Prepared by the Office of Graduate Legal Studies, the Master of Laws (LL.M.) Student Handbook, Volume VI: 2012 – 2013 is the sixth edition of this handbook. An on-line copy of this document is forthcoming and will be posted on the Office Graduate Legal Studies webpage.
SCHOOL OF LAW
Office of Graduate Legal Studies

August 2012

Dear Entering Students:

On behalf of the deans, faculty, and staff of Loyola University Chicago School of Law, I welcome and congratulate you on your admission to the Master of Laws (LL.M.) degree program. We are very pleased that you have decided to join Loyola University Chicago and we look forward to working with you as you pursue academic excellence and continue your legal education.

The Master of Laws (LL.M.) Student Handbook was specifically designed for LL.M. degree candidates. This handbook provides details on academic policies and procedures and many of the available student services and resources. Although certain key provisions of the handbook will be highlighted for you during the New Student Orientation, please take the time to thoroughly read the entire student handbook. You are responsible for knowing and understanding the information contained within this handbook as well as provisions displayed on the School of Law’s website at www.luc.edu/law. All LL.M. students are bound by the rules set forth in this handbook as well as general rules listed on the webpage.

The policies, rules, and procedures within this Student Handbook are subject to change. In the event that any changes are made or updated volumes become available, you will be alerted to these modifications and their effective dates via your Loyola e-mail account. Please maintain and reference this Student Handbook and any changes or updates for the duration of your studies within the law school.

We wish you great success and hope that your time at Loyola University is both intellectually rewarding and socially enjoyable. Please stop by the Office of Graduate Legal Studies should you have any questions.

Best regards,

Karen Alicia Shaw
Director
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I. Notice to Students & Reservation of Rights

Students are responsible for ascertaining and following the rules, policies, and procedures contained in this Student Handbook as well as provisions displayed on the School of Law webpage. In addition, all students are subject to the rules, policies, and procedures of Loyola University Chicago.

The School of Law’s web site, www.luc.edu/law is the online resource for information, policies, and services referenced in this handbook.

A new edition of this handbook is published at the beginning of each academic year. All students are subject to modifications within this handbook and should carefully review the new edition and any supplements each year.

The provisions of this Student Handbook are informational in character and are subject to change at any time. The School of Law expressly reserves the right to change the requirements for continuation in academic studies, the right to modify the offering, timing, and content of courses, the right to modify financial policies, and the right to change regulations affecting the student body.

II. Office of Graduate Legal Studies – Description & Objectives

The Office of Graduate Legal Studies (GLS) is the central administrative office for Loyola University Chicago School of Law’s graduate law studies programs and is charged with the development and implementation of policy and procedure for the efficient management of two major degrees with each carrying specific legal concentration areas. The degrees are as follows: 1) the Master of Laws (LL.M.) programs which include legal concentration areas of advocacy, business law, child & family law, health law, and tax law; and 2) the Master of Jurisprudence (M.J.) which include legal concentration areas of business law, child & family law, and health law.

The objectives of the GLS Office are as follows:

- Representing the interests of each graduate law studies program;
- Educating industry employers of the utility of a graduate law studies degree;
- Networking with companies, organizations and other institutions to expand an awareness of degree offerings;
- Promoting and marketing the graduate law programs through presentations, seminars, and advertisement;
- Working with faculty to assess academic standards and to establish curricula and courses of instruction;
- Informing prospective students of the utility of a graduate law studies degree for the enhancement of their careers;
- Overseeing the recruitment and admission of new students;
- Administering over the affairs of prospective, current, and graduated students;
- Addressing questions and concerns of current and prospective students;
- Working with alumni to create networking opportunities for students particularly those that are graduating; and
- Providing resources for career development and discovering career opportunities for students and graduates.
III. Master of Laws (LL.M.) Degree & Legal Concentration Areas

A. Master of Laws (LL.M.): Overview

The Master of Laws (LL.M.) degree is an advanced graduate law program that allows concentrated study in various fields of the law. This degree will offer domestic and international graduates holding a Juris Doctor (J.D.) degree, or its equivalent, an opportunity to establish or enhance their careers within legal practice and/or academia.

B. Legal Concentration Areas

1) LLM in Business and Corporate Governance Law (Academic Credits: 24)
   Established by the Center for Business and Corporate Governance Law in 1999, this legal concentration offers a comprehensive study of the law as it relates to business organizations and planning, international trade, corporate counseling and transactions, and business finance and technology.

2) LLM in Child and Family Law (Academic Credits: 24; 18 with JD Certificate in Child and Family Law)
   Established by the Civitas ChildLaw Center in 1995, this legal concentration offers comprehensive study in child law trial practice and legislation, international rights for children, adoption law, and domestic violence.

