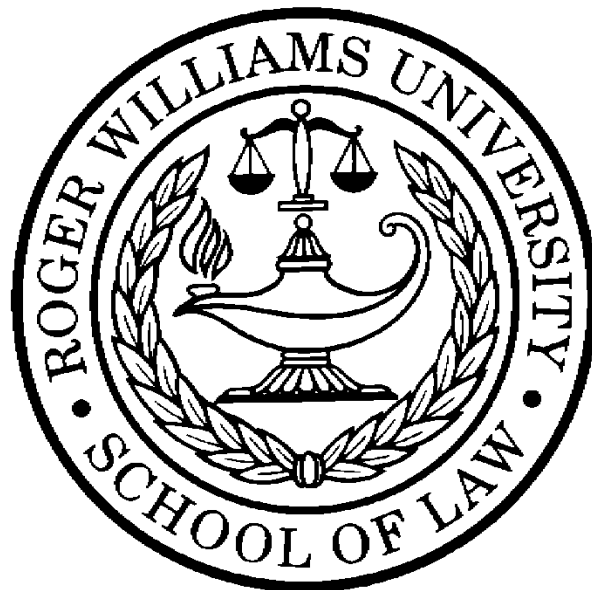


**ROGER WILLIAMS  
UNIVERSITY**

**SCHOOL OF LAW**

**STUDENT HANDBOOK  
2016-2017**



Revised on 9-3-2015

## **INTRODUCTION**

The Roger Williams University School of Law Student Handbook is a compilation of documents relevant to the student's career at the law school. The materials in the Student Handbook will be supplemented from time to time on-line in order to improve it, provide more complete coverage, and keep it current. The current version is available online.

The Student Handbook is both notice to you of the regulations and interpretations included therein and a guide to the operating rules of the law school.

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## **MISSION AND GOALS OF THE SCHOOL OF LAW**

The mission of the School of Law is to promote justice and the rule of law through education, scholarship, and service. In furtherance of its mission, the School of Law seeks to:

1. Provide an excellent legal education to men and women who aspire to the practice of law or to other occupations in which both they and society-at-large will benefit from their understanding of and dedication to the law. An excellent legal education teaches not only legal doctrine, policy, history and theory, but also how to think critically about justice and the law.
2. Make meaningful contributions to legal scholarship. Meaningful contributions are those that provide original analysis, insights, or information to those who are interested in justice and the law, including lawyers, judges, legislators, policy-makers, scholars, journalists, and the public-at-large.
3. Provide service to the legal profession and the wider community in ways that advance justice and the rule of law.

(Amended September 27, 2006)

## **DISCLAIMER**

The School of Law reserves the right to modify the requirements for admission and graduation, to change the program of study, to amend any regulation affecting the student body, to increase tuition and fees, and to dismiss from the law school any student at any time, if it is deemed by the School of Law to be in the best interest of the School of Law or the students to do so. Nothing in this Student Handbook may be considered as setting forth terms of a contract between a student or prospective student and the Roger Williams University School of Law.

## **AMERICAN BAR ASSOCIATION ACCREDITATION AND MEMBERSHIP IN ASSOCIATION OF AMERICAN LAW SCHOOLS**

The School of Law received full approval from the American Bar Association on February 14, 1997. Under current state policies, all students who graduate from law schools that have full approval from the American Bar Association may seek admission to the Bar in all fifty states and the District of Columbia. The School of Law was granted membership in the Association of American Law Schools in July, 2006.

## **ACADEMIC FREEDOM**

The wellbeing of an academic institution and of society in general can be maintained only if individuals and groups exercise their responsibility and freedom to search for the truth and to speak that truth as it is discovered. As members of a collegial community, the faculty, administrators, and students of Roger Williams University School of Law must extend to one another the trust and respect that creates the appropriate environment for the exercise of academic freedom.

## **PART ONE. UNIVERSITY AND SCHOOL OF LAW REGULATIONS**

### **I. UNIVERSITY NON-DISCRIMINATION POLICY**

Roger Williams University and Roger Williams University School of Law do not discriminate against any person on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender expression or identity, disability, veteran status, or any other legally protected basis in admission to, access to, employment in, and treatment in its programs and activities. Inquiries regarding the application of this Non-Discrimination Policy may be referred to the following:

- Flora A. Prestipino, Manager of Employment, Roger Williams University, One Old Ferry Road, Bristol, RI 02809, Telephone: 401-254-3131.
- Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone: 1-800-421-3481; or
- Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617-289-0111.

The Equal Employment Opportunity Coordinator and Coordinator of the Age Discrimination Act of 1975 is:

- Flora A. Prestipino, Manager of Employment, Roger Williams University, One Old Ferry Road, Bristol, RI 02809, Telephone: 401-254-3131.

The Coordinator of Title IX of the Education Amendment of 1972 is:

- Dr. Jen Stanley, Title IX Coordinator and Associate Dean & Director of the Gender and Sexuality Center, Roger Williams University, One Old Ferry Road, Bristol, RI 02809, Telephone: 401-254-3123.
- The Deputy Title IX Coordinators are:
  - For Employees: Flora A. Prestipino, Manager of Employment, Telephone: 401-254-3131;
  - For Students: Anthony Montefusco, Director of Housing, Telephone: 401-254-3161, Kasey Geremia, Assistant Director of Student Programs & Leadership, Telephone: 401-254-5367, and Danny DiCamillo (specializing in LGBTQ), Assistant Director of Residence Life, Telephone: 401-254-3161;
  - For Faculty: Betsy Learned, Dean of the University Library, Telephone: 401-254-3625;
  - For School of Law: Lorraine Lalli, Assistant Dean of Students, Telephone: 401-254-4593;
  - For Athletics: Joyce Maudie, Assistant Athletic Director, Senior Woman Administrator, NCAA Compliance Coordinator, Telephone: 401-254-3129; and



- For School of Continuing Studies: Jen Stanley (Interim), Title IX Coordinator and Associate Dean & Director of the Gender and Sexuality Center, Telephone: 401-254-3123.

The Coordinator of Section 504 of the Rehabilitation Act of 1973 is:

- Dr. Lisa Landreman, Assistant Vice President and Dean of Student Life, Roger Williams University, One Old Ferry Road, Bristol, RI 02809, Telephone: 401-254-3032.

Please check the [RWU Title IX website](#) for the most current information.

## **II. SEXUAL HARASSMENT POLICY OF ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW**

### **POLICY STATEMENT**

Sexual Harassment is a form of gender-based discrimination which violates federal and state law as well as Roger Williams University and Roger Williams University School of Law (hereinafter “university”) policy prohibiting discrimination on the basis of gender. It is forbidden by the university and it is inexcusable regardless of circumstances. Transgressions and supervisory condonation of such transgressions will result in disciplinary action, up to and including termination. This policy applies to students, faculty, staff, and university officers equally as described below. Further, its mandate shall, to the extent contractually feasible, be applied fully to contractually affiliated entities at the university.

### **PROSCRIBED CONDUCT**

There are currently two (2) distinctly recognizable and forbidden forms of sexual harassment, both of which constitute terminable conduct.

1. Quid Pro Quo Harassment: This harassment is an intentional, intolerable exploitation of a position of power and authority such as unwelcome sexual advances, requests, or demands for sexually based favors or other gender based verbal or physical conduct where submission to or rejection of such conduct by an individual is used, by the person(s) in a position of power or authority, as a basis for employment, academic, or institutional environment decisions affecting such individual.
2. Hostile Environment Harassment: This harassment arises where one or more members of the university community engage in gender based conduct that unreasonably creates an intimidating, hostile, or offensive working and/or study environment that has the effect of altering one’s work or academic performance and the conditions of employment or study at the university. It may arise independent of the supervisor/subordinate or teacher/student relationship (e.g., co-worker to co-worker) and the conduct need not be overtly sexual in nature but merely gender differentiating. As a general guiding principal established herein, no gender based actions that are not specifically and officially endorsed by the university (e.g.; separate rest room facilities) are authorized or condoned. Currently, as established under controlling

case law interpretation of both state and federal laws, hostile environment sexual harassment consists of conduct that: (1) would not have occurred but for the victim's gender and (2) is sufficiently severe or pervasive as (3) adjudged by the reasonable person (of the same gender as the victim under Rhode Island law) to (4) adversely affect a victim's work or other conditions of employment or academic performance or study environment. The university will continue to provide education and training as to illegal and intolerable conduct rising to the level of sexual harassment.

## **ENFORCEMENT**

The university will fully investigate all charges of sexual harassment filed pursuant to this policy and render a deliberative finding, taking immediate corrective action in cases where the record so warrants. Individuals found to have engaged in such misconduct shall be accordingly disciplined. This misconduct is grave on its face and terminable. Supervisory personnel who witness what they believe is harassing conduct of subordinates or colleagues or are in receipt of formal or informal allegations of such conduct are obligated to report same to the university through the procedures detailed below.

All employees or students who witness or have tangible evidence of potentially harassing conduct are responsible to cooperate fully and honestly with the university in its investigation of such alleged conduct. Failure to do so impedes the university's search for facts necessary to appropriate determination and is, in itself, disciplinable. Employees and students who fully, honestly and forthrightly cooperate with the university in its investigation and the enforcement of this policy shall be deemed to be operating within the scope of employment and/or as agents of the university and for such cooperation shall be covered by the university's indemnification policy.

## **EDUCATION AND TRAINING**

As a necessary, proactive measure of policy integrity and enforcement, the university will provide mandatory education and training for members of the university community to ensure understanding and appreciation of the Policy, the laws as amended and re-interpreted from time-to-time, (which serve as a basis for this policy and its proscriptive measures) and the Procedures. This education and training will be coordinated through the university's Department of Human Resources and provided by or through formally designated members of the university community with knowledge of the laws and this policy's parameters. Information regarding provision of university education and training on sexual harassment may be obtained from the Department of Human Resources. Information and guidance as to this policy and its procedures as well as to respond to specific questions relative to the law of sexual harassment may be obtained from the Office of General Counsel.

## **CONFIDENTIALITY**

While all reasonable efforts will be made to respect the confidentiality of all parties to, witnesses of, and any other employee or student with evidence of, sexual harassment charge(s), the university is obligated to fully address all charges of such conduct and cannot guarantee total confidentiality where it will impede the search for truth and the necessary findings of fact as it relates to the law and university policy. A thorough investigation, including discussing witnesses' accounts and confronting the accused will often transpire. A charge of sexual harassment is most serious, cannot

and will not be taken lightly and cannot and will not be “off the record”.

### **RETALIATION**

Retaliatory action under any and all circumstances taken against an individual who files a complaint of sexual harassment honestly and in good faith, or who is cooperating with the university’s investigation into such allegation, is prohibited and terminable.

### **MALICIOUS ALLEGATIONS/ACTIONS**

False charges of sexual harassment made knowingly or with wanton reckless disregard for the truth and veracity thereof, shall be considered malicious charges and are not within the scope of anyone’s employment. The university reserves the right to impose sanctions against the accuser up to and including termination. Repeated filing of frivolous charges will be considered reckless disregard for the truth and veracity of said charges. Neither failure to substantiate a sexual harassment charge nor a university finding that sexual harassment did not occur, of itself, constitutes malicious charge(s).

### **ELECTION OF REMEDIES**

Neither this Policy nor its correlative Procedures preclude the accuser from filing charges with any external agency or otherwise seeking redress pursuant to law. At such election, at any stage of the process, the procedure will be handled directly by the university’s Office of General Counsel, but shall otherwise continue to operate through to resolution as set out under “PROCEDURES” below.

## **- P R O C E D U R E S -**

The university’s sexual harassment policy must be adhered to by all members of the university community. Any student or employee who honestly feels subjected to or has witnessed sexual harassment, as outlined in the policy and elaborated upon in educational sessions provided by the university, should immediately report the conduct to the university designated intake agents(s) as follows:

1. Students report the conduct to the Office of the Dean of Students (Lorraine Lalli X3032).
2. Employees report the conduct to the Office of the President (Rick Hale X3079).
3. Alternatively, at either the election of the reporting/charging party or the referral of either of the two offices listed above, the Office of the General Counsel (X5567) shall serve as intake agent.
4. Should the allegations involve personnel in either of the offices set out in 1. and 2. above, or personnel in the Office of the President, the matter shall be reported directly to the Office of General Counsel. If the allegations involve personnel in the Office of General Counsel, the matter shall be reported to the Office of the President.

Immediately upon receiving notification of conduct alleged to be gender based harassment, the Office identified above, as the initial intake agent of the university except under Provision 4., shall notify the Office of General Counsel (if it is not already serving as the intake agent) and commence

investigation of the alleged conduct, maintaining confidences to the extent practicable. The investigation and all subsequent steps in the procedure will be conducted in accordance with direction from the Office of General Counsel.

Should Provision 4., above, be invoked concerning an allegation of gender-based misconduct in the Office of General Counsel, investigation will be conducted by or at the direction of the Office of the President, using the procedure outlined below, while adjusting the process as necessary to avoid conflict of interest within the Office of General Counsel.

The President, Senior Vice President(s), or Vice President(s) supervising the division of the accuser and the accused shall, to the extent not compromising the integrity of this policy and procedure, be apprised of the matter following initial intake and shall be kept apprised of and involved, as appropriate, in the investigation and findings.

### **STEP 1 – INTERVENTION**

This process is prerequisite to formal hearing and the recording of the university's official, investigated findings of whether or not sexual harassment has occurred and/or whether a malicious claim has been filed. It provides no specific sanctions but addresses each matter individually, as confidentially as practicable, and seeks formal resolution by written agreement of all parties to the conduct alleged by the accused, to be gender based, harassing, unwelcome, and intolerable.

The intervention process shall include the following:

1. Interview, by an intake agent, of the accuser and creation of a separate formal record to be maintained in the intake office with final copy, following failed or successful resolution of the intervention, to the Office of General Counsel.

The intervention may include the following:

1. Interview, by an intake agent, of the accused, setting forth the allegations and making record of the response, complete with specific information as to rebuttal witnesses and other information offered that is conducive to resolution.
2. Discussion with both accuser and accused of formal resolution to which each would agree in writing before involving testimony and evidentiary practices that may erode the confidentiality of the complaint and the parties.
3. If both parties are amenable to formal resolution at the intervention step as proposed by the university through its intake agents(s), a formal agreement will be prepared by the Office of General Counsel after consultation and debriefing with the intake agent, provided to accuser and accused for signing and then implemented according to its terms.

### **TIME LIMITS**

From receipt of accusation to intervention resolution, a period of thirty (30) calendar days is the time limit for Step 1 intervention upon all parties to the allegation. The time limit may be extended by formal agreement of the accuser and the university. Where the accused has been properly joined at the intervention step, extension of time limits need also evidence the accused's agreement.

Absent resolution or mutual agreement to extend the time limit, the allegation will be forwarded to Step 2 of the procedure.

## **STEP 2 – FACT FINDING**

Unless the accuser expressly wishes to withdraw the allegations, Step 2 shall be convened and shall proceed, either (1) thirty (30) days failing formal resolution at Step 1 following initial intake interview and explanation of the procedure or (2) immediately, if the accuser does not wish to proceed at Step 1, but wishes to commence a formal investigation.

1. The record established at Step 1 shall be forwarded to the designee (Factfinder) of the President.
  - a. If the matter involves the Office of the President, the Factfinder will be the Office of General Counsel.
2. From inception of Step 2 through formal finding by the Factfinder, not more than sixty (60) calendar days shall elapse absent special circumstances and in no event shall more than ninety (90) days elapse, except by consent of the parties.
3. The Factfinder shall review the record established at Step 1 and investigate the allegation(s) further as warranted. This investigation, as illustrative of the search for credible facts, would include:
  - a. Re-examination of the accuser and/or accused as warranted.
  - b. Discussion with and testimony by witnesses
  - c. Gathering of credible non-testimonial evidence corroborating or rebutting the allegation(s), response and testimonial evidence.

While good faith effort at maintaining circumspect publication and disclosure of allegations, corroboration, rebuttal and the personnel involved will be the order of this Policy and Procedure, confidentiality cannot be promised to the extent it impedes credible resolution of the allegations.

4. At the conclusion of the fact finding process, the designee shall determine either:
  - a. There is no cause for a finding of sexual harassment.  
OR
  - b. There is cause, based on the facts found, to find sexual harassment.  
AND/OR
  - c. There has been a malicious filing of a sexual harassment complaint.

The Factfinder's determination, with the basis therefore, shall be set out in writing and forwarded in confidence to the President of the university (or in the case of a determination involving the Office of the President, to the Office of General Counsel) with official, sealed copy to the accuser, the accused, the university's Assistant Vice President of Human Resources, Office of General Counsel, and the Senior Vice President or Vice President(s) of the accused and the accuser. If the allegation

involves a student as accuser, accused or both, an official, sealed copy will also be forwarded to the Dean of Students and the Vice President for Student Affairs.

### **STEP 3 – SANCTIONS**

Should there be a finding of sexual harassment or malicious filing of such charge(s) following Step 2 herein, the matter will be formally referred to the Office of General Counsel (if not already residing therein) who, following consultation with the appropriate university officers, will provide counsel and professional services as to appropriate sanction(s) and the implementation thereof. Sanctions may include, by way of illustration but not limitation, termination or expulsion, suspension, probation, reprimand, warning, directed counseling and/or mandatory education and training.

### **STEP 4 – GRIEVANCE**

Appeal of a finding accompanied by disciplinary sanctions (as set out in Step 3 above), shall be referred to the university's standing policies for handling employee grievances and/or student appeals of disciplinary sanctions.

### **WITHDRAWAL OF ALLEGATION**

If the accuser determines to withdraw the allegation(s) of sexual harassment at any time during any step in the procedure, the withdrawal must be in writing and specify voluntary retraction of the complaint. This action will not preclude further investigation, findings, or sanctions as imposed by the University.

### **EMPLOYMENT DISCRIMINATION ENFORCEMENT AGENCY**

Rhode Island Commission for Human Rights, Ten Abbott Park Place, Providence, RI 02903 (401-277-2661).

*Revised January 24, 2012*

### **FEDERAL LAW - TITLE IX - SEXUAL MISCONDUCT AS SEXUAL DISCRIMINATION**

The US Department of Education and the Office of Civil Rights have issued specific requirements for educational institutions regarding sexual misconduct. The sexual harassment of students, which includes acts of sexual violence and sexual misconduct, is a form of sex discrimination prohibited by federal law under Title IX of the Education Amendments of 1972, and therefore is a civil rights violation. In compliance with the Title IX requirements, the University has named Dr. Jen Stanley as its Title IX Coordinator; her role is to oversee University compliance with Title IX regulations. The Title IX Coordinator and/or other Deputy Title IX Coordinators for students will meet with students as needed to:

1. Serve as a resource for students wishing to report any acts of sexual misconduct or sexual harassment, i.e. violations of Title IX.

2. Provide oversight for all Title IX complaints and identify patterns or issues.
3. Coordinate and develop programming and informational initiatives enabling students to fully understand sexual misconduct and sexual harassment as forms of sexual discrimination and further educate students re: University procedures and policies that address those issues.

All reports of sexual harassment and discrimination including sexual assault/ misconduct, made to any University responsible employee must be reported to the University's Title IX Coordinator or designee. Any person who believes they have been subject to sexual harassment, discrimination, or sexual misconduct may contact the University Title IX Coordinator or designee as well as the designated areas on and off campus listed previously.

The office of the Title IX Coordinator is located in the Center for Student Development. Her phone number is (401) 254-3123 and her email is [jstanley@lwu.edu](mailto:jstanley@lwu.edu).

