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STUDENT HANDBOOK



**School of Law
North Carolina Central University
Durham, N.C.**

INTRODUCTION

Welcome!

In order to function properly, to achieve a state of regularity, and to promote a dynamic stability, an institution must, of course, have rules. Rules establish a framework for the development of reasonable expectations and establish workable norms. This Handbook is the official statement of policies adopted by the faculty.

This Handbook contains most of the rules, procedures and requirements you will need to know and understand. Most of the questions frequently asked are answered.

At an early point, after your enrollment, please read this Handbook. It will save you, the faculty and the administration a lot of time.

This Handbook does not constitute a contract. It is a statement of general policy. Ordinarily, changes will not be made applicable retroactively, except when justified by compelling necessity. Similarly, even prospective changes will be made with reasonable notice. However, the faculty expressly reserves the right in its sole judgment to amend, substitute, add or delete any rules, regulations and/or policies governing the School of Law, whether contained in this Handbook or not, at any time and to determine the effective date of same in the best interest of the institution.

It is a fundamental premise of this School of Law that student participation in decision-making is valuable, proper and helpful and that every reasonable attempt to ensure such participation will be made.

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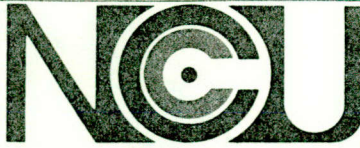
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NORTH CAROLINA CENTRAL UNIVERSITY
DURHAM, NORTH CAROLINA 27707

LAW SCHOOL
OFFICE OF THE DEAN

AMENDMENT TO STUDENT HANDBOOK
(Adopted by the Faculty June 30, 1982)

A. Amendment Number 1.

1.08-9 First-Year Grades - U System

Between the first and second paragraphs insert a new paragraph as follows:

"A student whose cumulative average at the end of the first year is 2.0 or better is not required to repeat the course in which the "U grade is earned provided the student completed at least 24 hours for the academic year, and earned only one U grade of C-."

[Effective immediately and applicable to incoming students in Fall of 1981 and subsequently enrolled students.]

B. Amendment Number 2.

1.08-10 Academic Eligibility - Continuation, Graduation

In Section 1.08-10, lines 8, 9 and 10:

Delete and substitute the following:

"; if a first-year student receives more than 2 U grades, and has a combined examination average of less than C- (less than 1.666), he or she is excluded from school."

[Applicable to incoming students in the Fall of 1982.]

CED:iwg

A handwritten signature, possibly 'CEN', in dark ink.

1.00 General Rules

1.01 Registration

The courses for first year students are prescribed, and all are required. Courses for second and third year students are partly elective and partly required. Schedules must be approved by faculty advisors and by the Office of the Dean.

1.02 Required Courses

For students who began their law study before academic year 1981-82, the required courses are Torts, Contracts, Property, Civil Procedure, Criminal Law, Constitutional Law, Professional Responsibility, Third-Year Writing, and Legal Method and Bibliography. For students who began their law study in academic year 1981-82 and thereafter, the required courses are those listed above plus Corporations, Decedents' Estates I, Appellate Advocacy, Evidence, and Income Tax. It should be noted that the faculty strongly recommends that students also take Agency and Partnerships, Commercial Law (2 semesters), Remedies, and Decedents' Estates II.

1.03 Required Courses Must Be Passed

Required courses must be taken and passed. If a student receives a failing grade in a required course, it must be retaken until a passing grade is achieved.

1.04 Course Load

The maximum course load permitted without special permission of the Dean is 16 hours. A student who wishes to take less than 10 hours for credit must secure the prior consent of the Dean, including cases where the student initially wishes to register for less than 10 hours, and those where the student wishes to drop courses and fall below the 10 hour level. Students should be aware that "full time" is defined in different ways for different purposes. For example, certain forms of financial aid require that the student be "full time" which for this purpose is variously defined (often as 12 hours or more).

1.05 Dropping Courses [NOTE: Drop deadline may be moved to mid term]

Courses may be dropped at any time before the beginning of the final examination scheduled for the course, and the grade of W will be awarded. (If a final examination is not the final work product due in the semester, a course may be dropped at any time before such final work product is scheduled to be due for the course, and the grade of W will be awarded.) Thereafter, the course may not be dropped.

