

# Loyola University Chicago School of Law

## — Student Handbook and Code of Conduct



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**The Loyola University Chicago School of Law Student Handbook and Code of Conduct should be reviewed by each student in conjunction, and with reference to, the First Year Information Booklet.**

**Both documents can be found on the [School of Law website](#).**

## Law School Communications

- (1) **Email:** It is your responsibility to check your Loyola email account daily. In addition to emails sent specifically to you, broadcast emails to the law community, under the title *Law School Announcements*, are sent once daily during the school year. If you prefer, you can build a forwarding rule into your law school (@luc.edu) email account to transfer incoming messages to an account (i.e., gmail) that you check daily.
- (2) **Website:** The law school calendar and current students pages (accessible from the [homepage](#), [www.luc.edu/law](http://www.luc.edu/law)), provide useful information. You can also check all Law School Announcements by going directly to the [Announcements page](#) on the website.
- (3) **Sakai Student Resource Page:** This page (<https://sakai.luc.edu>) will serve as the home for student course materials. It contains orientation and introductory materials and will be updated regularly with announcements and additional resources. This site is accessible to all students in Sakai.

## Student Health and Well-Being

The health and well-being of every student here is our first priority. Law school can be challenging, and we encourage students who feel stressed to take advantage of the wonderful resources available within the School of Law and the University. In addition to our entire Administrative Team, [counseling services](#) are available through the [Wellness Center](#) and through the University. We encourage all students to register for [Loyola Alert](#), and to know of available resources in case of [emergency](#). The legal community, through [Lawyers' Assistance Program](#) (LAP), also provides assistance to law students concerned with substance abuse or mental health issues (including anxiety, stress, and depression). Please know that any interactions or disclosures will be held in strict confidence.

If you have any questions, or wish to speak to anyone, please reach out to any of us in the administration: Dean James Faught, [jfaught@luc.edu](mailto:jfaught@luc.edu); Dean Josie Gough, [jgough@luc.edu](mailto:jgough@luc.edu); Dean Zelda Harris, [zharris@luc.edu](mailto:zharris@luc.edu); Dean Giselle Santibanez-Bania, [gsantibanez@luc.edu](mailto:gsantibanez@luc.edu); Jenna Silver, [jsilver2@luc.edu](mailto:jsilver2@luc.edu); Lindsey Johnson, [ljohn15@luc.edu](mailto:ljohn15@luc.edu); Kirk Walter, [kwalter2@luc.edu](mailto:kwalter2@luc.edu); Prof. Melissa Hale ([mhale@luc.edu](mailto:mhale@luc.edu)) or any staff or faculty member at the School of Law.

In addition, a LAP counselor will be at Loyola on several dates in the fall and spring semester. Walk-ins are welcome, and all help is free and confidential. Appointments are available. Check Law School Announcements for updates.

For information on Academic Support and Accommodations, please see the following page.

## Academic Support and Success

### Academic Tutoring

During the first semester, 1Ls are provided academic support through the academic tutoring program. Academic tutors are available for every substantive 1L class where faculty utilize them (the vast majority of classes). Faculty usually use tutors to assist with class, such as holding office hours where applicable. The Director of Academic Success and Bar Programs, Prof. Melissa Hale ([mhale@luc.edu](mailto:mhale@luc.edu)), oversees the academic tutoring program and provides suggested guidelines, although individual faculty may differ in how to utilize tutors.

### Academic Enhancement Program

1L students that finish in the lower 20% of their section after the first semester of law school are required to participate in the Academic Enhancement Program (AEP) during their second semester of law school. If students do finish in the lower 20% of their section, they will receive a letter notifying them as such, which will also outline program requirements.

Every semester beyond the 1L year, students in the lower 20% of the class are required to take a bar exam skills course, as designated by the Director of Academic Success and Bar Programs. These courses are all designed to focus on skills needed to pass the bar, rather than individual classes on topics that are tested on the bar. This course is offered on a pass/fail basis and open to all students.

### Diagnostic “Mini-Bar” Exam

All students are required to take a diagnostic “mini-bar” in the beginning of their 2<sup>nd</sup> year. Students that underperform will be required to participate in a test-taking skills workshop, as well as take a specific bar exam skills course, in their final year of law school. The appropriate course of action will be determined by the Director of Academic Success and Bar Programs with consideration of each student’s individual needs to the fullest extent possible.

## Accommodations

Loyola University Chicago School of Law works closely with the University’s [Student Accessibility Center](#) (SAC) to ensure that students with disabilities and who require accommodations are provided the necessary support to succeed. A list of common accommodations can be found [here](#). All requests for accommodations are determined on a case-by-case basis by SAC Staff. Students can register with SAC at any point during their academic career, although accommodations are not retroactive.

In order to receive academic accommodations, students must be [registered with the SAC](#). Once registered, students will be required to meet with a member of the SAC Staff and provide documentation. Documentation guidelines can be found [here](#). Unless it is necessary, diagnoses will not be shared with the Law School faculty or administrators. When accommodations have been awarded, the SAC will notify members of the Law School Administration who are responsible for scheduling and administering exams.

Students requesting use of their approved accommodations are required to [register](#) their accommodations with SAC **every** semester they wish to use accommodations. SAC will then notify the School of Law. Final exam accommodation requests must be submitted no later than four (4) weeks before the first date of final exams each semester. For all other exams (i.e., midterms), students must request to use their accommodations a minimum of seven (7) days before each exam. Students should also notify Dean Faught ([jfaught@luc.edu](mailto:jfaught@luc.edu)), Dean Santibanez-Bania ([gsantibanez@luc.edu](mailto:gsantibanez@luc.edu)) and/or Jenna Silver ([jsilver2@luc.edu](mailto:jsilver2@luc.edu)) of their accommodations. Students are not eligible to receive accommodations until they have been awarded by the SAC.

For questions about registering with SAC and receive accommodations, review the SAC’s [Frequently Asked Questions](#) page or email [sac@luc.edu](mailto:sac@luc.edu).

## JD Requirements

### A student shall be eligible for the degree of Juris Doctor upon satisfying the following requirements:

- All students must successfully complete a minimum of eighty-six (86) credit units, seventy-four (74) of which must be graded credits.
- Students must complete their course of study for the JD degree no later than eighty-four (84) months after commencing law study at the School of Law or at a law school from which the school has accepted transfer credit.
- All students must satisfy residency requirements (see below). These requirements are designed to comply with Standards of the American Bar Association and ensure that students have had sufficient exposure to the knowledge, skills, and values of the legal profession. At the same time, they are designed to equalize tuition costs to the extent possible.

### RESIDENCY REQUIREMENTS FOR FULL-TIME DIVISION STUDENTS:

A student in the full-time division can achieve the required time in residence in the following ways:

- Completion of six (6) full-time semesters [12-17 credits per semester];
- Students in the full-time division may not advance the date of their graduation by taking classes during the summer session.
- Additional credits earned in one academic year or summer session will not permit a student in the full-time division to take fewer than the minimum credit hours (12) per semester thereafter.
- Note: All students may register for a maximum of eight (8) credit hours during any one summer session.