### **III. ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW POLICY PERTAINING TO CONFIDENTIALITY OF STUDENT RECORDS / ANNUAL NOTICE TO STUDENTS REGARDING EDUCATION RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Roger Williams University School of Law (“School”) receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will

be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to School officials with legitimate educational interests. A School official is a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees/directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A School official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the School also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other School officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))



- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the School, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against

him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Directory Information - At its discretion, the School may provide directory information in accordance with the provisions of FERPA to include, but is not limited to:

- Student's Name
- Address
- Telephone Listing
- Electronic Mail Address
- Photograph
- Date and Place of Birth
- Major Field of Study
- Grade Level
- Enrollment Status
- Dates of Attendance
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Degrees, Honors and Awards Received
- Most Recent Educational Agency or Institution Attended

Students wishing to withhold this information from public disclosure must complete a Request To Withhold Directory Information form with the Student Finance and Records Office within the first two weeks of the start of the fall semester.

#### **IV. ALCOHOL AND DRUG-FREE SCHOOL AND WORKPLACE POLICY**

##### **Introduction:**

Roger Williams University, including Roger Williams University School of Law (the "University"), established this Alcohol and Drug-Free School and Workplace Policy (the "Policy") in response to and in conformity with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 1011i). Students and employees of the University shall receive a copy of this Policy on an annual basis.

##### **Standards of Conduct:**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, or alcohol by any person, including visitors and vendors, is prohibited in or on the University premises, in vehicles owned, leased, or rented by the University, at any work site or location at which University duties are being performed by University employees or

students, as part of any University activity, or at off-campus activities of student groups recognized by the University.

### **Health Risks:**

Drinking alcohol has immediate effects that can increase the risks of many harmful health conditions. Excessive alcohol use can lead to increased risk of health problems such as liver disease or unintentional injuries. The use of illegal drugs also carries many serious health risks. Illegal drugs may be addictive and may lead to long-term damage to the body. Heavy or long-term use of some illegal drugs may cause the user to overdose, which may cause permanent damage to the body and can be fatal.

### **Counseling Programs:**

Students and employees who may have a problem with the use of illegal drugs or the abuse of alcohol should be aware of resources at the University and the surrounding community that offer services to students and employees. The University resources listed below may not be available to all students and employees.

#### University Resources:

##### *Counseling Center*

Center for Student Development • (401) 254-3124

The Roger Williams University Center for Counseling and Student Development assists students through maintaining and enhancing their psychological and emotional well-being and promoting their normal development and maturation. Additionally, a wide offering of educational and support programs are designed to foster student development as healthy, thoughtful, responsible, respectful, and productive members of a diverse community who will be able to function at their full potential.

##### *Health Education Program*

Center for Student Development • (401) 254-3413

The Director of Health Education and the Student Health and Wellness Educators work together to provide education and support to students in maintaining a healthy lifestyle. They strive to motivate individuals to develop the physical, mental, social, intellectual, and spiritual dimensions of self and make choices toward a more successful and healthier existence. They offer one-on-one assessment sessions and a BASICS Intervention (Brief Assessment in College Students).

##### *Health Services*

Center for Student Development • (401) 254-3156

Roger Williams University Health Services is committed to providing quality health care and disease prevention in a manner that exhibits compassion, professionalism, and excellence.

*Wellness Work/Life Program* (Available to Employees)

(800) 828-6025 • [www.wellnessworklife.com](http://www.wellnessworklife.com) • Company Registration Name: RWU

The Wellness Work/Life Program is a no-cost, University-sponsored benefit for a variety of services, including counseling, referral, and resources for issues dealing with anxiety, depression, substance use/abuse, anger or stress, relationships, family issues, and more. This is a confidential service available to employees and eligible dependents on a national basis. Individuals residing with the employee and not a relative are also eligible for the program.

Outside Resources:

*Al-Anon/Alateen*

106 Rolfe St., Cranston, RI 02910 • (401) 781-0044 • [www.riafig.org](http://www.riafig.org)

Al-Anon is a worldwide fellowship of individuals whose lives have been deeply affected by another's drinking. The only requirement for membership is that there be a problem of alcoholism in a relative or friend. Members, who come from all walks of life, meet to share their experience, strength, and hope in order to solve their common problems.

*Alcoholics Anonymous*

[www.rhodeisland-aa.org](http://www.rhodeisland-aa.org)

410 North Broadway, East Providence, RI 02914 • (401) 438-8860 or 1-800 439-8860

2845 Post Road, Room 112, Warwick, RI 02886 • (401) 739-8777

P.O. Box 9342, Providence, RI 02840 • (888) 378-6561

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism.

*Butler Hospital*

345 Blackstone Blvd., Providence, RI 02906 • (401) 455-6200 • [www.butler.org](http://www.butler.org)

Butler Hospital is Rhode Island's only private, nonprofit psychiatric and substance abuse hospital for adults, adolescents, children, and seniors. Butler is affiliated with The Warren Alpert Medical School of Brown University and is the flagship for its department of psychiatry which has been recognized by its peers as one of the top ten in the United States. Recognized as a national leader in the development of acute, short-term psychiatric and substance abuse treatment, Butler has a reputation for providing the best care available to patients.

*CODAC Behavioral Healthcare*

[www.codacinc.org-a.googlepages.com](http://www.codacinc.org-a.googlepages.com)

1052 Park Ave., Cranston, RI 02910 • (401) 461-5056

349 Huntington Ave., Providence, RI 02909 • (401) 942-1450

93 Thames St., Newport, RI 02840 • (401) 846-4150

350 Columbia St., Wakefield, RI 02879 • (401) 789-0934

850 Waterman Ave., East Providence, RI 02914 • (401) 434-4999

CODAC, a non-profit organization, offers treatment and educational and prevention services.

CODAC's goal is to help people lead a more productive, healthy life by learning to respond effectively to their own needs and the needs of the people they care for without the use of alcohol and other drugs, and free of violence.

*Narcotics Anonymous*

[www.gpana.org](http://www.gpana.org)

Narcotics Anonymous is a non-profit fellowship or society of men and women for whom drugs had become a major problem and is comprised of recovering addicts who meet regularly to help each other stay clean.

### **Disciplinary and Legal Sanctions:**

In addition to any action taken by law enforcement authorities as detailed below, the University will impose disciplinary sanctions on students and employees for violations of the standards of conduct required by this Policy, which may include referral for prosecution, mandatory participation in substance abuse treatment, counseling or education programs as a condition of reinstatement or continued employment, termination of employment, or expulsion of student.

Federal, state, and local drug and alcohol laws provide criminal penalties for the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, or alcohol. Listed below are some examples of penalties for violations of Rhode Island's controlled substances and alcoholic beverages laws:

#### Controlled Substances:

Any person who manufactures, delivers, or possesses with the intent to manufacture or deliver a Schedule I or II controlled substance may be imprisoned to a term up to life, and/or fined \$10,000 to \$500,000. For Schedule III or IV controlled substances, such person may be imprisoned for up to twenty (20) years and/or fined up to \$40,000. For Schedule V controlled substances, such person may be imprisoned up to one (1) year and/or fined up to \$10,000. Any person who knowingly or intentionally possesses a Schedule I, II, III, IV, or V controlled substance in the absence of a valid prescription may be imprisoned for up to three (3) years, and/or fined \$500 to \$5,000. R.I.G.L. § 21-28-4.01.

#### Alcoholic Beverages:

Sanctions for misrepresentation of age include (i) a mandatory fine of \$100 to \$500, thirty (30) hours of community service, and suspension of driving privileges for thirty (30) days for the first offense; (ii) a mandatory fine of \$500 to \$750, forty (40) hours of community service, and suspension of driving privileges for three (3) months for the second offense; and (iii) a mandatory fine of \$750 to \$1,000, fifty (50) hours of community service, and suspension of driving privileges for one (1) year for the third and subsequent offenses. R.I.G.L. § 3-8-6.

Sanctions for possession of alcoholic beverages by underage persons include thirty (30) hours of community service, minimum sixty (60) day suspension of driving privileges, and (i) fines of \$150 to \$750 for the first offense, (ii) fines of \$300 to \$750 for the second offense, and (iii) fines of \$450 to \$950 for the third and subsequent offenses. R.I.G.L. § 3-8-10.

Sanctions for furnishing or procuring alcoholic beverages for underage persons include (i) fines of \$350 to \$1,000 and/or imprisonment up to six (6) months for the first offense, (ii) fines of \$750 to \$1,000 and/or imprisonment up to one (1) year for the second offense, and (iii) fines of

\$1,000 to \$2,500 and/or imprisonment up to three (3) years for the third or subsequent offenses. R.I.G.L. §§ 3-8-11.1 – 3-8-11.2.

In addition to the examples listed above, additional criminal penalties for violations of federal, state, and local drug and alcohol laws may be found at the following websites. There may be other provisions of federal, state, and local laws related to drugs and alcohol that are not included in this list.

For a list of federal drug trafficking penalties, see <http://www.justice.gov/dea/druginfo/ftp3.shtml>.

For a list of penalties for violations of the drug and alcohol laws of Rhode Island, see <http://webserver.rilin.state.ri.us/Statutes/TITLE3/INDEX.HTM> (alcoholic beverages); <http://webserver.rilin.state.ri.us/Statutes/TITLE11/INDEX.HTM> (criminal offenses); <http://webserver.rilin.state.ri.us/Statutes/TITLE21/INDEX.HTM> (food and drugs); and <http://webserver.rilin.state.ri.us/Statutes/TITLE31/INDEX.HTM> (motor and other vehicles).

For a list of penalties for violations of local drug and alcohol ordinances, see <http://www.municode.com/RESOURCES/gateway.asp?pid=10105&sid=39> (Bristol); <http://www.portsmouthri.com/ordinances/> (Portsmouth); and <http://www.municode.com/resources/gateway.asp?pid=11458&sid=39> (Providence).

### **Condition of Employment:**

As a condition of employment, all employees must (i) agree to abide by this Policy, and (ii) notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Notices should be sent to the Assistant Vice President of Human Resources.

### **Requirement for Students Receiving Federal Grants:**

Students who receive Pell and certain other federal grants must report any conviction of a drug-related offense to the United States Department of Education within ten (10) days of the conviction if the offense occurred during the period covered by the grant.

### **Biennial Review:**

The University shall conduct a biennial review of this Policy by December 31<sup>st</sup> of each even-numbered calendar year to (i) determine the Policy's effectiveness and implement any needed changes to the Policy, and (ii) ensure that the sanctions required by the Policy are consistently enforced.

Revised 5/3/2013

## **V. ALCOHOLIC BEVERAGES POLICY**

### **Purpose and Applicability:**

This policy governs the service and/or consumption of alcoholic beverages at Roger Williams University, including Roger Williams University School of Law (“University”), and applies to events on the University’s Bristol, Portsmouth (Baypoint), and Providence (150 Washington Street) campuses and off-campus University-sponsored events. For purposes of this policy, an off-campus University-sponsored event is an event occurring at any off-campus location where alcoholic beverages are served and/or consumed and the event is hosted and/or paid for in whole or in part by the University, including but not limited to any school, department, office, group, club, or team of the University.

Examples of events that are governed by this policy include, but are not limited to, the following:

- University-sponsored conferences, dinners, events, meetings, and receptions;
- Department, faculty, or staff meetings and receptions, including those occurring after business hours; and
- Third party conferences, events, meetings, and receptions.

This policy does not apply to the following:

- The possession or consumption of alcoholic beverages by University students or their guests which does not occur at a University-sponsored event (governed by the Student Handbook);
- The possession or consumption of alcoholic beverages by Coordinators of Residential Education (“CORE”) or their guests over the age of 21 in CORE apartments (governed by the CORE Staff Manual);
- The possession or consumption of alcoholic beverages by University employees who reside in University apartments or their guests over the age of 21 in their assigned University apartments; or
- The possession or consumption of alcoholic beverages at the University Residence by the President, his family, or his personal guests, or to events at the University Residence of ten or fewer persons.

### **Written Approval Required:**

Written approval is required for each event at which alcoholic beverages will be served and/or consumed at the University, as well as for off-campus, University-sponsored events as noted below. The organizer of the event must use the attached Alcoholic Beverages Policy Approval Form to obtain such approval.

Type of Event	Necessary Approval(s)*
School of Law Events occurring within the SOL building, on the Providence campus, or off-campus	EVP for Finance and Administration; <i>and</i> Dean of the School of Law
School of Law Events other than those captured above (i.e., occurring on the Bristol campus but not within the SOL building or on the Portsmouth campus)	EVP for Finance and Administration; Vice President for Student Affairs; <i>and</i> Dean of the School of Law
University Student Events on the Bristol campus within a building or off-campus	Vice President for Student Affairs
University Student Events other than those captured above (i.e., occurring on the Bristol campus but not within a building or on the Portsmouth or Providence campuses)	EVP for Finance and Administration; <i>and</i> Vice President for Student Affairs
All Other Events on the Bristol or Portsmouth campuses	EVP for Finance and Administration; <i>and</i> Vice President for Student Affairs
All Other Off-Campus University-Sponsored Events or Events on the Providence campus	EVP for Finance and Administration

\* Or the specifically appointed management designee in the event of an extended absence of the approving authority.

**Use of Approved Caterers and Certified Alcohol Servers:**

The service of alcoholic beverages at the University must be arranged through Bon Appetit Management Company, the University’s approved caterer, or an approved third party caterer. Third party caterers must hold a valid Rhode Island Class P liquor license, comply with the University’s liability insurance requirements, and receive the prior written approval of the Office of General Counsel through a written agreement signed by the third party caterer and the University. Additionally, all alcoholic beverages must be served by a person holding a valid certificate of completion from an alcohol server training program approved by the Rhode Island Department of Business Regulation.



### **Sale of Alcoholic Beverages (Cash Bars):**

Bon Appetit Management Company: Bon Appetit Management Company, on behalf of the University, must obtain a Class F (beer and wine only) or Class F1 (beer, wine, and spirits) liquor license to sell alcoholic beverages on the Bristol or Providence campuses. Class F and Class F1 liquor licenses may be obtained through the Town of Bristol or the City of Providence. A Class F or Class F1 liquor license is not required for Bon Appetit Management Company to sell alcoholic beverages on the Portsmouth campus, as the University maintains a Class B-H, Class B-T, and Class B-V liquor license with the Town of Portsmouth.

Third Party Caterers: Approved third party caterers must hold a valid Rhode Island Class P liquor license to sell alcoholic beverages on the Bristol, Portsmouth, or Providence campuses. Third party caterers are not eligible to obtain Class F or Class F1 liquor licenses.

### **Regulations:**

In addition to the regulations below, the service of alcoholic beverages at the University must comply with state and local laws and regulations.

Alcoholic beverages may not be served to or consumed by persons under the age of 21. Proper identification of age must be produced to a certified alcohol server upon service of the alcoholic beverage.

Under no circumstances may alcoholic beverages be served to visibly intoxicated persons.

Any event offering alcoholic beverages must also offer a comparable quantity of food and non-alcoholic beverages.

Alcoholic beverages may not be consumed outside the confines of the event.

Self-service bars are prohibited; all alcoholic beverages must be served by a certified alcohol server.

Alcoholic beverages served at undergraduate student events shall be limited to beer and wine.

Organizers of student events should consider mandating that students over the age of 21 wear University-approved wrist bracelets before they are served alcoholic beverages, and requiring an increased public safety/security presence at the event.

### **Violations:**

Penalties for violations of this policy may include discipline up to and including termination of employment for employees, expulsion from the University for students, and removal from the University for third parties.

Roger Williams University students who violate this policy may be subject to discipline under the Code of Student Conduct, and any such violation will be adjudicated through the Office of Student Conduct and Community Standards. Roger Williams University School of Law students who violate this policy may be subject to discipline under the Honor Code, and any such violation will be adjudicated through the Honor Board.

Employees and students should also refer to the University's Alcohol and Drug Free School and Workplace Policy, available at <http://www.rwu.edu/depository/hr/policies/Drug-FreePolicy.pdf>.

The sale, service, and consumption of alcoholic beverages is regulated by federal, state, and local laws and regulations. Violations of alcohol laws and regulations will be handled by law enforcement authorities.

### **Off-Campus University-Sponsored Events:**

Off-campus University-sponsored events must comply with the following provisions:

- If the event will be held at a facility that is properly licensed to serve alcoholic beverages, all alcoholic beverages must be served by that facility.
- If the event will be held at a facility that is not properly licensed to serve alcoholic beverages, all alcoholic beverages must be served by a caterer that is properly licensed to serve alcoholic beverages or Bon Appetit Management Company. The caterer must receive the prior written approval of the Office of General Counsel through a written agreement signed by the caterer and the University. Additionally, a copy of the caterer's license to serve alcoholic beverages must be provided to the Office of General Counsel prior to the event.
- If the event will be held at a personal residence, please contact the Office of General Counsel prior to the event to discuss licensing and liability issues.

## **VI. STATEMENT ON MARIJUANA**

Rhode Island law currently permits with certain restrictions (e.g. prohibited on any school grounds) the use of marijuana for persons possessing a lawfully issued medical marijuana card. In addition, effective April 1, 2013, Rhode Island law was amended to decriminalize a limited amount (one ounce or less) of marijuana from a misdemeanor to a civil offense for the first and second violations in an 18 month period (the entire statute is available here: <http://webserver.rilin.state.ri.us/Statutes/TITLE21/21-28/21-28-4.01-1.HTM> ). It is important to note, however, that federal law still prohibits the use, possession, distribution, sale or cultivation of marijuana.

The use of marijuana can negatively impact learning, impair clear thinking and mental alertness, and conflicts with the educational mission of Roger Williams University. As an educational institution that receives federal funds, Roger Williams University must comply with federal law under the Drug- Free Schools and Communities Act Amendments of 1989 (20 U.S.C. Section 1011i). Accordingly, the use, possession, distribution, sale or cultivation of marijuana remains prohibited for all students on and off campus via the RWU Student Handbook and the Student Code of Conduct. However, students who possess a lawfully issued medical marijuana card and use marijuana for that purpose in *private, off-campus residences* will be exempt from University policy in that regard.

## VII. WEAPON-FREE CAMPUS POLICY

### **Purpose:**

Roger Williams University and Roger Williams University School of Law (collectively referred to as the “University”) have adopted this Weapon-Free Campus Policy (the “Policy”) to provide for a weapon-free environment for students, employees, vendors, and visitors of the University.

### **Definitions:**

Prohibited Weapon: includes any object or substance designed to inflict a wound, cause injury, or incapacitate, including but not limited to all (i) firearms, firearm ammunition, machine guns, pistols, rifles, shot guns, air guns, blank guns, BB guns, pellet guns, zip guns, dart guns, stun gun, tasers, and paint ball guns; (ii) daggers, dirks, stilettos, swords-in-canes, bowie knives, switchblade knives, metal-tip darts, razors or knives of any description having a blade of more than three (3) inches in length measuring from the end of the handle where the blade is attached to the end of the blade, or other similar weapon designed to cut and stab another; (iii) instruments or weapons of the kind commonly known as blackjacks, slingshots, billy clubs, sandclubs, sandbags, metal knuckles, slap gloves, bludgeons, and so-called “Kung-Fu” weapons; (iv) chemicals such as mace or tear gas, except for normally available over-the-counter self-defense repellents such as pepper spray; (v) fireworks, fire crackers, sparklers, rockets, or any propellant-activated device whose intended purpose is primarily for illumination, except for firework displays officially recognized and sanctioned by the University; and (vi) any dynamite, nitroglycerin, black powder, or other similar explosive material, including plastic explosives, or any breakable container that contains a flammable liquid with a flash point of 150 degrees Fahrenheit or less and has a wick or similar device capable of being ignited.

