



**Northeastern**

U N I V E R S I T Y

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S C H O O L O F L A W

**2010-2011**

**Student Information Handbook**

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**NORTHEASTERN UNIVERSITY  
SCHOOL OF LAW**

**A NOTE ABOUT THE COMMUNITY**

The School of Law is committed to diversity within the student body-diversity in background, diversity in age and diversity in racial and ethnic groups. The students in this entering class have been selected from a highly qualified pool of more than 4,300 candidates. Many have had significant job and life experiences, and all have demonstrated unique abilities and potential which should assure success in law school, on co-op jobs, on the bar examination, and ultimately, in legal practice. The law school is particularly interested in facilitating access for students of color and others who have been historically excluded and under-represented in the legal profession. As a community, however, we are concerned with more than access; our goal is to create a supportive learning environment in which all students feel welcome and valued, and in which all students can contribute to the intellectual life of the school.

Like any community, we have rules and policies to follow. The purpose of the Handbook is to define and explain those rules and policies.

**WHERE CAN I GET MORE INFORMATION/ANSWERS TO QUESTIONS?**

If you have questions about the information in this Handbook, you can ask the following people for assistance/clarification:

- **Assistant Dean Bettye Freeman or Associate Director of Academic and Student Affairs Bill Greene** (Academic and Student Affairs matters);
- **Associate Dean Lee Breckenridge** (Academics);
- **Associate Dean Martha Davis** (Clinical and Experiential Education);
- **Assistant Dean Sarah Hooke Lee** (Law Library and Computer Services);
- **Associate Dean Sara Sayess** (Fiscal matters);
- **Professor Melinda Drew** (academic support, disability, and mental health needs);
- Your **Faculty Mentor** (general law school academic matters);
- **Director of Financial Aid Linda Schoendorf or Financial Aid Counselor Mary Frances Church** (Office of Financial Aid);
- **Director for External Relations Jeff Smith or Director for Administration Jerry Slater** (co-op questions);
- **Assistant Dean Randi Friedman or Associate Director Valerie Kapilow** (career services).

## ACADEMIC RULES

### I OBJECTIVES AND SOURCES OF RULES

While this handbook is designed to inform students of many of the rules most likely to affect their academic careers, it is only one of several sources of rules. Students should also consult:

- the catalog of the School of Law,
- the University's Graduate Student Handbook,
- the Co-op Handbook,
- the Career Services Handbook,
- the instructions distributed with each quarter's registration materials, and
- the rules that control admission to the bar in the jurisdictions of choice.

The Office of the Dean will be responsible for providing each entering student with a copy of the Academic Rules of the School of Law.<sup>1</sup> Students relying on any published rules are responsible for informing themselves of any subsequent amendments or interpretations by inquiring at the Office of the Dean.

When a student has a special problem or question relating to his or her academic career that is not clearly or consistently answered by referring to the several basic sources of rules, she or he is responsible for consulting the Office of the Dean for clarification.

### II ACADEMIC RULES

In order to graduate, every student must successfully complete the following (the details of which are explained below):

#### 1. REQUIREMENTS FOR THE JURIS DOCTOR DEGREE

##### (a) General Requirements

##### (1) Credit Hours in Residence

The Juris Doctor Degree be awarded upon the successful completion of:

- (A) Academic: Thirty-Four (34) semester credit hours first year and a minimum of fifty-three (53) quarter credit hours of academic courses earned during at least four (4) upper-level academic quarters in addition to the first year and during the requisite period in residence [refer to 1(g)]; and
- (B) Cooperative: Four (4) cooperative work quarters in a legal setting;<sup>2</sup> and

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<sup>1</sup> Many of the tasks assigned in these rules to the Office of the Dean are delegated to the Assistant Dean for Student Affairs and the Office of Academic and Student Affairs.

<sup>2</sup> Transfer students are advised that if they wish to graduate on time, they will have to complete eleven (11) weeks of work in a legal setting that qualifies as a co-op placement before beginning school at NUSL. Questions about what legal work will qualify may be directed to the law school's co-op office.

- (C) The Public Interest Requirement; and
- (D) The Upper-level Writing Requirement (Please see Tab A).

(b) Credit for Courses Passed

For first year students entering the law school beginning with the Fall 2007 semester, the following applies:

1. **First year students** shall receive credit toward the Juris Doctor degree for those courses in which they receive grades of “Credit” or “Marginal Pass” but not for courses in which they receive a grade of “Fail.”
2. **Upper level students** will receive credit for courses in which they receive a grade of “High Honors,” “Honors,” “Pass,” or “Marginal Pass,” but not for courses in which they receive a grade of “Fail.”

**Transfer students** entering the law school as of Fall 2008 will receive credit as described in paragraph 1(b)2.

Students who are retaking all or part of the first year beginning in the Fall 2007 semester will receive credit as described in paragraph 1(b)1. However, students who entered the law school prior to Fall 2007 and who have successfully completed their first year by Fall 2007 will remain under the grading system of Pass/Marginal Pass/Fail.

(c) Required Grades

All required courses prescribed by the faculty, all cooperative work quarters, the upper-level writing requirement and the Public Interest Requirement must be completed with passing grades in order to satisfy the J.D. degree requirements.

(d) Consecutive Quarter Restriction

A student may not take for credit more than two (2) consecutive academic or cooperative quarters, subsequent to completion of the first year.

(e) Pre-Matriculation Credit

Except in the case of credit accepted for transfer students, no credit toward the J.D. degree will be given for offerings taken prior to full matriculation in the School of Law.

(f) Minimum University Credit

Students who transfer into the School of Law from other law schools must earn a minimum of twenty-nine (29) of the eighty-seven (87) credit hours of academic courses required for the Juris Doctor degree in the School of Law or in approved Northeastern University courses.



(g) Residency Requirements

Students are “in residence” for purposes of Rule 1(a) only during quarters in which they enroll in at least ten (10) credit hours of course work and successfully complete nine (9) credit hours of course work.<sup>3</sup> Furthermore, full-time residency credit will not be awarded to a student who [does not devote substantially all or his/her working hours to the study of law] or engages in employment for more than twenty (20) hours per week.

(h) Required Courses

(1) First Year Courses: All required first-year courses must be completed with passing grades in order to satisfy the J.D. degree requirements.

(2) Upper-Level Courses: The second and third-year curriculum is elective, with one exception. Each student must complete Professional Responsibility with a passing grade in order to satisfy the J.D. requirements.

(i) Failure to Successfully Complete a Cooperative Work Quarter

Any student who fails to successfully complete a cooperative work quarter must make up the quarter in order to be eligible for graduation. Successful completion of a cooperative work quarter is defined in the Co-op Handbook, current for the year in which the co-op is undertaken and that definition is incorporated by reference in this rule.

(j) Courses in Other Law Schools

Students may earn credit toward the Juris Doctor degree by enrolling in courses in other law school with the permission of the Dean. For credit to transfer, students should take course(s) that are not offered at the Law School and course(s) that enhance their career goals.

## **2. MINIMUM AND MAXIMUM COURSE LOADS**

(a) Minimum Course Load

A student must register for and complete a minimum of twelve (12) credit hours of academic work in each academic quarter. Approval to register for fewer than twelve (12) credit hours requires a petition to, and approval by, the Office of the Dean.

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<sup>3</sup> Students should be aware that a student who receives less than nine (9) hours of academic credit in a quarter or engages in employment for more than twenty (20) hours per week may lose part or all of the residency credit for that quarter under the rules of the American Bar Association (Rule 304), the Association of American Law Schools (Rule 2.2) and the New York Court of Appeals.

(b) Maximum Course Load

A student may register for a maximum of sixteen (16) credit hours of academic work in each academic quarter. Approval to register for more than sixteen (16) credit hours requires petition of and approval by, the Office of the Dean.

**3. ACADEMIC OFFERINGS FOR CREDIT**

(a) Courses

Courses are offerings in which the instructor requires a written examination, a term paper, or other written product as defined by the instructor which comprises at least two-thirds of the basis for the grade. All courses must be evaluated by written examination or a term paper or other written product as defined by the instructor except courses involving extensive written work, trial practice, other simulated or practice skills courses, and courses which are principally concerned with legal writing and research.

(b) Seminars

Seminars are limited enrollment offerings in which the instructor must require the writing of a research paper or papers which meet standards established by the faculty and which research paper or papers must comprise at least two-thirds of the basis for the grade.

(c) Independent Study

A student may earn credit toward the J.D. degree for independent study pursuant to the following rules:

- (1) A faculty member must supervise the independent study.
- (2) The student must prepare a written proposal for his or her independent study which must be approved in writing by the supervising faculty member. The study must culminate in a written paper, exercise or examination, a description of which shall be included in the written proposal. After the supervising faculty member approves the proposal, a copy should be filed with the Office of the Dean.
- (3) The student and the supervising faculty member shall agree on the number of credit hours to be earned for the independent study. The independent study required in order for the student to earn the agreed upon number of credit hours shall be substantially equivalent to the requirements of a course offering of the same number of credit hours.
- (4) Except when approved by the Dean, students may not earn more than a total of six (6) credits of independent study toward the J.D. degree, and may not earn more than three (3) credits of independent study in any one (1) quarter.

(d) Lawyering Fellows

Students who are lawyering fellows may receive credit toward the J.D. degree with faculty approval.

(e) Clinics

Clinics and simulated clinics are limited enrollment offerings designed to expose students to a range of professional and practical experiences. Enrollment is at the discretion of the clinic instructor, and enrollment in more than one clinic per academic quarter shall not be permitted.

(f) Non-Law Offerings

Students may earn a total of six (6) credit hours toward the J.D. degree by successfully completing graduate level, non-law offerings in other branches of the University. A student must first secure the approval of the Dean before registering for such courses. The student must demonstrate, to the Dean's satisfaction, that such non-law offerings will contribute to his or her professional development or will advance career-related goals.

#### **4. CONDUCT OF CLASSES**

(a) Class Attendance

Regular and punctual class attendance is required to earn academic credit and to satisfy residency requirements. A student who regularly fails to attend, and/or regularly arrives late to a particular course may, after written notice, be dropped from the course.<sup>4</sup> It is the student's responsibility to inform faculty of anticipated multiple absences and to explain unanticipated absences of an extended nature. When it comes to the attention of the faculty member teaching a course that a student is in violation of this rule, the following process will be initiated:

(1) The professor or the Assistant Dean for Student Affairs will send written notice to the student that he or she is in violation of this academic rule, that his or her academic standing in the course is in jeopardy, and that he or she must schedule a meeting with the professor or the Assistant Dean to discuss the situation.

(2) The professor or the Assistant Dean for Student Affairs will meet with the student to discuss the student's absences or late arrivals.

(3) On the basis of that meeting, the student's standing in the course will be determined by the Assistant Dean, in consultation with the professor. Factors to be considered in that determination include, at a minimum, the number of classes or the amount of class time missed, the role of class participation in the structure and mission of the course, and the student's reasons for being absent or late.

(4) Regardless of the initial determination of the student's standing in the course, the student will be dropped from the class if the pattern of multiple absences or late arrivals continues.

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<sup>4</sup> Students who drop a course should be careful that they are in compliance with Rule 1(a)1(A), relating to residency requirements and should consult the Assistant Dean for Student Affairs if they are unsure of compliance.

(b) Recording Class Sessions

Northeastern University School of Law prohibits the use of audio and video recording devices by students to record class lectures unless they have the express consent of the professor. Audio and video recording devices include, but are not limited to: audio cassette recorders, camcorders, MP3 recorders, recording audio or video via laptop computer, cell phone, or PDA, other analog, digital and/or mechanical recording devices. Students who have the express consent of a professor to record a class must make their own arrangements to record the class. The NUSL Office of Computer Services (OCS) (324/325 KN) is not available to record classes for individual students. Some classrooms are equipped with recording equipment students can use, and for other rooms, students may borrow audio cassette recorders from the Department of Information and Research Services at no charge. The student must arrange for the pick-up and return of the audio cassette recorders. The student is responsible for providing an audio cassette or other appropriate recording media.

Students should keep in mind that tape recordings are subject to copyright laws. By giving permission to record, the instructor does not waive any rights that the instructor or the University may have under copyright law. Faculty members may authorize video and/or audio recording, at their discretion. Faculty members consider important student concerns such as medical needs, religious observances and professional responsibilities to clients when making this decision.

Students who are requesting that classes be recorded as an accommodation under the Americans with Disabilities Act must contact the Assistant Dean for Student Affairs. Appropriate accommodations will be arranged.

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

**5. ADDING AND DROPPING OFFERINGS**

(a) Adding Offerings

No student may add any offering after the first five days of classes in any quarter.

(b) Dropping Offerings

(1) First-Year Students: A first year student may drop a required first-year offering or may fail to register for the continuation of a multi-quarter course only with the advance approval of the Dean. Approval will be granted only to students who demonstrate to the Dean's satisfaction compelling reasons for dropping a required first-year offering. The Dean shall report his or her approval to the faculty member(s) teaching the course. Such approval shall not exempt a student from the requirement of Rules 1(c) and 1(i) that all required courses must be completed with passing grades in order to earn a J.D. degree.

(2) Upper-level Students:

(A) General: Except as otherwise provided below, an upper-level student may drop any course at any time prior to the end of the third week of school.

(B) Dropping Limited Enrollment Offerings and Clinics: A student must inform the instructor by the end of the first class session if she or he is not going to remain. A student who does not attend the first class session will be automatically dropped from the course. A student may not drop a course after the first class session without written approval of the Instructor and Assistant Dean. Special students wanting to enroll in Limited Enrollment Offerings may do so only if space exists after law students have enrolled.

(C) Preference for Enrollment in the Trial Practice Courses: First Preference is to third (3<sup>rd</sup>) year students who have not taken a trial practice course; Second Preference is to second (2<sup>nd</sup>) year students who have not taken a trial practice course; Third Preference is to third (3<sup>rd</sup>) year students who have taken a trial practice course.

## **6. LEAVES OF ABSENCE**

(a) General

During a student's tenure and after the first semester examinations, the Dean may approve any student petition to take a leave of absence for a specified period of time not to exceed one (1) year. Such leave allows the student to withdraw from the School of Law and continue his or her studies later without going through a reapplication process (see Policies, Procedures and Programs).

(b) Readmission

A student who takes an unauthorized leave of absence or one who does not return to the School of Law when an approved leave expires must submit an application for admission and such other materials as the School of Law requires of all first-time applicants. If the applicant is readmitted, the Office of the Dean shall determine what credit for prior completed work, if any, shall be granted on readmission.

(c) Credit Retention

Students who are granted a leave of absence and who return within the specified time shall retain credit for the work satisfactorily completed prior to leaving the School of Law.

## **7. GRADES**

(a) For an explanation of the grading system in effect in the law school, please see 1(b) above.

(b) Incomplete Grades

"Incomplete" is a temporary grade designation, which may be given when the work in a course has been generally passing, but when the student has not completed some specific course requirement, a paper or

an examination and the instructor has approved the student's completion of such requirement after the date for the conclusion of the course. The student must complete the course no later than three (3) weeks after the beginning of the second quarter following that quarter or semester in which the course was offered.<sup>5</sup> Failure to do so will result in a final grade of Fail. An additional extension to complete a course may be granted in extraordinary cases but only if the course instructor and the Dean agree that compelling circumstances exist.

(c) Written Evaluation

In addition to the grades as previously defined, each professor shall provide a written evaluation of the quality of the each student's performance in the course.

(d) Transcript

Only the grades of Credit, Pass and Fail (for first year students) and High Honors, Honors, Pass, or Fail (for upper level students) shall be recorded on the student's permanent record card. The grade of Marginal Pass shall be recorded as Credit and Pass. The permanent record and the course evaluation of any student who passes upon re-examination shall note that credit for the course was awarded on re-examination. If a student has not successfully completed a cooperative work quarter, the student's permanent record will contain a notation that states, "co-op credit denied for [x] quarter." The co-op evaluation for the uncredited co-op will not become a part of the student's permanent record. Copies of the student's written evaluations and cooperative employer evaluations shall be maintained in her or his file and shall become part of the permanent transcript.

(e) Appeals

Except as hereinafter provided, in order to appeal a grade/evaluation with the Office of Academic and Student Affairs, a student must file an appeal on or before 4:30 p.m. on the Friday of the third week of the quarter immediately following the quarter in which the grade was e-mailed or mailed to the student. (To illustrate, if the exam is taken in the Summer 2007 quarter, the grade would be made available to the student during the Fall 2007 quarter, and the appeal would be due by 4:30 p.m. on Friday of the third week of the Winter 2007-2008 quarter.) A first year student appealing a first semester grade must file an appeal on or before 4:30 p.m. on Friday of the end of the third week of the Spring quarter and when appealing a second semester grade, the appeal must be filed on or before 4:30 p.m. on Friday of the end of the third week of the Fall quarter.

## 8. EXAMINATIONS

(a) General

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, courses involving skills

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<sup>5</sup> As an example, if a student is required to complete a paper for a course held in the fall quarter and receives the instructor's approval for an extension, the student must turn in the paper by the end of the third week of the spring quarter.

practice such as moot court, trial practice, legal writing and drafting, and other performance courses, and in courses involving extensive written work such as seminars and individual research projects.<sup>6</sup>

(b) Timing of Assignment of Term Papers and Drafting and Negotiating Exercises

Instructors should provide notice of term papers or drafting or negotiating exercises as early as possible during the quarter so that the assignment will not interfere with a student's preparation for examinations in other classes. In particular, instructors may not assign term papers or drafting or negotiation exercises that will be a substantial part of the final grade during the last two (2) weeks of classes before the official examination period.

(c) Proctoring Examinations

Examinations shall be given pursuant to such proctored or honor system as the course instructor deems necessary.

(d) Grading Examinations

Examination numbers shall be employed for all final examinations, including take-home and floating examinations. Examination papers are graded anonymously and grades are submitted tentatively on that basis to the Office of the Dean. Instructors may, thereafter, learn the identity of students before finalizing course grades in order that factors other than the final examination scores may, at the instructor's discretion, be reflected in the final course grade determination.

(e) Postponed Examinations

(1) General: Students are required to take their examinations as scheduled. Except as provided in Rule 7(b), a student will be permitted to postpone an examination only after securing approval from the Office of the Dean and whenever possible from the course instructor. Such approval will be granted only on the basis of an extremely compelling justification.

(2) Illness: When a student becomes seriously ill during the examination and is for that reason unable to complete the scheduled examination she or he must immediately notify the Office of the Dean.

(3) Completing Postponed Examinations: A student shall be required to take the postponed examination as soon as possible, as determined by the Office of the Dean in consultation with the course instructor. If the examination is not taken and graded before the course grades are submitted the student shall receive a grade of Incomplete.

(4) Unauthorized Postponement: Any student who has not received permission to postpone a scheduled final examination, or who fails to appear without giving adequate justification, as

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<sup>6</sup> This provision is based on Standard 303 of the American Bar Association's accreditation standards.

determined by the Dean, or who fails to timely hand in any final paper or project, shall receive a grade of Fail.

(f) Variations in Examination Schedules

Students may arrange the following variations in the examination schedule with the approval of the Office of the Dean.

(1) Same Day Examinations: When a student has two (2) in-class examinations scheduled on a single calendar day, she or he may postpone the date of one (1) such examination to a subsequent date approved by the Office of the Dean. In all cases, the subsequent date shall be within the official examination period.

(2) Consecutive Day Examinations: When a student has three (3) or more in-class examinations scheduled on three (3) consecutive calendar days, he or she may postpone the date of one (1) such examination to a subsequent date approved by the Office of the Dean. In all cases, the subsequent date shall be within the official examination period.

(3) Construction of Rules: The above rules shall be construed so as to assure that no student is required to take more than two (2) in-class examinations in any three (3) consecutive calendar days.

(g) Examination Procedures

Before each examination period, a schedule will be posted on myLaw and the official bulletin board located next to room 61 Cargill Hall. In order to preserve anonymity in grading, examinations papers are identified by a number assigned to each student at the beginning of every examination period; students can access their examination numbers on myLaw. This number should be retained by the student for that period and written on all examination books and papers. After reading and grading the exam, the faculty member will identify the author of each one, making suitable adjustments in the evaluations to reflect classroom performance.