3) LLM in Health Law (Academic Credits: 24; 18 with JD Certificate in Health Law)
   Established by the Beazley Institute for Health Law and Policy in 1987, this concentration focuses on the legal, regulatory, political, ethical, and economic realities of health care delivery, particularly in the areas of managed care, corporate transactions, health care finance, and government health policy. The LLM in Health Law and Policy is offered on campus and online.

4) LLM in Rule of Law for Development (PROLAW) (Academic Credits: 27)
   Established in 2011, this concentration focuses on preparing holders of JD or equivalent law degrees with the knowledge, skills, and experience needed to make them effective rule of law advisors in developing countries and countries experiencing economic or political transition. It is the first program that focuses on the practical aspects of rule of law advisory work and prepares students for leadership roles in nationally and internationally backed rule of law initiatives. This program is offered in Rome, Italy.

5) LLM in Tax Law (Academic Credits: 26; 12 with JD Certificate in Tax Law)
   Established through the Center for Business and Corporate Governance Law and the Tax Law Program in 2001, this legal concentration area offers a comprehensive study of the law as it relates to federal income tax, corporation and partnership tax, estate and gift planning, and tax procedures and litigation. Graduates of other law schools must demonstrate a high level of achievement during their JD studies in tax courses comparable to those required for the Loyola tax certificate.

6) LLM in Trial Advocacy, Appellate Advocacy, and Alternative Dispute Resolution (Academic Credits: 24; 18 with JD Certificate in Advocacy)
   Established by the Dan K. Webb Center for Advocacy in 2010, this program offers students education and training in all three areas of dispute resolution: trial advocacy, appellate advocacy, and alternative dispute resolution. Students will learn the theory of each area of law and participate in mock dispute resolution situations.

For Non-U.S. Graduates:

7) LLM in International Law (Academic Credits: 24 to 26)
   Established in 2012, this new LLM concentration allows international lawyers to study international law and choose their own focus area. This study gives students the flexibility to tailor the curriculum to match their academic interests and professional goals. Students may choose their focus from any Loyola law specialty area, all of which have strong international and comparative components: health, child and family, advocacy, business and tax, employment, competition, or intellectual property. Students are welcome to work individually with professors to design their own concentration.

8) LLM in U.S. Law for Foreign Lawyers (Academic Credits: 24 to 26)
   Established in 2012, this newly launched LLM program is designed for foreign lawyers and students seeking to meet bar exam requirements of select U.S. jurisdictions. This rigorous curriculum provides a thorough training in U.S. law and legal skills critical to advising clients in the U.S. and globally. This LLM concentration is not open to lawyers who already have a JD degree.
IV. Academics

A. Registration

It is the responsibility of each student to successfully register for his or her courses each semester. Procedures and scheduled times for registration must be adhered to in all cases. No academic credit can be given for courses for which students have not properly registered. No student may register for courses scheduled to meet at the same time.

B. Academic Counseling

Students enrolled in the graduate degree programs are encouraged to discuss their academic goals with the Director of Graduate Legal Studies.

C. Attendance Policy

The American Bar Association requires member schools to ensure regular attendance by students. Failure to adhere to the law school's regular attendance policy or any policy set by an individual faculty member may result in denial of the right to complete the course or to take an examination, or may result in a penalty on the student's final grade.

D. Immunization Records

Loyola University requires all students registering for seven credit hours or more to show proof of their immunization records. If you have any questions regarding this requirement, please contact the Wellness Center by calling (773) 508-2530 or linking onto its website at www.luc.edu/wellness. To determine whether you are exempt from this requirement, please refer to www.luc.edu/regrec/immunization.shtml.

E. Final Examinations and Academic Performance

1) Examinations

For courses in which the final grade is determined in whole or in part by a written examination, those examinations are graded anonymously. Each semester, all students receive a 7-digit, computer-generated identification number to be used by students on their examinations. This identification number is known only by the Law School Registrar. Under no circumstances may a faculty member seek the identity of a student by his or her examination number until final grades have been reported to the Registrar. Student examination numbers are now listed on each student's individual class schedule via LOCUS. Numbers may be viewed in LOCUS usually during the second month of the semester. It is the responsibility of each student to view his/her exam number in LOCUS. (When relevant, midterm examination numbers will be provided in the same manner.) Grades for each course are listed by examination number once they have been submitted to the Registrar by the course instructor. (Allow approximately 1 month after the end of the examination period for grades to be posted.) It is important to retain a copy of your exam number throughout the exam period and until grades are posted.