University Property: includes (i) the University’s Bristol and Providence campuses, the Baypoint Inn and Conference Center in Portsmouth, and all other University owned or leased properties, including but not limited to all buildings, parking areas, grounds, structures, residence hall rooms, offices, workspaces, and lockers; (ii) all motor vehicles located on University property and all motor vehicles owned, leased, or rented by the University regardless of location; (iii) any work site or location at which University duties are being performed by University employees, students, or vendors as part of any University activity; and (iv) off-campus activities of student groups recognized by the University.

### **Weapon-Free Policy:**

No student, employee, vendor, or visitor on University Property shall carry a Prohibited Weapon on or about his or her person, whether visible or concealed, or possess a Prohibited Weapon. Those possessing permits to carry concealed weapons in public are subject to this Policy and are prohibited from bringing Prohibited Weapons onto University Property. Participants in the ROTC program shall be permitted to carry unloaded firearms for ROTC activities on University Property when the activities are officially recognized and sanctioned by the University. The use of blank guns shall be permitted in theatrical and athletic events held on University Property when such events are officially recognized and sanctioned by the University. The Department of Public Safety reserves the right to prohibit the possession of and confiscate knives of any kind at

University events. This Policy shall not apply to University equipment provided to employees or students for University business. The application of this Policy to law enforcement officers is addressed below.

**Application to Law Enforcement Officers:**

Law enforcement officers carrying firearms who are on University Property in an official capacity and in the performance of their duties shall be exempt from the provisions of this Policy. Law enforcement officers meeting the criteria of Rhode Island General Laws § 11-47-9 who are off duty shall be permitted to possess a firearm while attending classes, meetings, or seminars on University Property, provided that (i) a firearm carried by a uniformed law enforcement officer may be visible or concealed; (ii) a firearm carried by a non-uniformed law enforcement officer must be concealed; and (iii) a non-uniformed law enforcement officer carrying a firearm must possess and be carrying a valid and official badge and credentials to carry the firearm. Firearms carried by law enforcement officers on University Property shall be carried on the law enforcement officer's person at all times.

**Violation of Weapon-Free Campus Policy:**

In addition to any action taken by law enforcement authorities, the University will impose disciplinary sanctions on students and employees for violations of this Policy, which may include expulsion of student or termination of employment. Any vendor or visitor who violates this Policy may be barred from entering upon University Property. The University also reserves the right to refer any violations of this Policy to appropriate law enforcement agencies to investigate for possible violations of federal, state, or local laws.

**VIII. LICENSURE AND ACCREDITATION INFORMATION AND COMPLAINT PROCESS**

The United States Department of Education, pursuant to 34 CFR § 668.43(b), requires institutions of higher education authorized under Title IV of the Higher Education Act to make available for review to any enrolled or prospective student, upon request, a copy of the documents describing the institution's licensure and accreditation. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student's complaint. Roger Williams University and Roger Williams University School of Law (collectively, "University") provide the following information in accordance with the above requirements.

**State Licensure and Accreditation Information:**

The University was originally chartered in 1956 and is licensed by the State of Rhode Island as an institution of higher education.

The University is accredited by the New England Association of Schools & Colleges, Inc. ("NEASC") and has been since 1972. In addition, Roger Williams University School of Law is

accredited by the American Bar Association (“ABA”). Other University schools and programs hold various other accreditations, a comprehensive list of which is available at <http://www.rwu.edu/about/accreditation>.

Copies of the documents describing the University’s licensure and accreditation may be obtained by contacting the University’s Office of General Counsel, One Old Ferry Road, Bristol, RI 02809.

## **Complaint Process:**

### *Recommended Content of Complaints*

A complaint should contain the complainant’s contact information, including name, address, telephone number, and email address and specify whether the complainant is a prospective, current, or former student. Complaints should contain as much detail as possible, including the names of individuals involved, dates, supporting documentation, and requested remedy.

### *Internal Complaint Process*

The University recommends that students and prospective students first file complaints internally before resolution is sought from the University’s state licensing entity or accreditor. Internal complaints may be filed with the University administrators referenced below. Complainants who are unsure where to file internal complaints may contact Richard Hale, Chief of Staff, or the Office of General Counsel, One Old Ferry Road, Bristol, RI 02809.

### *Prospective Student Complaints*

Roger Williams University prospective students may report all complaints to the Vice President for Enrollment Management, One Old Ferry Road, Bristol, RI 02809.

Roger Williams University School of Law prospective students may report all complaints to the Assistant Dean of Admissions, 10 Metacom Avenue, Bristol, RI 02809.

### *Roger Williams University Student Complaints*

Roger Williams University students may report complaints to the applicable vice president, dean, or department head having jurisdiction over the matter. For example, academic matters may be reported to the dean of the applicable school and student matters may be reported to the Dean of Students. Contact information for vice presidents, deans, and department heads is located on Roger Williams University’s website <http://www.rwu.edu/>.

### *Roger Williams University School of Law Student Complaints*

Roger Williams University School of Law students may report complaints to the applicable dean or department head having jurisdiction over the matter. For example, academic matters may be reported to the Associate Dean for Academic Affairs and student matters may be reported to the

Assistant Dean of Students. Contact information for deans and department heads is located on the School of Law's website <http://law.rwu.edu/>. Student accreditation standards complaints may be reported pursuant to the procedures specified in Section 716 of the School of Law Student Handbook.

### *External Complaint Process*

If a complaint is not resolved satisfactorily internally or if the internal complaint process is not utilized, a student or prospective student may file a complaint with the University's state licensing entity and/or accreditor.

### *State of Rhode Island Complaint Process*

The Rhode Island Department of Attorney General has established the following complaint process related to receiving and resolving complaints for all institutions that are legally authorized to provide post-secondary higher education in Rhode Island that are not subject to regulation by the Rhode Island Department of Education or other state agency:

- Violations of state consumer protection laws (e.g., laws related to fraud or false advertising) will be referred to the Consumer Protection Unit within the Department of Attorney General and shall be reviewed and handled by that Unit.
- Violations of state laws or rules related to approval to operate or licensure of post-secondary institutions will be referred to the appropriate Division within the Department of Attorney General and shall be reviewed and handled by that Division.
- Complaints relating to quality of education or accreditation requirements shall be referred either to NEASC, the entity with primary responsibility for accreditation of Rhode Island institutions of higher education, or a specialized accreditor with oversight of particular programs.

Contact information: Rhode Island Department of Attorney General  
150 South Main Street  
Providence, RI 02903  
Telephone: (401) 274-4400  
Web: <http://www.riag.ri.gov>

### *Accreditor Complaint Process*

NEASC responds to complaints regarding allegations of institutional conditions that raise significant questions about the institutions' compliance with the NEASC *Standards for Accreditation*. NEASC's *Policy and Procedures for the Consideration of Complaints against Affiliated Institutions* is available at [http://cihe.neasc.org/downloads/POLICIES/Pp11\\_Consideration\\_of\\_Complaints.pdf](http://cihe.neasc.org/downloads/POLICIES/Pp11_Consideration_of_Complaints.pdf).

Contact information: New England Association of Schools and Colleges  
Commission on Institutions of Higher Education

3 Burlington Woods Drive, Suite 100  
Burlington, MA 01803-4514  
Telephone: (781) 425-7785  
Facsimile: (781) 425-1001  
Web: <http://cihe.neasc.org>

The ABA has designed a complaint process to bring to the attention of the ABA any facts and allegations that may indicate that an approved law school is operating its programs of legal education out of compliance with the *ABA Standards for the Approval of Law Schools*. Information on how to file a complaint is available at [http://www.americanbar.org/groups/legal\\_education/resources/accreditation/complaint\\_procedure.html](http://www.americanbar.org/groups/legal_education/resources/accreditation/complaint_procedure.html).

Contact information: Office of the Consultant on Legal Education  
American Bar Association  
321 N. Clark Street, 21<sup>st</sup> Floor  
Chicago, IL 60654  
Telephone: (800) 285-2221  
Web: <http://www.americanbar.org>

*Online Learning Complaint Information for Students and Prospective Students Residing Outside of Rhode Island*

Students and prospective students that reside outside of Rhode Island and are enrolled in or have contacted the University requesting information concerning admission to the University's Online Learning Program may also file complaints with their state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student's complaint. Contact information for out-of-state agencies is available at <http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%202012-2012.pdf>.

## **IX. COPYRIGHT INFRINGEMENT POLICY FOR THE UNIVERSITY'S COMPUTER NETWORK**

Roger Williams University, including Roger Williams University School of Law ("University"), has developed this Copyright Infringement Policy for the University's Computer Network to effectively combat the unauthorized distribution of copyrighted materials by users of the University's network, without unduly interfering with educational and research use of the network.

### **What is copyright?**

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright laws include, but are not limited to, literary, dramatic, musical, artistic, film, and multi-media works. Many people understand that printed works, such as books and magazine articles, are covered by copyright laws. However, they are not aware that the protection extends

into software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and use.

### **What is the current law concerning digital copyright?**

The Digital Millennium Copyright Act (“DMCA”), signed into law in 1998, recognizes that digital transmission of works adds complexity to the copyright laws. The DMCA provides non-profit educational institutions with some protections if individual members of the community violate the law. However, for the University to maintain this protection the University must expeditiously take down or otherwise block access to infringing material, whenever it is brought to the University’s attention and whether or not the individual who is infringing has received notice.

It is important to note that the DMCA contains serious implications with respect to infringing activities of faculty, graduate students, undergraduate students, or staff who are performing teaching or research functions if the University has received more than two notices of infringement against an individual within a three-year period.

The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject an individual to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Why is it an important issue right now?**

Copyright is an issue of particular seriousness because technology makes it easy to copy and transmit protected works over the University’s network. While the University encourages the free flow of ideas and provides resources such as the network to support this activity, the University does so in a manner consistent with all applicable state and federal laws. The University does not condone the illegal or inappropriate use of material that is subject to copyright protection and covered by state and federal laws.

### **What kinds of activities violate federal law?**

Following are some examples of copyright infringement that may be found in a university setting:



- Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner;
- Using corporate logos without permission;
- Placing an electronic copy of a standardized test on a department's web site without permission of the copyright owner;
- Enhancing a departmental web site with music that is downloaded and artwork that is scanned from a book without attribution or permission of the copyright owners;
- Scanning a photograph that has been published and using it without permission or attribution as the background of a web site;
- Placing a number of full-text articles on a course web page that is not password protected, thereby making the web page accessible to anyone who can access the Internet;
- Downloading licensed software from non-authorized sites without the permission of the copyright or license holder; and
- Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner.

### **Specifically, is sharing and downloading MP3 files and videos illegal?**

It is true that some copyright holders give official permission to download MP3 files and you might be able to find a limited number of videos that are not copyright protected. It is also true that some MP3 files are copyright free and some MP3 files can be legally obtained through subscription services. However, most MP3 and video files that are shared do not fall into any of these categories.

U.S. copyright laws allow you to create MP3s only for the songs to which you already have rights; that usually means you purchased the CD or tape. U.S. copyright laws also allow you to make a copy of a purchased file only for your personal use. Personal use does not mean that you can give a copy to other people or sell a copy of it.

### **How do you get caught violating copyright law?**

Copyright holders represented by organizations such as the Recording Industry Association of America, the Business Software Association, and the Motion Picture Association of America are applying serious efforts to stop the infringing downloads of copyrighted music, movies, and software. The companies or their agents locate possible copyright infringements by using automated systems or "bots" that search the networks looking to see if any of the common music, movie, or software sharing programs are active on a port (e.g. KaZaA, Gnutella). The bot then asks the sharing program if it has a music title by a particular artist. If the sharing program answers positively, the bot reports the particular IP address and title to an authority, who then sends out a violation notice to the owner of the IP address.

The University's network has a range of IP addresses, and all computers connected to the University's network have an IP address. When the University receives a violation notice, the University locates the IP address and whenever possible the user of that address. At that point, the University is required to act on the notification.

### **If the IP address leads to my computer, what happens next?**

Violation notices come to the University's Director of Information Technology from organizations that represent the artists and copyright holders. When the University receives such a notice, staff in IT look up the network IP address and stop network services to the port that is connected to the computer where the infringing material resides. At this point, the computer cannot use any University resources or Internet resources. Once the identity of the individual is known, the individual is notified that he or she must remove the infringing material from his or her computer and inform IT and the Office of Student Conduct and Community Standards if the individual is a Roger Williams University student, or the Dean of Students for the School of Law if the individual is a Roger Williams University School of Law student, of its removal before network access will be reinstated.

**First-time Notifications:** If this is the first notification that the University has received on an individual, IT will temporarily disable the network port of the offending PC. The offending individual must verify that the infringing material has been removed from the computer and sign a certification document. Once this is done, the network connection will be reinstated and the computer can return to the network. A report about the violation of copyright will be sent by IT to the Office of Student Conduct and Community Standards if you are a Roger Williams University student; the Dean of Students for the School of Law if you are a Roger Williams University School of Law student; to your senior administrator and Human Resources if you are staff; and to your department chair and Dean or Provost if you are faculty.

**Second Notification Process for Students:** If students are found in violation a second time, their privileges to access the network from their personal computers, either through a wired port or through wireless, will be denied for two weeks. If it is subsequently determined that a student did not violate a copyright, the network connection will be allowed. When second infringements have occurred, the Office of Student Conduct and Community Standards will be notified if the student is a Roger Williams University student and the Dean of Students for the School of Law will be notified if the student is a Roger Williams University School of Law student. Appropriate action may also be taken within the University's disciplinary process, and a letter of disciplinary action may be entered into the student's record. If the student tries to connect his/her computer to the Internet from a University port that is assigned to someone else, through an open port in a classroom, or through the wireless service, further disciplinary action may take place. During this two week period, students will be allowed to access the Internet only from University computers.

**Subsequent Notification Process for Students:** If students are found in violation a third time, their privileges to access the network from their personal computers will be denied for a full semester. If it is determined that a student did not violate a copyright, the network connection will be allowed. These subsequent infringements also will be reported to the Office of General Counsel, the Office of Student Conduct and Community Standards if the student is a Roger Williams University student, and the Dean of Students for the School of Law if the student is a Roger Williams University School of Law student, and will result in action taken within the University's disciplinary process. If the student tries to connect to the Internet from a University port that is assigned to someone else, through an open port in a classroom, or through the wireless service, further disciplinary action may take place. During the period when students cannot connect a personal computer to the network, students will be allowed to access the

Internet only from University computers. Additional infringements will result in permanent loss of network privileges and/or referral of the student's name to the appropriate authorities for civil or criminal prosecution.

**Second Notification Process for Faculty and Staff:** Faculty and staff who are engaged in teaching and research functions are expected to understand and act in accordance with applicable copyright laws. The University is obligated to exercise greater responsibility to address instances of repeated infringing activity by these individuals. There are potentially serious implications for both the individual and the University if the University receives more than two notices of infringement against an individual within a three-year period. For this reason, in an instance of a second notification of an individual's infringing activities the University's Office of General Counsel is also notified of the infringement, and a meeting with the relevant administrators will be held to determine the action(s) to be taken.

**What are some legal alternatives for downloading or otherwise acquiring copyrighted material?**

The Internet offers a variety of legal alternatives for downloading or otherwise acquiring copyrighted material, including Amazon, iTunes, and Pandora. The following website contains links to legitimate online services: <http://www.educause.edu/legalcontent>.

The University will, in consultation with its Chief Information Officer or other designated officer, periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material, make available the results of the review to students, and to the extent practicable offer legal alternatives for downloading or otherwise acquiring copyrighted material.

**What are the University's procedures for reviewing the effectiveness of this Policy?**

The University will periodically review the effectiveness of this Policy using relevant assessment criteria. Such criteria shall include an inquiry into whether the University is following best practices, as developed by similarly situated institutions that have devised effective methods to combat the unauthorized distribution of copyrighted material.

**X. BULLETIN BOARD POLICY**

Officially recognized Law School student organizations may place posters and announcements on Administrative/Student Announcement bulletin boards within the Law School. Posters that are commercial in nature or those posted by outside organizations are permitted only on the boards designated General Announcements. General Announcement boards are located in the locker room on the ground level of the Law School. Individual boards assigned to administrative offices, generally located behind glass outside of administrative offices, are not covered by this policy.

Outside organizations may request permission from the Assistant Dean of Students or the Associate Dean to post on Administrative/Student Announcement bulletin boards. Permission will be granted on a case by case basis.

## LIMITATIONS

- All postings must list the name of the sponsoring organization and contact information (such as a contact person's email address). Posters which do not include identifying information will be removed.
- No posting may exceed 11 by 17 inches in size.
- Posters are limited to one per bulletin board. Posters should be affixed to bulletin boards with thumbtacks, push pins or magnets and should be placed so they do not block or otherwise interfere with adjacent posters.
- Posting is limited to designated bulletin boards and is prohibited on the exterior of any building, on windows, doors and walls and may not interfere with any public exit.
- Advertisements and posters should not contain language relating to alcohol specials or promotions (e.g. drink or pitcher specials, kegs).
- Advertisements must not contain vulgar, obscene, and/or discriminatory statements as determined by the Assistant Dean of Students and/or the Associate Dean of Academic Affairs.
- Notices and announcements should not be posted for longer than two weeks.
- All forms of advertising are subject to the approval and revision by the Assistant Dean of Students and/or the Associate Dean of Academic Affairs.
- Notices that do not conform to these guidelines may be removed.

## **PART TWO. ACADEMIC CODE OF ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW**

### **ARTICLE ONE. DEFINITIONS AND COURSE LOAD REQUIREMENTS**

#### **Section 101. Definitions.**

As used in this Code:

- (a). "Academic Standards Committee" means the Academic Standards Committee of the School of Law as appointed by the Dean.
- (b). "Associate Dean" means the Associate Dean for Academic Affairs or her/his delegate.
- (c). "Dean" means the Dean or her/his delegate.
- (d). "Law school" or "School of Law" means Roger Williams University School of Law.
- (e). "Full time student" means any student who is enrolled and who devotes substantially all of her/his working hours to the study of law and is enrolled in twelve or more semester hours of course work.

#### **Section 102. Course Load.**

Normally, the academic load for a full time student is 14.5 semester hours in the fall semester of the first year, 15.5 semester hours in the spring semester of the first year, and from 14 to 16 hours per semester in years other than the first year. A full time student is not permitted without advanced approval from the Associate Dean to register for more than 16 credits nor for fewer than 12.

#### **Section 103. Other Academic Programs.**

A student is not allowed to take work in another academic program (including a joint degree program) or become a visitor or auditor or enroll in any other school, college, university, institute, law school, or other program without the advanced written permission of the Associate Dean. Students may only receive academic credit for courses taken at the graduate level.

#### **Section 104. Employment.**

First year full time students are strongly encouraged not to undertake employment outside of the law school and in no event more than twenty hours of employment per week during the academic year, including employment both inside and outside of the law school. Upper level full time students are strongly encouraged not to undertake employment of more than 20 hours per week during the academic year, including employment both inside and outside of the law school.

**Section 105. Years Allowed for Completion of Degree Requirements.**

Under normal circumstances, full time students must complete all degree requirements within three years after initial matriculation. Any petition for variance from the normal time limit must be approved by the Associate Dean. All degree requirements must be completed no earlier than 24 months and no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit.

**Section 106. Credit Hours Required for Graduation.**

Ninety (90) semester hours of satisfactory credit must be completed by students in order to be eligible to receive the Juris Doctor degree.

**Section 107. Summer School.**

The School of Law conducts a summer term. A normal academic course load for any student in summer school is three to six academic credits. A student is not permitted to register for more than six academic credits, not including credits for the fieldwork component of a clinical externship, without the prior approval of the Associate Dean. A student on academic probation may not register for the summer term without prior approval of the Associate Dean.

