Welcome from Acting Dean Ronald K. Chen

On behalf of the Faculty, administration and staff, welcome to Rutgers School of Law – Newark! Greeting each new entering class as you begin your entry into the legal profession is one of life’s renewable pleasures for me; all of us look forward to sharing in your growth as a student, as a scholar, and as a participant in an ancient and honorable profession dedicated to the administration of justice.

Over the next few weeks and months, in addition to experiencing the rigors of a Rutgers legal education, I hope you will also sense our dedication to excellence, opportunity, and impact—all of which makes this school so special. The outstanding quality of our academic program, diversity of our community, breadth of our clinical offerings, and reputation as one of the best law schools in the country for public interest are all things of which I am extremely proud.

I encourage you to take advantage of the many educational opportunities available to you in your three or four years as a Rutgers student. Learn as much as you can about legal theory and doctrine from an inspiring and dedicated group of scholars. Enroll in a clinic and acquire essential lawyering skills and a sense of professional responsibility from experienced practitioners. Take advantage of the interdisciplinary opportunities available at a global research university such as Rutgers and learn how the law interacts with other subject areas in the formulation of public policy.

And be active outside of the classroom. Whether that means writing for a journal, participating in moot court, joining a student organization, or volunteering for a pro bono project – find a niche and give it your all.

While there is no doubt that you are joining the legal profession in challenging times, we want to help you meet those challenges. And always remember that being a lawyer is a position of special trust and responsibility to which you should aspire with both pride and humility. Law school is a transformative experience, and we all are excited to be a part of the process as you become a lawyer. Good luck!

RONALD K. CHEN ’83
Acting Dean, Distinguished Professor of Law and Judge Leonard I. Garth Scholar
Welcome from the Associate Dean for Student Affairs

Welcome to Rutgers School of Law – Newark! Starting today, you are a member of an extraordinary community of student colleagues, scholars, lawyers, and educators – congratulations, and again, welcome.

This handbook provides information that should assist you to navigate all aspects of your academic careers and your lives as law students. We hope it will serve as a useful guide to available services and programs throughout the year. You should also find within these pages information to help you get to know the Law School’s neighborhood here in Newark’s Central Ward, so that you will feel encouraged to seek out the courtrooms, boardrooms, restaurants, and cultural centers that are within a few steps of our building. We have tried to gather here the most up-to-date information available, though some of the rules and procedures (and restaurants) may change during the course of the school year. If you have a question about the current status of a specific rule or policy, please contact my office, or that office most directly related to the rule or policy in question.

We anticipate that you will have an exciting and enriching time here, developing deep and lasting bonds with outstanding and talented colleagues from an exceptional diversity of backgrounds. Our mission is to provide you with any support we can as you develop as lawyers and scholars. In return, we look forward to your personal contribution to the fabric of Rutgers Law School community.

With warmest wishes for the year ahead, and for the rest of your Law School career,

Andrew J. Rothman ’90
Associate Dean
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## Academic Calendar 2014-2015

### Fall Term 2014

**August 2014**
- 20-22: Orientation
- 25: First Day of Classes

**September 2014**
- 1: Labor Day Holiday

**November 2014**
- 25: Thursday Class Schedule (Tuesday)
- 26: Friday Class Schedule (Wednesday)
- 27-30: Thanksgiving Recess

**December 2014**
- 3: Last Day of Classes
- 4-7: Reading Period
- 8-20: Examinations

### Spring Term 2015

**January 2015**
- 12: First Day of Classes
- 19: Martin Luther King Jr. Holiday

**March 2015**
- 15-22: Spring Recess

**April 2015**
- 27: Last Day of Classes
- 28-29: Reading Period

**May 2015**
- 4/30-5/12: Examinations

### Summer Term 2015

**May 2015**
- 11: LAWRS II Begins
- 18: Summer Session Classes Begin
- 25: Memorial Day Holiday

### Winter Term 2015

**January 2015**
- 5-10: Winter Session

**July 2015**
- 4: Independence Day
- 13: Last Day of Classes
- 16-23: Exams
- 23: LAWRS II Ends
Governance and Administration of the Law School

The University is governed by a Board of Governors, which is composed of the President of the University, eight governors appointed by the Governor of New Jersey with the advice and consent of the Senate, and seven governors elected by the Board of Trustees of the University. The President of the University is Dr. Robert L. Barchi. The principal academic administrative officer for the University in Newark is Chancellor Nancy Cantor, whose offices are located at 123 Washington Street (5th Floor).

The University Senate is a deliberative body composed of faculty representatives elected by the faculties of the various divisions of the University, student representatives elected from each degree granting college or school, and certain administrative members who serve ex officio. The law school elects one faculty and one student representative. Our faculty representative is Professor Peter Simmons. Dean Chen serves ex officio. The Senate, in general, advises the President of the University on a variety of matters pertaining to the University, and establishes the University calendar and schedule.

There are both undergraduate and graduate programs at Rutgers University - Newark. Two colleges offer programs leading to a baccalaureate degree - Newark College of Arts and Sciences (NCAS), the full-time day program, and University College-Newark (UC-N), the evening program. The graduate and professional schools, besides the School of Law, are the Rutgers Business School (RBS), which offers programs leading to a Master of Business Administration and a Ph.D.; the School of Public Affairs & Administration, which offers a Masters of Public Administration; the Graduate School-Newark, which offers programs leading to various masters degrees and to a Doctor of Philosophy; the School of Criminal Justice, which offers programs leading to both Masters and Doctorate degrees; and the School of Nursing, which offers an undergraduate as well as a masters and doctoral program. The Law School offers joint and dual degree programs with many of these graduate programs.

Law School Faculty

Faculty offices are located on the fourth floor of the Center for Law and Justice. Faculty secretaries are also located on the fourth floor, on the west side of the building; office hours are Monday - Friday 8:30 a.m. - 5:00 p.m.

Subject to policies and regulations adopted by the University Board of Governors and the central administration in New Brunswick, the law school faculty is empowered to make the important decisions affecting the law school - admission, curriculum, appointments to and promotion of faculty, academic standards, interdisciplinary programs, and the MSP. The faculty decides such questions as the school calendar and the length of class periods.

The faculty meets as a body regularly throughout the school year with Dean Chen presiding. It holds its meetings usually on the fourth Thursday of each month from 3:55-5:30 p.m. in Room 90, lower level. The meetings are open to the student body up to the seating capacity of the room, except when the faculty meets in executive session, which is primarily to deal with personnel matters. The agenda is distributed to the SBA in advance of each
meeting. The SBA president may designate up to five students to have the right to speak at faculty meetings.

The faculty maintains a number of standing committees to deal with areas of special concern. Many committees are composed of both of students and faculty members. With certain exceptions, all committee members have full voting power. Faculty members are appointed by the Dean, who also designates the chairperson. The student members are appointed by the SBA at the beginning of the fall semester. Each member serves for one year beginning in the fall semester.

Following is a list of the faculty committees, a short description of the committees’ duties, and the role of the student members where the role is limited.

**Admissions Committee** recommends to the faculty criteria for the admission of students and establishes policy guidelines by which the Admissions Office operates. The faculty members may review individual applications forwarded to it by the Assistant Dean of Admissions. Students are not members of this committee.

**Curriculum and Academic Policy Committee** examines and recommends to the faculty all requests for additions to or major changes in specific courses. (Decisions about seminars or course offerings of two credits or less are made by the Vice Dean.) The committee also concerns itself with matters of long-range planning and major administrative policies, placement and alumni relations, grading and examination policy, and development of the academic calendar.

**Appointments Committee** screens applicants for faculty appointment and makes recommendations to the faculty on appointments. It arranges for faculty candidates to be interviewed by the faculty and students. (Decisions about adjunct faculty appointments are made by the Vice Dean in consultation with the Dean.)

**MSP Committee** is concerned with all aspects of the MSP, including advisement, mentoring, academic support, and internships.

**Promotion and Tenure Committee** prepares background material for the tenured faculty relating to the promotion and tenure of faculty members. Students are not members of this committee, though the Student Bar Association may maintain its own committee to advise the faculty committee.

**Scholastic Standing Committee** makes recommendations to the faculty on such matters as scholastic regulations. The committee also sits (usually in panels of three faculty members) to adjudicate individual cases when a student falls within the Committee’s quasi-judicial jurisdiction, and hears student petitions for relaxation of academic regulations. When the Committee sits in its quasi-judicial capacity, student members participate only upon the request of the student before the committee, and then only in a limited fashion. When the Committee sits in its quasi-legislative capacity, students vote as they would in any other committee. Committee procedures are described in Chapter 2 (“Academic Deficiency”).

**Public Interest Committee** serves an advisory role to the Eric R. Neisser Public Interest Program and works closely with the Public Interest Fellows to develop initiatives within the school.
Budget and Planning Committee engages in strategic long-range planning and considers issues which relate to the school’s budget.

Faculty Development Committee, through symposia and regular gatherings, encourages the production and development of faculty scholarship.

Library and Technology Committee works with our law library director to meet the curricular needs of the law school and the scholarly research requirements of the faculty.
Administration

Administrative offices are located on the first and second floors of the Center for Law and Justice. With some exceptions, the offices are generally open from 8:30 a.m. to 4:30 p.m. Mondays through Fridays. Some offices are open several evenings a week. All offices will be available to part-time students in the evening by appointment. Students are encouraged to check notices at these offices for any schedule changes. More information regarding the services provided by these offices than provided in the text below can be found on the Law School website.

Ronald K. Chen  
Acting Dean, Distinguished Professor of Law and Judge Leonard I. Garth Scholar  
973-353-5551  
Room 193A, CLJ  
ronchen@kinoy.rutgers.edu

The Dean is the chief executive officer of the Law School and is responsible for the overall educational program and administration of the school. Ronald Chen, Acting Dean and Professor of Law, serves as liaison with the Newark Chancellor, the central University administration in New Brunswick, the Alumni Association, the New Jersey State Bar Association, and other key external groups and individuals, while at the same time overseeing all aspects of the operation of the Law School.

Reid Weisbord  
Vice Dean, Professor of Law  
973-353-3147  
Room 451, CLJ  
rweisbord@kinoy.rutgers.edu

Vice Dean and Professor Reid Weisbord is principally concerned with faculty-related matters and educational programming and curricular planning. Students may see him about curriculum, grading policies, and other matters affecting academic policies.

Stuart L. Deutsch  
Acting Senior Associate Dean for Academic and Student Services, University Professor, Willard Heckel Scholar and Director of Global and International Programs  
973-353-5481  
Room 171, CLJ  
sdeutsch@kinoy.rutgers.edu

Acting Senior Associate Dean Stuart Deutsch oversees all administrative functions relating to students. He supervises the Deans for Admissions, the Minority Student Program, Career Services, Student Affairs and Academic Services, as well as the Financial Aid Manager. Dean Deutsch is primarily responsible for establishing policies and procedures with respect to admissions and career services activities, and all instructional planning. He also is responsible for counseling and planning the upper class curriculum for students whose GPAs fall below a threshold set by the faculty.
Andrew J. Rothman  
Associate Dean  
973-353-5671  
Room 176, CLJ  
arothman@kinoy.rutgers.edu

Associate Dean Andy Rothman is responsible for all services provided by the Student Affairs office. The Student Affairs Office provides a vast array of student services, including general counseling and academic advisement; oversight of independent projects; advising for all non-academic student organizations; coordination of orientation- and graduation-related activities; and serving as the clearinghouse for information and services for individual students. This office also administers the University Code of Student Conduct as it relates to law students, and handles questions about, or claims of, sexual, racial or other harassment among students, or involving students and law school personnel. Student Affairs also manages accommodations made by the law school for students with disabilities.

John Joergensen  
Associate Dean, Professor of Law and Director of the Law Library  
973-353-1356  
Room 364, CLJ  
joergensen@kinoy.rutgers.edu

As Associate Dean and Director of the Law Library, Professor Joergensen oversees all aspects of the library’s operations.

Karen Fromkes  
Associate Dean for Operations and Technology  
973-353-3155  
Room 388, CLJ  
kfromkes@kinoy.rutgers.edu

Associate Dean Karen Fromkes oversees all aspects of administrative and instructional technology as well as secretarial support for faculty. Her staff provides installation and maintenance of hardware and software in support of computing, printing, email and file service, audio-visual projection, and networking, as well as system administration and web hosting.

Marie Melito  
Associate Dean for Finance and Administration  
973-353-5334  
Room 196, CLJ  
mmelito@kinoy.rutgers.edu

Dean Marie Melito is in charge of the law school’s business affairs. She also supervises the disbursement of funds and maintains payroll and other financial records.

Andrew L. Rossner  
Associate Dean for Professional and Skills Education and Director of the Institute for Professional Education  
973-353-5346  
arossner@kinoy.rutgers.edu

Dean Rossner oversees the Field Placement Program and the Moot Court Board, and currently teaches Antitrust, Intensive Trial Advocacy, Evidence, Evidentiary Issues at Trial, Intensive Deposition Advocacy and courses
in the Institute for Professional Education. Dean Rossner runs the Institute for Professional Education, a partnership of the Rutgers Schools of Law Newark | Camden offering high-quality, cutting-edge educational programs to members of the professional community.

Yvette Bravo-Weber  
Assistant Dean for the Minority Student Program and Externships  
973-353-3064  
Room 172, CLJ  
ybravoweber@kinoy.rutgers.edu

Assistant Dean Yvette Bravo-Weber oversees the MSP Program, which includes the MSP Orientation, the MSP summer internship program and the MSP academic support program. She also is a member of the Admissions Committee and the MSP Committee, advises the Dean on minority legal issues and serves as liaison to the minority bar associations and other external organizations. Dean Bravo-Weber also oversees the law school’s externship programs, including judicial externships, immigration law externships, the Attorney General externship and the IP externship.

Anita Walton  
Assistant Dean for Admissions  
973-353-3077  
Room 214, CLJ  
awalton@kinoy.rutgers.edu

Assistant Dean Anita Walton is responsible for coordinating all admissions and recruitment for the law school and, in conjunction with Deans Deutsch and Bravo-Weber, reviews all applications for admission to Rutgers Law School. Her office is responsible for all communications with prospective students and applicants for admission, including students seeking full and part-time admission as first-year students and students seeking to transfer to Rutgers Law School or attend as a visiting student enrolled at another law school.

Linda Garbaccio  
Assistant Dean for Academic Services  
973-353-5396  
Room 174, CLJ  
lgarbaccio@kinoy.rutgers.edu

Assistant Dean Linda Garbaccio manages the Office of the Registrar. The Law School Registrar’s Office is responsible for all academic record-keeping functions; registration materials and class rosters are prepared and distributed from this office, enrollment changes and grades are recorded here, and examination numbers are distributed from here. Dean Garbaccio also administers all in-class law school examinations.

Stephanie Richman  
Assistant Dean for Career Services  
973-353-3081  
Room 226, CLJ  
srichman@kinoy.rutgers.edu

Assistant Dean Stephanie Richman oversees the Career Services Office and Elizabeth Acevedo is the Assistant Director whose work is directed toward employer outreach and special initiatives. This office is responsible for all law school career development activities for students and alumni, including career counseling sessions, seminars, and workshops. This office offers a wide range of traditional and innovative services to assist students and
graduates in developing career goals and conducting an effective job search. The Career Services Office provides skills training programs, panels and workshops, coordinates our extensive on-campus interview program, and maintains career search tools and resources, including on-line job postings, an electronic judicial clerkship application process, streamlined resume referrals, and a full service on-line career resource library, and work-study assignments.

Nicky Fornarotto
Director of Law Student Financial Aid and LRAP Administrator
973-353-1702
Room 229, CLJ
nfornarotto@kinoy.rutgers.edu

Nicky Fornarotto is the Director of Law Student Financial Aid and LRAP Administrator. The Financial Aid office works directly and exclusively with law school students, serving as liaison with the University financial aid office, and is responsible for offering financial counseling to students, and administering awards, scholarships and other funds provided to law school students, including the Fannie Bear Besser Student Emergency Loan Fund. This office also coordinates the Loan Repayment Assistance Program, which helps graduates who take employment in public interest and public service jobs pay down their law school student loans.

Janet Donohue
Director of Communications
973-353-5553
Room 175, CLJ
jdonohue@kinoy.rutgers.edu

As the Director of Communications, Janet Donohue is responsible for media relations, publications, website content, certain special events and alumni relations functions. She works with student journals and organizations to promote programs such as symposia, conferences, and panel discussions that are of potential interest to media and audiences outside the law school.

Ava Majlesi,
Director of Development
973-353-3085
amajlesi@kinoy.rutgers.edu

As the Director of Development, Ava Majlesi coordinates all Law School efforts to attract resources to the institution from a variety of sources. Students will frequently interact will this office, particularly when involved in fundraising efforts for student organizations and other initiatives.

Sarah Koslowski Regina
Director of Academic Support
973-353-3066
sregina@kinoy.rutgers.edu

The Director of Academic Support implements programs designed to ensure academic success of students, both in law school and on the bar exam. She teaches, along with Dean Deutsch, the course in Legal Analysis, and assists and counsels student who will benefit from enhanced support programs.
Student Organizations

The variety of student-run organizations reflects the varied professional, political, social, and community interests of the student body. Each organization may receive a budget from the Student Bar Association which in addition to covering expenses for various programming needs, covers the costs of duplication and telephone service, if the organization has telephone service. Membership in all organizations is open to all students except those groups awarding academic credit - indicated by an asterisk (*) below - who select staff members through competition or by submission of satisfactory written work. Organizations that received funding from the Student Bar Association for the 2014-2015 academic year are listed below, with the names and e-mail addresses of organization leaders for this year.

Student Bar Association
973-353-5868, Room 091

Yousef Saleh  
President  
yousef.saleh@rutgers.edu

Mike Griffith  
Vice President (Day)  
michael.griffith@rutgers.edu

Wayne Janke  
Vice President (Eve.)  
wayne.janke@rutgers.edu

Achille Alipour  
Treasurer  
a.alipour01@rutgers.edu

The Student Bar Association (SBA) is the umbrella organization for all other organizations in school. Extracurricular affairs of the school are governed by the SBA, which consists of elected representatives from each class, chosen on a proportional basis; these representatives elect officers to govern the association. The SBA is governed by a constitution and bylaws, and has at its disposal funds received from student activity fees. These funds are allocated by the association to the various student organizations in the school.

The SBA is the representative body of law school students acting as a vehicle for the expression of student concerns and the promotion of student participation in the affairs of the law school, the Rutgers University system, the legal community, and the community in general. A major function of the SBA is appointment of student members to most of the faculty standing committees. These appointments are open to all members of the student body. They provide an opportunity for students to work face-to-face with faculty in developing and directing school policy, programs, and functions. Appointments to these committees are made by the SBA Executive Committee with the advice and consent of the SBA membership.

The SBA also maintains many of its own committees, comprised exclusively of students, to help develop and advocate constructive changes in the law school and the community at large.

* The Moot Court Board
Room 391
mootcourtboard.rutgers@gmail.com

Wan Cha  
Co-Chair  
wan.cha728@rutgers.edu

Alex Larkin  
Co-Chair  
alexandra.larkin@rutgers.edu

* The Moot Court Board
Room 391
mootcourtboard.rutgers@gmail.com

Wan Cha  
Co-Chair  
wan.cha728@rutgers.edu

Alex Larkin  
Co-Chair  
alexandra.larkin@rutgers.edu
The Moot Court Board is an autonomous, student-run organization that promotes superior advocacy skills. The board administers two internal advocacy competitions each academic year: the Baker Mock Trial Competition each fall and the Cohn Appellate Advocacy Competition each spring, which is used to select the members of the Rutgers National Moot Court Competition. Both competitions are open to both board and non-board member students. In addition, the board encourages and assists in student participation in specialized outside competitions as well as preparing these teams for competition. The board is selected from eligible students demonstrating high achievement in brief writing and exceptional oral advocacy skills. You can learn more about the board and our competitions at rutgersmootcourtboard.com.

Student Journals
(The five Faculty approved student journals, along with the Moot Court Board, are co-curricular enterprises, participation on which can earn academic credit with the approval of the faculty adviser. Other publications are student organizations that do not earn academic credit, but publish articles on law related topics.)

*Rutgers Law & Technology Journal
973-353-5549, Room 312
RutgersCompTech@gmail.com

Michael Affrunti
Editor-in-Chief
mikeaff@scarletmail.rutgers.edu

The Journal is a student-run, law-review-style publication, focusing on issues arising from the interaction of computers and other technologies with the law. First in its field, the Rutgers Computer and Technology Law Journal strives to keep judges, policymakers, practitioners and the academic community abreast of the dynamic legal issues arising from society’s interaction with computers and emerging technologies. Since its inception, the Journal has maintained a tradition of excellence and has designed each issue to foster critical discourse on the technological breakthroughs impacting the legal landscape. The Journal’s success is reflected in a subscription base of about four hundred national and international subscribers, as well as in its citation in numerous texts, articles and judicial opinions, including those of the United States Supreme Court.

*Samantha Tilipman
Editor-in-Chief
lawrecord@gmail.com

The Rutgers Law Record uses the internet to advance the law review genre. The Rutgers Law Record’s publishing concept embraces the Internet as a means to enhance the content and context of each work by linking it to legal resources and related materials on the worldwide web. This concept also recognizes an opportunity for mixing established stylistic formats with the Internet’s creative tools to create new forms in the law journal genre. The Law Record seeks to facilitate quick dissemination of the legal community’s initial impressions of ground-breaking legal issues with innovative articles and cutting edge viewpoints. To accomplish this goal we publish online symposiums consisting of articles written by practitioners, judges, and academics. In addition, we actively promote each addition by publicizing our issues with relevant professional associations.

*Rutgers Law Review
973-353-5391, Room 313
review@pegasus.rutgers.edu

Linda Lee
Editor-in-Chief
linda.lee@rutgers.edu
The Law Review is the oldest student run scholarly publication of Rutgers Law School. It publishes critical legal opinion, including articles on important legal problems by authorities in their respective fields, student commentary, and book reviews.

* Rutgers Race and the Law Review
973-353-3141, Room 314
racelawreview@gmail.com

Kiera Kenniff
Co-Editor-in-Chief
kiera.kenniff@rutgers.edu

Daniel Pierre
Co-Editor-in-Chief
daniel.pierre@rutgers.edu

Rutgers Race and Law Review provides a forum for scholarship and dialogue on race, ethnicity, and the law. Established in 1996, it is the second journal in the nation to focus on the broad spectrum of multicultural issues. It addresses the concerns of people of color and covers various types of political ideologies, philosophies, and religions. Of special interests are treaties, agreements, and laws promulgated among different countries and the impact they have on diverse people. Consequently, the Race Review covers international as well as national topics of race and the law.

* Women’s Rights Law Reporter,
973-353-3106, Room 312
wrlr.editors@gmail.com

Sara Cohen
Co-Editor-in-Chief
sbcohen@rutgers.edu

Bryan Small
Co-Editor-in-Chief
bryan.small@rutgers.edu

The Reporter has the distinction of being the first periodical in the country to focus on legal scholarship from a feminist perspective. Brought to the law school in 1972 by then professor and now Supreme Court Justice Ruth Bader Ginsburg, the Women’s Rights Law Reporter publishes articles on thought provoking, current, and sometimes controversial legal issues affecting women.

Other Student Organizations

Asian/Pacific-American Law Student Association (APALSA), Rm. 092
rutgers.apalsa@gmail.com

Casey Lee
President
casey.lee@rutgers.edu

Nemesh Bhatte
Vice-President
nemesh.bhatte@rutgers.edu

APALSA, established at the law school in 1976, is dedicated to the admission and retention of Asian/Pacific-American law students, particularly those who will go on to help the legally underserved Asian/Pacific-American community. Members work to foster awareness of Asian/Pacific-American legal and social issues within the law school and strive to build ongoing relationships with other groups and students interested in both law and justice. The Rutgers chapter also sponsors joint activities with other east coast APALSA aimed at community education and the development of interest in legal careers among Asian and Pacific-Americans.

Association of Black Law Students (ABLS)
Room 093, ablsrutgersnewark@gmail.com

Gregory Green
President
gregory.green@rutgers.edu
ABLS is an organization of Black/African-American law students whose goal is to foster a just and equitable administration of the law. Programming is geared towards promoting the initiatives, professionalism, interests, and academic excellence of Black students pursuing a legal education. Since ABLS’s inception, diverse programming has been used to project the interests of all students matriculated at Rutgers School of Law; to encourage and assist African-American people in the pursuit of law; to promote professionalism and excellence among these law students; to serve as a law student resource to the Greater Newark community; and African-American people in general.