1.06 Switching Sections

Students may not switch from one section of a course to another without the consent of the Dean.

1.07 Courses at Other Schools

To a limited extent, students may earn hours of credit at other schools and count them toward the requirements for the Central law degree. Students may earn credit toward the weeks of study requirement in this manner as well. The consent of the Dean must be obtained before such courses are taken. Such courses include: (1) Summer school courses taken at other accredited law schools, (2) Up to 6 hours of credit for non-law school courses which relate to a student's program of law study, and (3) Law school courses at Duke University and the University of North Carolina at Chapel Hill under an inter-institutional agreement which permits not more than two courses to be taken at the other school in a semester, provided that the student's home school does not offer the same course (or its substantial equivalent) in the same semester. Courses taken at other schools count toward the Central law degree only if a grade of C (or equivalent) or better was earned. Grades earned in courses taken at other schools never count as part of a student's average at this law school for any purpose.

1.08 Examinations and Grading

1.08-01 Anonymous Grading

Grading is anonymous, and is recorded by examination numbers assigned by the Office of the Dean. It is the responsibility of each student to obtain a number before the examination period begins. If the final grade for the course is different than the grade on the final exam, both grades should be reported to the student (faculty are allowed to consider factors other than exam grades, but students should be informed of those other factors early in the semester).

1.08-02 Absences from Exams

Excuses for failure to take examinations at scheduled times may be granted by the Dean on a showing by the student that circumstances beyond his or her control prevented appearance at the appointed time. Excuses should normally be sought before the time for taking the examination. Such excuses are not lightly granted. Where an excuse is granted, the examination may be taken later from the same instructor, by arrangement of the instructor, the Dean, and the student, or at the next time the course is offered and an examination given and in such case a grade of Incomplete will be reported to the registrar, if the exam is not taken before grades must be reported. Such incompletes must be removed (that is, the exam must be taken) not later than one year after the missed exam was originally scheduled, or when the exam is given the next time the course is offered, whichever comes first, and if the exam is not taken within that time the grade will automatically become F.

1.08-03 Late Arrival for Exams

A student who arrives late for an exam will be permitted to take it without excuse, but the time for turning in the exam will not be extended beyond that specified for completion for those who arrived on time. If the student can demonstrate to the instructor that his or her lateness was for good cause, and beyond his or her control, the full scheduled time to complete the exam may be given.

1.08-04 Grade Changes

Once final grades have been turned in by a faculty member, they may not be changed unless the faculty member satisfies the Dean that he or she has made an objective mistake in determining a grade, such as an error in computation or averaging. (See, however, procedure for grade appeals infra.)

1.08-05 Extensions - Papers, etc.

Where a work product other than an examination is required for a course, the instructor may, in his or her discretion, grant an extension of time for the completion of such work. Such extensions may be for such periods as the instructor shall determine, but in no event may permit the work to be completed later than March 31 following, in the case of a fall semester course, August 31 following, in the case of a spring semester course, and October 31 following, in the case of a summer session course. If any extension of time is granted under this rule, the extended due date for the work should be communicated to the student in writing, and a copy should be furnished to the Dean. An instructor may, in his or her discretion, reduce the grade of a student who is granted an extension under this rule. If work is not completed before the extended time limit has expired, the grade of F will be awarded for the late work.

1.08-06 First-Year Examinations - Day Program Only

First year examinations are given in a special format during the second semester, the "combined exam." The object of this format is to give students experience in integrating the subjects in their first year courses. One of the mid-semester exams for each course during the second semester will be in a partial combined format, covering material from two courses. Thus, for example, for one of the mid-semester exams in Torts and in Contracts, the student might have an exam which covered material from both courses, without designation of the subject of a particular question. The same approach will be followed for the other first-year courses. At the end of the second semester a student will be scheduled to appear for a designated number of hours of examinations (but not more than a maximum of 18) over the examination period. These examinations will contain material from all first-year courses, and the subject or subjects covered by particular questions will not be designated. The questions will then be sorted for grading by the instructors of the particular courses. Most of a student's answers will be graded by the instructor from whom the student took a course, but some questions may be graded by the instructor for the other section of the course, so that there will be greater uniformity from section to section in grading. Grades for each section and course will be reported to the student as outlined above, and, in addition, a numerical grade (on a scale of 1 to 100) will be reported to the Dean for internal averaging purposes, and for purposes of the rule on exclusion and retention. Special provisions will be made for students who do not take all first-year courses and for persons who are granted excuses from taking exams on time.

