PROLAW
SCHOOL OF LAW
LOYOLA UNIVERSITY CHICAGO

September 2017

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 (LLM) or Master of Jurisprudence (MJ) in Rule of Law for Development (PROLAW). 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.

This handbook provides details on academic policies and procedures and many of the available student services and resources. Please take the time to read the entire student handbook. You are responsible for knowing and understanding the information contained in this handbook as well as provisions displayed on the School of Law’s website at www.luc.edu/law and the website of PROLAW, www.luc.edu/prolaw. All LLM & MJ 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 in this Student Handbook are subject to change. In the event that any changes are made or if updated volumes become available, you will be alerted to these modifications and their effective dates via your Loyola e-mail account. Such notices shall include notice of the relevant effective dates of the changes involved. Please maintain and reference this Student Handbook and any changes or updates for the duration of your studies with the PROLAW Program.

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

Best regards,

William T. Loris
Program Director and Senior Lecturer
LLM in Rule of Law for Development, PROLAW
MJ in Rule of Law for Development, PROLAW
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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. All students of Loyola University Chicago are expected to uphold the Loyola University Chicago School of Law's Code of Student Conduct and 2017-18 LUC Community Standards including the Title IX guidelines for quick and effective responses to any misconduct motivated by sex, gender or gender-expression that creates a hostile environment for the Loyola community. Students are subject to regulations, including but not limited to those included in the LUC Community Standards, whenever traveling, studying abroad, or visiting other campuses as representatives of the University or in circumstances where others may reasonably perceive them to be representatives of the University.

The School of Law’s web site, www.luc.edu/law, the PROLAW website, www.luc.edu/prolaw, and the LUC Community Standards are the online resources for information, policies, and services referenced in this handbook.

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 (GLS)

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 (LLM) programs which include legal concentration areas of advocacy, business law, child & family law, health law, tax law and rule of law for development; and 2) the Master of Jurisprudence (MJ) which include legal concentration areas of business law, child & family law, and health law.

While the GLS office is the central administrative office of the Law School, PROLAW manages the day-to-day administrative matters. PROLAW students’ first point of contact is the PROLAW Office for all administrative matters.

III. Academics

A. Registration

It is normally the responsibility of each student to successfully register for his or her courses each semester. Registration is completed via LOCUS, before 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 PROLAW Program are encouraged to discuss their academic goals with
the Program Director.

C. Class Attendance Policy

Regular and punctual class attendance, as determined by the instructor and the Dean, is required in all courses. Excessive absences or tardy attendance, even if all or some of them are considered to be “excused,” violate this requirement. Students who violate this provision are subject to various sanctions including a reduction in the grade, withdrawal from the course, additional remedial work, withholding of the final exam or a final grade which results in the grade of “WF” (withdraw failing), or other appropriate sanctions in the discretion of the instructor or the Dean. Since regular and punctual attendance is required in all courses, registration for courses that meet at the same time or overlapping times is not permitted.

Note that all classes and lectures in the PROLAW schedule require mandatory attendance. This includes all course classes, lectures in the Visiting Lecturer Series and other academic seminars.

In case of absence due to illness or other, please send an email to prolaw@luc.edu with the professor in copy as soon as possible. Absences due to travelling will not be considered acceptable reasons for absence.

D. Final Examinations and Academic Performance

1. Examinations/Term Papers

Most courses have a final term paper due at the end of the term. All students are expected to submit their papers or take their final examinations at the scheduled times. Failure to do so may result in refusal to allow a student to submit a term paper/ 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:

- A  =  4.0 points per semester hour
- A- =  3.67 points per semester hour
- B+ =  3.33 points per semester hour
- B  =  3.0 points per semester hour
- B- =  2.67 points per semester hour
- C+ =  2.33 points per semester hour
C       =  2.00 points per semester hour  
C-      =  1.67 points per semester hour  
D       =  1.00 point per semester hour  
F       =  0.00 points per semester hour  
WF      =  0 points per semester hour  
CR      =  0 points per semester hour  
NC      =  0 points per semester hour

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. 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, 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 PROLAW student must initiate the withdrawal from classes or from the University by notifying the Registrar, the Director of Financial Assistance, the Director of Graduate Legal Studies and the PROLAW Program Director in writing. PROLAW students who withdraw from a course will be allowed to continue in the Program, but as successful completion of all PROLAW courses is required to earn the PROLAW degree, and such students will not be able to graduate from the Program unless and until the student completes the course in a subsequent Academic Year.