Association of Latin American Law Students (ALALS)
Room 014, alals.rutgers@gmail.com

Andrew Arthur
Co-President
andrew.arthur@rutgers.edu

Christina Galarza
Co-President
christina.galarza@rutgers.edu

The Association of Latin-American Law Students’ goals are to 1) encourage the study of law among Latin-American students by initiating programs of recruitment and information; 2) ensure the retention of Latin-American law students enrolled at the law school by implementing programs of assistance designed to aid the student beyond the scope of materials covered within the classroom; 3) protect the interests of Latin-American students within the law school on issues pertaining to school policies, particularly in the areas of academic standing, hiring and retention of faculty, and admissions procedures; 4) educate and sensitize the law school community and other interested groups to the pressing problems confronting the Latin-American community; and 5) support and assist, wherever possible, those other groups both within and without the law school that demonstrate their concern for the well-being and survival of the Latin-American community.

The Christian Legal Society (CLS)
Room 011
rutters.christian.legal.society@gmail.com

Valerie Shore
President
valerie.c.shore@rutgers.edu

The Christian Legal Society is devoted to developing individual and collective relationships with God; to studying and analyzing the law and recent developments from the Christian perspective; and to establishing closer ties between the law school and the surrounding community through community service activities.

Conflict Resolution Law Journal
Room 001D, rcrlj@pegasus.rutgers.edu

The Conflict Resolution Journal is dedicated to the exploration of alternative dispute resolution, such as negotiations, mediations, arbitration, consensus building and alternative forms of litigation such as mini-trials. The journal features writings relevant to lawyers, practitioners of ADR and scholars in diverse disciplines who are concerned with alternate forms of resolving conflict. The RCRLJ encourages those interested in alternative conflict resolution to find effective means of settlement of issues ranging from neighborhood disputes to international conflict.

The Entertainment, Art, and Sports Law Society
entspo.ru@gmail.com

Mark Peisecki
President
mark.peisecki@rutgers.edu
The Entertainment, Art and Sports Law Society at Rutgers School of Law - Newark stands to educate, assist, and provide outreach to the school’s students in the disciplines of entertainment and sports law. The society serves to provide a forum for like-minded students to meet and share thoughts, knowledge, and experience within these fields. ENTSPO holds events with the participation of attorneys and professionals currently practicing in the entertainment and sports law fields in order to further spread interest, educate on current trends, and create networking opportunities for both those students hoping to one day practice in this area of law, and those simply looking to learn more about the field. ENTSPO annually holds intramural sports competitions along with social mixers as initiatives meant to foster student involvement in the group and as methods for fund-raising. Each year, ENTSPO hosts the annual Entertainment and Sports Law Symposium, bringing together a prominent panel of practicing attorneys and/or law school graduates with interesting perspectives and insights into relevant fields. Additionally, ENTSPO serves as an intermediary between the student body and other relevant nationwide groups, notifying and supporting students in relevant writing competitions, scholarships, and job opportunities.

Environmental Law Society (ELS)
elnewark@gmail.com

Matt Knoblauch
President
mknob@scarletmail.rutgers.edu

Barbara Strauss
Vice President
barbara.strauss@rutgers.edu

The Environmental Law Society is a student organization dedicated to promoting awareness and interest in the environment, and providing opportunities for students interested in environmental careers. ELS hosts events with environmental lawyers and experts from the government, public interest groups, and private law firms. In addition, ELS provides volunteer opportunities for students to receive hands on experience with various local environmental organizations.

Evening Student Association

The Evening Students’ Association (ESA) consists of elected representatives from the evening program and is designed to represent the needs of evening students. The organization strives to: foster communication between evening students, day students, and the administration; promote fruitful relationships between past and present evening students; and to highlight the evening students’ skills and areas of interest.

The Federalist Society
Room 011
rutgers.federalist.society@gmail.com

Dan Mariani
Vice President
daniel.mariani@rutgers.edu

Joseph Doll
Vice President
joseph.doll@rutgers.edu

The Federalist Society is a group of conservatives and libertarians interested in the state of the legal order. It is founded on the principles that the state exists to preserve freedom, that the separation of powers is central to our Constitution, and that it is emphatically the province and duty of the judiciary to say what the law is, not what it should be. Since its inception, the Federalist Society has provided a forum for legal scholars of opposing views to come together. This
chapter received the Federalist Society National Alexander Hamilton Award for Most Improved Chapter in 2010-2011.

**Human Rights Forum**

The Human Rights Forum is dedicated to raising awareness of human rights violations in both the international and domestic spheres, addressing such topics as war crimes, genocide, torture, human-trafficking, poverty, homelessness, public health concerns, unjust imprisonment and capital punishment. Our projects include organizing educational forums and debates concerning current human rights issues, raising funds to support human rights initiatives, and working with various human rights-focused organizations through hands-on volunteer opportunities.

**The Intellectual Property Law Society (IPLS)**
Room 012, ipls.rutgers@gmail.com

Robert Spawn
President
robert.spawn@rutgers.edu

Lauren Ross
Vice President
lauren.ross@rutgers.edu

The Intellectual Property Law Society advances the study of and encourages interest in the various areas of intellectual property law at Rutgers School of Law-Newark. The goal of the society is to provide the law school community with exposure to the fields of copyright, trademark, trade secret, patent and unfair competition laws.

**Michelle Rosen**
Vice President
michelle.rosen@rutgers.edu

The Jewish Law Student Association (formerly the Decalogue Society) looks to promote issues of importance to the Jewish community and to provide cultural, social, charitable, and educational events for Jewish students and other students interested in same. We have monthly meetings, cultural events, social events, “lunch and learns,” and distinguished speakers. Membership in the JLSA is open to all interested Rutgers School of Law-Newark students, regardless of race, religion, ethnicity or any other classification.

**The Labor and Employment Law Society (LELS)**
Room 011, lelsatrutgers@gmail.com

Jonathan Tolentino
Co-President
jontolen@pegasus.rutgers.edu

Malcolm Thorpe
Co-President
malcolm.thorpe@rutgers.edu

The Rutgers Labor and Employment Law Society is a student-run organization devoted to promoting educational and career-oriented activities for students interested in the practice of labor and employment law. LELS creates networking opportunities for students by facilitating contact with potential employers, assists in hosting an ICLE event each year, and organizes a speaker series that addresses substantive and practical issues in the field.

**The Jewish Law Students Association (JLSA)**
Room 011

Robert Solomon
President
robert.solomon@rutgers.edu

Law Students for Reproductive Justice

Pina Cirillo
Co-Chair
p.cirillo@rutgers.edu
Law Students for Reproductive Justice is a student led, student driven national non-profit network of law students, professors, and lawyers committed to attaining reproductive justice, which will be achieved when all people and communities have access to the information, resources, and support they need to attain reproductive self-determination. This includes the creation of legally tenable, realistically accessible avenues for informed, consensual, unobstructed decision making, which is free from coercion, discrimination and violence. Our goal is to ensure that a new generation of advocates will be prepared to protect and expand reproductive rights as basic civil and human rights.

The Public Interest Law Foundation (PILF)
Room 013, pilf@pegasus.rutgers.edu

Casey Lee
Co-Chair
casey.lee@rutgers.edu

Caitlin Miller
Co-Chair
caitlin.miller@rutgers.edu

PILF, the Public Interest Law Foundation, at Rutgers School of Law-Newark is a unique, student-run, non-profit organization charged with the primary task of raising funds which are provided to students with summer positions in the public interest field. PILF grants allow our students to pursue unpaid domestic and international internship opportunities in government, community, and private organizations. PILF also works on campus to increase awareness of public interest law and the benefits of community involvement.

Rutgers International Law Society
Room 011, rutgersils@gmail.com

The Rutgers International Law Society (ILS) is the catalyst for students interested in international law. Members’ interests are broad, and include international business, human rights, and environmental law, among many others. ILS provides a forum for students wishing to develop an awareness of international legal issues and for those wishing to pursue careers in international law. The society plans presentations on international law, sponsors speakers, coordinates with other student organizations, and promotes international law programs and courses at the law school in order to integrate an international law perspective.

Rutgers Lesbian Gay Bisexual Transgender Caucus

Room 013

Jacob Hines
Chair
jacob.hines@rutgers.edu

The Rutgers Lesbian Gay Bisexual Transgender Caucus was organized in 1976. Its main objectives are to represent the interests of the gay, lesbian, bisexual and transgender students of the school; to encourage the study of law affecting gay, lesbian, bisexual and transgender people; to educate the general school community on important issues relating to the rights of gays, lesbians, bisexuals and transgender people; and to provide information, leadership, encouragement, and debate on the important issues affecting gays, lesbians, bisexuals and transgender people such as the right to marry and divorce, the right to privacy, the right to be free from employment and public accommodations discrimination, the right to child custody, and criminal law reform. The organization coordinates efforts with all schools in the metropolitan area and with national professional organizations such as Lesbians in Law and others.

Muslim Law Student Association (MLSA)

The Rutgers–Newark Muslim Law Students Association (MLSA) is designed to promote and
advance knowledge of Islamic jurisprudence and Islamic culture in the R–N Law School community and serve the best interests of Muslim students.

**Older and Wiser Law Students (OWLS)**

OWLS provides support, networking, and social events for students with significant life experience prior to entering law school. Formed in 2005, OWLS helps students identify career opportunities, solve challenges unique to older students, and provide academic and social mentoring for first-year students. Regular meetings and events are held throughout the school year, including collaborations with O.W.L.S. groups at other area law schools, coffee hours, and lectures by others for who law was a second career. All OWLS events are open to all Rutgers Students.

**Phi Alpha Delta**

PADJacksonChapter@gmail.com

Samantha McCluskey
samantha.mccluskey@rutgers.edu

Victoria Bell
tori.bell@rutgers.edu

Founded in 1902, Phi Alpha Delta is now the world’s largest law fraternity with over 300,000 members forming 205 law school chapters, 99 alumni chapters and 296 pre-law chapters. Phi Alpha Delta is a professional law fraternity composed of law students, attorneys, judges, and educators dedicated to promoting professional competency, service, and achievement within the profession. Approximately one out of six attorneys in the U.S. is a member of PAD. Four sitting Justices of the US Supreme Court are members and six US Presidents have been members. Phi Alpha Delta provides a forum for law students and professionals to exchange ideas, allowing its members to develop invaluable networking contacts.

**Rutgers Business Law Review (RBLR)**

973-353-3175, Room 001D
businesslaw@pegasus.rutgers.edu

Rutgers Business Law Review (RBLR) has been in existence for nearly a decade. Initially focused on bankruptcy law, RBLR has evolved into a broad-based, interdisciplinary business law journal that provides an academic forum for serious research, analysis, and exploration of current legal trends effecting business. Past issues have featured articles covering antitrust, bankruptcy, corporate, contract, real estate, securities, tax, and administrative law, among other topics. RBLR holds itself to a high standard of excellence and strives to be one of the nation’s premier academic legal journals covering business law topics.

**Women’s Law Forum (WLF)**

Room 014, ru.womenslawforum@gmail.com

Chloe Gogo
Co-Chair
chloe.gogo@rutgers.edu

Mallory Kowalczyk
Co-Chair
mallory.kowalczyk@rutgers.edu

The Women’s Law Forum is a student organization dedicated to increasing the voice of female students at the law school. The goal of WLF is to educate and increase awareness on legal and social issues affecting women in the legal profession and in society as a whole. WLF members contribute to Rutgers Law and the greater community in a variety of ways including but not limited to: speaker panels, networking opportunities, a mentoring program with the Alumni Association, and through public service. Some of our annual events include Ladies’ Day, International Women’s Day and Take Back the Night. WLF events are open to all students and people from the community, and membership is open to all interested students.
Health and Wellness

University-operated services and facilities for Rutgers-Newark students are described below. The telephone extension numbers should be preceded by "353" when telephoning from outside the University internal telephone system. When dialing from a University phone, dial just the extension. A few private facilities on related topics are also mentioned.

Student Health Center
Blumenthal Hall, 249 University Avenue, Room 104, ext. 5231
24-hour Nurse Line: 866-221-9674
In an emergency call the University Police at ext. 5111 (973-353-5111) or regular ext. 5581 (973-353-5581)

Open Mondays through Fridays from 8:30 a.m. to 4:30 p.m., the Health Center offers a wide range of medical services including: unlimited visits with the full-time staff physician and nurses: physical assessments and consultants; gynecological examinations (by appointment only), including pelvic examinations and family planning; referrals as needed; health-education consultation, including STD screening and hypertension screening; and laboratory tests, when ordered by the staff physician or nurse. The Center operates a pharmacy, open Monday-Friday from 8:45 a.m. 4:45 p.m. Two psychiatrists and two psychologists are also on staff, as well as a licensed alcohol and CDS abuse counselor.

There is a modest charge for some services, such as allergy injections and immunizations, but generally services are free to full-time students who have paid for them through the student fee. “Part-time” students (i.e., students enrolled for 11 or fewer credits) may use the Center upon payment of the health and insurance fee each semester. The Center’s services also are available to a student’s spouse or dependents for whom appropriate fees have been paid. The Center encourages the appointment system. All services in the Center are purely confidential.

Student Health Insurance

New Jersey state law requires comprehensive health insurance coverage for all college students who are registered full time and enrolled in a degree-seeking program. Students may:

• use an existing health insurance plan, or
• enroll in a university-sponsored student health insurance plan.

Rutgers has contracted with University Health Plans to manage the Student Health Insurance Plan. On the University Health Plans website at http://www.universityhealthplans.com/custom/Rutgers_student_id.html you can:

• provide enrollment information, or
• complete the process for waiving coverage.

The deadline to waive for Fall 2014 is September 15, 2014. After this date, even if you have other coverage you will be responsible for the student health insurance premium for the Fall 2014 semester. Waiver and enrollment is done on a semester basis.

Psychological Services
Blumenthal Hall, Room 101, ext. 5805

The staff at counseling services is available for short-term psychological counseling done in complete confidence. Appointments (including those for stress management) can be made by calling the above number, but because of the high demand for these services campus-wide, there is often a fairly long wait for an initial appointment. However, special needs and emergency circumstances will take priority over regular appointments, and Dean Rothman has had great success in arranging for emergency sessions on extremely short notice. Do not hesitate to consult with Dean Rothman if you
have any concerns, and think that you might need to consult with a mental health professional.

**Alcohol & Substance Abuse Counseling**  
Blumenthal Hall, Room 101  
Polly McLaughlin ext. 1236

The Alcohol Assistance Program and the Substance Abuse Counseling Program is a counseling and information program for students who are concerned about their drinking or drug use, about a friend’s drinking or drug use, or about alcohol and other substance abuse in their family. Services are confidential and there is no fee. Ms. McLaughlin has been inordinately helpful and encouraging to the students who have sought her guidance; this is one of Rutgers’ most successful programs.

**Gymnasium (“Golden Dome”)**  
Warren and Washington Streets, ext. 5475

The gymnasium is available for individual students and student-group use. It has an Olympic-sized swimming pool, basketball, racquetball, volleyball, and tennis facilities on a multipurpose floor, and a new equipped and expanded weight-room and aerobics center equipped with video monitors, conditioning machines, floor and exercise space, crew training equipment, and nautilus trainers. The gym also has full shower and locker facilities.

The law school maintains a regular intramural basketball team that practices and plays all year, and ultimately competes for the Brick City Trophy against Seton Hall Law School.
Rutgers University – Newark

Resources

ID Cards

Rutgers I.D. cards are issued at the ID window on the third floor of Blumenthal Hall (Student Services Building). There is no separate charge for the cards, although there is a charge for replacement. A Rutgers University student number will be necessary to obtain an I.D. card; entering students who have not done so sooner will receive I.D. cards during Orientation. Students are required to carry their cards with them and show them upon entering the building, and upon request by University officials, most likely security personnel. **Note:** for security reasons, your ID will not give you access to the building after hours.

Newark Registrar

This office is responsible for determining in-state, out-of-state status, and for preparing your official transcript, although most law school record-keeping requests are filled by Dean Linda Garbaccio, Assistant Dean for Academic Services. This is also the office to see about using buildings on the main NCAS campus (except the Robeson Campus Center) for meetings and other programs. The office is located on the third floor of Blumenthal Hall, Room 309, ext. 5324.

Overnight Delivery Service

Overnight mail services (Federal Express) is available near the front of the Law School on Washington Street at the New Street traffic light. Pick-up is daily, and usually by 6:00 p.m.

Office of International Student Services

Conklin Hall, Room 120, ext. 1427, Jeannie Wang

Dean Wang will provide international students with special counseling and assistance with paperwork problems.

Ministries

Chaplains are available at regularly scheduled times and by appointment for personal counseling and assistance with programs and activities. Students may consult the following organizations:

Catholic
Newman Center
45 Bleeker Street
Newark, NJ
973-642-1613

Episcopal
Trinity/St. Phillip’s Cathedral
608 Broad Street
Newark, NJ
(973) 643-0137

Greek Orthodox
Ss. Nicholas, Constantine & Helen Greek Orthodox Church
80 Laurel Avenue
Roseland, NJ
(973) 251-2920

Muslim
Muhammed’s Mosque No. 25
15 James Street
Newark, NJ
(973) 624-5532

Jewish
Jewish Community Center
760 Northfield Avenue
West Orange, NJ
(973) 530-3400

Child and Day Care Facilities

Rutgers Newark Child Care Center
Office of the Chancellor
The Rutgers Newark Child Care Center is now open to serve Rutgers faculty, staff, students and alumni. The Rutgers Newark Child Care Center provides:

- Services to children 2 ½ to 5 years old
- Year round service
- Flexible extended hours (7:30am to 9:00pm)
- Operation in accordance with the Rutgers school calendar
- CCampus grants to eligible students

**Dana Library**
Campus Plaza, ext. 5901

This is the general reference library for Rutgers University – Newark. Rutgers law students may borrow not only books, but also audiovisual materials, films from the Rutgers film library, and government documents. The Dana Library Jazz Archives is generally considered to be one of the finest, most complete collections of jazz recordings and artifacts in the world. The library is open Mondays through Thursdays from 8:00 a.m. to 12:00 a.m., Fridays 8:00 a.m. to 7:00 p.m., Saturdays 10:00 a.m. to 6:00 p.m., and Sundays 12 noon to 8:00 p.m.

**Robeson Student Center**
350 Dr. Martin Luther King, Jr. Blvd. (behind Dana Library)
Ext. 5568

This building has numerous facilities available to law students. Here are located a dining hall & food court, a variety of meeting rooms for student groups and organizations, and a catering service. The self-service dining hall serves meals and snacks on Mondays through Thursdays until 6:30 p.m. and on Fridays until 4 p.m. The University Club is a lunch only buffet on the Student Center’s second floor that offers a rich variety of food options. Meetings and program rooms - including the Multipurpose Room - may be reserved at little charge at the Student Center office. Audiovisual equipment may be borrowed by students at little cost. Aramark, the food service, caters functions either at the Center or elsewhere on campus. The Center also contains lounges (one with a TV), game room, and an art gallery. The Robeson Center is supported solely by funds from student fees and user charges. For further information about the facilities at the Center, as well as those at other nearby locations, such as the New Jersey Institute of Technology (NJIT), see Dean Rothman.

**The Bookstore**
Braden Hall, Warren Street and Martin Luther King Blvd
Ext. 5377

The University Bookstore (Barnes & Noble Book Service) stocks all textbooks assigned by the faculty as well as a complete line of hornbooks and other legal-studies aids. Most of the books it sells are new. It also carries a limited variety of school supplies and specialty items like Rutgers T-shirts. The student-run shop “Legal Matters” in the Atrium of CLJ also offers some school supplies as well as a far more extensive line of Rutgers Law School signature merchandise.

The Bookstore is informed of all textbooks ordered by the Law School faculty well in advance of the start of each semester, and so all books you need should be available directly from there. The Law School also posts booklists each semester on Blackboard, and you can order your books on-line by independent web-based vendors if you so choose.
Be aware that new editions of casebooks are regularly published, and your professors will require that you have the specific edition they indicate on the list. Also be aware that, should books be available in electronic form for use with an eReader, you may purchase the book in that format. However, the eReader will not be permitted to be brought in to an exam; therefore, in classes in which an open book exam is given, you may be at a disadvantage.

New Jersey Books, Inc., a private bookstore on University Avenue at Bleeker Street, sells law books (both used and new) and supplemental materials. It is a second source for law school materials, and acts as a back-up for the regular bookstore in stocking class texts.

Parking and Transportation Services
Blumenthal Hall, Room 209
Ext. 1839

The University’s Parking Decks are open as follows: Parking Deck I on University Avenue between New and Warren Streets is open to students living on campus 24 hours a day, seven days a week, and to non-residents from 7:00 a.m. to midnight seven days a week; Parking Deck II on Washington Street, corner of Warren Street, is open from 7:00 a.m. to midnight, Mondays – Thursday, and to 10:00 p.m. on Fridays. Students are eligible to park there upon purchasing a registration decal from the Parking and Transportation Services Office, Blumenthal Hall, 249 University Avenue. Students may also opt to purchase a semester long prepaid parking permit, for daily commuter parking during the period prior to the expiration of the permit. Campus parking and traffic regulations are obtainable from the Parking Office, Blumenthal Hall, telephone 353-1839, or on the Rutgers University – Newark web site at http://nwkparking.rutgers.edu/

Student Transportation Discounts

Full-time students may purchase monthly New Jersey Transit railroad commutation tickets at 25% off the regular fare. See your local station master for the application. Forms are validated by Ms. JoAnn Watral at the 1st floor reception desk. Monthly passes for New Jersey Transit users also permit unlimited free use of the Newark Light Rail service, between Newark Penn Station and Washington Street. The University maintains shuttle bus service that connects the main Center for Law and Justice with Newark’s train and bus stations and the Talbott and University Plaza Apartments. In addition, the Council for Higher Education in Newark (CHEN) provides van service to transport students and staff from Rutgers-Newark, Essex County College, NJIT, and UMDNJ to several stops in University Heights and to New Jersey Transit’s Broad Street train station.
General Law School Information

The Center for Law and Justice

The Center for Law and Justice of Rutgers University, located at 123 Washington Street, Newark, houses the School of Law, the School of Criminal Justice, as well as the offices of the Chancellor (5th floor). The Law School is organized around a four-story circular atrium at the lower level, with a four-story radial stairway serving the classrooms, study rooms, administrative offices and student journal and organization offices occupying the lower level and levels one through four.

Faculty offices and clinic offices are all arranged around the perimeter of the fourth floor, and the Law Library occupies the first three floors, and overlooks the atrium and radial stairway. This $50 million, 230,000 square foot facility was completed in January, 2000, and has been featured in various architectural and educational design publications, particularly for its state-of-the-art classrooms and facilities. Questions and concerns about physical conditions in the Center for Law and Justice should be addressed to Mimi Moore in Room 421 (353-3171).

Classrooms

The Center for Law and Justice contains 21 classrooms, with the six primary lecture halls located on the lower level, and other classrooms and seminar rooms on each of the other floors. All rooms have been assigned three digit numbers, with the first digit signifying the floor level of the room. (Thus, the McCarter & English Lecture Hall 070 is located on the lower level, and the Marvin D. Hyman Seminar Room 408 is located on the fourth floor.) In addition to the traditional lecture and seminar rooms, a distance learning classroom is located on the third floor, and the south end of the fourth floor is dedicated to clinical studies.

The Center for Law and Justice also holds two courtrooms, the Baker Trial Courtroom and the Chief Justice Robert N. Wilentz Appellate Courtroom, which are part of the David Cohn Court complex located on the first floor. These serve as classrooms (particularly for such skills classes as Trial Presentation and Appellate Advocacy), lecture halls for the many symposia, guest lectures and panel discussions held throughout the year, and for actual sessions of court – the New Jersey Superior Court, Appellate Division holds oral arguments at the Law School several times each year, and students and members of the public are invited to attend and observe the arguments of the litigants.

The Atrium

The Atrium serves as the central meeting area and student lounge. It is located on the lower level, at the foot of the spiral staircase, and extending back to the southern face of the building. Additional areas on the 2nd and 3rd floors, around the staircase and at the front (northern) face of the building have been outfitted as small lounges with informal seating areas. The furniture in these areas is not to be moved from their general location. The Atrium is used primarily for informal purposes, although large student and community functions are held in this space throughout the year.

During reading periods and when examinations are being taken, use of the Atrium for noisy events is restricted. Specifically, the Law School SBA and faculty adopted a resolution in 2007 establishing the following limitations of the use of the Atrium during examination periods:

- No bands, loud music or instruments with amplifiers will be used.
- No PA systems will be used.
- No event will reach a level that is disruptively audible in the Law School Library.
Regardless of this policy limiting noise at certain times, the Atrium remains a social setting where regular congregating, conversation and cell phone use is allowed. Students who require a quieter study environment during this period are expected to use the library.