**ARTICLE TWO. WITHDRAWALS, LEAVES OF ABSENCE, SUSPENSIONS.**

**Section 201. Withdrawal From School and Tuition Refund Policy.**

- (a). *Notice of Withdrawal.* A written notice of withdrawal from school is required.
- (b). *Withdrawal Presumed.* A student who does not attend any of her or his regularly scheduled classes for a period of more than the permitted number of absences and who has not been granted leave of absence is presumed to have withdrawn from the School of Law and is ineligible to return to the School of Law.
- (c). *Law School Tuition Refund Policy.* Students who withdraw from school will have their tuition (less non-refundable deposits) adjusted in accordance with the schedules set forth below. All fees charged by the law school are non-refundable.

Tuition Refund During the Fall or Spring Semester

Before orientation for the student's entering class	100%
By the end of the first week of classes	80%
By the end of the second week of classes	60%
By the end of the third week of classes	40%
By the end of the fourth week of classes	20%
After the fourth week of classes	0%

During the Summer Session

Prior to the first class meeting	100%
Prior to the second class meeting	75%
Prior to the third class meeting	50%
Prior to the fourth class meeting	25%
After the fourth class meeting	0%

**Section 202. Leave of Absence.**

(b). *Leave of Absence.* A student who must drop all classes for good cause, including illness of the student, death or illness of a family member, job change, active duty assignment in the armed forces, or for other reasons, may apply for leave of absence.

(c). *Ineligible to Take Course While on Leave.* A student may not register for any course work while on leave of absence, but he or she may make up any deferred final examinations or complete any deferred incomplete seminar papers, course papers, or directed research papers outstanding on the date he or she is granted a leave.

**Section 203. Emergency Suspension from the School of Law.**

In emergency situations, the Dean, the Associate Dean for Academic Affairs, or the Assistant Dean of Students or, in their absence, their designees, may suspend a student on an interim basis. Such suspension will occur if, in the judgment and sole discretion of the applicable Dean or designee, the student constitutes a danger to him/herself, others, or property.

If an interim suspension is imposed, the School will notify the student of this fact and of his/her right to appear before the applicable Dean or designee to demonstrate that his/her presence in the School of Law does not constitute a danger. Such a meeting shall be scheduled as soon as practical after receiving the student's request. The applicable Dean or designee, in his/her judgment and sole discretion, may maintain or lift the suspension.

**ARTICLE THREE. ADVANCEMENT, DISMISSAL, AND REINSTATEMENT.**

This article describes the academic standards students must achieve in order to advance to the next year of legal education or to be recommended for the Juris Doctor degree. A student who fails to satisfy the standards for advancement or graduation is academically disqualified and may not re-enroll.

**Section 301. Reporting of Grades.**

The cumulative grade point average of any student is determined by multiplying each grade given for every graded course by the total number of semester hours assigned to that course, then dividing the product by the number of graded credits attempted. The grades are as described in Section 501 of this code. Grade point averages are calculated to the second or hundredths decimal place and are not rounded upward or downward. Grade point averages are calculated for

every student upon the submission of course grades for each semester and summer term, where applicable. Courses taken on a pass-fail basis that are passed shall not be considered in computing a student's grade point average.

**Section 302. Academic Probation.**

A first-year student with a GPA below 2.00 after the fall semester will be given probationary status. Any student with a probationary status will not be given a letter of good standing. A student with probationary status may not register for directed research nor register for the summer term without prior approval of the Associate Dean.

**Section 303. Period of Review.**

Each student will be evaluated for academic advancement at the end of the spring semester regardless of the number of credits that he or she has completed at that time. In extraordinary circumstances, such as an extended leave of absence, the Associate Dean in consultation with the Assistant Dean of Students may postpone the evaluation until a student completes 24 credits.

**Section 304. Advancement Standards: Required Courses.**

To be eligible to advance to the next year of legal education or to graduate, a student must have completed all courses required of the student's class with passing grades (i.e., grades higher than "F"). This requirement may be waived by the Associate Dean for good cause for advancement, but not for graduation.

**Section 305. Advancement Standards: Cumulative GPA.**

The minimum cumulative standard for advancement to the second year is a cumulative GPA of 2.00. The minimum standard for advancement to the third year of is a cumulative GPA of 2.00.

**Section 306. Annual GPA.**

The "Annual GPA" is the grade point average for work undertaken at the School of Law during the immediately preceding year. For the purpose of determining eligibility for advancement under Sections 304, 305, and 307, the preceding year includes the previous summer session and the fall and spring semesters. It does not include the current summer session.

**Section 307. Advancement Standards: Annual GPA.**

The minimum annual standard for advancement to the third year is an annual GPA of 2.00.



### **Section 308. Graduation GPA.**

The minimum cumulative GPA required for graduation is 2.00. Other requirements that must be met in order for a student to be recommended for the Juris Doctor degree are listed in Section 703.

### **Section 309. Notice of Automatic Dismissal.**

Any student who fails to meet academic standards shall be dismissed automatically. Each student dismissed shall be notified in writing by the Associate Dean by regular mail of her or his dismissal. The notice will be accompanied by a statement of the Academic Code provisions relating to dismissal and reinstatement and an outline of the procedure for filing a petition for reinstatement.

### **Section 310. Definition of Notice.**

Dismissal notices will be sent by regular mail to the student's last known address. Each student is required to provide and keep current her or his mailing address(es) with the Office of Student Finance and Records. Notice will be deemed effective five days after the date of mailing.

### **Section 311. Effect of Academic Dismissal.**

If a student receives notice of dismissal while she or he is in attendance at the law school during the summer session, she or he is ineligible to take any final examinations or submit any papers or projects for grades for that session unless that student is reinstated upon petition pursuant to the provisions of Section 313. Immediate removal from courses may be waived by the Associate Dean.

### **Section 312. Procedure Relating to Petition for Reinstatement After Academic Failure at the End of the First Year.**

(a). *Time for Reinstatement.* A student dismissed for academic failure at the end of the first year may petition for reinstatement immediately following dismissal.

(b). *Time for Filing Petition.* The dismissed student may file a petition for reinstatement at any time up to May 1<sup>st</sup> of the year following dismissal. In any case, the petition for reinstatement must be filed no later than 30 days prior to the term for which reinstatement is sought. The petition shall be filed with the Associate Dean for Academic Affairs.

(c). *Form and Style of Petition.* A petition for reinstatement shall be typewritten and shall conform substantially to Form AC One. It shall be headed "Petition for Reinstatement After Academic Failure at the End of the First Year."

**Section 313. Procedure Relating to Petition for Reinstatement After Academic Failure Beyond the First Year.**

(a). *Time for Reinstatement.* A student dismissed for academic failure beyond the first year may petition for reinstatement immediately following dismissal.

(b). *Time for Filing Petition.* The dismissed student must file a petition for reinstatement within fifteen (15) days of his or her dismissal. The petition shall be filed with the Associate Dean for Academic Affairs.

(c). *Form and Style of Petition.* A petition for reinstatement shall be typewritten and shall conform substantially to Form AC One. It shall be headed "Petition for Reinstatement After Academic Failure Beyond the First Year."

**Section 314. Guidelines for Review.**

(a). *General.* The Associate Dean for Academic Affairs shall review and decide any petition for reinstatement filed under Section 312 or 313. In reaching her or his determination, she or he shall be guided by the considerations in subsections (b) through (d) below.

(b). *Specification of Reason for Academic Failure.* The petitioner must rebut the presumption that she or he does not possess the requisite ability to achieve satisfactory performance in law school and that her or his disqualification does not indicate a lack of capacity to complete her or his legal studies at the law school but was rather the result of a specific issue or issues.

(c). *Extraordinary Circumstances Caused Failure.* The petitioner must also allege and prove that any issues specified for having caused her or his academic failure, as required by subsection (b) above, have been adequately resolved and will no longer be an impediment to her or his academic success.

(d). *Medical or Psychological Causes.* If extenuating circumstances raised by the petitioner are related to physical or psychological incapacity in the course of a semester or before or during an examination, convincing medical proof of the existence of the condition must accompany the petition.

**Section 315. Scope of Relief.**

The Associate Dean for Academic Affairs may:

- (a). deny the petition; or
- (b). reinstate the student upon terms and conditions.

**Section 316. Reinstatement on Condition That the Student Repeat All First Year Courses.**

Under extraordinary circumstances, the Associate Dean for Academic Affairs may, in his or her discretion, reinstate a first year student on condition that the student repeat the first year.

If the Associate Dean for Academic Affairs determines to reinstate a student under this section, the following rules apply to that student.

(a). *Effect on Transcript and GPA.* If a student is granted permission to repeat all first year courses:

1. the earlier grades he/she received will not be removed from the transcript; and
2. the new grades will be shown on the transcript as repeat work; and
3. only the new grades (whether higher or lower than the earlier grades) will be considered for determining the GPA; and
4. a notation shall appear on the student's transcript indicating dismissal for academic reasons and reinstatement.

(b). Those students who are required to repeat all first year courses must attain a 2.00 GPA for the repeat year.

**Section 317. Reinstatement on Condition That the Student Repeat Some But Not All First Year Courses.**

Under extraordinary circumstances, the Associate Dean for Academic Affairs may, in his or her discretion, reinstate a first year student on condition that the student repeat some but not all first year courses. If the Associate Dean for Academic Affairs determines to reinstate a student under this section, the following rules apply to that student.

(a). *Effect on Transcript and GPA.* If a student is granted permission to repeat some but not all first year courses:

1. the earlier grades he/she received will not be removed from the transcript; and
2. the new grades will be shown on the transcript as repeat work; and
3. only new grades earned after reinstatement will be considered for determining GPA and whether the student meets the minimum requirements for advancement and graduation; and
4. a notation shall appear on the student's transcript indicating dismissal for academic reasons and reinstatement.
5. Courses that the Associate Dean does not require the student to repeat shall count towards the graduation requirement of 90 credits but will not be included in any GPA calculation.

(b). Those students who are required to repeat some but not all first year courses must attain a cumulative 2.00 GPA at the end of the academic year of reinstatement.

### **Section 318. Reinstatement on Condition Beyond the First Year.**

Under extraordinary circumstances and upon petition, the Associate Dean for Academic Affairs may, in his or her discretion, reinstate a second or third year student on condition.

If the Associate Dean for Academic Affairs determines to reinstate a student upon condition under this section, the following rules apply to that student.

(a). *Effect on Transcript and GPA.* If a student is granted permission to repeat one or more courses:

1. the earlier grades he/she received will not be removed from the transcript; and
2. the new grades will be shown on the transcript as repeat work; and
3. both the original grades and the new grades (whether higher or lower than the earlier grades) will be considered for determining the GPA; and
4. a notation shall appear on the student's transcript indicating dismissal for academic reasons and reinstatement.

(b). Students who are reinstated under this section must attain a 2.00 GPA for any repeat course(s) and for the year.

### **Section 319. Results of Petition.**

The Associate Dean for Academic Affairs shall render a written decision. The Associate Dean for Academic Affairs shall deliver one copy to the student and place one copy in the student's file.

### **Section 320. Appeal to the Dean.**

The decision of the Associate Dean for Academic Affairs may be appealed to the Dean. This appeal shall be limited to a written statement.

The Dean shall render a written decision and deliver one copy to the Associate Dean for Academic Affairs, one copy to the student, and one copy to the student's file.

### **Section 321. Readmission after Disqualification for Academic Reasons.**

Any student dismissed for academic failure and not reinstated following dismissal pursuant to Section 315 may apply for readmission and shall be readmitted only if the Dean and the Admissions Committee determine that the requirements of ABA Standard 505 have been satisfied. This section shall also apply to those students seeking admission to Roger Williams University School of Law from some other law school.

(a). *Filing Date.* Under this section, the student shall submit an application to the Dean of Admissions of the law school in conformity with regular application deadlines.

(b). *Two Year Waiting Period.* The student may be readmitted only after two years have elapsed after dismissal.

(c). *Cause for Readmission.* The student must show, based on her or his application, that the nature of the former student's work, activity, or studies during the interim indicates a stronger potential for law study than that which existed upon dismissal.

(d). *Form.* The admissions application shall be the same as that prescribed for all students applying to the law school.

## **ARTICLE FOUR. VISITING STUDENTS.**

### **Section 401. Permission to Visit.**

A student enrolled in the School of Law may request permission to attend another law school approved by the American Bar Association as a visiting student. Permission may be granted by the Associate Dean only when the circumstances necessitating the request are extraordinary and beyond the control of the student and where denial of the request would result in substantial personal or family hardship.

### **Section 402. Approval of Visitation.**

A student who wishes to visit during summer session or during the academic year must file a written petition to visit with the Associate Dean. Except for emergency situations, the petition must be filed at least sixty (60) days prior to the date of the first date of classes of an academic year or fourteen (14) days prior to the summer session in which the student wishes to visit. Permission shall not be granted to take a course required for graduation from Roger Williams University School of Law.

### **Section 403. Visiting Status.**

(a). *Course Loads During Visitation.* A student may not take a course load in another law school upon visitation that exceeds the maximum course load authorized by Section 102 of this Code.

(b). *Unapproved Visitation.* Transfer credits from any period of visitation that was not approved in advance by the School of Law will not be allowed toward residency or toward the required number of credit hours for graduation.

(c). *Reporting of Grades for Visiting Students.* The School of Law will accept transfer credits for courses only if approved in advance and only if the grade is a C or above. All passing grades received from other law schools relating to work performed by visiting students from the School of Law will be reported as "Pass" for purposes of students at this School of Law. All failing grades will be reported as "F" or failing for purposes of students at this School of Law. These Pass/Fail grades will not be counted toward the limitation on Pass/Fail grades (section 707).

## **ARTICLE FIVE. EXAMINATION AND GRADING.**

### **Section 501. Grading System.**

(a). The School of Law grade structure for all course work is as follows:

A = 4.00	C = 2.00	NC = no credit
A- = 3.67	C- = 1.67	W = withdraw
B+ = 3.33	D+ = 1.33	W/F = withdraw/fail
B = 3.00	D = 1.00	AU = audit only
B- = 2.67	D- = 0.67	I = incomplete
C+ = 2.33	F = 0.00	P = pass

(b). *Grade Normalization.* The law faculty have adopted a two-tiered grade normalization policy for graded courses. Under this policy, a faculty member who is teaching one of the primary required courses (Civil Procedure, Contracts, Property, Torts, Criminal Law, Legal Methods I and II) must distribute grades so that the mean or average grade for the class falls within the range of 2.65 to 2.85. A faculty member teaching one of the secondary required courses (Constitutional Law, Criminal Procedure: Investigation, Evidence, Professional Responsibility) must distribute grades so that the mean or average grade for the class falls within the range 2.80 to 3.10. Faculty whose grades fall outside those limits are required to request a variance from the Associate Dean before grades are distributed.

(c). *Pass-Fail Courses.* In certain courses, a grade of "P" (Pass) is assigned if the student satisfactorily completes the course. A grade of "P" in a pass-fail course does not have a grade point value, but is intended to reflect work equivalent to the letter grades of "A" through "C". "NC" means that no credit is received for the course. A grade of "NC" in a pass-fail course is intended to reflect work equivalent to the letter grades "C-" through "D-". A grade of "F" (Fail) in a pass-fail course is treated as if it were a letter grade of "F".

(d). *Repetition of Required Course.* If a student fails a required course, she or he must repeat the course until successfully completed. If a student fails a course that is a prerequisite to an advanced course, she or her must successfully repeat the prerequisite before she or he may take the advanced course.

## **Section 502. Withdrawal from Courses.**

Permission to withdraw from one or more courses is not automatic. A student should not stop attending classes because he or she believes that he or she will or should be granted permission to withdraw.

(a). *Required Course.* A student may not withdraw from a required course without permission from the Associate Dean.

(b). *Elective Course.* A student may not withdraw from an elective course if the withdrawal will take her or him below 12 credit hours. If the withdrawal will not take the student below the minimum, a student may withdraw from an elective course at any time within the time period for dropping classes, or in the case of a course that begins beyond that date within three days of the first class meeting, by filing a notice of withdrawal with the Office of Student Finance and Records. After the add/drop period, a student must file a petition with the Associate Dean for approval to withdraw from any elective course without academic penalty.

(c). Subsections (a) and (b) notwithstanding, in a course in which students are assigned substantial presentations, simulations or group work, a student may withdraw only with the permission of both the instructor and the Associate Dean. Normally, such permission will not be given.

(d). Subsections (a) and (b) notwithstanding, in an externship or clinical course, a student may withdraw only with the permission of the both the instructor and the Associate Dean. The rights of clients will be a paramount consideration.

(e). *Consequences of Withdrawal.* Ordinarily, a course from which a student has been permitted to withdraw shall remain on the student's transcript with an entry of "W" and tuition shall be refunded pursuant to the provisions of Section 201 of the Academic Code. Under extraordinary circumstances, the Associate Dean may waive either or both of those consequences.

(f). *Appeal.* If the Associate Dean denies a request for withdrawal from any course, the aggrieved student may file a written petition with the Dean not later than five days following the date of the Associate Dean's denial. The petition should substantially conform to Form AC Three.

(g). *Report of "W/F" for Unauthorized Withdrawal.* The Associate Dean shall cause to be recorded a "W/F" for any course dropped by any student without approval after the end of the drop-add period.

## **Section 503. Auditing Courses.**

(a). *Registration.* Prior to the end of Drop-Add, a student may register to audit an elective course with permission of the instructor if the Associate Dean certifies that space is available and an overload for the student would not result. The Associate Dean may grant a written request for a change from a credit to an audit enrollment at any time after Drop-Add and within six weeks of

the beginning of the term. A student may not change a course from a credit to an audit enrollment if the change will take her or him below 12 credit hours. Tuition for auditing is calculated on the same basis as courses taken for credit.

(b). *Course Requirements.* Attendance requirements must be met or a grade of "W/F" will be entered. An audited course may not subsequently be taken for credit. A grade of "AU" "Audit" will be awarded. Audited courses are not included in calculating graduation requirements.

#### **Section 504. Examination Process and Grading Policies.**

(a). *Necessity of Evaluation.* The scholastic achievement of students shall be evaluated from the inception of their studies. As part of the testing of scholastic achievement, a written examination of suitable length and complexity shall be required in every course for which credit is given except clinical work, legal methods courses, and courses involving extensive written work such as legal drafting courses, seminars, and individual research projects.

(b). *Materials Permitted at an Examination.* Each instructor should define the materials permitted in the examination in her or his course by the end of the second week of classes. An instructor may conduct an "open book" examination. Students must bring their own writing instruments to examinations. Other than materials defined by the instructor and writing instruments, students may not bring any item into an examination room without permission of the Associate Dean. The immediately preceding sentence prohibits the presence of briefcases, bookbags, notebooks, purses, or pocketbooks in the examination room. Students are to use their lockers for the storage of such items during examinations.

(c). *Take Home Examinations.* With the permission of the Associate Dean an instructor may also give a take home examination.

(d). *Anonymous Grading.* All examinations are graded anonymously. Papers submitted for credit in a course, seminar, or directed research project and work involving evaluation of student performance during the course of the semester need not be graded anonymously.

(e). *Grade for Classroom Performance.* An instructor may give a grade of plus or minus for each student's classroom performance during any course. Such grade is in addition to any examination grade, grade derived from papers or projects, or other graded course work. The instructor wishing to grade classroom performance under this subsection must announce the criteria for such grading within two weeks of class. After submitting the examination grade anonymously, the instructor will receive a grade adjustment sheet for all students in the course, which shall contain the names of the students, matched with the numbers assigned to them, and their anonymously submitted grades. If the instructor has complied with this subsection, she or he may enter a "Plus" or "Minus" for any student. No student may be minused into an "F." No student may be plussed beyond an "A."