Administered by the Office of Academic and Student Affairs, examinations may be open or closed book, or take-home, at the discretion of the professor. Students may hand write their exams, use their own laptop computers, or use NUSL computers as available. The Office of Academic and Student Affairs will assign each student to a room in which the student must take his or her exam. Students using their own laptops will be required to install secure exam software provided by the law school.

Examinations may be conducted on the honor system or proctored. Under the latter method, students will be told at periodic intervals how much time is left. At the end of the maximum time allowed, students must submit their answers as well as the exam itself and any scrap paper the student has used.

Students are only permitted to postpone or reschedule examinations pursuant to Academic Rule 8.



(h) Retention of Examination Papers

(1) Deposit: All final examination papers must be deposited by course instructors with the Office of Academic and Student Affairs within four (4) weeks after the date final grades are submitted to the Registrar. Once deposited, final examination papers shall be retained by the Office of Academic and Student Affairs for one (1) year.

(2) Right of Review: Students shall have the right to review their evaluated examinations. In cases in which the instructor deems it appropriate, the instructor may require that the student review the graded examination and/or examination questions in the instructor's presence.

**9. ACADEMIC PERFORMANCE – FIRST YEAR STUDENTS**

(a) Deficiencies and Inadequate Academic Performance

For purposes of this rule, a student shall be given two (2) deficiencies for each grade of Fail and one (1) deficiency for each grade of Marginal Pass, provided that a student who receives a Marginal Pass in a course shall receive full credit in the course toward graduation. Any grade that is changed from an initial Fail to a Pass upon Retake continues to operative as a deficiency for the purpose of these rules.

(b) Academic Deficiencies

(1) Academic Deficiencies in the First Semester of the First Year

Any student who receives one (1) or more deficiencies in the first semester shall be required to participate in a second semester academic success program. Failure to perform adequately in the program will be considered as an additional deficiency for purposes of placing the student on academic probation, for retaking the first year, or for mandatory participation in certain upper level courses (3-6 credit hours) to be determined by the Academic Success Program Director, in consultation with the Assistant Dean and Director of Academic and Student Affairs.

(2) Referrals During the First Semester of the First Year

Based on one (1) or more referrals from a professor for poor performance in a first semester course short of a Marginal Pass or Fail, the Academic Success Program Director, in consultation with the Assistant Dean for Student Affairs, will have the authority to meet with the student and to require participation in a second semester academic assistance program.

(3) Academic Deficiencies in the Second Semester of the First Year

Any student who receives one (1) or more deficiencies by the end of the first year shall be required to enroll in certain upper level courses (3-6 credit hours) to be determined by the Academic Success Program Director, in consultation with the Assistant Dean for Student Affairs.

(4) Referrals During the Second Semester of the First Year

Based on one (1) or more referrals from a professor for poor performance in a second semester course short of a Marginal Pass or Fail, the Academic Success Program Director, in consultation with the Assistant Dean for Student Affairs, will have the authority to meet with the student and to require participation in certain upper level courses (3-6 credit hours).

(c) Retaking the First Year

(1) Any first-year student who receives two (2) deficiencies during the first year will meet with the Assistant Dean to determine whether all or part of the first year must be retaken. Any first-year student who receives four (4) or more deficiencies shall be required to retake all or part of the first year under the provisions of Rule 9(a). If a student is enrolled in the Summer quarter when notice of his or her failure to satisfy this requirement is received, the student may complete the Summer quarter, and any credit earned in that quarter may be accumulated if the student successfully retakes and completes the first year.

(2) If a student retakes the first year pursuant to this rule, the courses to be repeated and any other courses to be taken shall be determined by the student's first-year instructors and the Dean. Any student who retakes the first year pursuant to this rule and who receives a grade of Marginal Pass in two (2) or more first year courses shall be permanently dismissed.

(3) If a student retakes the first year pursuant to this rule, he or she may retake a single examinations in one (1) previously failed course (rather than retake the course) if the Dean and student's instructor for such course permit. The student may take this examination at the next regularly scheduled examination or arrange with the Dean to retake the examination earlier. In the event that the student fails this examination, he or she shall be permanently dismissed.

(4) Any student who retakes the first year pursuant to this rule and fails the examination in any course that he or she previously failed shall be permanently dismissed. Any student who retakes the first year and fails any course that he or she previously passed shall be entitled to another examination in the course. In the event that the student fails this third examination, he or she shall be permanently dismissed.

(5) Students who have two (2) or more deficiencies after the first semester of first year will be required to stay in school or take a leave of absence during the following summer quarter. Students must withdraw from early co-op placements as soon as they are aware of their deficiencies.

(d) Retaking First Year Courses and Examinations

A student who fails any first year course, but who is not required to retake the first year under Rule 9(c) , may retake the course or may retake an examination in such course.

For First Semester Courses, the student may retake the examination during the first week of the following April; or during the period following spring quarter exams but prior to summer quarter registration.

For Second Semester Courses, the student may retake the examination following the end of exams for the summer quarter and no later than the end of the first week of fall quarter; or during the first week of the following November.

In the alternative, with permission of the professor and Dean, the student may retake the examination during the next regularly scheduled examination in that course.

(e) Probation

Any first year student who receives at least two (2) Marginal Passes or at least one (1) Fail on his/her initial grade<sup>7</sup> in a first year course shall be placed on probation for the next academic year following the conclusion of the first year. The Dean shall approve the courses to be taken by the student during such year.

(f) Dismissal

Any student receiving six (6) or more deficiencies during the first year shall be permanently dismissed.

## **10. ACADEMIC PERFORMANCE – UPPER LEVEL STUDENTS**

(a) Probation

Any upper-level student who receives one (1) Fail or two (2) Marginal Passes on his or her initial grade in any academic quarter shall be placed on probation for the next academic quarter. The Dean shall approve the courses to be taken by the student during the next academic year. Any grade that is changed from an initial Fail to a Pass upon Retake continues to operate as a deficiency for the purpose of these rules.

(b) Retaking Examinations

In the case of severe extenuating circumstances (i.e., documented medical illness or family crisis), a student may be allowed to retake an examination if approved by the Assistant Dean. A retake will not be allowed under any other circumstance.

(c) Academic Performance While on Probation

If any student on probation during any academic quarter receives one (1) Fail or two (2) Marginal Passes on his or her initial grade in any course during the quarter, he or she shall be dismissed from the Law School.

(d) Academic Counseling

A professor may notify a student and the Dean if a student, although receiving a grade of Pass on an examination, requires academic counseling and monitoring. If two or more faculty members notify the Dean of such a need, the Dean shall approve the courses the student takes during the following semester or quarter.

(e) Failure to Successfully Complete Cooperative Work

Any student failing to successfully complete a cooperative work quarter shall be deemed to be on probation and subject to the terms and conditions set forth in the Co-op Handbook. Any student failing to successfully complete two (2) cooperative work quarters shall be dismissed from the Law School.

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<sup>7</sup> "Initial grade" means the grade received prior to any permitted re-examination.

## **11. READMISSION FOLLOWING DISMISSAL FOR ACADEMIC FAILURE**

### **(a) Grounds for Readmission**

Any student who is dismissed under Rule 9 or Rule 10 may petition the Dean for readmission. Readmission shall be granted only under exceptional circumstances. Exceptional circumstances are those involving the illness of the student or a person close to the student or another serious difficulty that is both outside of the student's immediate control and unlikely to recur.

### **(b) Procedure for Petitioning the Dean**

Dismissed students must wait one (1) year before the Dean will accept a petition for readmission. The petition shall explain the exceptional circumstances leading to the student's failing academic performance and why such circumstances are unlikely to recur. The petition may include supporting documentation (*e.g.*, a letter from a physician). The contents of the petition shall be kept confidential except as necessary for deliberation.

The Dean shall appoint an ad hoc committee consisting of three (3) members of the law school faculty and administration to review the petition. The student may request a brief meeting with the ad hoc committee. After reviewing the petition, the ad hoc committee shall make a recommendation to the Dean to deny the petition or readmit the student. The Dean, in his or her discretion, may accept or reverse the recommendation of the ad hoc committee. The Dean and/or the ad hoc committee may place conditions on reinstatement. The Dean shall inform the student of his or her decision by letter. If the letter denies the petition, it shall state briefly the reasons for the denial. The decision of the Dean shall be final. The Dean need not accept a subsequent petition for readmission from the student.

## **12. GRIEVANCES**

Students who wish to appeal a course evaluation should follow the provisions under Rule 7(e). The Northeastern University Undergraduate and Graduate Student Handbooks also provide for an appeal of the decision of the Dean. Students should consult the handbooks to determine the applicable procedures or seek advice from the Assistant Dean for Student Affairs or other appropriate University Official.

Students who feel that they have been the victim of harassment or discrimination should consult with the Office of Institutional Diversity and Equity of Northeastern University as soon as they become aware of alleged prohibited harassment or discrimination. Students are not required to wait until a term grade or other determination is made before seeking advice on redress. If the Institutional Diversity and Equity Office is advised of such alleged prohibited conduct as part of an academic appeal, the appeal shall be pursued and investigated through the Office of Institutional Diversity and Equity first.

## **III RULE REVISION**

No rule will be amended in a manner which unfairly prejudices a student who has justifiably relied upon it. Amendments may be proposed by any member of the law school community. Such proposals may be directed to the Academic and Student Life Committee. All rule revisions shall be made in accordance with the

requirements of Section VI. In appropriate circumstances, input from students will be solicited in a manner consistent with these rules and the existing Law School Charter.

#### **IV PETITIONS TO THE FACULTY**

Students and faculty are expected to comply with the rules of the School of Law. A student or faculty member, however, may for good reason seek an exception to the rules or appeal the administrative decisions made pursuant to the rules [by petition to the faculty].

#### **V EFFECTIVE DATE**

The rules contained herein shall be effective as of April 16, 2009.

#### **VI CONFORMITY WITH ACCREDITATION RULES**

These rules shall be interpreted in conformity with the accreditation requirements of the American Bar Association, the Association of American Law Schools, and the Court of Appeals of the State of New York.

Adopted by vote of the Law School Advisory Council on October 15, 1981; amended April 15, 1982; amended April 30, 1992 by the Faculty and adopted by the Law School Advisory Council on July 2, 1992; amended and adopted by the Faculty on March 25, 1993; amended and adopted by the Faculty on April 18, 1996; amended and adopted by the Faculty on April 17, 1997; amended and adopted by the Faculty on April 26, 2001; amended and adopted by the Governing Council on March 9, 2005; amended March 9, 2007; amended and adopted by the Faculty on April 16, 2009.\*

Please note that the Northeastern University Student Handbook for Graduate Students is the official statement for graduate or professional students. Therefore, its rules take precedence over any guidelines contained in this manual.

**\*Please see TAB B for a copy of the Law School Charter.**

## **POLICIES, PROCEDURES AND PROGRAMS**

### **ACADEMIC HONESTY**

A necessary prerequisite to the attainment of the goals of the University is the maintenance of honesty in all academic work. Students are expected to present only that which is clearly their own work on tests and in any material submitted for credit.

The law school does not use traditional numerical or alphabetical grading methods, nor does it have law review or class rankings. The narrative evaluations that students receive in each course do, however, describe how well the student has performed and, as these evaluations become part of a student's official transcript, they can, and often do, play a significant role in the hiring decision of co-op and permanent employers.

### **PLAGIARISM AND RELATED OFFENSES AND ERRORS**

#### **I Definitions**

The Northeastern University Undergraduate Student Handbook ("the Handbook") defines *plagiarism as intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise without providing proper documentation of the source by way of a footnote, endnote, or intertextual note.* Under University rules, a student found by the Student Judicial Board to have plagiarized has committed an offense of *Academic Dishonesty* and is subject to a minimum sanction of deferred suspension; a student found to have plagiarized a second time is subject to expulsion.

The Law School is bound by these rules (which are referenced in the Graduate Student Handbook). The purposes in this Part are to clarify for the Law School's internal purposes how the University definition applies in the context of a field anchored in precedent and in a professional culture that relies on such practices as maintaining and drawing from "brief banks," and also to distinguish other offenses and errors which should or should not trigger University disciplinary procedures.

#### **A. Unauthorized Collaboration vs. Copying from Another Student**

Both unauthorized collaboration and copying from a fellow student are covered in the Handbook under the general heading of *Academic Dishonesty* and the same procedures and penalties apply as do to plagiarism. The Handbook appears to provide that collaboration is authorized only by the instructor's express permission. In the study and practice of law, many projects are the result of teamwork, consultation and vigorous exchange. Law students learn this early and well in their Legal Skills in Social Context Law Offices. Furthermore, at least some instructors in law school "podium" classes expect students to discuss issues before sitting down to draft a memorandum, paper or take-home examination.

NUSL has a blanket presumption applicable to all assignments completed outside of class that students may discuss issues and arguments *prior to* writing, but that the written products that students turn in must be theirs alone. Any instructor may by explicit instruction deviate from the policy (whether to encourage greater collaboration or to prohibit it) at any time. The presumption *shall not apply* to in-class examinations, where collaboration is presumptively forbidden. If, however, instructors wish to prohibit the use of collaboratively developed course outlines, they must do so explicitly. The mere fact of an

instructor prohibiting the use of commercially prepared outlines shall not be read to have been adequate notice of a prohibition against outlines prepared collaboratively by students.

As explained above, an instructor may be explicit that a written product is expected to be the result of a group effort (*i.e.*, a single paper or memorandum may be expected to bear the names of more than one (1) student). If one (1) member of the group commits an offense of academic dishonesty without the knowledge of the other group members, those other group members shall not be held accountable for the offense. All students who lend their names to a final product, however, are expected to do so only when based on the good faith belief that the work is original to the group.

In addition, no student may submit a single paper in satisfaction of the requirements for two (2) courses, nor shall a student submit two (2) papers which are not identical but which nonetheless represent essentially the same body of research and the same ideas, unless the instructors for both courses grant their explicit permission. For example, if a student is enrolled in two (2) courses for which a twenty (20) page paper is required, the instructors for the two (2) courses may, in their discretion and by mutual agreement, permit the student to submit a forty (40) page paper to satisfy the requirements of both courses.

Copying the work of another law student (past or present, at Northeastern or elsewhere) and turning the work in as one's own is strictly prohibited and shall result in referral to the University for disciplinary proceedings. This rule applies not only to wholesale copying of an entire product, but also to copying any part of a product written by someone else. Purchasing a paper, for example, from an on-line service, is strictly forbidden and shall result in referral to the University for disciplinary proceedings.

#### **B. Sloppy Citation vs. Plagiarism**

Law students are responsible for properly citing to all sources for assertions of fact, statements of law, comments, ideas or arguments. This obligation extends to (but is not limited to) sources such as cases, statutes, regulations, policy memoranda, law review articles, books, and web sites – even movies. Instructors shall be vigilant in their continuing instruction to students regarding the specifics of this obligation. Students are excused from this obligation during timed exams and may be excused by explicit instruction from this obligation during take-home exams.

That said, students typically proceed along a learning curve as they adapt to the rigors of law school and the practice of law. *Unintentional* failure to meet the standards for attribution, therefore, shall be considered a deficit in learning requiring an educational remedy rather than an offense against Academic Honesty. When an instructor suspects that the failure to cite has been *intentional*, however, the offense will be deemed to fall under the University definition of plagiarism and shall result in a referral to the University for disciplinary proceedings.

#### **C. The Special Circumstances of Co-op and Clinical Work**

In many instances, law students produce work that serves two (2) purposes: pedagogical and professional. For example, a memorandum drafter on co-op is part of the student's education, for which the student can hope to receive feedback from a supervisor and on which the student's performance might be evaluated. The same memorandum, however, might also contribute to the work of the co-op

employer in serving the employer's client or another professional function. As all lawyers know, many legal materials enjoy long lives, resurfacing in substance again and again on different occasions. For example, a law firm might use "boiler plate" language setting forth the standard for summary judgment, or might maintain a "brief bank."

The Law School would undermine the symbiosis of education and professional work that underlies the co-op and clinical programs by insisting that students deviate from accepted professional practices designed to maximize efficiency. There can be no absolute rule, therefore, that students on co-op or in a clinical setting ignore existing documents relied upon by their employers and clinical instructors and draft each document from scratch.

Instead, while students must be free to adapt to the customs of the profession, they bear the burden of ensuring that they are not wrongfully credited for work they did not perform. For example, if a student turns in a product to his or her supervisor that is substantially drawn from a pre-existing document, the student must inform the supervisor that the work is not original so that the supervisor does not evaluate the student based on work that was performed by someone else. Similarly, the student may not use the product as a writing sample to send to prospective employers or submit the product to satisfy the Law School's Rigorous Writing Requirement.

The same standard applies where the student has collaborated on a professional product so that he or she is not falsely credited for the product in its entirety. (If possible, the student may sever his or her contribution and present it separately.) Of course, the distinction discussed in Part B above (between intentional and unintentional failure to meet attribution standards) shall apply in co-op and clinical contexts as well as in the context of a traditional academic exercise.

## **II Process for Internal Investigation of Possible Offenses**

Instructors are those faculty members, adjunct faculty and lecturers responsible for a course or for supervising student work. Teaching assistants and teaching facilitators are not considered instructors for purposes of this Part. Any teaching assistant or teaching facilitator who suspects one of his or her students of academic dishonesty shall notify the instructor for the course, whose responsibilities are set forth in this Part.

An instructor who suspects irregular citation or plagiarism in a student submission shall compare suspect passages to likely sources. If the most likely source is from an assigned course reading or fellow student's paper, the instructor shall compare the suspect text with those sources directly. The instructor also shall conduct an initial search using Westlaw, LexisNexis and/or any other electronic databases if appropriate. If the instructor does not locate a source using these means or if these means are not appropriate, but the instructor still suspects that the work is not original to the student, he or she may ask the Law Library Director to search other sources, first providing copies of the student submission and the results of any searches already performed. The Law Library Director will report additional results back to the instructor.

If, based on the results of his or her own research or that of the Law Library, the instructor believes that an offense of academic dishonesty is likely to have been committed, the instructor shall notify the Assistant Dean for Student Affairs, meet with the student, present the student with any materials thought to have been relied upon without attribution, and discuss the matter. If, after said discussion, which may include the Assistant Dean for Student Affairs, the instructor still believes that an offense of academic dishonesty is likely to have



been committed, the instructor shall ask the Assistant Dean for Student Affairs to refer the matter to the University for disciplinary proceedings. If the instructor believes that it is unlikely that such an offense has occurred, no referral to the University shall be made. If the instructor believes that an error in citation, rather than an intentional misrepresentation, has occurred, the instructor shall take whatever steps he or she deems necessary to educate the student regarding citation standards (such as requiring the student to re-do the relevant assignment or referring the student for academic assistance). If the instructor determines that the matter requires further investigation prior to making a decision, he or she may refer the matter to the Assistant Dean for Student Affairs, including copies of the student's submission and a copy of any suspected source that was not appropriately cited. The Assistant Dean for Student Affairs shall consider the matter and confer with the instructor regarding the instructor's decision. If the student submission in question was written on co-op, an appropriate administrator, rather than an instructor, may make the decision.

## **OFFICE OF ACADEMIC AND STUDENT AFFAIRS**

The Office of Academic and Student Affairs, managed by the Associate Director of Academic and Student Affairs, is the administrative center for all of the day-to-day operations of the school's academic program. It is located in 61 Cargill Hall and performs all of the following tasks: maintenance of students' academic files; course pre-registration and registration; scheduling of classes and examinations; administration of examinations; processing of course evaluations; processing of requests for letters of good standing; production of the academic calendar; enforcement of the academic rules of the law school; certification of students for the J.D. degree and eligibility for the bar; liaison with all involved University offices including the Customer Service Center and Disability Resource Center. All questions relating to students' academic program should be directed to this office. The Assistant Dean for Student Affairs, who supervises the law school's academic and student programs, is available for individual academic counseling and advising.

## **STANDARDS OF CONDUCT**

Students are required to comply with standards of conduct established and announced by the Office of the Dean. Students also should be aware that the Northeastern University Graduate Student Handbook contains academic policies and standards, as well as standards of conduct, which are applicable to all University students, including students of the School of Law.

## **PROFESSIONALISM**

With the proliferation of use of the Internet, information about individuals has become much more accessible. Please be aware that if you have your own website or blog, or you use services such as MySpace, your information may be available to anyone who wants to look at it. That includes prospective employers, many of whom now routinely check Internet sources before interviewing or hiring an individual. Please remember that if you put information and/or photographs on the Internet, you have no control over who may copy, forward, or change the material.