Examination schedules for each semester are available at the time of registration. Students may not register for courses with conflicting final exam times. All students are expected to take their final examinations at the scheduled times. Failure to do so may result in refusal to allow a student to take an exam, which will result in a grade of "WF" (withdraw failing).

2) Grades

A letter grade from the following table will be assigned to each student who enrolls for a course and who does not withdraw in accordance with rules. For purposes of computing grade averages and cumulative grade point averages, the term "hours of coursework attempted" shall not include hours of credit attributed to courses from which a student was permitted to withdraw in accordance with these rules, nor shall it include hours attributable to courses for which the grade of "Credit" is awarded.

Except in certain courses where the faculty is authorized to evaluate student performance as "credit" or "no credit," a letter grade from the following table will be assigned to each student who enrolls in...
a course and who does not withdraw in accordance with the rules set forth below. Each grade will carry academic credit equal to the number of points shown on the table:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>0</td>
</tr>
<tr>
<td>NC</td>
<td>0</td>
</tr>
</tbody>
</table>

Students who fail ("F" or "WF") any required course must successfully repeat that course the next time it is offered. Students who fail ("F" or "WF") any elective courses may repeat the class for credit at their option. LL.M. students must achieve an overall grade point average of 2.33 to graduate from the program. In order to remain in good standing and be eligible to continue in the program, LL.M. students must maintain a minimum grade point average of 2.0 each semester. No student will be permitted to continue in the program if he/she fails more than one course in a given semester. If a student falls below the 2.0 average at any time during the course of a program, he/she will be required to submit a written petition to continue in the program to the Director of Graduate Legal Studies, who may grant or deny the petition, or grant the petition subject to whatever conditions, restrictions, and limitations appropriate for the circumstance.

At the end of each semester, the grade point average is computed by dividing the total number of grade points earned that semester by the total number of graded semester hours of coursework attempted that semester. The cumulative average will be computed by dividing the total number of grade points earned during the student's residence in this school by the total number of graded semester hours of coursework attempted during residence in this school. Grade points for each course are determined by multiplying the semester hours for each course by the points attributed to the grade awarded in such course.

3. **Withdrawal from Classes or the University**
   A student must initiate the withdrawal from classes or the University by notifying the Registrar, the Director of Financial Assistance, and the Director of Graduate Legal Studies in writing. Students who drop an individual class after the second week of class in any semester or after the first week of the summer session will receive the grade of "WF" (withdrawal failing). Students should consult the official School of Law calendar to determine deadlines for withdrawals or changes of registration. The School of Law calendar is contained within each semester's Registration Packet. Adjustments and refunds of tuition paid are determined by the date of withdrawal established by the Bursar's Office. It is the student's obligation, therefore, to inform the Registrar, the Director of Financial Assistance, and the director of Graduate Legal Studies of withdrawal promptly in writing. Telephone messages of withdrawal are not official notification.

4. **Incompletes**
   A student may take an incomplete ("NG" - no grade) for a course only if given special permission by his/her instructor prior to the final exam period. With the exception of the LL.M. thesis or with instructor permission, all courses for which an "NG" is taken must be completed and given a letter
grade within six weeks of the last final exam or paper due date or the grade of "NG" will automatically become a "WF" (withdrawal failing, which is computed into the student's grade point average).

F. Thesis Completion

It is expected that all students will complete their thesis during the semester in which they register for their thesis course. In the extreme circumstance that a student does not complete the thesis during the semester in which he or she registered for the course, the following policy shall apply: The student will be given a one-semester grace period (summer not included). If the thesis is not completed within one year from the original semester in which the student registered for the course, the student must then do the following:

1. Register for the course each semester that the paper is incomplete;
2. Pay for the course at the current rate of tuition for that class; and
3. Receive a passing grade from their advisor.

Students who do not adhere to this policy will not be allowed to graduate from or continue in the program. At a minimum, satisfactory completion of the thesis project includes submission of a proposal, outline, first draft, final draft of publishable quality, and any other requirements that the thesis advisor imposes in sufficient time for the advisor to read, comment on, and grade the submission (as determined by the advisor). A submission not accepted by the advisor does not satisfy this requirement.

G. Degree Completion

Students accepted into the LL.M. full-time program are expected to finish the program within one calendar year and students accepted into the LL.M. part-time program are expected to complete the degree within two calendar years. On an individual basis, exceptions can be made to allow shorter or longer degree completion times with permission from the Director of Graduate Legal Studies.

H. Externship Guidelines

All students are encouraged to gain exposure to practical experience in a legal, policy, or governmental environments through the externship program for academic credit. Students are required to work a total of 55 clock hours per semester for each credit they wish to receive. In addition, students are responsible for having their externship supervisor submit a summary and evaluation of their work performance and an accounting of hours worked at the end of the semester. Externship credit is awarded only when all of these course requirements are fulfilled. Students may earn a maximum of three extern credit hours toward completion of their degrees. Credit for externships is awarded on a credit/no credit basis; there are no letter grades awarded.

