

# I. RULES AND REGULATIONS

## INTRODUCTION

The Law School, like any organization engaged in complex activity in which many individuals are involved, has a body of rules to define the relationships within the organization and to implement its institutional objectives. The most important and useful of these rules are found here. Included in the rules are those governing the course of instruction, the Honor Code, and the constitutions of the Student Bar Association and the scholarly journals.

Please remember that these rules were established not only to help the school carry out its responsibilities as an educational institution, but also to inform everyone who is subject to them of his or her individual rights, and to guarantee that the benefits and burdens of membership in the Law School community will be shared fairly and even-handedly by all.

To function effectively the rules must be well understood, respected, and impartially enforced, with as few exceptions as possible. The rules should be consulted in all cases where a question of compliance or infraction may arise. If necessary, an interpretation from the Office of the Dean should be secured. In most cases, the Dean of Students or the Registrar will be able to assist you. [revised March 2013]

## NORTHWESTERN UNIVERSITY POLICY ON DISCRIMINATION AND HARASSMENT

Visit <http://www.northwestern.edu/provost/policies/statements/discrimination.html>  
[revised July 2012].

ARTICLE I. ADMISSIONS

Section 1.01 General

Applicants are selected for admission upon the basis of demonstrated scholarship, intellectual capacity and ability to contribute to Northwestern law’s programs and community. The School endeavors to admit only those applicants who in its judgment will succeed in legal study at Northwestern.

Section 1.02 Classification

Candidates for the degree of Juris Doctor are classified as undergraduate students in the Law School. Within the undergraduate student body, students are classified as follows:

Number of Credit Hours Earned Toward Graduation (See Section 3.02(a)(1))	<u>Classification by Semester</u>	<u>Classification by Year</u>
71 or more	6th	3rd
56 or more	5th	3rd
41 or more	4th	2nd
26 or more	3rd	2nd
10 or more	2nd	1st
less than 10	1st	1st

Candidates for the degree of Master of Laws (LL.M.) or the degree of Doctor of Juridical Science (S.J.D.) and students who have received their Bachelor of Laws or Juris Doctor degrees (or the equivalents) and are in their first semester of full-time graduate work are classified as graduate students.

Students are enrolled into one of the law school’s degree-granting programs (see Article III), with the following exceptions: Students who are degree candidates at other law schools and who are enrolled in the Law School with the permission of their home schools are classified as visiting students. All other students who are not candidates for a degree are enrolled as unclassified or special students.

Section 1.03 JD Admissions

Every applicant for admission to the JD program or a joint degree program that includes the JD degree (1) is required to take either the Law School Admission Test (LSAT) administered by the Law School Admissions Council, the Graduate Record Exam (GRE) administered by the Educational Testing Service, or, exclusively for the JD-MBA program, the Graduate Management Admission Test (GMAT) administered by the Graduate Management Admission Council, and (2) shall have obtained a bachelor’s degree from a U.S. institution that is accredited by a recognized regional or national accrediting agency, or the international equivalent of a regionally accredited baccalaureate degree by the date of matriculation to the Law School. Applications for admission to the JD program are reviewed and decided by the law school’s most senior administrator over admissions or the

most senior administrator's designate. No student will be matriculated unless they have previously submitted an original undergraduate transcript that reflects the conferral of a bachelor's degree. In exceptional cases consistent with the ABA Standards, the standardized test and bachelor's degree requirement(s) may be waived by the Dean of the Law School. If an exception is granted, a note must be placed in the applicant's file documenting the decision.

#### Section 1.04 LLM Admissions

- (a) Candidates for one of the LLM degrees generally must have a first degree in law that
  1. meets the educational requirements for admission to legal practice in this or another country or
  2. be a member of the bar and be eligible to practice law in this or another country.
    - (i) As to (1), LLM applicants must submit their transcripts to the Law School Admissions Council's Credential Assembly Service; the Law School relies on LSAC's determination of whether a foreign degree meets the educational requirements for admission to practice in another country. As to (2), LLM applicants must submit a certification from their relevant bar authority. Applicants meeting either of these requirements may be admitted in the discretion of the Admissions department.
- (b) Candidates for admission to one of the LLM degrees may also be admitted if they meet the documented educational requirements of a joint-degree program established with another university or unit and if they meet the Law School's admissions standards for its LLM degree programs.
- (c) Additionally, candidates for one of the LLM programs may be admitted in the absence of a qualifying first degree in law, if they meet all of the following:
  1. they completed an LLB or Bachelor of Laws degree,
  2. they have significant work experience in the legal field and
  3. they are recommended by the law school's most senior administrator over Admissions and approved by a committee consisting of the law school's most senior administrators over Admissions, Academic Programs, International Initiatives, and the relevant LLM program. Applicants for admission under this provision must supply specific detail concerning their work experience in the legal field. In general, candidates will be expected to have completed at least 4 years of work experience on a corporate or government legal team or the equivalent. If this committee does not agree on admission of a particular candidate, the members may refer the matter to the Dean for resolution.

#### Section 1.05 Master of Science in Law Admissions

Candidates to the Master of Science in Law (MSL) program must have

1. completed a bachelor's degree from a U.S. institution that is accredited by a recognized regional or national accrediting agency, or the international equivalent of a regionally accredited baccalaureate degree prior to enrollment, and

2. have a degree (a bachelor's or advanced) in a STEM field (science, technology, engineering, or medicine) or have significant STEM-related experience, through a combination of work and previous educational coursework.

Applicants to the program are not required to complete a standardized test although, at their option, they may submit results from either the GMAT, GRE, LSAT, or MCAT. Admissions decisions are made by the MSL Program Director or her/his designate.

#### Section 1.06 Master of Studies in Law Admissions

Candidates to the Master of Studies in Law degree must have an undergraduate degree from an accredited university in this or other countries. The Master of Studies in Law degree is intended for programs appropriate for those students who have neither studied law nor previously have significant legal work experience created in partnership with other units of this university or with other universities. Admissions must be made pursuant to documented admissions criteria for the joint program.

#### Section 1.07 SJD Admissions

Candidates for the degree of Doctor of Juridical Science (S.J.D.) must meet the admissions criteria for an LLM student. In addition, it is the policy of the faculty to restrict candidates for the degree of Doctor of Juridical Science to applicants who have had experience either in practicing or in teaching law and who have developed some scholarly objective. Applications for the admission of graduate students are reviewed by the law school's most senior administrator over Admissions or the most senior administrator's designate.