Additionally, every state to which you may apply to take the bar exam and for admission as an attorney has a provision for reviewing the character and fitness of applicants. Although each state has its own requirement, all of them require a certification by the Dean of the law school. That certification requires the Dean to report certain matters, often broadly defined, that the Dean believes may reflect adversely on the applicant's character or fitness. As an example, the language of the Massachusetts application is instructive. In relevant

part it requires the Dean “to report to [the Board of Bar Examiners] ... anything which appears to [the Dean] to be adverse in respect of the moral character or fitness to practice law of the applicant or anything which, in [the Dean’s] opinion, should be investigated by the Board with respect thereto.” Information that you have posted on the Internet may well fit into that definition.

## **PUBLIC INTEREST GRADUATION REQUIREMENT**

All students must fulfill a public interest requirement as a condition of graduation. Public interest under this rule is defined as employment or service with a government agency; a legal aid, legal services, public defender, victim advocate or similar agency; an organization or attorney advocating law reform or performing pro bono legal representation; or any placement the dominant characteristic of which is service to underrepresented groups. Judicial internships and private firms operated for profit are not included in this definition. The requirement may be fulfilled in any of the following ways:

- completion of a public interest clinical course;
- completion of a co-op in a public interest setting;
- thirty (30) hours (total) of uncompensated legal work in a public interest setting during the second and/or third year of law school; or
- completion of a public interest independent study project of at least three (3) credit hours (subject to approval of supervising faculty member).

A meeting will be held during the first semester of the first year to discuss the procedures and policies regarding the public interest requirement.

## **UPPER LEVEL WRITING REQUIREMENT – Please see TAB A**

## **CURRENTLY ENROLLED STUDENT/REGISTRATION FOR UPPER-LEVEL STUDENTS**

In order to be considered a currently enrolled student, you either must be registered for an academic quarter or on a confirmed co-op; otherwise, you are considered a Withdrawn Not Registered (“WNR”) student. The consequences of a WNR status are numerous including being removed from the official student roster and losing eligibility for financial aid.

To be officially registered with the University for an academic quarter, you must register for classes through myNEU during the scheduled pre-registration or registration period for that quarter. To be on a confirmed co-op you must have signed-up on the Yellow Sheet in the Co-o Office no later than the last day of the quarter before you go on co-op.

## **CHANGE OF DIVISION**

Students who wish to take a leave-of-absence or to change division must submit change of status forms to the Office of Academic and Student Affairs. That office will then convey the form to the Assistant Dean for Student Affairs and to the Co-Directors of Co-op and the Director of Financial Aid for approval or denial. Change of division forms must be submitted by Wednesday during the second week of the quarter. This insures that if the request to remain in school is not granted, students have the opportunity to participate in the co-op process. Requests will be reviewed on Thursday morning of the second week. A request to change division is granted based on compelling need. However, when the number of students in each rotation

becomes significantly unbalanced, such requests may be denied due to the impact on both class size and students' ability to secure future co-ops. When such a request is granted you may be placed at the end of the wait list for any over-subscribed limited enrollment course.

Changing divisions may have medical insurance and financial aid implications. Students should check with the Finance Office, 249 Richards Hall, to determine the extent of medical coverage. For financial aid purposes, an academic year runs from the summer through the spring. You cannot receive financial aid for more than two (2) academic quarters in a given year. Thus, your financial aid may be affected by a change of division if your request is granted and results in your having three (3) academic quarters within one (1) year. It is the student's responsibility to contact the Office of Financial Aid, 51 Cargill Hall, to determine the implications of such change. Since circumstances may change for students during a quarter, additional change of division requests will also be reviewed during the sixth and ninth weeks of each quarter.

### **FIRST YEAR CLASS SECTIONS**

First-year students should note that the class sections to which they are assigned are fixed and transfers to other sections are not permitted. Students are not allowed to sit in on other sections. Regular class attendance in assigned sections is required. [See Academic Rule 4(a)].

While the law school is committed to try to have three (3) sections of each first year podium course (Torts, Civil Procedure, Property, Criminal Law, Constitutional Law, and Contracts), this cannot be guaranteed and will depend on available resources.

### **WITHDRAWAL FROM UPPER-LEVEL COURSES**

Upper-level students are expected to carry between twelve (12) and sixteen (16) credit hours each quarter, but in no event, fewer than ten (10) hours. Approval to carry fewer than twelve (12) or more than sixteen (16) credit hours must be obtained from the Dean and the Associate Director of Academic and Student Affairs.

Students may add courses only during the first five (5) days of the quarter. Students may withdraw from courses, other than limited enrollment offerings and clinics, prior to the end of the third week [See Academic Rule 5(b)(2)(B) and 5(b)(2)(C)]. However, anyone considering dropping a course should discuss it as soon as possible with the Assistant Dean for Student Affairs. Once the fourth week begins, a course will be designated "withdrawn" ("W") on a student's permanent record if it is left unfinished and an official withdrawal form has not been filed.

### **WITHDRAWAL OR LEAVES OF ABSENCE FROM SCHOOL**

Any student who is considering withdrawing from the school or taking a leave of absence is advised to first discuss such a decision with her or his faculty mentor or another member of the faculty or administrative staff. Taking a leave of absence requires approval of the Assistant Dean for Student Affairs. (See Academic Rule 6.) If, however, the decision is made to withdraw, notice of withdrawal must be given in writing to the Assistant Dean for Student Affairs. Non-attendance of classes does not constitute official withdrawal.

Formal withdrawal is important for proper notification to law school and university departments, to make sure students are not billed for classes after they have withdrawn, to ensure proper disposition of financial aid resources, and so that we may know whether or not to expect a student in classes.

## **TEXTBOOKS**

Each quarter, the law school provides a list of required textbooks which are sold at the University Bookstore in the Curry Student Center. Also, during the first week of each quarter, the student-run Cooperative Income Sharing Program (CISP) sells used law textbooks. Eighty (80%) percent of the proceeds go to those students who sell their texts and the remaining twenty (20%) percent is donated to CISP to fund students doing public interest co-ops. One (1) copy of each required textbook is also on reserve in the Law Library; however, students should not rely on library reserve textbooks being readily available.

## **SUPPLEMENTARY COURSE MATERIAL**

Many instructors prepare course material as either a supplement to or substitute for textbooks. Some instructors place their supplementary materials online on TWEN, LexisNexis Web Courses or Blackboard for students to access. Printed materials in excess of twenty (20) pages are printed at Reprographics, but will be sold to students directly at the Northeastern Bookstore, in the Curry Student Center. Copies of these printed materials are also on reserve in the Law Library.

## **TRANSCRIPTS**

An official transcript consists of a copy of the permanent law school record card, copies of all course and co-op evaluations and a letter explaining the law schools grading policy, signed and sealed by the University Registrar. Transcripts will be released to third parties only with written permission from the student.

Applications for transcripts must be made in writing at the Transcript Office, 120 Hayden Hall. The following information must be included in the request: name, Northeastern University Identification Number, date of graduation, number of copies, daytime telephone number and the address where the transcripts are to be sent.

## **ACADEMIC SUCCESS PROGRAMS**

Several programs are available to support students with the challenges they will encounter throughout their law school careers. First, there is a weekly Analytical Skills Workshop open to first-year students that relies primarily on in-class exercises to enhance skills and takes little time away from other coursework. Participation is on a voluntary basis during the first semester of the first year. Any student who has **one (1) deficiency** after first semester exams will be required to attend the analytical skills workshop on a weekly basis during the second semester. In addition, the program director is available to work with first year students on study skills as well as third year student Academic Skills Teaching Assistants. A fuller description of all academic success program offerings is available online at <http://www.slw.neu.edu/asp>. Students are encouraged to speak with the Director of the Academic Success Program, Professor Melinda Drew, and with faculty mentors, other faculty members, the workshop leaders, or the Assistant Dean for Student Affairs for more information regarding these programs.

### **3:03 CERTIFICATIONS**

Various situations may arise in which students will be required to obtain Massachusetts Supreme Judicial Court Rule 3:03 certification in order to appear in court. The following procedures apply:

- (1) If certification is required so that you may appear in court while on your co-op job, please fill out the appropriate form in the Co-op Office.
- (2) If certification is required because you are enrolled in a clinical course letters are prepared by the law school clinics' Administrative Assistant for the entire class during the second week of the quarter. You do not need to request this certification.
- (3) If certification is required because you are doing outside work (either paid or unpaid) for an attorney, firm or agency, or because you are registered in an Independent Study Project involving an attorney, firm or agency, the request for certification must be made directly by the supervising attorney in the form of a letter to the Supreme Judicial Court. The original of this letter must be submitted by the student to the Office of Academic and Student Affairs. The Office of Academic and Student Affairs will then prepare an additional letter from the Dean, and will submit both letters to the Court. Please allow ample time for processing.

### **COOPERATIVE LEGAL EDUCATION PROGRAM ("CO-OP")**

Students are required to complete four cooperative work quarters in order to qualify for a J.D. degree at Northeastern. The program is administered through the Co-op Office under the direction of the two directors. The Co-op Program operates under an honor system which, among other things, precludes students from contacting and/or communicating with program employers independently of the formal processes established by the Co-op Office. All admitted students at Northeastern University School of Law are bound by the "Noncommunication Rule."

In addition, all students are expected to attend the series of First Year Class Meetings which are held regularly throughout the year in the class period reserved on the academic schedule. Students are responsible for knowing the information communicated at those meetings which are designed to orient them to the overall co-op experience. The first meeting is usually held in early September at which time the meeting schedule and Co-op Handbook will be distributed. The Co-op Handbook sets forth the policies and procedures governing all aspects of the co-op operations, as well as sanctions for violations of those policies and procedures.

### **OFFICE OF CAREER SERVICES**

The Office of Career Services assists students with all phases of career planning including self-assessment, identification and exploration of employment opportunities, clarification of career options, and the job search process. During students' second and third years of law school, the Office provides individual counseling services to students seeking post-graduate employment and presents numerous programs and panel discussions on the job search process and on career-related issues. In addition, the Office has an extensive Career Services Resource Room which contains general career planning information, directories of legal employers, in-house publications as well as newsletters listing specific job openings. All of the publications can be downloaded from its web page. The web page also contains job listings for students and links to

career-related Internet sites. The Office of Career Services is a member of the National Association for Law Placement and the Massachusetts Law School Consortium. The Office hosts a fall on-campus interview program and participates in several regional and national recruitment programs each year.

## **INFORMATION REGARDING INTERNATIONAL STUDENTS**

There are several rules that concern and affect international students, including rules relating to employment on co-op. **Please see TAB C for important information.**

## **STUDENT DISTINCTION PROGRAM**

Many students seek opportunities for such activities as moot court, mock trial, and writing and other competitions through which they can both challenge and distinguish themselves. Through the Student Distinction Program, such opportunities are identified and publicized on myLaw so that students may take advantage of them. Certain opportunities may involve working with faculty or alumni, and the Student Distinction Program identifies those faculty and alumni who are able to commit their time to these activities.

## **STUDENT GOVERNANCE**

The Student Bar Association (SBA) is a student-run organization through which students participate in the governance of the law school. The SBA holds elections each year in which the student body elects representatives from each class to the various committees within the law school. The SBA is also responsible for reviewing proposals for funding from student groups and for allocating such funding.

## **STUDY ABROAD**

While co-ops abroad provide students with a wonderful opportunity to explore international law in context, only a few study abroad programs provide the level of rigorous academic training that is commensurate with a quarter of study at Northeastern. (Most summer programs, in particular, never substitute for a semester of coursework at other law schools.) In addition, the law school's co-op requirements and quarter schedule may make studying abroad procedurally difficult (e.g., students might have to enroll in two (2) programs in the same quarter in order to obtain the necessary number of credits). In view of this, permission is granted only to transfer credits from one (1) of these programs to Northeastern after careful review and in limited circumstances. Assistant Dean Bettye Freeman, along with international law faculty, review applications to attend study abroad programs in accord with the criteria and guidelines.

**Please see TAB D for Criteria and Guidelines for Study Abroad Programs**

**STUDENTS REQUESTING ACCOMMODATIONS FOR DISABILITIES, INCLUDING MENTAL HEALTH/COUNSELING RESOURCES AND CONFIDENTIALITY – Please see TAB E**

## **LAW LIBRARY AND COMPUTER SERVICES**

The Northeastern University School of Law Library entrance is located on the first floor adjacent to the Richardson Plaza entrance.

The collection is comprised of more than 330,000 volumes and resides in open stacks, except for the reserve collection, which is maintained behind the Information Desk. The library collection is accessible through the University-wide online catalog, NUCAT, available at <http://nucat.lib.neu.edu>

There are eight (8) individual and group study rooms, one (1) of which is equipped for viewing video tapes and DVDs. There are carrels and study seating for about 290 users located throughout the library.

Computer Services supports and maintains three (3) computer labs for student use. There are also a variety of standing height computer stations that facilitate printing, scanning and quick email lookup scattered throughout the library. In addition, NUWave, the wireless network, is active throughout the law school buildings. Additional information about Computer Services, library hours, services, and personnel can be found in **TAB F**.

## **THE NORTHEASTERN UNIVERSITY APPROPRIATE USE POLICY – See TAB G**

### **MYLAW APPROPRIATE USE POLICY**

#### **GENERAL**

1. Use of myLaw is governed by this Use Policy and the Northeastern University Appropriate Use Policy (AUP) (**See TAB G**). The goal of this policy is to maintain myLaw as an effective communications medium for the School of Law community, as defined below.
2. The School of Law reserves the right to change this policy, or any portion of this policy, at any time, without prior notice. Changes to the policy are effective upon posting on myLaw. Note, the University reserves the right to change the Appropriate Use Policy or any portion of the policy, at any time, without prior notice. Changes to the policy are effective upon posting at <http://www.help.neu.edu/>, where the most current version resides.
3. Presently, myLaw is open to the following members of the School of Law community: current students (including those on co-op and those participating in recognized dual-degree programs), faculty, adjunct faculty, staff, and administrators. Additional features for other members of the School of Law community may be added at a later date.

#### **ANNOUNCEMENTS**

1. MyLaw is the sole official means of communications for the Law School. All communication of general interest to the community, or to a significant segment of the community, should be posted to myLaw, not sent by e-mail. Students are responsible for checking myLaw daily (and preferably more often), to ensure that they receive all relevant announcements. Students are also reminded to check their e-mail accounts, as individual messages from administrative offices to specific students will still be sent via e-mail. If students choose not to

use their university-provided myNEU account for e-mail, they must activate forwarding on that account so that they are able to receive the one-on-one announcements.

2. Students will be presumed to have received notice of an announcement twenty-four (24) hours after being posted to myLaw. Students who are unable to access myLaw are urged to contact the Office of Computer Services.

3. The announcement space will be reserved for critical, timely announcements of community-wide interest. Faculty and staff will be able to post announcements directly to the announcement space. Student postings should contain information of community-wide interest, such as an event to which the community is invited. Student postings will be reviewed by the staff of the Office of the Dean. Other postings, such as items for sale and apartment listings, have a specific location such as the classifieds and should be posted there.

## **DISCUSSION FORUMS**

1. All discussion forum postings must be consistent with this Use Policy, and with the University's Authorized Use Policy. Members of the community are asked to be appropriate and respectful of their colleagues in their postings, especially when discussing sensitive topics. In keeping with the principles of free speech and the First Amendment, and recognizing that community members can elect not to read the discussion forum postings, the forum is available for the broadcast range of expression appropriate within the School of Law community. Inappropriate postings include personal attacks against individuals, threats aimed at individuals or groups, or other violations of the University Student Handbook, the Law School Student Handbook or the University AUP.

2. A person who believes that a specific posting is inappropriate may bring his or her concern to the Assistant Dean for Student Affairs, who will determine the appropriate course of action on a case by case basis. The Assistant Dean may also recommend to the Dean that disciplinary action be taken against the individual who posted the inappropriate message. Because the goal of the discussion forums is to allow open communication with the community, postings deemed inappropriate or otherwise violative of this use policy or the University's AUP will be removed only in the most extreme circumstances. Appeals from any decision by the Assistant Dean will go first to the Associate Dean for Academic Affairs, and then to the Dean.

3. Anonymous or pseudonymous postings are not permitted. All individuals must use their own myLaw accounts for submitting contributions. Each community member is fully responsible for all use made of his or her account.

## **GENERAL HELPFUL INFORMATION**

### **BICYCLES**

Students who ride bicycles to school must use designated bicycle racks. The closest bicycle racks are located in front of Dockser Hall, behind Dockser Hall between Kariotis and Dockser, near the Richardson Plaza entrance, and between the law school and the Stearns Building. The fire code and Americans with Disabilities Act dictate that all entrances, exits, corridors, stairwells, outside walkways and ramps remain free and clear at all times. Bicycles should not be chained to fences, doors, trees, or other objects. Bicycles parked in violation



of these regulations will be removed. Under no circumstances may bicycles be brought into any of the school buildings.

## **BOOKSTORE**

The Bookstore (operated by Barnes & Noble) is located on the lower level of Ell Hall (adjacent to the Curry Student Center) and is normally open Monday through Sunday. Hours may vary and are posted outside the store and are available on-line at <http://northeastern.bncollege.com/>. The Bookstore carries required textbooks and school supplies in addition to stationery, postage stamps and miscellaneous items. The phone number for the Bookstore is 617.373.2286.

## **BULLETIN BOARDS**

Bulletin boards designated for specific administrative purposes and general student use are located throughout Cargill Hall, the Knowles Center and Dockser Hall. Please post notices only on the appropriately designated bulletin boards. In addition, notices can be posted on the lockers. All posting is to be done by push pins on bulletin boards and masking tape on lockers. It is against city fire ordinances to post signs on glass doorways. Notices posted on doors or walls will be removed. All boards are frequently cleared of outdated materials.

Copies of official notices, messages and announcements of class rescheduling are placed on the bulletin boards located near the Office of Academic and Student Affairs, 61 Cargill Hall and on the Academic and Student Affairs board in the hallway connecting Cargill and Dockser. Administrative notices and notices of weekly events are posted on three bulletin boards in the Law School: lower level of Dockser at front entrance to Dockser Commons, in Cargill Hall next to 32 Cargill, and outside of the first year locker room in Cargill. Notices about library hours, library classes, Westlaw and Lexis trainings and other library announcements are posted on the bulletin board outside the first floor library entrance. However, the official means of communication in the law school is myLaw.

## **BUSINESS CARDS**

The Law School has made arrangements with NU Reprographics on Campus to provide business cards with the Law School logo to those students wishing to purchase them. Each order is for 250 cards at \$44.00.

Order forms must be obtained in the Dean's Suite (120 Knowles) or through **myLaw** in the Department listed Office of the Dean under Business Cards. Students must then take the completed order form to Reprographics at 9 Forsyth Building. Each order must be accompanied by a check made payable to Reprographics. Payment by Master Card or Visa is also available.

Reprographics will send students via email 1) a pdf proof for approval and 2) notification of completed orders. All orders must be picked up in person at Reprographics within thirty (30) days of notification. Any order not picked up within thirty (30) days may be discarded. Orders will not be mailed.

## **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBERS**

Because the School of Law and the University regularly communicate with students, it is essential that your current address, phone number, e-mail address, etc. are kept up to date. At the start of each quarter, you must check this information on myNEU to verify its accuracy and to make any necessary changes. In addition, it is recommended that students check their Northeastern e-mail account regularly.

## **COMMUNICATION**

The School of Law posts messages on myLaw, and students are responsible for reviewing these messages daily. This includes announcements from each of the School of Law departments, including Co-op, Career Services, Financial Aid, Computer Services, Library, and Academic and Student Affairs, as well as general announcements. These communications include sections devoted to for-sale items, lost and found, and other communication channels. Details on how to use this system are available from Computer Services (324/325 KN).

## **EMERGENCY CLOSING OF THE UNIVERSITY**

Northeastern University has made arrangements to notify students, faculty and staff by several means when it becomes necessary to cancel classes because of extreme weather conditions. AM radio stations WBZ (1030), local television stations, 4, 5 and 7, and websites TheBostonChannel.com and Boston.com are the authorized stations and websites that announce any decision by the University to close. In addition, the University's main telephone number 617.373.2000 will have a recorded message of any class delays or cancellations by 6:30 a.m. of the day in question. Law students can also check [www.northeastern.edu/law](http://www.northeastern.edu/law) or [myneu.neu.edu](http://myneu.neu.edu) for information on school closings, cancellations and delayed openings. The TTY telephone number (a teletype machine) for the hearing impaired is 1.800.439.2370.