I. Course Auditing

Students who wish to gain knowledge in a particular subject area, but who do not wish to complete the required work associated with the class (e.g. examinations, papers), may audit certain classes, space permitting. While no academic credit is awarded, the course does appear as an audit on the academic transcript. Students must obtain permission from the course instructor and complete an audit form from the Registrar's office before registering for the course and the full-tuition cost of that course is charged. Alumni of the law school are eligible to audit courses at half the price of tuition.

J. Directed Study Guides

With the consent of a faculty member, students may earn a maximum of three directed study credit hours toward completion of their degrees. The scope and subject is chosen by the student and a faculty member who exercises control over the project. Credit for directed studies is awarded on a credit/no credit basis; there are no letter grades awarded.
K. **Online Courses: For Health Law Students**

Students enrolled in the on-campus LL.M. in Health Law program are expected to complete all required credit hours in traditional on-campus courses. If an on-campus LL.M. student wishes to enroll in an online course through the Beazley Institute, they must seek permission in writing. Letters of request should be addressed to Lawrence Singer, Director, Beazley Institute for Health Law and Policy. Each request should detail the number of online credits sought and the reasons for seeking enrollment in the online course(s). Online enrollment decisions will be made on a case-by-case basis by the Director and other School of Law staff as appropriate. Students granted approval for enrollment in online course(s) will be responsible for ensuring proper enrollment in the course(s) and payment for any additional tuition or fees associated with the course(s). On-campus students should plan to complete the majority of their degree coursework on-campus, using online courses to supplement only in special circumstances.

V. **Financial Resources & Information**

A. **Student Tuition Accounts**

Student accounts are due in full within the first month of each semester. **A $150 late payment fee will be added to the student's unpaid account after the due date.** Checks and money orders should be made payable to Loyola University Chicago. Payment can be made through your LOCUS account or by mail or in person at the Office of the Bursar, 25 E. Pearson, Lobby - 312.915.6162. There is a $35 fee charged on returned checks.

The University considers a student’s account seriously delinquent when settlement of the full amount due has not been made within the prescribed time. As a consequence, the student will not be permitted to attend classes and will not receive academic credit for that semester.

Students with unpaid accounts are not permitted to register for a new class session until the outstanding balance is paid in full. When a student leaves the University with an unpaid account, his or her academic records are encumbered and kept with the Law School Registrar. No reports, letters of recommendation, or transcripts will be issued while the indebtedness remains unpaid.

All questions regarding financial aid should be directed to the Office of Student Financial Assistance, Lewis Towers, Room 609, 820 N. Michigan Avenue, Chicago, Illinois 60611; (773.508.7704).

All payments due to the University, including tuition, are processed through the Office of the Bursar at the Water Tower Campus. Information on possible payment plans, late payments, and payment due dates can be obtained from the Office of the Bursar.

B. **Financial Assistance**

All questions regarding financial assistance should be directed to the Office of Student Financial Assistance, Lewis Towers, Room 609, 820 N. Michigan Avenue, Chicago, Illinois 60611; (773.508.7704).

VI. **Student Services**

A. **Academic Supplies & Resources**

1) **Books and Materials**

Required books and materials may be purchased at the Loyola University Bookstore, Water Tower Campus (26 East Pearson Street).
2) **Computer Center**
Located on the fourth floor of the law library, the Student Computer Center is equipped with IBM, IBM-compatible, and Macintosh equipment on a network. Programs available include WordPerfect, LEXIS/NEXIS, and WESTLAW and access to the Internet and electronic mail systems. Students are issued computer network and e-mail addresses at the beginning of their tenure. The lab is staffed by an advisor and is supported by the Law School Computing Services Department.

3) **Computer Training and Skills**
Students are trained in and have access to the Lexis and Westlaw systems of computerized legal research. The computerized card catalog system, PEGASUS, has replaced the traditional card catalog at Loyola. Students are given personalized training in Lexis-Nexis and Westlaw at the commencement of each program.

4) **Law Library**
The library comprises of the third, fourth, and fifth floors at the 25 East Pearson Street building. The reference staff is available to assist in research. Library hours are listed on the law school website at [www.luc.edu/law-library](http://www.luc.edu/law-library).

5) **Places to Study**
Small study and meeting rooms are available in the law library and can be reserved through the library’s circulation desk. Carrels can also be reserved for individual study.