For courses designated as seminars, and those that involve substantial simulations, drafting exercises or presentations of research, classroom performance may be graded at the discretion of the instructor with no limitation on the percentage of the final grade represented by said classroom



performance. However, a plus or minus for mere classroom performance unrelated to a simulation, drafting exercise or presentation of research is otherwise subject to the limitations of this section.

(f). *Attendance Policy.* Above and beyond the mandatory provisions of Academic Code Section 601, an instructor may reduce a student's grade or impose a failing grade for what the instructor deems to be inadequate attendance during any course. An instructor wishing to consider classroom attendance under this subsection in assigning a final grade for the course must announce the grading policy in writing within the first two weeks of class. At the conclusion of the course, the instructor will receive a grade adjustment sheet for all students in the course. If the instructor has complied with this subsection, she or he may enter any grade for any student consistent with the announced policy. A reduction of grade under this subsection shall not preclude the entering of a grade of "W/F" on account of excessive absence under Section 601.

(g). *Submission of Papers in Lieu of Final Examination.* With the permission of the Associate Dean before the registration period, an instructor may use one or more papers for a portion of the final grade in an elective course or the entire grade in a seminar.

(h). *Certification of Honor Code Compliance.* Students certify compliance with all requirements of the law school Honor Code by sitting for and submitting examinations.

#### **Section 505. Conflict in Examination Schedule.**

A student may request relief from the examination schedule from the Office of Student Finance and Records if he or she has two examinations within a twenty-four hour period. This request must be made at least 30 days prior to the examination period.

#### **Section 506. Rescheduled Examination.**

(a). *Scope.* This section applies to all final examinations, including any take home examinations, whether administered during the final examination period or not.

(b). *No Right to Reschedule.* No student has a right or privilege to reschedule an examination. A student who fails to take an examination when scheduled to do so will receive an "F" for the examination, unless the examination has been rescheduled according to the procedure outlined in this section. Relief from this provision may be obtained only by petition to the Associate Dean.

(c). *Procedure for Requesting Rescheduled Examination.* No professor can grant an examination reschedule. Students are not to approach a professor about rescheduling an examination because of the potential to breach anonymity. Students are not to disclose to a professor the fact that an examination reschedule request has been granted by the Associate Dean.

If a student desires to request reschedule of an examination, the student should file a written petition requesting reschedule of a final examination with the Associate Dean as early as possible and at least 24 hours prior to the scheduled time for the examination for which the student seeks reschedule.

(d). *Emergency Rescheduled Examination.* If a student is unable to take an examination for good cause that arises within 24 hours immediately prior to the final examination time, the student may contact the Assistant Dean of Students or the Associate Dean for permission to reschedule the examination.

(e). *Confirming Emergency Reschedule.* The student must submit a formal written request in confirmation of the emergency reschedule within forty-eight (48) hours from its grant. This request must be supported by persuasive evidence of some extraordinary event beyond the student's control that led the student to miss the examination. The extraordinary event must be the cause in fact of the student missing the examination.

(f). *Illness During Exam.* If a student becomes ill during an examination or is otherwise unable to continue and complete the examination, the student should notify the proctor and leave the examination "response book(s)" and any other examination materials with the proctor. The proctor should write down the name, year, and course of the student who leaves the examination and notify the Office of Student Finance and Records as soon as possible.

(g). *Rescheduled Examination Fee.* A student who has obtained a rescheduled examination may be charged a rescheduled examination fee.

(h). *Required Medical Form.* When a student requests a rescheduled examination or obtains an emergency reschedule for medical reasons, the student must file verification of the medical condition which necessitated reschedule of the examination.

### **Section 507. Regulations Concerning Examinations.**

(a). *Faculty Available During Examinations.* Faculty shall be available for contact during the administration of their examinations unless excused by the Dean or Associate Dean.

(b). *Proctors.* Faculty members should not proctor their own examinations. The Director of Student Finance and Records will ensure that an adequate number of qualified examination proctors are available for each final examination. Proctors will pass out examinations, response books, and other materials and receive and record examinations by anonymous number at the end of every examination. Proctors will also monitor the activities of students during the examination.

(c). *End of an Examination.* Each student shall indicate on each response book the number of response books the student is turning in to the proctor.

(d). *Honor Code.* Students certify compliance with all requirements of the Honor Code on all examinations by sitting for and submitting such examination.

(e). *Reporting Grades.* Instructors shall report all course grades to the Office of Student Finance and Records within thirty (30) days of the date of the administration of the course examination, except for the grades of students whose anonymous numbers have been identified as graduating

seniors which grades shall be completed by the date established by the School of Law for submission of grades for graduating seniors for that term.

### **Section 508. Grading of Retaken Courses Due to Grade of "F".**

(a). *Required Courses.* When a student fails a required course, that "F" is recorded and becomes part of the Grade Point Average calculations. The student must repeat the course and obtain a passing grade. The "F" will not be removed from the transcript. The new grade for the failed course will be shown on the transcript as repeat work and will be used as the grade for the course to calculate the Grade Point Average.

(b). *Elective Courses.* When a student fails an elective course, that "F" is recorded and becomes part of the Grade Point Average calculations. If the student elects to repeat the course, the "F" will not be removed from the transcript and the new grade for the failed course will be shown on the transcript as repeat work.

### **Section 509. Retention of Examinations.**

Examinations that are not returned to students will be retained for a period of one year. At that point, examinations will be destroyed.

## **ARTICLE SIX. ATTENDANCE.**

All ABA accredited law schools are required to abide by the Standards for Approval of Law Schools of the American Bar Association, including the rule that, "A law school shall require regular and punctual class attendance."\* This provision carries with it a clear, affirmative duty on the part of each institution:

- A law school shall demonstrate that it has adopted and enforces policies insuring that individual students satisfy the requirements of this Standard, including the implementation of policies relating to class scheduling, attendance and limitation on employment.\*\*

Consistent with these directives, the School of Law faculty believes that dependability is an essential characteristic of a good lawyer. The Law School's objective is not only to ensure academic success, of which attendance is a major component, but also the development of good professional habits.

Moreover, the faculty recognizes that sound academic reasons exist for adopting a uniform attendance policy that allows some classes to require even more stringent attendance requirements.

\* Standard 304(d), Standards for Approval of Law Schools of the American Bar Association.

\*\* Interpretation 304-6, Standards for Approval of Law Schools of the American Bar Association.

## **Section 601. Attendance Standards.**

(a). *General Rule.* A student violates the Attendance Policy if the student is absent for 20% or more of the total class meetings. If a student violates the Attendance Policy, the instructor for that course shall notify the Associate Dean of that fact in writing. The Associate Dean shall enter a grade of "W/F" for the student in that course, and shall notify the student accordingly in writing. The principle behind requiring a W/F is that a student who has missed more than 20% of the scheduled meeting dates, has effectively not taken the course.

### i. Examples:

- 1) A class that meets three times each week meets a total of 42 times throughout the semester. Unless stated otherwise by the professor, a student will violate the Attendance Policy when the ninth class is missed.
- 2) A class that meets two times each week meets a total of 28 times throughout the semester. Unless stated otherwise by the professor, a student will violate the Attendance Policy when the sixth class is missed.
- 3) A class that meets once each week meets a total of 14 times throughout the semester. Unless stated otherwise by the professor, a student will violate the Attendance Policy when the third class is missed.

ii. The 20% absence rule is intended to cover all absences, including absences due to illness; intentional, negligent or accidental class cuts; religious days not included in our schedule or calendar; personal needs; family needs; and emergencies. Note as well that if you use your 20% absences and have other needs for absences you will be beyond the twenty percent rule.

iii. In their discretion, faculty members may require fewer, but may not allow more, absences. If a faculty member intends to impose a more stringent attendance policy, he/she must notify students of the policy by announcement in class or in writing or by electronic posting during the first week of the semester.

iv. A student who is unprepared in class but present may be counted as absent if the instructor announces at the beginning of the semester that unprepared students will be counted as absent. The student found to be unprepared shall be promptly so advised by the instructor and may be asked to leave the classroom.

v. Punctual class attendance is required. A student who enters class late or leaves class early maybe counted as absent at the professor's discretion. Unless stated otherwise by the professor, an absence under this subsection shall count as an absence for the entire class period (and NOT as an absence for a fraction of the class period).

vi. Nothing in this section shall prevent a professor from taking absences or unpreparedness into account when submitting students' final grades.

vii. Students are responsible for monitoring their own compliance with the attendance policy.

viii. Falsification of attendance records constitutes a violation of the RWU School of Law Honor Code.

(b). *Exceptions to General Rule:*

i. Absences during the add/drop period shall not count toward the twenty (20) percent rule when a student is not yet formally enrolled.

ii. Absences from classes that are rescheduled for the convenience of the instructor shall not count toward the twenty (20) percent rule, except for first year classes rescheduled during one of the official first year "make-up" periods, Legal Methods I & II classes rescheduled according to the syllabus, and classes rescheduled by the law school administration due to inclement weather or some other emergency situation.

(c). *Administration of Attendance Policy:*

i. Faculty must employ adequate record keeping procedures for attendance.

ii. Note that neither professors nor the deans have the power to allow students either extra or excused absences and it is improper for a student to ask them to do so.

**Section 602. Petition for Review.**

(a). *Time for Filing Petition:* A student may file a petition for relief from the mandatory "W/F" provision of Section 601(a) of the Academic Code. Such petition must be filed within fifteen (15) calendar days after receipt of notice of the violation. The petition shall be filed with the Academic Standards Committee of the faculty.

(b). *Form and Style of Petition:* A petition for relief from the mandatory "W/F" provision of Section 601(a) of the Academic Code shall be typewritten in duplicate and shall conform substantially to Form AC Four. It shall be headed "Petition for Relief from Rules on Attendance."

i. Each petition must expressly state which form of relief, under §603(a), is being requested.

ii. Each student is solely responsible for including all information and documentation that would support the student's petition. This includes, but is not limited to, doctor and hospital notices, police reports, and other documents.

(c). *Matters Pending Review*: While a Petition is pending review by the Academic Standards Committee, students are advised to continue attending all class meetings.

(d). *Manner of Review*: The Academic Standards Committee shall review all petitions for relief filed under this section of the Academic Code.

### **Section 603. Scope and Standard for Relief.**

(a). *Scope of Relief*: The Academic Standards Committee may:

- i. deny the petition in its entirety; or
- ii. grant the petition only to the extent of converting a "W/F" to a "W"; or
- iii. grant the petition in its entirety, thereby restoring the student to the position he or she would have held had no attendance violation occurred.

(b). *Standard for Relief*: The Academic Standards Committee may:

- i. Grant relief under §603(a)(ii) if the student provides proof that a substantial number of absences were for legitimate reasons.
- ii. Grant relief under §603(a)(iii) only under extraordinary circumstances. For example, a student must prove that all absences were due to compelling circumstances.

(c). Nothing in this section shall be deemed to prohibit a faculty member from enforcing an individual course attendance policy announced pursuant to Section 504(f) of the Academic Code.

## **ARTICLE SEVEN. MISCELLANEOUS PROVISIONS.**

### **Section 701. Petitions.**

Unless otherwise specified, petitions authorized by this Code must be filed with the Associate Dean. Unless otherwise specified, appeals from the denial of such petitions shall be heard by the Dean.

### **Section 702. Class Rank.**

(a). *Timing of Ranking*. Students will be ranked after spring semester grades are finalized. Students who have earned more than 30 academic credits will be ranked in the rising 3L class. Students who have earned between 24 and 30 academic credits will be ranked in the rising 2L class. Students who have earned fewer than 24 academic credits will not be ranked. July and December graduates will be assigned a final class rank with the graduating class in the following spring.

(b). *Ranking Process*. Only students in the top half of each class will be assigned a class rank.

The grade point average for the 50<sup>th</sup> percentile will be published at the time that rankings are released.

### **Section 703. Graduation Requirements.**

The academic requirements for graduation can be divided into six categories: Grade Point Average, Required Courses, Experiential Education Requirement, Credit Hours, Writing Requirement, and the Pro Bono Experiential Learning Requirement.

(a). *Grade Point Average.* A 2.00 cumulative average is required for graduation.

(b). *Required Courses.* Candidates for graduation must have successfully completed each course required for graduation. Absent extraordinary circumstances, required courses are to be taken in the order set forth below. The courses required for graduation are:

LA 600 Civil Procedure I  
LA 601 Civil Procedure II  
LA 604 Contracts I  
LA 605 Contracts II  
LA 623 Criminal Law  
LA 627 Criminal Procedure: Investigation  
LA 610 Legal Practice I  
LA 611 Legal Practice II  
LA 620 Property  
LA 616 Torts I  
LA 617 Torts II  
LA 639 Constitutional Law I  
LA 760 Constitutional Law II  
LA 643 Evidence  
LA 646 Legal Practice III  
LA 655 Professional Responsibility

(c). *Experiential Education Requirement.* In addition, each student must satisfy the Experiential Education Requirement, which may be satisfied by taking any course or courses designated as an “Experiential Education” course for a total of at least six credits. For purposes of satisfying this requirement, Legal Practice III shall be designated as an Experiential Education course and be counted toward the six credit requirement. In addition, an in-house clinical program, a field clinic, the fieldwork component of a clinical externship program, and any additional course designated by the Associate Dean as an Experiential Education course shall be counted as toward the six credit requirement.

(d). *Credit Hours.* Ninety (90) semester hours of passing work are required for graduation.

(e). *Writing Requirement.* Must be completed as required under section 710.

(f). *Pro Bono Experiential Learning Requirement.* Must be completed as required under Section 711.

#### **Section 704. Non-Classroom Credit.**

(a). *Roger Williams Law Review.* A member of the Roger Williams Law Review may earn either one or two ungraded ("pass") academic credits per semester up to a cumulative total of four academic credits for satisfactory participation in the work of the law review. The Faculty Advisor to the Law Review must certify the award of academic credit to a member for any particular semester.

(b). *Competitions.* A student who competes in an external competition representing the law school may earn either one or two academic ungraded (Apass@) credits per semester up to a cumulative total of three academic credits for satisfactory participation in external competitions. The Director of Competitions, after consulting with the faculty coach, must certify the award of academic credit to a competitor for any particular semester.

(c). *Directed Research.* Directed Research is a type of non-classroom credit included within the limitations set forth in subsections (e) and (f) hereafter.

(d). *Clinical Externship Program.* The fieldwork component of a clinical externship program is a type of non-classroom credit included within the limitations set forth in subsections (e) and (f) hereafter.

(e). *Minimum Grade Point Average.* Any student whose cumulative grade point average is less than 2.00 may not register for non-classroom credit.

(f). *Limitations.* A student may receive no more than nineteen credits for non-classroom credit.

#### **Section 705. Directed Research.**

A student may earn up to two units of academic credit per semester and up to four units of academic credit in total through a directed research project under the supervision of a full-time faculty member or a director of an institute. To earn directed research credit, a student must submit an individually authored paper to the supervising professor or director. As a general rule, one credit may be awarded for a paper that is at least 3000 words long; two credits may be awarded for a paper that is at least 5500 words long.

With the approval of the supervising professor or director, students may write more than one shorter paper to receive these credits, as long as each paper is at least 1500 words long and the total word count of the papers meets the 3000 or 5500 word requirement.

The student and supervising professor or director must agree in advance on the number of credits to be earned for any semester and on other details of the project. The student must then register for the number of directed research credits to be earned for that semester. The supervising professor or director is to submit a letter grade for the student upon completion of the project.



## **Section 706. Clinical Credit.**

(a). *Total Number of Clinical Credits.* A student may receive up to twenty credits for participating in a School of Law clinical program. These credits may include credits for participating in an in-house clinical program, an advanced clinic, or the fieldwork component of a clinical externship program. A student may enroll in two traditional clinical externships in separate semesters, in two in-house clinics in separate semesters, in one traditional clinical externship and one in-house clinic in separate semesters, or in one Semester-in-Practice Clinical Externship (for twelve credits of fieldwork) and one in-house clinic in separate semesters. If he or she can do so without exceeding the twenty credit limitation imposed by this rule, a student may also earn two credits in an advanced clinic.

(b). *Clinical Externship Program.* No student may receive more than twelve credits for the fieldwork component of a clinical externship program.

(c). *In-House Clinical Program.* No student may receive more than sixteen academic credits for participating in an in-house clinical program, nor more than two academic credits for participating in an advanced clinic.

(d). *Eligibility.* Any student whose cumulative grade point average is less than 2.00 may not register for any clinical program.

(e). *Grading.* Clinical courses will be graded in accordance with the grade structure set forth in Section 501(a) of this Code. The fieldwork component of a clinical externship program will be graded on a pass/fail basis with a "P" for pass or an "F" for failure.

## **Section 707. Limitation On Pass/Fail Grades.**

A student may not undertake more than nineteen credits of coursework with Pass/Fail grading.

## **Section 708. Grade Changes.**

(a). *General Rule.* Final course grades submitted by an instructor are final when received by the Office of Student Finance and Records and may not be changed by the instructor except as prescribed below.

(b). *Exceptions.* A grade given by an instructor in a course, seminar or directed research may be changed by the instructor if the original grade was "Incomplete." The instructor must submit the letter grade reflecting the completed work at the conclusion of the semester or session following the semester or session for which the "Incomplete" was recorded. The Office of Student Finance and Records will automatically convert the "I" grade to the grade of "F" if a change of grade has not been submitted by the instructor on or before the last day that grades are due for the semester or session following the semester or session for which the "Incomplete" was recorded.

(c). *Instructor's Application for Change of Grade.* An instructor may apply to the Associate Dean for change of grade for good cause. Good cause is limited to clerical error in recording a grade, egregious error in grading, or other like circumstances.

(d). *Student's Application for Change of Grade.* A presumption of regularity and impartiality attaches to the grades recorded by instructors at the School of Law, particularly in a course in which a grade was assigned on the basis of an anonymous grading system. A student may apply for a change of grade only on the grounds that a grade was awarded on a basis other than the work done by the student in the course. The burden of proof is on the student to prove the allegations. A student desiring to petition for a grade change must complete a petition substantially in accordance with Form AC Two, contained in the Appendix. A petition under this section must be filed within 30 days of the report of the grade in question. In any instance in which the Associate Dean for Academic Affairs receives a student's petition for change of grade, the Associate Dean will promptly notify the instructor who submitted the original grade.

### **Section 709. Graduation Honors.**

(a). *Summa Cum Laude.* A summa cum laude graduate must have a cumulative grade point average of 3.75 or higher as of commencement and must have completed all academic work required for receipt of degree.

(b). *Magna Cum Laude.* A magna cum laude graduate must have a cumulative grade point average of at least 3.50 but less than 3.75 as of commencement and must have completed all academic work required for receipt of degree.

(c). *Cum Laude.* A cum laude graduate must have a cumulative grade point average of at least 3.25 but less than 3.50 as of commencement and must have completed all academic work required for receipt of degree.

(d). *Valedictorian.* In order to qualify as class valedictorian, a student must have earned at least 70 graded credits at Roger Williams University School of Law.

### **Section 710. Graduation Writing Requirement.**

In order to graduate, every student, under the direct supervision of a professor or director of an institute, must write an individually authored paper that reflects substantial legal research; presents a legal argument that is well-developed, organized, and supported; is at least 5500 words long; and is of sufficient quality to earn a grade of "C" or higher. With the approval of the supervising professor or director, students may also submit shorter papers totaling 5500 words, as long as each paper is at least 1500 words long and meets these requirements.

Students should work closely with the supervising professor or director in completing this paper or papers, submitting preliminary drafting stages, such as a thesis statement, an outline, and a first draft. At each stage, the supervising professor or director should provide thorough feedback on the student's work.