In addition, Northeastern has implemented NU ALERT, a service that allows University officials to reach all students and staff with time-sensitive information during unforeseen events or emergencies. The system uses voice, e-mail, and text messaging to broadcast pertinent information and, when appropriate, provide directions to those in the affected area(s). Further information regarding NU ALERT, including how to opt into the program can be found at <http://www.northeastern.edu/publicsafety/nualert.html>.

## **HEALTH SERVICES**

Each student should have received a brochure which fully explains the services available through the University Health and Counseling Services, located in Room 135 of the Forsyth Building. If you have not received this material, copies are available at the health center.

University Health and Counseling Services provides a wide variety of services free of charge to all full-time students. Students may arrange to see a psychologist or psychotherapist to discuss personal, school or career-related problems. All counseling is kept strictly confidential. In addition to its website at <http://www.northeastern.edu/uhrs>, health and counseling services can be accessed at 617.373.2772.

## HOUSING

There are a limited number of graduate and law students who live in university-sponsored housing. They may reside in the apartment buildings located within walking distance of the center of campus.

The amount of space available varies from year to year. Most of these buildings feature lobby intercoms and secured front doors. Each apartment is furnished with a bed, bureau, desk and chair for each resident, as well as a kitchen table with chairs and one telephone hookup for the unit. Kitchens are equipped with a stove and a refrigerator. Utilities are included except for telephone and cable.

University apartments and residence halls officially close during intersession (the vacation between terms). In order to stay in campus housing at no charge during this period, you must be in residence during the terms before and after intersession.

If you do not meeting this criteria but need to stay on campus, a special request must be made to the Leased Properties Residence Director at Speare Commons. The coordinator can be reached by [email](#) or by telephone at:

617.373.8510

617.373.4019 (TTY)

617.373.8794 (FAX)

A comprehensive list of campus housing also is available. The URL for Northeastern University's Center for University Life section on housing for law students is: <http://www.northeastern.edu/reslife/grads/index.html>.

## LOCKERS

Lockers are available on a first-request basis to students who are enrolled for their academic quarters. Students are required to purchase a personal lock for use with their assigned lockers. Northeastern's Public Safety Division recommends that students use a tamper resistant lock. We have found that The Master Lock Company's Ti3 Titanium Series Models 185 or 187 work well.

Students who are about to leave for co-op must clean out their lockers by the last day of each academic quarter so that lockers can be re-assigned at the beginning of the new quarter. Any locks left on lockers will be cut and the items left in lockers will be discarded. The School of Law administration recommends not leaving valuable items (e.g. laptop computers, PDAs, etc.) in your locker at all. Additionally, do not leave books and other valuables unattended. Neither the law school nor Northeastern University is responsible for lost or stolen items.

## **LOST AND FOUND**

The law school maintains a lost and found service located in 61 Cargill, the Office of Academic and Student Affairs. The University maintains a lost and found service adjacent to the Bookstore in 22 Ell, 617.373.2757. Items also may be sent to the Public Safety Division headquarters at 100 Columbus Place, 617.373.2121. Please write your name and phone number in all your texts and notebooks.

## **LUNCHROOMS**

In addition to the law school's Dockser Commons, students at the School of Law may use the food facilities provided by the University's Curry Student Center. A list of other dining services on campus is available online at <http://www.dineoncampus.com/northeastern/>.

## **MBTA PASSES**

MBTA passes are available during the last five (5) workdays of each month at the Cashier's Office, 248 Richards Hall. To determine what kind of pass you need, you can check at [www.mbt.com](http://www.mbt.com), then buy your pass at the Cashier's Office. Because of the winter holiday break in December, MBTA passes for January will not be available until the first week in January.

## **MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE)**

The Massachusetts Board of Bar Examiners requires those planning to take the Massachusetts Bar to take and pass the MPRE with a scaled score of eighty-five (85) or greater prior to registering for the state Bar Examination. The MPRE is given three (3) times per year: March, August, and November. As law students (and usually right after taking Professional Responsibility), you should take the MPRE. You must also check to see if you passed the MPRE because the exam is not easy, and if you fail, you cannot sit for the Massachusetts Bar until you have passed. This will mean postponing taking the Bar Examination until its next administration (the Bar Exam is given only twice each year – in February and July).

Please note: For a number of jurisdictions students must take and pass the MPRE prior to registering for the Bar. You are advised NOT to wait until the last administration (the March MPRE for those graduating in May) to take the exam. You must check on the requirements for your jurisdiction if you plan to take the Bar and practice outside of Massachusetts. Also, we want you to know that an overwhelming number of successful MPRE takers found the BarBri MPRE course and taking practice exams to be most helpful with passing. You may want to invest in this course of study to prepare for the actual examination.

MPRE packets are available in the co-op Resource Room and the Career Services Office. You can also obtain more information about the MPRE and register online at [www.ncbex.org/multistate-tests/mpre/](http://www.ncbex.org/multistate-tests/mpre/).

## **OFFICE OF DEVELOPMENT AND ALUMNI/AE RELATIONS**

The Office of Development and Alumni/ae Relations offers a range of events and programs related to alumni/ae and student mentoring. For nearly twenty (20) years, we have hosted the Connections networking program for students, which matches any interested student with alumni/ae with similar interests and/or practices. We also offer a networking panel, where we bring in alumni/ae experts to offer job-searching strategies and networking tips. Additionally, our office is working closely with Professor Susan Maze-Rothstein and the Alumni/ae Association Board to provide expertise with student distinction programs and mentoring opportunities that range from the Frederick Douglas Moot Court Competition to the National Trial Competitions, to writing competitions. Current students are also invited to on-campus events for graduates, such as practice-based conferences so that they may explore potential career avenues. Students on co-op are invited to regularly scheduled alumni/ae networking events in other locales, such as Washington DC, Los Angeles, New York, Seattle, San Francisco and more. We are also in the process of developing a series of other mentoring programs and welcome new ideas from both alumni/ae and students.

## **OFFICE HOURS**

Offices of the School of Law are open for business Monday through Friday, from 8:30 a.m. to 5:00 p.m. Students should not expect to conduct business in the offices at other times unless they have made appointments in advance.

The law school building is open to the public from 6:30 a.m. to 6:30 p.m., Monday through Friday. For security reasons, admission at any other time requires proper identification as a member of the law school community. After hours all common areas of the law school buildings are open to current students, faculty and staff. Please refer to the section on Security System Procedures for further details on building access.

## **PARKING**

Those who wish to park in University lots must obtain a parking decal. In order to apply for a parking decal, a student must apply online at <http://www.northeastern.edu/parking/>. Please check that website for all parking information.

PLEASE NOTE THAT A DECAL DOES NOT GUARANTEE A PARKING SPACE, BUT ONLY PERMISSION TO PARK IN SPECIFIED AREAS.

Because of limited parking facilities on campus, students are encouraged to use public transportation or to form carpools. Ride sharing information and MBTA schedules are available at the Visitor Information Center, 115 Richards Hall, and 617.373.2000. MBTA schedules may also be accessed online at <http://mbta.com/>.

## **PETS IN BUILDING**

For reasons of public health, pets are not allowed in any of the University facilities. Exceptions are made for assistance dogs and other assistance animals.

## **PHOTOCOPY EQUIPMENT**

Copiers are operated by coin (\$.10 per copy) or by copy card [less than \$.10 per copy depending on value put on the card], which can be purchased for \$1.00 from a dispensing machine on the fourth floor of the Law Library. Value can be added to the purchased copy card from the dispenser in the law library or at any of the copiers on campus. These copy cards are also used at Snell Library. The photocopiers in the law library are capable of making two-sided copies and have sheet feeders.

## **PHOTO-IDENTIFICATION CARDS**

Students should always have the official University photo-identification (ID) card (Husky Card) on hand to gain access to the Law Library and to check out books. Students will also need their Husky card to gain access to the law school buildings after 6:30 p.m. Monday through Friday and on weekends, and to obtain services at Health Services, the Customer Service Center, the Cashier's Office, Snell Library, recreation facilities and elsewhere around the University. The procedures necessary to obtain an ID card will be explained at registration. Further information about the Husky Card can be obtained at <http://www.northeastern.edu/registrar/husky.html>. The Husky Card can be obtained at the Customer Service Center, 120 Hayden Hall, by presenting a photo ID.

## **PHYSICAL EDUCATION FACILITIES**

Facilities in the Marino Recreation Center, the Badger and Rosen SquashBusters Facility, Matthews Arena, Cabot Physical Center and the Barletta Natatorium are available during times posted (or call extension 2667 for a recording or check on-line at <http://www.campusrec.neu.edu/general/facilities.php>) to students who have completed all physical examination requirements and received a medical clearance from the University Health Center. Facilities include gymnasium, swimming pool, skating rink, handball, racquetball and squash courts, indoor athletic field, dance studio, stationary bicycles, Stairmasters and rowing machines, gymnastics room, Nautilus and free-weight rooms, combative rooms and a motor learning laboratory. Towels and lockers are issued for each visit and students must present their NU ID card.

## **PUBLIC SAFETY DIVISION**

The Public Safety Division is located at 716 Columbus Place and can be contacted 24 hours a day by dialing 617.373.2121 for regular business, and 617.373.3333 for emergencies. Escort service is available upon request and members of the University community are urged to use this service, particularly when walking alone after dark from one part of the campus to another. Anyone having car trouble on campus will be given practical assistance.

## SECURITY SYSTEM PROCEDURES ALLOWING ACCESS TO THE LAW SCHOOL AND LAW LIBRARY DURING EVENING AND WEEKEND HOURS

### **WHEN INFORMATION DESK IN LAW LIBRARY IS OPEN:**

All persons are required to show identification to gain access to the Law Library. All persons must show ID to access the law school after 6:30 p.m. Monday through Friday and on weekends. (Please refer to the law school website for hours.)

The following items constitute proper identification for access:

- Northeastern University ID (Husky Card)
- Northeastern law students without an I.D. may show any picture ID if their name appears in the law school directory
- ID from another Boston Library Consortium member university or area law school
- Picture ID and inclusion in the law school alumni/ae directory
- Northeastern University Alumni/ae Identification Card
- Picture ID and inclusion in the law library's Special Access List
- Law, Policy and Society ID

A person who does not satisfy the criteria listed above will have to have previously made arrangements with the library to be added to the library Special Access List. Persons who do not have any of the types of identification listed above will not be allowed to enter the building.

### **WHEN INFORMATION DESK IN LAW LIBRARY IS CLOSED:**

When the Information Desk in the Law Library is closed, the building will remain open only to current law students, faculty and staff. A security guard will be stationed in the lobby of the Richardson Plaza door during the extended building hours. All current students, faculty and staff must show proper identification as specified above for access.

### **After-hours access procedures: ACCESS IS ONLY AT RICHARDSON PLAZA**

**(“Thomas E. Cargill Hall” over Richardson Plaza entrance door)**

- **While the Information Desk in Law Library is open** press the door bell on intercom and it will ring at the Information Desk in the Law Library. The library worker who is monitoring the security system will ask you to show proper identification.
- **When the Information Desk in Law Library is closed**, the security guard on duty will require you to swipe your Northeastern University ID
- After verifying your identification, either the law library worker or the security guard will permit you access into the building.

### **Building, Law Library and Information Desk and Lab Hours**

	<b>Building Hours</b>	<b>Law Library Hours</b>	<b>Information Desk and Lab Hours</b>
Monday – Thursday	6:30 a.m. to 1:00 a.m.	7:30 a.m. to 1:00 a.m.	7:30 a.m. to 9:00 p.m.
Friday	6:30 a.m. to 9:00 p.m.	7:30 a.m. to 9:00 p.m.	7:30 a.m. to 9:00 p.m.
Saturday-Sunday*	9:00 a.m. to 9:00 p.m.	9:00 a.m. to 9:00 p.m.	9:00 a.m. to 5:00 p.m.

\*Prior to exam weekend hours are extended. Check the Law Library website for details.

## **STUDENT PUBLICATION**

The Northeastern University Law Journal is the student publication. The Journal is unique in that it emphasizes the practical application of the law and explores the ways by which the experience of practicing law can educate. By hosting an annual symposium and publishing articles presented, the Journal provides a forum for the exchange of ideas between academics and practitioners. Due to the demanding nature of the first year, the Journal will primarily recruit students who are rising 2Ls and 3Ls to serve as staff members. The journal is available online at <http://www.nulj.org/index.html> and is archived in IRis, the University's digital Institutional Repository at <http://iris.lib.neu.edu/>

## **TOBACCO USE**

Tobacco use is prohibited everywhere in the University.

## **TRANSIT**

The MBTA runs subways and buses to various locations within the Greater Boston area. The University is serviced by both the Orange and the Green (E) subway lines. The stop on the Orange line is Ruggles; on the Green line it is the Northeastern University stop. On the street, bus stops are marked by oblong yellow signs with the MBTA logo and a graphic design of a bus. There are also commuter trains servicing the suburbs from North and South stations, and Back Bay and Ruggles stations on the Orange line. MBTA passes can be purchased monthly at the Cashier's Office in Richards Hall, and at selected banks and subway terminals in the area, the last five days of the preceding months. (Please note that during the winter holiday break, passes will not be available at the Cashier's Office until the beginning of January.) MBTA and commuter rail schedules are available at the University's Visitor Information Center, 115 Richards, 617.373.2000, at bus and subway stations, and online at <http://mbta.com/>.

## **USE OF ROOMS IN THE LAW SCHOOL BUILDINGS**

To avoid conflicts, use of classrooms within the law school for anything other than regularly scheduled classes should be scheduled with the Office of Academic and Student Affairs in 61 Cargill Hall.

## **USE OF LAW SCHOOL ROOMS BY LAW SCHOOL COMMUNITY FOR EVENTS HELD AFTER HOURS**

The Administrative Officer is the liaison with the Law Library and Public Safety as it relates to building security and oversees the planning process for building access during an event that is scheduled after hours or on weekends. Student groups planning the event must first reserve the necessary rooms with the Office of Academic and Student Affairs. Then three (3) weeks prior to event, the group sponsoring the event must notify the Administrative Officer, who will then arrange the appropriate access to the building on the day(s) of the event.

Because each event is unique, the method of providing access to the building will be established on a case by case basis. In all cases, guaranteeing entry of guests after 6:00 p.m. or on weekends is the sole responsibility of the student organization sponsoring the event. Guests should be informed of such entry requirements prior to the event. Entrance doors should not be propped open if the doors are locked. If any of the attendees are non-members of the law school community, members of the group sponsoring the event are required to be on site during the entire event.



Depending on the nature of the event and/or the number of attendees, a police security detail may be needed. The decision as to whether a police detail is required will be made by the Administrative Officer after discussion with other deans or administrators in the Office of the Dean. Should a police detail be required, the cost of such detail will be the responsibility of the sponsoring student group. The student group must secure approval of such expense from the SBA.

Sponsor's responsibilities include, but are not limited to: meeting guests at the appropriate entry door, set-up prior to and clean-up after the event, registering participants, monitoring security, and ensuring that doors are locked unless arrangements for locking the door has been made with Public Safety.

#### **USE OF LAW SCHOOL ROOMS BY NON-MEMBERS OF THE LAW SCHOOL COMMUNITY**

The University has established policies regarding the use of University space by outside groups. All requests for use of NUSL rooms must be made through the Administrative Officer, who will first present the request to the Deans for approval. If approved by the Deans, the Administrative Officer will then act as the liaison with the Conference and Event Planning Office and University Counsel. University policy requires that the outside group complete a Space Use Agreement, provide evidence of insurance, and pay facility rent and any other direct costs provided by the University related to the event. Further details regarding the University policy can be found online at <http://www.northeastern.edu/conference/guide/events.html>.

## **FINANCIAL INFORMATION – OFFICE OF FINANCIAL AID**

### **FINANCIAL AID**

During the first year, financial aid is disbursed in coordination with the billing cycle in two (2) semesters. In the second and third year the campus-based funds (institutional scholarship, Federal Perkins loans and Federal Work-Study) are disbursed twice a year either Fall/Spring or Winter/Summer depending upon co-op rotation. The Federal Stafford loans and Plus loans will be distributed in quarters. Private loans will be distributed in the quarters in which students attend school.

Students who are interested in reapplying or applying for financial aid must provide the appropriate paperwork each year. The application process for the following year begins in January. Students should complete a Free Application for Federal Student Aid (FAFSA) on-line. All paperwork must be submitted by the published on-time deadlines.

### **TUITION PAYMENTS**

Tuition payments are due on a quarterly basis. Students are not eligible to attend classes beginning with the second week of any quarter unless their tuition has been paid or specific arrangements have been made with the University for a deferred payment plan. A fee of \$200 is charged for late payment of tuition. First-year students are billed for tuition in three (3) quarterly payments (Fall/Winter/Spring). Upper-level students receive tuition bills twice a year during their academic quarter, either Fall/Spring or Winter/Summer depending upon co-op rotation.

### **TUITION REFUNDS**

The University provides all instruction on the basis of an academic quarter, payment for which is made at the beginning of each quarter. Tuition refunds (exclusive of fees) will be granted through the first four (4) weeks of a quarter under certain conditions. Questions regarding refunds should be discussed with the Assistant Dean for Student Affairs. Tuition refunds will be granted only on the basis of the date on which the official withdrawal application is filed. Non-attendance does not constitute official withdrawal. Refunds are granted in accordance with the following schedule:

<u>Official Withdrawal from School Filed Within:</u>	<u>Percentage of Tuition Refunded:</u>
First Week of Quarter/Semester	100%
Second Week of Quarter/Semester	75%
Third Week of Quarter/Semester	50%
Fourth Week of Quarter/Semester	25%
Fifth Week of Quarter/Semester on	0%

Because First Year students take courses based on a semester calendar, but are billed quarterly, they must be charged additional tuition depending on the amount of credits completed at the time of the withdrawal.

## **WORK-STUDY**

The awarding of federal work-study funds is made by the Office of Financial Aid. Federal Work-study is a need based award. Work-study is awarded to 2L and 3L students based on the information provided on their FAFSA. Students that are awarded work-study and who wish to work at any time during the year should register during each enrolled quarter. Students who receive work-study awards should log onto <https://studentemployment.neu.edu>. Jobs are also available in the Law Library and other University locations. Students wishing to obtain a work-study position off-campus should make arrangements directly with the Work-Study Office. Second and third-year students are eligible to apply for faculty research assistant positions, all of which are work-study eligible. Specific work-study guidelines, including payment procedures are available on the Student Employment website.

## **FINANCIAL INFORMATION – OTHER**

**SEEKING FUNDING FOR LEGAL CONFERENCES, PROGRAMS, PRESENTATIONS AND JOB FAIRS – Please see TAB H**

## **RESEARCH ASSISTANTS**

A limited number of jobs as research assistants to faculty members may be available in a given quarter to second and third-year students who do not qualify for work-study. Interested students should apply to individual faculty members.

**REIMBURSEMENT REQUESTS – Please see TAB I**

## **TAB A**

### **The Upper Level Writing Requirement**

Each candidate for the degree of Juris Doctor shall, in her or his second or third year of study, submit to the Office of Academic and Student Affairs a hard copy of a piece of writing completed by the student and certified, as described below, as satisfying the “rigorous writing experience” requirement of A.B.A. Standard 302 (a)(2).

#### **A. Standards**

To be certified as a piece of rigorous writing, a student work product will ordinarily be: (1) a well-written, carefully edited piece, which has been revised at least once; (2) reflecting relevant legal research, drafting, and/or analytic engagement with legal and/or scholarly text; (3) thoroughly and accurately documented; and (4) a minimum of 15 pages (3,750 words) in length. Students may satisfy this requirement with a portfolio of pieces (two to three) from a single course or co-op.