6) **Publications**
- **Annals of Health Law** - The Beazley Institute for Health Law and Policy publishes an annual health law journal oriented to health law practitioners. The publication is peer-reviewed and students are afforded the opportunity to both write for and edit the journal, which is published in cooperation with the National Health Lawyers Association.
- **Children's Legal Rights Journal** - Loyola, in cooperation with the American Bar Association Center on Children and the Law, edits this quarterly publication for multidisciplinary professionals in the area of children's advocacy.
- **The Bar Examiner** - Under the supervision of the full-time faculty, Loyola law students research and write scholarly articles for this journal of the National Conference of Bar Examiners.
- **Blackacre** - This free student-run newspaper is distributed periodically throughout the year and covers news dealing with Loyola School of Law. Articles are contributed by both students and faculty.
- **Loyola Consumer Law Review** - The Consumer Law Reporter provides information on current developments on consumer law and provides a forum for dialogue among law professors and practitioners on consumer law issues.
- **Loyola Law Journal** - This publication, containing works of distinguished writers within the legal profession as well as student notes and case comments, provides qualified students an opportunity to develop legal writing and research skills through extensive training in the analysis of legal problems and the logical and concise presentation of legal issues.
- **Public Interest Law Reporter** - This publication, edited and produced by Loyola students, is an innovative legal publication in news magazine format, directed to students, educators, and practitioners, and features articles in the areas of human rights, economic justice, criminal justice, the environment and governance.
- **The Forum** - This semi-annual journal published in magazine format, focuses on a wide range of international issues and is edited and produced by Loyola law students.
B. **Registration**

Registration is completed via LOCUS, before the start of each semester. Registration packets are available prior to the beginning of each registration period. You may download registration packets as well as course schedule updates at [www.luc.edu/law/academics/register.html](http://www.luc.edu/law/academics/register.html). If you encounter any problems during registration, please contact the Registrar's office or the Office of Graduate Legal Studies.

C. **Campus Identification Cards**

Students must obtain an identification card through Loyola's Campus Card Office located in the lobby of the Loyola Law Center, 25 E. Pearson Street. Your ID card, commonly called the Loyola Campus Card, serves as your library card and allows you entry to campus buildings, etc. Please carry it with you whenever you are on campus.

D. **Student Communications**

Listed below are a number of ways that students can get information pertaining to the graduate legal programs.

**Administrative Issues** - Please feel free to contact the Office of Graduate Legal Studies between 9:00 a.m. and 5:00 p.m., Monday through Friday. If you reach the voicemail answering system, please leave a detailed message and someone will return your call as soon as possible.

**Academic Issues** - We encourage you to contact faculty members directly on any academic or research issues.

**Electronic Mail** - Loyola has adopted e-mail as its primary means of communicating with students. Information on how to use the e-mail system (Groupwise) at Loyola is available from Law School Computing Services. Students are strongly encouraged to read their e-mail on a daily basis for up to date information on law school activities and events. Faculty will also use e-mail as a form of sending class assignments or class cancellations. Students can access their student e-mail box from off campus locations such as home or office. Contact Law School Computing Services for further information on how to access your mail box from home or office.

**Posted Signs** - Last-minute changes or important reminders are posted on classroom doors, on classroom bulletin boards and in the elevator message boxes.

**Written Communications** - Newsletters from each department are sent by e-mail to your LUC e-mail account. Students are also expected to thoroughly read this handbook, the law school website, and each semester’s registration packet.

E. **Student Organizations**

**Business Law Society** - The Business Law Society was formed to provide a forum for the discussion and debate of important legal issues that relate to national and international business topics and is open to all law students.

**ChildLaw Society** - This student organization is open to all Loyola law students interested in legal issues affecting children. Students coordinate volunteer opportunities (e.g. tutoring, toy drives) and other activities of interest to members.

**Health Law Society** - The Health Law Society provides students with the opportunity to hear health law and policy experts through its panel discussions and meetings. It is open to all Loyola law students and alumni of the school. Panel discussions and seminars are open to the public.
Health Law Alumni Association - The Health Law Alumni Association is open to all graduates from the graduate legal studies program as well as J.D. graduates interested in health law. The goals of the Health Law Alumni Association are to promote the furtherance of the study and research in health law and policy, to assist and advise students in the Institute, and to exchange career opportunities.