The graduation writing requirement may be fulfilled by: (a) a directed research paper or papers under Section 705 of this Code, (b) a paper or papers submitted in a seminar or course in which the paper or papers in total count for at least one-half of the final course grade, or (c) a paper supervised by a professor or director submitted to acquire or maintain Law Review membership.

Examples of formats that would fulfill the graduation writing requirement are an academic-style paper, a legal brief, a research or bench memo, or a judicial opinion.

Students must obtain written certification that they completed the graduation writing requirement from the supervising professor or director or, for papers supervised in an adjunct-taught seminar, from the Associate Dean. Students shall submit the Certification of Graduation Writing Requirement to the supervising professor or director at the same time they submit the final version of the paper or papers for which they seek to satisfy the requirement. Students are responsible for ensuring that a certification form signed by the supervising professor or director is delivered to the Office of Student Finance and Records well in advance of their graduation date. To assure uniformity in the treatment of the papers supervised by adjunct faculty in seminars, the Associate Dean will review the papers before they are certified as satisfying the requirement.

#### **Section 711. Pro Bono Experiential Learning Requirement.**

Prior to graduation each student must engage in fifty (50) hours of law-related pro bono work. All work satisfying this requirement must be donated; neither monetary compensation nor academic credit may be exchanged for this work. Pro bono work, as used in this section, means working with indigent clients, non-profit organizations (including, but not limited to 501(c)(3) organizations), public interest groups, the judiciary, government, and private practitioners handling pro bono cases. The law school's Associate Director of Pro Bono Programs will oversee the placement of students in pro bono opportunities and will certify satisfactory completion of this requirement. Every graduating student must complete his or her pro bono work no later than thirty (30) days in advance of the anticipated graduation date in order to allow for processing.

#### **Section 712. Taping Classes.**

No student may tape a class without the express permission of the professor teaching the class.

#### **Section 713. Scholarship Review Policies.**

(a). *Review Process.* Adjustments in scholarship awards will be determined by the Scholarship Review Committee, which is comprised of the Associate Dean for Academic Affairs, the Assistant Dean of Students, the Assistant Dean of Admissions, and others that the Dean may designate. All scholarship awards are reviewed at the end of each spring semester. At the end of a student's first year of law school, he or she will be evaluated for a possible increase or decrease in scholarship funding based upon academic performance. Students will not be evaluated for increased scholarship funding beyond the end of the first year. Scholarships that require a student to maintain a specified class rank or grade point average will be evaluated at the

end of each spring semester.

(b). *First Year Students with Fewer Than 24 Credits.* All students will be evaluated for scholarship retention purposes at the end of the spring semester of the first year regardless of the number of academic credits that the student has completed at that time. Because students with fewer than 24 academic credits are not ranked, scholarship determinations for any such student will be based upon that student's grade point average and a determination of where that student would place the student in the first year class had the student been ranked. The Scholarship Review Committee may postpone a scholarship decision, including a decision on increasing a scholarship award, until the completion of the semester in which the student earns the 24th credit, including summer semesters. Any decision to postpone a scholarship decision will be communicated to the student.

(c). *Impact of Scholarship Adjustment.* When a scholarship is adjusted based upon a review at the end of the spring semester, that scholarship award will go into effect beginning in the following fall semester.

(c). *Appeal Process.* A student may file an appeal of a scholarship adjustment to the Scholarship Review Committee. An appeal must be filed in writing with the Associate Dean for Academic Affairs within 30 days of the notification of the adjustment. The Scholarship Review Committee will notify the student in writing of its decision on the appeal.

#### **Section 714. Honors Program Policies.**

Students are evaluated for retention of Honors Program membership and associated scholarship awards at the end of each spring semester. If a student enrolled in the Honors Program is not ranked in the top one-third of his or her class at the end of the spring semester, that student will forfeit his or her membership in the Honors Program. A student may not earn reinstatement to the Honors Program once it has been forfeited.

At the end of a student's first year of law school, a student may earn an invitation to join the Honors Program based upon superior academic performance. In the case of truly exceptional academic performance, a student may earn an invitation to join the Honors Program at the end of the student's first semester of law school. A student may not earn an invitation to join the Honors Program beyond the end of the first year.

#### **Section 715. Student Accreditation Standards Complaints.**

The School of Law is interested in hearing student concerns about significant problems that directly implicate its program of legal education and its compliance with the ABA's Accreditation Standards.

(a). *Reporting a Formal Complaint.* Any student at the School of Law who wishes to bring a formal complaint to the administration of the law school should hand deliver a written and signed complaint to the Associate Dean for Academic Affairs. The writing should describe in detail the behavior, program, process or other matter that is the subject of the complaint and

should explain how the matter implicates the law school's program of legal education and its compliance with a specific, identified ABA standard or standards. The writing must provide the name, phone number, email address and mailing address of the complaining student for further communication about the complaint.

(b). *Procedures for Resolving a Complaint.* When a formal written complaint has been made in accordance with section (a), the Associate Dean for Academic Affairs or his or her designee shall acknowledge receipt of the complaint to the mailing address or email address provided within five business days. Within 20 business days, the Associate Dean for Academic Affairs or his or her designee must either meet with the student to discuss the resolution of the complaint or send a written response to the complaint. The written response must either state a decision regarding the substance of the complaint with an explanation of that decision or explain the steps that the School of Law will take to resolve or further investigate the complaint. If further investigation is required, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the School of Law to address the complaint within ten business days after completion of the investigation.

(c). *Appeal Process.* If the complainant is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The complainant should submit his or her written comments in a timely manner to the Dean of the School of Law, but in no case more than two weeks after communication to the complainant of the findings of the investigation. The Dean's decision shall be communicated to the complainant and the investigator(s) within 20 business days and shall be final.

(d). *Maintenance of Records.* The Associate Dean for Academic Affairs shall maintain a record of student complaints under this section, including resolutions and appeals, for a period of at least eight years from the date of final resolution of the complaint.

(e). *Protection Against Retaliation.* The School of Law will not in any way retaliate against an individual who makes a complaint under this section, nor permit any faculty member, administrator, employee or student to do so.

(e). *Not Exclusive Complaint Policy or Procedure.* Please note that the Roger Williams University School of Law School Student Handbook contains separate sections pertaining specifically to Sexual Harassment complaints and to those complaints that may fall within the parameters of the Honor Code. Jurisdiction over any student complaint is not exclusive to any single, or combination of, School of Law Policies.

### **Section 716. Class Cancellation Due to Emergencies or Adverse Weather.**

When it becomes necessary to cancel classes due to a late start or school closing due to emergencies or adverse weather conditions, the School of Law will give official notice to the following radio and television stations.

AM- WHJJ, 920; WLKW, 790; WPRO, 630.

FM - WSNE, 93.3; WPRO, 92.3; WWLI, 105.1; WQRI, 88.3.

TV - WLNE, Channel 6; WJAR, Channel 10; WPRI, Channel 12.

This information will be made available to these media outlets as early as feasible. Do not call the school concerning class cancellations, listen to the radio or television for official announcements or call the **University Hotline ~ 254-4400**.

## **ARTICLE VIII. DISABILITY POLICIES.**

### **Section 801. Disability Accommodations.**

(a) *General.* The law school endeavors to assist students with disabilities to complete law school successfully and will permit students with documented disabilities reasonable accommodations necessary to enable students to undertake the prescribed course of study.

(b) *Availability of Accommodations.* The law school will permit suitable accommodations concerning class schedule, examinations, and other services, on an individual basis. Such accommodations will at all times be consistent with the school's educational mission.

(c) *Request for Accommodations.* All requests for accommodations must be filed with the Assistant Dean of Students no fewer than thirty (30) days in advance of the date for which accommodations are requested. The Assistant Dean of Students may approve those timely requested accommodations which are reasonable under the circumstances and consistent with the School's educational function. Accommodations provided for individuals with temporary disabling conditions may be subject to periodic review.

(d) *Documentation Requirements.* Students desiring academic accommodations on account of a disability must have an evaluation by a physician or state-licensed medical or psychological professional. Students requesting accommodations and/or support services must provide documentation of the disability that substantially limits a major life activity. In order to accurately determine the appropriate accommodations, the documentation should be current and reflective of the student's current functioning. In all cases, the documentation should be appropriate to the anticipated setting. Documentation of disabilities must include, but not be limited to, the following:

(i). Name, title, and professional credentials of the evaluator: The evaluator should have training and expertise with the particular medical condition identified. The area of specialization as well as the state in which the individual practices must be included. All reports must be signed and dated.

(ii). Diagnosis/assessment: A current medical diagnosis including appropriate medical reports, relevant medical history, and a clinical summary should be provided. These assessments should validate the need for accommodations based on the impact of the student's disability and level of functioning in an educational setting.

For all psychiatric disabilities, including learning disabilities, a complete diagnosis must be provided with an accompanying description of the specific symptoms the student experiences. This diagnosis should be based upon a comprehensive clinical interview and psychological testing.

(iii). Evaluation of impact: Documentation should indicate a substantial limitation and should include any prior history of accommodations. A complete description of the impact on academic functioning of the student's symptoms must be provided. Descriptions of impact upon study skills, classroom behavior, test-taking, and organizing research would be examples of academic functioning.

(iv). Recommendations for Accommodations: Documentation should indicate reasonable accommodations specific to the diagnosed disability with an explanation as to why each accommodation is recommended. Academic accommodations which are recommended must be related to the diagnostic information and its impact upon student functioning.

## **Section 802. Disability Discrimination Grievance Procedure.**

Roger Williams University, including its School of Law, (“University”) has adopted this grievance procedure to assist in facilitating resolution of complaints alleging disability discrimination in violation of Section 504 of the Rehabilitation Act of 1973 (“Section 504”). The University has designated Dr. Lisa Landreman, Assistant Vice President and Dean of Students, (the “Interim Coordinator”) to coordinate its efforts to comply with Section 504. The contact information for the Interim Coordinator is as follows: Dr. Lisa Landreman, Assistant Vice President and Dean of Students, Roger Williams University, Center for Student Development, Room 120, One Old Ferry Road, Bristol, RI 02809, Telephone: 401-254-3161.

### Initial Discussion:

An individual with a concern relating to his or her disability should first discuss the matter orally with the appropriate responsible department listed below that will attempt to resolve the individual’s concern.

- Roger Williams University students should consult with Student Accessibility Services.
- Roger Williams University School of Law students should first consult with the Assistant Dean of Students of the School of Law. If the student is not satisfied with the resolution proposed by the Assistant Dean of Students, the student should then consult with the Associate Dean of Academic Affairs of the School of Law.
- University employees should consult with the Department of Human Resources.

### Informal Resolution:

If the individual is not satisfied with the resolution proposed by the appropriate responsible department listed above, the individual should discuss the matter orally with the Coordinator. Individuals who are not satisfied with the resolution proposed by the Coordinator may file a formal grievance following the procedures set forth below.

Formal Grievance Procedure:

An individual may file a formal grievance with the Coordinator after attempting to resolve his or her concern orally with the appropriate responsible department listed above and the Coordinator. The formal grievance should be filed as soon as practicable. For example, students should file a formal grievance during the academic semester in which the concern arose, and employees should file a formal grievance within thirty (30) calendar days in which the concern arose. The grievance must be in writing and include the following: (i) the individual's name, address, email address, and telephone number; (ii) a full description of the individual's concern; (iii) a description of the efforts made to resolve the concern orally through the appropriate responsible department listed above and the Coordinator; and (iv) a statement of the remedy requested. Upon receipt of the grievance, the Coordinator will provide the individual with written notice acknowledging its receipt and promptly initiate an investigation. Upon completion of the investigation, the Coordinator will prepare and transmit a written reply to the individual and the party(ies) against whom the grievance is directed within thirty (30) calendar days of the filing of the grievance, unless additional time is needed, at which time the Coordinator will notify the individual and the party(ies) against whom the grievance is directed.

U.S. Department of Education Contact Information:

Individuals may always contact the following regarding allegations of disability discrimination in violation of Section 504:

- Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone: 1-800-421-3481; or
- Boston Office, Office of Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491, Telephone: 617-289-0111.



**FORMS**

**FORM AC ONE**

**PETITION FOR REINSTATEMENT FOLLOWING ACADEMIC DISMISSAL**

IN THE MATTER OF \_\_\_\_\_  
(Student's Name, Petitioner)

**PETITION FOR REINSTATEMENT FOLLOWING ACADEMIC DISMISSAL:**

1. \_\_\_\_\_ is a \_\_\_\_\_ student. At the end of the \_\_\_\_\_  
(Name of student) (year) (term)

semester 20\_\_\_\_\_ he or she had an academic average of \_\_\_\_\_ and was dismissed for poor  
(GPA)

scholarship by the Office of the Dean by letter dated \_\_\_\_\_ 20\_\_\_\_\_.  
(month-day) (year)

2. Petitioner possesses the requisite ability to achieve satisfactory performance in law school for the following reasons:

(Here state the reasons for poor performance. If medical or psychological incapacity to take examinations or to finish a paper is claimed, petitioner must attach signed statements from attending physician, psychiatrist, or hospital records showing admission, etc. in support of medical or psychological claims.)

Date: \_\_\_\_\_, 20\_\_\_\_\_  
(month-date) (year)

SIGNED: \_\_\_\_\_  
(Petitioner)

**FORM AC TWO**

PETITION FOR VARIANCE FROM ACADEMIC CODE

IN THE MATTER OF \_\_\_\_\_  
(Student's Name, Petitioner)

PETITION FOR VARIANCE FROM ACADEMIC CODE

1. \_\_\_\_\_ is a \_\_\_\_\_ student. At the end of the \_\_\_\_\_ 20\_\_\_\_\_,  
(Name of Student) (year) (semester) (year)  
he (she) had an academic average of \_\_\_\_\_ .  
(GPA)

2. Petitioner requests a variance from Section \_\_\_\_\_ of the Academic Code for the  
(Code Number)  
following reasons:

(Here state such equitable factors as are necessary to support a variance from the Academic Code provision.)

3. The authority for this variance is Section \_\_\_\_\_ of the Academic Code.  
(Code Number)

DATED: \_\_\_\_\_ 20\_\_\_\_\_  
(month-date) (year) SIGNED: \_\_\_\_\_  
(Petitioner)

**FORM AC THREE**

APPEAL FROM THE ASSOCIATE DEAN

IN THE MATTER OF \_\_\_\_\_  
(Student's Name, Petitioner)

PETITION FOR APPEAL FROM DECISION OF THE ASSOCIATE DEAN

1. \_\_\_\_\_ is a \_\_\_\_\_ student. At the end of the \_\_\_\_\_ 20\_\_\_\_\_ he/she  
(Name of Student) (Year) (semester) (year)  
an academic average of \_\_\_\_\_.  
(GPA)

2. On \_\_\_\_\_ 20\_\_\_\_ he/she appealed to the Associate Dean for the following relief:  
(date)

(Here state the nature of the relief requested from the Academic Code, citing the specific code provision).

3. On \_\_\_\_\_ 20\_\_\_\_ the Office of the Associate Dean issued the following decision. (date)

(Here describe the Associate Dean's decision and attach as an exhibit any letter from the Associate Dean).

4. The Associate Dean's decision should be overturned for the following reasons:

(Here set out specified code provisions that show that the Associate Dean's ruling should be overturned).

DATED: \_\_\_\_\_ 20\_\_\_\_  
(month-date) (year)

SIGNED: \_\_\_\_\_  
(Petitioner)

**FORM AC FOUR**

PETITION FOR RELIEF FROM THE RULES ON ATTENDANCE

IN THE MATTER OF \_\_\_\_\_

PETITION

1. \_\_\_\_\_ is a \_\_\_\_\_ student. In a letter dated \_\_\_\_\_,  
(Name of Student) (Year)

the petitioner was advised that he or she was in violation of the rules on attendance established in Section 601 of the Academic Code. Specifically, the student missed more than twenty percent of the classes in Section \_\_\_\_\_ of \_\_\_\_\_, taught by Professor  
(Section #) (Course Name)

\_\_\_\_\_.

2. Petitioner violated the rules on attendance for the following reasons:

(Here state the reasons for the absences. If medical or psychological incapacity to attend is claimed, petitioner must attach signed statements from the attending physician, psychiatrist, or hospital records showing admission, etc., in support of medical or psychological claims.)

Date: \_\_\_\_\_, 20\_\_\_\_\_  
(Month - Date) (Year)

SIGNED: \_\_\_\_\_  
(Petitioner)

**ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW  
HONOR CODE**

**I. SCOPE**

This Honor Code (“Code”) applies to any student who has received an offer of admission to Roger Williams University School of Law (“Law School”), or who has been accepted for enrollment in one or more classes offered by the Law School, and who has subsequently enrolled. This Code applies to conduct that occurs in connection with a student’s application for admission to the Law School, through graduation, expulsion, voluntary withdrawal or academic dismissal not followed by reinstatement. It also applies to a student on a leave of absence, visiting another institution, or who, although still enrolled at the Law School, is not attending classes.

**II. PROHIBITED CONDUCT**

1. **Prohibited Conduct:** The following conduct by a student is prohibited by the Code (“Prohibited Conduct”) and serves as the basis for a complaint against, and sanction upon, a student, or a person who was a student when such conduct took place.
  - a) **Academic Dishonesty:** dishonesty in any academic pursuit. Examples of Academic Dishonesty include but are not limited to: giving or receiving unauthorized assistance in the preparation of work product for any course or program at, or under the auspices of, the Law School; giving or obtaining any unfair academic advantage; plagiarizing, misappropriating, or failing to acknowledge the ideas or written work of another; and destroying, removing, or defacing library materials or other materials intended to be made available to students.
  - b) **Misuse of Property:** destruction, theft, misappropriation, or misuse of property of the Law School or University, property belonging to any member of the Law School or University community, or property at any place where an activity under the auspices of the Law School or University is taking place, including but not limited to any place where a student may be working pursuant to a public interest placement, internship, externship or clinic.
  - c) **Disruption of Activities:** the intentional disruption of academic, co-curricular, or social activities conducted under the auspices of the Law School.
  - d) **Harassment:** any act committed recklessly, knowingly, or purposely to harass, threaten, frighten, cause physical injury, or cause severe emotional distress to any member of the Law School community or any community in which a student is studying or working under the auspices of the Law School, including but not limited to work at public interest placements, internships, externships and clinics.