#### **B. Certification**

In order to satisfy this requirement, the piece of writing must be certified in one (1) of the two (2) following ways:

##### **1. Course or Clinic Certification**

a. A student who produces a piece of writing as part of a course, seminar, clinic, independent study, moot court, or similar experience may ask the professor teaching the course or clinic, or supervising the independent study or moot court, to complete a form certifying that the student’s writing is a competent legal work product that would prove useful to an attorney working in this field and on this topic, or that it makes a meaningful contribution to legal scholarship.

b. Certification forms may be obtained from the Office of Academic and Student Affairs. The student must submit a hard copy of the writing with the completed certification attached to the Office of Academic and Student Affairs.

##### **2. Certification through Co-op**

a. A student who produces a piece of writing on co-op may ask his or her co-op supervisor or the attorney for whom the writing was produced to complete a form certifying that the writing may be submitted to the school in fulfillment of the rigorous writing requirement without breaching any rules of confidentiality or inappropriately divulging attorney work product; that the writing was prepared by the student at the supervisor’s request; and that the writing is a competent product that is responsive to the assignment given.

b. Certification forms may be obtained from the Office of Academic and Student Affairs. The student must submit a hard copy of the writing with the completed certification attached to the Office of Academic and Student Affairs.

c. All writings originating from co-op and submitted in satisfaction of this requirement shall be forwarded to the Chairperson of the Faculty Review Committee by the Office of Academic and Student Affairs.

After reviewing the writing submitted, the Committee, through its Chair, will communicate its decision both to the student and to the Office of Academic and Student Affairs. That decision may be as follows:

- the writing and co-op certification are accepted as complying with A.B.A. Standard 302;
- the writing or the co-op certification is not accepted, and the student is required to submit another writing or an amended certification in order to achieve compliance with Standard 302; or,
- the certification is accepted, but the writing requires amendment and improvement in ways that will be specified by the Committee as it returns the paper to the student for revision. In this case, the student will be given the name of a faculty member with whom the student can consult as he or she revises the paper, prior to resubmission to the Committee.

### **C. Appeals**

A student who is informed by the Faculty Review Committee that his or her co-op produced writing does not satisfy the requirements set forth herein may appeal such decision to the Associate Dean for Academic Affairs. This appeal shall be on a form prepared by the Office of Academic and Student Affairs and shall be delivered to the Associate Dean no later than sixty (60) calendar days prior to the student's intended graduation date. The decision of the Associate Dean either affirming or reversing the decision of the Committee shall be final.

### **D. Co-Authored Work**

Co-authored work will be accepted in satisfaction of this requirement if the student submitting the work can identify a portion of the writing as solely or primarily her or his work, and if this portion standing alone would qualify as a piece of rigorous writing under the standards in Section A, above.

### **E. Time Frame**

The submission of a certified piece of rigorous writing is a requirement for graduation. All students intending to graduate in May of a given year should submit their writing and the accompanying certification to the Office of Academic and Student Affairs no later than March 1 of the year of their intended graduation. Submissions for September and December graduates must be no later than July 1 and October 1, respectively.

### **F. Applicability**

All students in the Class of 2005, and all students in subsequent classes, will be required to have a certified piece of rigorous writing on file with the Office of Academic and Student Affairs before they can be awarded a Juris Doctor degree.

## LAW SCHOOL CHARTER, as amended 2010

### PREAMBLE

By this Law School Charter 2001 ("Charter"), Northeastern University School of Law ("Law School") establishes rules and procedures for its internal governance.

### ARTICLE I: FOUNDATIONAL PROVISIONS

**Section 1. Guiding Principles.** (1) The Law School Community ("Community") seeks to establish and adhere to a governance process that is inclusive and participatory, recognizing a need for responsible and timely decisions on important issues.

(2) This Charter is designed to reflect and promote the following governance principles and values, which shall guide all interpretation, implementation, and application of the Charter:

- (a) *meaningful participation*, both direct and through elected and/or appointed representatives;
- (b) *transparency of decision-making* and, to the extent practicable, community involvement in the process;
- (c) *accountability* and *access to information* necessary for informed participation in governance, consistent with obligations of confidentiality;
- (d) *due process* understood as fundamental fairness, and *freedom of expression and conscience* for all members of the community including, but without limitation to, the expression of diverse points of view;
- (e) *civil and cooperative engagement* among all participants in governance and in the community at large;
- (f) *respect for the equality and dignity* of all members of the community, without discrimination on grounds of race, color, ethnic group or origin, national origin, religion, sex or gender (including gender expression and trans identification), sexual orientation, pregnancy, veteran status, marital status, age, disability, or any other inappropriate grounds; and,
- (g) *commitment* to a diverse learning and working environment, and to taking such affirmative steps as are necessary to achieve and maintain such an environment.

**Section 2. Effect of Charter.** (1) The adoption of this Charter as provided herein shall constitute the revocation of all previous governance charters and the revocation of all procedures, rules and customs concerning governance inconsistent with this Charter.

(2) Except as provided in this Section, all rules, procedures, customs and decision-making processes of or within the Law School shall be interpreted and implemented in conformity with this Charter. In the event of conflict between the Charter and any other rule, procedure, custom, official or informal prerogative, or decision making process of or within the Law School, past, present or future, this Charter shall govern.

(3) The Charter is subordinate to, and shall be interpreted and implemented in a manner consistent with, requirements of accreditation; University rules and obligations (specifically including, but not limited to, the University's rules and obligations concerning promotion and tenure); the principles and rules of academic freedom; and applicable law.

ARTICLE IA and ARTICLE IB: Amendment to Charter effective May 4, 2010 – Commencement 2011 (passed at the Governing Council meeting held on May 4, 2010)

#### ARTICLE IA.

##### Section 1. Effect of this Amendment to the NUSL Charter:

- A. This Article IA supersedes Articles II through IV of the Charter as adopted in 2001 and amended in 2004, for the period May 4, 2010 through Commencement 2011, in order to allow the NUSL community of faculty, students and administrators to review the existing governance and to experiment with refined and improved governance strategies.
- B. Permanent amendments to the Charter will be developed prior to May 1, 2011, or the Governing Council as then constituted may vote to adopt this temporary governance structure as the permanent structure or to reinstate the preexisting Charter.
- C. The decision in 2011 shall be governed by Article V Section 2 of this Charter.

##### Section 2. Membership and selection of the Governing Council members

- A. Membership: The Council shall consist of the Dean (or his/her designee) who shall act as chair; all members of the full-time voting faculty; the Associate Dean for Administration and Planning; up to three representatives chosen by the professional administrative staff; and student representatives as described below in Section 2(B).
- B. Student representatives.
  1. There will be a total of eight student representatives to the Council during the summer quarter and eleven student representatives to the Council during the other three quarters, to be selected as follows:
    - a. Three elected student representatives from each class of students in school in a given quarter;
    - b. One additional second or third year student representative for each rotation, chosen by a method to be determined by CAIR;
    - c. the Co-Chair of the SBA who will serve ex-officio as a member of the Council.
  2. Student representatives from each class, along with one alternate from each class, will be chosen by secret ballot election.
  3. The secret ballot election may be conducted by electronic means.
  4. Timing of selection: Representatives of the first year class will be chosen within 10 days of the commencement of the Fall Quarter and serve until the conclusion of the Spring Quarter. Elections for the upper-year representatives on the Fall/Spring co-op rotation will be held no later than the 10th day of Summer Quarter; these representatives will serve as members during the Summer and Winter academic quarters. Elections for the upper-year representatives on the Summer/Winter co-op rotation will be held no later than the end of

the prior Spring Quarter. These representatives will serve during the Fall and Spring academic Quarters.

5. Role of alternatives: In the event of the absence of a student representative from a meeting, the alternate representing that class may participate.
6. Term of office: Each student representative will serve for a term of one academic year (Summer through Spring) during the quarters when her or his rotation is in school. A student representative who switches quarters must resign from the Council. If a vacancy occurs, the appropriate student alternate will assume the vacant position for the remainder of the former representative's Council term.
7. The Office of Academic and Student Affairs, working together with the Student Bar Association, shall have the responsibility for arranging and conducting the timely election of student representatives and alternates.
8. All students who serve on the Governing Council shall, to the extent possible, act as representatives of the rest of the student body and will bring forward for discussion matters that are of general concern to the student body.

### Section 3. Governing Council Meetings

- A. The Council shall meet at least once every quarter and meetings shall be open to all faculty, students and staff of NUSL.
- B. Notice of every Council meeting shall be made at least one week prior to the meeting by posting on the myLaw and Master Calendar, or equivalent electronic bulletin board that may be developed, and shall include the date, time, place and agenda for the meeting.
- C. Agenda items may be added to the agenda by any member of the Council.
- D. Persons who are not members of a Committee or the Council itself may address any meeting after making a request to the Dean or his or her person designated as Chair of the meeting. If there is objection to allowing such a person to address the Council, they will be permitted to do so if the majority of the voting members of the Council who are present agree that s/he should be heard.
- E. The Associate Dean for Administration and Planning, or his or her designee, shall act as Secretary to the Council
- F. Meetings of the Governing Council will be a forum for discussion of critical issues within the School, including matters relating to strategic direction, issues under consideration by Committees, and policies that affect the student body at large. Matters relating to individuals (faculty, staff, students, prospective students or alumni/ae) shall not be discussed at Governing Council meetings.
- G. Twice each year, to both rotations, the Dean will provide a report on the state of the law school. These reports should coincide with meetings of the Governing Council.
- H. No votes will be taken at Council meetings except as follows:
  1. As provided in the American Bar Association Standards for Approval of Law Schools Standard 208, votes on all matters that affect the educational program of the School shall be advisory in nature.<sup>8</sup>

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<sup>8</sup> Standard 208. INVOLVEMENT OF ALUMNI, STUDENTS AND OTHERS. A law school may involve alumni, students, and others in a participatory or advisory capacity; but the dean and faculty shall retain control over matters affecting the educational program of the law school.



2. Amendments or suspension of the Charter shall be subject to the provisions of Article V of this Charter.
3. A quorum of the Council shall consist of fifty percent of the membership of the Council.

#### Section 4. Committees

- A. Standing committees of the School will always include the following: Admissions; Academic and Student Life Committee; Committee Against Institutional Racism; Curriculum Committee. Additional committees may be established as needed, by request of the Governing Council or by the Dean or her or his designee.
- B. Each year, no later than April 15, the Dean or his or her designee will post the list of committees that are likely to be active in the ensuing academic year, together with a list of anticipated scope of work for each committee, to the extent feasible. If any member of the Governing Council or the Co-Chair(s) of the Student Bar Association believes that a committee should be added to the list, or that the charge to the committee should be amended, s/he will notify the Dean of the concern. If the Dean agrees with the suggestion, the posting will be amended. If the Dean disagrees, the question of whether to establish or amend the charge of the committee will be taken to the Spring quarter Governing Council meeting for discussion.
- C. The Dean, in consultation with the faculty and administrators respectively, shall designate faculty and administrative representatives to all committees. Committee membership may include faculty, students and staff who are not members of the Governing Council. When appropriate, the Dean will also appoint graduates or others to a law school committee.
- D. Student representatives will participate in all committees, except when individual personnel decisions or individual student issues are under review or when the rules of the University or the American Bar Association would prohibit student participation.
- E. For each committee, students in each class will elect one member and one alternate from each upper level rotation, and one student and one alternate from the first year class. Elections will be held at the same time as elections of the Governing Council. In the event of a vacancy during a student member's term, the SBA may appoint an alternate to complete the term. Student members of the Governing Council may run for and be elected to participate in one committee in addition to their membership on the Council, but there is no requirement that a student member of the Governing Council be a member of a committee.
- F. When appropriate, the Dean may expand the number of student representatives on a committee or may establish a committee of students to advise the administration on a particular issue of concern.
- G. Students will be voting members of the Committees. During each rotation students will be represented by one voting member from each class. The Chairperson of each committee will determine the specific methods for resolution of issues within committees.
- H. Any committee may meet in Executive Session for purposes of confidentiality. The Chair of each Committee, or his or her designee, will report to the Governing Council regarding the work of the Committee.

#### **ARTICLE IB: Faculty appointments process**

- A. *Purpose.* The Dean shall convene a Faculty Appointments Committee ("Committee") whose purpose shall be to recruit and to make recommendations concerning the hiring of full-time tenured or tenure-track faculty candidates, excluding joint/administrative appointments.

- B. *Authority.* The Committee shall have the authority to recruit and evaluate faculty candidates. The Committee, pursuant to Article 1B, Section F, shall also have the authority to make recommendations for the hiring of faculty candidates to the full faculty. The student members of the Committee shall be full participants in all Committee deliberations.
- C. *Composition.* The Committee shall be comprised of an equal number of faculty and student representatives plus an additional faculty member who shall serve as Committee Chair. The faculty representatives and the Committee Chair shall be selected and appointed by the Dean. The student representatives shall be elected in accordance with the procedures set forth in the SBAC Constitution but in all instances shall include at least one student representative appointed to the Committee by CAIR. The student representatives shall make best efforts to encourage broad student participation in the appointments process, as set forth in the SBAC Constitution.
- D. *Annual Review.* The Law School's hiring needs vary over time. The Dean shall make an annual determination by the 30th day of June as to the Law School's anticipated faculty hiring needs for the coming academic year. If the Dean concludes that hiring is unlikely to occur, the Dean may, at his or her discretion, elect not to convene a Committee. However, in the event that the Law School's hiring needs change and the recruiting and hiring of faculty become necessary, the Dean shall promptly convene the Committee pursuant to this Article 1B (C). Further, nothing in this Article 1B (D) shall be construed to permit the exclusion of student or faculty representatives from the Committee.
- E. *Relationship with the Governing Council.* The Community recognizes the need for a timely recruitment and hiring process that is also reflective of the confidential nature of much of the information that is shared by faculty candidates with Committee members. As such, subject to the exceptions noted in this Section, the Committee is to operate autonomously from the Governing Council. From time to time or at the request of the Governing Council, the Committee shall report to the Governing Council, subject to any applicable concerns regarding confidentiality.
- F. *Presentation of the Committee's Findings.* Pursuant to Section B, the Committee shall have the authority to present its findings to the faculty. Once the Committee is prepared to present its findings, as soon as is practicable, the Dean shall convene meetings of the faculty. At said meetings, the full Committee shall present its findings. In the event that any member(s) of the Committee dissents from the Committee's findings, those member(s) shall be entitled to present their opinions to the full faculty. The student representatives shall be permitted to attend and participate in said meetings. However, nothing in this Section shall be construed to prohibit the faculty from meeting in closed session outside of the presence of the student representatives.
- G. *Consideration of the Committee's Findings.* Following sufficient discussion and deliberation of the Committee's findings, the Dean shall call for a vote. The student Representatives shall each be entitled to one (1) vote. Each member of the full faculty shall be entitled to one (1) vote. The Dean shall not call for a vote unless a quorum is present. Student representatives shall not be counted for purposes of quorum.
- H. *Joint Hiring.* On occasion, the Law School engages in joint hiring processes with other Colleges of the University or with other institutions, and rules and policies of the University or of these institutions may limit student participation. Nothing in this Section shall be construed to prohibit Law School adherence to these rules and policies. However, the Dean and the faculty representatives to any

committees undertaking joint hiring shall notify the Committee and the Co-Chair of the SBAC and shall make best efforts to seek student input to the full extent possible.

**Note: Until Commencement 2011, the foregoing Articles IA and IB supersede all of the following language (Articles II-IV) of the 2004 Charter.**

## **ARTICLE II: THE GOVERNING COUNCIL**

**Section 1. Purpose:** (1) The Governing Council ("the Council") shall constitute the Law School's primary deliberative forum and shall establish the general policies of the Law School, subject to the following exceptions:

- (a) The determination of academic standards and their application to individual students, including but not limited to, application of the academic rules (as most recently amended and adopted on April 26, 2001, and as they hereinafter may be amended from time-to-time consistent with this Charter), questions of academic standing, questions concerning readmission, and the granting of degrees;
- (b) The application of disciplinary standards to individual students;
- (c) Admissions decisions concerning individual applicants, and financial aid decisions concerning individual applicants, current students, or graduates;
- (d) All matters concerning tenure, promotion and contract renewal of faculty members which shall be within the exclusive jurisdiction of the faculty and Dean or, with respect to tenure and promotion, the tenured faculty and Dean; however, the Dean and the faculty or tenured faculty, as the case may be, shall solicit student participation, and consider student advice and recommendations, as hereinafter provided and consistent with the Law School's and the University's tenure and promotion procedures;
- (e) All employment decisions regarding professional administrative and support staff and all matters concerning the salary and benefits of any individual member of the faculty, administration, or support staff, or any other employee of the Law School, except that nothing in this subsection (e) shall be interpreted to be inconsistent with Article II, Sec 7(4).
- (f) Matters concerning the Law School's finances and budget, the amount of tuition, and the allocation of specific financial resources to specific activities, except that nothing in this subsection (f) shall prevent the Council from discussing and giving advice and opinions concerning such matters; and
- (g) Matters of exclusive concern to the faculty, including but not limited to, research, conferences and similar academic activities, faculty social activities, relationships with other faculties at this or other universities, and faculty participation in deliberations or actions of the general university faculty or its duly constituted governance bodies and committees.

**Section 2: Voting.** (1)(a) Except as otherwise provided in this Charter, the Council shall act by majority vote.

- (b) Decisions concerning the appointment of members of the faculty shall be by two-thirds vote (including a majority of the faculty present and participating).

(2) Each member of the Council shall be entitled to one vote except for the Dean, who will vote only in the event of a tie. The Dean shall be entitled to vote in his or her capacity as a member of the faculty in any instance under this Charter requiring a super-majority (i.e., two-thirds). All voting shall be open, unless two-thirds of the Council members present vote that a particular matter should be resolved by secret ballot.

(3) Decisions made by the Council are binding. A quorum for purposes of Council action shall be one more than half of its membership for the then current academic quarter. Voting in Council by faculty and professional administrators shall be in person only, except that a faculty member or professional administrator who is unable to attend a Council meeting when exceptional cause is shown may petition the Council for the privilege of voting by proxy on a specific agenda item. Such petition may be granted by vote of a majority of Council members present.

(4) The procedure for reconsideration of any matter voted on by the Council is through a Motion to Reconsider made at a regularly scheduled meeting of the Council.

(5) Notwithstanding the previous subsection (4), ten members of the faculty, at least six of whom were present at the time of a decision of the Council, may request reconsideration by the faculty of such decision within thirty calendar days thereof.

(6) Pursuant to a petition for reconsideration by the faculty as provided in the previous subsection (5), the Dean shall promptly convene a meeting of the faculty, and the majority vote of the faculty on said matter shall be final. The Dean shall vote only in the event of a tie. Members of the Council who are not members of the faculty shall be permitted to attend and speak at such meeting, but shall not vote. Notice to the community shall be given of all meetings called for the purpose of reconsideration by the faculty of an action taken by the Council.

**Section 3. Procedural Rules.** The Council may from time to time adopt rules for the conduct of its meetings. Unless and until superseded by a different set of rules or by ad hoc rules adopted by the Council, meetings shall be conducted to the extent practicable in accordance with Robert's Rules of Order.

**Section 4. Composition of the Council.** (1) The Council shall consist of the Dean (or his/her designee) who shall act as chair; all members of the faculty as defined herein; the Associate Dean for Administration and Planning; three representatives chosen by the professional administrative staff; three elected student representatives from each class of students in school in a given quarter; and one additional second or third year student representative for each rotation, chosen by a method to be determined by CAIR and approved by the Council (thus, a total of seven student representatives during the summer quarter and ten student representatives during each of the other three quarters).

**Section 5. Student Representation.** (1) Student representatives from each class along with one alternate from each class will be chosen by secret ballot election.

(2) With administrative support provided for in Section 8 of this Article, representatives of the first year class will be chosen within the 20th day of the commencement of the Fall Quarter and serve until the conclusion of the Spring Quarter. Elections for the upper-year representatives on the Fall/Spring co-op rotation will be held not later than the 10th day of Summer Quarter; these representatives will serve as voting members during the Summer and Winter academic Quarters. Elections for the upper-year representatives on the Summer/Winter co-op rotation will be held no later than the 10th day of the Fall Quarter. These representatives will serve during the Fall and Spring academic Quarters. In the event of the absence of a student representative from a meeting, the alternate representing that class may participate and vote. Individual student members (not including alternate members) may hold no more than one additional elected representative position during any term on the Council.

(3) Each student representative will serve for a term of one academic year (Summer to Spring) during the quarters when her or his rotation is in school. A student representative who switches quarters must resign from the Council. In such an instance, the appropriate student alternate will assume the vacant position for the remainder of the former representative's Council term.