### RESIDENCY REQUIREMENTS FOR PART-TIME DIVISION WEEKEND STUDENTS:

- To earn a JD degree in the part-time Weekend JD Program, a student must complete a minimum of eighty-six (86) credit hours of coursework in no fewer than seven (7) semesters. Students in the part-time Weekend JD Program must register for a minimum of 8 credit hours, and no more than 12 credit hours, each semester.
- A student in the Part-time Weekend JD Program can achieve the required time in residence in these ways:

⌚ A student in the part-time Weekend JD Program can meet the residency requirement upon the completion of seven (7) part-time semesters and a minimum of eleven (11) academic credits over two or more summer sessions. Note: All students may register for a maximum of 8 credit hours during any one summer session.

⌚ A student in the part-time Weekend JD Program, with approval from the Dean's Office, may meet the residency requirement and reduce the number of required summer academic credits (11 credits) by completing no more than two additional hours above the maximum part-time limit of 12 hours in semesters three, four, five, six, or seven. In other words, a student in the part-time Weekend JD Program who wishes to graduate in seven semesters & who receives prior approval may be permitted to take up to 14 credit hours in a semester, thereby reducing the eleven credit hour summer requirement by two credit hours to nine credit hours of summer school. To receive approval, the student must demonstrate that their outside/work responsibilities will allow for sufficient time to participate fully in the study of law during that semester. Note that students who receive prior approval from the Dean's Office will be charged additional tuition at the hourly rate for each hour that exceeds twelve in that semester.

*We may need more transparency in how we are determining whether a student can devote sufficient time to participate fully in the study of law. Jim do you have any examples? Are we reviewing work hours, job duties, etc..?*

*continued, next page*

JD requirements, continued:

Additional credits earned in any academic year or summer session will not permit a student in the part-time Weekend JD Program to take fewer than the minimum credit hours (8) per semester thereafter or to graduate in less than seven (7) semesters.

In addition to an array of electives, many flexible course options are available, including independent study and fully online courses. Students who have completed 28 hours of coursework may register for a maximum of 25 credit hours of fully online courses (with a maximum of 4 credit hours per semester), over the course of their remaining semesters.

Students in the part-time division who wish to accelerate their graduation in this way should consult with a Student Advisor to make sure that they will be able to meet all degree and tuition requirements.

- **Note:** Additional credits earned in one academic year or summer session will not permit a student to take fewer than the minimum credit hours per semester thereafter.

☞ **Eight Semesters:** A student in the part-time Weekend JD Program can meet the residency requirement upon the completion of eight part-time semesters of a minimum of 8 credit hours per semester.

- **Note:** A student in the part-time Weekend JD Program who wishes to complete the program in less than 7 semesters must transfer to the full-time program prior to the beginning of their 5th semester.

### **REQUIRED CURRICULUM FOR ALL STUDENTS**

All students must successfully complete the required curriculum. Required courses for both full-time (FT) and part-time (PT) students include the following:

- Civil Procedure (4 credit hours in Fall semester of the first year)
- Torts (4 credit hours in Fall semester of the first year)
- Property (4 credit hours in Fall semester of the first year FT/ and second year PT)
- Contracts (4 credit hours in Spring semester of the first year)
- Constitutional Law (4 credit hours in credit hours in Spring semester of the first year FT/ and second year PT)
- Criminal Law (3 credit hours in Spring semester of the first year)
- Legal Writing I and Legal Research (2 credit hours in Fall semester of the first year)
- Professional Identity Formation (1 credit hour in Fall Semester of the first year)
- Legal Writing II (2 credit hours in Spring semester of the first year)
- Perspective Elective (2 or 3 credit hours in Spring semester of first year for FT students; PT students may not take a Perspective Elective course during their first year; PT students take one Perspective Elective after the first year & before graduation.)

**Please note—Full-time 1L students may NOT take any courses other than those listed above during their first year of studies.**

- Legal Writing III (2 credit hours taken during the fall semester of second year)
- Professional Responsibility (3 credit hours—after first year)
- Skills Elective (A minimum of 2 credit hours—after first year)
- Experiential Learning Requirements—A minimum of 6 credit hours are required. A maximum of 3 Experiential Learning credits may be earned through a Comprehensive Simulation (CS). At least 3 credits must be earned through a Live Client Experience (LCE), including either: (1) an intensive field placement through Loyola’s Externship Program, (2) through participation in one of Loyola’s clinics, or (3) through an approved practicum. Students may not satisfy the Experiential Learning requirement by taking a class that is also taken to satisfy the “Skills” requirement or the “Perspective Elective” requirements.

Please refer to the Course Schedules on the [Law School Registrar’s website](#) for a complete listing of Experiential Learning course listings. Note—no double dipping! Students may not satisfy the experiential learning requirements by taking a class that is *also* taken to satisfy the “Skills” or “Perspective Elective” requirements. A student needs to complete two (2) credits of Skills, six (6) credits of Experiential Learning, and two-three (2-3) credits of Perspective Elective, regardless of any overlap.

*JD Requirements, continued:*

- Mandatory “bar skills” class—JD students who are ranked in the lower 20% of their class after any semester of law school, with the exception of their final two, will be required to complete Bar Exam Fundamentals (LAW 232) in order to graduate.

**REQUIRED GRADUATION INTERVIEW:**

Students are required to schedule a Graduation Interview with the Law Registrar **during the semester prior to their final semester** to review credentials and apply for graduation. In other words, if the student expects to graduate after the spring semester, he or she must schedule a Graduation Interview with the Law Registrar during the prior fall semester.

**ELIGIBILITY TO CONTINUE IN THE JD PROGRAM**

**Students in the JD Program who matriculate prior to the 2017-18 Academic Year** must achieve a minimum 2.0 grade point average in order to graduate. Prior to graduation, eligibility to continue in the JD Program is determined as follows:

- ☞ In order to remain in good standing and be eligible to continue in the program, a student:
  - must have attained a grade point average of at least 1.75 at the end of the first semester of the first year;
  - after the completion of every semester thereafter, maintain a cumulative grade point average of at least 2.00; and
  - not receive a grade of “F” or “WF” in more than three courses during residence in the School of Law.

**Students who matriculate after the 2016-17 Academic Year** must achieve a minimum 2.33 grade point average in order to graduate. Prior to graduation, eligibility to continue in the JD Program is determined as follows:

- ☞ In order to remain in good standing and be eligible to continue in the program, a student:
  - must have attained a grade point average of at least 2.00 at the end of the first semester of the first year;
  - after the completion of every semester thereafter, maintain a cumulative grade point average of at least 2.33; and
  - not receive a grade of “F” or “WF” in more than three courses during residence in the School of Law.

**REQUIREMENTS FOR STUDENTS WHO TRANSFER DIVISIONS**

Students who transfer divisions can satisfy residency requirement in the following ways.

A student may **not** transfer divisions in their final semester of law school.