- e) **Discrimination:** any action against any member of the Law School community on the basis of race, religion, sex, sexual orientation, gender identification, gender presentation, or disability.
  - f) **Disclosure of Confidential Information:** the disclosure without proper authorization of any confidential information. Confidential information means information gained by a student through participation or involvement in any employment, course, or activity under the auspices of the Law School, including but not limited to work at public interest placements, internships, externships and clinics, which a student knows or should know to have been provided in confidence.
  - g) **Misrepresentation:** any misstatement of a fact with the intent to deceive any person in connection with official business of the Law School, any officially recognized student organization, or any activity sponsored by the Law School, including but not limited to work at public interest placements, internships, externships and clinics. Intentionally falsifying any school document or record, including but not limited to an attendance record, constitutes misrepresentation.
  - h) **Failure to Report:** the failure of a student with personal knowledge of Prohibited Conduct to report such Prohibited Conduct.
  - i) **Refusal to Cooperate:** the failure of a student to cooperate with an investigation or hearing by a disciplinary panel when properly requested to do so.
  - j) **Violation of Administrative Rules:** the failure of a student to comply with rules, regulations, and orders regarding student conduct authorized and publicized by the administration or faculty of the Law School or authorized and publicized at any place where a student may be working or studying under the auspices of the Law School, including but not limited to any place where a student may be working pursuant to a public interest placement, internship, externship or clinic.
  - k) **Attempt to Engage in Prohibited Conduct:** any effort to engage in Prohibited Conduct.
  - l) **Combination or Agreement to Engage in Prohibited Conduct:** any combined effort or agreement between two or more persons to engage in Prohibited Conduct.
  - m) **Criminal Proceedings that Raise Questions About Character:** a conviction or plea of no contest by a student under federal or state law to a crime punishable by incarceration where such crime raises a substantial question regarding the student's honesty, trustworthiness, or fitness as a lawyer. Such conduct is prohibited whether or not a punishment of incarceration is actually imposed.
2. **Sexual Misconduct/Gender-Based Misconduct:** Sexual Misconduct/Gender-Based Misconduct by a student is expressly prohibited and subject to procedures and sanctions under the University Student Handbook and this Honor Code, as follows:

- a) **University Procedures:** Any member of the Law School or University community who has been a victim of, or witnessed, Sexual Misconduct/Gender Based Misconduct by a student should follow the procedures in the University Student Handbook, rather than the procedures set forth in the Honor Code.
  - b) **Finding of Misconduct Communicated to Law School:** Any finding by the University that a student is guilty of Sexual Misconduct/Gender-Based Misconduct will be communicated to the Law School Associate Dean for Academic Affairs (“Associate Dean”).
  - c) **Notation of Misconduct:** The Associate Dean or the Dean of Student Finance and Records will note the finding of Sexual Misconduct/Gender-Based Misconduct both in the student’s permanent file and on the student’s transcript. The transcript notation may not be expunged or removed.
  - d) **Reporting:** The Dean or the Dean’s designee will report any Sexual Misconduct/Gender-Based Misconduct to any jurisdiction responsible for review of the character and fitness of the defendant for admission to the bar. The Dean or the Dean’s designee will also report any Sexual Misconduct/Gender-Based Misconduct to any other law school or other institution of higher learning to which the defendant may apply for admission. The Dean or the Dean’s designee may report any Sexual Misconduct/Gender-Based Misconduct in other circumstances, as appropriate.
3. **Non-Exclusiveness of Code:** In addition to the provisions of this Code, other mechanisms and institutions may sanction various forms of Prohibited Conduct, as well as other misconduct by a student, including but not limited to the following:
- a) Failure to comply with course regulations or instructions may be sanctioned by the instructor of any course by a reduction in grade for an assignment or for the course, in addition to, or in place of, any sanctions pursuant to the Honor Code.
  - b) Pursuant to Section 203 of the Academic Code, in emergency situations, the Dean, the Associate Dean, or the Dean of Students (or, in their absence, their designees) may suspend a student on an interim basis. Such suspension will occur if, in the judgment and sole discretion of the applicable Dean or designee, the student constitutes a danger to him/herself, to others, or to property, without regard to any proceedings pursuant to the Honor Code.
  - c) Any violation of state or federal criminal law may subject the violator to arrest, trial, and punishment by the appropriate authorities, and any member of the Law School community who is victim of, or witness to, a criminal act by a student should contact the appropriate authority. Where such criminal acts are also Prohibited Conduct under the Code, the student is also subject to the Honor Code, and any victim or witness to criminal acts which are also Prohibited Conduct should also file a complaint pursuant to the Honor Code.
  - d) Certain violations of common law, statutory, or regulatory duties may make the violator liable for damages, and any member of the Law School community harmed by the breach of a common law, statutory, or regulatory duty by a student may seek any available civil or administrative remedies against that student. Where such violations are also Prohibited

Conduct under the Code, the student is also subject to the Honor Code, and such member of the Law School community should also file a complaint pursuant to the Honor Code.

### III. SANCTIONS

1. **Sanctions:** Sanctions for Prohibited Conduct will consist of one or more of the following:
  - a) Expulsion from the Law School;
  - b) Suspension from the Law School for a specific term;
  - c) Assignment of a lower grade, including F, in any course;
  - d) Involuntary withdrawal with prejudice from any course, seminar or special course;
  - e) Removal from any Law School program or activity or any program or activity under the auspices of the Law School;
  - f) A written reprimand;
  - g) An oral or written admonition; or
  - h) Continued attendance at the Law School with conditions.
2. **Non-Exclusive Factors to Consider in Assessing Sanction:** The disciplinary panel, or the Associate Dean in cases decided under Section IV.F., will consider the following non-exclusive factors in assessing the appropriate sanction for misconduct: the flagrancy of the violation, the seriousness of the misconduct, the harm caused by the misconduct, whether the misconduct involves dishonesty, the degree of premeditation of the misconduct, whether the violation was self-reported, the level of remorse of the student, and the student's candor and cooperation during Honor Board proceedings.
3. **Record of Violation:** A record of an Honor Code violation and associated sanction will be noted in the following manner:
  - a) **Student's Permanent File:** A finding that the defendant is guilty of specific Prohibited Conduct and the sanction imposed on a student will be noted in the student's permanent file.
  - b) **Transcript:** A finding that the defendant is guilty of specific Prohibited Conduct and the sanction imposed on a student will ordinarily be noted on a student's transcript. The transcript notation may not be expunged or removed. However, the disciplinary panel, or the Associate Dean in cases decided under Section IV.F., may decide that a violation should not be noted on a student's transcript if the disciplinary panel, or the Associate Dean in cases decided under Section IV.F., concludes, based on the factors for



determining the appropriate sanction listed in Section III.2., that the violation was a minor one that does not warrant notation on the student's transcript. Notwithstanding the above, the disciplinary panel, or the Associate Dean in cases decided under Section IV.F., must note a finding of guilt and associated sanctions on a student's transcript if any of the sanctions identified in Section III.1.(a)-(d) are imposed.

- c) **Sexual Misconduct/Gender-Based Misconduct:** A finding of Sexual Misconduct/Gender-Based Misconduct and the sanction imposed on a student will be noted in a student's permanent file and on a student's transcript, as described in Section II.2.
- 4. **Reporting:** The Dean or the Dean's designee will report any Honor Code violation, or any finding of Sexual Misconduct/Gender-Based Misconduct, to any jurisdiction responsible for review of the character and fitness of the defendant for admission to the bar, to any other law school or other institution of higher learning to which the defendant may apply for admission, and in other circumstances, as appropriate.

#### **IV. PROCEDURES AND PROCEEDINGS**

##### **A. The Complaint**

- 1. **Generally:** Any member of the Law School community with personal knowledge of Prohibited Conduct by a student or students should file a complaint by delivering it to the student chair of the Honor Board. For the purposes of this Code, a person filing a complaint is referred to as the complainant.
- 2. **Form and Content.** The complaint must:
  - a) State that it is a complaint against a particular defendant or defendants, identified by name.
  - b) Give the date on which the complaint is filed.
  - c) Give the complainant's official email address.
  - d) Set forth all facts, as specifically as possible, that lead the complainant to believe that a student may have engaged in Prohibited Conduct. All facts set out in the complaint should be based on the personal knowledge of the complainant, or, if based on information and belief, the complaint should state with specificity the basis of the information and belief.
  - e) Be in numbered paragraphs with each paragraph setting out a discrete fact.
  - f) Identify any other persons that the complainant believes to have personal knowledge of the facts in the complaint, along with what the complainant believes to be the nature of that knowledge.

- g) Contain any relevant supporting documentation.
- h) State that the complainant affirms the truth of its contents.
- i) Be signed by the complainant.

A sample complaint is provided in Appendix A.

3. **Review by Prosecution Advisor:** Complainants are strongly encouraged to consult with the faculty prosecution advisor prior to filing a complaint.
4. **Forwarding of Complaint for Review:** No later than one class day after receiving the complaint, the student chair of the Honor Board will deliver copies of the complaint to the Associate Dean and the faculty advisor to the Honor Board for review.

#### B. Initial Review of the Complaint

1. **Determining Whether the Complaint States a Claim:** After a complaint has been filed, the student chair of the Honor Board, the faculty advisor to the Honor Board, and the Associate Dean will review the complaint to determine whether it states a claim. A complaint states a claim when it presents a credible claim that a defendant has engaged in Prohibited Conduct and that the Prohibited Conduct is not de minimus (i.e., of a trivial or minor nature as not to merit any sanction under the Code). The determination of whether a complaint states a claim should take place no later than two class days after the Associate Dean and faculty advisor to the Honor Board have received the complaint.
2. **Initial Review Decision:** If it is determined that the complaint states a claim, the Associate Dean will assemble a separate disciplinary panel and appoint a student prosecution counsel from members of the Honor Board. If it is determined that the complaint does not state a claim, the student chair of the Honor Board will issue a statement of dismissal. The statement of dismissal must provide a written explanation for its conclusion. The statement of dismissal must be provided to the complainant, the defendant, the faculty prosecution advisor, the faculty defense advisor, and the Dean.
3. **Amended Complaint:** Within five class days of the complainant receiving the statement of dismissal, the complainant may file an amended complaint, which will be treated as a new complaint.
4. **Dean's Discretion to Reverse Initial Determination:** The Dean will review any statement of dismissal and may reverse the decision to dismiss the complaint, in which case the Associate Dean will assemble a disciplinary panel. If the Dean reverses a dismissal, the Dean will provide a written explanation for that decision.

5. **Preparation of Notice:** If it is determined that the complaint states a claim, the Associate Dean, the faculty advisor to the Honor Board, and the student chair of the Honor Board will draft the notice of complaint referenced in Section IV.C.2., and provide such notice to the disciplinary panel.

C. Notice of Proceedings and Obligation to Answer

1. **Notice of Complaint:** No later than one class day after the formation of a disciplinary panel and the selection of student prosecution counsel, the faculty chair of the disciplinary panel will deliver the complaint to the defendant along with a notice in the form set out in Appendix B to the Code.
2. **Contents of Notice:** The notice will inform the defendant:
  - a) That the defendant is accused of Prohibited Conduct and the nature of the Prohibited Conduct with reference to the appropriate section(s) of this Code.
  - b) That the defendant will have five class days after the appointment of a student defense counsel to answer the complaint.
  - c) What the answer should contain.
  - d) Of the names and official email addresses for the members of the disciplinary panel.
  - e) Of the names and official email addresses for the complainant, the student prosecution counsel, the faculty prosecution advisor, and the faculty defense advisor.
  - f) That the defendant has the right to a student defense counsel. The notice will provide the defendant with a list of the names of students from the Honor Board who could serve as the defendant's student defense counsel and a statement that the defendant may choose from among these students.
  - g) That the defendant may seek to have any member(s) of the disciplinary panel recused.
  - h) That, in certain circumstances, the defendant may petition for exemption from the disciplinary panel hearing, as outlined in Section IV.F.
3. **Selection of Student Defense Counsel:** Within two class days of receiving notice of disciplinary proceedings, the defendant may choose a student defense counsel by providing notice in writing to the chair of the disciplinary panel of the name of the requested student defense counsel. If a defendant does not choose a student defense counsel, the chair of the disciplinary panel immediately will appoint a student defense counsel to the defendant. In either event, the chair of the disciplinary panel immediately will provide notice in writing to the defendant of the identity of the student defense counsel.

4. **Answer:** No later than five class days after the defendant receives notice of the identity of the student defense counsel, and unless the defendant petitions for exemption from the disciplinary panel hearing under Section IV.F., the defendant or the student defense counsel must deliver an answer, in substantially the form contained in Appendix C, to the disciplinary panel, the complainant, the faculty prosecution advisor, and the student prosecution counsel. The answer must:
- a) State that the answer is in regard to a specific complaint by the complainant.
  - b) Give the date on which the answer is filed.
  - c) Give the defendant's official email address.
  - d) Respond to each numbered paragraph in the body of the complaint with a statement that the defendant affirms the facts alleged, denies the facts alleged, or denies knowledge or information sufficient to affirm or deny the paragraph. A denial must fairly respond to the substance of the allegation. A defendant who intends in good faith to deny only part of an allegation must admit the part that is true and deny the rest.
  - e) In subsequent numbered paragraphs, with each paragraph setting out a discrete fact, set out any further facts, beyond those contained in the complaint and implicit in the defendant's responses, that are relevant to whether the defendant engaged in Prohibited Conduct.
  - f) Contain any additional relevant facts. Such facts should be based on the defendant's personal knowledge, but if based on information and belief, should state specifically the basis of such information and belief.
  - g) Contain, as an attachment, a copy of any document relied on by the defendant that was not included in the complaint.
  - h) Identify any other persons not mentioned in the complaint that the defendant believes to have personal knowledge of the facts in the complaint along with a statement of what the defendant believes to be the nature of that knowledge.
  - i) State that the defendant affirms the truth of its contents.
  - j) Be signed by the defendant.
5. **Obligation to Answer:** A defendant has the obligation to file an answer with true responses to the allegations of fact in the complaint and to set out any additional relevant facts known to the defendant, even if such an answer were to expose the defendant to sanctions under the Code, other consequences imposed by the University or any other institution, including current and potential employers or professional organizations, or civil or administrative liability under federal, state, or municipal law.

6. **Adverse Inference from Asserting Privilege Against Self-Incrimination:** A defendant who reasonably believes that submitting a truthful answer will expose the defendant to criminal liability under state or federal law may assert a privilege against self-incrimination. The defendant may do so by asserting the privilege against self-incrimination in the answer, rather than responding in the manner described herein. A defendant who asserts the privilege against self-incrimination will not have the answer treated as testimony by the disciplinary panel, will not be able to testify before the disciplinary panel, and will not be able to authenticate any documents offered into evidence before the disciplinary panel. The disciplinary panel may draw any adverse inference from the lack of testimony from a defendant asserting the privilege against self-incrimination.
7. **Request for Recusal:** The defendant may request to the disciplinary panel that any member or members of the disciplinary panel be recused. Any such a request will state with specificity the reasons for the request. No subsequent request for recusal of disciplinary panel members will be made or considered, absent extraordinary circumstances. If the defendant requests the recusal of one or more disciplinary panel members:
  - a) The request for recusal will be distributed to the complainant, the faculty prosecution advisor, and the student prosecution counsel.
  - b) The disciplinary panel will convene and determine if the recusal request should be granted. If the request is not granted, such a decision is final and not subject to review.
  - c) If the request for recusal is denied, the disciplinary panel will notify the defendant, the complainant, the faculty prosecution advisor, the student prosecution counsel, the faculty defense advisor, and the student defense counsel.
  - d) If the request for recusal is granted, the disciplinary panel will notify the Associate Dean and the faculty advisor to the Honor Board. The Associate Dean or the faculty advisor to the Honor Board will choose a replacement (or replacements) to serve on the disciplinary panel and will notify the defendant, the complainant, the faculty prosecution advisor, the student prosecution counsel, the faculty defense advisor, and the student defense counsel of the identity of the new member(s).

#### D. Disciplinary Panel

1. **Formation of Disciplinary Panel:** The disciplinary panel will consist of three members: two faculty members and one student member. One faculty member will be appointed as chair of the disciplinary panel. The faculty prosecution advisor, the faculty defense advisor and the faculty advisor to the Honor Board may not serve on the disciplinary panel. The disciplinary panel will be formed no later than five class days after the

Associate Dean, the student chair of the Honor Board, and the faculty advisor to the Honor Board conclude that the complaint states a claim or the Dean reverses a dismissal of complaint.

2. **Multiple Complaints and Consolidation:** The Associate Dean and the faculty advisor to the Honor Board may assign multiple related matters to a single disciplinary panel.
3. **Student Counsel:** For every disciplinary panel, there will be a student prosecution counsel and a student defense counsel appointed from members of the Honor Board. A defendant will be permitted to choose his or her own student defense counsel from members of the Honor Board, or, in the absence of such a choice, will have a student defense counsel appointed to him or her by the Associate Dean. The student defense counsel cannot be the same student member who is appointed to the disciplinary panel.
4. **Role of Disciplinary Panel:** The disciplinary panel's role is to investigate the complaint, hold one or more hearings, determine whether a student has engaged in Prohibited Conduct, and, if necessary, impose sanctions.
5. **Investigation:** Upon receiving the answer, the disciplinary panel will decide whether a pre-hearing investigation is desirable and, if so, appoint one or more of its members to conduct an investigation.
6. **Communications to the Disciplinary Panel:** Oral communications with any member of the disciplinary panel pertaining to the subject matter of a complaint are prohibited, unless such panel member is engaging in an investigation of the complaint. A communication in violation of this section constitutes Prohibited Conduct.

#### E. Disciplinary Hearing

1. **Inquisitorial Model:** Honor Board proceedings are intended to follow an "inquisitorial" model in which all participants are engaged in a search for truth, rather than an "adversarial" model. To that end, the disciplinary panel will control and conduct all proceedings before it. While it will proceed with the participation and advice of the student prosecution counsel, student defense counsel, the defendant, and the complainant, who may ask that certain witnesses be examined or certain documents or other evidence be produced and considered by the disciplinary panel, the course of the proceedings, the admissibility of evidence, and nature and scope of testimony will be determined by the disciplinary panel chair.
2. **Initial Hearing:** As soon as practicable after the disciplinary panel is finally constituted or any investigation is conducted, the disciplinary panel will hold an initial hearing. At the initial hearing, the disciplinary panel may take testimony and evidence from the complainant, the defendant, and any other witnesses. The complainant, the defendant, the student defense counsel, the student prosecution counsel, the faculty defense advisor, and the faculty prosecution advisor will have notice of the date, time, and place of any hearing. The defendant and complainant may make requests of the panel to pose specific

questions to any witness giving testimony.

3. **Evidence:** The disciplinary panel may receive documents and physical evidence from witnesses. Copies of all documentary evidence submitted to the panel will be provided to the defendant, student defense counsel, and student prosecution counsel. There are no rules of evidence applicable to proceedings before the disciplinary panel. Within the discretion of the disciplinary panel chair, any oral, documentary, or physical evidence may be received; however, the disciplinary panel chair should exclude irrelevant, unreliable, or unduly repetitious evidence.
4. **Obligation to Cooperate:** All students are obligated to cooperate with the disciplinary panel and to give testimony and provide evidence when requested. The failure of a student to cooperate with the disciplinary panel constitutes Prohibited Conduct under this Code.
5. **Adverse Inference from Asserting Privilege Against Self-Incrimination:** Any student who reasonably believes that testifying before the disciplinary panel would result in exposure to state or federal criminal liability may so state before the disciplinary panel. Any adverse inference may be drawn by the panel from the assertion of a privilege against self-incrimination.
6. **The Record:** All testimony will be live and recorded by a convenient method. The record will consist of the complaint, the notice of complaint, the answer, the recording of testimony, and any documents or physical evidence accepted by the panel.
7. **Subsequent Proceedings:** After the initial hearing, the disciplinary panel may conduct further investigation or convene additional hearings, as necessary. The disciplinary panel will provide notice of any additional hearings to the complainant, the defendant, the student defense counsel, the student prosecution counsel, the faculty defense advisor, and the faculty prosecution advisor.

#### F. Petition for Exemption from Disciplinary Hearing

1. **Petition for Exemption from Disciplinary Hearing:** In the following circumstances, a defendant may petition for exemption from the disciplinary panel hearing:
  - a) The defendant admits all or substantially all of the allegations in the complaint and notice of complaint. Where the defendant admits only to a subset of the misconduct, as in a “lesser included” offense, the defendant does not admit all or substantially all of the allegations in the complaint and notice of complaint; and
  - b) The defendant asserts that the process of a disciplinary panel hearing will cause demonstrable and cognizable harm to the defendant significantly beyond that which is inherent in any disciplinary proceeding. The defendant must specifically identify such harm and provide supporting documentation, where appropriate.