Students who withdraw from 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 PROLAW Academic Calendar is published on the PROLAW website, www.luc.edu/prolaw. 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, the director of Graduate Legal Studies and the PROLAW Program Director 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 and the Program Director prior to the final exam period. With the exception of the capstone project or with instructor permission, all courses for which an incomplete is issued must be completed within six weeks of the last final exam or paper due date or the grade of incomplete will automatically become a "WF" (withdrawal failing), which is computed into the student's grade point average.

E. **Capstone Project Completion**

It is expected that all PROLAW students will complete their Capstone Project by 3 June, 2017. In the extreme circumstance that a student does not complete the Project by this deadline, the following policy shall apply: The student will be given a grace period subject to the discretion of the PROLAW Program Director. If the capstone is not completed within the grace period, the student must then do the following:

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

Students who do not adhere to this policy will not be allowed to graduate from or continue in the program.

F. **Degree Completion**

Students accepted into the full-time LLM and MJ programs are expected to finish the program within one calendar year. 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.

G. **PROLAW Development Internship Guidelines**

Under the PROLAW Development Internship program, PROLAW staff and faculty give guidance to students with respect to finding internship opportunities with organizations which carry out rule of law and development work. The internships usually begin in May each year, after the course work phase of the program is completed. The duration of the internships is typically between three and six months. No course credit for taught courses shall be granted for such internships. Students may be granted extensions to their capstone project deadlines in order to accommodate internship scheduling. The rules applicable to internships shall be as established by the individual or organization providing the internship opportunity.

Students may apply for a PROLAW scholarship if the internship is unpaid. These scholarships are offered on a competitive basis and students can apply for these scholarships upon receipt of a signed internship offer.

Further guidelines on internship opportunities will be provided during the Fall semester.

H. **Course Auditing**

PROLAW students wishing to audit undergraduate courses given at the Loyola John Felice Rome Center, should consult with its Associate Dean for Academic Affairs, Alexander Evers.
IV. Immigration & Financial Resources

A. Permit to Stay (Permesso di Soggiorno)

Upon arrival in Italy, all PROLAW students who are non-EU passport holders must apply for a residence permit (permesso di soggiorno), a legal process applicable to all foreign non-EU nationals that come to Italy for a period exceeding three months. Under Italian law, the permission to stay request must be submitted within eight days of arrival into the country. European Union passport holders do not have to complete this process however must register themselves at the local police station upon arrival.

The PROLAW team will make the necessary arrangements to assist students in completing the 3-step process for the permesso di soggiorno request:

1. During orientation, you will attend a mandatory session to complete the necessary paperwork to request the Permit to Stay followed by a group appointment at the Post Office to submit the request.
2. Upon submission at the Post Office, a receipt is issued and individual appointments are scheduled at the immigration office to complete the fingerprinting portion of the process.
3. Finally, the card will be issued and ready for pick-up at the local Police Station located at Via Guido Alessi, 19.

B. Student Tuition and Fee 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 methods are detailed on the Bursar’s website: http://www.luc.edu/bursar/payment_options.shtml.

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 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 (for further information, see the website at: www.luc.edu/bursar).

C. Financial Assistance

All questions regarding financial assistance should be first directed to the PROLAW Associate Director, Ms. Helena Lundgren Doyle (hlundgrendoyle@luc.edu).

For US students, all financial aid questions should be directed to the Financial Aid Office, see http://www.luc.edu/finaid/. Contact e-mail is lufinaid@luc.edu.
D. Student Bank Accounts

All students, less those with specific-country restrictions, will be provided with a temporary student bank account with Intesa Sanpaolo, one of the largest banks in Italy. The bank account comes with a debit card and online access. Details on the bank accounts will be provided during the mandatory Orientation Program.