- **Full-time students** who seek to transfer to the weekend part-time division must meet with a member of the Dean’s Office to discuss the conditions upon which a transfer will be approved. If permitted, a student who transfers from the full-time division to the part-time division must comply with the academic schedule determined by the Dean’s Office. Students in this category may not graduate in fewer than seven semester (excluding summers).
- A student in the **part-time Weekend JD program** who wishes to graduate in less than 7 semesters must transfer to the full-time division prior to the beginning of their 5th semester. The part-time student must receive approval from the Dean’s Office to transfer to the full-time division, and must meet the following requirements:
  - a) if transferring before the **third semester** to graduate in three years (six semesters), must complete a minimum of eight hours of summer courses;
  - b) if transferring before the **fourth semester** to graduate in three years (six semesters), must complete a minimum of eleven hours of summer courses;
  - c) if transferring before the **fifth semester** to graduate in three years (six semesters), must complete a minimum of fifteen hours of summer courses over two summers

Additional credits earned in one academic year or summer session will not permit a student to take fewer than the minimum credit hours per semester thereafter. Additional credits earned in any academic year or summer session will not permit a student in the part-time Weekend JD Program to graduate in less than seven (7) semesters.

Failure to comply with the conditions of a division transfer will result in additional tuition charges. For transfer forms, visit the Division Transfer Forms page of the [Registrar’s website](#).

## **Academic & Professional Support Program with BARBRI**

Through Loyola's *Academic & Professional Support Program*, JD students have access to a host of resources throughout law school and during their preparation for the bar exam. These resources include academic support provided by Loyola to students during their JD studies through in-school programming, as well as resources provided directly to JD students by BARBRI, the nation's premier bar exam preparation course. Through the *Academic & Professional Support Program*, BARBRI provides Loyola JD students with access to BARBRI's 1L and 2L/3L Mastery Programs, workshops, and seminars on legal analysis and essay writing, and enrollment in BARBRI's bar review preparation course for any state in the country. To cover the cost of this unique program, a mandatory fee with modest annual increases is included with tuition and fee charges. As a component of this fee, BARBRI provides Loyola students a significant discount on the cost of their bar preparation and academic support programs.

In the final year of the JD program, students have the opportunity to opt out of the bar preparation course component of this program. Should a student opt out, a refund of the *Academic and Professional Support Program* fee (minus the cost of any BARBRI books and/or materials students have already received) will be credited to the student's Loyola tuition account in the final semester before graduation, and the student will not be enrolled in BARBRI's bar review course. Students must provide proof that they are enrolled in a comparable Bar Review course when they opt out.

### **THE PROCEDURE TO OPT OUT IS AS FOLLOWS:**

Loyola students have the option to Opt Out of the BarBri course, and sign up for another review course.

The Opt Out Deadline for May graduates is September 15<sup>th</sup>.

If you expect to graduate after the **Spring Semester (May Graduation)**, you must opt out in the prior Fall Semester. Between July 15<sup>th</sup> and September 15<sup>th</sup> prior to your graduation in May, you must fill out [this form](#). Late forms will not be accepted.

The Opt Out Deadline for December graduates is May 1st.

If you expect to graduate after the **Fall Semester**, you must opt out in the prior Spring Semester. Between February 1 and May 1 prior to your graduation in January, you must fill out [this form](#).

If a student opts out, it is final, meaning they cannot opt back in and get BarBri at the Loyola contract rate.

If you opt out, you must provide proof that you have signed up and paid for another course to the Director of Bar Programs, Melissa Hale.

If you opt out, the amount you paid, minus a non refundable \$250, will be credited to your final semester's tuition bill.

Should you choose to opt out, the Bursar's Office will credit your Loyola tuition account for the final semester of attendance with a refund of the fee (minus the cost of any BARBRI books and/or materials you have already received), which will generate a refund if your tuition and fee balance is covered.

## Required Events

### First Year Students:

**All first year students must attend the following events/complete the following requirements:**

- ◆ Advocacy Requirements, including: (1) Trial Requirement and (2) Appellate Requirement
- ◆ Career Services Meetings
- ◆ First Year Professionalism Meals
- ◆ Public Interest Convocation
- ◆ Civility in the Profession

### All Other Students—Pre-Graduation Requirements:

- ◆ **Mandatory Bar Exam Orientation:** Third and fourth year students are required to attend a mandatory Bar Exam Orientation, which covers everything you need to know regarding the bar exam: when to register, when to start character and fitness, when to take the MPRE, what will be tested on the exam, and how best to prepare.
- ◆ **Mandatory Mini-Bar Examination:** Second year students who entered in or after the Fall 2018 semester must take a practice bar exam.
- ◆ **Graduation Interview with the Registrar:** In preparation for graduation, all students must file a “Graduation Application” online in LOCUS at: <http://www.luc.edu/regrec/graduation.shtml> by the official application deadlines. In addition, all students who are pursuing a Juris Doctor degree must schedule a Graduation Interview with Dora Jacks, Law Registrar one semester prior to your final semester to review your credentials and register for graduation.
- ◆ **Career Services—Exit Interview:** Graduating students are required to:
  - (1) Register with PEARSON (<https://law-luc.12twenty.com/>)
  - (2) Meet with your assigned career counselor prior to graduation.
  - (3) Complete an “at graduation” survey

## Academic and Co-Advising

Students are welcome to schedule a curriculum counseling session with any of the following academic advisors:

Dean Faught ([jfaught@luc.edu](mailto:jfaught@luc.edu))  
Dean Harris ([zharris@luc.edu](mailto:zharris@luc.edu))  
Dean Santibanez-Bania ([gsantibanez@luc.edu](mailto:gsantibanez@luc.edu))  
Jenna Silver ([jsilver2@luc.edu](mailto:jsilver2@luc.edu))  
Lindsey Johnson ([ljohn15@luc.edu](mailto:ljohn15@luc.edu))  
Kirk Walter ([kwalter2@luc.edu](mailto:kwalter2@luc.edu))

Feel free to simply ask a professor to be your advisor if you wish!

**Interested students are also invited to schedule meetings for co-advising with members of both the Administration and Career Services:**

#### **Public Interest and ChildLaw:**

Dean Faught ([jfaught@luc.edu](mailto:jfaught@luc.edu)) and Dean Kieffer ([mkieffer1@luc.edu](mailto:mkieffer1@luc.edu))

#### **Last Names A-G:**

Lindsey Johnson ([ljohn15@luc.edu](mailto:ljohn15@luc.edu)) and Hollis Hanover ([ghanover@luc.edu](mailto:ghanover@luc.edu))

#### **Last Names H-O:**

Dean Santibanez-Bania ([gsantibanez@luc.edu](mailto:gsantibanez@luc.edu)) and Sheila Simhan ([ssimhan@luc.edu](mailto:ssimhan@luc.edu))

#### **Last Names P-Z:**

Jenna Silver ([jsilver2@luc.edu](mailto:jsilver2@luc.edu)) and Marianne Deagle ([mdeagle@luc.edu](mailto:mdeagle@luc.edu))

#### **Weekend JD students:**

Kirk Walter ([kwalter2@luc.edu](mailto:kwalter2@luc.edu)) and Jenna Silver ([jsilver2@luc.edu](mailto:jsilver2@luc.edu))

## Scholarships and Financial Aid

The JD Admission & Scholarships Office helps provide students with knowledge and tools to help manage finances during their time in law school and beyond. Loyola University Chicago School of Law partners with [AccessLex](#) Institute, a non-profit organization dedicated to offering financial education programming and resources that help students confidently manage their finances. The University also partners with iGrad, which provides resources for financial literacy. iGrad information can be found [here](#). Additional information about online resources, scholarship notifications, and workshops is available throughout the year.