1.08-07 Grading Scale - Quality Points

Grades are given each semester in each course. The grade scale is as follows:

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

1.08-08 Grade Appeals

(a) Each faculty member, beginning the Spring Semester of the 1979-80 Academic Year, shall prepare a model answer or other objective standard setting forth the issues which the professor expected the students to discuss in their examination answers, and the approximate number of points (or other weighting) assigned to each question. Each faculty member shall make such model answers or other material and the student's blue books available to each student in the class not later than the time the grades for such course are reported to the registrar.

(b) A student who thinks that his or her grade is incorrect may appeal such grade to the Dean of the Law School or his delegate. The Dean (or his delegate) may promulgate such rules as he deems appropriate governing the review of such appeals.

(c) These are the steps to appeal a grade:

(1) First, the student must have a conference with the professor in the course, and seek an explanation of the grade received, and a resolution of the student's complaint.

(2) Second, if the student remains dissatisfied, he or she must prepare a written appeal addressed to the Dean and discuss the matter with the Dean. If following that, the student remains dissatisfied, and if the Dean is persuaded that the appeal may be meritorious, the Dean may appoint a panel of three professors to review the matter and make a written recommendation to the Dean. Following that the Dean will discuss the matter with the student and the professor. If the matter is not then concluded by agreement, the Dean will render a decision on the matter in a writing to the student and the professor.

(3) An appeal of a grade to be regarded as meritorious must be based on an objective arithmetic or computational error; manifest unfairness to the student in the evaluation procedure as compared with other members of the class, which does not involve the substance of the course, as demonstrated by compelling objective facts; or qualitatively similar instances involving invidious discrimination based on evidence which is clear and compelling.

(4) Appeals which go to standards generally applied to the evaluation of the class; objective or subjective measures of evaluation applied to the class; the form of the evaluation instrument administered to the class; and any matter involved with the substantive content of the course, the examination or the standards involving the exercise of professional judgment will not be regarded as meritorious.

(5) All appeals must be timely, which means within a reasonable time. A discussion with the professor within ten (10) school days from the date the student receives, or is notified of the grade, or within ten (10) school days after the discussion with the professor will be deemed to be timely.

(6) All procedures will be informal and private.

(7) Third, the student may then appeal the decision through appropriate University channels, if not satisfied.

1.08-09 First Year Grades - U System

First year courses, except for the part-time evening program, are the subject of a special set of rules, which generally require that a basic foundation be laid for further law study before the student moves on to advanced courses. A student must achieve a grade of C or better in all first-year courses. All final grades below C are treated as "U" (unsatisfactory), and courses in which U grades are received must be repeated. In Legal Methods each semester will be treated as final.

At the end of the first semester of the two-semester first-year courses (Torts, Contracts, Property, and Civil Procedure), grades are reported to the student, but are to be considered tentative. At the end of the second semester grades for the two semesters of the course are determined by averaging the grade for each semester, counting the second-semester grade twice as much as the first-semester grade. The grade arrived at by this averaging then becomes the grade for both semesters. For example, if a student received a grade of D for the first semester, and B for the second, the final grade for both semesters would be C+. It should be noted that this can mean a student's grade for the first semester will be reduced as well as raised. This system also means that if a course must be repeated because a U grade is awarded, both semesters will be repeated (except in the case of Criminal Law, which is a one-semester course, and Legal Methods, in which each semester is treated as independent, and final.)