Other organizations at the law school in which graduate students may wish to participate include:

- ABA Center on Children and the Law
- Amnesty International
- Asian American Law Student Association
- Black Law Student Association
- Catholic Lawyers Guild
- Children’s Defense Fund
- Christian Legal Society
- Criminal Law Society
- Decalogue Society
- Employment Law Society
- Environmental Law Society
- Federalist Society
- Intellectual Property Society
- International Law Society
- Justinian Society
- Latin American Law Student Association
- Law and Economics Society
- Loyola Law Republicans
- National Lawyers Guild
- National Association for Counsel of Children
- National Center for Youth Law
- National Court Appointed Special Advocate
- Phi Alpha Delta Legal Honor Fraternity
- Law and Economics Society
- Products Liability Law Society
- Pro-Life Society
- Public Interest Law Society
- Reproductive Issues Society
- Student Bar Association
- Sports and Entertainment Law Society
- Women’s Law Society
- Law and Economics Society

F. Transcript Requests

Current students and individuals with LOCUS IDs should request official transcripts through the Locus System.

No fee is charged for transcripts sent via regular mail. If you wish to have your transcript sent via express mail, please use the written request form in LOCUS and include a check or money order for $12.00 per address made payable to Loyola University Chicago.

Students who wish to have additional forms sent with their transcript must submit a written request form.

VII. Campus Information

A. Loyola Campuses

The Water Tower Campus is home to the School of Law and is one of three Chicago-area Loyola campuses. The others are Loyola's Lake Shore Campus in the Rogers Park neighborhood of Chicago and the Loyola University Medical Center Campus in Maywood. The University also has a permanent campus in Rome, Italy and offers summer and intercession programs in Strasbourg, France, and in London and Nottingham, England.

B. Building Hours

The law school building and law school library generally open at 7:30 a.m. and close at 11:00 p.m. during the school year. Hours are increased during examination periods and reduced in the summer.
C. **Campus Security Building Hours**

Campus security personnel patrol the campus during class hours. Students should become familiar with the campus emergency telephones, which are located throughout the campus. Water Tower Campus Security and Safety is located on the first floor of 25 E. Pearson.

D. **Fitness Center**

With a valid student ID, students may use the indoor pool, weight room, and locker room located at the George Halas, Jr. Sports Center located on Loyola's Lake Shore Campus. Classes in weight training, aerobics and other recreational activities are also available. Call 773.508.2602 for more information or a schedule of hours and fees.

E. **Automatic Teller Machines**

There are automatic teller machines located in the lower level of the 25 E. Pearson Building and at the Potash Bros. Supermarket at State and Chestnut Streets.

F. **Parking**

While there is no University-sponsored student parking on the Water Tower Campus, if you have your parking stub validated at Loyola, you will receive discounted parking.

Two handicapped parking spaces are available directly in front of the School of Law Building. For the most up-to-date parking information and discounts, please refer to the Parking Services website at [http://www.luc.edu/parking/watertower.shtml](http://www.luc.edu/parking/watertower.shtml).

G. **Transportation**

**The Chicago Transit Authority** - Loyola's Water Tower Campus is easily reached by public transportation. The CTA's Red Line subway train has a convenient stop at Chicago Avenue and State Street and many of the major north-south bus routes run along Michigan Avenue, State Street, and Clark Street. For more detailed information, call the Regional Transportation Authority at 312.837.0000.

**Loyola's Shuttle Bus** - Loyola offers free hourly shuttle bus service to and from the Lake Shore and Water Tower Campuses. The bus boards in front of the 25 E. Pearson Street building and schedules are posted in the student lounge each semester. A shuttle bus also leaves the 25 E. Pearson Building and travels to Union and Northwestern train stations at 9:05 pm Mon.-Fri. when classes are in session.
VIII. Graduation

A. General Procedures

Loyola Law School confers degrees twice annually, in January and in May. A commencement ceremony is held once a year in May. Students who wish to graduate must make an appointment with the Office of Graduate Legal Studies before registering for the semester in which graduation is intended. During this time a graduation interview will be conducted in which graduation requirement will be reviewed and information regarding cap and gown will be distributed. A student who does not complete this graduation interview will not be allowed to participate in graduation ceremonies. Also, it is required by the Loans Administration Office that all students who received any type of student loans through federal, university or private loan sources, sign up for a mandatory loan exit interview with Loyola’s Loan Administration office during the month of April (for May graduates) and November (for January graduates). Students are notified in advance of the scheduled times. Diplomas will be held if individuals do not attend the exit interview. Further updates regarding the procedures for graduate will be sent to your Loyola e-mail account.

B. Commencement Awards for Excellence in Graduate Legal Studies

Beginning with the graduating class of 2007 and for each subsequent graduating class, the Office of Graduate Legal Studies (GLS) will acknowledge exceptional graduates with the Commencement Awards for Excellence in Graduate Legal Studies to honor outstanding scholarly achievement.

IX. Career Planning & Placement Assistance

Students are encouraged to work with their particular program directors as well as the Director of Graduate Legal Studies and faculty for career planning and placement assistance. Graduate students may also use the services of the Law School’s Office of Career Services. Although, the Office of Career Services offers their services to students within the J.D. program, it may have some resources available for graduate students.