#### Section 1.08 Transfer, Visiting, and Special Students

- (a) Transfer Students. The admission of students transferring from other law schools as candidates for a JD degree rests within the discretion of the most senior administrator over admissions or the most senior administrator's designate. The Registrar determines the granting of advanced standing for credits obtained in any such school. In no event will transfer credit be given for law school work in schools which are not approved by the American Bar Association or for courses in which the student received a grade below "C" or its equivalent, or for courses taken in a modality other than in-person. *A student must have completed a minimum of 28 advanced standing credits from their previous law school to be eligible for admission as a transfer student. There will be a maximum number of 28 credits transferred.* No applicant previously enrolled in another law school will be admitted if they are ineligible for readmission to the most recent law school they attended.
- (b) Visiting Students. Students currently enrolled in other law schools may be admitted for a single term or an academic year. A student admitted under this section shall have the designation of visiting student and shall not be considered as a candidate for a degree from Northwestern. Students applying for admission for one term or for an academic year shall comply with the procedures and requirements established for admission of visiting students. The decision whether to admit is made by the most senior administrator over Admissions or the most senior administrator's designate after

reviewing the application and all materials submitted. To be considered for visiting student status, the applicant must be enrolled in an ABA-approved law school. In addition, the applicant must complete an application, furnish a transcript from the law school in which the applicant is a candidate for a degree, provide recommendations from two faculty members, and any other information which may be required to determine whether the applicant should be admitted as a visiting student.

- (c) Special Students. A student enrolled in another approved law school or who is a member of the Bar, or a graduate of another approved law school may apply to the Law School to take a specific course or seminar. Any student so applying shall obtain permission from the instructor teaching the course or seminar and in the case where the student is seeking credit for the course, he/she shall have permission from the Dean or the Dean's designate of his or her law school. In no event shall a special student be considered as a degree candidate at the Law School.

#### Section 1.09 Financial Aid

All decisions relating to scholarships are made by the law school's most senior administrator over Admissions or the most senior administrator's designate. Federal, institutional, and external private loan funding is determined and administered by the University's Office of Financial Aid.

#### Section 1.10 Withdrawal

An enrolled student may withdraw from the Law School by completing a withdrawal form obtained from the law school's Student Services department. The withdrawal form must be signed by the law school's most senior administrator over Student Services, the Law School Registrar, Northwestern's Division of Student Financial Services, and the University's Office of Financial Aid. The reasons for the withdrawal and whether the student has withdrawn in good standing shall be noted in the student's file.

#### Section 1.11 Re-enrollment of Students

- (a) A student who withdrew from the Law School in good standing may apply for re-enrollment by petitioning for re-admission to the law school's most senior administrator over Student Services. The re-enrollment of a student who had previously withdrawn and the time thereof shall lie within the discretion of the Dean or the Dean's designate.

1. Students seeking to re-enroll after an approved leave of absence must obtain approval from the Law School's most senior student services administrator and abide by law school and university processes and deadlines published in the student handbook.

- (b) A student requesting re-enrollment may ask that they be granted credit for courses taken in another law school since withdrawal. The granting of such credit and the amount thereof shall rest within the discretion of the Dean or the Dean's designate, but in no case will credit be given for law school work in United States schools which are not

approved by the American Bar Association or for courses in which the student received a grade below “C” or its equivalent.

Section 1.12 Right to Deny or Rescind Admission

Applicants who submit documents, or the application itself, that are forged, fraudulent, altered, obtained inappropriately, materially incomplete, or otherwise deceptive (collectively, “Fraudulent Documents”) may be denied or rescinded admission to the Law School. If the student is already enrolled when the Fraudulent Document is discovered, the misconduct is adjudicated using the procedures specified in the [Northwestern University Student Handbook](#) in collaboration with the Office of Community Standards and may result in the student’s admission being rescinded, revocation of an award of financial aid and/or in permanent separation from the University.

## ARTICLE II. EXAMINATIONS, PAPERS AND GRADES

### Section 2.01 General

- (a) Typically, courses require evaluation by final examination, research paper, or both. Those courses that require a research paper are usually limited to a maximum enrollment of 25 students or less. The instructor may also take other written work and classroom performance into account in determining the grade
- (b) The Dean or the Dean's designate may allow any student additional time in which to complete the examination or authorize the instructor to substitute appropriate written work for the examination under the following conditions:
  - 1. English is not the first language of the student; or,
  - 2. The student has received a documented accommodation under the Americans with Disabilities Act.

The Dean or Dean's designate shall adopt and publish criteria by which to determine if a student shall be offered additional examination time because English is not the student's first language. [revised December 2006]

### Section 2.02 Early, Late and Special Examinations and Due Date of Papers

- (a) All examinations, unless scheduled at the request of the instructor, will be self-scheduled by the student within the announced examination period. The Registrar will give notice of those exams administratively scheduled by the instructor prior to the end of the drop/add period. Those dates cannot be changed, once published. A student may not reschedule an administratively scheduled exam unless two exams are administratively scheduled during the same time period. In that case, the student must consult with the Dean of Students to reschedule one of the exams. Exams may not be taken more than one business day after the originally scheduled timeframe.
- (b) If there is a student medical or familial emergency that prevents the student from taking an exam during the exam period, with proper documentation, the Dean of Students may:
  - 1. permit the student to take the examination within a reasonable period of time after the student is able to do so and before the grade due date; or
  - 2. permit the student to take the examination before the announced examination period begins if the student gives 30 days advanced notice to the Dean of Students; however, no examination may be taken before the last day of scheduled classes.
- (c) In unusual circumstances where it is impossible for a student to take an examination until after the grade due date and the causes for the delay are adequately

documented, a special examination may be authorized with the consent of the instructor involved and permission from the Dean or the Dean's designate.

- (d) Failure to take an examination before the grade due date without the consent of the instructor and permission from the Dean or the Dean's designate will result in the recording of an "I" or incomplete on the students' transcript.
- (e) Seminar papers are due on the date established by the instructor which may be any date prior to the last day of the scheduled examination period of the semester. For good cause, a student may request that he/she be permitted to submit the paper at a later date. Such request must be in writing, addressed to the instructor, and set forth the student's reason for the request. Earlier deadlines may be established in the discretion of the seminar instructor. If the seminar paper is not used to satisfy the writing requirement, the instructor may deny the request or authorize a delay in the submission of the paper until any date prior to that fixed by the Registrar as the grade due date. No deadline may extend beyond the grade due date established for that term.
- (f) A student who sits for an examination but who for reasons of illness leaves the examination before its completion may:
  - 1. return to the examination and complete it in the remaining time allotted; or
  - 2. having received the consent of the Dean of Students not to finish the examination, elect to receive a course grade on the basis of the portion of the examination completed and the other criteria the course instructor deems appropriate to seek to insure an evaluation that is not affected by the student's illness during the initial examination.

### Section 2.03 Honor Code

The conduct of a student in connection with his/her law study, including the taking of examinations, shall be subject to the Honor Code. Violations are reviewed and a punishment may be imposed by the Dean after reviewing the findings and recommendations. Violations of the time allotted for any examination may be reported to the faculty member who may consider any violation in assessing a grade for the examination.