Understanding the kind of financial assistance programs for which you may qualify—and how to apply—is an important part of the law school process. The JD Admission & Scholarship office has created a [step-by-step guide](#) to help.

Information on the types of aid and financial resources, including a comprehensive list of scholarships, is available [here](#).

**The JD Admission & Scholarships Office** (Room 1208) can assist you with questions regarding scholarships and fellowships.

- ◆ **Fellowships** are awarded by specific departments in exchange for work, teaching or research.
- ◆ **Scholarships/Grants** are usually based on merit, and do not need to be repaid. Check individual scholarships for renewal criteria.

**Merit Scholarships:** Merit Scholarships are awarded at the time of admission and apply toward both the Fall and Spring semesters. Change of divisions may impact the amount of the scholarship. Students must be in academic good standing for renewal.

**All other scholarships require:** students complete the Free Application for Student Financial Aid (FAFSA) in a timely fashion, so that the results are received by Loyola by the scholarship deadline. We recommend filing your FAFSA by March 1st.

**The University's Financial Aid Office (FAO)** can assist with questions regarding loans and the Federal Work-Study Program. There are several different kinds of loans, and loans must be repaid with interest after you leave school:

**Direct Unsubsidized Federal Loan** is not based on financial need. The government does not pay your interest at any time. You can choose to make periodic interest payments or have the interest added back to the principal of the loan when repayment begins. Interest rates fluctuate from year to year. Graduate and professional students receive up to \$20,500 per academic year.

- ◆ **Direct Graduate PLUS Loans** are federal loans that can help you pay the difference between your total costs at Loyola and your total financial assistance. Eligibility is based on the creditworthiness of the borrower. Although you accrue interest on these loans while you are in school, repayment begins when you are no longer enrolled. The maximum amount for which you can apply is listed in the “Eligibility for Additional Graduate Loans” section of your Financial Aid Award.
- ◆ **Private loans, or alternative loans**, are another credit-based option to help pay the difference between your total costs at Loyola and your total financial assistance. These loans are applied for at a private bank or lender of your choice, and that lender will determine the interest rate and repayment requirements. A credit check is required for these loans. More information can be found [here](#).

## Financial Aid Logistics

Financial Aid questions should be directed to the University's Financial Aid Office. The FAO office can be reached by calling 773.508.7704, emailing [lufinaid@luc.edu](mailto:lufinaid@luc.edu), or stopping by the office on the first floor of Corboy Law Center.

**Eligibility:** *To receive institutional funds, students must:*

- ⇒ Be enrolled at least half-time (4-7 credit hours per semester)
- ⇒ Be a regular student making satisfactory progress toward a degree or certificate.
- ⇒ Be a U.S. citizen or eligible non-citizen.
- ⇒ Be registered with the Selective Service if required.
- ⇒ Sign a statement of educational purpose & a certification on overpayment & default (on the FASFA).
- ⇒ Have a valid Social Security Number.

**Calculating your award:** *The FAO will use a projected budget to determine your cost of attendance. This budget is estimated based on assumptions in:*

- ⇒ Your academic program and
- ⇒ Your planned level of enrollment

The budget includes expenses paid directly to the University, such as tuition and fees, as well as indirect expenses, such as books, transportation and a modest amount for living expenses. Your estimated cost of attendance cannot include discretionary expenses, such as car expenses or long-distance phone charges, nor does it take into account personal consumer debt.

**BARBRI fee:** Each year you will be responsible for paying a fee to underwrite your BARBRI prep course. This fee will be charged by the semester, and will include a 5% increase in subsequent years. Federal loans cannot be used to pay this fee. The fee is not included in your cost of attendance budget posted on the Office of the Bursar's website. Failure to pay this fee each semester will result in a block on your LOCUS account.

**Posting of Financial Aid:**

- ⇒ Loyola **fellowships** and **scholarships** are reflected in your University account in LOCUS about the end of the first week of the term, when all requested information has been verified.
- ⇒ Funds electronically sent to the University, including **Direct Federal Loans**, appear as payments against charges after entrance loan counseling has been completed & a promissory note has been submitted. You will be notified (Loyola email address) when loans are paid to University charges.

**Outside scholarships or loan checks** should be submitted through the process [explained online](#).

## Important Financial Aid Dates & Deadlines

- October 1st:** FAFSA becomes available for Aid Renewal.  
We recommend filing by March 1st.
- April 1st:** Your FAFSA must be on file to renew loan eligibility and need-based scholarships.
- May 1st:** Upperclass scholarship applications are due.
- Summer:** Complete new request for Direct Graduate PLUS loan and sign MPN.

**Other Important Deadlines:**

- ⇒ **Appeals:** (Special Circumstances, Budget - including bar exam cost)
  - Five weeks before the last day of enrollment for the year
- ⇒ **Request for Additional Loan Funds:**
  - Three weeks before the last day of enrollment for the year
  - To receive funds by the beginning of a term, four weeks before start of term (i.e. Fall, Spring, Summer)



# Financial Aid Information for Summer and Second Year

As you prepare for this summer and second year of law school, there are several key steps to ensure that your financial planning is successful and you stay within an affordable budget to avoid significant debt.

## **FAFSA**

The FAFSA form is available October 1st each year. You should complete your FAFSA as soon as possible to afford the best planning for summer and next year. As a reminder Loyola University Chicago's school code is 001710. Please note: You may submit your FAFSA with estimated income and tax information and update this information once it becomes available.

## **Summer Financial Aid**

If you are planning to attend summer school, your sole source of funding will be Grad Plus Loans, if you borrowed your full Unsubsidized Loan during the academic year. Scholarship funds cannot be applied to summer tuition costs.

## **Summer Classes at Loyola University Chicago**

There is an additional budgeted amount that includes living expenses and tuition costs for the length of summer school only, not the entire summer.

## **Visiting Another Law School for the Summer**

If you choose to take classes at another law school, there is an additional budgeted amount that includes living expenses and tuition costs for the length of summer school only, not the entire summer. Additionally, there is a consortium agreement form that must be completed in a timely fashion, in addition to obtaining permission from the Dean's Office. Please contact the Financial Aid Office at [lufinaid@luc.edu](mailto:lufinaid@luc.edu) to request a Consortium Agreement Form.

## **Summer Classes - Study Law Abroad Program**

A specific budget is set for each program and will be added together depending upon the number of programs you choose to participate in over the summer. The costs include your airfare and incidentals. Again, it is limited to the time frame of the programs, not the entire summer.

## **Summer Internships, or Community Service Work**

There is no funding available for subsidizing internships or work in non-profit organizations. Federal Work Study funds are available only for the academic year.

## **Upperclass Scholarships**

As a rising 2L, you are eligible to apply for a variety of law school endowed scholarships. All law school scholarship applications should be submitted through the Loyola Scholarship Connection (<https://luc.academicworks.com/opportunities/external>).

There is a deadline of May 1 for submitting all documentation required for each scholarship. You must submit each scholarship application separately, since selection committees vary. Also, while you may apply for multiple scholarships, efforts are made to award the funding to as many students as possible. Therefore, it is unusual for a student to receive more than one of the upperclass scholarships. Prior funding, such as merit scholarships does factor in the decision process. There is a listing of all available [scholarships sponsored by the University](#) as well as a [listing of outside scholarship opportunities](#). Please review any scholarships that may be of interest to you.