There is an automatic teller machine (bancomat in Italian) on campus. Be mindful of the withdrawal fees and international exchange rate fees with your bank. There are several financial institutions located near campus and throughout Rome which offer bancomat services.

V. Student Services

A. Academic Supplies & Resources

1. Books and Materials

The majority of the reading materials is available to students in electronic form through the Lexis/Nexis and Westlaw systems to which all PROLAW students shall have access. Acquisition of required books and materials which are not available online can be made through the PROLAW Office.

2. Library

PROLAW Students shall have access to the John Felice Rome Center Library, whose main purpose is to serve the research and reference needs of the Rome Center’s undergraduate students. Conditions for access to the library collection shall be same as those that apply to the undergraduate students. The Library is located one floor below the ground floor. PROLAW students may request information and assistance related to the Library from the John Felice Rome Center Librarian, Ms. Anne Wittrick (awittrick@luc.edu).

3. Places to Study

PROLAW students shall have full access to the John Felice Rome Center Information Commons (IC) which is the principal public place where students at the Center study. The IC houses the Center’s library and on-campus computers (32). The IC is located one floor below the ground floor. As with the Library, the IC is managed by the John Felice Rome Center Librarian.

The computers in the IC are equipped with internet and MS Office. Students are issued computer network and e-mail addresses at the beginning of their tenure. You can print from the computers in the IC. To print, select the closest printer in the drop down menu. Insert your printer card in the reader next to the printer and select your document from the computer stationed next to the printer. Students may address specific technology requests for information and assistance to Mr. Maurizio Moretti (mmorett@luc.edu).

The conference rooms located on the same floor are an ideal space for quiet group studying. If the rooms are not occupied by a class or meeting, please use these spaces to work with fellow students on group projects, communal studying, etc. so that the IC can
remain a silent study area. Please be mindful that no food is allowed in the IC.

Students can reserve private spaces throughout campus for interviews and private Skype conversations via the Front Desk. Reservations must be made at least 24hrs in advance.

Copy machines are available in Mailroom, the IC, and the Administrative wing of the JFRC. Each student is given a copy card with an initial €10 to make copies. Cards are inserted into readers which activate the copy machines and can be reloaded with more money at the appropriate machine outside the IC.

4. **Computer Training and Skills**

Students are trained in and have access to the Lexis/Nexis 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 PROLAW.

5. **Outside Spaces**

The Courtyard is available to students to enjoy when weather permits. Benches within the Courtyard provide spaces for students to read or research. From Mondays through Thursdays, students are asked keep noise levels down and to refrain from sunbathing in the Courtyard as to respect the classes in session.

B. **Campus Identification Cards**

Students will be issued a wallet-size student identification card including student name, photo and important emergency contact information. The ID card serves as the students’ library card and allows entry to the campus buildings. Students are expected to carry the ID with them whenever on campus and are recommended to carry it also off-campus as it contains emergency phone numbers.

C. **Student Communications**

**Electronic Mail** - Loyola has adopted e-mail as its primary means of communicating with students. Information on how to use the e-mail system at Loyola is available from Maurizio Moretti and will be included in your orientation information. Students are expected to read their Loyola e-mail on a daily basis for up to date information on program activities.

The electronic link to the PROLAW class schedule will be circulated at the beginning of the academic year. Students are advised to review the schedule regularly as the schedule is subject to changes.

In addition, PROLAW faculty and staff will communicate electronically through the West Education Network (TWEN) a service maintained by Westlaw, one of the largest online legal resource providers. Each student will receive a password for the system and receive training in its use. Through TWEN students will be able to access course materials, participate in class discussions, submit assignments, exchange e-mails with instructors and classmates, etc. For more on TWEN please refer to the Student’s Guide at this link: [http://lscontent.westlaw.com/images/content/documentation/2010/2010StudentGuide.pdf](http://lscontent.westlaw.com/images/content/documentation/2010/2010StudentGuide.pdf).
D. Transcript Requests

Current students and individuals with LOCUS IDs should request official transcripts through the LOCUS system. For instructions, see: https:// locus.luc.edu/pa91prd/locus_help/Requesting_an_official_Transcript.pdf. No fee is charged for transcripts sent via regular mail, whilst a fee will be charged for express mail service.