### Section 2.031 Generative AI

Generative AI refers to artificial intelligence systems that generate new content by identifying and mimicking patterns from the data sets on which they were trained. Unless expressly permitted by the instructor, students are prohibited from using generative AI to produce, derive, or assist in creating any materials or content that is submitted to the instructor. Instructors retain the discretion to permit the use of generative AI in their courses to any extent they deem appropriate. Instructors should provide notice of any permitted use to the entire class.

## Section 2.04 Grades

- (a) In all course offerings the instructor is expected to announce to students the grading policy to be followed, consistent with the foregoing provisions, *on or before the date officially announced as the end of the add/drop period for the term in question*. In the absence of such announcement, students may presume that the study is to be graded as provided in Section 2.04(b). The grading policy of this faculty is that timely submission of grades is of the highest priority and that late submission is rarely justified.
- (b) In all seminars and courses in which a formal examination is given, grades will be recorded, unless specifically otherwise authorized by the Faculty, on a letter basis. Grades and their numerical equivalent on a 4.33 point scale are given below:  
  
A+/4.33, A/4.0, A-/3.67, B+/3.33, B/3.0, B-/2.67, C+/2.33, C/2.0, D/1.0, F/0.0
- (c) In some course offerings which require the student to submit written work and in which no formal examinations are given a “CR” or “NC” may be recorded. Neither grade is used in computing grade point average. The grade of “NC” means no credit has been earned and applied towards graduation credit requirements.
- (d) In addition to the grades provided for in Subsections (a) and (b) above, the notation “I” (for “incomplete”) shall be recorded for a course, seminar, Independent Study, or Senior Research under the conditions specified below.
- (e) Class Rank. Class rank is not computed, nor is any entry concerning class rank recorded on the official record of any student.
- (f) Grades become official when the official grade report form by the seminar or course has been submitted by the instructor and received to the Office of the Registrar. Thereafter a grade may be changed only to correct errors of computation or recording. Grades are released to a student and recorded on his or her permanent record only after they have become official and not before the date announced by the Registrar.
- (g) Candidates for the LL.M. and S.J.D. degrees shall be graded in accordance with the same standards as JD candidates set forth above.
- (h) Subject to the rules on examination, research paper and grade due dates above, the “IP” or “incomplete, in progress” grade may be awarded to reflect an approved plan for a later submission of examination papers or research papers. The IP grade will not be valued in computing grade point average.
- (i) The “W” or Withdrawn grade will be awarded in those instances where a student drops a class or withdraws from a specific course offering without compliance with these rules and will be recorded in any case where withdrawal occurs after the end

of the announced add/drop examination period. A student may not drop or withdraw from a course after the start of the exam period.

#### Section 2.05 Repeated Courses

A student given a grade of Fail (F) for any course may repeat that course. When a course is repeated, both grades received for the course shall appear on the student's official record and both shall be considered in determining the student's eligibility to continue in school and to receive a degree. Both grades will be considered in computing grade point average.

#### Section 2.06 Classroom Attendance

- (a) Regular attendance is required in all courses, as mandated by the accrediting authorities *and is required by these rules*. No student should enroll in any course without the intention and capability of satisfying this requirement. Failure to attend a class regularly may cause reduction in the grade, loss of credit for the course, additional remedial work, denial of residence credit or other appropriate sanctions in the discretion of the instructor or the Dean.
1. Since regular attendance is required in all courses, registration for courses that meet at the same time or overlapping times is not permitted.
  2. The Registrar's Office will review student schedules for courses both in the Law School and in other University divisions, including the schedules of joint degree students. If any conflict is discovered after the add/drop period, the student will be required to drop one of the conflicting courses, and will lose the credits that would have been earned for that course.
- (b) The instructor in any course or seminar shall have authority to establish and enforce specific attendance requirements and to provide that in the case of failure to satisfy such requirements a student may be excluded from the course with or without penalty or subjected to such other rules or requirements as may be established by the instructor.
- (c) The Dean is authorized to prescribe such procedures as may be required in the efficient administration of the attendance requirements as set forth in these rules.

#### Section 2.07 Withdrawing from Courses and Seminars

- (a) Except as provided under Section 1.06 of these rules, a student may not withdraw from a course, seminar, Independent Study, or Senior Research project after the date officially announced as the end of add-drop period for the term in question unless permission is obtained from the Dean or the Dean's designate and, in the case of Senior Research projects, from the supervising instructor and the Director of Research. Supporting documentation may be required in the discretion of the Dean or the Dean's designate but is typically unnecessary. The course or seminar instructor will be notified by the Registrar or Dean of Student of any approved course withdrawals. Only in the case, adequately documented, of a continuing serious illness, continuing serious difficulty in the immediate family, or a serious

personal emergency may a student withdraw from any course, seminar, Independent Study, or Senior Research project after the completion of the eighth week of the semester. All withdrawals after the end of the add/drop period will be recorded as a "W". A student may not withdraw from a course after the start of the exam period.

- (b) Unauthorized withdrawal shall result in the recording of an "I" (incomplete) or an F, *in the discretion of the faculty member*, for the course, seminar, Independent Study, or Senior Research project. The following shall be deemed to be an unauthorized withdrawal.
1. Where an examination is given: Failure to submit an examination paper at the regularly scheduled time, unless permission to take another examination is granted by the Dean of Students.
  2. Where a research paper is required: Failure to submit a seminar paper by the due date established by the instructor, or by the end of the scheduled examination period unless delay is authorized by the Dean of Students.
  3. From a Senior Research Project: Failure to submit a paper or report by the supervising professor's due date, unless delay is authorized by the Director of Research and the supervising faculty member.

#### Section 2.075 Grade Point Average

- (a) A grade point average shall be computed by the Office of the Registrar for each semester and cumulative for all of each students' grades.

A cumulative grade point average covering all of the grades earned to date shall be reported on the academic transcript of each student.

- (b) There will be no ranking by grade point average of the classes.
- (c) All grade point averages shall be rounded off to the nearest thousandth of one point. Five ten-thousandths of a point or higher shall be rounded off to the next highest thousandth. Any amount below five ten-thousandths shall be dropped (for example a grade point average of 2.6334 would be rounded off to 2.633, but a grade point average of 2.6335 would be rounded off to 2.634).
- (d) A mandatory curve is applied as follows:
1. First-year courses
    - (a) In first-year required doctrinal courses, the mean will be 3.35, with a permitted range of 3.3 - 3.4.