There are also study rooms on the 2nd floor, facing into the spiral staircase. These study rooms are for the use of Rutgers Law students, and for use by the Rutgers Law Associates Fellowship Program, the Career Services and the Dean's Office. To insure that they are maintained in good condition, they are kept locked at all times when not in use. See Dean Rothman for access to any one of these rooms. The classrooms on the lower level (rooms 010, 020, 025, 070, 080, and 090), as well as the Baker Trial Courtroom (room 125), room 203, and the third floor classrooms (394 and 395) are NOT study rooms, nor may they be reserved for study groups. Most of the classrooms contain highly sensitive electronic equipment, generally housed in the "smart podium," that, if moved even slightly, can cause thousands of dollars of damage. It is to protect this equipment that the classrooms may not be used as meeting or study space without special permission. Moving furniture into or out of any room is strictly prohibited, unless prior permission is obtained from Dean Rothman.

Shrubs, plants and trees have been placed around the front entrance to the Center for Law and Justice. They are cared for by a professional landscaping company. Please refrain from watering, pruning or otherwise caring for the plants.

PLEASE try to keep all areas within the building free of trash, and please do not move any of the furniture without permission. Clean up! The Law School’s lounges and study rooms are yours to use and enjoy. Leave them the way you would like to find them, and please do not move the furniture into or out of these areas.

Facilities for the Physically Challenged

Rutgers Law School-Newark complies with Section 503 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act, which prohibits discrimination on the basis of a handicap in educational programs and activities. An automated entrance, and classrooms, water fountains, toilets, and elevators accessible to persons in wheelchairs are provided. Physically challenged and students with other bona fide disabilities that affect their capacity to take full advantage of the Law School’s educational program should contact Dean Rothman and request accommodations. If, after discussion with him, it is determined that a reasonable accommodation will facilitate disabled students to enjoy the full benefit of this program on a par with their non-disabled colleagues, such accommodation will be provided. An application for accommodations is distributed by Dean Rothman to all incoming students prior to Orientation, and is available from Dean Rothman’s office at any time.

The Law School also recognizes the rights of faculty and is sensitive to issues of academic freedom when these rights do not conflict with the law. Thus, recording of classes, which might in some instances be an appropriate accommodation, can be made subject to certain conditions. These conditions may relate to such matters as copyright issues, privacy, and the sharing and return of recordings.

Clinics and Student Advocacy Programs

The clinics, clinical faculty offices, and the clinic library are located on the 4th floor, at the southern face of the building. The clinics, in which students represent real clients in specialized practice areas under the supervision of faculty/practitioners, earn students academic credit just like any other course offering in the Law School. The clinic offerings include the Child Advocacy Clinic, the Civil Justice Clinic, the Community and Transactional Law Clinic, the
Constitutional Litigation Clinic, the Criminal and Youth Justice Clinic, the Education and Health Law Clinic, the Federal Income Tax Clinic, the Immigration Rights Clinic, the Intellectual Property Clinic, the Special Education Clinic, and the International Human Rights Clinic. In addition, the Eric Neisser Program offers students opportunities to serve the community while developing their legal skills, but not in credit bearing enterprises. These include the Domestic Violence Advocacy Project, and the Street Law Project as well as other programs.

The Law School has recently launched the nation’s first post-doctoral fellowship program of its kind, designed to train recent law school graduates as practitioners, while providing a variety of legal services to low to moderate-income New Jersey residents at fees substantially below market rates. The fellows, all of whom are recent Law School graduates admitted to practice law in New Jersey, devote one year to closely-supervised practice and associated courses in professional responsibility, small firm management, and relevant practice areas. Upon completing the program, these lawyers are fully prepared to join established law practice in either the public or private sector or to launch viable quality practices of their own.

What distinguishes the Rutgers Law Associates Fellowship Program is the concentrated skills training regimen that is conducted daily, after the model of medical rounds for medical residencies. Fellows work collaboratively, brainstorming and critiquing one another with the managing attorney, Dean Rothman, to develop best practices for the work they are performing for the program’s clients. Unlike other post-graduation training programs, the Rutgers Law Associates Fellowship is an educational enterprise of the Law School and is not an independent non-profit law firm.

Located in the Atrium is the Student Bar Association Store where 100% of the profits go to fund student activities at Rutgers School of Law, Newark. The store sells Rutgers Law merchandise (as well as emergency school supplies and umbrellas) to help promote the school and support student journals, clubs, symposia, panel discussions, social events, and all of the other student activities that enrich life at our school. Learn more about Legal Matters at http://rutgerslawstore.com.

The Law Library (See also Appendix A)
Ext. 5676

The only entrance to the library is on the 1st floor, at the southern end of the building, and the circulation desk is located there. From the 1st floor, internal access is provided to the 2nd and 3rd floors, where additional reading rooms, computer labs, hard-wired internet accessible carrels and study tables will be found. All locations within the library provide wireless internet access as well. Except for emergencies, there is no access to or from the library except on the 1st floor. (Misuse of emergency exits is a violation of the University Student Code and may subject a student to dismissal.) Travel from one library floor to another may be accomplished through use of the elevator located in the western wing of the library or by using the internal library stairs, located at the rear of the 1st floor and the center of the 2nd and 3rd floors. Those requiring special access should consult with the library staff at the Circulation or Reference Desk on the 1st floor. After 7:00 p.m., access to the 3rd floor is limited to law students, and access is controlled by swiping the Law School ID card through a card reader at the access door. Cards must be specially programmed for access. Students should bring their IDs for programming to the Department of Public Safety, which is adjacent to the entrance to Parking Deck I on University Avenue.

A series of small study rooms is located on the 2nd and 3rd floors within the library. These
rooms are for the exclusive use of Rutgers Law School or Rutgers School of Criminal Justice students for academic purposes, and are suitable for small group study. Note that on days when final exams are given, these rooms are reserved for Dean Rothman, to administer exams for disabled students. Use of these rooms for other purposes is allowed only by obtaining Dean Rothman’s permission.

While classes are in session, the law library opens Monday through Friday at 8:00 a.m., Saturdays at 10:00 a.m., and Sundays at noon, and remains open every day until 11:00 PM except for Friday and Saturday. Special examination period, summer, and holiday schedules are announced and posted in advance. For current hours, see: http://law-library.rutgers.edu/about-the-law-library/hours

Please note in particular that conversations are permitted only in a limited area on the first floor and in the study rooms, that speaking on cell phones is not permitted anywhere in the library, that neither food nor drink is allowed in computer labs, that no food is allowed on the third floor, and that only light snacks are permitted elsewhere in the library.

**Student Computing and Email Accounts**

Each incoming student is provided with an account on scarletmail.rutgers.edu, which provides full e-mail and Internet access. This account permits electronic communications within the University and to all internet users worldwide, and is included within the student fees.

The e-mail account will be in the form of [netID]@scarletmail.rutgers.edu, and the username you choose will serve as your “netID” for all access to Rutgers web functions. Because your netID may be in the form “abc123,” when you create your scarletmail account, however, you will be given the opportunity to create one or more aliases such as “jane.doe@rutgers.edu” that gives you a more intuitive email address.

Students who previously attended Rutgers, and who have an “eden”, “pegasus” or “clam” account, should change their accounts to “scarletmail” when they start law school. The Faculty and Dean’s Office routinely communicate to students via e-mail in lieu of messages in student mailboxes; it is therefore imperative that all students review their e-mail regularly.

The Law School now requires students to have their own laptops, with either Windows 7 or Apple Snow Leopard or later operating systems, in good working order and free of viruses and malware, with working wireless access, for use for examinations and for communications with faculty and administration during the year. Many of the administrative functions of the school are conducted on-line, including registration (via the Law School webpage), distribution of course material (via Blackboard and e-mail), accessing unofficial transcripts (via the University Registrar’s webpage), and tuition payment (via the University webpage).

Most places, including the classrooms, Library, Atrium and other public spaces within the Center for Law and Justice provide wireless access to the Internet, and once you have created a scarletmail account, you gain access to this wireless network by directing your browser to: https://services.rutgers.edu/ruwireless/cloud.php and entering your netID and password. For these reasons, most students choose to purchase a laptop prior to starting school. All functionality, including the exam-taking software, can be performed on either a PC or Macbook® computer. However the Law School IT Department is more likely to be able to fix a computer problem you have if it is a PC. Note that use of the University network for access to the internet is not unlimited, and abuse may lead to loss of rights to access the network.
altogether (and may also pollute your computer with malware that will render it unusable for Law School examinations).

Classroom use of laptops should be limited to classroom purposes: i.e., note-taking or web research pertinent to class discussion. **Note that recently published studies have shown that use of laptops for note-taking may actually hinder learning in the classroom, while note-taking by hand has recently been shown to enhance learning.** See [http://www.scientificamerican.com/article/a-learning-secret-don-t-take-notes-with-a-laptop/](http://www.scientificamerican.com/article/a-learning-secret-don-t-take-notes-with-a-laptop/) Faculty members have the option of prohibiting laptop use in the classroom. Where faculty permit laptops, use of your computer for unrelated purposes during class time such as shopping and other unrelated web-browsing, checking e-mail, messaging friends and classmates, or playing games may result in a lowering of your grade and/or loss of your laptop privileges in the classroom.

If you already have e-mail service, and wish to continue to use that service, you must still open a scarletmail.rutgers.edu account. The Law School Faculty and administration will only contact you through your scarletmail account, and will only maintain a directory of students’ scarletmail e-mail addresses.

*You may configure your account so that all your scarletmail e-mail is forwarded to another service of your choosing, but you should be aware that many commercial e-mail providers use software that shields their customers from bulk mailings, and most of the official notices from the Dean’s Office is likely to be sent in a bulk distribution; thus, using a forwarding command may result in your not receiving important messages. We therefore strongly recommend that you adopt your scarletmail account as your primary e-mail and internet access account.*

**Scanning Devices and Printers**

Scanning devices are available for students through at the Library circulation desk on the first floor of the library. Students wishing to print material can use the printers within the library swiping their student ID card for access. Printing charges will in this way be charged to their accounts. A microform reader-printer is located on the second floor. The Documents Librarian will provide assistance. Malfunctions of machinery may be reported to the Circulation Desk on the 1st floor.

Students are limited to 300 black and white pages of printing per semester free of charge, so it is recommended that you use these printers judiciously. Printing jobs should be limited to 25 pages, and only one copy. A fee may be assessed for excessive printing using Law School resources.

**Telephones**

Cell phone use is prohibited in the law library and in the classrooms while class is in session. If you are expecting a call or need to make one, please proceed to the building’s front entrance or rear patio on the lower level to make your call.

**Lockers and Mailboxes**

All registered students will be issued a locker/mailbox unit in their first year attending law school, which they will keep for all of the years of attendance. If for some reason you do not obtain a key to your locker/mailbox unit at Orientation, you can pick it up from Sasha Rashid, Room 170.

Locker/mailbox units are located in the lower level of the Center for Law and Justice, and are grouped by class (Day/Evening, Year of Graduation), with each student’s locker arranged within each group by alphabetical order based on the class roster.
Lockers for late matriculants will be grouped at the end of the alphabet. There is no charge for the use of the locker/mailbox unit, but there is a $25.00 non-refundable charge for lost or otherwise missing keys. Keys must be returned to Sasha Rashid (Room 170) upon graduation, transfer, or leave of absence. There will be a hold on the transcript of those students who do not turn in their locker/mailbox key or pay the $25 charge.

Students are urged to check their mailboxes regularly. However official notices, such as registration materials, will be sent to you through your e-mail accounts (see below). The mail boxes may not be used for commercial messages, including bar-review course information, or for first class mail: all first class mail sent to students at the law school will be held for five days and then returned to the sender. Use your home address! No one may place any material of any type on the outside of the locker/mailbox units. These units will be inspected each year, and a charge will be assessed to any student whose unit is found to have been damaged.

Mail for Faculty and Student Organizations

Mailboxes for faculty, administration and clinics are maintained within the faculty lounge on the fourth floor. Mail for student publications and organizations is handed over to the Student Bar Association for distribution to the various student enterprises.

Lost and Found

The Library Circulation Desk on the 1st floor maintains a lost and found drawer. Items not retrieved from there within a reasonable period will be forwarded to Dean Rothman’s Office. Items found in the library may be returned to the Circulation Desk. All other lost items should be brought to Dean Rothman’s office within a day of the finding. Items of significant monetary value will be transferred to the University Police for safe-keeping. At the end of each semester, unclaimed items will be discarded or donated to charity.

Student Office Access

The faculty recognizes a right of privacy in student organization offices. Such right is not breached by entry for performance of custodial and maintenance tasks. Except in emergencies, all other persons who wish to enter a student organization office shall make reasonable attempts to provide actual notice in writing or by telephone and obtain a response from an authorized individual prior to such entry. If it is not possible to provide such actual notice, and serious inconvenience would result if entry were delayed, entry may be made in the presence of a student witness.

Room Reservation Procedure

A room in the Center for Law and Justice for a single event (such as a make-up class or organization meeting) may be reserved through Andrea Manna by filling out a Room Reservation Form (available from the Front Desk) so that she can list the event on the master calendar. Special or weekend use by student groups should be arranged in advance with Dean Rothman. This includes events that may require special custodial or security arrangements.

Academic enterprises scheduling must take precedence over extra-curricular activities. Therefore, no reservations will be accepted during the first week of each semester while academic room assignments are being finalized. Note: the Lower Level classrooms, the Baker Trial Courtroom (room 125), and Rooms 203, 292, 394 and 395 are not permitted study areas, and may only be used for student events with special permission.
“Tabling” in Atrium and Elsewhere

Student groups may use the tables in the Atrium and cafeteria seating areas from time to time without permission for organizational activities such as distributing literature and soliciting petition-signers or membership, but not to sell things except for fundraising (such as bake sales) for student organizations. Bar review representatives must get approval from Dean Rothman before launching their sales campaigns.

Non-law students and outside groups require permission to use any law school facility, and solicitation by outsiders is normally limited to specific law-related activities, such as bar review courses. For further information, see Dean Rothman.

No signs or posters may be attached to walls, floors, ceilings, columns or locker structures at any time. Neither may they be hung outside windows, or in any way that might create a dangerous situation. Those who do so will be charged the expense of removing such signs. Please use the bulletin boards and please use thumb tacks, not staples.

Directory Information

The law permits the law school to disclose “directory information” about a student unless s/he has affirmatively requested the University not to disclose some or all of that information about him or herself. In conformity with the law’s procedures, you are hereby notified that the University may choose to disclose the following information about you unless you inform the Newark Registrar’s Office, 249 University Avenue, (on the sign-in registration form) by the end of the first week of the Fall semester not to do so: your local address, your local telephone number, your permanent address, permanent telephone number, educational institutions you have attended, degrees you have received, your course of study and years in attendance at the Rutgers Law School-Newark. The law school’s policy of limiting disclosure, even though a student has not barred the disclosure of “directory information,” is described in the statement mentioned above.

Further information on the law and Rutgers’ policy and procedures of FERPA compliance are available from Dean Rothman or from the Office of Student Rights Compliance, Room 204, Van Nest Hall, Queens Campus, New Brunswick; telephone: (732) 932-7255.
Academic Standards and Information

Annual Tuition & Student Fees for 2014-2015

<table>
<thead>
<tr>
<th></th>
<th>Full-Time Students</th>
<th>Part-Time Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td>$23,201/NJ Resident</td>
<td>$967/credit (8 credits fall/10 credits spring = $17,406 NJ resident)</td>
</tr>
<tr>
<td></td>
<td>$35,168/non-resident</td>
<td>$1,466/credit (8 credits fall/10 credits spring = $26,388 non-resident)</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td>$2,883</td>
<td>$1,548</td>
</tr>
<tr>
<td><strong>Books</strong></td>
<td>$1,1450</td>
<td>$1,088</td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td>$1,696</td>
<td></td>
</tr>
</tbody>
</table>

Cost of Attendance for 2014-2015

<table>
<thead>
<tr>
<th></th>
<th>Full-Time Students</th>
<th>Part-Time Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NJ Residents</strong></td>
<td>$34,990 - Living with parents</td>
<td>$22,904 - Living with parents</td>
</tr>
<tr>
<td></td>
<td>$40,085 - On Campus</td>
<td>$35,835 - On Campus</td>
</tr>
<tr>
<td></td>
<td>$49,500 - Off Campus</td>
<td>$40,980 - Off Campus</td>
</tr>
<tr>
<td><strong>Non-Residents</strong></td>
<td>$47,080 - Living with parents</td>
<td>$35,520 - Living with parents</td>
</tr>
<tr>
<td></td>
<td>$52,990 - On Campus</td>
<td>$41,715 - On Campus</td>
</tr>
<tr>
<td></td>
<td>$61,690 – Off Campus</td>
<td>$50,120 - Off Campus</td>
</tr>
</tbody>
</table>

General Refund Policy

A student who voluntarily withdraws during the first six weeks of a semester will receive a partial refund of tuition on the following sliding scale:

<table>
<thead>
<tr>
<th>Week of Withdrawal</th>
<th>Percent of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>80%</td>
</tr>
<tr>
<td>2nd Week</td>
<td>80%</td>
</tr>
<tr>
<td>3rd Week</td>
<td>60%</td>
</tr>
<tr>
<td>4th Week</td>
<td>60%</td>
</tr>
<tr>
<td>5th Week</td>
<td>40%</td>
</tr>
<tr>
<td>6th Week</td>
<td>40%</td>
</tr>
<tr>
<td>Thereafter</td>
<td>0%</td>
</tr>
</tbody>
</table>

The effective withdrawal date is that date on which a written statement of withdrawal is received by the Registrar. No part of the student fee is refunded. The weeks as shown
above are calculated from the day classes begin. No tuition is refunded to students suspended or dismissed for disciplinary reasons.

**Termination of Registration**

The University will terminate the registration of a student owing money to the University after it makes a diligent effort to collect the amount owed. A student’s registration will be cancelled prior to the beginning of the semester if he/she has any single or combination of financial obligations that total $200 or more. The final bill will be calculated as though the student had voluntarily withdrawn. The student will be reinstated upon satisfying the indebtedness to the University and paying a reinstatement fee. Failure to pay debts, including tuition and fees, parking fines, and library fines, also will result in the withholding of a) diplomas, b) transcripts; and c) certification of eligibility to sit for the bar. It also may result in a letter to the Board of Character and Fitness about the student’s ability to manage financial matters.

**Change of Name or Address**

Students are required to report promptly any change of name, address, or telephone number to Dean Garbaccio, and by making changes to the University records by navigating to:


Students will be held responsible for notices sent to the address on file with the Academic Services Office. In compliance with the law on confidentiality of student records (see below), the law school will disclose the information on a registration form only in accordance with an individual student’s instructions, and in conformity with the Buckley Amendment to the Family Educational Rights & Privacy Act (FERPA.)

**Transcripts**

Official transcripts may be ordered on-line from the Rutgers University Registrar at:

https://transcripts.rutgers.edu/transcripts/index.html

There is a no charge for transcripts to be sent outside Rutgers University.

Note: If you order the transcript on-line, it will take 7-10 days for the transcript to be delivered by mail.

**Course and Professor Evaluations**

Questionnaires about courses and professors are distributed to all students by the SBA, in cooperation with the Dean’s Office, near the end of each semester, and sooner in the event of instructors whose promotion or tenure is being considered by the faculty. When tabulated, the statistical results are placed on file in the law library.

**Academic Requirements and Information**

**J.D. Requirements**

A candidate for a J.D. degree, whose expected year of graduation is 2014 or later, must have completed four requirements:

- 84 academic credits of work, of which at least 78 are not “soft” credit (e.g. journal and moot court participation, externship, field placement, independent research, research assistant, teaching assistant, and other unscheduled credit), and of which at least 60 are taken in “in-class law” courses (* all “soft” credit enterprises, as well as clinic, Rutgers Teaching Associate, and i.e. non-law coursework taken at another unit of the University,
can not be applied toward this 60 credit requirement

- The graduation writing requirement
- The Skills requirement
- Successful completion of every required course in the “first year” (three semesters for part-time students) curriculum, and a course in legal ethics.

The 84 Credit Requirement

After completion of the required curriculum (Contract Law, Criminal Law, Property Law, Torts, Civil Procedure, Constitutional Law, Legal Analysis, Writing and Research Skills), students are permitted to complete their remaining credits by selecting among the upper class electives classes, seminars, and clinics offered by the Law School each term with few limitations (see above), provided that you complete a course in legal ethics/professional responsibility and satisfy the Graduation Writing Requirement (see page 31) before graduation. In addition, students are permitted to take a limited number of courses offered by other graduate units at Rutgers, with prior approval.

Unscheduled (“soft”) Credit

In addition to clinic work (which is considered “hard” credit), students may engage in other non-classroom experiences that will add to their understanding of the law, legal process, and legal scholarship. There is a total “limit” of six credits for all these unscheduled, or “soft” credit undertakings together. (Of course, students may exceed this number of unscheduled credits, but such excess credit will not count toward the 84 credits required for graduation.) Grades in all such enterprises, other than Independent Research and Research Assistants are Pass/“F”. (But note: an election of the Pass/D/F option in a regularly scheduled class or in a clinic does not render that credit soft.) Carefully review the registration materials for each semester to check for any further explanations.

A. Externships: Students may register for two or three credits per semester to extern for a federal judge or magistrate, or a New Jersey judge or justice at the Superior Court level or above. There is a mandatory seminar component of this enterprise, which is supervised by Dean Bravo-Weber. There are also formal externships with the Attorney General’s Office, with the Bureau of Immigration and Customs Enforcement, and with the National Labor Relations Board, and there is an Intellectual Property externship as well. Dean Bravo-Weber coordinates the formal externship program. Other externships, known as “Field Placements,” are permitted in certain circumstances, but only under the supervision of a full-time faculty member, who must visit the site of the placement, coordinate the work of the student with the on-site supervisor, and oversee the student progress and evaluation. Associate Dean Andrew Rossner coordinates the Field Placement program. All externships earn unscheduled (“soft”) credit only.

B. Independent Research: Students may register for up to three credits per project in supervised research with a full-time faculty member, but not adjunct faculty, visitors and staff attorneys. Students are expected to produce a work of substantial scholarship, or complete a directed reading comparable to that of a course or seminar with appropriate written accountability. Students should be aware that faculty members may not sponsor more than five such projects each semester. All independent research endeavors earn unscheduled (“soft”) credit only.
C. **Research Assistants:** Upperclass students may assist full-time faculty for two or three credits per project where a substantial portion of the student’s work involves independent inquiry and analysis. All research assistantships earn unscheduled (“soft”) credit only.

D. **Teaching Assistants:** Students may assist faculty in particular courses, including acting as MSP facilitators, for up to two credits per semester. All teaching assistantships earn unscheduled (“soft”) credit only.

E. **Competitions:** Students may earn credit for intramural and interscholastic competitions which involve research, drafting, oral presentation, coaching or other substantive activities. Generally, intramural competitions will earn one credit; interscholastic competitions will earn two credits. Additional credit is awarded for advanced competition. There is a maximum of three credits per competition. Members of Competition Boards who research and draft problems, engage in other research activities or coach student competitors are eligible for up to two credits per semester for such work. All competition-based work earns unscheduled (“soft”) credit only.

F. **Participation on the Rutgers Law Review, the Computer and Technology Law Journal, the Race & the Law Review, the Law Record and the Women’s Rights Law Reporter:** Students may compete to participate as editors on one of these five journals by participating in the Spring Journal Competition, traditionally held during the week following spring term examinations. Typically full time students who have finished their first year of Law School, and part-time students who have finished their second year compete in the write-on competition and are expected to devote two full years to these endeavors, but for students who have transferred to Rutgers, or who have moved between part-time and full-time status, to be eligible for this competition, you must have completed Constitutional Law, and you must have at least three full semesters that you can devote to journal participation if selected. The competition and selection process is student-run, and the selection determination is not reviewable. This credit is soft for all students graduating in 2014 and thereafter.

G. **Other Journal Participation:** Other student run journals, such as the Bankruptcy Law Journal, Business Law Journal, The Conflict Resolution Journal, and others that students from time to time have published, may run their own competitions and selection processes for participation. Participation on these journals receives no academic credit, although the scholarly research and writing component may treated as “Independent Research” for registration purposes if approved, and earns unscheduled (“soft”) credit and is not counted toward the 60 required credits in non-clinic, law school courses described below.

H. **Participation on the Moot Court Board:** Students may compete to participate as board members of the Moot Court Board by submitting a membership application to the current Moot Court Board. Typically full time students who are finishing their first year of Law School, and part-time students who are finishing their second year compete to participate as Moot Court Board
members and are expected to devote two full years to this enterprise, but for students who have transferred to Rutgers, or who have moved between part-time and full-time status, to be eligible for this competition, you must have completed Legal Analysis, Writing and Research Skills I and II. The competition and selection process is student-run, and the selection determination is not reviewable. Note: all of the credits earn unscheduled (“soft”) credit and are not counted toward the 60 required credits in non-clinic, law school courses described below.