If following graduation, you can no longer access LOCUS, please fill out the Transcript Request Form (http://www.luc.edu/media/autopublish/transcript_request.pdf) and send the completed form via email to transcripts@luc.edu. They will process your request.

VI. Campus Information

A. The John Felice Rome Center

The John Felice Rome Center (JFRC) is Loyola University Chicago’s campus in Rome. Loyola has been present in Rome since 1962. John Felice, the founder of the now JFRC was from Malta. He believed in promoting international understanding and peace by providing opportunities for young people to live and learn outside of their home environments.

From 1962 to the present, the JFRC has provided undergraduate students, mostly from American universities, the opportunity to study in Rome for either a semester or an entire academic year. In accordance with a new strategy Loyola has decided to gradually expand the academic offerings at the JFRC to include master’s degree programs. PROLAW is the first of such programs. The Loyola University Schools of Law, Business and Education already provide annual summer programs at the JFRC.

As mature adults and legal professionals PROLAW students will no doubt recognize that the management and staff of the JFRC has an almost parental relationship with the undergraduate students at the Center. It is expected that PROLAW students will be a source of inspiration and be role models for the young people surrounding them. In this regard your understanding and cooperation of approaches which may not seem appropriate for mature adults will be appreciated and welcomed by JFRC management and staff.

A major part of “greening” the JFRC is the campus-wide recycling effort. Students are encouraged to use marked receptacles for paper, plastic, metal, and glass on every floor in the residence hall and throughout campus. There is also an ink cartridge receptacle and battery receptacle near the IC.

B. Building Hours and Restrictions

PROLAW students can access the campus building between 8:00 and 22:00, seven days a week. The students can access all areas of the building, except for those of the JFRC Residence Halls (upper floors).

Guests are welcomed between the hours of 08:00 and 22:00. All guests must sign in at the Front Desk with the receptionist or guard immediately upon entering the building and must be accompanied by their host for the duration of their stay on-campus. After signing in and leaving an ID, guests are permitted only in Rinaldo’s Cafè, the Information Commons (IC), and the front lobby area.
Please note that the JFRC and PROLAW staff will observe the following Italian National holidays, however, the IC will be accessible:

November 1st – All Saints’ Day
December 8th – Immaculate Concepti
December 25th – Christmas Day
December 26th – Saint Stephen’s Day
January 1st – New Year’s Day
January 6th – Epiphany
April 1st – Easter Monday
April 25th – Liberation Day
May 1st – Labor Day

C. Campus Security

Campus security personnel patrol the campus on a 24 hour basis. Students should become familiar with the campus emergency telephones and evacuation maps, which are located throughout the campus. Campus Security and Safety is located on the first floor at the main reception desk.

Once a semester, a fire drill will take place at the JFRC. If you are on campus during the drill, it is expected that you exit in a calm and orderly fashion and gather in the designated space on Via Massimi, right outside of the campus gates.

D. Front Desk

At the Front Desk/reception students can buy bus tickets (€1.50), canteen tickets (€8) and international phone cards (€5), send faxes (€1.50 per page) and order taxis (flat fee of €48 to either airport from the JFRC). There are also neighborhood maps as well as menus for popular restaurants in the area.

Long distance calls can be made from the floor phone in the JFRC Mailroom with calling cards sold at the Front Desk for 5€.

The Front Desk also acts as the Lost and Found. Anything that is found on campus should be taken to the porter’s desk.

E. Classrooms

The classrooms will be announced in the PROLAW class schedule. Note that there is no food or drink allowed in any classrooms, except for water bottles.

F. Business Office

At the Business Office, students can exchange US cash or traveler’s checks (no commission) and pay for books purchased from the PROLAW office. Opening hours are 13:30-15:30, Monday, Tuesday & Thursday. Extended hours or closures will be announced in advance. The Business Office is always closed on Friday.