- a. Faculty are also required to adhere to a mandatory distribution of no more than 5% A+ grades (rounded up) and at least 10% B- and below grades (rounded down).
  - (b) In Communication and Legal Reasoning (CLR) and Common Law Reasoning courses, the mean will be 3.45, with a permitted range of 3.4 - 3.5.
- 2. 1L/Open Electives
  - (a) In all classes that are classified as 1L or Open electives, in all terms/semesters in which the class is taught, the mean will be a 3.55, with a permitted range of 3.5 - 3.6.
- 3. Upper-Level Doctrinal Courses, excluding 1L electives
  - (a) In all upper-level doctrinal courses with enrollments of 13 or larger, the mean will be a 3.55, with a permitted range of 3.5 – 3.6
- 4. No other courses are subject to a mandatory curve.
- 5. Courses for which grades of “Credit” (“CR”) are awarded shall not be used in computing grade point averages.
- 6. The point value of each grade which is to be used in computing the grade point average shall be multiplied by the number of credit hours of the course in which the grade was earned. The resulting sums for each of the grades which are to be used shall then be added together. This total shall then be divided by the total number of credit hours of all the courses which are to be used in computing the grade point average.

Section 2.08 Eligibility to Continue in School/Satisfactory Academic Progress (SAP)

- (a) Law students must demonstrate satisfactory academic progress in three fundamental ways:
  - 1. Maintain a cumulative GPA of 2.25 or higher
  - 2. Complete two-thirds (66.6%) of all credits attempted
  - 3. Complete program within a specified period of time
- (b) A student who, at the conclusion of any term, has not demonstrated satisfactory academic progress, shall be advised in writing by the Dean of Students (or designate) that satisfactory academic progress has not been made, the case will be reviewed by the Faculty Advisory Committee, and the student is on academic

- probation. The student will be requested to indicate, in writing, by a specified date, a plan for academic success. The student may request to make a personal appearance before the committee.
- (c) A student who, in these circumstances, either fails to respond by the date specified or declines to plead their case orally or in writing may be excluded from further registration in the school by the Faculty Advisory Committee.
  - (d) The Committee shall consider, fully and individually, each case pleaded to it as well as the applicable federal and state regulations governing satisfactory academic progress.
    - 1. If the Committee determines that the student has a reasonable chance of completing the applicable degree requirements the student may continue in school subject to such terms as the Committee may deem appropriate.
    - 2. If the Committee determines that the student does not have a reasonable chance of completing the applicable degree requirements, though it is remotely possible, the student shall be informed of that determination, but may continue in school if the student so elects, subject to such terms as the Committee may deem appropriate.
    - 3. If the Committee determines that there is virtually no possibility that the student can complete the applicable degree requirements, the student shall be excluded from registration in the school; except that no exclusion shall take effect until the end of any term for which a student has registered prior to the Committee's determination of the student's case and in which the student is attending classes; nor shall any exclusion take effect if, at the end of any such term previously registered for, the student's cumulative record is satisfactory.
  - (e) A student whose record is unsatisfactory but who is permitted to continue in school for whatever reason shall be classified as a student on academic probation so long as the student's record remains unsatisfactory.

#### Section 2.09 Tutorial Program

A Director of Academic Success, appointed by the Dean, shall supervise a program to assist those students whose academic performance at the end of the first semester indicates the need of such assistance.

#### Section 2.10 Dean's List

A full-time undergraduate student may be placed on the Dean's List for a particular semester if his or her grade point average for that semester is 3.500 after rounding off to the nearest thousandth of a point.

## ARTICLE III. CURRICULUM AND DEGREE REQUIREMENTS

### Section 3.01 Curriculum

- (a) Except as hereinafter provided, all curricular offerings in the school must have the approval of the Faculty as to general scope and credit hours. However, an offering may be changed from a course to a seminar or from a seminar to a course, or the title of an offering may be changed, with the approval of the Curriculum Committee, where that committee finds that the general scope of the offering substantially conforms to that previously approved by the Faculty.
- (b) Once approved by the Faculty, particular course offerings need not be offered in each succeeding year. The Curriculum Committee is responsible for maintaining a record of Faculty curricular approvals granted and for determining when a curricular question should be referred to the Faculty.
- (c) Supervision of the Senior Research Programs is the responsibility of the Director of Research. Topics selected in accordance with the current Rules of the Senior Research Programs do not require Faculty approval.
- (d) The following courses may be taken by students and do not require approval of the full Faculty provided that the procedures and requirements set out below are met:
  - 1. Students in the Law School may take courses in other schools or in other schools or departments of this University for up to 10 semester hours of credit toward their law degree, provided that:
    - (i) the course may be taken for credit in the school or department which offers it;
    - (ii) authorization to take the course is granted by the Dean of Students or Dean's designate, upon a finding that the course will contribute to the student's education in law, including research on legal topics, and will not merely provide background which should have been acquired in the bachelor's program or training in a purely ancillary subject such as a foreign language;
    - (iii) a course which has been or will be counted for credit toward another degree will not be given credit toward the law degree unless such course is part of a joint-degree program approved by the Law School; and
    - (iv) grades earned in a course taken in another school or department may be recorded on the student's Law School transcript, but will not be counted in any calculation of the student's academic performance in the Law School.

2. Work in excess of 10 semester hours taken in other schools or in other schools or departments of this University may be counted toward the Law Degree only as part of an approved joint degree program or as part of an approved exchange program with the law faculty of a foreign university that has been approved by the Dean after consultation with the Faculty Advisory Committee. The Dean or the Dean's designate may promulgate regulations specifying application procedures and selection criteria for participation in any such program, and shall have discretion to accept or reject the application of a student for reasons of the general welfare of the Law School.
- (e) A "credit hour" is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

For purposes of this rule 3.01(e), fifty minutes suffices for one hour of classroom or direct faculty instruction. An "hour" for out-of-class student work is sixty minutes. The fifteen-week period may include one week for a final examination.

#### Section 3.011 Semester Away Rules

- (a) JD students have a number of options for semester-long study away from the Chicago campus of the law school. In general, JD students may take advantage of such opportunities, according to each program's rules, subject to the following limits:
1. JD students may complete only one semester-long immersion opportunity (examples as of May 2023 are the San Francisco or LA immersions); and
  2. JD students may complete no more than 30 credits in semester study away from the Chicago campus, which includes the combined total of credits earned in the Immersion Programs, Senior Research field research, Intensive Practicum, Study Abroad, and similar programs.
- (b) Notwithstanding (a), JD students who transfer to the law school after their first year, 2-Year-JD students, and JD MBA students may take advantage of such opportunities, according to each program's rules, subject to the following limits:
1. These students may complete only one semester-long immersion opportunity (examples as of May 2023 are the San Francisco or LA immersions);
  2. These students may complete no more than 16 credits in semester study away from the Chicago campus, which includes the combined total of credits earned in the Immersion Programs, Senior Research field research, Intensive Practicum, and similar programs; and
  3. These students may not participate in Study Abroad.
- (c) All students considering one or more opportunities away from campus should also be aware of the school's limit of 20 hours on "out of classroom" experiences, which

flows from ABA Standard 311 and certain bar examiner rules, and is described more fully here: <https://www.law.northwestern.edu/registrar/academic-advising/faq/#10>

