts to gain an academic benefit or advantage from the University, its constituent institutions, its faculty, staff, or students, or persons dealing with the University. "Academic benefit or advantage" results from the student's course work as well as from other activities (such as Law Review, Moot Court, and Client Counseling Competition), which in any manner affect the student's professional education, training, or development. Examples of this offense include, but are not limited to, the following:
a. unauthorized copying, collaboration, or use of notes or books on any examination, project, or paper;
b. failure to observe time limits set for an examination by the instructor in charge;
c. lying about the performance of academic work;
d. submitting the same work, or portions of the same work, in more than one class unless explicitly authorized to do so;
e. submitting as one's own and without citation, writings or ideas known by the student to be of another (including those of any person furnishing writing for hire) in any academic pursuit; or
f. offering or attempting to offer money or other thing or service to a member of the University community, including its faculty, staff, and students, in an effort to gain academic benefit or advantage.

§ 1.05 Interference with Property. Interference with property is any taking or destruction of the property of the University, of its constituent institutions, or of its faculty, staff, or students. Examples of this offense include, but are not limited to, the following:

a. stealing, damaging, or destroying notes or books of students;
b. stealing, hiding, or vandalizing library materials; or
c. stealing, damaging, destroying, or otherwise misusing other University property.

§ 1.06 Harassment. Harassment is any physical assault upon, threat against, or substantial interference with work or study of a member of the University community, including its faculty, staff, and students, as well as of any other person who is lawfully present on University premises. Examples of this offense include but are not limited to:

a. intentionally blocking or attempting to block physical entry to, or exit from, a University building, corridor, or room to anyone apparently entitled to enter or leave;
b. engaging in shouted interruptions, whistling, derisive laughter, or other means that alone or in conjunction with others prevent or seriously interfere with a class, speech program, or other teaching or learning process, under circumstances where the student knows or reasonably should have known the serious interference would occur; or
c. engaging in disruptive behavior directed toward one or more individuals in the library, offices, or other place, that seriously interferes with the work of others.

§ 1.07 Gross Neglect of Professional Duty. Gross neglect of professional duty is a clear and knowing violation of generally accepted standards of integrity. Examples of this offense include but are not limited to:

a. failure to report any suspected violation of this Code by any student having reasonable grounds to believe that such a violation has occurred;
b. failure to cooperate with the College of Law Committee on Student Discipline or with the Secretary to such Committee with respect to the conduct of any investigation or proceeding held in connection with any alleged violation by any other person of the College of Law Code of Student Responsibility;
c. aid intentionally given to another student in violation of this Code; or
d. embezzlement or other breach of trust.

§ 1.08 Other University Offenses. It is a breach of this Code to fail to obey any duly promulgated University rule or regulation relating to student conduct and which is applicable to students in the College of Law, whether now or hereafter adopted by the Board of Trustees or other University authority.

C. RULES GOVERNING DISCIPLINARY PROCEEDINGS

Part A: Application

§ 2.01 These procedures apply only to individual misconduct, and the appropriate procedures, as contained in the University’s Student Disciplinary Procedures, will be implemented should a student enrolled in the College of Law become involved in an incident of extraordinary group misconduct.

Part B: Participants in Disciplinary Process

§ 3.01 Administrative Officer means the Dean, an Associate Dean or Assistant Dean of the College of Law, any Officer of the Campus or University Administration, and any employee of the University to whom supervisory responsibility over matters relating to student conduct has been delegated except members of the Senate Committee on Student Discipline or of the Subcommittee.

§ 3.02 Adviser means a person who has agreed to appear with Respondent at any proceeding under these Rules. A Respondent may be accompanied by and may consult with his or her Adviser at any such proceedings, but the Adviser may not represent Respondent.

§ 3.03 Alternate means a person appointed as a faculty or student Alternate to the Subcommittee who has not yet been designated by the Chair to replace an excused Member. One (1) faculty Alternate and one (1) student Alternate shall be regularly appointed, and additional appointments shall be made as necessary to provide a full Subcommittee to conduct the proceedings concerning a particular Respondent. Alternates shall have the same qualifications as and shall be selected in the same manner as Members. A faculty Alternate may only replace an excused faculty Member, and a student Alternate may only replace an excused student Member. Until designated for such replacement by the Chair, an Alternate shall not participate in any hearing, consideration, deliberation or vote concerning any matter before the Subcommittee.

§ 3.04 Chair means the individual serving as chairperson of the Subcommittee. The Chair shall be selected according to current procedures of the College of Law and the Senate Committee on Student Discipline.