The 60 “In-Class Law Course” credit requirement

Consistent with the requirements for admission to the Bar in certain jurisdictions, the Law School requires that no fewer than 60 credits be earned in scheduled hard-credit, non-clinic classes offered by the law school. Thus, credit earned at another graduate unit (the Business School, for example) and applied (with Dean Rothman’s approval) toward the 84 credits needed for graduation will not satisfy this requirement. Nor will credit earned in one or more of the Law School clinics. Nor will any credit earned in an unscheduled “soft” credit enterprise. Nor will credit earned as a Rutgers Teaching Associate in the Legal Analysis, Writing and Research Skills Program (even though that credit is treated as “hard.”)

Students are responsible for insuring that they have complied with the J.D. requirements. Especially those students who plan to undertake multiple soft-credit enterprises or undertake a joint or dual degree, and who also plan to participate in one or more clinics should be mindful of these limitations. Students are urged to obtain a “credit check” from Dean Rothman before his/her final semester of Law School.

Part-Time vs. Full-Time Status

A student carrying fewer than 12 credits a term is considered a part-time student for all purposes. Nevertheless, a student may carry as many as 12 credits with special permission and be considered part-time if before the term he/she files a declaration electing part-time status. As a declared part-time student, the student is not bound by the “work rule” prohibiting full-time students from being employed for more than 20 hours a week.

Rutgers University considers any student carrying fewer than 12 credits to be part-time and as such the student (1) pays tuition based on his/her credit load rather than a flat amount; (2) pays a lower student fee which does not include health coverage (although this may be separately purchased); and (3) is only eligible for more limited financial aid under the Guaranteed Student Loans Program (“Stafford Loans”). Those students carrying 12 credits with special permission to declare part-time status will nevertheless be considered full-time by Rutgers University for the purposes of assessment of tuition and fees, and for loan eligibility.

Part-time students must take the required curriculum in the evening. We do not have a part-time day program for beginning students. However, after the required curriculum is completed, part-time students may enroll in any courses - day or evening - but they will have enrollment priority over full-time students only in evening courses.

Courses of Study

Only the first year curriculum (first three semesters for part-time students) is prescribed. A part-time student may, but is not required to take Professional Responsibility during the summer session, while enrolled in the required course, Legal Analysis, Writing and Research Skills II. (Students with a weak law school record, who have experienced difficulty in Legal Analysis, Writing and Research Skills I, or have
demanding outside commitments should avoid taking Professional Responsibility in addition to Legal Analysis, Writing and Research Skills II, so that more attention can be focused on the writing course.) The upper-class program consists entirely of electives, subject to prerequisites imposed by individual professors, except for the legal ethics requirement. However, all students whose grade point average after completion of the required curriculum is 2.70 or below is subject to curriculum approval by the Committee on Scholastic Standing, and must have their course selection pre-approved by Dean Deutsch.

All students entering their third semester (fourth semester for part-time students) with a non-elective GPA of 2.70 or below are REQUIRED to take Legal Analysis (3 credits) during the following year. All students entering their third semester (fourth semester for part-time students) with a non-elective GPA of 2.95 or below are REQUIRED to take Advanced Common Law Capstone (4 credits) before graduation, usually in the spring of their final year. Students who exhibit demonstrable hardship and good cause may petition Dean Deutsch for waiver of these requirements, and students who do not meet this criteria but wish to enroll in them may similarly seek permission from Dean Deutsch.

Dean Deutsch’s office is available to all students seeking advice on academic issues, and students should not hesitate to seek out the counsel of other deans and faculty with whom relationships have been built. Sarah Koloski Regina ‘10 has also just joined the Law School administration as Director of Academic Support, and is also available for academic counseling.

**Matriculation Requirements**

Some of the matriculation requirements and procedures are:

**Minimum credit load:** A full-time student must register for a minimum of 12 credits in the fall and spring semesters. A part-time student must register for a minimum of eight credits.

**Maximum credit load:** A full-time student can register for a maximum of 16 credits in a semester. The Law School policy, developed by the faculty as a whole, states that as graduate students, candidates for the juris doctor degree should focus their efforts on fewer academic enterprises, achieving scholarly excellence in fewer subjects to which they devote more time, rather than devoting less time to more enterprises and achieving only superficial knowledge as a result.

A part-time student may not register for more than 11 credits in any semester, except that with Dean Deutsch’s permission, a student may register for 12 credits. A form for requesting a 12-credit load is to be used. **Fourth term part-time students will not be granted a 12-credit load.**

Except with Dean Deutsch’s permission, students may not register for more than six credits of work taken during a summer session at this or any other law school.

**Interdisciplinary courses, joint degree and dual degree programs:** Law school students may take up to six credits of graduate-level courses at other Rutgers divisions for credit toward a J.D. degree. An allowance of nine credits of interdisciplinary work is reserved for those students in dual-degree masters programs who complete that program contemporaneous with earning the J.D. degree (12 credits in the joint M.B.A., M.P.A., M.S.W., M.C.R.P., M.D. and Ph.D. programs.) **N.B.: Even if you are accepted to and enroll in a dual or joint degree program, you may only apply six credits toward your J.D. degree from the other program unless your degrees from each program will be earned contemporaneously. Typically, dual and joint degree programs are organized as follows: first, completion of the required “first-year” curriculum at the Law School; then completion of the “first year” curriculum at the other...**
program, and finally, the third and fourth year enrolled in a combination of Law School and other program courses. You may consult Dean Rothman or Dean Deutsch about your choices. Interdisciplinary courses intended to meet J.D. academic and residence credit requirements must have been approved in advance of registration. Permission is based on the following criteria: (1) the course must be reasonably related to the law, (2) the course may not duplicate a course offered in the law school curriculum, or be one that the student has taken prior to entering law school, and (3) the course cannot be a “core” type course. Also note – the New York State Bar Examiners do not accept asynchronous on-line courses as courses they recognize toward completion of the 83 credits of law–related coursework toward a J.D. Thus, if any of the credits you plan to earn in another discipline will be needed to fulfill your graduation requirement of credits, be sure that the method of instruction is not one that will prevent you from sitting for a bar examination you will want to take. Finally, please note that interdisciplinary courses are not included in Law School grade point averages for determination of honors, nor should these grades be included in GPA calculation for publication on students’ resumes, or other documents used in connection with career advancement.

Courses taken prior to enrollment at the School of Law can never be considered towards J.D. requirements.

No law student may take a course at another school, even a course not for credit, toward a J.D., without prior approval from Dean Rothman or Dean Deutsch. Outside courses are subject to the school’s maximum credit limit (16 for full-time students, 12 for part-time students.)

Note that while up to six credits of interdisciplinary credits (or more in a dual or joint degree program) may be applied toward the J.D. degree, these credits are not law courses, and therefore will not be applied toward the 60 credits that must be earned in non-clinical, in-class, law courses required for graduation.

Graduation Writing Requirement: All students must satisfy the upperclass writing requirement. Students may meet the graduation writing requirement by completing a piece of work including critical analysis of a legal question and which may include professional papers such as pleadings which are the consequence of analytic work. Normally, the work will be at least 25 double-spaced, typed pages, and must be completed one semester prior to graduation (unless prior permission to do it during the last semester has been obtained from Dean Rothman). Some examples of ways to meet this requirement are:

A. Seminar papers in designated enterprises
B. Publishable notes submitted to one of the five credit bearing Rutgers law journals (* note that because of the nature of the material published in the Law Record, students who participate as editors of this journal must also meet the 25-page requirement and have their note approved by a faculty advisor to meet the writing requirement)
C. Clinical program work
D. Appellate advocacy coursework
E. A moot court competition appellate brief (if prepared alone)
F. A substantial scholarly paper completed in supervised independent research enterprises, including as a participant in one of the student journals that does not bear hard-credit. The faculty member who certifies a paper as satisfying this requirement must be satisfied that the paper is of adequate quality, and may find the paper inadequate for certification even if the student received a passing grade on the paper.

Graduation Skills Requirement: In addition to the writing requirement, all students must
satisfy the upperclass skills requirement. Students may meet this requirement by successfully completing one of the courses listed at: [http://law.newark.rutgers.edu/students/master-course-list#SKILLS%20COURSES](http://law.newark.rutgers.edu/students/master-course-list#SKILLS%20COURSES) Note: the graduation writing and skills requirement cannot both be satisfied with a single course or enterprise; even though the two requirements may each be satisfied by a particular enterprise, two different enterprises must be successfully completed to satisfy these two requirements.

**Enrollment in day or evening courses:** Full-time upperclass students may enroll in evening courses (courses beginning at or after 6 PM or which are taught on Saturday) on a space available basis, and upper-class part-time students may enroll in day courses on the same basis. Part-time students will be given priority in registration for any over-subscribed evening courses, provided that they have properly declared part-time status and registered for the courses during the open registration period.

**Repeating courses:** A student may not repeat a course in which s/he receives a grade with credit, including a grade of “D”, unless the Committee on Scholastic Standing has deprived the student of credit for that course. This includes classes with different names but covering the same material. A student who gets a grade of “F” may repeat the course, but if it is in a required (first-year) course, s/he must repeat the course when it is next offered. A student repeating a required first year course is assigned to a section taught by a different professor. Grades are never expunged or overwritten on the transcript; i.e., a later grade in a course does not replace an earlier grade and both grades are counted when calculating GPA and class rank.

A student, including a transfer student from another law school or a student who has transferred from the part-time or the full-time program, who must take or re-take a required course, must take it when it is next given unless a deferment has been approved.

**Course Conflicts or Overlaps:** Students are prohibited from registering for courses whose class-meeting times conflict or overlap in any way on the class schedule (even by 5 minutes!). Any student who registers for a schedule of classes that contains a conflict or overlap in class-meeting times will be required to withdraw from a course to eliminate the conflict.

If class meeting times do not conflict but exam times do, the student will be permitted to defer one exam to the next available day, with prior permission from Dean Rothman. An exam conflict is deemed as two exams on the same day, or three exams within a span of three days or less.

**Transfer to Full-Time Status:** Part-time students who have completed the required portion of the curriculum (semesters 1 through 3) may transfer to full-time status by declaring such at registration. A student who has not completed the required curriculum may transfer to full-time status after completion of the semester or first full year with permission of Dean Deutsch. However, the student must obtain schedule approval for each subsequent full-time semester until all required courses have been completed, in order to ensure that a student does not elect upper class courses before taking the underlying first-year work.

Part-time students who are considering transferring to full-time before completion of the required curriculum should be aware that some enterprises, such as journal staff and moot court board membership, have eligibility requirements that will not be met by early transferring, and you will be precluded from participating. Dean Rothman can provide further information in this regard, to help you ascertain whether an early transfer to full-time will prevent your participation in these enterprises.
A student may transfer to full-time status at any point up to the beginning of the semester in which transfer is contemplated. Early notification is desirable, however, because students who transfer after registration is complete will not be able to register for closed courses.

Part-time students normally graduate in four years, including two summers. Students who transfer to full-time status can graduate in three or 3-1/2 years, depending on how early they transfer, when they enroll in certain required courses, and whether they attend summer sessions. But again, students who so transfer should understand that by changing programs and accelerating graduation, they may render unavailable certain scholastic opportunities (such as Moot Court and journal participation) and some elective course offerings.

Transfer to Part-Time Status: Full-time students, including those who may have begun as part-time students, may transfer to part-time status, following the same procedures outlined in the paragraph above.

Class Lotteries: When a course is over-subscribed during the preliminary registration – by limits imposed by room size, by the instructor, or by school policy to equalize enrollment – the enrollment is reduced by lottery, unless a professor instructs otherwise. In an upper class course, preference is given to third-year full-time students in day classes and to fourth-year part-time students in evening courses. Students are urged to check their “scarletmail” e-mail accounts and Blackboard for lottery results before attending classes and purchasing books. Mistakenly attending the wrong class will not gain you subsequent admission.

Adding and Dropping Courses

A course may be added without obtaining approval during the first week of classes. Thereafter, a student may add a course only with the permission of the instructor and Dean Rothman. Classes missed by late addition of a course to your semester registration will be treated as unexcused absences, so you will be wise to attend those classes that you are considering adding.

An upper class student may withdraw from a course without approval up until the examination for the course has been distributed, provided (1) the student has not seen the examination questions and (2) the student is not thereby in effect withdrawing from school. A course with a take-home examination may be dropped until the day on which the take-home first becomes available. With the instructor’s permission, a seminar or clinic may be dropped until the final official meeting of the class, and Independent Research may be dropped until the last day of examinations. A student may not withdraw from a required course except under extraordinary circumstances, and withdrawal from any required class will usually be permitted only upon withdrawal from all classes for that semester.

After the third week of classes, the transcripts of students who withdraw from a course will reflect the grade of “W.” Caveat: the instructor’s permission also will be required in a course or seminar with a small enrollment where reliance on the student’s participation may be an integral part of the course, but such permission shall not be unreasonably withheld. During the first week of the semester, “add/drops” may be performed online using the University Web Registration System; thereafter they must be done by paper. “Add/drop” forms are available in the Academic Services Office, Room 170.

SUMMER TERM RULES: For the Summer Term, no classes may be added after the second meeting of the class without the permission, and once classes begin, a grade of "W" will appear on your transcript for any class from
which you withdraw. Students who withdraw from one or more classes up until the first day of classes will receive a full refund of tuition; a refund of 50% of the tuition will be given for students who withdraw during the first two weeks of classes; after two weeks, no refund will be granted for any course from which you withdraw.

**Courses at Other Law Schools**

Students may take courses at other A.B.A. accredited law schools for credit toward their Rutgers-Newark J.D. degree with the prior approval of Dean Rothman. This includes summer session and summer-abroad programs; however, clinic, externship, and unscheduled coursework may not be earned at another law school. Students are advised that approval for visiting student status, for a semester or academic year is granted only upon a showing of special personal circumstances or convincing need in furtherance of academic best interests. These criteria do not apply, however, to students seeking to participate in Rutgers’ semester abroad program at Leiden. For information about the Leiden program, speak with Dean Deutsch or Nicky Fornarotto; inquiries about taking classes at other law schools should be directed to Dean Rothman.

Forms for this purpose can be downloaded from the Law School webpage within the Registration Instructions page. These forms should be filled out if a student (1) wants to take a course at another graduate unit of Rutgers, or (2) a student wants to take a course at another ABA accredited law school. This form should also be used for students wishing to participate in a summer abroad program sponsored by another ABA law school. If you seek permission to take such a summer program, you must provide a complete description of the course(s) you wish to enroll in, an explanation of the credit to be awarded, and an academic schedule showing when the program meets.

**Employment**

It is the policy of the Law School that a full-time student shall not be engaged in employment in excess of 20 hours during any week in which school is in session, including the examination period. A student’s declaration of full-time status thus constitutes a declaration that s/he will limit outside employment during the school year to no more than 20 hours a week. From time to time, Dean Rothman may ask for work records to ensure that students are in compliance with the this rule.

**Class Attendance**

Prompt and regular class attendance, with preparation adequate for full class participation, is expected of all students. A faculty member is permitted to count classroom performance – both good and bad performance – in grading, provided s/he has informed the students of that intention at the beginning of the semester.

The Faculty have approved an attendance enforcement policy prohibiting any student from sitting for the final exam or otherwise receiving a passing grade in any course for which that student has attended fewer than 80% of the scheduled class sessions, and whose absences have not been excused by the Dean’s Office. To implement this policy, attendance will be taken in all classes, and absences will be recorded. Late arrival, early departure, or extensive mid class exits may, at each faculty member’s discretion, be treated as absence from class. It is therefore incumbent upon all students who must miss any class for medical reasons or other emergency to contact Dean Rothman in advance of the class meeting, or as soon as they are able to return to school, so that a determination can be made whether the absence will be excused. A student whose absence is of long duration (one week or more) must consult with Dean Rothman.

All faculty members are permitted to establish rules regarding decorum in the classroom.
Repeated violation of such rules may be considered an element of classroom performance, and may be counted in grading, and/or may constitute a breach of the University Code of Student Conduct (see Appendix C). Among other rules faculty are permitted to establish are rules related to use of laptop computers, PDAs and smart phones in the classroom. Individual instructors may ban the use of laptops altogether; however, in such circumstances, notice will be given with the course materials. Faculty members may also permit the use of laptops but impose restrictions specific to laptop use. Students should be aware that the latest research has shown that use of a laptop in the classroom for note-taking actually to be detrimental to learning, as compared with note-taking by hand. See, e.g., http://www.scientificamerican.com/article/a-learning-secret-don-t-take-notes-with-a-laptop/

When classroom use of laptops is banned or restricted, information about the restrictions and any sanctions for violation will be clearly stated to all enrolled students during the add-drop period for the class. Students should assume that accessing the internet to read email or to surf the web for purposes unrelated to the class they are attending is not permitted, unless the professor says otherwise.

**Incompletes**

All work for an academic enterprise must be submitted to the instructor on the due date established by the faculty member; when an extension beyond that date is granted by the professor, it nevertheless must still be submitted in final form no later than two weeks before the date when grades must be submitted to the University for recording for the semester during which the enterprise was taken. Generally, this means that work from the spring semester cannot be submitted beyond June 15, and work from the fall semester cannot be submitted beyond February 1. Summer work is generally due by August 25. Extensions beyond these deadlines (which will be fixed each semester) will be granted by Dean Rothman only under the same conditions as for exam deferrals – extreme illness, religious reasons, or sudden, unforeseeable, and unavoidable emergency. Upon certification by the instructor that substantial progress has been made towards completion of the work, a short deferral will be granted. Generally, this is not more than a few days.

**Failure to ask for an extension prior to the deadline date will constitute a waiver; the student will receive the grade of "F" for failure to submit required course work.** Do not set yourself up for failure – complete your work on time, and see Dean Rothman if there is a problem, before that problem is irremediable.

**Examinations**

Examinations are closed-book, limited open-book, or open-book, at the discretion of the instructor. The instructor also determines the length of the examination – one hour for each course credit is the norm.

Detailed examination rules are posted and circulated to the student body at the time student examination numbers are distributed, and most instructors provide students with their examination instructions prior to the exam. You are responsible for knowing the examination rules; if you have the slightest doubt, see Dean Rothman for further explanation.

We now require students to take exams on their laptops, unless excused on the basis of medical or other compelling reason. However, students are not permitted to access the files on their computer’s hard drive while taking these exams. Instead, the Law School provides students with special exam-taking software with security features that shut down access to all other parts of the computer’s memory, and leaves open a simple word processing program on which to take the exams.
Each semester, the Law School provides instructions for downloading the version of this software that has been tailored for that semester’s courses. **Students who store their notes and outlines on their laptops will want to print these files before sitting for open-book exams, and should be aware that Library printers may be unavailable just prior to your scheduled exam. Plan ahead and print out what you need in advance!**

Here are the things you should know:

1. There will be many gently clicking keyboards around you, so you may want to invest in earplugs.

2. **You should be prepared to take each exam using a bluebook, in case of computer crash. The Law School administration will do what it can to assist you in the event of a malfunction, BUT NO ADDITIONAL TIME WILL BE GIVEN to make up time lost to computer problems. So keep your laptop malware-free and in excellent condition, and attend any programs to train you in laptop use on computers. And bring a pen, just in case.**

Full instructions for downloading and using this software are provided by the Dean’s Office a week or so before the first exam each semester.

**Absence from Examinations**

Examination schedules for both the fall and spring semesters are included in the registration materials. Because upper class students can thereby select courses with the examination schedule in mind, deferments will not be granted for examinations because of a taxing examination schedule, except for conflicts in examinations. (A conflict is deemed as two examinations on the same day or three examinations in three consecutive days. Generally, such conflicts will be resolved by setting one examination to the next day, or at an alternate time at the discretion of Dean Rothman.) First-year examinations are scheduled to equalize the intervals between examinations.

For similar reasons, students who anticipate that problems will interfere with a heavy examination schedule are expected to register for non-examination courses, register for a reduced or part-time load, or withdraw from school for a semester. Deferral requests based on examination schedule problems that should have been anticipated at the time of registration will not be granted. In short, permission to defer an examination will be granted only in the event of a student’s severe illness on the day of the examination, for religious reasons, or for another sudden and unavoidable emergency. Inadequate exam-preparation for any reason will not excuse absences from an examination. Deferrals are usually granted for a minimal amount of time, seldom exceeding a day or two.

Students may enroll in two courses whose examinations conflict, if the class meeting times do not. Dean Rothman will defer one of the exams. Requests for deferral are granted only by the Dean’s Office through Dean Rothman. **A student is not to discuss the matter with any instructor because this would undermine the anonymous grading system.** A request for deferral must be made before the time the examination is to begin, unless emergency or compelling circumstances make prior notice impossible. A student who is absent from an examination without having been excused by the Dean automatically receives a grade of "F" in the course, with the transcript notation "Grade imposed for failure to take examination."

**Deferred Examinations**

A student who has been excused by the Dean’s Office from a regular examination must take the deferred examination when directed by the
Dean in his discretion. If an emergency prevents a student from arriving to a scheduled exam on time, the student must call as soon as access to a telephone is possible, and deferrals are granted for very short periods of time, usually no more than an hour or so. Dean Rothman administers this rule, and the emergency call should be made to his office, at 973-353-5671.

**Grading Policies**

**Grading System**

Letter grades are given in all required and elective classes. The letter grades are: A+, A, A-, B+, B, B-, C+, C, C-, D and F.

The following numerical equivalents are used for internal purposes such as determining honors and grade-based prize winners at the law school. In determining your average for use on a resume or the like, these are the equivalents you should use:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Note: When calculating your GPA for this or any other purpose, your calculation should be extended to three decimals, and then rounded to the nearest 1/100th. The significance of the grades and conditional symbols is explained in Scholastic Regulation 1 (see Appendix B). A program is available to help calculate GPA, that can be found and downloaded from http://www.registrar.iastate.edu/gpa-calc/gpaCalculator.html. (Iowa State uses the same grading system as we do, and have made available this convenient program.)

**Pass/D/Fail Grading Option**

For elective classes, students have the option of choosing between a letter-grade system and Pass/D/Fail system. A letter grade for every student will be entered by the faculty member. A student may, however, choose for the grade to be recorded by the registrar on a Pass/D/F system whereby a grade of “A,” “B,” or “C” (including pluses and minuses) is entered on the student’s transcript as a “Pass.” A grade of “D” or “F” will be recorded as a “D” or as an “F” regardless of whether students choose this option. The Pass/“D” or “F” option is available only in elective courses and may be exercised in only one course per semester, up to a maximum of 12 credits in total. (Grades of “Pass” earned in an unscheduled enterprise such as an externship or journal participation do not count as an exercise of this option.)

Graduating students who have elected the Pass/D/Fail option for a substantial number of courses are not eligible to graduate with honors: the Faculty and Committee on Scholastic Standing require candidates for honors to have received at least 68 credits in graded courses.

**NOTE:** Letter grades in courses taken Pass/“D”/“F” are unofficial and are not recognized by the school for any purpose except for compliance with Regulations 2 and 5 regarding academic good standing. Students who elect this option may not themselves publish the letter grade entered by the faculty member for any purpose, if that letter grade is later learned. A student who fails to choose the Pass/“D” or “F” option will automatically be given a letter grade.

Students who wish to exercise this option must make this decision during the first three weeks of the semester. Decisions on opting cannot be changed after the deadline. Opting forms for the Pass/“D”/“F” system are available from
Dean Garbaccio after the first week of school and on the website.

**Anonymous Grading System**

All examinations and some written assignments are graded on an anonymous basis. Each student is assigned a different number each semester and summer session to use on all examination books and papers. The number is administered via email by the Dean’s office prior to the commencement of the examination period. If a student forgets his/her number, he/she can obtain it from Dean Garbaccio.

**NOTE:** In order to preserve anonymity, students are cautioned never to talk directly with an instructor about the possibility of seeking permission to defer an examination. All communications about possible absences from examinations must be made only with Dean Rothman. **DISCUSSING THIS KIND OF PROBLEM WITH THE FACULTY MEMBER MAY SEVERELY LIMIT ANY ACCOMMODATIONS THAT MIGHT OTHERWISE BE POSSIBLE, AND MAY BE TREATED AS A VIOLATION OF THE HONOR CODE.**

In order to protect the anonymous grading system, professors wishing to count classroom performance are required to submit to the Registrar’s Office a separate list of the students whose grades are to be raised or lowered for class performance and the amount of change. Dean Garbaccio then makes the requested adjustment to the grades previously submitted. A student is entitled to know whether his/her grade was adjusted for class performance, and to what extent.

**Grading Pattern**

There is no requirement at the law school that grades in upper class courses follow a specific distribution, although there is a suggested class GPA for classes with 30 or more students. First year required courses (with the exception of Legal Analysis Writing and Research Skills 1/II) must average between 2.925 and 3.075, regardless of the size of the class. Legal Analysis, Writing and Research Skills I/II is not subject to this rule by faculty rule, however, the Legal Analysis, Writing and Research Skills instructors have agreed among themselves that the grades in each LAWRS section must have an average between 2.90 and 3.10.