Section 3.02 Candidates for the Degree of Juris Doctor

(a) Candidates for the degree of Juris Doctor must fulfill the following requirements:

1. 1. Earn eighty-five semester hours or more of credit (including any credit allowed toward the degree of Juris Doctor for work done in other programs of the Law School or schools of the University pursuant to enrollment in a joint degree program approved by the faculty) during a period of full-time residence of not less than six nor more than seven semesters or the equivalent thereof (including residence in other programs or schools for that portion of the credit in such program or school allowed toward the degree of Juris Doctor pursuant to enrollment in a joint degree program approved by the faculty). Full-time residence requires enrollment in a minimum of nine semester hours. [revised March 2013]
2. Transfer students must earn minimally the equivalent of twenty-eight semester hours credit at their former school and complete their last two years of residence at Northwestern. [revised March 2013]
3. Earn credit in the following required courses:

<u>Class</u>	<u>Number of Units</u>
Civil Procedure	3
Property	3
Contracts	3
Torts	3
Criminal Law	3
Communication and Legal Reasoning	4
Constitutional Law	3
Legal Ethics	2

~~Earn credit in a Perspective Elective~~ (requirement removed effective AY21 and for Class of 2021).

4. In the second or third year of matriculation, fulfill the requirements for a Research Writing course and a Professional Writing course.
  - (i) Research Writing
    - A. A course meets the graduation requirement of a Research Writing course if a principal element of the assigned work in the course

consists of one or more papers totaling a minimum of 7,000 words, including footnotes, and meets the following criteria:

- I. Each paper makes an argument based on research conducted by the student.
  - II. Each student submits a full initial draft for each paper.
  - III. Each student receives substantial individual feedback from the professor on the clarity and effectiveness of the writing as well as on the substance and organization of the argument in the draft.
  - IV. Each student submits a final draft responding to the professor's feedback.
- B. Senior Research (4 credits) or Independent Study (3 credits) counts as the equivalent of a Research Writing course.
- C. Satisfactory completion of a journal note written with faculty supervision, certified as satisfactory by the appropriate journal editor and the faculty supervisor, counts as the equivalent of a Research Writing course.

(ii) Professional Writing

- A. A course meets the graduation requirement of a Professional Writing course if a principal element of the assigned work in the course consists of substantial transactional, litigation, legislative, regulatory, public advocacy, or judicial writing of the sort that practicing lawyers do and that is assigned in a real or hypothetical practice context. This sort of writing is designated here as an "assignment."
- B. Assignments meet the Professional Writing requirement if they consist of at least:
- I. A single substantial written assignment of approximately 5,000 words, written entirely by an individual student; or
  - II. Three or more written assignments completed over the course of the semester.
- C. A single assignment that requires multiple substantial revisions responding to feedback may count as multiple assignments.

- D. Although professors may permit students to write some assignments collaboratively, the professor must also have the opportunity to distinguish and evaluate each student's individual writing.
  - E. Students must receive substantial feedback on the clarity and effectiveness of the writing as well as on the substance and organization of each assignment.
5. Earn 6 credits of Experiential Learning from a list of such courses as designated by the Curriculum Committee and identified as such at graduation.
  6. A course may not be used to satisfy credits for more than one of the foregoing requirements, except that a Professional Writing course may also be counted towards the credits earned for Experiential learning if the course is designated to satisfy both requirements.
  7. Complete education designated by the Law School on bias, cross-cultural competency, and racism (1) at the start of the program of legal education, and (2) at least once again before graduation. For students engaged in law clinics or field placements, the second educational occasion will take place before, concurrently with, or as part of their enrollment in clinical or field placement courses. Transfer students are assumed to have completed the initial experience at their 1L school and are required to complete the second at Northwestern.
- (c) Variations from the regular pattern and sequence of required courses in the first year in any semester may be made only with the approval of the Dean of Students. A student may not enroll for more than 17 hours in any semester. Discretionary authority to waive required courses is vested in the Faculty Advisory Committee. A student who receives a recorded grade of F (fail) in a required course must repeat the course.
  - (d) A student registered in the Law School who desires credit for courses to be taken in another law school must obtain permission from the Dean of Students in advance of taking such courses. In no event will credit be given for law school work in schools which are not members of the Association of American Law Schools, or for courses taken in another law school before the student became a candidate for a law degree. Courses in which the student receives a passing grade under Northwestern standards (D or better), will be recorded on the student's Law School transcript as transfer credit with a notation of "T." The grade received will not be counted in any calculation of the student's academic performance in the Law School. Unless permission to receive course credit from another law school is granted in advance by the Dean of Students, a student must spend the last four full semesters counted toward the degree requirements of Section 3.02(a)(1) in residence at the Law School. The Dean of Students may grant permission for a student to spend a maximum of two semesters of law school at another law school if it finds that the student has either (1) strong personal reasons which require

his/her presence away from the Law School and such reasons were unforeseen at the time the student accepted admission to the Law School; or (2) the student can take advantage of a uniquely valuable educational program only by attendance at another law school. The Dean of Students shall have discretion to deny any petition of a student to visit away for reasons of the general welfare of the Law School. The Dean of Students may promulgate and circulate regulations specifying the date by which all petitions to visit must be submitted, the subject matter of such petitions and the process for submission of such petitions. Decisions of the Dean of Students denying petitions to visit away may be appealed to the Faculty of the Law School only on the grounds of gross abuse of discretion.

- (e) Honors upon Graduation. Honors determinations for J.D. students are made based on cumulative grade point average, as set forth above, based on law school grades. GPA is rounded to the nearest thousandth. Graduation honors include Summa cum laude (4.200 GPA or better), Magna cum laude (between 3.970 - 4.190 GPA), and Cum laude (between 3.650 -3.960 GPA). [3.02(d) revised December 2006]

#### Section 3.025 JD/MBA Joint Program

- (a) Candidates admitted to the JD/MBA Joint Program with the Kellogg School of Management must meet all of the degree requirements for the JD degree, as well as the degree requirements for the MBA degree prescribed by Kellogg, with the following exceptions:
  - 1. JD/MBA students need not satisfy the Perspective Elective requirement (effective AY18 and for the Class of 2018); and
  - 2. JD/MBA students need only complete one of the Research Writing or Professional Writing requirements (not both). JD/MBA students who complete the Professional Writing requirement may not double count those credits towards another graduation requirement (such as the Experiential Learning requirement)
- (b) JD/MBA students may receive up to 12 credits towards their JD degree for courses in the MBA curriculum and up to 15 additional credits for courses co-listed in the JD and MBA curricula. All Kellogg courses generating Law credit must be taken for a letter grades (not P/F).