## **Dual Degree Programs**

If you are contemplating commencing a dual degree program there are several key factors to consider:

1. You will need to notify the Financial Aid office at [lufinaid@luc.edu](mailto:lufinaid@luc.edu) when you start the program to adjust your budgets accordingly.
2. Your budget is determined by the number of hours you take in each curriculum. Your living expense budget will remain the same.
3. Law school funding is applied only to the course work you take in the law school. For example if you take 10 hours in law and 6 hours in any other program, you would receive 2/3 of your scholarship for that semester. However, the first nine hours of the other program qualifies for law funding as it is applied to your law school degree program.
4. You will need to submit the [Dual Degree Release Form](#) and return it to the Law Registrar's Office.

## **Questions**

If you have any questions about your funding for next year, the Financial Aid Office is available for walk in appointments at Corboy Law Center, first floor. You may also contact the Financial Aid Office at [lufinaid@luc.edu](mailto:lufinaid@luc.edu) or 773.508.7704.

The JD Admission & Scholarship Office is available to answer questions related to budgets and any law school or outside scholarship funding you may receive or are currently receiving. Contact the JD Admission & Scholarship Office at [law-admissions@luc.edu](mailto:law-admissions@luc.edu) or by calling 312.915.7170.

## Registration

**LOCUS:** LOCUS is the University's web-based, self-service system that enables students, faculty, and staff to access information (class schedules, grades, transcripts, registration) at any time. To access LOCUS, visit the law home page and click on the LOCUS button at the top right corner of the web page. Log in using your University login ID and password.

**Registration:** It is the responsibility of each student to register properly for his/her courses and to confirm their course selections through the LOCUS system. Visit website for a [list of required courses](#).

**Course Schedule:** The course schedule is posted each term on the [School of Law's Registrar webpage](#).

**Exam Schedule:** Students are reminded to check the [Final Exam Schedule](#) before registering and choosing their classes. Exam schedules will not be changed to accommodate a student with two or more exams on the same day or consecutive days.

**Dean's Permission:** In exceptional circumstances, a student may apply to the Dean for permission to take fewer than the required semester hours. See Dean Faught ([jfaught@luc.edu](mailto:jfaught@luc.edu)) with questions.

**Academic Calendar:** The [School of Law's Academic Calendar](#) is posted online and should be referenced for registration information.

**Transcripts:** All official transcripts are issued by the [University's Office of Registration and Records](#).

**Additional Forms:** You can also find important forms on the [registrar's site](#) (such as [course approval](#), [dual degree](#), [name and address change](#) and [711 application](#) forms).

**Exam Identification Numbers:** Students who are enrolled in courses that use anonymous grading are assigned a different examination number each semester that is to be used for their courses during that term. Examination numbers are available for students to view on the *Class Schedule* screen in LOCUS. This screen lists all of the courses that you are enrolled in for the term. The four digit number is listed on the upper right hand side.

**Enrollment Verification:** If you need to request a [verification of enrollment](#) letter or any document from the Law Registrar Office, please fill out the [document request form](#) available in the Documents and Records section of the Law Registrar Home page. This form should be brought to the Law Registrar Office, Room 1203, or sent to [Law-Registrar@luc.edu](mailto:Law-Registrar@luc.edu).

**Class Ranks:** First year Juris Doctor students are ranked by program and class at the end of their first year. Thereafter, students who are enrolled in 6 hours of graded credit will be ranked at the end of each Fall and Spring semester. Class ranks are based upon your cumulative grade point average and are usually available 2-3 weeks after grades are due for the semester. Students will be notified by the Law Registrar Office via email.

**Dean's List:** Juris Doctor students who are enrolled in 6 hours of graded credit and attain a semester grade point average of 3.40 or above are placed on the Dean's List at the end of each Fall and Spring semester. Dean's List letters are mailed 4-6 weeks after grades are due for the semester.

**CALI Awards:** CALI Awards are chosen by the faculty member and are given to the highest performing student in a course each semester. Visit the [CALI website](#) for more information. Additionally, please know that printed certificates are available for students to pick-up. E-mail Jenna Silver, Associate Director for Student Services, at [jsilver2@luc.edu](mailto:jsilver2@luc.edu) for more information.

**Auditing Classes:** Students who want to take a course without receiving academic credit may audit the course with the approval of the faculty member teaching the course, provided that the course is not closed at the capacity. Students who have registered for credit in a class that is filled may not convert their registration to an audit. A course that is audited does not count as hours attempted, therefore, it is not considered in determining a student's academic full-time or part-time status; however, tuition is charged as though the course is being taken for credit. Class attendance is required; if you do not attend class, a final grade of 'W' will be recorded. Assignments, examinations, and term papers are not required, but you have a right to participate in class discussions. All auditors must complete and submit an audit request form in the School of Law Registrar's Office, room 1203. A course will not be converted to 'Audit' after the 'Change of Registration' period has ended.

**Dual Degree Students:** Students in a dual degree program within another school of the university **must** contact the Law Registrar, Dora Jacks, prior to registering for Law school courses each semester for curriculum planning and tuition policies. See the dual degree web page for additional information. All dual degree students must enroll in graduate courses under their Graduate Center.

**Courses Requiring Prior Approval:** Students registering for courses that require permission must receive faculty approval. Approval forms must be completed, signed, and returned to the School of Law Registrar office prior to enrollment in a course. Students who wish to drop the course after the submission of approval are responsible for withdrawing from the course.

**Division Transfer:** Students who wish to transfer divisions must complete a division transfer form. Students are permitted to transfer divisions only once during their law school careers. Students are not permitted to change divisions after registration has begun.

**FERPA:** The School of Law Registrar Office will verify information including students' dates of attendance, status (full/part-time), degree earned, and the date a degree was conferred, when inquiries are made by lending institutions, law firms, etc., unless otherwise notified in writing. Additional information is available at: [www.luc.edu/regrec/ferpa.shtml](http://www.luc.edu/regrec/ferpa.shtml)

**Notification of Change of Name and Address in LOCUS:** Students are responsible for the accuracy of their personal data in LOCUS. To change your name, you must complete a Change of Name form available in the Law School Registrar Office, room 1203.

**Cancelled Classes:** Classes which do not meet the minimum enrollment requirement set by the School of Law are subject to cancellation. Cancellations can occur up to and including the first week of classes.

**Closed Classes:** If a class is full, LOCUS will not permit further registrations unless a student drops the course. If you wish to register for a class that is full:

1. Your only option is to continue to check LOCUS for openings.
2. Instructors are not able to override the system.
3. You may not sit-in on the class. You will not receive credit unless you are properly registered for the course through LOCUS. You may not audit a closed class.

**Class Conflicts:** Students are not permitted to register for classes that conflict in whole or in part.

**Locker Cleanout:** In order to allow time to prepare lockers for redistribution in the fall semester, lockers must be cleaned out at the end of the spring semester. A date will be posted in law school announcements, and is printed on the locker contract each student receives when they sign up for a locker. After the publicized date, contents are discarded and cannot be reclaimed.