**Grade-Grievance Procedure**

A student puzzled or dissatisfied by a grade should make an appointment to see the instructor who assigned the grade. This meeting is often useful in highlighting exam-taking deficiencies or gaps in a student’s knowledge. Thereafter, a complaint about a grade may be discussed with the Vice-Dean. Once a grade is recorded, however, no grade may be changed, even at the instructor’s request, except to correct a mathematical or clerical error in the calculation or reporting of the grade. In particular, an instructor is not permitted to change a grade upon reconsideration of professional judgment. The Vice-Dean will investigate the claim of mathematical or clerical error before approving a grade change, and the burden of proof is upon the instructor to establish a correctable error. The Faculty has consistently declined to review an individual instructor’s grades.

**Academic Deficiency**

Scholastic Regulations, as amended, appear in full in Appendix B of this Handbook. Generally, students whose GPA falls below 2.33 are on academic probation, and may be subject to academic dismissal if their GPA falls below a cutoff determined by their year in law school. In order to graduate, students must have a GPA of 2.33.

Students who fall short of the minimum standards imposed by the law school are
required to appear before the Committee on Scholastic Standing. The Committee is empowered to determine whether and to what extent academic credit has been earned for the subject semesters.

The Committee on Scholastic Standing consists of six faculty members, two administrators appointed by the Dean, as well as six student members. Dean Garbaccio serves as the Committee’s secretary. Dean Rothman also serves as a counselor for students prior to and following Committee hearings. When sitting in quasi-judicial capacity, the Committee sits in panels of three faculty members. The administrator members attend but do not vote. A student called before the Committee may choose to have student members of the Committee present at the hearing. In that case, as many as three student members may participate in the deliberations. They have no vote. The decision may be appealed to a reviewing panel composed of three faculty members (and two students, if requested) who did not participate in the original decision. The reviewing panel may reconsider the findings of the original panel hearing if it finds that (1) there was bias in the original hearing; (2) the procedural rights of the student were violated, or (3) the decision at the first hearing was arbitrary, capricious or constituted an abuse of discretion. The decisions of the reviewing panel, both as to whether to reconsider the findings of the original hearing and as to its own determination, are final.

Students whose grade point average after completion of the required curriculum is below 2.7 are required to obtain the approval of their course selection from Dean Deutsch. Students should schedule a meeting with Dean Deutsch as soon possible after registration materials are made available, to facilitate the counseling and approval process. Such students will also be required to take a course in Legal Analysis during their second year.

Also, students who GPA in the first year required courses falls below 2.95 will also be required to take a capstone course in American Common Law, offered in the spring of the last year of enrollment.

**Withdrawal from School (Leave of Absence)**

A student in good standing may obtain a leave of absence by completing a withdrawal form or submitting a letter of withdrawal to Dean Garbaccio. An interview with Dean Rothman is also desirable. Students not in good academic standing must consult with Dean Deutsch before withdrawing, and all students who have received financial aid must have an “exit interview” with a University financial aid representative. Information about withdrawing before a student has taken any examination or near the end of a semester, or by a student not in good academic standing, appears in Scholastic Regulation 8. Scholastic Regulation 9 explains the treatment of credits more than five years old. These regulations appear in Appendix B.

**Degrees**

Degrees are conferred by the University each October, January and May of every academic year, upon recommendation of the law school faculty. The Law School conducts one Commencement ceremony in may for all graduates, but October and January graduates may receive their diplomas by mail soon after they complete the degree requirements. It is the responsibility of each student to make certain that all the graduation requirements of the law school have been fully met before the graduation date. There is no charge for the diploma. Diploma applications are made directly to Dean Garbaccio, and to the University Business Office, through its webpage at http://registrar.newark.rutgers.edu/office-registrar-online-resources. A student who will be absent from the Convocation exercises should notify the Newark Registrar’s office through this website and provide a mailing address.
Graduating students are urged to clear up all outstanding debts well before the date of graduation so that issuance of the diploma and certification to bar examinations are not delayed.

**Honors and Prizes/Order of the Coif**

It is the general policy of the Faculty not to publish or disclose class rank, although certain prizes and scholarships, such as the Saul Tischler Scholarship, may reveal the person in each class who is first in their class. At graduation, academic honors are awarded by the faculty on the recommendation of the faculty members of the Committee on Scholastic Standing on the basis of distinguished scholastic attainment over the entire law school career. Those who are ranked in or above the top 20% of their class will generally be awarded honors; those in the top 10% will also be elected to the Order of the Coif, the law school equivalent of Phi Beta Kappa. These calculations are made immediately prior to graduation. (“Grading Policies” above describes the numerical equivalent of letter grades and the policy on the minimum number of credits in graded courses required of candidates for honors and grade-based prizes.) Honors are based on grade-point average. The faculty members of the Committee on Scholastic Standing, in consultation with other faculty members, also select the recipients of various specialized graduation prizes for achievement in a variety of legal disciplines.

Students must have a minimum of 68 graded law school credits earned at Rutgers to be eligible for Honors and for the Order of the Coif. (Transfer students are eligible if they receive grades in 81% of the law school courses they take at Rutgers after matriculation here.)
Law School Policies and Procedures

Adherence to Accreditation Standards

Consistent with ABA Standard 512, the law school has created a process by which students may bring complaints about alleged violations of the ABA Standards. The policy is set forth below:

Rutgers School of Law–Newark is accredited by the American Bar Association, and conforms in the administration of our scholarly and educational mission with its standards, which can be found on the ABA website at www.americanbar.org/groups/legal_education/resources/standards.html. Any student who believes that the Law School has acted or is acting in such a way as not to be in compliance with these standards should submit a complaint, in writing, to the Associate Dean for Student Affairs, who will forward the complaint to the faculty Complaint Review Committee for consideration and resolution. If requested, a hearing on the matter will be scheduled. The Committee’s determination and resolution will be provided to the student filing the complaint. Within five days of receipt of this decision, the student may file an appeal to the Vice Dean if it is thought that the determination and/or resolution is unsatisfactory. The Vice Dean’s review in such an appeal will be limited to the complaint, the decision, and any transcript or record as was developed in Committee.

University Code of Student Conduct

The University Code of Student Conduct was promulgated in 2002 and became effective April 5, 2002. The Code and the regulations governing its implementation have since been amended from time to time, most recently in Academic Year 2007-08. The Code provides guidelines for behavior within and without the law school and reminds students they are responsible not only for basic normative values, but also for the norms common to the profession of law. The Code of Professional Conduct applicable to law students is the one used by lawyers in the State of New Jersey. The student disciplinary code and procedure is set forth in Appendix C.

The Honor Code

The law school trains for a profession not only learned but honorable, in whose members the utmost faith and confidence can be reposed. Adhering to professional standards is an obligation which begins in law school, and a formal Honor Code has been adopted to guide students while at Rutgers. The following are violations of the Code adopted by the student body, with the concurrence of the faculty, in 1967, and as amended by the faculty in 1982. Students found in violation of the Honor Code are subject to a judicial proceeding, in accordance with Paragraph 10(a) of the University Code of Student Conduct, attached as Appendix C to this handbook. Other conduct, not within the scope of the Law School Honor Code may also violate paragraph 10(a) or other provision of the University Code of Student Conduct, and may also subject students who engage in such conduct to sanctioning under the University Code.

Examinations

Obtaining unauthorized knowledge or knowing possession of examination questions prior to the time that the examination is to be administered, EXCEPT THAT a person innocently gaining such knowledge or possession may exculpate him/herself by reporting such knowledge or possession to the Dean of the School of Law. The giving or receiving of unauthorized aid during the administration of any examination. The use during an examination of any materials not specifically authorized.
Papers and Other Written Work

As defined in the University’s Academic Integrity Policy, “Plagiarism is the use of another person’s words, ideas, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course.”

For further explanation of the meaning of plagiarism, including the full text of the University’s Academic Integrity Policy, see http://academicintegrity.rutgers.edu/

This provision applies to all written work submitted by a student for academic credit or evaluation, including for journal or moot court/mock trial competitions, or any academic prize.

Stealing – The unauthorized taking or knowing unauthorized possession of any academic materials, such as notebooks and textbooks, from any member of the law school community. The monetary value of the item stolen will not be considered in determining guilt.

Library Facilities

Library violations include but are not limited to: removal of any materials from the library in an unauthorized manner, mutilation of any of the contents of any work in the library collection, concealing or misplacing any library materials with intent to deprive other students of their use.

(Please note: All students receive material on plagiarism at the time they take Legal Analysis, Writing and Research Skills I/II. This material is applicable to all written work, not just that for Legal Analysis, Writing and Research Skills I and II. Further, the scope of a student’s obligations may widen based on the actual materials each student will receive from the coordinators of the Legal Analysis, Writing and Research Skills Program.)

Plagiarism

As stated above, “Plagiarism is the use of another person’s words, ideas, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course.” Conferring on a paper, which may include the exchange of ideas, information, and sources of information, will not be considered a violation of this Honor Code, so long as specific permission has been granted by the instructor. A student may not incorporate into anything the student submits for credit or academic evaluation any work of another person unless the student credits the original author and identifies the original author’s work with quotation marks and footnotes or other appropriate written explanation. The student may not use, in connection with any written work, any materials prohibited. This provision applies to all written work submitted by the student.

The above rules are enforced by the Rutgers University Code of Student Conduct and the University’s Academic Integrity Policy.

Student Records (Buckley Amendment)

Rutgers, The State University of New Jersey ("Rutgers") complies with the Family Educational Rights and Privacy Act ("FERPA") and makes public announcement of the law. This announcement shall be published as an "official notice" at least twice per year and will also be archived on the Office of Student Affairs Compliance Website. Students with questions
about this notice or about FERPA generally should contact Jackie Moran (rucomply@rutgers.edu, (848) 932-8576).

FERPA affords students certain rights with respect to their "education records" as that term is defined in the law. These rights include the following:

1. The student has the right to inspect and review his/her education records within 45 days of the date Rutgers receives a proper request for access to such records.

2. The student has the right to request amendment of education records that the student believes are inaccurate or misleading.

3. Rutgers shall obtain the prior consent of the student before disclosing personally identifiable information contained in the student's education records, EXCEPT to the extent FERPA authorizes disclosure without consent.

4. The student may direct complaints concerning the alleged failure of Rutgers to comply with the requirements of FERPA to the Office of Student Affairs Compliance, 83 Somerset Street, New Brunswick, New Jersey 08901, (848) 932-8576, or to the U.S. Department of Education, c/o Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

Full information regarding the University's compliance with FERPA, including a list of information that the University considers “directory information” that may be disclosed without prior consent, may be found at [http://compliance.rutgers.edu/ferpa](http://compliance.rutgers.edu/ferpa).

**Smoking**

Smoking is prohibited in all areas of the building, including private offices. Violations of this rule should be reported to Dean Rothman. First time violators receive a warning; second time violators are subject to the University's Disciplinary Code. Moreover, under the New Jersey Smoke-Free Air Act, a person who after warning continues to smoke in a prohibited place is subject to civil fines and penalties up to $1000 for the third and subsequent offenses. N.J. Stat. § 26:3D-62(b).

**Alcoholic Beverages**

The possession and use of alcoholic beverages on University property is regulated by state law and University policy. Alcoholic beverages may not be sold on the campus without a club license; nor may they be served free at functions having an admission, donation, or entertainment charge. To reduce excessive drinking, nonalcoholic drinks, displayed as prominently, if not more so, than alcoholic drinks, and food, must be available whenever alcoholic beverages are served. University insurance excludes coverage for injuries resulting from the sale of alcoholic beverages; thus the sponsor and seller may be held personally liable for damages. For further information, see Dean Rothman.

**Harassment**

As matriculants of the Law School, all students are bound by the University Code of Student Conduct (see Appendix C), as well as the Rules of Professional Conduct governing lawyers admitted to practice in New Jersey. Both prohibit sexual, racial, or other harassment of fellow students, faculty or staff. To review the University policy on harassment, see [http://rockbox.rutgers.edu/~cswish/GP/Policyon%20Harrassment.pdf](http://rockbox.rutgers.edu/~cswish/GP/Policyon%20Harrassment.pdf). Harassment is statutorily defined by New Jersey law to mean, and here means, purposefully making or causing to be
made a communication or communications anonymously or at extremely inconvenient hours, or in offensively coarse language, or in any other manner likely to cause annoyance or alarm, or subjecting or threatening to subject another to striking, kicking, shoving or other offensive touching, or engaging in any other course of conduct or of repeatedly committed acts with the purpose to alarm or seriously annoy any other person. Harassment is considered a separation offense under the University Code of Student Conduct as a “heinous act.”

Rutgers has adopted a policy prohibiting sexual harassment of employees by superiors and of students by faculty/staff and by fellow students. The following procedures are now in effect:

Any person on the Rutgers-Newark Campus who is made directly aware of a sexual assault or an incident of sexual harassment by faculty/staff must report the incident immediately to the Vice Chancellor for Student Affairs who can be reached at 973-353-5541.

Where continued danger exists for the victim, or for anyone else, the Newark Chief of Police who can be reached at 973-353-1670, should be notified first, and after that, the Vice Chancellor for Student Affairs.

The Vice Chancellor for Student Affairs will notify other agencies at Rutgers University – Newark on a “need to know” basis, fully respecting the victim’s right to privacy and the need to maintain confidentiality as required by law and our regulations. Once Newark authorities have been informed, further notifications should be made, as appropriate, under University harassment or disciplinary procedures.

Reports of harassment between students should be made either to Dean Rothman or Dean Deutsch, both of whom are trained campus Harassment Advisors/Investigators. Complaints by students about fellow students will be investigated and appropriate action taken under procedures adopted 7/1980 and subsequently amended.

Use of Global Email

Rutgers University maintains various listserves to allow members of the Rutgers community to communicate to a large section of their colleagues, peers and students quickly and easily. This system, called the Rutgers Automated Mass-mailing System (RAMS) allows students, administration and faculty to contact all law students, or certain subsets of the student body, by sending e-mail to a single address.

Over the years, there has been some disagreement among students as to what policy the administration should apply to limit the amount of “SPAM” that appears in student mailboxes because of indiscriminate use of this convenient system. However, because this Law School values the First Amendment rights of the members of the community, and because the community itself tends to regulate abusers (generally through its vociferous scorn), the policy remains that with the exceptions of commercial use (such as messages from representatives for commercial bar preparation courses), and obscenity, hate, or other non-protected speech, the administration permits students free use of the system. (Of course, students are bound to follow the University regulations regarding use of this and all University computing). For informal contact with fellow students, you are encouraged to use various social media; groups have formed using these tools that do not involve the faculty or administration, and do not burden the RAMS system.
Safety and Security

Law School Security

Because Rutgers School of Law is a public institution, with a law library serving the general public as well as the law school community, the Center for Law and Justice is open to the public at most times that the library is open. For the safety of students, and the Law School community as a whole, campus security officers regularly patrol the building during the day and evening hours, and new security measures recently put into effect have significantly decreased the traffic of members of the general public within the building. Under these new procedures, access to the building is limited to students, faculty and staff displaying a valid Rutgers ID; visitors using the library, and announced guests accompanied by a student, faculty member or member of the administrative staff. All people entering the building must show ID to the security guard stationed at the entrance, and all guests must be signed in, receive a visitor’s ID, and wait at the security desk until they are met by their Rutgers “host.”

In addition to these security measures, house phones are installed on each floor and in each classroom; the restrooms and various offices have been wired with “panic buttons;” and the front and sides of the building are under video surveillance. Nevertheless, caution is recommended, particularly with regard to your valuable personal belongings. Any unusual activity or suspicious person(s) should be reported at once to the front desk (353-5561), or directly to the University police (353-5111). Students should keep valuables including computers, cellular phones, books, notes, and coats close at hand, and should carefully re-lock lockers after use.

Rutgers University maintains an “open campus” approach to its facilities, which means that all students displaying a valid Rutgers University ID can access all buildings and facilities at each University location. For this reason, there will often be found undergraduates and graduate students from other Rutgers units using the Law Library and other facilities. While these students must abide by the policies and procedures of the Law School, they also have the right to use the facilities, just as law students have the right to use the various facilities in the other buildings throughout the campus. However, when students from other units abuse the facilities, they can and should be removed. If you observe such conduct, report it immediately to Dean Rothman, so that the situation can be promptly addressed.

Student Demonstrations

For fire safety and security reasons, demonstrations are not permitted in the building’s stairways, corridors, aisles, passageways, halls, or areas contiguous to exit doors. When space is available, meetings/demonstrations may be held in the central area of the Atrium and lobby, or in classrooms, so long as they are orderly and do not disrupt or interfere with the rights of other members of the academic community in carrying out their normal business. Realize that demonstrations cannot be conducted in the any space that by virtue of the noise or traffic will disrupt any class in progress or scheduled to be held.

Emergencies

University Police:
Emergency Telephone: 973-353-5111
Regular Telephone: 973-353-5581
#80 on Blue Light Emergency Campus Phone

Center for Law and Justice Front Desk:
973-353-5561

St. Michael’s Hospital: 306 Dr. Martin Luther King, Jr. Blvd. at Central Avenue 973-877-5500 (Call University Police, 973-353-5111, for emergency transportation.)
**Student Health Center**: Blumenthal Hall, 249 University Ave., at Raymond Blvd., 973-353-5231

To contact a student when school is in session in an emergency only, call: Dean Rothman at 973-353-5671 or 353-5561

Students can and should have notices of campus emergencies sent via text message to their cellphone via the campus-wide public safety system. To sign up, simply navigate to [https://cas.rutgers.edu/login?service=https%3A%2F%2Fpersonalinfo.rutgers.edu%2Fpi%2Fj_spring_cas_security_check](https://cas.rutgers.edu/login?service=https%3A%2F%2Fpersonalinfo.rutgers.edu%2Fpi%2Fj_spring_cas_security_check).

Information regarding class cancellation and school closings are posted on the Law School website as soon as that information is known to the administration. Check there before calling in to the Law School.

**Emergency School Closings**

Information on Rutgers University emergency closings is posted as soon as the decision is made at:

http://www.newark.rutgers.edu/weather-and-campus-operating-status

In the event that the Law School itself is closed, that information will be posted on the homepage of the Law School website shortly after it is posted on the Campus Emergency site. In addition, the Deans’ Office will circulate global e-mail to the entire law school community or to the students in a particular class as soon as it is learned that school, or an individual class, has been cancelled. In the event of bad weather, the commencement of an examination may be delayed, but they are seldom, if ever, cancelled.

**University Police**

200 University Avenue

973-353-5581 (regular extension)
973-353-5111 (emergency extension)

The Rutgers Police Department – Newark Division has the primary responsibility of protecting and serving the Newark Campus community and is in operation 24 hours a day, 365 days a year.

The Rutgers University Police Department is concerned about your safety and actively investigates all reported crimes. Please be aware of these safety tips:

- Be aware of your surroundings and be alert and attuned to people and circumstances around you.
- Avoid the use of alcohol and other drugs. Persons under the influence are much more likely to be the victims of crime.
- Avoid isolation; whenever possible walk in pairs.
- After dark, walk with others.
- Use well-lighted paths.
- If you believe you are being followed, go to the nearest home, building or institution where you can get help.
- If you observe someone following you as you leave an establishment, go back to the establishment and seek help.
- Keep the door to your residence locked at all times.
- Familiarize yourself with the locations of the “Blue” exterior emergency phones located throughout campus.

Members of the university community are encouraged to use university transportation and university escort services, especially after dark. Please call 973-353-5581.

If you observe any suspicious activity, contact the Rutgers University Police immediately at 973-353-5581 (off campus or residence halls) or 5111 from University telephones.

If you have any information regarding any
crime or criminal activities, you are encouraged to contact the Rutgers University Police at 973-353-5581.

**SARA (Sex Assault Rape Analysis)**

This agency, a unit of the Newark Police, may be reached for incidents occurring in Newark by calling 733-RAPE from 8:00 A.M. to 5:00 P.M., or 733-6000 during other hours. For incidents occurring elsewhere, telephone your local police department or the one in the locality where it occurred.

The university also offers R.A.D. (Rape Aggression Defense Systems) training free of charge as a service to the female community.

R.A.D. is a nationally recognized self defense training course designed exclusively for women who are willing to learn defensive tactics to be used during a physical confrontation. Students are taught how to heighten their situational awareness to reduce the likelihood of a physical confrontation.

For information about on-campus training programs and sessions contact Rutgers R.A.D. Training Coordinator Sergeant Daniel Duran at daduran@andromeda.rutgers.edu

**University Shuttle Service**

The University operates several shuttle services to provide transportation to the Rutgers Community.

For information regarding the shuttles, please visit: http://publicsafety.rutgers.edu/rupd/newark.html
Appendix A - Library Policies

1. LIBRARY USERS
The Rutgers University Libraries collections, including the Law Library, are available to all individuals for use on site. Members of the public are welcome to use these resources on site. All library users should be engaged in activities associated with the use of an academic library. These uses include reading, studying, or using library services or resources. Users not engaged in these activities will be required to leave the library. All Rutgers faculty, staff and students are required to display a Rutgers ID card while in the law library.

Law school graduates or attorneys may purchase Library cards upon completion of an application and payment of a nominal fee. Also, limited Library privileges are granted to other persons upon application. All non-Rutgers patrons are required to wear the identification tag issued to them by the registration desk in the lobby of the Center for Law and Justice. Library card privileges are not transferable to other persons and privileges may be revoked or suspended for violations of library policies. A patron is responsible for reporting to the Library of all changes in name, home address, business address, telephone numbers and e-mail addresses.

2. BORROWING OF MATERIALS
With exceptions stated below, single-volume material, which is not on reserve, may be borrowed for one month by a patron with valid Rutgers Law Library bar code. One-month loans are obtained by charging materials out at the circulation desk. Materials from multi-volume sets, loose-leaf materials, books with pocket or pamphlet supplements, statutes, reporters, periodicals, and other materials without call numbers do not circulate. As a general rule, materials on reserve may be charged out for up to two (2) hours for use in the library only. Certain reserve materials may be charged out for up to twenty-four (24) hours. Course materials which have been placed on reserve by a particular faculty member, for use by students enrolled in the faculty member's class, circulate for a period of time designated by the faculty member, not to exceed two (2) days.

3. RENEWALS OF ONE MONTH LOANS
Borrowed materials with a circulation period of one (1) month which are not overdue and which have not been requested by other patrons may be renewed by telephone any day before 5:00 p.m., or by bringing them to the circulation desk any time up to fifteen (15) minutes before closing. Materials may not be renewed sooner than one (1) week before the due date. Patrons renewing by telephone must have the books in front of them for quick reference, if needed. Overdue material may be renewed only by bringing it back to the circulation desk. Materials can only be renewed once, except by special permission of the Head of User Services or the Head of Circulation.

4. RECALL OF BORROWED MATERIALS
All borrowed materials are subject to recall at the library's discretion. Generally, however, patrons will be afforded at least 14 days with any book checked out, and the new due dates for recalled material will be at least 5 days from the date of the recall notice. Borrowers who fail to return recalled books by the new due date, indicated on the recall notice, will be fined $5 per day to a maximum of $50.

5. MATERIALS ON RESERVE
Reserve materials are kept behind the circulation desk. The library, at its sole discretion, reserves the right to change designation of materials. Current issues of law reviews may be borrowed for use in the library only. Other reserve items, which can also be borrowed for use within the library only, are due back to the circulation desk in two (2) hours (or fifteen (15) minutes before closing, whichever is sooner). A two (2) hour loan may be renewed by bringing the material back to the circulation desk where it will be renewed if the material is not overdue and if it has not been requested for use by another patron.

Designated copies of certain books and audio-visual materials on reserve may be borrowed for twenty four (24) hours by Rutgers School of
Law and Rutgers School of Criminal Justice faculty, staff and students only. Renewal of 24-hour loan material may be renewed by bringing the material to the circulation desk where it will be renewed if the material is not overdue and if it has not been requested for use by others.

Course materials, which are placed on reserve by faculty members for use by students registered in the faculty member’s class, have a circulation period designated by the particular faculty member. Generally, course reserves will have a circulation period of anywhere from four (4) hours to two (2) days.

6. FEES AND FINES FOR LOST OR OVERTIME MATERIALS
Students may borrow books for a period of one month. Although the library does not charge fines for overdue materials, your borrowing privileges will be suspended until overdue material is returned, renewed, or paid for. In addition, the University reserves the right to hold transcripts and diplomas for any library material that has not been returned or paid for. Overdue notices will be forwarded to patrons via e-mail or regular mail. E-mails will be sent to the address on record with the University. It is the responsibility of the student to monitor and read these e-mails. Notices notwithstanding, each patron is responsible to know the due dates of items he/she has borrowed from the library and for returning the borrowed items to the library in a timely manner.