#### Section 3.03 Degree of Master of Laws (LL.M. Program)

- (a) A candidate for the degree of Master of Laws must meet conditions set out in this section.
- (b) The candidate must complete one academic year of residence at this School as a graduate student, or a period of enrollment as prescribed for one of the Executive LL.M. programs. The candidate must earn no fewer than 20 semester hours of credit, and must satisfactorily complete Common Law Reasoning and one of the following courses:

- American Jurisprudence
- American Legal Studies Civil Procedure
- American Legal Students: Constitutional Law

(c) Credit may be earned:

1. in courses, seminars or other instructional offerings, which, in the case of candidates from the United States, have not previously been counted toward a degree in law;
2. in exceptional cases, upon submission of a research proposal of significant scholarly merit and agreement by one or more members of the faculty to supervise such research, by completion of a Graduate Research Project. A Graduate Research Project may be undertaken for no fewer than 4, and no more than 10, credit hours. Such a Project shall entail: (A) regular contact of a substantial nature with the supervising faculty member; (B) preparation of a written paper of a quality suitable for publication; and (C) approval of the paper by the supervising faculty member and a second faculty reader.

(d) All degree requirements must be completed to the satisfaction of the faculty by August 31 of the second year after commencement of the candidate's academic year of residence at this School, or within a similar time as prescribed in the policies applicable to the Executive LLM programs.

(e) The Master of Laws degree With Honors shall be awarded to a candidate who has satisfied all degree requirements and has achieved a cumulative grade point average of 3.500 or better.

#### Section 3.04 Degree of Master of Laws in Taxation

(a) A candidate for the degree of Master of Laws in Taxation must take 8 required courses for a total of 16 credits:

- Taxation of Property Transactions
- Corporate Taxation
- Partnership Taxation
- International Taxation
- Advanced Taxation of Property
- Advanced Partnership Taxation
- A course designated as an Advanced Corporate Taxation course
- A course designated as an Advanced International Taxation course

(b) A candidate for the degree of Master of Laws in Taxation must also take 4 elective courses, designated as electives in the LLM Tax program, for a total of 8 credits.

(d) Northwestern JD students may apply for admission to the Tax Program either as part of the JD application process or by filing a separate application directly with the Tax Program during their first or second year of law school. Northwestern joint

degree students must complete the required 24 credits for the LLM Tax degree in addition to completing the requirements for the JD degree. Joint degree students may count up to 14 credits of courses in the Tax Program toward the requirements for the JD degree. In order to earn the LLM Tax degree, the student has to accumulate at least 10 credits from Northwestern in addition to the required 85 credits necessary to obtain the JD degree.

- (e) Non-Northwestern JD students interested in the joint degree program may apply for admission to the Tax Program during their second year of law school. Non-Northwestern joint degree students must complete the requirements for the JD degree, which are based on their original JD institution, and complete the required 24 credits for the LLM Tax degree. While a student's home institution may accept all 24 credits earned in the Tax Program in fulfillment of the school's JD requirements, Northwestern will not award the LLM Tax degree unless the student has accumulated at least 10 credits from either Northwestern or other ABA-approved law school in addition to the number of credits necessary to obtain the JD degree from the student's home institution. For example, if a JD institution requires 85 credits to earn a JD degree, a LLM Tax student must complete 95 credits to earn both degrees. Students are responsible for determining the extent to which credits earned at Northwestern while enrolled in the Tax Program may be used to satisfy the JD requirements of their home institution.

#### Section 3.045 Degree of LLM in International Human Rights

- (a) Candidates for the Degree of LLM in International Human Rights must earn a total of 20 credits in courses approved for credit in the LLM in International Human Rights, including:
1. Earning 11 credits in the required core courses of the program, which include:
    - International Human Rights
    - Human Rights Advocacy: Legal Analysis and Writing
    - Human Rights Colloquium
    - International Criminal Law
  2. Earning 9 additional credits in electives designated for credit in the program, which included the following, and such additional classes as may be approved by the program director:
    - Nation Building: International Human Rights Law in Transitional Societies
    - A New World Order: The Role of the United Nations in Advancing a Rule of Law and Individual Human Rights
    - International Human Rights: Differing Perspectives in Europe, the Americas, the U.S.
    - The Law of War/International Humanitarian War
    - Corporate Compliance and the Social Mandates
    - Graduate Thesis

- (b) Northwestern JD students may simultaneously pursue a joint JD/LLM in International Human Rights. Such students must complete the requirements for the JD, plus an additional 20 credits from courses related to International Human Rights law:
1. These courses must include the following core courses:
    - International Human Rights I
    - International Criminal Law
    - Human Rights Colloquium
  2. The remaining 12 credits can be fulfilled from the elective courses listed above.
  3. Joint degree students must also complete a 12-credit, semester-long externship with one of a number of designated international and hybrid criminal tribunals, foreign supreme courts, or international human rights organizations.

Section 3.05 Degree of Doctor of Juridical Science (SJD Program)

A candidate for the degree of Doctor of Juridical Science will be required to meet the following conditions:

- (a) The completion of one academic year of residence at this School as a graduate student.
- (b) The completion of a study to be approved by the Faculty or its proper committee. This study shall be one involving original research and must be completed in such manner, as to both subject matter and literary form, as to be, in the opinion of the Faculty, a significant and scholarly contribution to a legal science. The mechanical form of the manuscript shall be subject to the approval of the Faculty. The study must be completed not later than August 31 of the fifth year after commencement of the candidate's academic year of residence in the School.
- (c) The completion of such other work, if any, as may be directed by the Dean in the particular case.
- (d) The passing of an examination to be prescribed by the Faculty.

Section 3.06 Degree of JD/PhD

- (a) Students admitted to the JD/PhD program may receive up to 14 hours of credit towards their JD for law-related interdisciplinary graduate course work, and 12 hours of credit upon completion of the PhD dissertation, under the following conditions:
  1. The request is made by a student who is enrolled in the JD/PhD Program;

2. The student has completed at least one year each of Law School and Graduate School course work at Northwestern at the time of the request;
3. The graduate course work was taken at Northwestern in pursuit of a doctoral degree and at the time of the request the student is in good standing in a doctoral program and is making demonstrated progress toward completing the PhD;
4. The JD is awarded only after completion of (a) 2 ½ years of law school credit hours in addition to the 14 credit hours awarded for law-related interdisciplinary graduate course work and (b) all course work necessary for the PhD, as determined by the Graduate School departmental requirements;
5. JD/PhD students are required to have a member of the Northwestern Law faculty on their dissertation committee. Doing so satisfies the Law School writing requirement
6. “Law-related interdisciplinary graduate course work” is defined as including any of the following:
  - (i) Graduate courses that directly deal with law or legal institutions (such as Appellate Courts and Policy-Making; Law, Trial Courts, and Politics; Principles of Political Philosophy; Research Seminar in Law and Politics);
  - (ii) Graduate courses in which a student’s individual work in the course (such as a paper for a seminar) deals with law or legal institutions; or
  - (iii) For a maximum of 6 of the 14 hours, graduate courses on methodology or statistics, generally applicable to the practice or study of law.