§ 3.05 Counsel means the person who has agreed to represent Respondent in any proceeding under these Rules. A Respondent has a right to consult with and be represented by Counsel in all
such proceedings, and the person so serving shall be the sole representative of Respondent. If Respondent has engaged Counsel, he or she shall notify the Dean of Counsel's name and address.

§ 3.06 Dean means the Dean of the College of Law or, when so designated by the Dean or Acting Dean, an Associate Dean. In carrying out his or her responsibilities under these Rules, the Dean may consult with the Executive Committee of the College of Law.

§ 3.07 Member means a person appointed as a faculty or student Member of the Subcommittee who has not been excused, and a person appointed as a faculty or student Alternate who has been designated by the Chair to replace an excused Member. Faculty Members shall be appointed from among permanent members of the College of Law faculty who are not Administrative Officers or members of the College Executive Committee. Student Members shall be appointed from among full-time students who are J.D. candidates registered in the College of Law. Members shall be selected according to current procedures of the College of Law and the Senate Committee on Student Discipline.

§ 3.08 Respondent means a law student upon whom a Formal Notice has been served.

§ 3.09 Secretary means an Administrative Officer or permanent member of the College of Law faculty who is not a Member of the Subcommittee or of the Senate Committee on Student Discipline and who is appointed by the Dean to investigate the allegations in a Formal Notice or instead or in addition to assist in drafting a Formal Charge and to present evidence regarding the charge to the Subcommittee. The Secretary should obtain and present all available relevant information which, in the Secretary's judgment, will assure an informed and fair administrative review and Subcommittee hearing. The same person or different persons may serve as Secretary at various stages, as determined by the Dean pursuant to § 5.04.

§ 3.10 Subcommittee means the Subcommittee on Student Discipline for Law Students, consisting of three (3) faculty Members and (2) student Members. Any hearing before, submission to or deliberations by the Subcommittee shall include all five (5) Members then serving. Except as otherwise provided herein, Subcommittee decisions shall be by majority vote.

§ 3.11 Witness means a person called upon to provide information at a Subcommittee hearing or in a Secretary's investigation. All Law students and University employees shall cooperate fully when called upon to be Witnesses, and any refusal to be interviewed or to produce evidence may be a matter for disciplinary or employment action. A Witness may refuse to testify or produce evidence which would tend to inculpate that person in any Violation of University or College Regulations or in any violation of law. Any statement by or evidence of Respondent made or produced by Respondent to Counsel or an Adviser in that person's capacity as Counsel or Adviser is privileged.

Part C: General Definitions and Guidelines
§ 4.01 Formal Charge means a statement of the Violation(s) charged with reference to the relevant University Regulations and College of Law Disciplinary Rules, and a statement of the ultimate facts which constitute the specification of the Violations(s) charged.

§ 4.02 Formal Notice means a statement that the Respondent is alleged to have been involved in a possible Violation, a summary statement of the alleged facts, and specification of the Violation(s) suggested by the alleged facts.

§ 4.03 Informal Resolution means a process whereby the matter is resolved informally by counseling or by permitting Respondent to accept a specified Sanction without further proceedings. A Sanction may be so imposed by the Dean only with Respondent's consent. If a proposed Sanction is accepted by Respondent, it will be imposed forthwith and without opportunity for appeal. If a proposed Sanction is refused, the Dean may proceed with the next step in the administrative process. The fact a Sanction was offered and refused and the nature of the proposed Sanction shall not limit or otherwise affect any further action.

§ 4.04 Report is the written submission of the Secretary to the Dean upon conclusion of an investigation. It shall contain (i) a summary of the relevant facts and (ii) conclusions as to whether there is a factual basis for a Formal Charge.

§ 4.05 Sanctions which may be imposed upon informal disposition or upon a finding of a Violation by the Subcommittee are: (1) reprimand not of official record; (2) reprimand of official record; (3) conduct probation not of official record; (4) conduct probation; (5) suspension; or (6) dismissal. A sanction not of official record does not appear on the student's transcript, but may have to be reported by the Dean and the student to appropriate authorities regarding a candidate's fitness for admission to the bar. The fact Respondent has been or may be subject to other sanctions for the same conduct, whether such sanctions have been or may be imposed by civil authorities or by academic officials, shall not bar the initiation of disciplinary proceedings or the imposition of Sanctions for Violations. The fact a student has been or may be subject to Sanctions under this Code shall in no way affect the power of any academic official to grade or otherwise evaluate such student's performance for academic purposes.