Recalled Books – Borrowers who fail to return recalled books by the new due date, indicated on the recall notice, will be fined $5 per day to a maximum of $50.

Lost Materials – The patron must pay full replacements costs and a fifteen dollar ($15.00) processing fee to replace lost materials which were charged against his/her bar code.

7. GOVERNMENT DOCUMENTS
Federal and state documents which are located in the Government Documents area on the 2nd floor can only be charged out, and checked in, by the Government Document librarian or staff. Where duplicate copies of materials are available, the Documents librarian, in his/her sole discretion, may permit a patron to borrow one copy of the material for one (1) month. When the Documents area is closed, materials may be returned at the 1st floor circulation desk.

8. RETURNING BORROWED MATERIALS
As a courtesy to the rest of the law school community, library patrons are expected to re-shelve in the proper location all library materials that they have used in the library, unless the material has been charged out from the circulation desk, the Government Documents area, or the material is coded with a call number. Materials charged out at the circulation desk or material coded with a call number must be brought to the circulation desk for re-shelving.

Materials borrowed using the Rutgers University Libraries (RUL IRIS system must be returned to the Dana Library or another RUL Library. RUL materials must not be returned to the Rutgers Law Library - Newark.

Materials borrowed from Rutgers Law Library-Camden must be returned to the circulation desk at Rutgers Law Library-Newark for return to Rutgers Law Library-Camden.

9. MATERIALS LEFT IN CARRELS OR ON TABLES
Notes left with materials requesting that the materials be left un-shelved will not be honored unless written approval is obtained from the Head of User Services, or librarian in charge. Patrons who receive approval to leave material un-shelved must bring the un-shelved material to the circulation desk where it will be held for the patron overnight.

10. BORROWING BY LAW STUDENTS FOR LAW FACULTY MEMBERS
A law student, employed by a faculty member as a research or teaching assistant, may borrow non-circulating material from the law library for use only in the law faculty member’s office upon presentation of a letter from the faculty member stating that the law student is so employed and authorized to borrow for the law faculty member. This letter must be dated and shall be valid only during the semester in which it is written. The student must request that the faculty member’s name be added to the student’s circulation record. The student must
also present his/her personal Library card to charge out materials.
For borrowing privileges at the Rutgers University Libraries (RUL), the student must go the Dana Library and request a form that must be completed, signed, and returned to Dana Library by the authorizing faculty member. The form can also be downloaded and printed from the RUL webpage at http://www.libraries.rutgers.edu/rul/staff/staff.shtml then clicking on link for access services, > forms, > research assistant - application for borrowing privileges.

11. BORROWING BY STUDENTS FOR USE IN PUBLICATIONS
Single volume material which is not on reserve may be borrowed for up to an academic year by members of student members of law journals only for use on journal projects and only in journal offices. A member of a student publication must sign out these materials with his/her own library card and ask to have the name of the student publication added to the circulation record.

As noted in section 5 above, reserve material, generally, does not circulate outside the library and borrowing is usually limited to two (2) hours. For this reason, it is recommended that a member of a student publication use PDF copies from an on-line source or photocopies of reserve materials that are needed for journal projects. In the rare instance that reserve material is not available from an on-line source, or that reserve material cannot be photocopied, a member of a student publication may request special permission to charge out reserve materials for use on journal projects and only in journal offices. This special charge out period is not to exceed twenty-four (24) hours.

If borrowed material becomes overdue and cannot be found in the student publication office, the student to whom the material was checked out will be held responsible for the material and will be subject to replacement costs.

Use of reference materials is limited to in-library use only with the permission of the reference librarian.

12. BORROWING BY STUDENTS FOR USE IN CLINICS
As noted in section 5 above, reserve material, generally, does not circulate outside the library and borrowing is usually limited to two (2) hours. For this reason, it is recommended that student members of clinics use PDF copies from an on-line source or photocopies of reserve materials that are needed for clinic projects. In the rare instance that reserve material is not available from an on-line source, or that reserve material cannot be photocopied, a student member of a clinic may request special permission to charge out reserve materials for use on clinic projects and only in clinic offices. This special charge out period is not to exceed twenty-four (24) hours.

If the borrowed material becomes overdue, the student will be held responsible for it and will be subject to fines. If the material is lost and cannot be found in the clinic offices, the student will be held responsible for it and will be charged fines, and replacement and processing costs appropriate for the type of material.

Use of reference materials is limited to in-library use only with the permission of the reference librarian.

13. SUSPENSION OF BORROWING PRIVILEGES
The library reserves, in its sole discretion, the right to revoke, suspend, or modify the privilege granted to any individual.

14. MEDIA SERVICES
The Library has a collection of video and audio cassettes, which may be borrowed by Rutgers Law School and School of Criminal Justice faculty and students, for viewing, or listening, in the Library. Designated copies of certain audio or visual materials may circulate overnight. The Library has viewing facilities for VHS videotapes for both individual viewing and for viewing by groups. A list of video and audio cassettes owned by the Library can be found at the circulation desk. Arrangements to view videotapes, or listen to audiotapes, in library can be made at the circulation desk.

15. HOURS OF OPERATION
CAUTION: The building closes before the library. See Center for Law & Justice Building Access. When school is in session, the regular hours of the library for Rutgers University faculty, staff and students are:

**Monday through Thursday, 8:00 a.m. to 11:00 p.m.** Circulation desk services commence at 8:00 a.m. Non-Rutgers patrons may not enter, or remain in, the library after 9:00 p.m., except that Friends of the Law Library and other holders of current Rutgers-Newark Law Library borrower's cards are permitted to remain in the library until closing. After 7:00 p.m. access to the third floor is limited to Rutgers ID holders. Circulation desk and computer lab services end at 10:45 p.m. Photocopy machines are turned off at 10:45 p.m. Second and third floors close to all patrons at 10:45 p.m.

**Friday, 8:00 a.m. to 10:00 p.m.** Circulation desk services commence at 8:00 a.m. Non-Rutgers patrons may not enter, or remain in, the library after 9:00 p.m., except that Friends of the Law Library and other holders of current Rutgers-Newark Law Library borrower's cards are permitted to remain in the library until closing. After 7:00 p.m. access to the third floor is limited to Rutgers ID holders. Circulation desk and computer lab services end at 9:45 p.m. Photocopy machines are turned off at 9:45 p.m. Second and third floors close to all patrons at 9:45 p.m.

**Saturday, 10:00 a.m. to 8:00 p.m.** Circulation desk and computer lab services end at 7:45 p.m. Non-Rutgers patrons may not enter, or remain in, the library after 6:00 p.m., except that Friends of the Law Library and other holders of current Rutgers-Newark Law Library borrower's cards are permitted to remain in the library until closing. Circulation desk and computer lab services end at 7:45 p.m. Photocopy machines are turned off at 7:45 p.m. Second and third floors close to all patrons at 7:45 p.m.

**Sunday, Noon to 11:00 p.m.** Circulation desk and computer lab services end at 10:45 p.m. Non-Rutgers patrons may not enter, or remain in, the library after 6:00 p.m., except that Friends of the Law Library and other holders of current Rutgers-Newark Law Library borrower's cards are permitted to remain in the library until closing. Circulation desk and computer lab services end at 10:45 p.m. Photocopy machines are turned off at 10:45 p.m. Second and third floors close to all patrons at 10:45 p.m.

Materials must be charged out fifteen (15) minutes before closing time. Changes in library hours for summer, intersession, holidays, or other reasons are posted in advance.

16. PHOTOCOPIERS
Pay-per-copy photocopy machines, operated by a pre-paid copy card, are located on the 1st and 2nd floors of the library. Copy cards may be purchased from the vending machine next to the circulation desk on the 1st floor. Refunds for machine malfunctions will be made only if the patron notifies the circulation desk staff as soon as the malfunction occurs and immediately completes a Request for a Refund form. Photocopiers are turned off fifteen (15) minutes prior to the library’s closing.

17. CONSUMPTION OF FOOD AND DRINKS
Patrons are not permitted to eat any food on the third floor of the library. Neither food nor drink is permitted in any of the computer laboratories of the library. In other parts of the library, patrons are permitted to eat only light snacks, such as pretzels, chips, nuts, crackers, fruit, or cookies. Patrons are requested to be considerate of others by eating quietly.

In parts of the library other than the computer labs, non-alcoholic drinks are permitted, but only in spill-proof or capped containers.

18. CONDUCT OF PATRONS
The following are not permitted in the law library:

A. Noise that disturbs or interferes with the use of the library by another person.

B. Patrons whose bodily hygiene interferes with the use of the library by other library patrons or staff.

C. Patrons who are not properly attired, such as patrons without shoes or shirts.

D. Conduct interfering with another person's use of the library or with library personnel's performance of their duties.
E. Misusing a restroom, such as using the restroom as a laundry or bathing facility.
F. Solicitation of contributions or signatures or conducting surveys of any type.
G. Bringing animals into the library, other than guide dogs.

19. SMOKING
Smoking is not permitted in the Center for Law and Justice, including the Law Library.

20. REGISTRATION REQUIRED
All public, non-Rutgers faculty, staff or students library users are required to register at the security desk located at the entrance to the Center for Law and Justice building and again at circulation desk prior to using the law library. Public patrons who only wish to use the Government Documents area may do so without registering at the law library circulation desk.

21. CONVERSATION AND CELL PHONE USE
Quiet face to face conversations are permitted only in the area between the circulation desk and the reference desk on the first floor. Speaking on cell phones is not permitted anywhere in the library. Texting is encouraged.

22. USE OF STUDY ROOMS
Only Rutgers Law School students and Rutgers School of Criminal Justice students are permitted to use the study rooms located on the 2nd and 3rd floors of the library. Use of the study rooms is done by reservation only on a first come, first serve basis, using the form in the reservation book located at the circulation desk. Reservations for up to four (4) hours of use must be made on the day of use only; no reservations in advance of the current date will be accepted. Use of study rooms is limited to study groups; to an individual student using audio or video equipment, a typewriter or a personal computer; Legal Analysis, Writing and Research Skills Teaching Assistants; and other authorized tutors.
A study group, which consists of two or more qualified students, may make same-day reservations for up to four hours total on that same day. The name of each member of the group must be on the reservation form. Multiple individuals in the same study group may not reserve a study room on the same day; however, the study group using the room does not need to vacate the study room until the next group with a reservation arrives. Study groups have priority and an individual student may be asked to vacate the study room to accommodate the study group. Legal Analysis, Writing and Research Skills Teaching Assistants, and other authorized tutors, may reserve study rooms for up to four (4) hours per day for an entire semester.
If a room is reserved by a Dean, an LAWRS Teaching Assistant, tutor, or a study group, a student using the room must vacate the room upon request. All rules applicable to library use also apply to use of the study rooms; however, emphasis is placed on the following rules:
Smoking in the study rooms is not permitted
Obscuring the windows in the study rooms is not permitted
Users must not make noise loud enough to disturb other library users.
Users must keep rooms neat and clean.
Failure to pick up paper and other debris will result in the revocation of study room privileges for the group or for the individual.
Attorneys, students from other divisions of Rutgers, students from other institutions, and the general public are not permitted to use study rooms at any time.

23. GOVERNMENT DOCUMENTS COMPUTER TERMINALS
The computer terminals designated “government documents” are primarily intended to allow patrons to consult online government information. They may also be used to access the legal databases made available through the Rutgers University Libraries. They should not be used for other purposes. Usage is limited to thirty minutes at a time when another patron is waiting to use the terminal.

24. LIBRARY ENTRANCE AND EXIT
Entering and exiting is only through the main doors located on the 1st floor. Using any other doors or means to enter or exit the library is prohibited by fire code as well as building policy.
25. LEXIS-NEXIS AND WESTLAW LABS
Lexis-Nexis and Westlaw labs are located on the 3rd floor and are accessible only through the library. These laboratory facilities, equipment, and database services are provided solely for use by Rutgers Law School students, faculty and staff members for purposes of legal academic course work and research.

26. PRIVACY POLICY
The Law Library respects the rights of users to pursue their research and recognizes that the subject of their research is private. Protecting user privacy and confidentiality is an integral part of the mission of this library. In order to insure this right, the Law Library adopts the American Library Association Code of Ethics, and the New Jersey Confidentiality of Library Records law, N.J.S.A, Sections 18A:73-43.1-43.3, as the basis for its privacy policy.

27. RULES FOR USE OF THE LAW LIBRARY COMPUTER RESOURCES
The computer laboratories close fifteen (15) minutes prior to the closing of the library.
A. Computer terminals in the Law Library Labs are for use by Rutgers University ID holders. Patrons must adhere to all University policies relating to the use of the laboratory.
B. The Law Library is primarily a research facility and first priority is given to meeting the research needs of students, faculty, and staff. A patron using a computer for word processing is required to yield the workstation to a patron who wishes to do research.
C. If on-line material is also available in hard copy in the library, patrons are expected to copy the material using a photocopy machine. If on-line material is not available in hard copy in the library, one copy of the material may be printed from the on-line source; if additional copies of the material are needed, they must be made by photocopying.
D. Alteration of the equipment, including terminals, modems, printers, cables or connections by a patron is not permitted; this includes saving files, or downloading programs, to the hard-drive. Only the on-duty laboratory attendant may add paper or clear paper jams from the printers, or remove, switch or replace ink cartridges.
E. The laboratory attendant will not place on "hold" print requests received.

28. REFERENCE POLICY
Reference librarians cannot provide patrons with legal advice, help patrons make decisions regarding legal rights and liabilities, or perform in-depth research for patrons. They cannot interpret statutes, cases, or any other materials for patrons.

29. POLICY CHANGES
The library, at its sole discretion, reserves the right to suspend, revise, or repeal the policies, procedures, rules, regulations, programs and activities governing the library and the computer laboratories at any time without prior notice. Changes in library policy and policy updates will be posted on the bulletin board which is located at the library entrance on the 1st floor and notices will be placed in the computer lab.
Appendix B – Scholastic Regulations


The following regulations have been adopted by the faculty.

1. Grading System - Students have an option between two grading systems. This option can be exercised each term and may be exercised for each separate course. One system uses the grades A+, A, A-, B+, B, B-, C+, C, C-, D & F. The "D" is presumed to carry credit, and an "F" is a failure. The other option is a system of Pass/"D" & "F". The "D" & "F" are treated as in the first option. The Pass/"D" & "F" cannot be exercised more for more than one course in any semester, cannot be exercised for any required course, and cannot be exercised for a total of more than 12 credits toward graduation. In addition, the following conditional grades and symbols are used in the law school:

Inc-Incomplete. Used whenever the student is absent from the final examination.

W-Withdrawn without evaluation. This symbol is used when a student has withdrawn with permission of the proper authority.

N-Deprived of credit.

E-Not taken for credit.

2. Conditions for Dismissal

For students entering or re-enrolling in August, 2010 and after:

A student shall be deemed not in good standing and shall be referred to the Committee on Scholastic Standing for a hearing as to why he or she should not be dismissed if:

(1) having attempted at least 26 credits, the student’s grade point average (“GPA”), as calculated by the grade equivalents noted in the Student Handbook, falls below 2.00. The Scholastic Standing Committee may permit students whose GPA is below 1.67 to re-enroll for the semester as the only alternative to dismissal. Students whose GPA is below 1.33 are automatically dismissed without hearing;

(2) having attempted at least 54 credits, the student’s GPA falls below 2.17;

(3) having attempted the number of credits required for graduation, the student’s GPA falls below 2.33, PROVIDED HOWEVER that students who have met the standard for graduation in all ways but whose GPA is above 2.28 and below 2.33 may once be permitted to register for up to 12 additional credits to bring the GPA to the 2.33 mark.

Students must achieve a GPA of 2.33 to be graduated, and the Committee on Scholastic Standing is not permitted to relax this rule.

This regulation applies to students entering on August 2007 or after, but before August 2010.

A student shall be deemed not in good standing and shall be referred to the Committee on Scholastic Standing for a hearing as to why he or she should not be dismissed if:

(1) at the end of two semesters (three for part-time students), the student’s grade point average (“GPA”), as calculated by the grade equivalents noted in the Student Handbook, falls below 1.67. The Scholastic Standing Committee may permit students whose GPA is 1.33 to 1.49 to re-enroll for the entire program as the only alternative to dismissal. Students whose GPA is below 1.33 are automatically dismissed without hearing;

(2) at the end of the four semesters (six part-time semesters), the student’s GPA falls below 1.83;
(3) at the end of six semesters (8 part-time semesters), the student’s GPA falls below 2.33, PROVIDED HOWEVER that students who have met the standard for graduation in all ways but whose GPA is between 2.28 and 2.32 may once be permitted to register for up to 12 additional credits to bring the GPA to the 2.33 mark. at any time after two semesters (three for part-time students), the student’s grade point average (“GPA”), as calculated by the grade equivalents noted in the Student Handbook, is below 2.33.

If the student has completed no more than two semesters (three for part-time students), and the student’s GPA is 1.67 to 1.5, the Scholastic Standing Committee may permit the student to re-enroll for the entire first year program as the only alternative to dismissal. Students whose GPA is less than 1.5 shall be automatically dismissed without hearing.

Every student who has been subject to an order to show cause and has not been dismissed from school shall be required to participate in academic counseling.

Students must achieve a GPA of 2.33 to be graduated, and the Committee on Scholastic Standing is not permitted to relax this rule.

For students entering prior to August, 2007, all aspects of Regulation 2(a) apply except that such students must achieve a GPA of 2.00 to graduate, and sub paragraph (a)(3) above is amended such that such students shall be deemed not in good standing and shall be referred to the Committee on Scholastic Standing for a hearing as to why he or she should not be dismissed if: (3) at the end of six semesters (8 part-time semesters), the student’s GPA falls below 2.00, PROVIDED HOWEVER that students who have met the standard for graduation in all ways but whose GPA is between 1.95 and 1.99 may once be permitted to register for up to 12 additional credits to bring the GPA to the 2.00 mark.

For purposes of Regulation Two, a grade of Unsatisfactory awarded for disciplinary reasons shall be treated like a grade of Unsatisfactory awarded for academic reasons.

After affording the student an opportunity for a hearing to show cause why the student shall not be dismissed for poor scholarship, the Committee shall enter an order either dismissing the student or placing the student on academic probation for one or more semesters on such conditions, if any, as the Committee shall deem appropriate. The student’s record shall be marked “Referred to the Committee on Scholastic Standing” and the Committee’s action noted on the record. If the student is not dismissed, the Committee’s order shall specify whether and to what extent residence and academic credit shall be granted. The student shall be informed in writing as to the Committee’s action.

3. Special Consideration for First Semester Performance - The first semester of law school requires a difficult adjustment for many students. Accordingly, in exercising its discretion under Regulation Two, the Scholastic Standing Committee shall take this factor into consideration in appropriate cases.

4. Courses Failed - A student who complies with the requirements of Regulation Two, but who receives a grade of F in any course shall receive no credit for the course. He or she is required to repeat a required course.

5. Probation - This regulation applies to students entering August, 2007 and after.

All students (except part-time students who have only finished the first semester of the required curriculum) whose cumulative grade point average (“GPA”) as calculated by the grade equivalents listed in the Student Handbook, at the end of any semester is below 2.33, and who have not already been referred to the Scholastic Standing Committee pursuant
to Regulation Two during that semester, will be referred to the Committee and placed on academic probation for one or more semesters on such conditions, if any, as the Committee shall deem appropriate.

The Committee has discretion to deprive the student of academic credit for any enterprise for which a grade of “D” was received during any such semester(s). Upon receipt of a J.D. from this institution, all references to probation pursuant to this regulation shall be expunged from the student’s record.

For students entering prior to August, 2007, Regulation Five applies to all students whose GPA at the end of any semester is below 2.00, and who have not already been referred to the Committee on Scholastic Standing pursuant to Regulation Two.

Students whose GPA is above 2.33 but below 2.7 must have their schedules approved by Dean Rothman prior to finalizing their registration.

6. Absence from Examinations - A student who is absent from an examination without being excused by the Dean, either before, or reasonably soon after, the time of the examination, will automatically receive the grade of “F” in the course for the purpose of determining the student’s eligibility to continue in the school. If the student has been excused by the Dean, s/he must take deferred examinations in incomplete courses when the regular examinations in the courses are next given or as permitted in the discretion of the Dean.

7. Withdrawal from the School - A student in the school who is in good academic standing will be permitted to withdraw upon proper written notice. The written notice is to be given to the Dean who then transmits it to the Registrar. Withdrawal without prejudice is permitted until the student’s first examination for the semester. However, a student who withdraws while on probation or who withdraws with prejudice, must obtain the approval of the Committee on Scholastic Standing before s/he can be readmitted. A student who withdraws without prejudice before taking any examinations in the law school must apply to the Committee on Admissions for readmission. A law student receiving any form of financial assistance must have an interview with the Director of Financial Aid, prior to withdrawal.

8. Lapsed Credits - Normally, the ABA standards require that a law student complete the J.D. degree within seven years.

9. Academic Honors - Honors may be recommended by the faculty on the advice of the Committee on Scholastic Standing on the basis of distinguished scholastic attainment over the entire law school career. Such honors are not recommended for more than twenty percent of the graduating class. In exceptional cases recommendations may be made for high honors or highest honors.

*(Note: graduating students who have elected the “Pass” option in a substantial number of courses are not eligible for honors.)*

10. Withdrawals from Courses - A student will be permitted to drop a law school non-required course or course elective until the time of the course examination. Students may drop seminars and clinics until the last day of class only with permission of the instructor. After the second week of classes, a “W” will appear on the record.

11. Withdrawal to Enter Military Service - A student in the law school who has satisfactorily completed at least two terms of work in the school and who is required to withdraw in any term except his/her final term in order to enter the armed forces will be granted advanced standing toward his/her degree to the extent of the number of credit hours for which s/he is
registered, and if registered for at least 12 credit hours, for one term’s residence credit. A student who is required to withdraw during his/her final term in order to enter the armed forces will receive his/her degree. To be eligible to receive the degree or advanced standing toward the degree, the student must (1) have done work of such quality that, if continued until the end of the term, it would, in the judgment of the Committee on Scholastic Standing, have entitled the student to full credit; (2) remain in regular attendance until s/he is required to report for active military duty; (3) have been denied a deferment to complete the term; and (4) have been in regular attendance for at least one-half of the term. A student who is required to withdraw to enter the armed forces who does not meet the above requirements may petition the Committee on Scholastic Standing, acting in its discretion, for appropriate relief. A student wishing to withdraw to enter the armed forces but who has voluntarily enlisted for military service may petition the Committee on Scholastic Standing, acting in its discretion, for his/her degree or for advanced standing toward his/her degree, provided (a) s/he has satisfactorily completed at least two terms of work in the school; (b) s/he fulfills requirements 1, 2, and 4, above; and s/he presents to the Committee weighty reasons for requiring such relief.

12. Cross-Registration - Students in their second and third years may register for selected or specially approved courses offered by the University outside the law school. With special permission, students may cross-register for six credits toward law school graduation.

13. Clinic Credits - Students may take, during their second and third (and fourth) years, a maximum of 28 credits in clinical education programs; credits earned for interdisciplinary courses taken outside of the school shall be counted toward this 28-credit maximum. However, every student must complete 60 credits in non-clinic, non-unscheduled, non-interdisciplinary courses to be eligible to receive a juris doctor degree.
Appendix C – University Code of Student Conduct

(Effective July 1, 2007)

PREAMBLE
A university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Its rules should be conceived for the purpose of furthering and protecting the rights of all members of the University community in achieving these ends.

All members of the Rutgers University community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of the community and resisting behavior that may cause danger or harm to others through violence, theft, or bigotry. All members of the Rutgers University community are expected to adhere to the civil and criminal laws of the local community, state, and nation, and to regulations promulgated by the University. All members of the Rutgers University community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation.

This document and the accompanying annotations describe the University’s Code of Student Conduct. It specifies prohibited types of behavior, the sanctions that can be applied, and the jurisdiction, structure, and operation of the University system for adjudicating student disciplinary cases. It supersedes those documents pertaining to student disciplinary hearing procedures, in conflict herewith, currently in force in any division of the University. It is the responsibility of all University students to familiarize themselves with these regulations.

AUTHORITY FOR STUDENT DISCIPLINE
1. Ultimate authority for student discipline is vested in the Board of Governors of Rutgers, The State University of New Jersey. Disciplinary authority may be delegated to University administrators, faculty members, students, committees, and organizations, as set forth in this Code, or in other appropriate policies, rules, or regulations adopted by the Board.

RATIONALE
2. The primary purpose for the imposition of discipline in the University setting should be to foster the personal, educational, and social development of those students who are held accountable for violations of University regulations, to ensure the orderly functioning of the University, and to protect the University community and its integrity.