### Section 3.07 Joint Degree Programs with other Institutions of Higher Learning

- (a) Students may, subject to the approval of the faculty or its designate, may receive up to 14 hours of credit towards their JD for law-related interdisciplinary graduate course work at another institution of higher learning. Such a joint program of study is subject to the following conditions:
  1. The student has been accepted for admission into the graduate school of the other institution;
  2. A request is made by a student who is enrolled in the JD Program to the faculty or its designate;
  3. The student has completed at least one year each of Law School course work at Northwestern at the time of the request;
  4. The graduate course work will be taken in pursuit of a master’s degree;

5. “Law-related interdisciplinary graduate course work” is defined as including any of the following:
- (i) Graduate courses in which a student’s individual work in the course (such as a paper for a seminar) deals with law or legal institutions; or
  - (ii) For a maximum of 6 of the 14 hours, graduate courses on methodology or statistics, generally applicable to the practice or study of law.
- (b) The JD is awarded only after completion of (a) 2 ½ years of law school credit hours in addition to the 14 credit hours awarded for law-related interdisciplinary graduate course work and (b) all course work necessary for the master’s degree, as determined by the graduate school departmental requirements.

#### ARTICLE IV. FINANCIAL ARRANGEMENTS

Visit

[http://www.northwestern.edu/sfs/documents/publications\\_and\\_forms/FinRegsCh.pdf](http://www.northwestern.edu/sfs/documents/publications_and_forms/FinRegsCh.pdf)  
[revised July 2012].

#### ARTICLE V. OUTSIDE USE OF LAW SCHOOL BUILDINGS

##### Section 5.01

A request by or on behalf of an outside group to use the facilities of the Law School shall be acted on by the Dean or the Dean’s designate, who will grant the request if it is in the best interest of the School to do so.

#### ARTICLE VI. DELEGATION OF POWERS

##### Section 6.01 Delegation of Powers of the Dean

Any powers vested in the Dean by these Rules may be delegated by him to an Associate or Assistant Dean.

##### Section 6.02 Delegation of Powers of the Faculty

Committees of the faculty have authority to waive provisions of these Rules only where specifically provided herein. In all other cases, the appropriate committee of the faculty shall receive petitions for waiver and, after consideration of them, refer them to the faculty for action. Petitions with respect to Article I of the Rules are appropriately addressed to the Committee on Admissions and Financial Aid; petitions with respect to Article VII are appropriately addressed to the Committee on the Student Bar Association. At the request of the petitioner or of the Committee, the Dean may refer any such petition to another standing committee or to a special committee of the faculty.

### Section 6.03 Faculty Approval of Student Petitions to Waive the Rules and Regulations

Decisions of the Faculty Advisory Committee regarding approval or denial of individual student petitions to waive provisions of the Rules and Regulations shall be deemed to be referred to and approved by the faculty if:

- (a) the faculty receives notice of the underlying student petition and the Committee decision at least seven days before a faculty meeting; and
- (b) fewer than three faculty members give notice to the Dean of a desire to place the decision on the faculty meeting agenda for discussion, and
- (c) the Dean does not place the decision on the faculty meeting agenda for discussion.

## **II. NORTHWESTERN UNIVERSITY SCHOOL OF LAW RULES OF THE SENIOR RESEARCH PROGRAM**

<http://www.law.northwestern.edu/academics/curricular-offerings/senior-research/>

## **III. CURRICULAR CONCENTRATIONS**

<http://www.law.northwestern.edu/academics/curricular-offerings/concentrations/>

## **IV. THE HONOR CODE OF THE STUDENTS OF NORTHWESTERN UNIVERSITY SCHOOL OF LAW**

<http://www.law.northwestern.edu/law-school-life/student-services/policies/honorcode/documents/HC-2004.PDF>

## **V. UNIVERSITY RULES AND DISCIPLINARY PROCEDURES**

### PROHIBITED CONDUCT UNDER THE UNIVERSITY STUDENT CODE OF CONDUCT

<http://www.northwestern.edu/student-conduct/student-code-of-conduct/prohibited-restricted-conduct/index.html>

## HEARING BOARDS AND PROCEDURES FOR THE CHICAGO CAMPUS OF NORTHWESTERN UNIVERSITY

The Northwestern University Statutes provide that:

“A student, group of students, or student organization found to have violated any University rule or regulation shall be subject to appropriate disciplinary action.”

The following procedural rules and regulations implement these provisions of the Statutes.

### 1. Hearing Boards

1.1 Any student or student organization on the Chicago Campus of Northwestern University charged with violation of the rules and regulations (other than academic regulations) enacted and published by the University or under delegated authority of the University shall have the right to a fair hearing before a hearing board, as hereinafter provided.

1.2 All cases in which all complainant(s) and student(s) (or student organization(s)) complained against are at the time of the alleged violation enrolled in or affiliated with the same school shall be heard by a School Hearing Board, consisting of three to five members appointed by the Dean of that school. Also, all cases brought by a school on the Chicago Campus as complainant against a student (or student organization) enrolled in or affiliated with that school shall be heard by the School Hearing Board of that school. A student shall be considered affiliated with a school, for the purposes of this paragraph, if the student is -

- (a) registered in courses in that school whose academic credits equal or exceed fifty percent of the academic credits of all courses in the University in which the student is registered, or
- (b) not registered for courses in any school of the University but is permitted by that school to engage in activities in its clinics, laboratories or other programs or facilities without academic registration; even though in either case the student may be enrolled in another school of the University.

A School Hearing Board shall be comprised of students enrolled in that school and/or faculty members of that school. The Dean shall designate one of the members of the School Hearing Board as Chairman of the Board.

1.3 All other cases in which the complainant(s) and student(s) (or student organization(s)) complained against are enrolled in or affiliated with schools on the Chicago Campus shall be heard by a Chicago Campus Hearing Board, consisting of nine members, appointed by the President of the University. The General Faculty Committee shall nominate a faculty member from each school on the Chicago Campus and the appropriate student governing organization of each school on the

Chicago Campus shall nominate one student. The Chairman of the Board shall be appointed by the President of the University. In the event nominations are not received, the President of the University shall proceed to make appointments to the Board.

All cases brought by Northwestern University as a complainant against a student (or student organization) of a school on the Chicago Campus shall be heard by the Chicago Campus Hearing Board.