1.08-10 Academic Eligibility - Continuation, Graduation

In order to remain in school, a student must meet certain minimum grade levels. In the case of first-year students this is expressed in terms of the combined exam score and the number of U grades: if a first-year student receives no U grades, he or she is in no academic jeopardy; if a first-year student receives one U grade, he or she must repeat the course in which the U was received; if a first-year student receives 2 U grades, he or she must repeat the U courses, and also must participate in special remedial academic skills work; if a first-year student receives more than two U grades, and has a grade of D- or less on the combined exam, he or she is excluded from law school. For these purposes Criminal Law counts as 1/2 of a U, the first semester of Legal Methods counts as 1/3 of a U, and the second semester counts as 1/6 of a U. After the first time a first-year course is taken, it is no longer subject to the U grade system, thus the course need be repeated a third time only if a grade of F is received. If a course is repeated under the U system, the U grade is not counted in computing law school average so that the student starts fresh as far as that course is concerned.

A student must achieve and maintain a 2.0 average by the end of the second year to remain in law school and to graduate.

1.09 Readmission

1.09-01 Readmission after less than two years out of school

A student who is excluded from law school for substandard academic performance may petition the Standards Committee for readmission by sending a letter to the Dean. No particular form is required for the petition and most are simply letters. The petition should set forth the reasons the student's performance did not meet the required standard (for example, substantial financial hardship, severe illness requiring hospitalization, etc.), and should be as specific as possible. Petitioners will not be considered for immediate readmission unless their petitions are received by the Dean within 21 days of the mailing of the Dean's official notice to the student that he or she has been excluded, or August 1, whichever is later. In the case of students who would have graduated immediately, but for their substandard scholarship, the fact of exclusion or failure to qualify for graduation shall be treated as a petition, and, unless the student requests otherwise, such petitions shall be considered as soon as possible. No student may petition for readmission more than once in any two-year period.

Upon receipt of a petition the Dean shall forward it to the Standards Committee for consideration, along with any relevant documentation relating to the student's performance and petition. The Standards Committee shall meet as soon as possible to consider all petitions timely submitted, and for this purpose three faculty members of the Committee shall be a quorum to consider petitions. The petitioning student shall have a right to appear before the Committee and present his or her case at the time set by the Committee for consideration of the petition. If a majority of the Committee present and voting is in favor of readmission, the student is readmitted. If a majority of the Committee present and voting is not in favor of readmission, the student is not readmitted, but if at least one member of the Committee present votes in

favor of readmission, an automatic appeal to the full faculty will be granted. If three members of the faculty ask that the faculty consider the case of a student who was not readmitted by the Committee, the faculty will review the decision of the Committee with respect to that student. Readmission may be conditioned as the Standards Committee or the faculty deems appropriate, and in recent years a common condition has been retaking basic courses in which the student has earned less than a grade of C. After the decision of the Committee or the faculty, the Dean shall inform the student of the disposition of his or her case by letter. In reaching decisions on readmission, the Committee and the faculty shall consider all relevant information available concerning the student and the facts and circumstances which caused or contributed to the student's substandard academic performance, whether those facts and circumstances caused the student's substandard performance, and whether there would be a sufficient change in the event of readmission to justify a prediction of a substantial likelihood of satisfactory performance.

1.09-02 Readmission after two or more years out of school

A student who for any reason remains out of school following exclusion for substandard academic performance for two or more years, must apply for admission as a new student, rather than as a candidate for readmission. In considering an application from such a student and if admitted, the student would be subject to all rules applicable to the incoming first year class with which he or she is admitted, and must successfully complete all courses.

The date of exclusion shall be counted from the end of the examination period during the last semester of the student's enrollment prior to exclusion.

1.09-03 Rules Governing Exclusion

The rules governing exclusion shall apply to any student who has earned more than 2 U grades and achieved a score of less than D- on the combined exam, or who has attempted 24 or more credit hours and whose average is below the retention level.

1.10 Third-Year Writing Requirement

Every law student must complete a substantial paper requiring significant research, generally in the third year of law study. There are a number of ways this requirement may be satisfied: (1) by writing a paper as part of a seminar course (whether taken in the second or third year), (2) by satisfactory completion of the membership requirements of the Law Journal for two years (which includes writing acceptable papers in each of the two years), and (3) by satisfactory completion of the Third-Year Writing course. Each of these ways of satisfying the requirement involves supervision and approval of a faculty member. The paper must be at least 20 pages long, exclusive of footnotes.