(4) The Office of Academic and Student Affairs shall have the responsibility for arranging and conducting the timely election of student representatives and alternates, under such rules and procedures as it shall from time to time establish, subject to approval of the Council.

(5) In the event of a student representative vacancy on a committee, the appropriate student alternate shall step into that position.

**Section 6. Agenda and Frequency of Meetings.** (1) The agenda for Council meetings shall be distributed by e-mail to all members of the Community at least two school days prior to a scheduled meeting.

(2) Any Community member may submit an agenda item to the Council Secretary for inclusion on the agenda at least three school days prior to a scheduled meeting. The Planning Committee may add additional items and shall set the priorities for any given agenda. Any agenda item not addressed shall be carried over to the next regularly scheduled Council meeting.

(3) Meetings of the Council shall be on notice to the Community. Notice shall be made by e-mail and shall include the date, time, place and agenda for the meeting.

(4)(a) The Council shall meet at least once every four weeks, and meetings shall be open to any member of the Community, except as otherwise provided herein.

(b) All standing committees shall meet at least once per quarter, and meetings shall be open to any member of the Community, except as otherwise provided herein.

(c) Notwithstanding the foregoing, meetings of the Admissions Committee and the Appointments Committee shall be closed unless such committee decides to convene an open meeting.

(5) A member of a Council Committee who is not a member of the Council shall be entitled to address the Council on matters related to the business of such committee. Other persons who are not members of

the Council may be invited to address the Council by a majority vote of the Council members in attendance. Persons who are not members of a Council Committee or the Council itself may address any Council Committee meeting only if invited to do so by a majority of the voting members of that committee.

(6) Any committee may meet in Executive Session for purposes of confidentiality. A summary of closed meetings, including the general nature of the agenda, shall be published, consistent with obligations of confidentiality.

(7) The Council and its committees shall designate a secretary, who need not be a member of the Council, to serve for a defined period. The Council Secretary, or the Committee Secretary, as the case may be, shall circulate a draft of the minutes to members of the respective body, before submitting minutes in final form to e-WE and to the Library where an archive of NUSL governance documents, including notices, agendas, reports, and minutes of the Council and committees shall be maintained.

**Section 7. Council Committees.** (1) The following shall be standing committees of the Council and shall report to it from time to time:

- (a) *Planning Committee* - Chaired by the Dean (or his/her designee), this committee shall advise the administration in setting institutional and financial priorities. The Planning Committee shall have the responsibility for identifying priority issues facing the Law School and to place such matters on the agenda of the Council.
- (b) *Admissions Committee* - Chaired by the Assistant Dean for Admissions or a faculty representative, as the Dean shall specify, this committee shall advise the administration on admissions policies and assist the Admissions Department and the administration with the process of recruitment and selection of law school applicants.
- (c) *Public Interest Requirement Committee* - Chaired by a member of the administration appointed by the Dean, this committee is charged with administration of the Public Interest Requirement adopted by the Advisory Council on April 29, 1993, as it shall be from time to time amended (herein, "the Public Interest Requirement Rule"). Decisions of the Public Interest Requirement Committee may be referred for review and further action to the Chair of the Committee on Academic, Curriculum, and Student Life in consultation with her/his Committee. Anything to the contrary in Section 4 of the Public Interest Requirement Rule is hereby superseded.
- (d) *Academic and Student Life Committee* - Chaired by a member of the community appointed by the Dean, this Committee will consider matters relating to student life, other than specific curriculum issues.
- (e) *Committee counter racism within the law school community.* Its membership includes one appointed representative each from LALSA, BLSA, APALSA, and one appointed representative from any other student of color organization (such as a group consisting of Native American law students), if such organization is established and recognized by the Law School in the future, and one elected student representative from each class.

- (f) *Loan Deferral/Forgiveness Committee* - Chaired by a faculty member or professional administrator appointed by the Dean, this committee oversees and promotes the continued success and administration of the Law School's Loan Deferral/Forgiveness Program.
- (g) *Cooperative Legal Education Committee* - Chaired by a professional administrator from the Co-op Department appointed by the Dean, this committee supports the ongoing operations of co-op and provides a forum where issues related to the program and/or its operations can be discussed and addressed.
- (h) *Appointments Committee* - Chaired by a faculty member appointed by the Dean, this committee is responsible for recruitment and hiring recommendations for all faculty appointments. Its membership shall include at least one elected student representative from each class and at least four faculty members appointed by the Dean.
- (i) *Curriculum Committee*- Chaired by a member of the faculty appointed by the Dean, this Committee will consider matters related to curricular offerings.

(2) The Council may establish such other committees, standing or ad hoc, as it shall deem appropriate or necessary for the conduct of business and the successful implementation of this Charter.

(3) Except as otherwise provided in this Charter, the Council shall from time to time review and determine the size and composition of all standing committees and ad hoc committees hereinafter established. However, at least 40% of the composition of the Admissions Committee, the Academic, Curriculum, and Student Life Committee, and the Planning Committee shall include slots to be filled by student representation.

(4) Ad hoc search committees for the hiring of senior administrators (i.e., department heads) are appointed by the Dean (or his/her designee) and shall include proportional representation of faculty, administrators and students consistent with the governing spirit of this Charter. Upon successful conclusion of the appointment of such administrators, the Dean or the Search Committee Chair will make a full report on the search process to the Council.

(5) The Dean, in consultation with the faculty and administrators respectively, shall designate faculty and administrative representatives to all committees.

(6) Standing and ad hoc committees may include as members persons who are not members of the Council.

**Section 8. Administrative Support.** (1) The Law School administration shall make best efforts to implement the following procedures and objectives:

- (a) During Orientation Week for incoming students, the administration shall arrange time for present and former student representatives to conduct an informational session with regard to student participation in the Law School's governance structure, including election procedures.

- (b) Reasonable funding will be provided to Council student representatives for constituent services and other official business. In order to facilitate student participation in governance and cross-rotation communication, students may use such funding to conduct student mailings and forums and to alert prospective candidates of up-coming elections and issues. Student representatives to the Council shall be responsible for the maintenance and disbursement of such funding.
- (c) The Office of Academic and Student Affairs shall allot a time and dates in the academic schedule reserved exclusively for Council meetings.
- (d) A copy of this Charter shall be provided to every incoming student, as well as any other new member to the Community.

**Section 9. Relationship to NLRA.** (1) The Law School recognizes and respects the rights of members of the community who are or may be employees within the meaning of the National Labor Relations Act, as amended, 29 U.S.C. §§ 151 et. seq. (herein "NLRA employees"), including the right to unfettered and self-determined choice by such employees as to what form of representation they shall have, if any, with respect to Law School governance. In the event that any group of NLRA employees of the Law School shall exercise their right to collective representation and/or collective bargaining as provided by law, this Charter shall be reviewed and, if necessary, amended, so as to be consistent with the exercise by employees of such right.

(2) The participation of any individual or category of individuals in any process or activity provided for or conducted pursuant to this Charter, or the mention of any category of individuals in the Charter, shall not constitute or be construed to constitute evidence that such individual or category of individuals are or are not NLRA employees, nor shall such participation, or any reference to such individual or category of individuals in this Charter, constitute or be construed as constituting evidence of a determination or belief by such individual(s) or the Law School, that such individual(s) are or are not NLRA employee(s).

### **ARTICLE III: COUNCIL OF REVIEW**

**Section 1. Purpose.** (1) The Community recognizes a need for collective learning with respect to governance processes, and a need to record governance experience under this Charter and to document that experience for the future. Accordingly, on an ad hoc basis from time to time as hereinafter provided, the Council shall convene a body to be known as a Council of Review.

(2) The purpose of the Council of Review is to monitor and review the operation of this Charter, to determine whether Law School governance conforms to it, to make recommendations as to its proper interpretation and implementation, and to make recommendations for its improvement.

**Section 2. Composition.** The Council itself may sit as a Council of Review or the Council may designate a representative body to sit as a Council of Review. Except when the Council itself sits as a Council of Review, the number of student representatives shall be at least equal to the number of faculty representatives, and the combined total of faculty and administrative representatives shall be no more than 100% of the number of student representatives.



**Section 3. *Frequency.*** A Council of Review may be convened whenever the Council determines that a review of the Charter, or an application thereof, is deemed necessary and appropriate. In addition, a Council of Review will be convened whenever 20% of the faculty, and/or 15% of the entire student body, petition the Council for such meeting, either for the purpose of a general review of the Charter and/or for the purpose of discussing whether in a particular case it was properly implemented and observed.

**Section 4. *Authority.*** In considering a particular case, a Council of Review shall have no power other than to make findings, and in reviewing the operation of the Charter generally, shall have no power other than to make findings and recommendations to the Council, which shall be made public.

#### **ARTICLE IV: FACULTY GOVERNANCE**

**Section 1. *Definition.*** As used herein, “the faculty” consists of all regular teaching staff of the Law School, including the Dean, Professors, Associate Professors, Assistant Professors, Clinical and Academic Specialists, and the Associate Dean, but not including emeritus and retired teaching staff, adjunct teaching staff, Lecturers, visiting teaching staff, or Supervising Attorneys/Fellows holding grant-funded positions. An individual who is otherwise a member of the faculty retains that status while on leave or sabbatical. Only members of the faculty as defined herein, chaired by the Dean, shall participate and vote with respect to matters that are peculiarly within the jurisdiction, respectively, of the faculty (including all matters pertaining to recommendations for conferral of degrees, faculty workplace issues, and faculty social and collegial activities), or the tenured faculty (including all matters pertaining to tenure and promotions).

**Section 2. *Associate Dean for Academic Affairs.*** The Associate Dean for Academic Affairs shall be a member of the faculty and shall be appointed by the Dean with advice and consent of the faculty.

**Section 3. *Faculty and Administrative Meetings.*** The faculty and/or the administration may meet from time to time to discuss matters of concern to the faculty or the Law School as a whole. Decisions at any such meetings shall be limited to those matters that are outside of the jurisdiction of the Council or its committees, as defined in Article II, Section 2(1).

#### **ARTICLE V: ADOPTION, AMENDMENT & REVOCATION**

**Section 1. *Adoption, Revocation and Suspension.*** (1) The Charter shall be adopted and immediately come into effect upon ratification by a vote of sixty percent (60%) of the members of the Council, as defined in resolution on Interim Governance adopted on February 8, 2001, or its successor body.

(2) This Charter may be revoked or suspended only by a vote of sixty percent (60%) of the Council at each of two meetings to be held during successive quarters. All meetings to consider revocation or suspension of this Charter shall be open to all members of the Community, who shall be afforded an opportunity to be heard.

**Section 2. *Amendment Process.*** (1) This Charter may be amended by two-thirds vote of the Community Council at a meeting called to consider an amendment upon at least 10-business days’ notice to the community. Such notice shall be in writing, shall contain a fair summary of the proposal or proposals to amend, and shall be posted both in e-WE and by e-mail to all community members.

(2) Notwithstanding the requirements pertaining to amendment set forth herein, in the event that the student body adopts rules and procedures for their own governance, such rules and procedures may be incorporated in this Charter by reference upon request of a majority of current students speaking directly or through their representatives; such incorporation shall be limited to the extent such rules and procedures are consistent with this Charter.

## TAB C

### INFORMATION REGARDING INTERNATIONAL STUDENTS

#### International Students with F-1 or J-1 Visas

Your co-op internship experience is officially classified as “curricular practical training,” and thus you are required to obtain a Work Authorization for each separate co-op regardless of where your co-op is located and whether or not you are compensated. The steps you should follow to obtain the required Work Authorization before you go on co-op are as follows:

- (1) As soon as you obtain your co-op job for the upcoming quarter, request documentation from the Directors that confirms your status as a law student undertaking curricular practical training. This is a form called, “Northeastern University Department of Cooperative Education Curricular Practical Training (Co-op) Verification Form”, which must be completed by you and one of them;
- (2) Schedule an appointment with an International Student Advisor at the University’s International Student and Scholar Institute, 206 Ell Building 617.373.2310; and
- (3) Bring to your meeting with the International Student Advisor your Passport, your I-94, and your I-20 (F-1 Visa Holders) or DS -2019 (J-1 Visa Holders), along with the verification form described in the first step, above.

These requirements cannot be waived and it is your responsibility to obtain the necessary Work Authorization for each co-op quarter before you go on co-op.

All International Students with F-1 or J-1 Visas must file federal tax returns, even if you have no earned income to report for the tax year. The applicable tax rules are very complex, and if you are subject to this, you should consult your tax advisor.

International Students with F-1 or J-1 Visas may be eligible to apply for up to a year of Optional Practical Training following graduation; a job is not a prerequisite for applying. You may apply up to one hundred and twenty (120) days before or sixty (60) days after graduation, so long as you have not left this country before applying. The application process consists of obtaining Pre-Authorization through the International Student and Scholar Institute which then is sent to Immigration for the actual authorization. If you think you may be interested in this option, you should consult early in your last year of school with an International Student Advisor at the University’s International Student and Scholar Institute, 206 Ell Building 617.373.2310.

The International Student and Scholar Institute conducts an Orientation Series for incoming students. If you are an international student with an F-1 or J-1 Visa, you should check in with this office during your first week of school to obtain information about the programs and services available to you. In addition, you should schedule an appointment with an International Student Advisor at the University’s International Student and Scholar Institute, 206 Ell Building, 617.373.2310, for an Immigration Clearance.

## **TAB D**

### **CRITERIA AND GUIDELINES FOR STUDY ABROAD PROGRAMS**

- (1) Permission to transfer credits from study abroad programs to Northeastern (so that credits can be applied toward graduation requirements) will be granted only after careful review. Students considering such a possibility are therefore strongly encouraged to begin planning early and in consultation with appropriate faculty and staff.
- (2) Any student wanting to receive academic credit for study abroad shall submit a study abroad proposal at least one (1) month in advance of the application deadline for the program they wish to attend to Assistant Dean Bettye Freeman.
- (3) This proposal shall:
  - (a) Identify the ABA-approved program that the student wishes to attend;
  - (b) List and describe the courses that the student wishes to take within that program;
  - (c) Describe the academic and professional objectives the student seeks to achieve, including preparation undertaken in preparation for the proposed program, such as language study (see below) and courses taken at Northeastern;
  - (d) Provide an explanation of why the stated objectives cannot be accomplished by study at Northeastern or by co-operative work experience abroad; and
  - (e) Provide evidence that the credits to be awarded will satisfy the needs of the student.
- (4) Study abroad proposals will be reviewed and approved or denied by Assistant Dean Bettye Freeman in conjunction with NUSL International Law faculty. A proposal is likely to be approved if:
  - (a) The proposal outlines courses that are not duplicated by courses offered at Northeastern; or
  - (b) The proposal outlines courses that do evidence the level of academic rigor of the equivalent course offered at Northeastern (ABA accreditation does not create a presumption that this requirement has been met).
- (5) Experience indicates that some programs have consistently provided rigorous academic training. Study abroad proposals involving these programs are more likely to be considered favorably. Such programs include:
  - GWU/Oxford Joint Program in International Human Rights, England
  - Cornell/Sorbonne Summer Institute of International and Comparative Law, Paris
  - Temple Law, Japan
  - Academy on Human Rights and Humanitarian Law sponsored by the Washington College of Law of American University, Washington, DC (while not delivered overseas, this program provides similarly rigorous training)
- (6) For any quarter in which the student is seeking credit toward graduation from Northeastern, the student must continue to pay tuition to Northeastern. All financial aid remains in effect. Any tuition charges resulting from an approved study abroad program, up to a maximum of the tuition paid by the student to the law schools, will be paid by Northeastern.

(7) Students may, in the alternative, apply for a leave of absence from Northeastern and attend study abroad programs on their own. In this case, the credits from the program will not be transferred to Northeastern, and the student's date of graduation will be postponed in order to accommodate the full course of study at Northeastern.

## **TAB E**

### **STUDENTS REQUESTING ACCOMMODATIONS FOR DISABILITIES, INCLUDING MENTAL HEALTH/COUNSELING RESOURCES AND CONFIDENTIALITY**

#### **STATEMENT OF POLICY**

Northeastern University School of Law has a legal and moral commitment not to discriminate against qualified students with disabilities. It is the policy of the law school to provide reasonable accommodations for students with motor, perceptual or psychological disabilities, including learning disabilities, those with health impairments, and other disabilities.

#### **OVERVIEW**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against otherwise qualified individuals with a disability by institutions receiving federal financial assistance. The Americans with Disabilities Act (ADA) broadens the nondiscrimination mandate to many previously exempt private institutions. Massachusetts state law provides comparable protection under its public accommodations law and other provisions.

The definition of disability under the Rehabilitation Act and the ADA includes "any person who (i) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment."

Under Section 504 and Title III of the ADA, the law school cannot inquire about a student's disability either before or after admission except in very limited circumstances. Therefore, it is the obligation of the student who seeks accommodation to identify his or her disability to the law school and to request an academic adjustment. To notify the law school effectively, the student should ordinarily provide information to the Director of the Academic Success Program, Melinda Drew, as outlined further below, after which, if appropriate, the student will be referred to the University's Disability Resource Center for additional assessment and design of reasonable academic accommodations.

Regulations under Section 504 require an educational institution like Northeastern to make reasonable accommodations in four different categories: (1) academic requirements; (2) other rules; (3) course examinations; and (4) auxiliary aids.

Regarding academic requirements, the regulations state:

[A covered entity] shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student. Academic requirements that the recipient [school] can demonstrate are essential to the program of instruction being pursued by such student or to any directly related licensing requirement will not be regarded as discriminatory.

Regarding "other rules," the regulations prohibit imposing rules upon students with disabilities that would, in effect, limit those students' ability to participate in the education program or activity. The regulations suggest that such rules would include "the prohibition of tape recorders in classrooms or of dog guides in campus buildings."

Regarding course examinations, the regulations state:

In its course examination ... a [federal funds] recipient [school] ... shall provide such methods for evaluating the achievement of students who have a handicap that impairs sensory, manual, or speaking skills as will best ensure that the results of the evaluation represents the student's achievement in the course, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).

Finally, regarding auxiliary aids, the regulations explain that a covered entity must take "such steps as are necessary to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under, the education program or activity operated by the recipient because of the absence of educational auxiliary aids." The provision of auxiliary aids is not limited strictly to the classroom, but extends to other activities offered by the law school.

In sum, in order to ensure full access of students with disabilities to the entire range of activities at the law school, Northeastern is required to provide reasonable accommodations, if requested, so long as the changes and modifications requested do not fundamentally alter its educational program or result in an undue burden on the institution.

#### **EARLY NOTIFICATION**

Students who are admitted to the law school are encouraged to decide as soon as possible whether or not to disclose a disability and request reasonable accommodations. Some students may find it desirable to contact the law school before classes start or even before admission in order to ascertain the feasibility of certain accommodations. Many students with disabilities may know about their need for accommodations before entering law school, but others will discover or experience disabilities during law school. It will be to the student's advantage to seek diagnosis and accommodations as early as possible. The advantages of notification may include being able to obtain testing modifications when taking the bar exam even if one did not use recommended accommodations during law school.

In deciding whether or not to disclose your disability and to seek accommodation from the law school, you may want to discuss your disability confidentially with Melinda Drew, Director of the Academic Success Program, Bettye Freeman, Assistant Dean of Academic and Student Affairs, and/or with faculty members, especially your faculty advisor. If you seek to discuss these issues confidentially, these advisors will respect your request for non-disclosure, unless you instruct them otherwise. (This means that your confidential communication will not amount to a formal notice of disability/request for accommodation to the law school.) You may also wish to consult with members of the law school Disability Law Caucus.

#### **RECOMMENDED PROCEDURE FOR REQUESTING ACCOMMODATIONS**

If you think you may benefit from some type of accommodation, including instructional, course load, or exam modifications, auxiliary services such as interpreters or note-takers, or other accommodations, please contact Melinda Drew as soon as possible. In certain instances involving one course only, it may be appropriate to seek a course-specific accommodation directly from the course instructor. (Of course, there are additional procedures for extensions in the event of sickness, family emergencies, and bereavement in addition to those available for a disability.)