- 1.4 Appointments to any hearing board on the Chicago Campus may be made at any time. Likewise, vacancies which occur for any reason may be filled at any time in the same manner, and subject to the same requirements, as the making of the original appointments.
2. Hearing Board Procedures
  - 2.1 A disciplinary case shall be initiated by the filing of a written complaint with the Dean of any school on the Chicago Campus or the Vice President for Student Affairs, who shall refer the Complaint to the appropriate hearing board created pursuant to these procedures unless such officer determines the Complaint to allege a violation of academic regulations (in which case it shall be referred in accordance with procedures governing violation of academic regulations), and shall provide at the same time a copy of the Complaint to the student (or student organization) complained against. If it appears on referral that a case has been improperly referred, the hearing board to which it has been referred may re-refer the case to the proper hearing board.
  - 2.2 A Complaint may be filed by a student or student organization only if such complainant is the victim of the alleged offense.
  - 2.3 The Complaint may be in any form, but it must identify the complaining party, the student (or student organization) complained against, and it must contain a clear and concise statement of the charge -- including reference to the rule or regulation claimed to have been violated.
  - 2.4 The hearing board to which the Complaint is referred (or its Chairman) shall promptly set the matter of the Complaint for hearing, and shall give adequate notice of the time and place of the hearing to all parties and witnesses identified in the Complaint. Such notice shall be issued in the name of the University and shall request the attendance of all parties and witnesses.
  - 2.5 Two-thirds of the membership of any hearing board shall constitute a quorum. All decisions of a hearing board shall be made by majority vote of those participating, except as otherwise provided herein.

- 2.6 The hearing board may, with consent of the student(s) or student organization(s) complained against, direct that the attendance at any hearing be limited to the parties, their representatives and hearing board assistants.
- 2.7 The hearing board may direct any student party or witness to attend a hearing and answer questions. Refusal to comply with such a direction is a violation of University rules, and a student so refusing may be subjected to disciplinary sanctions. No individual shall be required to testify against himself or herself.
- 2.8 Any party to a disciplinary proceeding has the right to be represented by an attorney or any other person.
- 2.9 In any case brought by Northwestern University, and in other cases at the discretion of the hearing board, an attorney or other representative of the University may participate in the proceedings in order to develop the case against the student (or student organization) complained against.
- 2.10 Each complainant and student (or student organization) complained against shall have the right to offer evidence and testimony and to confront and cross examine witnesses called by any other party.
- 2.11 A transcript or recording of the proceedings shall be made. If no transcript is made, the evidence shall be summarized in writing by or at the direction of the hearing board, and this summary shall be part of the record.
- 2.12 Following the conclusion of a hearing, the hearing board shall, with reasonable diligence, reach its decision and shall render that decision in writing. If a board shall decide that the student (or student organization) complained against has violated a University rule or regulation, then it shall also decide what, if any, sanction is proper. The hearing board, before reaching a decision with respect to the sanction, may allow the student (or student organization) to offer additional evidence or testimony with respect to imposition of a sanction or in mitigation of the offense.
- 2.13 Sanctions may include exclusion from the University or any school thereof, suspension for a stated period of time, probation for a stated period of time, fine, restitution to a complaining person for damages, disciplinary censure, or any combination thereof. The imposition of any sanction shall be noted on a student's record. No decision to exclude or suspend shall be made except upon a vote of at least two-thirds of the hearing board members participating.
- 2.14 Any student (or student organization) subjected to any sanction may appeal the decision of the hearing board to the University Appeals Board, and no sanction shall be implemented and no notation made on a student's record pending final decision on appeal. Procedures and regulations concerning appeals are described in

Section VIII of the University Hearing and Appeals System in the Student Handbook issued by the Office of the Dean of Students.

- 2.15 These rules and regulations shall be interpreted and applied, and points not covered by these rules and regulations shall be decided, so as to promote fairness to the parties. The individual schools may promulgate additional procedures, subject to the approval of the Vice President for Student Affairs, which are not in conflict with the foregoing procedures.

Arnold R. Weber, President

### FERPA: STUDENT RIGHTS TO ACCESS RECORDS

Visit [http://www.registrar.northwestern.edu/academic\\_records/FERPA\\_policy.html](http://www.registrar.northwestern.edu/academic_records/FERPA_policy.html)

### SEXUAL HARASSMENT: POLICY AND PROCEDURE FOR FILING/HANDLING REPORTS

Visit <http://www.northwestern.edu/sexual-harassment/policy/index.html>

## **VI. CHARTER OF THE STUDENT BAR ASSOCIATION**

### Section 7.01 Object and Purposes

The objects and purposes of the Association shall be to encourage and promote the highest standards of integrity and industry, to the end that its members may be properly equipped to enter into the profession of the law, and to develop a closer contact with the students of other law schools, so that the unity of the profession may be preserved and developed.

### Section 7.02 Membership

All students enrolled in the Northwestern Pritzker School of Law shall be members of the Association during the term of their said enrollment. No fees or dues shall be imposed with respect to membership in the Association.

### Section 7.03 Powers

The Association shall have the following powers:

- (a) To prescribe rules of conduct for its members in and about the premises of the School of Law.
- (b) To prescribe rules and regulations with respect to the conduct of its members in all scheduled examinations in the School of Law.

- (c) To enforce regulations prescribed by the librarian with respect to the use of the Library.
- (d) To call general assemblies either upon the request of the Dean and faculty or upon its own motion.
- (e) To establish and develop contacts with the students of other law schools.
- (f) To do all things reasonably incident to the accomplishment of the objects and purposes set forth in Section 7.01 hereof, except as hereinafter otherwise expressly provided.
- (g) To adopt and amend bylaws for the purpose of carrying into effect the powers herein granted and for the purpose of providing for the internal management of the Association.

#### Section 7.04 Disciplinary Action

Notwithstanding the powers heretofore granted, the Association shall have no power to impose penalties or punishments upon any of its members which will in any way directly affect the status of such members as students in the School of Law. The Association shall, however, have full power, and it shall be its duty, to recommend to the faculty the imposition of such penalties and punishments. The Association shall also have full power to impose upon any of its members, as it shall see fit, penalties and punishments which affect only the rights of such members with respect to internal management and affairs of the Association, including specifically, but without thereby in any way limiting the scope of the foregoing provisions, power to impose the following penalties or punishments:

- (a) Publication within the School of Law of the fact of violation of any duly enacted rule or regulation by any named member or members of the Association.
- (b) Deprivation of the right to vote or hold office in the Association, provided, however, that no rule or regulation shall be enacted by the Association except pursuant to the vote of a majority of its members entitled to vote, and no penalty or punishment shall be imposed except for violation of a rule or regulation duly enacted and only after a full and fair hearing before a board established for the purpose pursuant to the vote of a majority of the members entitled to vote.

#### Section 7.05 Revocation or Amendment

This Charter may be revoked, or, if desired, amended from time to time by action of the Faculty duly taken upon its own initiative or upon petition of the Association duly authorized by such vote of its members as may be required by its Bylaws.

For SBA policies go to <http://www.law.northwestern.edu/sba/mission/>.