## Academic Considerations

### GRADUATION REQUIREMENTS:

**Full-Time Students** must complete the following required courses:

First Year – Fall Semester	First Year – Spring Semester	Prior to Graduation
Civil Procedure	Constitutional Law	Legal Writing III (taken Fall of 2L year)
Property	Contracts	2 credits Skills course(s)*
Torts	Criminal Law	6 credits Experiential Learning courses*
Legal Research	Legal Writing II	Professional Responsibility
Legal Writing I	Perspective Elective	
Professional Identity Formation		86 minimum credits; 74 graded

**Weekend JD Students** must complete the following required courses:

First Year: Fall	First Year: Spring	Second Year: Fall	Second Year: Spring	Prior to Graduation
Civil Procedure	Contracts	Legal Writing III	Constitutional Law	Perspective Elective
Torts	Criminal Law	Property		2 credits Skills course(s)*
Legal Research	Legal Writing II			6 credits Experiential Learning*
Legal Writing I				Professional Responsibility
Professional Identity Formation				86 minimum credits; 74 graded

**\*\*No double dipping!** Some courses count as both Skills and Experiential, but you cannot double-dip (for example, you can't use a 2 credit skills course as both skills and experiential - you still need to complete 2 credits of skills and 6 credits of experiential, regardless of any overlap).

### FOR ALL STUDENTS:

- ⇒ **Experiential Learning credits:** A minimum of 6 credit hours are required. A maximum of 3 Experiential Learning credits may be earned through a comprehensive simulation (CS). At least 3 credits must be earned through a Live Client Experience (LCE), including either: (1) an intensive field placement through Loyola's Externship Program, (2) through participation in one of Loyola's clinics, or (3) through an approved practicum. Students may not satisfy the Experiential Learning requirement by taking a class that is also taken to satisfy the "Skill" requirement or the "Perspective Elective requirements.
- ⇒ **Mandatory "BAR EXAM FUNDAMENTALS" class:** JD Students who are in the lower 20% of their class after their second, third, or fourth semester of law school will be required to complete 2 credits of the "BAR EXAM FUNDAMENTALS" class in order to graduate.
- ⇒ **Online Courses:** Students who have completed at least 28.0 hours may take up to 4 hours per term, and a maximum of 25.0 credit hours, throughout their Juris Doctor program.
- ⇒ **Summer Classes:** All students may register for a maximum of eight credit hours during a summer session.

## School of Law Policies

**CODE OF CONDUCT:** All Loyola students are expected to comply with [Loyola University Chicago's Community Standards](#) as well as the [Loyola University Chicago School of Law Code of Conduct](#); in particular, please note the following policies:

**CLASS ATTENDANCE:** 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. See [School of Law Code of Conduct](#) for more information.

### **PLAGIARISM**

Plagiarism is prohibited conduct under Section I(B)(1) of the [Loyola University Chicago School of Law Code of 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 an allegation 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 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.

Plagiarism, continued:

***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 assignment 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.

## Exams

*The following procedures shall be in effect for all School of Law examinations except take-home examinations and are intended to promote an orderly and fair examination process. Breach of these procedures may be considered a violation of the [Code of Student Conduct](#). Exam proctors are instructed to report individuals whom they observe to be in violation of these procedures.*

### EXAMINATION PROCEDURES

**ROOM ASSIGNMENTS:** Prior to each scheduled exam, exam room assignments will be posted in the west bulletin board at north entrance of first floor of 25 East Pearson and in the door areas of the assigned rooms. Students will also receive notification via their LUC email address. Note: Exam rooms are not necessarily the same rooms as those used for the corresponding classes. In many cases, more than one classroom is assigned for a class section. In that event, students will be assigned by name to a particular exam room.

**EXAM IDs:** Students who are enrolled in courses that use anonymous grading are assigned a different examination number each semester that is to be used for their courses during that term. Examination numbers are available for student to view on the *Class Schedule* screen in LOCUS. This screen lists all of the courses that you are enrolled in for the term. The four digit number is listed on the upper right hand side.

**CONDUCT DURING EXAMS:** Students shall not conduct themselves in a manner that would be offensive to others taking the examination. This includes use of materials or foods in a way that creates noise or other offensive conditions.

**UNAUTHORIZED DEVICES:** Except for laptop computers which may be used during laptop exams only, no cell phones, iPods, Apple Watches, or other electronic or mechanical devices are permitted in examination rooms. Possession of any unauthorized electronic or mechanical device during any exam may result in immediate withdrawal from the exam and a charge under the [Code of Student Conduct](#).

**USE OF NOTES - HARD COPIES ONLY:** If use of notes is permitted during an exam, all notes must be printed in hard copy. Digital or electronic notes are not permitted.

**PROHIBITED ITEMS:** In closed-book examinations, all books, briefcases, back-packs, study aids, papers, and other extraneous material shall be placed at a distance from the student's examination desk (such as at the front of the room). Proctors may prohibit any items they find unacceptable.

**ELIGIBILITY FOR LAPTOP EXAMS:** Students who have successfully completed the entire procedure to setup the laptop exam software before the deadlines outlined are eligible to take the exam by laptop computer. Students who have not completed this procedure cannot take the exam by laptop. *See dialog box, page 19*

### **LAPTOP EXAMS:**

Each fall and spring semester some Law courses will offer the option for students to use their own Mac or Windows laptop computer using the ExamSoft software to take some of their final exams. This is only an option, and students can choose to hand-write their exams on exam paper as they have done in previous semesters.

Students should watch for important emails about exams. These initial emails will be sent near the middle of the fall and spring semesters. The initial e-mails will describe the requirements your laptop must meet to use the ExamSoft software and will include a list of course exams that will offer a laptop option for that semester. **YOU MUST REGISTER EACH SEMESTER.** If not, handwriting your exam will be your only option.

The initial emails will be followed by a separate email that provides the requirements a laptop must meet and outlines the specific procedures a student must follow to install the ExamSoft software to take exams that semester. Included in that email will be the important deadline dates and times that students must meet to complete the various steps in the process in order to use their laptop for the final exams that offer the laptop option in that semester. Multiple reminder versions of this email that describes the requirements, process, and the deadlines will be sent.

It is important to completely read all laptop exam-related emails **each semester**, paying close attention to follow all the steps in the installation instructions provided and to meet all the deadlines outlined in these emails. A number of optional Laptop Q&A sessions will be provided during the laptop setup process prior to the deadline to complete the process that students can attend to ask questions about the exam procedures or for assistance completing the setup of their laptops. Watch for emails with the dates, times and locations of the Laptop Q&A Sessions during the fall and spring semesters.

### **Weekend JD Program Exams:**

Please note that the above information about final exams on laptops does not apply to Weekend JD Program Students in the Weekend JD program. WJD Students will be provided information about exams during one of their on-campus class days.

### *Exams, continued:*

**HANDWRITTEN EXAMS:** There will be no separate rooms for hand-writers. Exam takers, whether they handwrite or use a laptop, will be placed in the same room.