DEFINITIONS
3. When used in this Code:
(a) the term “college” means any academic division of the University.
(b) the term “regional campus” means any of the three major geographic divisions of the University, i.e., Camden, Newark or New Brunswick/ Piscataway.
(c) the term “Vice President for Student Affairs” means that official or that individual(s) to whom the Vice President has assigned any one or more of his or her responsibilities under this document.
(d) the term “Chancellor” means that official on the Newark or Camden Campus, or the individual(s) to whom the Chancellor has assigned any one or more of his or her responsibilities under this document.

On the New Brunswick Campus, the term “Chancellor” means the Executive Vice President for Academic Affairs or the individual(s) to whom the Executive Vice President for Academic Affairs has assigned any one or more of his or her responsibilities under this document.
(e) the term “Senior Dean of Students” shall mean that official or the person(s) at that campus designated to have the responsibilities assigned to the Senior Dean of Students by this document.

(f) the term “Dean of Students” shall mean that official or the person(s) at that campus designated to have the responsibilities assigned to the Dean of Students by this document.

(g) the “Director of Student Judicial Affairs” means that official or other such title to whom that responsibility has been assigned or that individual to whom the Director has assigned one or more of his or her responsibilities under this document.

(h) the term “Judicial Officer” shall mean that official or the person designated to have the responsibilities assigned to the Judicial Officer by this document.

(i) the term “respondent” means any student who has been accused of an act prohibited under this Code.

(j) the term “complainant” means any member of the University community who has elected to serve as the complaining party in Hearings or Conferences conducted under this Code.

(k) the term “victim” means a member of the University community who alleges that she or he has suffered personal harm or injury as a result of an alleged violation(s) of part 10 of this Code.

(l) the term “Campus Adviser” means a member of the University community who has been selected by a respondent or by a complainant to assist him or her in Hearings or Conferences conducted under this Code.

(m) the term “attorney” means a person who holds a J.D., LL.B. or LL.M. degree from an accredited college or university, who has passed a bar exam, and is not a member of the University community, as defined in Part 3 (s) of this Code.

(n) the term “working day” means any day, except Saturday and Sunday, which is not listed as a University holiday on the University Calendar. Days when class is not in session, but which are not University holidays, are “working days.”

(o) the term “notice sent to a student” means a notice delivered to the student or his or her residence by any reasonable means. Such means may include e-mail, hand delivery or first class mail to a student’s most recent local address as it appears in the Registrar’s records, or to the student’s current home address as it appears in the Registrar’s records.

(p) the terms “institution” and “University” mean Rutgers, The State University of New Jersey and all of its undergraduate, graduate and professional schools and colleges, divisions, and programs.

(q) the term “student” means any person for whom the University maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974 and related regulations, and who has not yet been awarded his or her degree from the University.

(r) the term “faculty” means any person who holds a current academic appointment within the University.

(s) the term “administration or staff” means any person who currently holds a non-faculty appointment within the University. This does not include faculty who serve as department chairs.

(t) the term “member of the University community” means any student, faculty, administration or staff member at the University.

(u) the term “University premises,” for purposes
of this Code, means buildings or grounds owned, leased, operated, controlled or supervised by the University.

(v) the term “University sponsored activity” means any academic, co-curricular, extra-curricular or other activity on or off campus, which is initiated, aided, authorized or supervised by the University.

(w) the term “weapon” means any object or substance designed or which may be utilized to inflict a wound, cause injury, or incapacitate. A harmless instrument designed to look like a firearm, explosive or weapon that is used by a person to cause reasonable apprehension of harm, or to assault another person, is expressly included within the meaning of weapon.

(x) the term “aggravated violation” means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of University activities or University sponsored activities.

(y) the term “distribution” means any form of sale, exchange or transfer.

(z) the term “reckless” means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in substantial interference with University activities or University sponsored activities.

(aa) the term “shall” is used in the imperative sense.

INTERPRETATION OF REGULATIONS
4. Disciplinary regulations at the University are set forth in writing in order to give students general notice of prohibited conduct. This Code is not written with the specificity of a criminal statute and is not designed to define misconduct in exhaustive terms.

INHERENT AUTHORITY
5. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking disciplinary action against those students whose behavior off University premises indicates that they pose a substantial danger to others in the University community.

VIOLATIONS OF LAW AND DISCIPLINARY REGULATIONS
6. Students may be accountable to both external authorities and to the University for acts which constitute violations of law and this Code. Action at the University will normally proceed during the pendency of administrative, civil or criminal proceedings arising out of the same or other events, and shall not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced, or are pending.

INTERIM SUSPENSION
7. The Senior Dean of Students may suspend a student from the University for an interim period pending disciplinary or criminal proceedings. The interim suspension shall become immediately effective without prior notice whenever the Senior Dean of Students determines there is a reasonable basis to conclude that the continued presence of the student at the University poses a substantial and immediate threat to himself/herself, to others, or to property. For students on the Newark and Camden campuses, the responsibilities of the Senior Dean of Students under this section shall be carried out by the Chancellor or designee.

8. A student suspended on an interim basis shall be given an opportunity to appear personally before the Vice President for Student Affairs or a designee within two working days in order to discuss the following issues only:
(a) the reliability of the information concerning the student’s alleged misconduct, including the matter of his or her identity.
(b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to himself/herself, to others, or to property.

The Vice President may affirm or alter the decision to suspend on an interim basis based on such discussion. If the decision is affirmed, it shall be the responsibility of the Vice President for Student Affairs to notify the student in writing of the basis for this decision and to see that a University Hearing, as described in Parts 23 - 46, proceeds as expeditiously as possible. Any student placed on interim suspension will be given an opportunity to appear at a formal Hearing within ten working days of being placed on suspension or as soon as practical after the respondent is prepared to participate in a Hearing. If the University fails to provide the respondent such an opportunity, the interim suspension shall cease although the original charges shall not be dropped.

STANDARDS OF CLASSROOM BEHAVIOR

9. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful behavior that results in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a Hearing or Disciplinary Conference, as set forth in Parts 23 - 46 or 49 - 52 of this Code, or in accordance with Parts 7 - 8.

PROHIBITED CONDUCT

10. Students who engage in the following conduct on University premises, or at University sponsored activities, or at activities involving University recognized organizations may be subject to disciplinary action. Although violations of standards (a) through (t) may result in either expulsion or suspension from the University, lesser sanctions will be considered whenever appropriate. Violations of standards (u) through (y) may not, standing alone, result in expulsion or suspension from the University, except as specified in Part 11 of this Code.

Separable Offenses

(a) violations of academic integrity.
(b) forgery, unauthorized alteration or unauthorized use of any University documents or records, or any instrument or form of identification.
(c) intentionally furnishing false information to the University.
(d) intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
(e) use of force against any person or property or the threat of such force.
(f) sexual assault or nonconsensual sexual contact.
(g) hazing.
(h) violation of the University’s Student Life Policy Against Verbal Assault, Defamation and Harassment.
(i) unauthorized entry into, unauthorized use of, or misuse of University property, including computers and data and voice communication networks.
(j) intentionally or recklessly endangering the welfare of any individual.
(k) intentionally or recklessly interfering with any University activity.
(l) intentionally or recklessly interfering with any University sponsored activity. (See fn.12)
(m) use, possession or storage of any weapon, dangerous chemical, fireworks, or explosive, whether or not a federal or state license to possess the same has been issued to the possessor. \textsuperscript{xiii}

(n) the distribution of alcohol, narcotics or dangerous drugs on University property or among members of the University community, if such distribution is illegal, or the possession of a sufficiently large quantity as to indicate an intention to distribute illegally. \textsuperscript{xiv}

(o) theft of University services or theft of, or intentional or reckless damage to, University property, or property in the possession of, or owned by, a member of the University community, including the knowing possession of stolen property. Intentional or reckless misuse of fire safety equipment shall be regarded as damage under this section of the Code.

(p) the violation of the ethical code of one’s intended profession either by graduate students enrolled in any of the University’s professional or graduate schools or by undergraduate students in clinical courses or settings related to their intended profession.

(q) violations of federal, state or local law where such violations have an adverse effect on the educational mission of the University.

(r) failure to comply with the lawful directions of University officials, including campus police officers, acting in performance of their duties.

(s) knowingly providing false testimony or evidence, disruption or interference with the orderly conduct of a Disciplinary Conference or Hearing, violating the terms of any disciplinary sanction imposed in accordance with this Code, or any other abuse of the University’s disciplinary procedures. \textsuperscript{xv}

(t) stalking. \textsuperscript{xvi}

**Non-Separable Offenses**

(u) disorderly conduct on University premises or at University sponsored activities.

(v) obstruction of the free flow of pedestrian or vehicular traffic on University premises or adjacent to University premises, or at University sponsored activities.

(w) violations of other published University regulations or policies. Such regulations or policies may include regulations governing the residence hall lease agreement and accompanying regulations, as well as those regulations relating to the use of amplifying equipment, parking office rules and regulations, and regulations governing student organizations.

(x) illegal use or possession of alcohol or any controlled substance or illegal drug.

(y) the willful failure or refusal to testify as a witness at a University Disciplinary Hearing or Disciplinary Conference. \textsuperscript{xvii}

11. Repeated convictions for violations of established University rules and regulations regardless of the seriousness of the individual offense involved, or any aggravated violation, may result in either expulsion or suspension from the University.

12. Attempts to commit acts prohibited by this Code or assisting others to commit acts prohibited by this Code shall be treated in the same manner as completed violations and subject to the same sanctions.

**SANCTIONS**

13. Sanctions for violations of disciplinary regulations consist of. \textsuperscript{xviii}

(a) Warning: Notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action. Notice of this action may appear on the student’s academic transcript for up to one year.
(b) Disciplinary Probation: A student who is placed on disciplinary probation may continue to participate in student activities but shall be ineligible to represent the university in any official function or leadership position, including but not limited to: varsity athletics, student leadership position, cheerleader, standing committee chairperson, university senator, officer of a student government association, or an elected office in any registered student organization. After at least one semester free of behavioral violations, the student may petition the senior student affairs officer for the campus, or designee, for the restriction on participation to be removed as a condition of the probation. xix

(c) Restitution: Repayment to the University or to an affected party for damages resulting from a violation of this Code.

(d) Suspension: Exclusion from University premises, and other privileges or activities, as set forth in the suspension notice. Suspension is of two types, term and/or conditional. A term suspension shall be for a stipulated period of time after which the student may return to the University community at the commencement of a regular period of study for which he or she is eligible. A conditional separation shall condition re-entry of the student into the University community upon fulfillment of specified requirements. The suspension shall continue until the Director of Student Judicial Affairs determines that the conditions have been satisfied. While on term or conditional suspension, a student shall not be permitted to earn credits at any other institution for the purpose of transferring those credits and making progress towards a Rutgers degree. Notice of the suspension shall appear on the student’s academic transcript for the term of the suspension and may appear on the student’s academic transcript for up to five years.

(e) Expulsion: Permanent termination of student status, and exclusion from University premises, privileges and activities. This action shall be permanently recorded on the student’s academic transcript.

(f) Other Sanctions: Other sanctions may be imposed instead of, or in addition to, those specified in sections (a) through (e) of this part. For example, students may be subject to removal from University housing for disciplinary violations. Likewise, students may be subject to restrictions upon or denials of University parking privileges for violations involving the use of registration of motor vehicles on campus and the loss of privileges for access to University computers or networks. Service or research projects may also be assigned and the student may be required to attend a specified University class or workshop at his or her own expense. For violations of academic integrity, appropriate academic penalties may also be applied.

STANDARDS OF DUE PROCESS

14. Students subject to expulsion or suspension shall have the right to a University Hearing as specified in Parts 23 - 46 of this Code. Students subject to less severe sanctions will be entitled to a Disciplinary Conference as set forth in Parts 49 - 52. Instead of a University Hearing, a student may request to have his or her case referred to a Disciplinary Conference, as set forth in Part 22.

15. The focus of inquiry in disciplinary proceedings shall be to determine whether a student(s) has violated the University Code of Student Conduct. Formal rules of evidence shall not be applicable. Deviations from prescribed procedures shall not invalidate a decision or proceeding unless, in the opinion of the Hearing Officer, significant prejudice to a student respondent resulted from the deviation.

COMPLAINTS AND PRELIMINARY REVIEW
16. Any individual may report a student suspected of violating this Code to the Director of Student Judicial Affairs. However, individuals who are not members of the University community may not serve as the complainant in any proceedings conducted under this Code.\textsuperscript{xx}

17. If the individual initiating the complaint is a member of the University community, including members of the University police, he or she will normally be expected to serve as the complainant and to present relevant evidence in Disciplinary Conferences or Hearings that may result from his/her complaint. The complainant may request the assistance of a Campus Adviser, as set forth in Parts 54-55 of this Code. On occasion a Dean of Students may serve as the complainant; however, that Dean may not conduct the Preliminary Review.\textsuperscript{xxi}

18. In all disciplinary matters, except in cases of Interim Suspension as specified in Part 7, there shall be a Preliminary Review of information and evidence that may result in a charge(s) being brought against the student. The purpose of this Review shall be to determine if there is sufficient evidence to proceed with a Hearing. It shall be the responsibility of the Judicial Officer who conducts the Preliminary Review to advise the respondent that:

(a) he or she has the right to remain silent throughout any proceedings conducted under this Code and this silence will not be held against him or her; and

(b) matters discussed during the Preliminary Review become part of the case record and may be presented during any Hearing or Disciplinary Conference.

19. The Director of Student Judicial Affairs shall assign jurisdiction for the Preliminary Review.

20. The Judicial Officer conducting the Preliminary Review shall make one of the following determinations:\textsuperscript{xxii}

(a) dismissal of the complaint.\textsuperscript{xxiii}

(b) a charge(s) against the student which in the Judicial Officer’s opinion does not merit separation and which shall be referred to a Disciplinary Conference as described in Parts 49-52.

(c) a charge(s) against the student which in the Judicial Officer’s opinion may merit separation and which shall be referred to a University Hearing as described in Parts 23-46.

(d) a charge(s) against the student involving both separable and non-separable offenses, which offenses are related to a single incident or set of incidents, which shall be referred to a University Hearing as described in Parts 23-46 or a Disciplinary Conference as described in Parts 49-52.

(e) a decision to defer disciplinary proceedings for alleged minor violations of this Code for a period not to exceed ninety days. Pending charges may be withdrawn or pursued on or before the ninetieth day, at the discretion of the Judicial Officer.\textsuperscript{xxiv}

21. Disciplinary matters may be disposed of without the initiation of any formal hearing process if the individual conducting the Preliminary Review determines that there is not adequate cause or evidence to proceed with a formal Hearing (see Part 20 (a)), if the respondent acknowledges engaging in conduct prohibited by the Code, or if the respondent elects not to contest the charge(s). If the respondent acknowledges engaging in prohibited conduct or elects not to contest the charges, the individual conducting the Preliminary Review may assign any of the sanctions specified in Part 13. Any disciplinary determination for suspension or expulsion, as specified in Parts 13 (d) and (e), constitutes a recommendation to the Vice President for Student Affairs. Prior to acting upon a sanction recommendation from the Judicial Officer who conducts the Preliminary Review, the Vice President shall give the respondent and the
complainant at least five working days to submit written statements concerning the sanction. The Vice President may also solicit written comments from the Judicial Officer who conducted the Preliminary Review and the Director of Student Judicial Affairs. The Vice President shall mail notice of his/her decision to the student in a timely fashion and a copy shall be sent to the Judicial Officer who conducted the preliminary review and the Director of Student Judicial Affairs. This notice shall include a brief explanation of the Vice President’s rationale for his or her decision. In reaching his/her decision, the Vice President shall also take note of the student’s prior disciplinary record and the penalties provided in previous cases involving similar offenses. Any appeal of a sanction determination made by the Vice President for Student Affairs for a respondent who acknowledges engaging in prohibited conduct or who elects not to contest the charges, shall be directed to the Appeals Committee at the campus of the student’s registration pursuant to Part 56 of this Code. In such cases, appeals only will be considered on the ground that the sanction may be grossly disproportionate to the offense.

22. For cases which are referred to a University Hearing in Part 20, a respondent may request instead to have his or her case referred to a Disciplinary Conference as described in Parts 49-52 of this Code. Such requests shall not be granted unless the Judicial Officer has obtained the agreement of the complainant.

UNIVERSITY HEARING BOARD PROCEDURES

23. The intent of University Hearings is to provide the University community a forum in which alleged incidents of student misconduct may be reviewed. Except as specified in Part 31, University Hearings shall take place before a Hearing Board comprised of individuals from the regional campus of the University in which the respondent(s) is enrolled. University Hearings give the Hearing Board an opportunity to determine the relevant facts in a case upon which they may make an informed decision. To this end, both the Hearing Officer and members of the Hearing Board are expected to play investigatory and adjudicative roles. They shall be allowed to call witnesses, to question the complainant, and to question any witnesses appearing at a Hearing in an effort to determine the relevant facts about the complainant’s charge(s) and the respondent’s response. The Hearing Officer and the Hearing Board shall also be allowed to question the respondent if he/she waives his/her privilege against self-incrimination. It shall be the responsibility of the Hearing Officer to advise the respondent that he or she has the right to remain silent.

24. It shall be the responsibility of the Director of Student Judicial Affairs to develop and train a pool of qualified individuals to serve as Hearing Officers. In cases where there is the potential for the filing of criminal charges outside the University or where the respondent selects a Campus Adviser who holds a J.D., LL.B. or LL.M. degree from an accredited college or university, the Hearing Officer shall be a member of the University community who holds a J.D., LL.B. or LL.M. degree from an accredited college or university or an attorney as defined in Part 3 (l) of this Code.

25. The Director of Student Judicial Affairs shall be responsible for annually assembling and training a pool of qualified students and faculty eligible to serve on University Hearing Boards. xxiv

26. When a University Hearing is to be convened, three students and two faculty shall be selected from the pools described in Part 25 of this Code to serve as a Hearing Board. Should a selected individual be unable to serve for any reason, his/her replacement shall be assigned by the Director of Student Judicial Affairs from the appropriate Hearing Board pool. If a Hearing Board member becomes unable to serve once a Hearing has commenced, the Hearing may proceed or continue provided that there remains a minimum of two students and one faculty member on the Board.

27. The Director of Student Judicial Affairs may
appoint Ad Hoc Hearing Boards whenever any University Hearing Board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. Ad Hoc Hearing Boards shall consist of a minimum of two students and one faculty member and a maximum of three students and two faculty members. Ad Hoc Hearing Boards may consist of members of the University community who are not part of the Hearing Board pool assembled in accordance with Part 25 of this Code.

28. Hearing Officers or Hearing Board members who are charged with a violation of this Code or a criminal offense may be suspended from their positions by the Director of Student Judicial Affairs, or his or her designee, during the pendency of the charges against them. Members found guilty of any such violation or offense will be disqualified from further participation in University disciplinary proceedings by the Director of Student Judicial Affairs or his or her designee. The Director of Student Judicial Affairs may establish additional grounds and procedures for removal.

29. The Director of Student Judicial Affairs shall give the respondent(s) notice of the Hearing and the specific charges against the student(s) at least ten working days in advance of the Hearing date. This notice shall contain: a statement of the charge(s) to be presented at the Hearing in sufficient detail to enable the student(s) to understand the nature of the offense(s) charged; the names of the Hearing Officer and the members of the Hearing Board for the case in question; the time and place of the Hearing; a listing of the names and addresses of available Campus Advisers; a copy of this document; and a list of the names of the witnesses who will testify at the Hearing on behalf of the complainant and a brief summary of the facts to which each will testify. Within five working days of the receipt of notice, the respondent(s) shall supply the Director of Student Judicial Affairs a list of witnesses who will testify on his/her behalf and a brief summary of the facts to which each will testify. The Hearing Officer may, at his or her discretion, allow a respondent(s) a greater period of time in which to prepare a list of witnesses. Witnesses whose names have not been submitted in accord with this provision will be allowed to testify only at the discretion of the Hearing Officer.

30. Any party may challenge the Hearing Officer or a member of the Hearing Board on the ground of personal bias by delivering a written statement setting forth the facts on which he or she relies to the Director of Student Judicial Affairs at least five working days prior to the scheduled date of the Hearing. The Director shall determine whether the facts presented are grounds for disqualification and his or her decision shall not be subject to appeal. In the event of the disqualification of a Hearing Officer, the Director of Student Judicial Affairs shall assign a new Hearing Officer. In the event of a disqualification of a member of the Hearing Board, a replacement will be assigned by the Director of Student Judicial Affairs from the appropriate Hearing Board pool.

31. Where more than one student is charged with an offense arising from a single occurrence or, in the opinion of the Director of Student Judicial Affairs, out of connected occurrences, a single Hearing may be held for all students so charged. The Director of Student Judicial Affairs will establish the site of this Hearing. At least five working days before the scheduled Hearing, any student charged may make written application to the Director of Student Judicial Affairs for a separate Hearing setting forth the facts on which he or she relies to demonstrate that a consolidated Hearing would prejudice him or her. The decision of the Director of Student Judicial Affairs shall not be subject to appeal.

32. Respondents and complainants shall be accorded reasonable access to the case file, which will be retained in the office of the Director of Student Judicial Affairs. The case file shall contain a written summary of the
Preliminary Review, as described in Parts 18 - 19. This summary also will be made available to the Hearing Officer and members of the Hearing Board or the individual conducting the Disciplinary Conference.

33. Written applications setting forth good cause may be made to the Hearing Officer by either party for a postponement of the scheduled Hearing. Except in emergency situations, no application for a postponement shall be considered unless received at least five working days before the scheduled Hearing date. The decision of the Hearing Officer shall not be subject to appeal.

34. At least five working days before the scheduled Hearing, respondents and complainants shall inform the Director of Student Judicial Affairs of their choice of Campus Adviser (Part 54), their choice of attorney (Part 53), and/or support person, if any, who will assist them in the Hearing. The respondent shall be free to pick any member of the University community as his/her Campus Adviser. If the respondent selects a Campus Adviser who holds a J.D., LL.B. or LL.M. degree from an accredited college or university, the complainant shall be free to do likewise. If, for whatever reason, the respondent selects a Campus Adviser who does not hold a J.D., LL.B. or LL.M. degree from an accredited college or university, the complainant shall not be allowed to do so.

35. The Hearing Officer:
(a) shall conduct the University Hearing in such a manner as to insure a fair Hearing to all concerned. He/she shall take all necessary action to maintain an orderly Hearing.
(b) shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the Hearing. The Hearing Officer may exclude any person, including the respondent, who disrupts a Hearing.
(c) may summon witnesses upon the request of either party or the referring Dean of Students. The Hearing Officer may also summon additional witnesses who he/she believes may provide pertinent information. A notice to appear as a witness may be delivered by any reasonable means, including e-mail, hand delivery or first class mail to the individual’s most recent campus or home address as it appears in University records. Members of the University community are expected to comply with a summons issued pursuant to this procedure, unless compliance would result in significant and unavoidable hardship. If either party believes that a fair Hearing cannot be held without the testimony of a particular witness and, after good faith attempts are made, the witness either fails to or refuses to appear, the Hearing Officer may postpone the Hearing until the witness agrees to appear, he/she may dismiss the charges against the respondent, or he/she may direct that the Hearing proceed without the witness.
(d) shall make all necessary rulings on evidence. In the exercise of this responsibility, the following general guidelines shall apply. Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. The Hearing Officer shall respect the rules of confidentiality and privilege, but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. The Hearing Officer may exclude evidence if its probative value is substantially outweighed by its potential to cause unfair prejudice, confusion, or needless delay of the Hearing.
(e) shall advise the respondent at the beginning of the Hearing that he or she has the right to remain silent.

36. Respondents who fail to appear after proper notice shall be deemed to have pled no contest to the charges pending against them. Nonetheless, the complainant shall be required
to present evidence to demonstrate that the respondent probably engaged in the conduct that is the subject of the charge.

37. University Hearings shall ordinarily be closed to the public, except for the respondent, the respondent’s Adviser, the respondent’s attorney, the complainant, the complainant’s Adviser, the complainant’s attorney, and the Director of Student Judicial Affairs and the Judicial Officer conducting the Preliminary Review. The respondent and the complainant may each petition the Hearing Officer to admit one additional support person.*** If the victim of an alleged act of misconduct is not the complainant, the Hearing Officer may also allow the victim to attend, subject to Part 55 of this Code. An open Hearing will be held if requested by the respondent unless the victim or complainant objects. In such cases, the Director of Student Judicial Affairs will be responsible for determining whether the Hearing is open or closed.

38. A tape recording of the Hearing, but not the closed deliberations of the Hearing Board, shall ordinarily be made and shall be preserved in the custody of the Director of Judicial Affairs. If a recording is not made for any reason, the decision of the Board must include a summary of the testimony and shall be sufficiently detailed to permit review by the Vice President for Student Affairs.

39. Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of intentionally providing false information to the University, pursuant to Part 10 (s) of this Code.

40. The Hearing Officer and members of the Hearing Board shall be accorded an opportunity to question all witnesses who testify at a Hearing. After the Hearing Officer and the Hearing Board have completed their initial questioning of a witness, the complainant and then the respondent, or their Campus Advisers, will be accorded an opportunity to question that witness. However, the respondent and his/her Campus Adviser or the complainant and his/her Campus Adviser may not both question witnesses. Both the complainant and respondent shall elect at the beginning of any Hearing whether they or their Campus Adviser will question witnesses. This election will be binding throughout the Hearing unless the Hearing Officer permits a party to rescind his or her election.

41. Prospective witnesses other than the victim(s) shall ordinarily be excluded from the Hearing during the testimony of other witnesses. Under highly unusual circumstances the Hearing Officer, in his/her discretion, may choose not to exclude one or more witnesses during the testimony of other witnesses. If a victim will be present during a Hearing, that victim will ordinarily be the first witness to present testimony and to be subject to questioning.

42. Affidavits shall only be admitted into evidence if signed by the affiant and witnessed by the referring Dean of Students or a notary. Unless the individual making the affidavit personally appears at the Hearing, it may be used for the purpose of supplementing or explaining other evidence only, but shall not be sufficient to support a finding by itself.

43. Board members may take judicial notice of matters that would be within the general experience of members of the University community.***

44. At the completion of the presentation of all the facts on the charge(s), the Hearing Board shall retire to closed deliberations. Hearing Board deliberations shall not be recorded or transcribed. Each respondent shall be regarded as not responsible unless the Hearing Board determines the contrary based on the facts adduced at the Hearing. The decision shall be by majority vote. Each Board member shall vote and may not abstain. The Hearing Officer and the Director of Student Judicial Affairs shall not be considered voting members of the Hearing
Board and shall not be present in the hearing room during the Hearing Board’s deliberations regarding the finding.

45. The standard of clear and convincing evidence shall be employed in all Hearings and Conferences conducted under this Code. This standard requires that the Hearing Board (the Judicial Officer in Disciplinary Conferences) be persuaded that there is a high probability that the allegations brought against the respondent are true, i.e., that there is a reasonable certainty that the charges are true.

46. The decision shall be read by a member of the Hearing Board in a reconvened University Hearing and a copy provided to the respondent either at the hearing or as soon thereafter as is practical. The victim, if any, and the complainant may be present during the reading of the Hearing Board’s decision; however, other witnesses will be excluded. The determination of the Board with respect to each charge shall be supported by a brief written summary of the findings relied upon by the Hearing Board. The written summary will be placed in the case file and made available to the respondent.

DETERMINATION OF SANCTIONS

47. Any determination of responsibility will generally be immediately followed by a supplemental proceeding in which the respondent, the complainant, the victim (if he or she is not the complainant), the referring Judicial Officer, and the Director of Student Judicial Affairs may submit evidence or make statements concerning the appropriate sanction to be imposed. The past disciplinary record of the respondent shall be supplied to the Board by the referring Judicial Officer only if a determination of responsibility has been reached. At the completion of any presentations, the Hearing Board shall retire to closed deliberations to determine a recommended sanction, which shall be forwarded to the Vice President for Student Affairs as well as to the complainant, the respondent, and Hearing Officer, and the Director of Student Judicial Affairs. The recommended sanction shall be by majority vote and each Board member shall vote and may not abstain. Neither the Hearing Officer nor the Director of Student Judicial Affairs shall be considered voting members of the Hearing Board and shall not be present in the hearing room during the Hearing Board’s deliberation regarding the sanction.

48. Prior to acting upon such recommendation, the Vice President shall give the respondent and the complainant at least five working days to submit written statements concerning the sanction recommended by the Hearing Board. The Vice President may also solicit written comments from the Hearing Officer assigned to the case and/or the Judicial Officer who conducted the Preliminary Review. The Vice President shall mail notice of his/her decision to the student in a timely fashion and a copy shall be sent to the Judicial Officer who conducted the Preliminary Review. This notice shall include a brief explanation of the Vice President’s rationale for his or her decision. In reaching his/her decision, the Vice President shall also take note of the student’s prior disciplinary record and the penalties provided in previous cases involving similar offenses.

DISCIPLINARY CONFERENCES

49. Students charged with a non-separable offense (Part 10 (u) through (y)) who contest the charge will be referred to a Disciplinary Conference. Additionally, students charged with separable offenses (Part 10 (a) through (t)) who have been referred to a University Hearing may request instead to have their case referred to a Disciplinary Conference. The Disciplinary Conference is designed to reduce unnecessary proceduralism and contentiousness in disciplinary proceedings. A Disciplinary Conference is an informal, non-adversarial hearing usually conducted between the respondent and the Judicial Officer assigned by the Director of Student Judicial Affairs. Complainants would not be required to participate in the Disciplinary Conference, unless cross-examination was necessary to
resolve a dispositive factual issue. The Judicial Officer shall conduct the Disciplinary Conference in such a manner as to insure a fair Conference to all concerned and shall exercise control over the process to avoid needless consumption of time and to achieve orderly completion of the Disciplinary Conference. The standard of proof shall be clear and convincing evidence as more fully explained in Part 45.

50. In the event of a Disciplinary Conference, the respondent shall be accorded the following procedural protections:

(a) written notice of charges at least five working days prior to the scheduled Disciplinary Conference.

(b) reasonable access to the case file prior to and during the Disciplinary Conference, subject to Part 32 of this Code.

(c) an opportunity to respond to the evidence against him or her and to call appropriate witnesses on his or her behalf.

(d) the right to be advised by an attorney as provided in Part 53 of this Code.

(e) the right to be assisted by a Campus Adviser, as provided in Part 54 of this Code.

(f) the right to appeal the determination of responsibility or the sanction in accordance with Parts 56-66 of this Code.

51. Any of the sanctions specified in Part 13 may be assigned as the result of a Disciplinary Conference, except that the sanctions of suspension and expulsion are not available when a student is charged with only non-separable offenses (See Part 10 (u) through (y)). Any disciplinary determination for suspension or expulsion as specified in Parts 13 (d) and (e) of this Code, constitutes a recommendation to the Vice President for Student Affairs.

52. A tape recording of the Disciplinary Conference shall ordinarily be made and shall be preserved in the custody of the Director of Student Judicial Affairs. If a recording is not made for any reason, the decision of the Judicial Officer conducting the Disciplinary Conference must include a summary of the testimony that shall be sufficiently detailed to permit review.

ATTORNEYS AND ADVISERS

53. Both complainants and respondents may be advised by an attorney as defined in Part 3 (m). The role of this attorney shall be limited to consultation and he/she may not address Hearing Officers, Hearing Boards, speak in Disciplinary Conferences, or question witnesses.

54. The Director of Student Judicial Affairs will maintain a list of qualified individuals who are currently eligible to serve as Campus Advisers and who may be selected to assist complainants or respondents in Disciplinary Conferences or University Hearings on any campus. Campus Advisers shall be allowed to speak in Disciplinary Conferences and Hearings, make procedural objections, question witnesses, and make opening and closing statements. Attorneys, as defined in Part 3 (m) of this Code, shall not be permitted to serve as Campus Advisers.

55. Any respondent in a Disciplinary Conference or University Hearing shall have the option of selecting the Campus Adviser of his or her choice from the trained corps of Advisers described in Part 54, or from the University community at large. The complainant, subject to the limitations of Part 34, shall also have the right to be assisted by a Campus Adviser. If the victim of an alleged instance of misconduct is not the complainant, he/she may have a support person present, but shall not be entitled to have a Campus Adviser or attorney present at any Hearing. As a matter of University policy, the conversations between a Campus Adviser and a person being assisted by that adviser in a Hearing or Conference under this Code will be deemed confidential in subsequent University proceedings.
APPEAL PROCEDURES

56. Any determination of responsibility by a University Hearing Board or by a Judicial Officer conducting a Disciplinary Conference for a suspension offense (Part 10 (a) through (t)) or determination of sanction by the Vice President for Student Affairs may be appealed to the Appeals Committee of the regional campus of the student’s registration, as described in Parts 75 - 76.

57. Appeals for decisions made by Judicial Officers in Disciplinary Conferences for non-separable offenses will be referred to the Director of Student Judicial Affairs in New Brunswick and to the Chancellor for cases involving students registered in Newark or in Camden. The appeals procedures to be followed on each campus are available in the Office of Student Judicial Affairs.

58. Requests for appeals must be submitted in writing to the Director of Student Judicial Affairs, who will transmit the appeal to the appropriate Appeals venue. Such requests must be received within ten working days from the date of the letter notifying the respondent of the finding and sanction. Respondents may appeal on any or all of the following grounds: (a) appeal the finding that the Respondent violated the Code; (b) appeal the sanction imposed; and (c) appeal on the basis of specified procedural errors in the disciplinary process. Failure to appeal within the allotted time will render the original decision final and conclusive.

59. The Appeals Committee may solicit written clarification on any issue raised on appeal from the Hearing Officer assigned to the case, the Judicial Officer who conducted the Preliminary Review or Disciplinary Conference, the Vice President of Student Affairs, the Director of Student Judicial Affairs, the respondent, and/or the complainant. Such written comments shall be retained as part of the case record.

60. In the preparation of an appeal, the respondent may have access to the tape of the proceedings of the University Hearing or Disciplinary Conference. The respondent may not have custody of the original tape, but may obtain a copy from the Director of Student Judicial Affairs.

61. Appeals shall be decided upon the record of the original proceeding and upon written briefs submitted by any of the parties described in Part 59. The Appeals Committee shall not conduct a new hearing.

62. The Appeals Committee may:
(a) affirm the finding of the Hearing Board or Judicial Officer and the sanction imposed by the Judicial Officer or Vice President for Student Affairs.

(b) affirm the finding and remand the determination of sanction to the Judicial Officer or Vice President for Student Affairs. On remand, neither the Judicial Officer nor the Vice President may increase the sanction originally imposed.

(c) remand the case to the original Hearing Board or Judicial Officer, in accordance with Part 63.

63. Deference shall be given to the determinations of Hearing Boards and Judicial Officers concerning findings of responsibility and to the Judicial Officer and Vice President for Student Affairs concerning the determination of sanctions.
(a) Sanctions may only be remanded if found to be grossly disproportionate to the offense.
(b) Cases may be remanded to the original Hearing Board or Judicial Officer who conducted the Disciplinary Conference if new and significant evidence becomes available which could not have been discovered by a properly diligent respondent before or during the original Hearing or Conference or if specified procedural errors or errors in interpretation of
University regulations were so substantial as to effectively deny the respondent a fair Hearing or Conference. In the latter case, the Hearing Board or Judicial Officer will be directed by the Appeals Committee not to repeat the specified errors that caused the remand. If the finding of the original Hearing Board or Judicial Officer is held to be arbitrary and capricious, the case shall be remanded to a new Hearing Board or Judicial Officer. In this case, no indication or record of the previous Hearing will be introduced or provided to members of the new Hearing Board or Judicial Officer, except to impeach contradictory testimony at the discretion of the Hearing Officer.

64. The Appeals Committee will generally be expected to mail notice of its decision to the Respondent within fifteen working days of the filing of the appeal by the respondent. A copy shall be sent to the Vice President for Student Affairs and Director of Student Judicial Affairs. In cases where a respondent is found to have violated the Academic Integrity Policy, the faculty member(s) of the affected course(s) will also be notified.

65. Within ten working days of the decision of the Appeals Committee, the respondent may petition the President of the University, in writing, to review the finding and/or sanction. The decision to review or not to review shall be solely within the discretion of the President.

66. At the discretion of the Vice President for Student Affairs, the imposition of sanctions will normally be deferred during any appellate proceedings and the status of a student shall not change until the avenues of appeal described in this Code have been exhausted, except that a hold may be put on a student’s transcript and no degree will be awarded to the student pending completion of the appeals process. Once these avenues have been exhausted, or when a respondent elects to forego further appeal, it shall be the responsibility of the Director of Student Judicial Affairs to oversee the implementation of the imposed sanction. Where permitted by state and federal laws, the Director of Student Judicial Affairs may notify the victim of an act of student misconduct of any sanction imposed.

**DISCIPLINARY FILES AND RECORDS**

67. Case referrals may result in the development of a disciplinary file in the name of the respondent, which shall be voided if the respondent is found not responsible for the charges. Voided files shall be so marked, shall not be kept with active disciplinary records, and shall not leave any student with a disciplinary record. Voided files will be destroyed at the end of six years.

68. The disciplinary files of respondents found responsible for any charges against them shall be retained as a disciplinary record for a minimum of three years from the date of the letter providing notice of final disciplinary action. Disciplinary records may be reported to third parties, in accordance with University regulations and subject to the Family Educational Rights and Privacy Act of 1974.

69. After all the terms of a sanction have been fulfilled, disciplinary records may be voided by the Vice President for Student Affairs for good cause, upon written petition of respondents. Factors to be considered in review of such petitions shall include:

(a) the present conduct of the respondent.

(b) the conduct of the respondent subsequent to the violation.

(c) the nature of the violation and the severity of any damage, injury, or harm resulting from it.

**TRANSCRIPT NOTATIONS**

70. A hold may be placed on a student’s University records by the Director of Student Judicial Affairs while disciplinary proceedings are pending.

71. Permanent notation of disciplinary action
shall be made on the transcript whenever a student is expelled and as otherwise provided in Part 13. Transcript notations of disciplinary action will also be made if a suspension is implemented. When the transcript notation has expired, the notation will be removed.

**COMMITTEE ON STUDENT CONDUCT**

72. The Committee on Student Conduct will be a standing University-wide committee that will be responsible for advising the Vice President for Student Affairs on issues pertaining to student discipline. The duties of the Committee on Student Conduct include reviewing this Code and suggesting appropriate amendments or modifications.

73. The Vice President for Student Affairs shall annually appoint the members of the Committee on Student Conduct. Members may be reappointed at the discretion of the Vice President for Student Affairs.

74. It will be the responsibility of the Vice President for Student Affairs to inform the University Senate, the President and the Board of Governors of any substantive changes in the student disciplinary process recommended by the Committee on Student Conduct review.

**APPEALS COMMITTEE**

75. Each regional campus will have its own Appeals Committee, which shall be composed of the following members:

(a) One faculty member.

(b) One administrative member.

(c) One undergraduate student.

(d) One graduate student.

The Chancellor on each campus will be responsible for establishing reasonable and fair procedures by which members of the Appeals Committee shall be appointed or selected on their campus.

76. Appeals shall be referred to the Appeals Committee of the respondent’s regional campus. A panel drawn from the Appeals Committee consisting of the faculty member, the administrator, and one student will consider each appeal. If the respondent is an undergraduate, the student member of the Appeals Committee shall be the undergraduate student member. If the respondent is a graduate student, the student member of the Appeals Committee shall be the graduate student member. If one of these members is unable to serve in this role for any reason, the appropriate Chancellor shall name a replacement. In all cases, however, the Appeals Committee shall consist of one student, one administrator, and one faculty member.

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i The accompanying endnotes shall have the same force and effect as any other part of this Code. (See Preamble, Paragraph 3)

ii A person who has been awarded one or more degrees from the University, but who undertakes further studies at the University is a student. (See Part 3 (q))

iii Colleges and universities are not expected to develop disciplinary regulations that are written with the scope or precision of a criminal code. Rare occasions may arise when conduct is so inherently and patently dangerous to the individual or to others that the University must take extraordinary action not specifically authorized in this Code. (See Part 4)

iv The University will not routinely invoke the disciplinary process for student misconduct that occurs off University premises unless it occurs at a University sponsored activity. Nonetheless, it will be necessary to endeavor to protect the campus community when there are reasonable grounds to believe that a student may pose a substantial danger to others. Normally, such "substantial danger" will be manifested by a pending criminal charge, usually relating to a crime of violence, burglary, sexual assault, substantial theft or fraud, the distribution of
illegal drugs, or the possession of substantial quantities of illegal drugs. (See Part 5)

v A member of the University community initiating a complaint under this Code is not precluded from filing civil or criminal charges outside the University. (See Part 6)

vi A student who requests such a Hearing will be entitled to receive the notice of Hearing described in Part 29 of this Code five working days in advance of the scheduled Hearing date. Notice limits described in Parts 30, 31, 33 and 34 of this Code will be reduced to two working days in such instances. (See Part 8)

vii The term "prohibited or unlawful behavior" would include behavior prohibited by a faculty member. It must be emphasized that this provision shall not be used to punish classroom dissent. The lawful expression of a disagreement with a faculty member is not in itself disruptive behavior. A student who believes that he/she has been treated in an arbitrary manner in this regard should contact his/her Dean of Students. (See Part 9)

viii Standards of academic integrity are more particularly set forth in the academic policies of the University and its various campuses and colleges. (See Part 10 (a))

ix A person is responsible for hazing if, in connection with the training, initiation, or acceptance of applicants to or members of any organization (including, but not limited to fraternal organizations, athletic teams, and student clubs) he/she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury. The consent of the victim shall not be a legitimate defense in hazing incidents. (See Part 10 (g))

x Prohibited Conduct under this policy includes:

(a) Use of force against the person or property of any member of the University community or against the person or property of anyone on University premises, or the threat of such physical abuse. (Verbal assault may be prosecuted as a "threat of...physical abuse.")

(b) Theft of, or intentional damage to, university property, or property in the possession of, or owned by, a member of the university. (Acts of graffiti or other vandalism may be prosecuted as "intentional damage to...property.")

(c) Harassment, which is statutorily defined by New Jersey law to mean, and here means, purposefully making or causing to be made a communication or communications anonymously or at extremely inconvenient hours, or in offensively coarse language, or in any other manner likely to cause annoyance or alarm, or subjecting or threatening to subject another to striking, kicking, shoving or other offensive touching, or engaging in any other course of conduct or of repeatedly committed acts with purpose to alarm or seriously annoy any other person. Harassment is considered a separation offense under the University Code of Student Conduct.

d) Defamation, which is judicially defined to mean, and here means, the unprivileged oral or written publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him. Defamation is considered a separation offense under the University Code of Student Conduct. (See Part 10 (h))

xi All students are required to abide by the "Rutgers University Acceptable Use Policy for Computing and Information Technology Resources," the "Guidelines for Interpreting and Administration of the Acceptable Use Policy for Computing and Information Technology Resources," any supplementary policies issued by individual units whose computing facilities students are using, and specific instructions from staff supporting computing facilities being used by a student. (See Part 10 (i))
This charge may include any willful act which disrupts or obstructs an academic class or lecture, an administrative or support function or official University event (including studying, teaching, research, meetings, interviews, ceremonies, public events, official University business, or fire, police or emergency services), other creative or productive activities, or public services rendered by the University. (See Part 10 (k) and Part 10 (l))

The possession and storage of personal protection devices such as small containers of mace, which are permitted under New Jersey law, are specifically excluded from this definition. The legal use of such devices is also excluded from this definition. Law enforcement officials who are authorized by law to carry firearms are also excluded from this definition. (See Part 10 (m))

Such prohibited distribution of alcohol shall include providing or facilitating the consumption of alcohol by any person without taking reasonable and prudent precautions to insure that the person is of legal drinking age in New Jersey. (See Part 10 (n))

Other potential abuses of the University's Hearing procedures include, but are not limited to:

(a) attempting to discourage an individual's proper participation in, or use of, the University's Hearing or Disciplinary Conference procedures.

(b) attempting to unduly influence an individual participating in a Hearing or Conference prior to, and/or during the course of, any Hearing or Disciplinary Conference.

(c) harassment (verbal or physical) and/or intimidation of an individual involved in a Hearing or Disciplinary Conference prior to, during, and/or after a Hearing or Conference.

(d) influencing or attempting to influence another person to commit an abuse of the Hearing and Conference provisions of this Code. (See Part 10 (s))

A person is responsible for stalking if he/she purposely and repeatedly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear bodily injury or death to him or herself or a member of his or her immediate family. (See Part 10 (t))

Witnesses, as well as respondents, may invoke their privilege against self-incrimination. (See Part 10 (y))

A student may receive more than one sanction for a single incident. For example, a student found guilty of stealing may be suspended, be required to make restitution, and be required to complete some form of community service. (See Part 13)

As used in this section, honors and awards does not include scholastic or athletic financial aid awards or loans, unless otherwise specified under strict terms of the award. (See Part 13 (b))

In the event of cross-complaints, it shall be the responsibility of the individual conducting the Preliminary Review to determine who shall be assigned the roles of complainant and cross-complainant. In the case of multiple complainants, the individual conducting the Preliminary Review shall determine who will act as the complainant in any proceedings under this Code. (See Part 16)

For example, the victim of an alleged act of misconduct may not be a member of the University community or may be unwilling to serve as the complainant. In such circumstances, if the Dean of Students believes there is good cause for charges to be brought against the accused student in the interest of the University community, the Dean may serve as the complainant. (See Part 17)

If the individual conducting the Preliminary Review makes the determination that the charges warrant a University Hearing or Disciplinary Conference, he or she may recommend to the Director of Student Judicial Affairs that a hold be put on the student's transcript, including the awarding of the student's degree, until the Hearing process is complete. (See Part 20)
A decision to dismiss the complaint is subject to the discretionary review of the Director of Student Judicial Affairs. (See Part 20 (a))

Students may be referred to a campus mediation service during this period. If the mediation is successful, the disciplinary charges will be dropped. (See Part 20 (e))

The Director of Students Judicial Affairs will make a reasonable effort to identify and train students from each unit within the University to serve on University Hearing Boards. (See Part 25)

The term "personal bias" means animosity toward a party or favoritism toward the opposite party. (See Part 30)

Copies of Rutgers University Police Department reports will not be provided to any individual involved in a Hearing or Conference under this Code without the approval of the chief of the Rutgers University Police Department or his/her designee. Reports that are not made available to the accused cannot be used as evidence in any Hearing or Conference. (See Part 32)

In cases involving allegations of sexual assault, the Hearing Officer will ensure that protections afforded under New Jersey's "Rape Shield Law" are followed. (See Part 35 (d))

Any support person admitted to a University Hearing shall not be allowed to participate in the Hearing in any way. In rare instances, the Hearing Officer may admit more than one support person for either party. (See Part 37)

It is not necessary to prove matters in a Hearing or Conference that would be common knowledge to members of the University community. (See Part 43)

Both the Hearing Officer and the Director of Student Judicial Affairs shall be available to the Hearing Board to entertain clarification questions or questions of a technical nature. The Hearing Officer may reconvene the hearing with all parties present, if he/she feels it is appropriate to have the question(s) answered on the record. (See Part 44)

A student’s "disciplinary record" includes only those incidents where the student either has admitted responsibility or has been determined to be responsible for a previous violation of the University Code of Student Conduct, whether by university hearing, disciplinary conference, or disciplinary records maintained by the Office of Residence Life. (See Part 47)

Both the Hearing Officer and the Director of Student Judicial Affairs shall be available to the Hearing Board to entertain clarification questions or other questions of a technical nature. The Hearing Officer may reconvene the hearing with all parties present, if he/she feels it is appropriate to have the question(s) answered on the record. (See Part 47)

Certain graduate and professional schools have established processes to review non-separable cases that are used in lieu of a Disciplinary Conference for students in those units. Copies of such procedures are on file in the Office of Student Judicial Affairs. (See Part 49)

Requests for Disciplinary Conferences shall not be granted unless the Judicial Officer has obtained the agreement of the Complainant. (See Part 49)

Either the respondent or complainant may challenge the Judicial Officer on the basis of personal bias according to the same procedures set forth for challenging Hearing Officers (see Part 30). In the event of the disqualification of the Judicial Officer, the Director of Student Judicial Affairs shall designate a replacement who will be a member of the University community who has been trained to serve in this capacity. (See Part 49)

In such cases, the complainant may be accompanied by a Campus Adviser. Documentary evidence and written statements could be relied upon, so long as the respondent was given access to them in advance, and allowed to respond to them at the Conference. (See Part 49)

Copies of Rutgers University Police Department reports will not be provided to any individual involved in a Hearing or Conference under this Code without the approval of the chief of the Rutgers University Police Department or his/her designee. Reports that are not made available to the accused
cannot be used as evidence in any Hearing or Conference. (See Part 50 (b))

xxxix Written notice of the decision and of any sanction imposed shall be mailed to the student charged and a copy shall be sent to the Director of Student Judicial Affairs. (See Part 51)

xl An appellant may request an extension of the deadline for filing his/her appeal by written application to the Director of Student Judicial Affairs stating the reason(s) why such an extension is needed. Under unusual circumstances the Director may grant such a delay. (See Part 58)

xli Committee members who, in the opinion of the Director of Student Judicial Affairs, have played any role in a particular case shall be disqualified from the appeal process. (See Part 76)