2. **Timing and Procedure:** The defendant will make such a petition for exemption to the Associate Dean in writing within five class days of learning the identity of the student defense counsel. The Associate Dean may request to meet with the defendant to discuss the petition. Within five class days of receiving the petition, the Associate Dean will determine whether the petition should be granted and communicate the decision to the defendant in writing. If the petition is granted, the Associate Dean will inform the complainant of the decision in writing and notify the complainant that the complainant has a right to be heard before the Associate Dean. The complainant may exercise this right by informing the Associate Dean of the complainant's desire to be heard.
3. **Notification of Dissolution of Disciplinary Panel:** If the Associate Dean grants an exemption under this section, the Associate Dean will inform the disciplinary panel, the student prosecution counsel, the faculty prosecution advisor, the student defense counsel, and the faculty defense advisor that the disciplinary panel has been dissolved.
4. **If Petition is Denied:** If the petition is denied, the defendant will have five class days from the date of receiving the notice of denial to file an answer.
5. **If Petition is Granted:** If the petition is granted, the Associate Dean will meet with the defendant, review the case, impose a finding of guilt on the defendant, determine the appropriate sanction, and determine whether the finding of guilt and the sanction will appear on the defendant's transcript. The Associate Dean will impose sanctions and determine if the finding of guilt and the sanction will be noted on the defendant's transcript in accordance with Section III.
6. **Right of Complainant to be Heard:** If the complainant exercises the right to be heard, the complainant may:
  - a) Prepare a written statement for submission to the Associate Dean;
  - b) Meet with the Associate Dean in person;
  - c) Submit any documentary evidence to the Associate Dean;or any combination thereof. The focus of the above should be the impact that the defendant's misconduct had on the complainant. The defendant does not have a right to any written statement or documentary evidence submitted by the complainant. Nor does the defendant have the right to be present at any in-person meeting between the Associate Dean and the complainant.
7. **Notice of Sanction:** The Associate Dean will provide notice to the defendant and the complainant of the sanction imposed on the defendant and whether the sanction will be noted on the defendant's transcript.
8. **Appeal to Dean:** A party seeking to appeal the Associate Dean's decision under this section must adhere to the following procedure:



- a) No later than five class days after receiving the notice of sanction, the defendant or complainant may appeal the Associate Dean's sanction, including the decision to place or not place a notation on the defendant's transcript, to the Dean.
- b) A party wishing to appeal may do so by delivering a written statement of appeal to the Dean setting out the reasons why the sanction should be modified. An appealing party should provide copies of the statement of appeal to the non-appealing party. If the appealing party does not have contact information for the non-appealing party, the appealing party should notify the Associate Dean or the Dean, and the Associate Dean or the Dean will provide the statement of appeal to the non-appealing party.
- c) The non-appealing party may file a written response to the statement of appeal with the Dean and the appealing party within five class days of receiving the statement of appeal. The response should not explain why the Dean should modify the sanction, as in a "cross-appeal." Any party seeking to have the Dean modify the sanction must do so in a separate statement of appeal within the time set out above.
- d) The Dean will modify the sanction and/or the decision to place a notation on the defendant's transcript only where the Associate Dean's decision was an abuse of discretion.
- e) The Dean will issue a written decision under this section to the defendant, the complainant, and the Associate Dean no later than twenty class days after the delivery of the notice of sanction.

G. Decision by Disciplinary Panel

1. **Decision by Panel:** Within five class days from the close of disciplinary panel proceedings, the disciplinary panel will reach a decision and issue a statement of decision. The decision of the disciplinary panel will be either "not guilty" or "guilty" of the Prohibited Conduct set out in the notice of complaint. If the disciplinary panel concludes that it is more likely than not that the defendant engaged in any of the Prohibited Conduct set out in the notice of complaint, then it will find the defendant guilty. Otherwise, it will find the defendant not guilty. The decision, along with any sanction imposed, will be based on a majority vote by the disciplinary panel. In the case of a finding of guilt, the disciplinary panel will impose one or more of the sanctions set out in this Code and will determine if a notation will appear on the defendant's transcript in accordance with Section III.
2. **Statement of Decision:** The disciplinary panel will issue a written statement explaining the basis for its decision and, in the case of a finding of guilt, setting out the sanction it has imposed on the defendant and indicating whether the finding and sanction will be noted on the defendant's transcript. The statement of decision will be sent to the defendant, the faculty defense advisor, the student defense counsel, the complainant, the faculty prosecution advisor, the student prosecution counsel, the Dean, the Associate

Dean, the student chair of the Honor Board, and the faculty advisor to the Honor Board.

#### H. Appeal to Dean from Disciplinary Panel Decision

1. **Appeal to the Dean:** No later than five class days after the disciplinary panel issues its statement of decision, the complainant or the defendant may appeal the panel's decision or the sanction imposed on the defendant. The appeal will be based only on the record and the statement of decision. A party wishing to appeal may do so by delivering a written statement of appeal to the Dean setting out the reasons why the decision should be reversed or the sanction imposed modified. An appealing party should provide copies of the statement of appeal to the disciplinary panel and any party adverse in interest.
2. **Response to Appeal:** A complainant or a defendant who wishes to respond to a statement of appeal may do so by providing a written response to the statement of appeal within five class days of receiving the statement of appeal. The response to appeal should be provided to the Dean, the disciplinary panel, and any party adverse in interest. The response should discuss only why the statement of appeal should be rejected in whole or in part. The response should not explain why the Dean should modify or reverse the decision or the sanction, as in a "cross-appeal." Any party seeking to have the Dean modify or reverse the decision or the sanction must do so in a separate statement of appeal within the time set out in the previous section.
3. **Grounds for Reversal:** The Dean may modify or reverse a decision of the disciplinary panel only on the ground that a decision of guilty or not guilty was the result of clear error or that the sanction imposed, whether in its excessive leniency or excessive harshness, was an abuse of discretion.
4. **Written Decision by the Dean:** The Dean will issue a written decision on all appeals in a matter no later than twenty class days after the delivery of the statement of decision. The written decision will be delivered to the defendant, the faculty defense advisor, the student defense counsel, the complainant, the faculty prosecution advisor, the student prosecution counsel, the Dean, the Associate Dean, the student chair of the Honor Board, and the faculty advisor to the Honor Board.

#### V. **THE HONOR BOARD: COMPOSITION AND PROCEDURES**

1. **Composition and Term:** The Honor Board will consist of twelve students, three of whom will be in their second year of study and nine of whom will be in their third year of study. Board members serve one year terms, commencing after a transitional meeting occurring no later than the last week of classes in the spring semester.
2. **Election:** Law students seeking Honor Board membership must run for election in the spring semester prior to the year in which they will serve. Students become eligible for the election by submitting a completed copy of Appendix D, the self-nominating form, to the student chair of the Honor Board. The student chair of the Honor Board, the Associate Dean, and the

faculty advisor to the Honor Board shall review the fitness of each self-nominated student to serve on the Honor Board. Each student who is approved by at least a two-thirds vote by the student chair of the Honor Board, the Associate Dean, and the faculty advisor to the Honor Board, shall be placed on the election ballot. The decision by the student chair of the Honor Board, the Associate Dean, and the faculty advisor to the Honor Board is final; however, no student shall be disqualified in the absence of serious concerns over the student's ethics, judgment, or other issues affecting the student's ability to serve on the Honor Board. In the event a student is disqualified from seeking election to the Honor Board, the student chair of the Honor Board, the Associate Dean, and the faculty advisor to the Honor Board, at the request of the student, shall disclose to the student the reason for the disqualification.

The typed statement of no more than 250 words submitted as part of the self-nominating form by each student wishing to run in the election will be made available to all students prior to the election. The student chair of the Honor Board, under supervision of the faculty advisor to the Honor Board, will conduct the election in the spring semester of each year.

3. **Voting:** Voting will take place as follows:

All students currently enrolled in the School of Law shall be entitled to cast one vote for each of the available student positions. This shall mean up to twelve (12) votes distributed across the classes as determined by Section V(1).

Those elected will be the three students with the most votes among the first year candidates and the nine students with the most votes among the second year candidates. If a tie occurs in filling the last position available in any class, the student chair of the Honor Board will, as soon as possible, hold a runoff election to resolve the tie.

4. **Confidentiality of Information:** Any information any member of the Board learns as a result of being a member of the Board is confidential and may not be revealed to anyone without direct authorization from the Associate Dean or the faculty chair of the disciplinary panel. A violation of this section constitutes Prohibited Conduct as outlined in Section II.
5. **Chair and Vice Chair:** Within the first week of the new Board taking office, the Board will elect from its members a student chair and student vice-chair. In the case of the removal or death of the chair, the vice-chair will become the chair and the Board will then elect from its members a new vice-chair. In the case of the removal or death of the vice-chair the Board will elect from its members a new vice-chair.
6. **Removal:** A Board member may be removed by himself or herself, by the Board, or by the Honor Board faculty advisor. A Board member who is unable to continue in fulfilling his or her position may resign by submitting a letter of resignation to the Honor Board faculty advisor and to the other members of the Board. A Board member who withdraws or is

expelled from the Law School will be considered to have resigned, in which case the faculty advisor will notify the remaining members of the Board. A majority of the Board may, for good cause, remove any other member of the Board. The Honor Board faculty advisor may, for good cause, remove any member of the Board.

7. **Adoption of Recommendations and Regulations:** The Honor Board may adopt internal procedural regulations related to the Code that are not inconsistent with the Code. A majority of the Honor Board constitutes a quorum for conducting business, and all recommendations and regulations must be approved by a majority of the members of the Honor Board who are present and voting at a meeting duly called. The student chair will call such meetings as may be required by the business of the Honor Board, and whenever requested by any seven members of the Honor Board. Each member of the Honor Board will be given four class days notice and a written agenda in advance of any meeting, unless this requirement is waived by unanimous consent of the members of the Honor Board.
8. **Faculty Advisors.** At any time, there will be at least three advisors appointed by the Dean: An Honor Board faculty advisor (also referred to herein as “faculty advisor to the Honor Board”), one or more faculty prosecution advisors, and one or more faculty defense advisors. The advisors have the following functions:
  - a) The Honor Board faculty advisor will: review complaints, along with the Associate Dean and the student chair of the Honor Board, to determine whether the complaints state a claim; advise the student chair of the Honor Board with respect to any matters related to the Honor Code; serve as liaison between the faculty advisors and the student chair of the Honor Board.
  - b) The faculty prosecution advisor(s) will advise students, faculty, and staff in the preparation of complaints and advise student prosecution counsel in matters before a disciplinary panel.
  - c) The faculty defense advisor(s) will advise students and student defense counsel in the preparations of answers and in matters before a disciplinary panel.
9. **Review of the Code by Board:** Every March, the student chair of the Honor Board will meet with the Honor Board faculty advisors to discuss the operation of the Code and to propose suggestions by the Board for amendment of the Code. The faculty advisor to the Honor Board will bring such suggestions for amendment to the faculty.
10. **Amendment of the Code by Faculty:** If the faculty elects to amend the Honor Code, it should submit any proposed amendments to the Honor Board for consideration and comment. No amendment to the Honor Code will affect a pending matter without the consent of the defendant.
11. **Annual Abstract:** At the end of each academic year, the outgoing student chair of the Honor Board will, in consultation with the Associate Dean and the faculty advisor to the Honor Board, prepare for dissemination to the Law School community an abstract on all reports of

suspected violations of the Honor Code received during the preceding twelve months. The Associate Dean will disseminate the annual abstract after preparation. The abstract will contain a synopsis of each suspected violation, including the underlying facts of the complaint, the determination on whether the complaint stated a claim, a summary of the specification of charges, the final judgment of the disciplinary panel, and the result of the Dean's review on appeal. The annual abstract will also include a synopsis of any violation where the Associate Dean imposes sanctions pursuant to Section IV.F. The abstract will preserve the anonymity of students accused of violating the Honor Code, the complainant, and any witnesses.

## **VI. MISCELLANEOUS**

- 1. Extension of Time Limits for Actions by Complainant or Defendant:** A complainant or defendant may request in writing for an extension of any time limit for any action or filing to be completed by the complainant or defendant. A party so requesting must provide an explanation or justification for the request.
- 2. Other Time Limits:** Any time limits pertaining to actions by the Associate Dean, Dean, Honor Board, faculty advisors to the Honor Board, disciplinary panel, or any combination thereof, are aspirational only and will not be used as grounds for the dismissal of a complaint.
- 3. Calculation of Time Limits:** Any reference to "class day" refers to a weekday where classes are ordinarily scheduled at the Law School, whether or not such classes take place. Time is calculated by excluding the initial day from which time begins to run, but counting the final day on which an action is to take place. For example, an appeal of any decision of the disciplinary panel to the Dean must be filed within five class days of such a decision. If the decision of the disciplinary panel is released on a Monday, the appeal is due on the subsequent Monday. Computation of days begins on Tuesday and Saturday and Sunday are excluded from the computation.
- 4. Designee:** The Associate Dean, the Dean, and other persons referred to by title may appoint a designee in appropriate circumstances.
- 5. Titles:** Titles are inserted for ease of reference only and will not be considered part of the Honor Code.
- 6. Email:** Any communication which is sent by email is considered to be in writing for the purpose of this Code.

## Appendix A: Sample Complaint

### Complaint of Christine Crow (ccrow@rwu.edu)

Date: November 1, 2016

For my complaint, I, Christine Crow, state as follows:

1. I am professor at Roger Williams University School of Law.
2. Nancy Noe is a third-year student at Roger Williams University School of Law.
3. Michael Moe is a second-year student at Roger Williams University School of Law.
4. Both Noe and Moe are currently registered in my seminar “Legal History: Appeal of Felony – Practice and Procedure.” A copy of the roster for the seminar is attached as appendix A to this complaint.
5. On September 15, 2016, I assigned students 10 page papers on various topics. Both Noe and Moe received and the same assignment. A copy of the assignment is attached as appendix B to this complaint.
6. The assignment made clear that students were not to collaborate, and that the papers were to be the result of each student’s original research and writing.
7. Both Moe and Noe turned in their papers on October 15, 2016.
8. The papers turned in by Moe and Noe are substantially similar and, in many instances, identical. Copies of Moe’s and Noe’s papers are attached as appendices C and D to this complaint, respectively, with the similar and identical portions highlighted in yellow.
9. The papers are so nearly identical that they can only be the result of Noe having copied from Moe, Moe having copied from Noe, Noe and Moe having collaborated, or Noe and Moe having plagiarized from the same source.
10. Aside from the persons set out in the class roster in appendix A to this complaint, I know of no other person who might have additional knowledge of Moe and Noe’s copying, collaboration or plagiarism.

I affirm that the contents of this complaint are true.

/s/Christine Crow

## Appendix B: Sample Notice of Complaint

*In the matter of Nancy Noe and Michael Moe*

### Notice of Complaint

Date: November 6, 2016

To: Nancy Noe

Please take notice that:

11. You are the subject of a complaint, attached as appendix A to this Notice, which accuses you of violations of section II.1.(a) of the Honor Code, Academic Dishonesty, and a disciplinary panel has been formed to consider the matter.
  
12. You have five class days after notice of the appointment of a student defense counsel to answer the complaint.
  
13. Your answer must:
  - k) State that your answer is in regard to a specific complaint by the complainant, Professor Christine Chow.
  
  - l) Give the date on which your answer is filed.
  
  - m) Provide your official email address.
  
  - n) Respond to each numbered paragraph in the body of the complaint with a statement that you affirm the facts alleged, deny the facts alleged, or deny knowledge or information sufficient to affirm or deny the paragraph. A denial must fairly respond to the substance of the allegation. If you intend in good faith to deny only part of an allegation you must admit the part that is true and deny the rest.
  
  - o) In subsequent numbered paragraphs, with each paragraph setting out a discrete fact, set out any further facts, beyond those contained in the complaint and implicit in your responses, that are relevant to whether you engaged in Academic Dishonesty.
  
  - p) Contain any additional relevant facts. Such facts should be based on your personal knowledge, but if based on information and belief, should state specifically the basis of such information and belief.
  
  - q) Contain, as an attachment, a copy of any document relied on by you that was not included in the complaint.
  
  - r) Identify any other persons not mentioned in the complaint that you believe to have personal knowledge of the facts in the complaint, along with a statement of what you believe to be the nature of that knowledge.
  
  - s) State that you affirm the truth of its contents.

t) Be signed by you.

14. The names and official emails of the members of the disciplinary panel are:

- Sarah Smith (Professor of Law), ssmith@rwu.edu
- John Jones (Professor of Law), jjones@rwu.edu
- Frank Fuller (Second-Year Law Student), fuller1234@g.rwu.edu

15. The name and official email address of the complainant is Christine Crow (Professor of Law), ccrow@rwu.edu.

16. The name and official email address for other interested parties is as follows:

- Student prosecution counsel: Richard Roe (Third-Year Law Student), rowe1717@g.rwu.edu
- Faculty prosecution advisor: Mary Martin (Professor of Law), mmartin@rwu.edu
- Faculty defense advisor: Andy Andrews (Professor of Law), andyandrews@rwu.edu

17. You have the right to a student defense counsel and may choose from among the following students, who have been elected to the Honor Board:

- Beatrice Best, bbest7654@g.rwu.edu
- Donald Davies, ddavies9876@g.rwu.edu
- Lakshmi Luthra, lluthra1357@g.rwu.edu
- Santiago Suarez, ssuarez9348@g.rwu.edu

You must make this election by notifying the Associate Dean of your selection within two days of the date of receiving this notice. If you do not make this election within two days of receiving this notice, a student defense counsel will be appointed to you.

18. You may seek to have any member(s) of the Disciplinary Panel recused.

19. In certain circumstances, you may petition for exemption from the disciplinary panel hearing, as outlined in Section IV.F of the Honor Code.

20. If you have any questions about this Notice, you are advised to contact the faculty defense advisor.



## Appendix C: Sample Answer

*In the matter of Nancy Noe and Michael Moe*

**Answer of Nancy Noe (nnoe2358@g.rwu.edu)**

Date: November 10, 2016

For my answer, I, Nancy Noe:

1. Admit the allegations in paragraph 1 of the complaint.
2. Admit the allegations in paragraph 2 of the complaint.
3. Admit the allegations in paragraph 3 of the complaint.
4. Admit the allegations in paragraph 4 of the complaint.
5. Admit the allegations in paragraph 5 of the complaint.
6. Admit the allegations in paragraph 6 of the complaint.
7. Admit I turned in my paper on October 15, 2016, but deny knowledge or information sufficient to form a belief as to when, if ever, Michael Moe turned in his paper.
8. Admit the document attached as appendix D to the complaint is my paper; admit that both my paper and the document attached as appendix C to the complaint are similar or identical as indicated by the highlighting; and deny knowledge or information sufficient to form a belief as to the author of the document attached as appendix C to the complaint.
9. Deny knowledge or information sufficient to form a belief as to the cause of similarity between my paper and the document attached as appendix C to the complaint; and deny I copied Moe's paper, collaborated with Moe, or plagiarized my paper from any source.
10. State that Moe has been involved in a romantic relationship with my apartment mate, Tammy Toe, and was a frequent visitor to our apartment. Accordingly, Moe would have had access to my laptop, which I kept on the common dining table in my apartment.
11. Persons with knowledge of Moe's visits to my apartment are Tammy Toe, ttoe1749@g.rwu.edu; Yael Yoe, yyoe2416@g.rwu.edu; and Graham Goe, ggoe@g.rwu.edu.

I affirm that the contents of this answer are true.

/s/ Nancy Noe

**Appendix D: Self-Nomination Form**

**Honor Board Student Self-Nomination Form**

I, \_\_\_\_\_, a \_\_\_\_\_ year student, declare my candidacy for a position on the Roger Williams University School of Law Honor Board.

If elected, I agree to uphold the Honor Code's provisions to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
RWU E-mail Address and Telephone Number

In support of my candidacy, I believe that I am qualified to serve in this position for the following reasons: [include statement of no more than 250 words; statement can be attached as a separate document].