**APPROVED MATERIALS IN OPEN-BOOK EXAMS:** In open-book examinations, material allowed shall be stated on the front of the examination question booklet. If the use of notes is permitted during the exam, all notes must be printed out in hard copy. Laptops or other devices may not be used to access notes. Students may not use electronic or mechanical devices to refer to notes. Any other material is strictly prohibited. Proctors are instructed that "Open Book Exams" does not mean that students can access the internet, even by telephone. All briefcases, back-packs, personal belongings and other extraneous material shall be placed at a distance from the student's examination desk (such as at the front of the room).

**QUESTIONS TO TEACHER OR PROCTOR:** After the exam is distributed, questions shall not be directed to the faculty member or the proctor, nor shall the faculty member or proctor respond to questions, except that they may be asked to help eliminate mechanical problems such as missing pages. Any ambiguities in the examination shall be considered to be intentional. If necessary, students should state assumptions upon which they base their answers.

**PAPER USE:** Students who handwrite exams may use only the exam paper that is provided by the proctor. No examination paper may be removed from the room. Unused examination paper must be returned and scrap paper must be disposed of within the examination room.

*Exams, continued:*

**EXAMINATION NUMBERS:** Every effort is made to maintain anonymity in the administration of exams. All exams must be identified by the use of their exam number only. Students may not identify themselves by name (or otherwise) in their examination answers or on the examination questions. Students who handwrite exams are to place their examination number on the top page of the examination questions and each piece of examination answer sheet used.

**PROHIBITED TALKING:** Talking is prohibited from the time the proctor begins to distribute the exams until all the examination papers are collected. Talking outside of the room is prohibited during the examination. Students who violate this rule will be required to turn in their examinations immediately and may be charged under the [Student Code of Conduct](#).

**BATHROOM BREAKS:** Only one student at a time may leave the examination room during the examination period for a temporary break. Students are not permitted to leave the floor on which their exam is administered and must go either to the washroom or remain in the open hallway or lounge areas. Other students may not leave the room when they are out of the room, and thus, such breaks should be kept to a minimum.

**CONCLUSION OF EXAM:** When the time period for the examination has expired, the professor or proctor shall so announce and students shall immediately cease all writing/typing (even in mid-sentence). Hand-writers shall immediately rise and turn in their exams. Laptop takers shall immediately click on the file menu and select “exit” and then select “exit exam” from the dialog box. **Extra time is not permitted for the purpose of arranging paper or writing exam numbers and page numbers on exams.** Proctors shall identify the exams of those students who violate this procedure or exceed time limits in any way by designating those exams with the letter “L” signifying that the student continued to write after the time period for the examination has expired. Faculty may consider this in grading. Students who violate this rule may be charged under the [Student Code of Conduct](#). Students who receive accommodations must not exceed the awarded accommodations.

**EXAM UPLOAD:** In the event that an issue occurs with a student’s upload of the exam, that student will be required to remain in the exam room until Law School Computing Services can resolve the issue.

**RETURN QUESTIONS:** No examination will be accepted unless the examination questions and signed Honor Statement are returned. Unless a faculty member or proctor gives instructions to the contrary, the student shall complete a hand-written exam by stapling his or her exam questions to the answer sheets and placing them into a box designated by the proctor. Only those materials placed into the box (or the pile designated by the proctor) will be accepted for evaluation by the faculty member.

**HONOR STATEMENT:** When the student completes the exam or when time has expired, whichever is sooner, the student shall submit to the proctor a signed statement (“Honor Statement”) which represents that the student has not engaged in any form of dishonesty or otherwise gained an unfair advantage with respect to the examination. The statement must be physically separated from the examination questions and answers. Failure to submit the signed statement shall constitute evidence that the student has engaged in such dishonesty or has gained an unfair advantage during the examination.

## Student Concerns

### STUDENT CONCERNS

**Reporting a Concern:** 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. We take our obligations with regard to the Code of Conduct seriously, and urge any student with an allegation to file a report using [Loyola School of Law's Code of Conduct Reporting Form](#). Please note that allegations will be investigated, and cannot be made anonymously. Any student having such a concern should submit it in writing using the [online form](#).

When a formal written report has been made, Dean James Faught, 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 report. The Associate Dean for Administration shall attempt to resolve the concern, 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 designee.

If referral of the concern is made as referenced above, the administrator, administrative body, or Dean's designate shall attempt to resolve the concern 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 concern, the Law School shall communicate its findings and, if appropriate, its intended actions to the reporting student. Within 10 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.

### Other concerns can be reported as follows:

1. Any concerns under [Title IX](#) should be reported via Loyola University Chicago's [EthicsLine Reporting Hotline](#).
2. [School of Law Ombudsperson](#)—Office of Inclusion, Diversity and Equity. Assistant Dean Josie Gough serves as the law school community ombudsperson. In this role she provides confidential (to the extent feasible), neutral, and independent resources for all law students. Email [jgough@luc.edu](mailto:jgough@luc.edu) to schedule an appointment with Dean Gough. *More information on page 21.*
3. [Office of Equity and Compliance](#) (OEC) —Through the *Comprehensive Policy and Equitable Resolution Procedures for Discrimination, Sexual Misconduct, and Retaliation* (the "Comprehensive Policy") the Office of Equity and Compliance (OEC) provides for a prompt, fair, and equitable administrative process to respond consistently and effectively to allegations of discrimination, sexual misconduct, and retaliation. The Comprehensive Policy is available [here](#). More information about reporting misconduct is available [here](#), and the complaint form itself can be found [here](#). OEC reports can be made anonymously.

*Continued on next page*

4. [Office of Student Conduct & Conflict Resolution](#) (OSCCR) –The Office of Student Conduct and Conflict Resolution (OSCCR) works to address conflict and alleged violations of Loyola's *Community Standards*, Loyola's Student Code of Conduct. The *Community Standards* provide a simple baseline for acceptable student conduct. It is the hope of our entire university community that students will far exceed these minimum standards for just, respectful, and caring conduct towards one another. The full 2020-2021 *Community Standards* can be found [here](#). A link to the Office of Student Conduct & Conflict Resolution reporting form is available [here](#). OSCCR reports can be made anonymously.

## Office of Inclusion, Diversity, and Equity and Office of the Ombudsperson

The Office of Inclusion, Diversity, and Equity fosters an exchange of ideas and shared experiences. Our goal is a simple one: for all members of our law school community to feel valued and supported.

### Programming and Initiatives

We provide programming to support, celebrate, and value each member of our learning community. Some of our strategic programs include: Community Circles and Wellness Events; Inclusion, Diversity, and Equity Awards and Fellowship Program; Lunch and Learn Workshops; Office of the Ombudsperson; Pipeline and First-Generation Programs

### Collaborations

Our office works in partnership with the School of Law's academic and administrative departments to promote inclusion, diversity, and equity both in and out of the classroom. Whether we are partnering with one of Loyola's many [student organizations](#) to develop programs to explore student interests, recognizing [law school alumni](#) for their contributions, or helping students explore Chicago's rich and diverse culture, our collaborations make our community stronger. Let us know how we can help you explore your interests.

### Ombudsperson

Loyola University Chicago School of Law's ombudsperson provides confidential, neutral, and independent resources for all law students. [Assistant Dean Josie Gough](#) serves as the law school community ombudsperson. In this role, she can provide assistance in resolving matters associated with your law school experience.