JFRC gear and apparel such as water bottles, sweatshirts, polos, umbrellas, and tote bags can be purchased at the Business Office during regular hours.
G. **Food**

There are two food facilities on campus; the canteen (*mensa*) and Rinaldo’s Bar. Meal tickets for the canteen can be purchased at the Front Desk from 9am-1pm & 2pm-5pm at a cost of €8.00 each.

The opening hours for the canteen/mensa is:

- **Lunch:** Monday-Thursday – 11:45-14:15  
  Friday-Sunday – 12:30-13:30

- **Dinner:** Monday, Tuesday, & Thursday – 17:45-19:30  
  Wednesday – 17:30-19:00  
  Friday & Saturday – 18:00-19:00  
  Sunday – 18:00-19:30

Note that the canteen will be closed during the JFRC term breaks, Thanksgiving weekend, Easter weekend and some Fridays when all of the undergraduates are travelling and off campus. Look out for notices outside of the canteen or reception.

Rinaldo’s Bar is located on the -2 Level of the JFRC adjacent to the Palestra and Mensa. Rinaldo’s Bar is open during the day for coffee, soft drinks, panini, salads and other food. The space is also available for student programming and meeting.

In the hallway outside the IC, you will find vending machines, a coffee machine and a filtered water machine – this water is drinkable.

H. **Internet & WIFI** is available in the IC, Rinaldo’s Bar (wi-fi), Mensa (wi-fi), JFRC Lobby (wi-fi), Courtyard (wi-fi), class and conference rooms (wi-fi). Please note that given Italy’s internet culture, internet bandwidth is very limited. We ask that students be mindful of how much they are downloading and when, to prevent any slow internet connection. Please only have one device logged in at a time to prevent excess strain on the campus’ bandwidth.

I. **Gym**

The gym (*palestra*) is open for PROLAW students between normal campus hours, 8:00 and 22:00, seven days a week. Note that the gym is not available during the times of scheduled exercise classes. The exercise class schedule will be posted outside of the gym. **Students need to sign a waiver form before accessing the gym.**

J. **Parking**

While there is no University-sponsored student parking at JRFC, parking is available on the access road between Via Massimi and the entrance to the JFRC.

K. **Health Emergency Guidelines**

The JFRC Front Desk (‘Portineria’) is staffed 24/7 and serves as the safety and security hub for the campus. For emergencies that occur on-campus, the Front Desk should be alerted. The JFRC Student Life Staff and/or Security Staff will provide the primary response in obtaining care and determining an appropriate course of action. During regular business hours, a PROLAW staff
member will also be available to advise students.

For emergencies that occur off-campus, students should call 112 (the European and Italian emergency phone number), get to a nearby emergency room (‘Pronto Soccorso’). Students should be informed that for all life-threatening emergencies they should urgently contact 112.

Should the emergency not be life-threatening, students can contact, in alternative to 112, the JFRC partner/ licensed general physician, Dr. Andrea, for support in immediate care.

Dr. Andrea Guerriero  
Email: andrea.guerriero@medinaction.com  
Website: www.medinaction.com  
Cell/whatsapp: +39 320 4065709  
*iOS users can download the MedinAction app here*

Further information on Health Assistance will be provided during the Program Orientation.

**VII. Graduation**

Loyola University Chicago School of Law confers degrees three times annually, in January, May and August. The date for conferral is contingent upon the date of completing all degree requirements including the capstone project. PROLAW students that complete their capstone project on schedule will have their degree conferred in August. A commencement ceremony is held once a year in May in Chicago. No commencement ceremony is held in Rome, but there will be a pre-graduation ceremony at the end of the course part of the academic year in April. A Graduation e-Bulletin will be sent out to all Law School students during the spring term. Students who wish to participate in the commencement ceremony in Chicago must consult with the Office of Graduate Legal Studies before registering for the semester in which graduation is intended. In addition, 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, complete a mandatory on-line loan exit interview. Diplomas will not be awarded until the on-line exit interview is completed. Further updates regarding the procedures for graduation will be sent to your Loyola e-mail account.

**VIII. Career Planning & Placement Assistance**

Students are encouraged to consult with the Program Director who will be available throughout the year for individual career development sessions. The Program Director will be the principal source of rule of law career advice for PROLAW students. In addition, the Chicago-based Director of Graduate Legal Studies and faculty members are available 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.