X. Professional Responsibility

The School of Law expects all of its students to maintain the highest level of professional integrity. Students particularly should be aware that plagiarism in any form is grounds for discipline. You must credit any excerpts, quotations, or concepts drawn from another source. Similarly, any form of personal assistance or use of outside sources on examinations is grounds for dismissal except where explicitly permitted by the instructor.

The School of Law maintains the strictest standards regarding information represented by students on their résumé, in interviews, or in any other form of communication to prospective employers. It is expected and demanded that students relate only valid information and do so in an accurate manner. The misrepresentation of information by a student is a violation of Loyola University School of Law's Code of Student Conduct and could result in severe discipline, including expulsion.

Any allegations of a violation of Loyola University Chicago, School of Law's Code of Student Conduct is to be directed to the Associate Dean for Student Affairs, who will conduct a preliminary investigation. If further action is warranted, the matter will be considered by a five-person hearing board, which will make findings of fact and will recommend an appropriate disposition to the Dean.
APPENDIX A: GLS Directory of Law School Administrative Offices*

**School of Law Deans**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>David N. Yellen</td>
<td>Dean and Professor of Law</td>
<td>1232</td>
<td>(312) 915-7838</td>
<td>(312) 915-6911</td>
<td><a href="mailto:dyellen@luc.edu">dyellen@luc.edu</a></td>
</tr>
<tr>
<td>James J. Faught</td>
<td>Associate Dean for Administration</td>
<td>1230</td>
<td>(312) 915-7131</td>
<td>(312) 915-6911</td>
<td><a href="mailto:jfaught@luc.edu">jfaught@luc.edu</a></td>
</tr>
</tbody>
</table>

**Office of Graduate Legal Studies (GLS)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Alicia Shaw</td>
<td>Director</td>
<td>1237</td>
<td>(312) 915-7161</td>
<td>(312) 915-7906</td>
<td><a href="mailto:kshaw@luc.edu">kshaw@luc.edu</a></td>
</tr>
</tbody>
</table>

**Programs and Centers**

<table>
<thead>
<tr>
<th>Center Name</th>
<th>Floor</th>
<th>Location</th>
<th>Phone</th>
<th>Fax</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beazley Institute for Health Law and Policy</td>
<td>7th</td>
<td>5th Floor (permanent location)</td>
<td>(312) 915-77174</td>
<td>(312) 915-6212</td>
<td><a href="http://www.luc.edu/law/centers.html">www.luc.edu/law/centers.html</a></td>
</tr>
<tr>
<td>Center for Business and Corporate Governance Law</td>
<td>7th</td>
<td>Temporary location</td>
<td>(312) 915-6425</td>
<td>(312) 915-7201</td>
<td><a href="http://www.luc.edu/law/centers.html">www.luc.edu/law/centers.html</a></td>
</tr>
<tr>
<td>Civitas ChildLaw Center</td>
<td>11th</td>
<td></td>
<td>(312) 915-6481</td>
<td>(312) 915-6485</td>
<td><a href="http://www.luc.edu/law/centers.html">www.luc.edu/law/centers.html</a></td>
</tr>
<tr>
<td>The Dan K. Webb Center For Advocacy</td>
<td>10th</td>
<td></td>
<td>(312) 915-8644</td>
<td>(312) 915-7201</td>
<td><a href="http://www.luc.edu/law">www.luc.edu/law</a></td>
</tr>
<tr>
<td>The PROLAW Program</td>
<td></td>
<td></td>
<td>(312) 915-355-881</td>
<td>(312) 915-355-88352</td>
<td><a href="http://www.luc.edu/prolaw">www.luc.edu/prolaw</a></td>
</tr>
<tr>
<td>The Taxation Program</td>
<td></td>
<td></td>
<td>(312) 915-7120</td>
<td>(312) 915-7201</td>
<td><a href="http://www.luc.edu/law">www.luc.edu/law</a></td>
</tr>
</tbody>
</table>

*Unless otherwise noted, all administrative offices listed are located in the Loyola Law Center, 25 East Pearson Street, Chicago, IL 60611*
APPENDIX B: Satisfactory Academic Progress for Financial Aid Eligibility

LOYOLA UNIVERSITY CHICAGO
SCHOOL OF LAW
POLICY ON
SATISFACTORY ACADEMIC PROGRESS
FOR FINANCIAL AID ELIGIBILITY

Graduate Law Students

(Adopted June 25, 2001)

Introduction

Federal law and regulations require that all students receiving financial aid assistance from federal Title IV funds maintain satisfactory academic progress. This document has been prepared to ensure that the financial aid program meets or exceeds the requirements stipulated by federal regulations governing satisfactory academic progress for financial aid eligibility.