§ 4.06 Service of papers upon Respondent shall be accomplished by delivery to Respondent personally or by regular mail to Respondent's current local address specified in College of Law records. If mailed at a time when regular semester classes are not in session, a copy shall be mailed to any permanent address specified in College of Law records. If Respondent has notified the Dean of his or her Counsel's name and address, a copy shall be mailed to Counsel at the specified address.

§ 4.07 Violation means conduct proscribed by University Regulation relating to student conduct or by the College of Law Code of Student Responsibility.

Part D: Administrative Procedures
§ 5.01 Preliminary Determination. Upon receipt of information regarding a possible violation by a Law student, the Dean may informally gather such additional information as will facilitate a preliminary determination of how to proceed. If the Dean determines that a possible Violation has occurred, he or she shall issue a Formal Notice unless it appears that the interests of the student involved and of the College of Law and University would be best served by counseling the student.

§ 5.02 Notice to Respondent; Reply and Action. The Dean shall arrange for Service of the Formal Notice upon Respondent, together with copies of relevant University Regulations and College of Law Disciplinary Rules, and shall call particular attention to Respondent's right to Counsel and an Adviser and right to reply. Upon a request for an opportunity to reply, submitted to the Dean in person or by telephone or letter within three (3) business days of the date upon which the Formal Notice was personally delivered or five (5) business days of the date upon which the Formal Notice was mailed, the Dean shall set a date for the reply and the manner in which it shall be received and shall so notify Respondent. In the reply, Respondent may present evidence in rebuttal of the summary of facts contained in the Formal Notice and instead or in addition may provide information bearing upon the propriety of Informal Resolution. If no reply is made, the Dean shall designate a Secretary and refer the Formal Notice to the Secretary. If a reply is made, the Dean upon consideration of it may withdraw the preliminary determination of a possible Violation, attempt Informal Resolution, or designate a Secretary and refer the Formal Notice to the Secretary. If a Formal Notice is referred to the Secretary, the Dean shall arrange for Service upon Respondent of notification of this referral and of the Secretary's name, address and telephone number.

§ 5.03 Investigation. The Secretary shall identify and interview available Witnesses and shall identify and obtain relevant and available real or documentary evidence. Statements of Witnesses or summaries of interviews shall be prepared or obtained and preserved. Respondent shall have the right to submit statements or real or documentary evidence to the Secretary and to suggest persons whom the Secretary should interview. Upon completion of the investigation, the Secretary shall prepare and submit a Report to the Dean accompanied by all statements, summaries and real and documentary evidence obtained or prepared by the Secretary.

§ 5.04 Charge or Other Disposition. Upon review of the Report, the Dean may determine that the evidence is insufficient to establish a Violation and withdraw the Formal Notice, refer the matter back to the Secretary or to a newly appointed successor for further investigation, attempt Informal Resolution, or refer a Formal Charge to the Subcommittee. If Informal Resolution is sought, the Dean shall first provide Respondent with a copy of the Report and an opportunity to inspect all evidence submitted to the Dean by the Secretary. If the Dean decides to refer a Formal Charge, he or she shall designate the investigation Secretary or a successor to assist in preparation of the Formal Charge and to present evidence to the Subcommittee. The Dean shall arrange for Service of the Formal Charge upon Respondent together with a copy of the Report, notice of Respondent's right to inspect and copy all evidence submitted to the Dean by the Secretary, a list of the name of all Subcommittee Members and Alternates, and the name, mailing address and telephone number of the Chair. Once referred to the Subcommittee, a Formal Charge may be withdrawn only upon recommendation of the Dean and approval of the Subcommittee.
Part E: Pre-Hearing Determinations; Preparation for Hearing

§ 6.01 Recusal. The Chair shall provide copies of the Formal Charge to Subcommittee Members and Alternates. Any Member or Alternate who believes he or she would be unable properly to participate because of serious illness, special interest or prior knowledge which has resulted in prejudgment shall notify the Chair and shall be excused.

§ 6.02 Motions, Challenges and Requests. All motions, challenges and requests shall be delivered in writing to the Chair within five (5) business days of the date on which the Formal Charge was personally served upon Respondent or within seven (7) business days of the date on which the Formal Charge was mailed to Respondent. Except in extraordinary circumstances, no motion, challenge or request will be considered unless timely made. Challenges shall be considered before motions and requests. The Subcommittee shall grant a challenge for cause, dismiss all or part of a Formal Charge, or otherwise grant a motion or request (except for Respondent's request for an open hearing or to transcribe or record the hearing proceedings) only upon the basis of information formally presented to the Subcommittee and only after affording the opposing party sufficient opportunity to contest the factual and legal bases for such action.