If you wish to notify the school and to seek reasonable accommodation, you may be referred to the Northeastern University Disability Resource Center for further screening and assessment depending on the accommodation you seek. At the initial one hour intake interview, your medical documentation will be reviewed, information collected, and a letter of introduction prepared for your file. The letter of introduction will list the accommodations you need, which will be worked out on a case-by-case basis. In certain instances, the Disability Resource Center might need your cooperation with additional assessments and professional determinations of what adjustments and aids are necessary. With your permission, this letter of introduction from the DRC will be provided to Melinda Drew, Director of the Academic Success Program, Bettye Freeman, Assistant Dean of Academic and Student Affairs and to other staff in the Office of Academic and Student Affairs. It will go to faculty, staff, and other administrators only upon your express request.

The Disability Resource Center provides free support services, including advocacy, assistance in obtaining interpreters, exam modifications, and other accommodations, to all students with disabilities. Another on-campus resource, the Learning Disability Program, offers for a fee, individualized work with a learning disability specialist to learn strategies for compensating for the disability.

#### **DOCUMENTATION FOR THE DISABILITY RESOURCE CENTER**

Students with certain disabilities, such as learning disabilities and mental health impairments, will be required to provide appropriate documentation of the disability to the Disability Resource Center. This documentation may be in addition to that typically required for LSAT testing accommodation. When medical/physical disabilities are at issue, a physician's statement will usually be sufficient, so long as that statement describes both the disability and the limitations that the disability poses for the student. For students with learning disabilities, reasonable documentation usually includes the following:

- (1) Preparation by a professional qualified to diagnose a learning disability, including but not limited to a licensed psychologist or learning disability specialist;
- (2) Description of the testing procedures followed, the instruments used to assess the disability, the test results, and an interpretation of the test results;
- (3) Assessment of the individual's present achievement level, as comprehensive and as current as possible; and that adequately measures cognitive abilities and academic achievement skills. The achievement test should ordinarily sample reading, writing, and, if possible, ability to deal with abstraction, reasoning, and organizational skills;
- (4) Test results for at least the following characteristics: intelligence, vocabulary, reading rate, reading comprehension, spelling, memory, and processing skills. The diagnosis should conform to federal and state guidelines.
- (5) If possible, professional recommendations for academic adjustments.



## **DIAGNOSIS AND TESTING**

Testing services for students with known or suspected learning disabilities, who need initial or additional assessment and documentation, are available from the Disability Resource Center one day a week. Testing is conducted by Ph.D. candidates supervised by a neuropsychologist. The cost of diagnosis and testing is covered by the Northeastern University health insurance policy, if done by the DRC, and may also be covered by your private health insurer. Note, however, that scheduling an appointment for testing can take several months. Therefore, you should seek an appointment as soon after you have arrived at NUSL as possible (or, even prior to your arrival by contacting Melinda Drew at 617.373.3960

## **DESIGNING ACCOMMODATIONS**

Although it is the law school's legal obligation to provide reasonable accommodations once a student documents a disability and seeks an accommodation, designing the most effective accommodation will frequently require coordination between the student, the student's diagnostic expert, the Disability Resource Center, appropriate law school faculty and administrators, and outside experts retained by the University, if appropriate. The Disability Resource Center, at present, designs most accommodations, especially in exam administration and auxiliary aids. Some disabilities, however, are more complicated and require a greater degree of planning between legal education specialists and other disability specialists. Therefore, it may be necessary for the student to cooperate with additional assessments designed to discover effective accommodations.

Even after reasonable accommodations have been carefully designed, a student might discover that additional accommodations are necessary and appropriate. The student should continue to be proactive and cooperative about accommodations and reasonable modifications to maximize effectiveness.

## **ACADEMIC SUCCESS PROGRAM SERVICES FOR STUDENTS WITH DISABILITIES**

Students with certain kinds of disabilities may benefit from some of the scheduled Academic Success Program courses and workshops, e.g., the Analytical Skills Workshop, the Legal Analysis Workshop, and the Legal Writing Workshop. They might also benefit from individualized tutoring and other services (such as individualized study plans, time management skills, etc.) to the extent they are available. Students are encouraged to discuss their individualized needs for accommodations with Melinda Drew, Director of the Academic Success Program and/or with the Disability Resource Center to determine whether disclosure and a request for services from the ASP program is appropriate.

## **SEEKING ACCOMMODATIONS ON CO-OP**

Because the school's co-operative education program is part of the academic program, the law school has an obligation to ensure that qualified students with a disability have an equal educational opportunity to participate in the co-op program. The nature of the obligation is complicated by the fact that students on co-op have two statuses, one as a student and one as an employee.

With regard to the student status, the law school is obligated to ensure that the co-op process, as described in the Co-op Handbook (including such things as access to job postings, on-campus interviews, training sessions and materials), operates in a manner that reasonably accommodates the diverse needs of students with disabilities so that they have equal access to the range of services and opportunities available for all students.

With regard to the employment status, the employer is responsible for providing reasonable accommodations to students on co-op; the law school cannot and does not assume the obligation to ensure an employer's

compliance with the ADA. Co-op employers have an exclusive and independent legal obligation under the ADA and other applicable state and federal law not to discriminate against qualified individuals with a disability in any employment decisions. For example, employers may not make pre-hiring inquiries about a co-op applicant's disability, although in some instances a post employment inquiry is permissible. Once hired, it is the personal decision of a student whether to waive confidentiality and disclose a disability in order to request an accommodation which the student deems necessary and appropriate. The employer is under no legal obligation to accommodate the student unless the student requests an accommodation and provides any required documentation. Once the student does this, it is the legal obligation of the employer to provide a reasonable accommodation. The Co-op office staff and the disability services coordinator are available to consult with students regarding such matters.

Because of the law school's obligation to ensure non-discrimination in the co-op program and because of its interest in ensuring that students successfully complete each co-op experience, the law school may request that students on co-op provide information about whether they have requested a reasonable accommodation from the employer and, if so, what the nature of the accommodation is and whether the employer is meeting its obligation. In these circumstances, it may be desirable for the student to waive confidentiality in communications between the employer and the school so that they can communicate about effective accommodations and compliance.

If a student on co-op experiences any problem with obtaining a reasonable accommodation from his or her employer, in addition to notifying the employer, the student should immediately notify the co-op office and/or the Assistant Dean of Academic and Student Affairs so that adjustments, if possible, can be negotiated. Without this notification, the law school may not be able to intervene with the student or the employer to assist compliance.

If a co-op employer is reasonably believed by the law school to have discriminated against a co-op student on the basis of a disability, among other options, the law school may assist the student in obtaining an alternate placement or making another adjustment. In addition, if a student believes that his or her co-op evaluation is inaccurate or unfair because of disability discrimination or because of a failure of reasonable accommodation, the student has the right to a review of the evaluation pursuant to Co-op Handbook provisions. The law school has the right to remove an employer from the co-op program for any reason it seems appropriate, including if the school reasonably believes that the employer has violated our anti-discrimination policy or will be unwilling or unable to comply with our policies in the future.

Students are strongly encouraged to explore these disability-related issues in advance of a co-op with designated faculty and administrative staff as noted above, particularly co-op administrators.

## **GRIEVANCES**

Students with disabilities who feel that their requests for accommodations in the Academic Success Program, whether on a program-wide basis or from individual professors, or in Co-op have not been appropriately addressed should direct their complaints to Bettye Freeman, Assistant Dean of Academic and Student Affairs. Further grievance procedures within the University are described in the Graduate Student Bulletin and include bringing a complaint to the University's Affirmative Action Office.

**ADMINISTRATIVE RESPONSIBILITY**

The Associate Dean has overall responsibility for administering this Disability Policy. Bettye Freeman, the Assistant Dean for Academic and Student Affairs, has responsibility for administering testing accommodations, for maintaining confidential files, and for designating a contact person for students with disabilities. She has currently designated Melinda Drew, Director of the Academic Success Program, as the contact person.

**MENTAL HEALTH/COUNSELING RESOURCES**

Real life does not come to an end when you enter law school. Law students continue to face family and relationship problems, illnesses, financial dilemmas and other stresses that can interfere with successful law school studies. Northeastern University has many on-campus resources, including the Disability Resource Center, and the University Health and Counseling Services that can help in times of crisis. University Health and Counseling Services provides individual counseling services, support programs, career counseling and testing, and a variety of other services free of charge for full-time students. University Health and Counseling Services is also responsible for arranging services for students who have emergency mental health needs. To make an appointment, students can walk in to the University Health and Counseling Services offices in the Lane Health Center or call them at 617 373-2772. The Office of Academic and Student Affairs and the Academic Success Program Director can also provide referrals to on- and off-campus resources when appropriate.

**CONFIDENTIALITY**

Information and test results that students provide to the Office of Academic and Student Affairs will be kept confidential within that office and separate from the student's academic records, subject to the Buckley Amendment and the "need-to-know" standard. Similarly, conversations about disabilities shall be confidential. At the student's request, Melinda Drew, Director of the Academic Success Program will assist the student in disclosing appropriate information to faculty, administrators, staff, and the offices of cooperative education and career services. Such disclosure will be aimed at receiving reasonable accommodations and will otherwise be confidential. Such disclosure will not adversely affect academic evaluations.

**TAB F****LAW LIBRARY****LIBRARY HOURS**

Monday-Thursday	7:30 a.m. - 1:00 a.m.
Friday	7:30 a.m. - 9:00 p.m.
Saturday – Sunday*	9:00 a.m. - 9:00 p.m.

\*extended hours open until 11:00 p.m.

Library extended hours begin two weekends prior to the start of exams. A complete listing of hours including special hours for exams, holidays and vacations are posted at the library entrance and announced through the library's website, <http://www.northeastern.edu/law/library/index.html>.

**LIBRARY AND COMPUTER SERVICES STAFF AND TELEPHONE NUMBERS**

Information Desk	617.373.3332
Computer Services	617.373.8919
Reference Desk	617.373.3594
Inter-library Loan	617.373.3350
Fax	617.373.8705
TTY	617.373.5476

Sarah Hooke Lee, Assistant Dean and Director of Information & Research Services and Associate Professor	3394
Sue Zago, Associate Director	3331
Sharon Persons, Head of Research and Instruction	3883
Susan More, Head of Technical Services	3691
Lydia Lafionatis, Head of Access Services	5482
Alfreda Russell, Senior Law Librarian	3589
Stephanie Hudner, Metadata Librarian	3716
Warren Yee, Access Services Supervisor	3350
Rachel Bates, Technical Services Supervisor	3553
Joe Miranda, Journal Editor/Budget Analyst	3552
Dennis Turner, Information Desk Supervisor	3332
Matt Kennedy, Technical Services Assistant	3622
Laura Hartnett, Technical Services Assistant	8939
Janet Kalinowski, Information Desk Assistant Supervisor	3332
Deirdre Costello, Information Desk Assistant Supervisor	3332
David McNeil, Director of Computer Services	8716
Brad Whitmarsh, Information Technology Support Specialist	8919
Michael Calabrese, Information Technology Support Specialist	8919

## **LAW LIBRARY ACCESS**

The Law Library is open to the general public from 7:30 a.m. to 6:30 p.m. from Monday through Friday. After 6:30 p.m. and on weekends the library is only accessible to the NUSL community as well as other groups with proper identification such as: students, faculty, staff, and alumni/ae of Northeastern University; visitors from other law schools that are members of the New England Law Library Consortium; and others who have been granted access by the library administration. (See Security System Procedures section on pages 33 and 34 for further building access information.)

## **LAW LIBRARY POLICIES, RESERVE, PHOTOCOPIERS, GROUP STUDY ROOMS**

Cooperation from all library users is necessary to maintain a pleasant working environment conducive to studying and research. We ask users to refrain from loud conversations and ask that all members of the community respect each other's need for quiet, especially when under the stress of impending deadlines or exams.

In the interests of creating a good learning environment we ask that the designation of quiet study be respected. Please note that cell phone usage in quiet study areas is prohibited. Food and drink are allowed.

Please reshelve your books carefully so that your colleagues have access to materials. It is a courtesy to your fellow students and faculty members not to store books in carrels or leave them on tables. All library materials taken out of the library must be checked out at the Information Desk on the library's first floor. Materials from the library's circulating collection may be borrowed for twenty-eight (28) days. Please return materials on, or before, the due date, so that others may have use of library resources.

Course reserve materials are books that are required reading in your courses and are available at the Information Desk on the first floor. These materials may be checked out for a two-hour period and may be used in or out of the library space. Please be considerate of your colleagues and return all course reserve materials on time. Course reserve materials can be charged out two (2) hours before closing and are due within one (1) hour of opening the following morning. Repeated failure to return reserve materials within these time frames will result in the revocation of reserve borrowing privileges.

There are four (4) photocopiers in the library (first, second, third and fourth floors). A copy card dispenser is located on the fourth floor. Cards may be purchased for \$1 and value may be added to the card from any copier.

There are four (4) individual study rooms in the law library that accommodate two (2) people comfortably (rooms 402, 403, 406 and 411) and are available on a first-come, first-served basis. Group study rooms are reserved in two (2) hour increments and can be renewed if no one is waiting. Please note that these study rooms are not equipped with sound proofing. Discussions should be conducted quietly so as to be considerate of your colleagues studying nearby.

Three (3) of the library study rooms are group study rooms and can be used by three (3) or more students by prior reservation at the Information Desk. Room 401 is kept open at all times, but should be reserved for use. Room 401 has a large table and can accommodate approximately eight (8) people. Room 404 is equipped with a video monitor and VCR/DVD Player for viewing of reserve materials and it can accommodate about

eight (8) people. Users are asked to vacate study rooms one half hour before the library closes. Please note that these study rooms are not equipped with sound proofing. Discussions should be conducted quietly so as to be considerate of your colleagues studying nearby.

Room 215 houses the Assistive Technology equipment, including a computer with screen reading software, JAWS, and a Kurzweil reader.

## **THE COLLECTION**

The NUSL law library collection is comprised of over 330,000 volumes in open stacks for browsing and easy access. The NUSL library has a solid collection of primary sources and federal and state finding tools. Additionally, a good working collection of secondary sources, such as treatises, loose-leaf services, form and practice books, hornbooks, and legal periodicals is available. The law library also licenses a large number of online databases to support student and faculty research. Most of these databases can be accessed remotely when you log in using your MyNEU username and password. Please note that you will need to register your ID with the library before you can successfully logon to any of these databases. A complete list of the databases can be found at the following URL: <http://www.slaw.neu.edu/library/license.htm>. The University's Snell Library, the InfoCommons, and the CyberCafe are all open to NUSL students and faculty for twenty-four (24) hour computer access as well as non-legal research needs.

## **INTERLIBRARY LOAN**

If you need a book or article that is not part of the NUSL library's collection then you may be able to get it via interlibrary loan. The law library is a member of the New England Law Library Consortium (NELLCO), the University is a member of the Boston Library Consortium and NExpress Consortium. Please see a member of the library staff if you need assistance in finding information not available in our collection. Our staff can help you with interlibrary loans of materials from other libraries or a letter of introduction should a visit to another library be necessary for your research needs.

## **MICROFORMS**

The library has a microform collection which includes state, federal and international materials. A microform scanner and printer are located in room 322.

## **COMPUTER LABS**

Personal computers (PCs) are located in three (3) computer training centers (rooms 204, 214, and 323), and at standing desks located throughout the library. The computers are connected to several laser printers located in the library. The computer training centers are used as classrooms, for both formal and informal NUSL courses and seminars and Lexis/Westlaw training. When the rooms are not scheduled for such purposes, they are available to the NUSL community. There are numerous computers located throughout the library for times when rooms 204, 214, and 323 are booked for exams or educational use. Also, full wireless access is available throughout the law center.

Westlaw and LexisNexis are available to NUSL students, faculty and staff for educational purposes. Our contracts with both major online services strictly limit usage to curriculum-related research. You will get both

your Lexis and Westlaw IDs during Orientation and you may use them immediately. Training is available during the fall and spring semesters. Both Lexis and Westlaw offer skills improvement seminars and topical research sessions for all users throughout the year.

The computer labs are managed by the Office of Computer Services. Computer Services staff may be reached at 617.373.8919. Assistance with printer supplies such as paper and toner may be found at the Information Desk on the first floor of the library. Computer use within the School of Law is governed by the Northeastern University Appropriate Use Policy. The university may update this policy at any time. Please check: <http://www.help.neu.edu/aupContent.html> for the most current revision.

## **RESEARCH AND INSTRUCTION STAFF**

Professional research and instruction librarians are available to assist students and faculty with questions about the collection, Lexis and Westlaw, general research strategies, and interlibrary loan. Research and Instruction librarians also give library tours and teach legal research classes. Check with the Research and Instruction staff in the staff office suite on the 3<sup>rd</sup> floor for research assistance, information on library publications and information on using web resources. Research and Instruction staff can be reached by phone at 617.373.3594 and by email at [lawresearchhelp@neu.edu](mailto:lawresearchhelp@neu.edu).

## **WORK/STUDY POSITIONS**

The law library offers a wide variety of work/study positions, in both Access Services and Technical Services. Jobs include filling faculty document requests, assisting at the Information Desk, filing loose-leaf pages, shelving books, etc. To view descriptions of the jobs available in the NUSL Law Library, please go to <https://studentemployment.neu.edu>.

## **TAB G**

### **Northeastern University Appropriate Use of Computer and Network Resources Policy**

Updated February 25, 2010

#### **Introduction**

The information systems of Northeastern University are intended for the use of authorized members of the community in the conduct of their academic and administrative work. Northeastern's information systems consist of all networking, computing and telecommunications wiring, equipment, networks, security devices, passwords, servers, computer systems, computers, computer laboratory equipment, workstations, Internet connection(s), cable television plant, University-owned mobile communications devices and all other intermediary equipment, services and facilities. These assets are the property of the University. This Policy describes the terms and conditions of use for Northeastern information systems.

#### **Part 1**

##### **Use of Computer Accounts and Facilities**

Members of the Northeastern community may use only the computer accounts and facilities authorized by the University for their use. Use of another person's account, identity, security devices/tokens, or presentment of false or misleading information or credentials, or unauthorized use of information systems/services is prohibited.

#### **Part 2**

##### **Access To and Use of Systems**

##### **Normal Duration of Service**

Access to and use of Northeastern information systems is a privilege granted by the University to faculty, staff, students and authorized third parties. Additional electronic experiences as may be offered to parents and extended populations are included under the provisions of this paragraph. Access for up to one (1) academic year for others including "sponsored" individuals whose relationship with Northeastern is a result of a University-recognized affiliation or relationship must be approved by the authorizing unit's Dean or Vice President. The University retains sole discretion over the extent to which access privileges are granted and/or extended.

#### **Part 3**

##### **Assent to Terms of the Appropriate Use Policy**

By accessing and/or using University information systems, and/or by "clicking through" a usage agreement during ResNet or other equipment registration procedure, users assent to the Terms and Conditions of the Appropriate Use Policy.

#### **Part 4**

##### **Users Responsible for Actions Conducted Under their User ID(s)**

Users are responsible for all use of information systems conducted under their user ID(s), and are expected to take all precautions including password security and file protection measures to prevent use of their accounts and files by unauthorized persons/entities. Sharing of passwords or other access tokens with others is prohibited. Users who disclose their passwords to third parties are solely responsible for all consequences arising from such disclosure.



## **Part 5**

### **Lawful Use**

Northeastern information systems may be used for lawful purposes only. It is prohibited to use Northeastern information systems for unlawful purposes, including, but not limited to the installation of fraudulently or illegally obtained software, harmful software, illegal dissemination of licensed software, sharing of content where the disseminator does not hold lawful intellectual property rights, propagating chain messages, pyramid, ponzi, other unlawful or deceptive schemes, or for any purpose contrary to local, state, federal law or University Policy.

## **Part 6**

### **Rights of the University**

To protect Northeastern information systems against unauthorized or improper use, and to protect authorized users from the effects of unauthorized or improper usage, the University reserves the right with or without notice, to monitor, record, limit or restrict any account holder's access and/or usage. The University may also monitor, record, inspect, copy, remove or otherwise alter any data, file, or system resources in its sole discretion. The University further reserves the right to periodically inspect systems and take any other actions necessary to protect its information systems. The University also retains access rights to all files and electronic mail on its information systems. Anyone using these systems expressly consents to such monitoring.