1.11 Class Attendance

A student is required to attend all regularly scheduled classes for courses in which he or she is enrolled. Faculty members will maintain records of student absences. A student is allowed a maximum of one unexcused absence for each credit hour offered in each course. (For example: a student is entitled to receive a maximum of three unexcused absences in a three-hour semester course.)

An unexcused absence is hereby defined as an absence from a regularly scheduled or re-scheduled class in which a student is enrolled and for which the student has not received an excuse. A student may be granted an excuse from class by the Assistant Dean of the Law School upon a showing of good cause, such as illness, emergency circumstances or required court appearances. To qualify for such an excuse, a short memorandum describing the reasons for the absence and listing the classes for which the excuse is sought must be given to the Assistant Dean within 10 days of each absence from class. The Assistant Dean will notify the students submitting requests for excuses whether or not their excuses are acceptable. At the conclusion of each semester, the Assistant Dean shall provide notice to each course professor of the number of unexcused absences accumulated by each student.

In computing final grades, a penalty will be applied. A deduction of one-third of a letter grade will be made from a student's grade for each unexcused absence of that student over and above the number of allowed unexcused absences. (For example: if a student has earned a grade of "B" in a course but has accumulated three unexcused absences over and above the number of unexcused absences allowed, then that student's final grade will be reduced to a "C.")

1.12 Graduation Requirements

In order to be eligible to graduate a student must have a 2.0 average, and have 84 credit hours. For students enrolling on or after May 1, 1982 86 credit hours will be required. Courses not completed within six years after enrollment in law school cannot be counted. In addition, the American Bar Association requires that a full-time student spend 90 weeks of full-time resident study, and a part-time student 120 weeks of part-time resident study. A student who spends six full-time semesters here (taking 10 hours or more each semester, and receiving credit for at least 9 of the 10 hours) will meet this American Bar Association residency requirement.

1.13 Honors

Honors are awarded to graduates as follows: summa cum laude, if the average is 3.50 or higher, magna cum laude, if the average is 3.30 - 3.499 and cum laude, if the average is 3.0 - 3.299.

2.00 Regulations Governing Academic Dishonesty

2.01 Policy Statement

It is the policy of this law school that students should conduct themselves in a manner which upholds high standards appropriate to the legal profession. Academic dishonesty of any kind (including cheating and plagiarism) is regarded as evidence of unfitness for membership in the legal profession, and constitutes a basis for the most severe sanctions, including expulsion from the law school.

2.02 Academic Dishonesty Defined

2.02-01 Academic Dishonesty

Academic dishonesty is any conduct of a student in obtaining or attempting to obtain an unfair or false evaluation in connection with any examination or other work for academic credit.

2.02-02 Cheating Defined

Cheating is the intentional unauthorized use of materials or information in connection with any examination or other work for academic credit, including, but not limited to: the use or attempted use of books, notes, outlines, etc., during an examination, where the instructor has not authorized use of such materials or information; seeking unauthorized materials or information from others in connection with an examination; giving or attempting to give unauthorized assistance to a person in connection with an examination; obtaining or attempting to obtain unauthorized copies of examinations; or bringing or attempting to use unauthorized answers to examinations which have been prepared before the examination was given.

2.02-03 Plagiarism Defined

Plagiarism is the intentional use or attempted use of the work or ideas of another without attribution in connection with any academic work for which law school credit is sought or obtained. Plagiarism includes, but is not limited to: quoting from the published or unpublished work of another without appropriate attribution, or paraphrasing the written work of another without appropriate attribution.

2.03 Sanctions

2.03-01 Range of Sanctions

The mandatory penalty for any violation of these regulations shall be suspension from the School for one year, unless in the case of an act of academic dishonesty, as defined, mitigating circumstances suggest a lesser penalty. Aggravated violations of any of the provisions of Section 2.02 justify expulsion from the School. Aggravated violations include but are not limited to covering up or attempting to cover up the act; destroying evidence; altering or destroying official records; obtaining unauthorized entry into official offices; or stealing the source of the material plagiarized.