This policy document applies to all students receiving Title IV financial aid.

General Standards for all Graduate Law Students

The academic requirements for the School of Law Graduate Programs M.J., LL.M., S.J.D. and D. Law degree programs include the satisfactory completion of the prescribed curriculum, as published in the Student Policy Manual for Graduate Legal Program in effect at the time of your admission to the M.J., LL.M., S.J.D. or D. Law program. A student is presumed to be making satisfactory academic progress at the time of admission. The progress of each student working toward the M.J., LL.M., S.J.D. or D. Law degree is monitored by the Program Coordinator and at least once each academic year is reviewed by the Registrar and Associate Dean of Student Affairs of the School of Law (or his/her delegate) to ensure satisfactory completion of academic requirements.

Grade Requirements (Qualitative Measure)

In order to maintain satisfactory progress, remain in good standing and be eligible to continue in the program, a student must: (a) have attained an average of 2.0 at the end of the each semester; and (b) No student will be permitted to continue in the program if he/she fails more than one course in a given semester. (c) If a student falls below the 2.0 average at any time during the course of a program, he/she will be required to submit a written petition to continue in the program to the individual program director, who may grant or deny the petition, or grant the petition subject to whatever conditions, restrictions, and limitations they see fit to impose.

A student who does not satisfactorily complete all course requirements may be permitted to remediate in accord with school academic policies. In this case, a student assigned a schedule that deviates from the norm and who earns a satisfactory assessment for those courses will be deemed to be making satisfactory academic progress.
Code of Student Conduct

A full-time LL.M. student is expected to complete two semesters of course work and graduate in one academic year.

For normal academic progress, a full-time LL.M. student is expected to complete satisfactorily:

after one semester, 10 credit hours
after two semesters, 24 credit hours

For minimum academic progress, a full-time LL.M. student is expected to complete satisfactorily:

after one semester, 8 credit hours
after two semesters, 16 credit hours

The part-time LL.M. student is expected to complete four semesters and graduate in two consecutive academic years.

For normal academic progress, a part-time LL.M. student is expected to complete satisfactorily:

after one semester, 4 credit hours
after two semesters, 10 credit hours
after three semesters, 16 credit hours
after four semesters, 24 credit hours

For minimum academic progress, a part-time LL.M. student is expected to complete satisfactorily:

after one semester, 2 credit hours
after two semesters, 6 credit hours
after three semesters, 10 credit hours
after four semesters, 16 credit hours

The hours cited above are for current curricular requirements which are subject to revision and change.

Extended Time

A student, due to academic or personal difficulty, may require additional time beyond one or two academic years. Such students normally will be enrolled no more than three academic years [excluding time spent on approved leaves of absence]. In case of an approved Leave of Absence, the Program Director may establish a schedule for that student which departs from the norm. Usually, leaves of absences will not exceed one academic year.

Financial Aid Probation and Suspension

A student who does not meet one or more of the standards of academic progress outlined in this document shall be placed on financial aid probation. The student while on probation may receive student financial aid for one additional semester. At the conclusion of this period, the student must have achieved compliance with the standard to avoid suspension from financial aid eligibility.

A student who fails to meet satisfactory academic progress standards and whose financial aid eligibility is suspended shall be reinstated for financial aid eligibility at such time as evidence of satisfactory completion of sufficient course work to meet the standard is presented.

The Assistant Director of Financial Assistance must notify a student of implementation of probationary status and suspension.
Code of Student Conduct (continued)

Appeal of Probation

A student may appeal the decision to suspend his/her financial aid eligibility. The student must submit to the Assistant Director of Financial Assistance, a written statement outlining the facts and circumstances that warrant reinstatement of financial aid. The Assistant Director may request the Program Director to provide information relevant to the student's academic progress and status to be considered with the student's statement. The Assistant Director will bring the petition and supporting financial and academic information to the Student Financial Aid Committee for review. The Student Financial Aid Committee will make the final decision as to whether the circumstances detailed in the petition and supporting information warrant waiver of the usual financial eligibility policy and justify reinstatement. The documentation of the petition and decision will be placed in the student's financial aid file.

In certain rare circumstances, the school may waive the requirement to meet satisfactory academic progress to maintain financial aid eligibility due to extreme hardship (family death, illness or injury of student, or other special circumstances).

Administrative Accountability

The Assistant Director Financial Assistance or Director of Admission & Financial Aid shall have the primary responsibility for dissemination of this policy to students at the time of enrollment, and for enforcement and/or compliance with its content.
Notes: