Welcome from Dean Ronald K. Chen

On behalf of the Faculty, administration and staff, welcome to Rutgers School of Law! 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
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! 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 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 2015-2016

## Fall Term 2015

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<thead>
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<th>August 2015</th>
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<tbody>
<tr>
<td>19-21</td>
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<tr>
<td>24</td>
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<th>September 2015</th>
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<tbody>
<tr>
<td>7</td>
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<tr>
<td>24</td>
<td>Thursday Class Schedule (Tuesday)</td>
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<tr>
<td>25</td>
<td>Friday Class Schedule (Wednesday)</td>
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<tr>
<td>26-29</td>
<td>Thanksgiving Recess</td>
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<tr>
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<tr>
<td>2</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>3-6</td>
<td>Reading Period</td>
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<tr>
<td>7-19</td>
<td>Examinations</td>
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## Spring Term 2016

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<tbody>
<tr>
<td>11</td>
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<tr>
<td>18</td>
<td>Martin Luther King Jr. Holiday</td>
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<tr>
<td>13-20</td>
<td>Spring Recess</td>
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<tr>
<td>26-27</td>
<td>Reading Period</td>
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<th>May 2016</th>
<th></th>
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<tbody>
<tr>
<td>4/28-5/10</td>
<td>Examinations</td>
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## Summer Term 2016

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<tr>
<td>9</td>
<td>LAWRS II Begins</td>
</tr>
<tr>
<td>16</td>
<td>Summer Session Classes Begin</td>
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<tr>
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<td>Memorial Day Holiday</td>
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<td>Independence Day</td>
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<tr>
<td>11</td>
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<tr>
<td>14-21</td>
<td>Exams</td>
</tr>
<tr>
<td>21</td>
<td>LAWRS II Ends</td>
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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 John Joergensen, Associate Dean for Information Services. 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.

With the merger of the law schools in Camden and Newark into one unified Rutgers School of Law, there remains a degree of autonomy on each campus. Each campus has a dean (Dean Chen in Newark and Dean John Oberdiek in Camden), and the deans and the faculty work to harmonize the policies and procedures at each location, so that students can enjoy seamless participation in all the educational opportunities afforded in Newark and in Camden.

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 9:00 a.m. to 5:00 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
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, on its Newark campus, and is responsible for the overall educational program and administration of the school. Ronald Chen, Dean and Professor of Law, serves as liaison with the Newark Chancellor, the Dean of Law School on its Camden campus, 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
rveisbord@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.
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 for Information Services, Professor of Law and Director of the Law Library
Room 364, CLJ
973-353-1356
jjoergensen@kinoy.rutgers.edu

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

Jill Friedman
Associate Dean for Pro Bono and Public Interest (Newark and Camden)
856-225-6263
4th Floor “Electric Lounge, CLJ
jill.friedman@rutgers.edu

Associate Dean Jill Friedman oversees the Pro Bono and Public Interest Program on both campuses, Newark and Camden. Susan Feathers, Esq. directs the Program on the Newark campus. The Program serves to promote a culture of public service within the law school community, increase and enhance opportunities for students to learn about and experience public interest work, and support, counsel and assist students pursuing careers in the public sector. The Pro Bono Program consists of several opportunities for law students, with appropriate training and supervision, to provide free legal information and assistance on specified issues (e.g., bankruptcy) or to special populations (e.g., low income members of the LGBTQ community).

Andrew L. Rossner, Practice Professor of Law and 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.
As the Associate Dean for Advancement, Robert Steinbaum coordinates all Law School efforts to attract resources to the institution from a variety of sources. Students will frequently interact with this office, particularly when involved in fundraising efforts for student organizations and other initiatives.

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.

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.

Dean Fang, who is also Head of Digital Services in the Law library and a member of the library faculty, is responsible for the office of instructional technology, including classroom technology, desktop support for faculty and staff, distance learning technology and various academic administration applications.

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.
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.

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 Associate 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.

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.

Elizabeth Acevedo  
Associate Director for Career Development  
973-353-3084  
Room 228, CLJ  
eacevedo@kinoy.rutgers.edu

Frances De Simone  
Assistant Director for Career Development  
973-353-2570  
Room 224, CLJ  
frannie@kinoy.rutgers.edu
Ginny Caputo  
Senior Department Administrator  
973-353-3084  
Room 192, CLJ  

cljbuilding@kinoy.rutgers.edu  
roomreserve@kinoy.rutgers.edu  
Senior Department Administrator Ginny Caputo is responsible for the day-to-day operation of the facility, including maintenance of the classrooms and study rooms, the Atrium and the various gathering places around CLJ. Students wishing to schedule events within the building should contact Ms. Caputo to reserve a room or open space, place your events on the master Calendar, and to arrange for any furniture set-ups you might need. It is recommended you contact her via email at roomreserve@kinoy.rutgers.edu. Facility issues should be brought to Ms. Caputo’s attention via email at cljbuilding@kinoy.rutgers.edu.

Susan J. Feathers, Esq.  
Newark Campus Coordinator  
Pro Bono and Public Interest  
856-225-5555  
Room 212, CLJ  
sjf151@kinoy-new.rutgers.edu  

In coordination with Dean Friedman, Ms. Feathers oversees the Pro Bono and Public Interest Program on the Newark campus, providing students opportunities to learn about and experience public interest work, and giving support, counsel and assist students pursuing careers in the public sector.
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

![Jay Stephens](image)
**Jay Stephens**
President
jrs401@scarletmail.rutgers.edu

![Genna Conti](image)
**Genna Conti**
Vice President (Day)
genna.conti@rutgers.edu

![Justin Lamb](image)
**Justin Lamb**
Vice President (Eve.)
jd16@scarletmail.rutgers.edu

![Joseph Leopardi](image)
**Joseph Leopardi**
Treasurer
joseph.leopardi@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.*

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

![Stephanie Gomez](image)
**Stephanie Gomez**
Co-Chair
stephanie.s.gomez@rutgers.edu

![Lauren Van Dreisen](image)
**Lauren Van Dreisen**
Co-Chair
lauren.vandreisen@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

Corinne Burzichelli  
Editor-in-Chief  
cburch@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.

*Rutgers Law Record*  
973-353-3011, Room 001D  
lawrecord@gmail.com

Joyce Lee  
Editor-in-Chief

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

Nikolas Rodriguez  
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

Elizabeth Andes & Azeem Chaudry
Co-Editors-in-Chief
kiera.kenniff@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

Chloe Gogo
Co-Editor-in-Chief
Chloe.gogo@rutgers.edu

Marny Hearn
Co-Editor-in-Chief
Marny.hearn@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
ruters.apalsa@gmail.com

Divij Pandya
President

Alex Kim
Vice-President

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's 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

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**

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**
**rutgers.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**

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)**

[elsnewark@gmail.com](mailto:elsnewark@gmail.com)

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](mailto:rutgers.federalist.society@gmail.com)

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](mailto:ipls.rutgers@gmail.com)

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.

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

Room 011

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**

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.

**Law Students for Reproductive Justice**

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 (PILSA) Room 013, pilf@pegasus.rutgers.edu**

PILSA, 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 rutgerscaucus@gmail.com**

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.

**Phi Alpha Delta**

PADJacksonChapter@gmail.com

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

Madison Brackelmanns, Editor-in-Chief

Madison.brackelmanns@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

Maria McKee

Co-Chair

Genna Conti

Co-Chair

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. one psychiatrists and five full time and two part time counselors 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 and federal 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 2015 is September 15, 2015. After this date, even if you have other coverage you will be responsible for the student health insurance premium for the Fall 201r 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 Bleecker 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
123 Washington Street, Suite 590
Newark, NJ 07102

Lenore C. Pearson (973) 353-3343
Ronaldo Sabangan, Director of RNCCC
(973) 353-5968

or send e-mail to
childcare@newark.rutgers.edu

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
- CCampis 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
Bradley 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 Bleecker 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 Office 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 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.

The Law School also features a vibrant Pro Bono and Public Interest Program. The Program promotes a culture of public service within the law school community; increases and enhances co-curricular opportunities for students to learn about and experience public interest work; and supports, counsels and assists students pursuing careers in the public sector. Among the Eric R. Neisser Program’s many initiatives are the following: coordinating a variety of public interest events including First Monday, Pro Bono Week and symposia on topical issues in public interest law; administering the school’s extensive Public Interest Fellows Program; conducting outreach to alumni and the local, national and international legal community to forge mutually beneficial relationships; and providing career counseling, programming and funding for students and alumni pursuing internships, fellowships and careers in the public sector. The Law School’s Maida Public Interest Fellows Program, inaugurated in 2015, provides substantial funding for otherwise unpaid summer public interest placements for rising 2L, 3L and 4L students (up to 40 per summer across both campuses) and funds one post-graduate public interest fellowship per year. The Pro Bono Program provides opportunities for law students with training and supervision to provide community law-related education (through the Street Law Pro Bono Project); assist petitioners with no assets to file for Chapter 7 bankruptcy protection (through the Hon. Morris Stern Bankruptcy Pro Bono Project); provide information and referrals (through the NJ LGBTQ Legal Assistance Pro Bono Project); and participate in a number of intake and targeted legal services projects in partnership with legal services providers in the community. Though the true reward for pro bono work is the satisfaction of using legal skills to help those in need, involvement in the Program also helps students develop substantive knowledge, skills and professional networks. In addition, participation in most projects counts toward the 50 hour pro bono requirement for admission to the NY Bar. The Law School also recognizes exceptional pro bono service at graduation.
The School Store – “Legal Matters”

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/

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 Rebecca Enright Siroky, 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 Rebecca Enright Siroky (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 Ginny Caputo via email at roomreserve@kinoy.rutgers.edu. In the email you must include: date needed, start and end time, organization, purpose, number of people, and contact phone number. Once the request has been approved it will be added to 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>Tuition</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>Fees</td>
<td>$2,883</td>
<td>$1,548</td>
</tr>
<tr>
<td>Books</td>
<td>$1450</td>
<td>$1,088</td>
</tr>
<tr>
<td>Health Insurance</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>NJ Residents</td>
<td>$34,990 - Living with parents</td>
<td>$22,904 - Living with parents</td>
</tr>
<tr>
<td></td>
<td>$44,085 - 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>Non-Residents</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.

**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**

Current information regarding Rutgers Law School Academic Requirements can be found at in the Rutgers Law Rule Book posted on the website at:

https://law.newark.rutgers.edu/academic-affairs
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, and has since been amended from time to time, most recently in 2013. 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 at: http://studentconduct.rutgers.edu/university-code-of-student-conduct/.

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 Section IX of the University Code of Student Conduct and the Rutgers University Academic Integrity Policy (http://studentconduct.rutgers.edu/wp-content/uploads/sites/46/2014/12/Al_Policy_2013.pdf). Other conduct not within the scope of the Honor Code may also violate 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.

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/Policyof%20Harassment.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

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](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 OVERDUE 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, 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.

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.