As your ombudsperson, Dean Gough will help achieve resolutions that are meaningful and in your best interest. She will provide you with a safe and confidential space where you can work together to address your concerns. Conversations will remain confidential, except in situations where equity-based discrimination or other forms of misconduct are reported. In those cases, it is the obligation of the ombudsperson to report the discrimination or misconduct in accordance with the [University](#) and School of Law policy.

## Cultural Impact Initiative

### [Cultural Impact Initiative](#) (CII)

The Cultural Impact Initiative (CII) is a student organization whose mission is to educate the community about cultural competency while advocating for groups that have been traditionally marginalized or underrepresented in the legal and educational realms. CII addresses bias incidents and points of conflict that take place amongst students, faculty, and staff. For more information, e-mail [Law-CII@luc.edu](mailto:Law-CII@luc.edu).

## Student Immunization Policy

Under Title 77, Section 694.100, of the Illinois Administrative Code, students enrolled at a post-secondary educational institution must provide evidence of appropriate immunization or laboratory evidence of certain immunities documented in writing by a health care provider. In accordance with this law, all Loyola students enrolled in **seven or more credit hours** must complete a two-step process to verify proof of immunity.

**Step 1:** Enter your immunizations on LOCUS. This also allows you to print copies of your immunization records.

**Step 2:** Submit your official immunization record (from your high school or a healthcare provider) to the Wellness Center via fax, mail, or in person. The Wellness Center DOES NOT accept scanned/emailed copies.

Students must enter immunization requirements into LOCUS and submit supporting documents to the Wellness Center **before the 10th day of the academic term in which they matriculate**. A student who fails to complete the Immunization History form will receive a block on their account, which will prohibit them from registering for future classes, and may result in a \$50 Non-compliance fee that may be applied to their student account. The Non-compliance fee is non-refundable, and will not be removed even after immunization information is completed.

### Required Vaccines

- Measles (2 doses)
- Mumps (2 doses)
- Rubella (2 doses)
- Diphtheria/Tetanus (3 doses). One must be TDAP, and must have been within the ten years of the date of enrollment.
- Meningitis (required if student is under the age of 22)

### Recommended Vaccines

- Hepatitis B
- Influenza (during flu season)
- Varicella

For information on how to enter your immunization history on LOCUS, please visit <https://www.luc.edu/wellness/tools/immunizations>. For questions about this policy or any other matter relating to the Student Immunization requirement, please contact or visit the Loyola University Chicago Wellness Center at:

**26 E. Pearson, Suite 250  
Chicago, IL 60611  
Phone: 312.915.6360  
Immunization Fax: 773.508.2505**

## The Bar Exam and The MPRE

Once you graduate, you will need to obtain a license in the jurisdiction in which you wish to practice. Each jurisdiction has its own rules and procedures for admission to practice (including but not limited to the format and subject matter tested, deadlines, fees, and accommodation and laptop policies). For more information on these jurisdictions, or information on other jurisdictions, see the [National Conference of Bar Examiners web page](#) for a link to the Bar Admissions Office for each jurisdiction (you can find Illinois [here](#)).

The bar examination is generally administered over the course of a two (2) day period in February and July.

Every jurisdiction except Louisiana and Puerto Rico has adopted the **Multistate Bar Examination (MBE)**. It consists of 200 multiple choice questions spanning seven (7) subjects:

Civil Procedure	Constitutional Law
Contracts	Criminal Law
Evidence	Criminal Procedure
Torts	Real Property

The other part of the bar examination is referred to as the “state” or “written” day. It consists of multiple essays, and in several jurisdictions, a performance test, which is designed to test essential lawyering skills. More than 30 jurisdictions, including Illinois, have adopted the **Uniform Bar Exam**, which consists of 6 essays and 2 performance tests.

For more information on the bar exam, please contact Professor Melissa Hale, Director of Academic Success and Bar Programs, [mhale@luc.edu](mailto:mhale@luc.edu).

### **Professional Responsibility Requirement**

Every jurisdiction except Maryland, Wisconsin, and Puerto Rico has adopted the **Multistate Professional Responsibility Examination (MPRE)**. The MPRE is a separate examination offered three times a year (March, August, and November). It is a two-hour exam with 60 multiple choice questions. An applicant to the Illinois bar may take the MPRE at any time during or after law school. Although advisable, you need not take the MPRE before writing the bar exam. Be advised that before an applicant can be recommended for admission to the bar, the Board must receive satisfactory proof that the applicant has achieved a passing MPRE score. For more information on the MPRE, please contact Professor Melissa Hale, Director of Academic Success and Bar Programs, [mhale@luc.edu](mailto:mhale@luc.edu).

### What do I need to do NOW?

- Familiarize yourself with the [Illinois Board of Admission to the Bar's website](#); it is where you will go for all bar exam related information. For all other jurisdictions, students should visit the web site of the state bar office for the most accurate information.
- You apply for admission to the bar during your final year of law school; full-time students apply during their third year, and part-time students apply during their fourth year. All applicants are required to file a Character and Fitness Questionnaire. You may file the questionnaire during your third or fourth year of law school along with your Bar Exam Application, or you may file your questionnaire early, by filing a Law Student Registration (LSR) during your first or second year of law school.

### Students cannot file an application prior to their final year.

However, the Board strongly recommends that any applicant with matters of character and fitness concern to contact the Board regarding their application as soon as possible following commencement of law school. The failure of an applicant with significant matters of character and fitness concern to contact the Board in a timely manner may render the applicant ineligible to participate in the regularly scheduled Admission Ceremony following the bar exam, or it may render the applicant ineligible to sit for one or more bar exams. If you have any concerns about issues of Character and Fitness, see Dean Faught ([jfaught@luc.edu](mailto:jfaught@luc.edu)) or Dean Santibanez-Bania ([gsantibanez@luc.edu](mailto:gsantibanez@luc.edu)).

### What is Character and Fitness?

The requirements for admission in all states require proof of legal studies, made by a certificate issued by the School of Law, and an affidavit of good character and fitness for the practice of law submitted by the dean of the law school for each candidate.

Part of the application to the bar is a questionnaire from the state's Character & Fitness Committee that asks about past incidents involving the law and other authorities. Reports of sufficiently serious matters may result in a request from the Committee to view your application to law school. It is important to be aware that discrepancies between the law school application and the Character & Fitness questionnaire or any independent examination of your record may result in an extensive investigation and potentially serious consequences both at the law school and at the bar application stage.

Students with questions about Character and Fitness should contact [Associate Dean James Faught](#) and/or [Assistant Dean Giselle Santibanez-Bania](#).

### What if I am unsure of where I want to practice?

If you expect that you might practice in a different jurisdiction following graduation, we strongly urge you to check with your preferred jurisdiction during your first year to determine what requirements that state may have. Some states have course requirements in addition to Loyola's required curriculum. Some states have pro-bono service requirements that you must complete before you are eligible to be admitted to the bar as a lawyer, as well as specific rules regarding online credits. Bar admissions requirements differ from state to state, so students should visit the web site of each specific state bar office for the most accurate information. It is the responsibility of each student to ensure that he/she has satisfied all bar admission requirements of the state or states where he/she intends to

A comprehensive Guide to Bar Admissions Requirements can be found on the [National Conference of Bar Examiners' website](#).