## **Part 7**

### **Electronic Privacy Rights**

The electronic privacy rights of others shall be respected at all times. Use of audio, video, cell phone, "web cam" or related technologies, for the purpose of capturing images and/or recording speech in locations or circumstances where a reasonable expectation of privacy exists is prohibited without the consent of the subject(s) depicted and/or recorded. This provision shall not apply to lawful surveillance conducted by law enforcement agencies. The University reserves the right to impose additional restrictions on use of electronic recording devices, in its sole discretion. Questions about the applicability of this provision to a particular situation shall be referred to the Office of University Counsel or the Director of Information Security and Identity Services.

## **Part 8**

### **Posting of Personal Information/Web Pages/Other Electronic Writings**

Users are responsible for the timeliness, accuracy and content/consequences of their personal information, web pages and other electronic writings. Personal information of members of the Northeastern community, including but not limited to students, faculty and staff, may not be posted or maintained on public networks or sites, unless the user fully complies with applicable laws and regulations governing handling of personal information.

## **Part 9**

### **Confidentiality of Content**

The confidentiality of any content shall not be assumed. Even when a message or material is deleted, it may still be possible to retrieve and read the message or material. Further, use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Aside from the right of the University to retrieve and read any electronic communications or content, such messages or materials must be treated as confidential by other students or employees and accessed only by the intended recipient. Without prior authorization, no person is permitted to retrieve or read electronic mail messages not sent to them.

## **Part 10**

### **Responsibility to Maintain Confidentiality**

Notwithstanding the University's right to audit or monitor its information systems, all users are required to observe the confidentiality and privacy of others' information accessed through Northeastern information systems and records of every description, including information pertaining to University programs, students, faculty, staff and affiliates. Without proper authorization, users are not permitted to retrieve or read content not intentionally addressed to them. With proper authorization, the contents of electronic mail or Internet messages or materials may be accessed, monitored, read or disclosed to others within the University or otherwise.

## **Part 11**

### **No Guarantee of Protection Against Unauthorized Access**

#### **Prohibition on Accessing/Moving Data Belonging to Another Accountholder**

While the University attempts to protect electronic communication and files from unauthorized access, this cannot be guaranteed. Users may not access, copy or move files including, but not limited to programs, data and electronic mail belonging to another account, without prior authorization from the accountholder. Files may not be moved to other computer sites without permission from the accountholder whose account under which the files reside.

## **Part 12**

### **Use of University-Recognized Messaging Systems**

Electronic messages pertaining to the official business of the University, including all academic and administrative matters shall be sent from University-owned or University-recognized messaging systems. For example, student inquiries must be sent from a University-recognized e-mail system. Replies from faculty or staff must be sent to the same accounts. In cases where unrecognized third-party messaging systems are used to originate a message, and/or where a party chooses to forward messages from a University-owned or University-recognized system to a third-party unrecognized system, individuals using these systems shall be solely responsible for all consequences arising from such use.

## **Part 13**

### **Handling of Sensitive Information**

#### **Disposal of Equipment and Storage Media**

Printed materials, computer equipment and storage media containing sensitive and/or protected information shall be handled in accordance with Information Disposal Requirements, Asset Disposition procedures, and hazardous materials regulations. Additional information on these topics is available from the Information Services website ([infoservices.neu.edu](http://infoservices.neu.edu), and [ehs.neu.edu](http://ehs.neu.edu)).

## **Part 14**

### **Commercial Use**

University information systems may not be used for commercial purposes except only as permitted with the explicit prior written approval of the Office of the Provost and University Counsel.

## **Part 15**

### **Use of University Systems to Host Non-University Activities**

Use of University information systems for hosting non-University activities must have the explicit written authorization of the Office of the Provost or its designee.

## **Part 16**

### **Compliance With Copyright Law**

Use of University information systems must comply with provisions of copyright law and fair use. Copyright

law limits the rights of a user to decrypt, copy, edit, transmit or retransmit another's intellectual property, including written materials, images, sounds, music, and performances, even in an educational context, without permission, except where such use is in compliance with Fair Use or TEACH Act provisions.

## Part 17

### Duties When Speaking in Electronic Communications

Speakers are expected to make clear when they are not representing the University in their electronic communications.

## Part 18

### Compliance with Internet Service Provider Terms of Use

Internet use must comply with the Terms of Service stipulated by our Internet service provider(s). In addition, the Acceptable Use, Terms of Service and/or other policies of systems accessed through University Internet connection(s) also bind users of University Internet connections.

At the time of this writing, the Internet service providers for Northeastern University are:

- *Level3 Communications* ([www.level3.com](http://www.level3.com))
- *Sprint* ([www.sprint.com](http://www.sprint.com))
- *Northern Crossroads* ([www.nox.org](http://www.nox.org))
- *Abilene Network/Internet2* ([abilene.internet2.edu](http://abilene.internet2.edu))

Links to the terms of service for these Internet service providers are shown in the following table:

Terms of service for this Internet service provider...	Are available at these locations...
Level 3	<a href="http://www.level3.com/legal/acceptable_use_policy.html">http://www.level3.com/legal/acceptable_use_policy.html</a>
Sprint	<a href="http://www.sprint.com/legal/agreement.html">http://www.sprint.com/legal/agreement.html</a>
Northern Crossroads	Not available at time of publication.
Abilene Network/Internet2	<a href="https://wiki.internet2.edu/confluence/download/attachments/17383/Internet2+Network+Acceptable+Use+Policy.pdf?version=1">https://wiki.internet2.edu/confluence/download/attachments/17383/Internet2+Network+Acceptable+Use+Policy.pdf?version=1</a> <a href="https://wiki.internet2.edu/confluence/download/attachments/17383/Internet2+Network+DDoS+Attacks+Policy.pdf?version=1">https://wiki.internet2.edu/confluence/download/attachments/17383/Internet2+Network+DDoS+Attacks+Policy.pdf?version=1</a> <a href="https://wiki.internet2.edu/confluence/download/attachments/17383/Internet2+Network+Transit+Security+Policy.pdf?version=1">https://wiki.internet2.edu/confluence/download/attachments/17383/Internet2+Network+Transit+Security+Policy.pdf?version=1</a>

## Part 19

### Offering, Providing, Lending or Renting Access to University Systems

Users may not offer, provide, lend, rent or sell access to University information systems. Users may not provide access to individuals outside the University community. Expansion or redistribution of Northeastern's cable television services is not permitted. Personal, private or departmental switches, routers, wireless access points or DHCP-serving devices may not be connected to centrally-managed administrative (NUNET) network segments, except only as may be agreed to in writing between the device owner and Information Services.

Students are permitted to connect personal or privately-owned routers and/or wireless access points to ResNet network segments under the following conditions, all of which must be met in order to qualify for permission:

- *The residence hall in which the owner resides does not feature 100% NUwave wireless coverage.*
- *The relevant device is registered in the legal name of their owner, using the ResNet Registration service.*
- *The registrant, by virtue of connecting their router and/or wireless access point to ResNet, agrees to take sole responsibility for installation, registration, configuration, operation and security of their device.*
- *A residence hall occupant installing a router and/or wireless access point shall be held responsible for the actions of all parties connecting to and/or using their device, with or without their knowledge, and, for adhering to IS-recommended security practices.*

Information Services does not support routers or wireless access points, nor resolve conflicts such devices may cause with other student-owned devices.

Northeastern reserves the right to reconfigure or disable the ResNet port(s) serving any private router and/or wireless access point that is shown to interfere with NUwave or any other University-provided service.

In order to receive IS support to resolve a problem reported by a student using a privately-owned router and/or wireless access point, such problem must be recreated while connected to the ResNet port in question, with privately-owned device(s) out of the connection path.

For security reasons, dial-up modems shall not be used on computers while they are connected to the University network. The VPN (Virtual Private Network) shall instead be used.

## **Part 20**

### **Use of Remote Resources**

Users may not connect to remote resources such as printer, file systems, or any other remote resource, regardless of location on or off the Northeastern network, unless the administrator of the remote resource has first granted permission to do so.

All access to University electronic resources shall occur through reasonable and customary means. For example, all electronic resources offered through a web-based experience shall be accessed using a web browser only.

Electronic resources are available to faculty and staff using “remote access”, also known the Virtual Private Network (VPN). The University reserves and intends to exercise its right to determine:

- *who may use the VPN,*
- *from what locations the VPN may be accessed,*
- *what services and experiences are offered through the VPN,*
- *the extent of individual access rights when using the VPN, and*
- *to limit or block connections not originating from the VPN.*

Exclusions to this policy provision may be made to vendors and affiliates who maintain private connections to the University network.

All users establishing a connection to the University network through the VPN or by any other means are responsible to ensure antivirus software is present on their computer, and that its protection signatures are up to date. For more information on use of the VPN or antivirus software, please refer to the Information Services website.

## **Part 21**

### **Irresponsible/Wasteful Use**

Users may not use information systems irresponsibly, wastefully, or in a manner that adversely affects the work or equipment of others at Northeastern or on the Internet.

## **Part 22**

### **Compliance With Export Control Regulations**

Exports of computing equipment and information technologies from the University must be in compliance with US Export Control Regulations.

## **Part 23**

### **Electronic Content Property of the University**

#### **Right of University to Monitor Content**

University information systems and the messages, e-mail, files, attachments, graphics and Internet traffic generated through or within these systems are the property of the University. They are not the private property of any University employee, faculty, staff, contractor, student or any other person. No user of University systems should have an expectation of privacy in their electronic communications. All electronic communications, files and content presented to and/or passed on the Northeastern network, including those to, from or through Internet connection(s), may be monitored, examined, saved, read, transcribed, stored or re-transmitted by an authorized employee or agent of the University, in its sole discretion, with or without prior notice to the user. The University reserves and intends to exercise the right to do so. Electronic communications and content may also be examined by automated means.

## **Part 24**

### **Right of the University to Block Content**

#### **Disclosures of Information**

The University reserves the right to reject from the network or block electronic communications and content deemed not to be in compliance with policies governing use of University information systems.

The University may disclose information, including that pursuant to an internal or external investigation of alleged misconduct or wrongdoing, and may provide information to third parties, including law enforcement. By accessing Northeastern information systems, users give Northeastern permission to conduct each of the operations described above.

## **Part 25**

### **Detection of Plagiarism/Academic Dishonesty**

The University reserves the right to use, and intends to use manual and/or automated means to assess materials submitted as academic work submitted electronically for indications of plagiarism or other form(s) of academic dishonesty.

## Part 26

### Use, Dissemination and Disclosures of Information

#### Requirement to Comply With Law, Regulation and Policy

The University strives to maintain the security and privacy of electronic communications. All use, dissemination and disclosures of information must comply with the provisions of applicable law, regulation and University policy, described in the following table:

Handling of this type of information	Must be in compliance with this law, regulation or policy...	Which can be read at this location...
Student information	Family Educational Rights and Privacy Act (FERPA) of 1974	<a href="http://www.neu.edu/registrar/ferpa.html">http://www.neu.edu/registrar/ferpa.html</a>
Protected health information (PHI)	Health Insurance Portability and Accountability Act (HIPAA) of 1996	<a href="http://www.neu.edu/adminm/HIPAA_Privacy_Practices.pdf">http://www.neu.edu/adminm/HIPAA_Privacy_Practices.pdf</a>
Social Security Number (SSN) and Personal Information	NU Policy on Collection, Handling and Use of the Social Security Number and Personal Information	<a href="http://infoservices.neu.edu/get_help/content/ssnpolicy.pdf">http://infoservices.neu.edu/get_help/content/ssnpolicy.pdf</a>
Personal Identifying Information (Pii)	Massachusetts Data Protection Laws (MA201 CMR 17.00)	<a href="http://www.mass.gov/Eoca/docs/idtheft/201CMR1700reg.pdf">http://www.mass.gov/Eoca/docs/idtheft/201CMR1700reg.pdf</a>

**Note:** If clicking on the links above fails to render a readable page, it is suggested to paste the link into a web browser URL bar.

## Part 27

### Right of University to Seize/Inspect University-Owned Computing Devices

The University reserves the right at any time, with or without prior notice or permission from the user or users of a computer or other University-owned computing device, to seize such device and/or copy or have copied, any and all information from the data storage mechanisms of such device as may be required in the sole discretion of the University in connection with investigations of possible wrongdoing or legal action. In addition to the foregoing, privately owned devices connected to the University network are also subject to inspection by authorized University personnel.

## Part 28

### Assent to Practices Described in this Policy

By accessing University information systems, users grant the University authority to undertake each of the practices described in this policy.

## Part 29

### Specific Prohibitions on Use of Information Systems

It is specifically prohibited to use Northeastern University information systems to:

- *Harass, threaten, defame, slander or intimidate any individual or group;*
- *Generate and/or spread intolerant or hateful material, which in the sole judgment of the University is directed against any individual or group, based on race, religion, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, genetic makeup, or disability;*
- *Transmit or make accessible material, which in the sole judgment of the University is offensive, violent, pornographic, annoying or harassing, including use of Northeastern information systems to access and/or distribute obscene or sexually explicit material unrelated to University sanctioned work or bona fide scholarship;*
- *Generate unsolicited electronic mail such as chain messages, unsolicited job applications or commercial announcements;*
- *Generate falsely -identified messages or content, including use of forged content of any description;*
- *Transmit or make accessible password information;*
- *Attempt to access and/or access information systems and/or resources for which authority has not been explicitly granted by the system owner(s);*
- *Capture, decipher or record user IDs, passwords, or keystrokes;*
- *Manipulate or tamper with uniform resource locators (URLs);*
- *Intercept electronic communications of any kind;*
- *Probe by any means the security mechanisms of any resource on the Northeastern network, or on any other network through a connection to the Northeastern network;*
- *Disclose or publish by any means the means to defeat or disable the security mechanisms of any component of a Northeastern University Information System or network;*
- *Alter, degrade, damage or destroy data;*
- *Transmit computer viruses or malicious/destructive code of any description;*
- *Conduct illegal, deceptive or fraudulent activity;*
- *Obtain, use or retransmit copyrighted information without permission of the copyright holder;*
- *Place bets, wagers or operate games of chance; or*
- *Tax, overload, impede, interfere with, damage or degrade the normal functionality, performance or integrity of any device, service or function of Northeastern information systems, content, components, or the resources of any other electronic system, network, service or property of another party, corporation, institution or organization.*

The above enumeration is not all-inclusive. If there is a question as to whether a specific use is appropriate or acceptable under this policy, the University's sole determination shall prevail.

### **Part 30**

#### **Requirement to Comply with Applicable Local, State and Federal Laws**

Use of Northeastern University information systems or resources in any and all forms must comply with all applicable local, state and federal laws, including, but not limited to the following:

**MA201 CMR17.00**, which promulgates Standards for the Protection of Personal Information of Residents of the Commonwealth of Massachusetts.

**Massachusetts General Laws Chapter 266, Sections 33(a) and 120(f)**, which imposes sanctions for, among other acts, destroying electronically processed and stored data or gaining unauthorized access to a database or computer system.

**United States Code, Title 18, Sec. 1030 et seq., *Computer Fraud and Abuse Act***, which imposes sanctions for, among other acts, knowingly accessing a computer without authorization or in excess of authorized access, knowingly causing damage to protected computers, or trafficking in password information.

**United States Code, Title 18, Sec. 2510 et seq., *Electronic Communications Privacy Act***, which imposes sanctions for, among other acts, interception of wire, oral or electronic communications.

**United States Code, Title 18, Sec. 2701 et seq., *Stored Wire and Electronic Communications and Transactional Records Act***, which imposes sanctions for, among other acts, intentionally accessing without authorization, a facility through which electronic communication service is provided, or intentionally exceeding authorization to access a facility, thereby obtaining, and thereby obtaining, altering, or preventing authorized access to a wire or electronic communication while it is in electronic storage.

**United States Code, Title 47, Sec. 223 (H)(1) et seq., *Communications Act of 1934 (Amended)***, which imposes sanctions for, among other acts, use of any device or software that can be used to originate telecommunications or other types of communications that are transmitted in whole or in part by the internet, without disclosing the sender's identity, and with intent to annoy, abuse, threaten, or harass any person who receives the communications.

### **Part 31**

#### **Actions to be Taken When a Policy Violation is Identified**

When a violation is identified, the appropriate system manager or unit head, the Office of Information Security and Identity Services, and any other University employees or agents as are deemed appropriate, will undertake an investigation and initiate action in accordance with University policy. Repeated violations may result in suspension or termination of service(s). In addition, the University may require restitution for any use of information systems that violates this policy. The University may also provide evidence of possible illegal or criminal activity to law enforcement authorities.

### **Part 32**

#### **Consequences of Policy Violation**

Any unauthorized, inappropriate, illegal or illegitimate use of the University's information systems, or failure to comply with this policy shall constitute a violation of University policy and will subject the violator to disciplinary action by the University up to and including termination of employment or relationship, and may result in legal action.

### **Part 33**

#### **Termination of Service**

Notwithstanding any other provision of this policy, authorization to access the information systems and resources of Northeastern University ends at the termination of employment, end of a recognized role or relationship, or loss of sponsorship. Students may continue to use their Northeastern electronic mail account for up to one (1) year after completion of requirements.

### **Part 34**

#### **NOTICE OF RIGHT TO CHANGE APPROPRIATE USE POLICY**

The University reserves the right to change this policy or any portion of the policy, at any time, with or without prior notice. Changes to this policy are effective upon posting at <http://www.infoservices.neu.edu>, where the most current version resides. The AUP was last revised on February 25, 2010.

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## **TAB H**

### **SEEKING FUNDING FOR LEGAL CONFERENCES, PROGRAMS, PRESENTATIONS AND JOB FAIRS**

If a student is a member of a recognized NUSL student group and his/her request for financial assistance is related to the mission of that group (i.e. attendance at a National Lawyers' Guild Conference from a student who is a NURF member), the student must first seek financial assistance from the student organization.

If the student is unable to obtain money from the student organization, because of lack of funds or insufficient group support, the student must request assistance from the Graduate Professional Student Association (GPSA) [http://www.gpsa.neu.edu/funding\\_process.php](http://www.gpsa.neu.edu/funding_process.php)

If the student cannot obtain funding from either of these sources, the student may request support from the law school.

Requests for financial assistance from the law school must be submitted to the Assistant Dean/Director of Career Services, Associate Director of Career Services or the Assistant Dean for Student Affairs who will have ultimate decision-making authority. The request must be in writing and include a brief description of the importance and relevance of the program/conference to the student's legal career.

Money must be used for conference/program registration, travel, or lodging. Food expenses will be not covered.

The law school will approve no more than two (2) requests per year/per student.

The maximum amount the school will fund is \$100 per request or \$200 per student in a year.

Approvals are not transferable.

Expenses are covered on a reimbursement basis only. Original receipts must be submitted and, where appropriate (i.e. plane tickets), must be in the name of the individual for whom the funds were approved. Reimbursement forms can be found on the School of Law myLaw.

## TAB I

### REIMBURSEMENT REQUESTS

All requests must be accompanied by a completed Expense Reimbursement Voucher and the appropriate original receipts, as specified below. Incomplete forms will be returned to you. Reimbursement forms can be found on the School of Law myLaw or with the Staff Assistant in the Dean's Suite in Knowles. Please note that Student Bar Association (SBA) reimbursements must first be approved by the SBA Treasurer. Please leave documents in the SBA folder at the front desk in the Deans' Suite.

If your documentation is in order, your reimbursement check will be mailed to your local home address by Accounts Payable within three weeks. If you have any questions about this process or the information provided below, please contact the SBA Treasurer.

**All expense reimbursements: Remember that sales tax is not reimbursable.**

1. All expenses must be pre-approved.
2. You need a receipt for all expenses.
3. Provide a clear and complete statement of purpose for **any** travel or purchase.

**Business meals:**

1. Fully itemized receipt (deduct any liquor charges from your reimbursement request).
2. List the names of all individuals present at the meal.
3. Describe the purpose of the meal.
4. If this is a recognized law school function or event, liquor may be acceptable, but you will need to clear this in advance with the SBA Treasurer.

**Hotels:**

1. Copy of the actual hotel room receipt. Copies of your charge receipts or credit card statements are not acceptable.

**Airfare/Train fare:**

1. Copy of travel itinerary or e-ticket stating the traveler's name, date, destination.
2. Copy of credit card statement for proof of payment (unless payment is clearly indicated on the travel itinerary or e-ticket). Note: a credit card statement alone without a travel itinerary is not acceptable.