§ 6.03 Peremptory Challenge. Respondent may challenge one Subcommittee Member or Alternate without stating any cause. Upon receipt of such peremptory challenge, the named person shall be excused.

§ 6.04 Challenge for Cause. Respondent and the Secretary may challenge any Subcommittee Member or Alternate for cause. Such challenge shall state the special interest, prior knowledge or other cause for the challenge and sufficient facts to support the cause asserted. The person challenged shall not participate in the Subcommittee's actions regarding the challenge, but may be called upon by the Subcommittee to comment on the facts alleged to support the challenge. Each challenge shall be considered and decided separately. If the challenge is granted, the person challenged shall be excused.

§ 6.05 Motions. Normally, the only motion allowable at the prehearing stage of the proceedings is a motion to dismiss on the grounds that the facts alleged in the Formal Charge, presumed to be true for purposes of the motion, do not or legally may not constitute a Violation.

§ 6.06 Requests. Normally, only these types of requests are allowable: (1) a request by Respondent that the hearing be open, which shall be granted as a matter of right; (2) a request by Respondent to transcribe or record the hearing proceedings at Respondent's own expense, which shall be granted as a matter of right; (3) a request for an extension of the time to file a challenge, motion or request, which shall be ruled upon by the Subcommittee.

§ 6.07 Prehearing Conference. The Secretary and Respondent shall confer promptly after the Formal Charge has been served to consider and seek agreement on such matters as may facilitate a timely and fair disposition. They shall agree upon no fewer than three (3) hearing days and so notify the Chair. If they agree to a two-stage hearing procedure, they shall so notify the Chair, in which case the presentation of evidence principally related to an appropriate Sanction and related deliberations shall be deferred to a second stage following presentation of evidence, deliberations
and findings on whether Respondent committed the Violation charged. They shall review
together the evidence which will be presented and shall stipulate to all evidence as to which there
is no dispute as to fact.

§ 6.08 Notice of Hearing; Responsibility of Participants. The Chair shall take account of the
dates agreed to by the Secretary and Respondent and of the availability of the Subcommittee in
setting a date for the hearing at least ten (10) business days following the date of the Formal
Charge. By Service upon Respondent and like communication to the Secretary, the Chair shall
give written notice of the date, time and place set for the hearing. For good cause shown, the
Chair may grant a continuance requested by Respondent, the Secretary or a Member, subject to
the request by a Member that the question be put to a vote of the Subcommittee. It is the
responsibility of the parties to notify and secure the presence of witnesses; of Respondent to
secure the necessary recording equipment or personnel needed as a consequence of the granting
of his request to record or transcribe; and of the Chair to secure the presence of all Members of
the Subcommittee and required recording equipment or personnel.

Part F: Hearing and Deliberations

§ 7.01 Role of Chair. The Chair shall be primarily responsible for the conduct of the hearing,
including the determination of whether there is good cause for a recess; provided, however, that
any Member may request that a ruling by the Chair be submitted for a vote of the Subcommittee.
Deviation from any procedures specified herein is permissible only upon vote of the
Subcommittee and in the interest of fairness and for good cause shown.

§ 7.02 Spectators; Presence of Witnesses. Unless Respondent timely requested that the hearing
be open, it shall be closed to all but the necessary parties. Witnesses may be present only while
presenting evidence or testimony.

§ 7.03 Order and Nature of Hearing. The hearing should proceed in the following order: (1)
determination by the Chair that the parties are present and ready to proceed, except that the
Subcommittee may proceed in Respondent's absence upon a determination that Respondent has
forfeited the right to be present by his or her willful absence; (2) a brief and nonargumentative
opening statement by the Secretary; (3) a like opening statement by Respondent, unless deferred
until completion of the Secretary's presentation; (4) presentation in any logical order by the
Secretary of testimony, real or documentary evidence, and stipulations; (5) like presentation by
Respondent; (6) closing argument by the Secretary, which may include argument concerning
appropriate findings and Sanction; (7) like closing statement by Respondent. The Secretary and
Respondent shall be permitted, at appropriate occasions during the hearing, to contest the
veracity, reliability and relevance of any information, evidence or testimony presented and to
suggest alternative conclusions which may be drawn from information presented. Upon
conclusion of Respondent's presentation, the Secretary or Respondent may request an
opportunity to present additional evidence. Such requests shall be granted by the Subcommittee
only if the regular presentations have revealed an unanticipated need for such additional
evidence. In the same circumstances, the Subcommittee may request the submission of additional
evidence.
§ 7.04 Evidence. The formal rules of evidence shall not apply; the Subcommittee may consider all relevant testimony or real or documentary evidence. Objection to the presentation of any evidence or testimony shall be made at the time such evidence or testimony is proposed to be presented to the Subcommittee.