2.03-02 Time of Imposition of Sanctions

The one-year penalty referred to shall take effect immediately upon rendition of final judgment by the committee or, in the event of an appeal as provided in Section 2.05-04 of these regulations, the penalty shall take effect immediately upon final review and decision by the faculty of the law school. The effect of the one-year penalty shall be the loss of two semesters of academic progress including, where appropriate from the stand point of time, the

forfeiture of the semester in which final judgment is rendered. In the case of a student in his or her final semester, the one-year penalty shall be imposed by withholding the student's certification for graduation for at least one calendar year from the date on which final judgment is rendered. All other penalties shall take effect immediately upon rendition of final judgment by the committee or, in the event of an appeal as provided in Section 2.05-04 of these regulations, the applicable penalty shall take effect immediately upon final review by the faculty of the Law School.

2.04 Academic Disciplinary Committee

2.04-01 Establishment

An Academic Disciplinary Committee is hereby established to implement the policy set forth in these regulations.

2.04-02 Composition

The Academic Disciplinary Committee shall be a continuing committee of the law school consisting of seven members. The Dean shall appoint five members of the faculty as committee members and he shall designate two additional faculty members as alternate members of the committee. The President of the Student Bar Association shall appoint two students as members of the committee and he shall designate one additional student to serve as an alternate member of the committee. Student members of the committee shall not participate in the hearing of an accusation, if the accused requests their removal prior to the commencement of the hearing on the merits.

2.04-03 Substitution of Committee Members

If any member of the committee is the accuser, or was the instructor of the course in which the alleged violation of these regulations took place, such person shall not participate as a member of the committee in the hearing or deliberation of the case. In addition, the accused shall have the right to exercise one peremptory challenge to excuse any member of the committee from participating in the hearing of the case. If any member of the committee is excused or is otherwise unable to serve, the Dean shall select an appropriate student or faculty alternate member of the committee to serve.

2.04-04 Quorum and Meetings

The committee may act if five members of the committee are present. The committee shall reach decisions by a majority vote of the full committee serving to hear the accusation. The committee's meetings shall be closed.

2.05 Procedure

2.05-01 Accusations

An accusation of a violation of these regulations may be made by any member of the law school community within 10 working days after discovery of the violation. An accusation must be in writing, signed by the accuser,

addressed to the Dean. Within five working days after receipt thereof, the Dean or his designee shall refer the accusation to the Academic Disciplinary Committee. An accusation shall state the facts of the incident.

2.05.02 Procedure for Hearing Accusations

Upon receipt of an accusation, the committee shall meet as soon as practicable to review the accusation and determine whether a violation of academic dishonesty has been alleged. If the committee deems the accusation to have merit, the committee shall provide a copy of the accusation to the accused within ten working days after the accusation has been referred to the committee. A hearing upon the merits shall be conducted without undue delay and upon reasonable notice to the accused. The accused shall have the right to the assistance of counsel. The accused or the committee may receive such other evidence as may be relevant. Testimony shall be under oath and the right of cross-examination shall be afforded. A record shall be maintained of the proceedings.

2.05-03 Decision by the Committee

The accused shall be found innocent unless clear and convincing evidence in the record supports the accusation. If the committee finds the accused guilty of any violation, it shall then determine the sanction. The committee shall set forth its decision stating the factual basis thereof in a letter to the accused, with a copy to the Dean.

2.05-04 Appeals by the Accused from Decisions of the Committee

A student who has been found guilty of violating these regulations may appeal as a matter of right to the faculty of the law school within five working days after the judgment has been rendered. To appeal, the student shall submit a written notice of appeal to the Dean. The notice of appeal shall request a review of the decision by the committee and shall set forth the grounds upon which the appeal is being taken. The Dean shall then transmit the notice of appeal to the faculty, and shall provide a record of the proceedings for faculty examination. The scope of review by the faculty shall be limited to determining whether the committee acted in accordance with these procedures for hearing accusations of violations of these regulations, whether there was sufficient evidence that rational persons could have reached the same decision as that of the committee, or whether other manifest injustice is evidenced in the decision (such as a grossly excessive sanction). Thus, a trial de novo is not permitted upon appeal.

2.05-05 Review of Sanction in Cases of Dissent by Committee Member

If there is any dissenting vote from the decision of the committee with respect to the sanction, the Dean shall transmit the record to the faculty for review of the sanction on the record.