**IX. Academic Honesty**

Loyola University Chicago 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.
School of Law Plagiarism Policy - PDF version available here.

Plagiarism is prohibited conduct under Section I(B)(1) of the Loyola University Chicago School of Law Code of Student Conduct. Students are expected to know the principles of plagiarism and the correct rules for citing sources. When a law student submits any written project such as an assignment to a professor, a submission to a student publication, an application for a scholarship or award contest, or writing samples for interviews, the student represents that he or she has complied with this plagiarism policy. **Lack of intent is not a defense to a charge of plagiarism.**

Plagiarism is the use of words or ideas from another source without proper attribution to the original source. Lawyers and law students often reference other sources. However, it is critical, from the standpoint of both integrity and style, to appropriately identify and credit any excerpts, quotations, or paraphrasing of concepts drawn from any other source.

Avoiding plagiarism requires appropriate use of citations. Every sentence that is not an original thought must be cited. The use of citations identifies for the reader when material is drawn from another source, as opposed to reflecting original thought. Though it may be accepted in other academic or professional programs, citing intermittently (for example at the end of paragraphs or sections) is insufficient in any of the written projects covered by this plagiarism policy.

The **Legal Writing Institute**’s website includes a publication entitled Law School Plagiarism v. Proper Attribution, which outlines the following rules for working with authority:

1. Acknowledge direct use of someone else’s words.
2. Acknowledge any paraphrase of someone else’s words.
3. Acknowledge direct use of someone else’s idea.
4. Acknowledge a source when your own analysis or conclusion builds on that source.
5. Acknowledge a source when your idea about a legal opinion came from a source other than the opinion itself.


As these rules indicate, you are required to appropriately acknowledge the source for any language, ideas, and analysis in your written work.

If you use words or phrases from a source, attribution with a citation is required but is insufficient on its own. A citation alone does not appropriately acknowledge your direct use of language from another source. In addition to including a citation, you must also place that material in quotation marks, or in a block quotation format if appropriate. If you use language that is not a direct quotation but is substantially similar to language in your source, you will most likely need to paraphrase more thoroughly or use quotations for relevant portions to avoid plagiarism.

Further, a change in language or the order of the language does not make the idea your own. Attribution still is required. It is plagiarism to take a discussion, words, or ideas from any authority, without crediting the original source, even if the material has been paraphrased.
If you are uncertain how these principles apply to your work, you are responsible for seeking clarification from your professor or faculty advisor.

For any writing project in law school, you should keep your notes and other materials. Students are required to keep all drafts, research notes, and any materials used in completing their writing assignments for a year or until otherwise notified by the professor. Please note that submissions may be checked through detection tools, such as Turn-It-In and/or similar resources. Also, faculty and advisors may supplement this policy with additional information and requirements.

X. Student Complaints

Reporting a Complaint

Loyola School of Law wishes to hear any student concerns about significant problems that directly implicate the school's program of legal education and its compliance with the ABA's Accreditation Standards. Any student having such a concern should submit it in writing to the Associate Dean for Administration of the School of Law.

Resolving the Complaint

When a formal written complaint has been made in accordance with section A, the Associate Dean for Administration shall investigate as soon as possible, but in no event later than 20 business days after the filing of the written complaint with the Associate Dean for Administration. The Associate Dean for Administration shall attempt to resolve the complaint, if possible, within the 20 business day period. If resolution is not possible, the Associate Dean for Administration may refer the matter to the appropriate administrator, administrative body, or an administrative official designated by the Dean or the Dean's designate.

If referral of the complaint is made as referenced above, the administrator, administrative body or Dean's designate shall attempt to resolve the complaint as soon as possible, but in no event later than 20 business days after referral by the Associate Dean for Administration.

Upon completing the investigation of the complaint, the Law School shall communicate its findings and, if appropriate, its intended actions to the complainant. Within ten days of being advised of any action the School of Law is taking to address the matter, the student may appeal that decision to the Dean of the School of Law. The decision of the Dean shall be final.

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