§ 7.05 Questioning of Witnesses. Subject to the direction of the Chair, the Secretary and Respondent and any Subcommittee member may question any Witness. The Chair shall assure that no Witness is abused or harassed.

§ 7.06 Deliberations. Upon completion of the hearing the Subcommittee shall promptly meet for closed and unrecorded deliberations. The Subcommittee shall first determine whether the conduct and Violation(s) charged were established by clear and convincing evidence. In accordance with federal law and University policy, the Subcommittee shall follow the preponderance of the evidence standard in instances of allegations of sexual harassment or sexual violence. Upon an affirmative finding establishing a violation of the Honor Code, the Subcommittee shall then (or, if the two-stage hearing procedure is utilized, after further hearing) consider the imposition of an appropriate Sanction, taking into account aggravating and mitigating factors. The Subcommittee shall consider not only the seriousness of the Violation within the University and College of Law communities but also its seriousness in light of the professional requirements and responsibilities of lawyers. An affirmative vote of four (4) Members shall be necessary for imposition of the Sanction of dismissal.

Part G: Reports and Records

§ 8.01 Limited Record Where No Formal Notice. If a Formal Notice is not made or is withdrawn, no record of the alleged violation will be made or preserved on the student's official transcript, but a record may be made or preserved solely for the purposes of the College of Law and to make required reports to the Senate Committee on Student Discipline.

§ 8.02 Record of Subcommittee Proceedings. A minute record of any preliminary review and of the Subcommittee's deliberations will be made and preserved. A verbatim transcript or recording of the formal hearing shall be made and preserved. Upon request, a Respondent may at his or her own expense obtain a copy of the verbatim transcript or recording.

§ 8.03 Confidentiality. Access to the record of the hearing or of submissions and any record made in connection with a pre-hearing determination shall normally be limited to the Secretary, Respondent, the Subcommittee, the Senate Committee on Student Discipline, and Administrative Officers. This shall not limit in any way the Dean's authority and responsibility to provide information to appropriate authorities regarding a candidate's fitness for admission to the bar.

§ 8.04 Report of Dismissal. Upon a determination to dismiss all or part of the Formal Charge, the Subcommittee shall adopt a written statement explaining the basis for such action. The statement shall be signed by all members of the Subcommittee subscribing thereto; concurring or
dissenting views may but need not be included. The Chair shall transmit a copy of this statement
to the Dean and the Secretary, and shall arrange for Service of a copy upon Respondent.

§ 8.05 Report of Findings. After a hearing and deliberations, the Subcommittee shall adopt
written findings which shall include a summary of the facts found by the Subcommittee, a
statement specifying which Violation(s) charged the Subcommittee finds to have been
committed by Respondent, and a statement specifying the Sanction imposed. Any special
aggravating, mitigating or extenuating circumstances found by the Subcommittee may also be
stated. The findings shall be signed by all Members of the Subcommittee subscribing thereto;
concurring or dissenting views may but need not be included. The Chair shall transmit a copy of
the findings to the Dean and the Secretary, and shall arrange for Service of a copy upon
Respondent together with a copy of the Rules of the Senate Committee on Student Discipline
relating to appeal procedures.

§ 8.06 Public Notice. After Respondent has been served with a copy of the findings or dismissal
statement and, in the event of findings adverse to Respondent, after all University appeal
procedures have been completed, the Subcommittee shall prepare and publish for the information
of the College of Law community a public notice regarding the action taken. This notice shall
not identify the Respondent by name, but shall specify: (1) the nature of each charged Violation
disposed of; (2) whether the disposition was (a) dismissal, (b) a finding that the Violation was
proved, or (c) a finding that the Violation was not proved; and (3) any Sanction imposed. This
notice may also summarize the specifications of each charged Violation disposed of, explain the
basis of any dismissal, and summarize findings regarding whether the charged Violation(s) were
proved.