2.05-06 Additional Rules

The committee may make such other rules of procedure, not inconsistent with these regulations, as it deems necessary. Such additional rules shall be subject to approval by the faculty.

2.05-07 University Appeals Process

These regulations shall not abridge or modify the right of a student to seek further redress pursuant to the regulations of the University.

2.05-08 Time Limitations

The purpose of the time limitations stated herein is to provide an efficient and orderly procedure for the processing of academic dishonesty accusations. Said time limits shall not be construed to bar or prevent the hearing of accusations or the imposition of appropriate sanctions after the expiration of an applicable time limitation unless said time delay has unduly prejudiced the right of the accused to a fair hearing.

3.00 Persons to Contact

3.01 Faculty Advisor

Each student is assigned a faculty advisor each year. Schedules are required to be approved by advisors, and they should be consulted, if the student has other questions or difficulties.

3.02 Administrators

The law school has several administrators who may be consulted about various kinds of problems. They are:

Dean Charles E. Daye, Office of the Dean, Phone: 683-6427

Associate Dean T. Mmodana Ringer, Room 201-A, Phone: 683-6115

Assistant Dean Percy Luney, Office of the Asst. Dean, Phone: 683-6427

4.00 Library Rules

4.01 Library Circulation Rules

4.01-01 The loan period for reserve books and materials is three hours. The loan period for non-reserve books which circulate is two weeks.

4.01-02 The overdue fine schedule is as follows:

RESERVE MATERIALS

\$1.00 per hour

\$5.00 maximum per day

\$20.00 maximum overdue fine

NON-RESERVE MATERIALS

\$ 1.00 per day
\$20.00 maximum overdue fine

Overdue fines are not refunded for any reason.

4.01-03 In addition to the overdue fine, a replacement fine will be charged to the accounts of borrowers who fail to return overdue books and materials within the following periods:

RESERVE MATERIALS

4 days after the loan was begun

NON-RESERVE MATERIALS

20 days after the loan was begun

4.01-04 The replacement fine shall include a fine to cover the cost of replacing the lost item plus a \$5.00 fee for administrative processing. The replacement value of all Reserve materials is deemed to be at least \$10.00.

4.01-04 If a lost item is recovered by the Law Library after the replacement fine has been charged, the campus Bursar will be asked to reimburse the borrower's account in the amount of the material's cost of replacement. However, the processing fee is not refunded for any reason.

4.02 Library Exit Rules

4.02-01 Use of Unauthorized Exits Prohibited

(a) Any student caught intentionally removing library materials other than through authorized channels shall automatically be suspended for the remainder of the semester in which the offense occurred or is determined.

(b) Any student caught exiting the library other than through authorized exits shall be presumed to be removing library materials other than through authorized channels.

(c) Any student caught exiting the library other than through authorized exits shall be fined \$5.00.

(d) That this rule shall take effect immediately after adoption and upon notice to the student body by posting in appropriate places in the law school. Adopted October 16, 1981; posted October 22, 1981, 4:00 p.m.

4.02.02 Hearing of Accusations

Cases arising under these rules, if any, will be heard by the Student Disciplinary Committee.

5.00 Parking Rules

5.01 General Rules

University rules prohibit the use of vehicles on campus by students, unless the vehicle is registered with the Campus Security Office.

5.02 Registration of Vehicle

Vehicles may be registered by paying the appropriate fee (about \$20.00 per year) and securing the appropriate parking decal.

5.03 Zoned Lots and Marked Spaces

Parking is permitted to decal holders, only in appropriately zoned lots, and only in appropriately marked spaces in a lot.

5.04 Illegal Parking

Any vehicle illegally parked on the University campus may be ticketed or towed without notice at the owner's expense.

6.00 Smoking Rules

Smoking is permitted only in authorized areas equipped with appropriate receptacles. Smoking is prohibited in classrooms and the library at all times.

7.00 Publication and Effective Date

7.01 Publication

Immediately after adoption, these regulations shall be published to the entire law school community by making copies of these regulations available to students.

7.02 Effective Date

These regulations shall take effect immediately upon publication. All regulations herein have been previously published and are fully effective. This is a compilation of those regulations and as compiled, is republished on March 9, 1982.